CE Audit Guidelines and Requirements by License/Credential

If you are selected in the CE Audit, you will receive a message in your Kentucky Board of Nursing (KBN) Nurse Portal Message Center,

Nurses selected for the CE audit must provide proof of completion of continuing education requirements for the most recent licensure/CE earning period **(November 1, 2025 - October 31, 2026)**. *See* 201 KAR 20:215.

All CE activities must be entered and supporting documentation uploaded to your Nurse Portal account. You are responsible for entering your own CE activities. Please do **not** enter duplicate CE activities.

You may enter and upload the required CE documentation by following these steps:

- Log in to your KBN Nurse Portal Account:
    - https://kybn.boardsofnursing.org/kybn/
- Select 'Manage Profile'.
    - Select 'Continuing Education'.
        - Select '+Add Continuing Education'.
- Select 'License Type'.
- Enter 'CE Provider', if entering CE Course.
    - Leave blank if reporting 'Other Type of CE'.
- Enter 'Course Title' or 'Other Type of CE'.
    - If entering 'Other Type of CE' type in one of the options listed below:
        - LPN/RN Preceptorship Form
        - LPN/RN Employment Evaluation Form
        - LPN/RN College transcript showing completion of a nursing related course
        - LPN/RN Publication of Nursing Article
        - LPN/RN Research Project
        - LPN/RN Speaker at a CE Course
        - LPN/RN National Nursing Certification
- Enter 'Completion Date'.

- Enter 'CE Hours Earned', if entering CE Course.
    - Leave blank if reporting 'Other Type of CE'.
- Select 'Upload' to select the CE certificate or proof of other CE type earned.
    - Select '+Add File'.
        - Select document.
            - Select 'Save'.
- Select 'Save' for the CE to be submitted.
- To add another CE, select '+Add Continuing Education'.
    - Follow steps above (NOTE: Each CE must be entered individually.)
- See detailed instructions including screenshots for assistance on how to enter your CE.

Please review the following CE requirements and options:

RNs and LPNs

Review and then answer the questions below to select the option that you will use to verify completion of CE and submit the appropriate supporting documentation.

- **Option 1: Completion of 14 contact hours of nursing CE.**
    - Completion certificates for 14 contact hours of nursing CE courses, completed during the earning period **November 1, 2025 – October 31, 2026,** through a provider approved to offer nursing CE by the KBN, another state board of nursing, or one of the national nursing organizations listed in 201 KAR 20:220, that include all of the following information:
        - Nurse's Name
        - Course Title;
        - Date of Completion;
        - Contact Hours Awarded;
        - Provider Name; and
        - Who Approved the Provider to Offer Nursing CE.

All items must be listed on each completion certificate, or it will not be accepted.

- **Option 2: A satisfactory nursing employment evaluation that covers at least 6 months of the earning period, November 1, 2025 – October 31, 2026, and completion of 7 contact hours of nursing CE.**
    - Satisfactory nursing employment evaluation covering 6 months of the earning period.
        - A satisfactory nurse employment evaluation from the employer, covering 6 months of the earning period; or
        - A KBN CE nursing employment evaluation form completed by the employer.

and

- Completion certificates for 7 contact hours of nursing CE courses, completed during the earning period **November 1, 2025 – October 31, 2026,** through a provider approved to offer nursing CE by the KBN, another state board of nursing, or one of the national nursing organizations listed in 201 KAR 20:220, that include all of the following information:
    - Nurse's Name
    - Course Title;
    - Date of Completion;
    - Contact Hours Awarded;
    - Provider Name; and
    - Who Approved the Provider to Offer Nursing CE.

All items must be listed on each completion certificate, or it will not be accepted.

- **Option 3 – National Nursing Certification** (A national nursing certification is a credential that demonstrates a nurse's competence and expertise in a specific area of care, ie. Oncology Nurse Certification. Please note: ACLS and PALS are not considered national nursing certifications and do not meet this option.)
    - Either the certificate or a wallet card issued by the certifying organization which includes the following:
        - Nurse's Name;
        - Certification Achieved; and
        - Date of Expiration (The date of expiration must be after the earning period.)

- **Option 4 – Completion of Nursing Course(s) at a College, University, or Post Secondary Vocational Institution during the earning period where a grade of "C" or higher or a "Pass" in a "Pass / Fail" system and credit hours were awarded.**
    - A transcript from the school that includes all the following required items.
        - Nurse's Name;
        - Name of College or University;
        - Course Title;
        - Grade Awarded;
        - Date of Completion; and
        - Number of Hours Awarded.

1 college credit hour is equal to 15 contact hours, and 1 quarter hour is equal to 12 contact hours.

- **Option 5 – Participation as a Preceptor with a Student or New Employee for at least 120 hours during the earning period.**
    - A completed KBN Preceptor Continuing Education Verification Form.
- **Option 6 – Publication of a Nursing Article in a Peer-reviewed health-related journal**
    - A copy of the published article that lists the nurse as the author as published with the date of publication in the earning period.
- **Option 7 – Presentation of a Nursing CE Course**
    - Either a program brochure, course description, or a letter from the provider identifying the nurse as the developer and presenter of the course. The presenter receives twice the number of contact hours as attendees
- **Option 8 – Nursing Research Project**
    - A project abstract including a summary of findings is required. It must include the nurse's name as the principal investigator, co-investigator, or project director.

APRNs (All designations)

All APRNs must complete at least 5 contact hours in pharmacology between November 1 - October 31 every year. Completed through a CE Provider approved to offer nursing CE by the KBN; another state board of nursing; or one of the national nursing organizations.

- Completion certificates for 5 contact hours of nursing CE courses in pharmacology, completed during the earning period **November 1, 2025 – October 31, 2026**, through a provider approved to offer nursing CE by the KBN, another state board of nursing, or one of the national nursing organizations listed in 201 KAR 20:220, that include all of the following information:
    - Nurse's Name
    - Course Title;
    - Date of Completion;
    - Contact Hours Awarded in Pharmacology;
    - Provider Name; and
    - Who Approved the Provider to Offer Nursing CE.

All items must be listed on each completion certificate, or it will not be accepted.

APRNs who prescribe controlled substances – APRNs with a CAPA-CS, a DEA registration, a KASPER account and/or an exemption from a CAPA-CS.

All APRNs registered with the Drug Enforcement Administration (DEA) and have a Prescription Drug Monitoring Program (PDMP) account/ Kentucky All Scheduled Prescription Electronic Reporting (KASPER) must complete at least 3 of the required 5 contact hours of pharmacology in pain management or addiction disorders between November 1 - October 31 of each year.

- Completion certificates for 3 of the 5 contact hours of nursing CE courses in pharmacology, completed during the earning period **November 1, 2025 – October 31, 2026**, through a provider approved to offer nursing CE by the KBN, another state board of nursing, or one of the national nursing organizations listed in 201 KAR 20:220, that include all of the following information:
    - Nurse's Name
    - Course Title;
    - Date of Completion;
    - Contact Hours Awarded;
    - Provider Name; and
    - Who Approved the Provider to Offer Nursing CE.

All items must be listed on each completion certificate, or it will not be accepted.

APRNs with authorization to provide written certifications for the use of medicinal cannabis

APRNs with an authorization to provide written certifications for the use of medicinal cannabis must complete three (3) contact hours of nursing continuing education every year between November 1 – October 31, 201 KAR 20:067 in the following subjects:

- ❖ Diagnosing qualifying medical conditions;
- ❖ Treating qualifying medical conditions with medicinal cannabis;
- ❖ The pharmacological characteristics of medicinal cannabis and possible drug interactions; and
- ❖ Indications of cannabis use disorder.

- Completion certificates for 3 contact hours of nursing CE courses in the topics outlined above completed during the earning period **November 1, 2025 – October 31, 2026**, through a provider approved to offer nursing CE by the KBN, another state board of nursing, or one of the national nursing organizations listed in 201 KAR 20:220, that include all of the following information:
    - Nurse's Name
    - Course Title;
    - Date of Completion;
    - Contact Hours Awarded;
    - Provider Name; and
    - Who Approved the Provider to Offer Nursing CE.

All items must be listed on each completion certificate, or it will not be accepted.

Nurse with a Sexual Assault Nurse Examiner (SANE) Credential

Nurses with a SANE Credential must have completed at least 5 of the required contact hours related to the role of the SANE or in forensic nursing, through a provider approved to offer nursing CE by the KBN, another state board of nursing, or one of the national nursing organizations listed in 201 KAR 20:220, during the earning period. All completion certificates must include the following:

- Nurse's Name
- Course Title;
- Date of Completion;
- Contact Hours Awarded
- Provider Name; and
- Who Approved the Provider to Offer Nursing CE.

All items must be listed on each completion certificate, or it will not be accepted.

If you have any questions related to the CE Audit, please send a message in your KBN Nurse Portal Message Center to the topic "*CE Audit*".