

# KBN CE Audit – APRN CE AUDIT REPORTING INFORMATION

## Earning Period November 1, 2022 – October 31, 2023

### To complete the CE Audit:

**All APRNs** must have a national nursing certification and must complete a minimum of five (5) contact hours in Pharmacology from an approved CE Provider.

**APRNs with a CAPA-CS** – one and one-half (1.5) of the required five (5) pharmacology contact hours must be completed in one of the following areas:

- Pain Management; and/or
- Addiction Disorder.

1. Review information on documents required for continuing education verification for the CE Audit.
2. Review all documents ensuring they meet the requirements listed below, and that your name and a date of completion is between **November 1, 2022 – October 31, 2023** are listed on each;
3. Register for a **Free** Basic CE Broker account at <https://cebroker.com/ky/account/basic/>. (Please note: Although CE Broker offers three types of accounts, **the Free Basic CE Broker Account is the only one** needed to submit continuing education documents); and
4. Report and upload/attach all documentation required in your Free Basic CE broker account. All items must be uploaded on or before **December 6, 2023**.

**Reporting in CE Broker:** Once you have signed into your Free Basic CE Broker account as an APRN, **select + Report CE**. Select Begin next to the type of CE that you are reporting. See documentation required section below for additional information.

If you need assistance with registering for your Free CE Broker account or uploading required items, please contact CE Broker Support at (877) 434-6323 or [support@cebroker.com](mailto:support@cebroker.com) for assistance. CE Broker is available Monday – Friday from 8:00 AM - 8:00 PM EST.

### ADVANCED PRACTICE REGISTERED NURSES (APRNs): - DOCUMENTATION REQUIRED:

#### All APRNs must upload the following:

- CE completion certificate from an approved CE provider, for at least five (5) contact hours in pharmacology completed during the earning period. (The CE completion certificate must list the APRN's name, provider's name, who approved the provider, and indicate the number of contact hours designated as pharmacology.) *In CE Broker, select, **Begin next to continuing education related to pharmacology.***

**APRNs with a CAPA-CS** must **also** upload the following items:

- CE completion certificates from an approved CE provider, for at least (1.5) contact hours related to the use of the KASPER system, pain management or addiction disorders. These hours may count toward the five (5) contact hours in pharmacology. *In CE Broker, select **Begin next to continuing education related to KASPER, pain management, or addiction disorders.***

*Depending on the courses completed, the same CE certificates may be applied to all three (3) of the requirements listed above.*

**\*\*Please Note: Sexual Assault Nurse Examiner (SANE) Credentialed Nurses:** Are required to submit certificates from an approved provider totaling five (5) contact hours of continuing education related to the role of the sexual assault nurse examiner or forensic nursing. *In CE Broker, select **Begin next to SANE Certified.***