

KBN CE 2023- Audit – RN/LPN Audit Reporting Instructions
Earning Period November 1, 2022 – October 31, 2023

To complete the CE Audit process, follow the steps listed below:

1. Review the options, listed below, to validate completion of nursing continuing competency for the audit. Review documents to be sure they meet the requirements for the option selected and that your name and a date of completion between November 1, 2022– October 31, 2023 are listed on each item being submitted.;
2. Register for a [Free](#) Basic CE Broker account at <https://cebroker.com/ky/plans>. Although CE Broker offers three types of accounts, **the Free CE Broker Account is the only one needed** to submit continuing education validation documents for the CE Audit); and
3. Upload all documentation required for submission, as described for the option you selected below to your CE broker account. All items must be uploaded on or before **December 6, 2023**. [Within your Free Basic CE Broker account select +Report CE](#). Then, select begin next to the CE option type you are submitting, see below for additional information.

Please contact CE Broker Support at (877) 434-6323 or support@cebroker.com, for assistance in registering for your Free Basic CE Broker Account, reporting and uploading required documents. CE Broker is available Monday – Friday from 8:00 AM -8:00 PM EST.

Documentation required by option for verification.

OPTION 1: FOURTEEN (14) APPROVED CONTACT HOURS: Submission of CE certificates from an approved provider totaling fourteen (14) contact hours. Completion certificates must list your name, name of provider, who the provider is approved by to offer nursing CE, date of completion, and total number of contact hours. *In CE Broker, select **Begin** next to [Continuing education related to nursing](#).* *Please note: employment and staff development, in-service activities such as orientation, on the job training, basic CPR, and equipment demonstrations cannot be used for CE credit. Continuing education offerings cannot be repeated during an earning period.*

OPTION 2: SATISFACTORY NURSING EMPLOYMENT EVALUATION & SEVEN (7) APPROVED CONTACT HOURS:

Requires submission of all three (3) items listed below.

1. Satisfactory nursing employment evaluation from your employer covering at least six (6) months of the earning period; and
2. KBN Nursing Employment Evaluation Form, completed by your supervisor or employer covering at least six (6) months of the earning period; This form may be found in the document library of the KBN website www.kbn.ky.gov. Search for *CE Nursing Employment Evaluation Form*. *In CE Broker, select **Additional options**, then select **Begin** next to [Proof of \(7\) approved contact hours, plus employment evaluation](#). Follow the prompts and attach **both**: (1) An Employee Evaluation from your employer; and (2) A completed KBN Nursing Employment Evaluation Form. Both forms must cover 6 months of the earning period. **THEN, report and submit:***
3. Completion certificates from an approved provider totaling seven (7) contact hours completed during the earning period. *Select **Begin**, next to [continuing education related to nursing](#).*

OPTION 3: CURRENT NATIONAL CERTIFICATION OR RE-CERTIFICATION RELATED TO THE NURSE'S PRACTICE ROLE:

Submission of the national nursing certificate or certification card showing the date of expiration. The certification shall have been initially attained, renewed, or in effect during the earning period. *In CE Broker, select **Additional options**, follow prompts and select **Begin** next to [National Certification related to the nurses practice role](#).*

OPTION 4: SUCCESSFUL COMPLETION OF A POST LICENSURE ACADEMIC COURSE AT A COLLEGE, UNIVERSITY, or VOCATIONAL INSTITUTION:

Submission of an academic transcript showing completion of a nursing course beyond prelicensure curriculum or a course relevant to nursing practice. The course must have been completed during the earning period with a grade of "C" or higher or a grade of "Pass" on a pass-fail grading system. Calculation of contact hours: One (1) semester or trimester hour equals fifteen (15) contact hours. One (1) quarter hour of academic credit is equals twelve (12) contact hours. *In CE Broker, select **Begin** next to [Post Licensure Academic Course from College, University or Postsecondary Vocational Institution](#).*

OPTION 5: PARTICIPATION AS A PRECEPTOR FOR AT LEAST ONE (1) NURSING STUDENT OR NEW EMPLOYEE

Submission of a completed Preceptorship Verification Form (Available in the document library of the KBN website at www.kbn.ky.gov. Search the document library for CE Preceptor Verification Form) or written documentation from the educational institution or preceptor's supervisor showing services as a preceptor during the earning period for at least 120 hours. *In CE Broker, select **additional options**, follow prompts and select **Begin** next to [Participation as a Preceptor](#).*

OPTION 6 : PUBLICATION OF A NURSING RELATED ARTICLE IN A PEER REVIEWED HEALTH RELATED JOURNAL

Submission of the article published during the earning period. *In CE Broker, select **additional options**, follow prompts and select **Begin** next to [Publication Credit](#).*

OPTION 7: NURSING CONTINUING EDUCATION PRESENTATION Submission of program brochure, course syllabi, or letter from an approved offering provider pursuant to 201 KAR 20:220 identifying the licensee (you) as the developer and presenter. The target audience must be nurses or other health care professionals and the offering must have been presented during the earning period. *In CE Broker, select **Begin** next to [Presentation Credit](#).*

OPTION 8 : COMPLETION OF A NURSING RELATED RESEARCH PROJECT AS PRINCIPLE INVESTIGATOR,

COINVESTIGATOR, OR PROJECT DIRECTOR Submission of project abstract that utilizes a research methodology, is qualitative or quantitative in nature, and includes a summary of findings. Research must have been completed during the earning period. *In CE Broker, select **Additional options**, follow prompts and select **Begin** next to [Nursing Research Project](#).*

***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. These contact hours may count towards the 14 total contact hours required. *In CE Broker, select **Additional options**, then select **Begin** next to [SANE Certified](#).*