

# **GUIDELINES FOR CONTINUING EDUCATION PROVIDERS**

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**KENTUCKY BOARD OF NURSING  
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# PREFACE

The purpose of this document is to provide information about the Kentucky Board of Nursing's standards, criteria, policies, guidelines, nursing laws, and regulations for mandatory continuing education/competency for nurses in Kentucky.

When the term "Board" is used, it refers to the Kentucky Board of Nursing.

When the term "Continuing Education" appears, the reference is to mandatory continuing education for nurses.

Each section of this document contains standards to be met, forms, and copies of relevant Kentucky administrative regulations.

All forms may be duplicated or downloaded from the KBN website at <http://kbn.ky.gov>.

Kentucky Nursing Laws may be duplicated or downloaded from the KBN website at <http://kbn.ky.gov/laws/>

Kentucky Board of Nursing Administrative Regulations may be duplicated or downloaded from the Internet at:  
<http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

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# CONTINUING EDUCATION IN KENTUCKY

## HISTORY

To assure the public that each nurse licensed in the Commonwealth of Kentucky has reasonably current knowledge of the nursing science and skills needed to provide for the health and safety of persons receiving nursing care, the 1978 General Assembly enacted a continuing education requirement for licensure renewal that became effective in 1982.

## PURPOSE

As stated in the *Kentucky Nursing Laws* (KRS 314), the purpose of mandatory continuing education is to require evidence of the nurse's efforts to update his/her knowledge of nursing science and to maintain or develop new nursing skills.

Therefore, any approval granted to a continuing education provider shall be based upon evidence of the ability to plan learning activities that present current nursing content that supports competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research relevant to the performance of those acts for which nurses are licensed. Content classified as "continuing education" extends beyond the nurse's knowledge from his/her basic prelicensure program.

## CE REQUIREMENTS FOR LICENSURE RENEWAL

According to KBN Administrative Regulation 201 KAR 20:215, validation of CE/competency must include **one** of the following:

1. Proof of earning 14 approved contact hours; **OR**
2. A national certification or recertification related to the nurse's practice role (in effect during the whole period or initially earned or renewed during the period); **OR**
3. Completion of a nursing research project as principal investigator, coinvestigator, or project director. Must be qualitative or quantitative in nature, utilize research methodology, and include a summary of the findings; **OR**
4. Publication of an article in a peer-reviewed health-related journal; **OR**
5. A nursing continuing education presentation that is designed and developed by the presenter, presented to nurses or other health professionals, evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee's participation as the presenter of the offering, and offered by a provider approved pursuant to 201 KAR 20:220; **OR**
6. Participation as a preceptor for at least one nursing student or new employee undergoing orientation (must be for at least 120 hours, have a one-to-one relationship with student or employee, may precept more than one student during the 120 hours, and preceptorship shall be evidenced by written documentation from the educational institution or preceptor's supervisor); **OR**
7. Proof of earning 7 approved contact hours, **PLUS** a nursing employment evaluation that is satisfactory for continued employment (must be signed by supervisor with the name, address, and phone number of the employer included), and cover at least 6 months of the earning period.
8. Certain college credit courses may be used to meet the CE requirements. Courses must be beyond the prelicensure curriculum of the individual licensee. Nursing courses, designated by a nursing course number, and academic courses that are applicable to the nurse's role will count toward CE hours. **One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.**

[Reference: 201 KAR 20:215. Continuing competency requirements.] <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

## “CEU” vs “CONTACT HOUR”

Kentucky and most nursing continuing education providers require offerings to be awarded in **contact hours**. Contact hours refer to the stated amount of time an individual was present during a course. One **contact hour** is equivalent to 50 minutes of clock time. Contact hours shall be calculated by taking the total number of minutes that the participants will be engaged in the learning activities, excluding breaks, and divide by 50. Partial hours are permissible after one contact hour is earned.

For years there has been great confusion between the uses of the terms “CEU” and “Contact Hour.” Continuing Education Unit (CEU) is the term used as the unit of measurement by colleges and universities to designate 10 contact hours. **The terms “contact hour” and “CEU” cannot be used interchangeably.**

[Reference: *Kentucky Nursing Laws* – 314.011; 314.073; <http://kbn.ky.gov/laws/> [Definitions for mandatory continuing education]; 201 KAR 20:200, [Continuing competency requirements]; 201 KAR 20:215, <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

## LICENSE RENEWAL PROCESS

As a prerequisite for license renewal, all individuals licensed under provisions of Chapter 314 shall be required to attest to the completion of continuing education requirements of fourteen (14) contact hours in a given licensure period as prescribed in regulations promulgated by the Board.

KBN has an annual renewal process for all licensees. The CE/competency earning period is the same as the licensure period, i.e., November 1 through October 31 of each year. Licensees who recently reinstated a lapsed license need to refer to the KBN website at <http://kbn.ky.gov>, or contact the KBN office for information on required CE/competency for renewal of licensure.

[Reference: *Kentucky Nursing Laws* — 314.073, Continuing competency requirements], <http://kbn.ky.gov/laws/>

## CONTINUING EDUCATION AUDIT

Following each licensure renewal period, individual licensees (selected by random audit) will be required to submit documented evidence validating continuing education/competency. Verification of mandatory CE/competency earning is not otherwise reported to the Board, unless requested.

It is imperative that individual licensees retain for a minimum of five (5) years following the licensure period all copies of certificates of attendance (grade reports, pass—fail certificates, or other documents) verifying successful completion of approved continuing education offerings and/or competency. The Domestic Violence and Pediatric Abusive Head Trauma CE certificates should be retained indefinitely.

[References: 201 KAR 20:200. Definitions for mandatory continuing education; 201 KAR 20:215. Continuing competency requirements.], <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>

## SPECIFIC CONTENT REQUIREMENTS

### DOMESTIC VIOLENCE

KRS 194A.540 mandates domestic violence training requirements for multiple individuals and groups involved in the potential prevention, intervention, or response to domestic violence situations. The bill contains the following provisions for nurses licensed in Kentucky:

- (2) The course shall include the dynamics of domestic violence, effects of domestic violence on adults and child victims, legal remedies for protection, lethality and risk issues, model protocols for addressing domestic violence, available community resources and victim services, and reporting requirements. The training shall be developed in consultation with legal, victim services, victim advocacy, and mental health professionals with an expertise in domestic violence.

(3) No later than June 30, 1999, every health care or mental health professional licensed or certified pursuant to KRS Chapters 309, 311, 319, 335, or 314 on the effective date of this Act shall successfully complete a 3-hour training course which meets the requirements of subsection (2) of this section. Persons who are granted licensure or certification after the effective date of this Act shall successfully complete the training within 3 years of the date of initial licensure or certification.

Thus, all nurses with active licensure status on July 15, 1996 had a mandatory requirement to earn 3 hours of KBN approved domestic violence CE before July 1, 1999. Any nurse licensed after July 15, 1996, has 3 years from the date of initial licensure to earn the 3 hours of domestic violence CE. This is a one-time earning requirement.

This course was included in the curriculum for graduates of Kentucky Programs of Nursing as of May 1998, meaning that these graduates are not required to take additional CE on the subject.

Nurses should retain certificates of completion indefinitely. Copies of CE certificates of completion should not be submitted to KBN unless requested.

Any approved nursing CE provider that would like to offer Domestic Violence continuing education should refer to KRS 194A.540 in the development of the offering. KRS 194A.540 can be accessed at the following link: <http://www.lrc.ky.gov/Statutes/chapter.aspx?id=38056>. For any additional information or questions regarding KRS 194A.540, please contact the Cabinet for Health and Family Services.

## PEDIATRIC ABUSIVE HEAD TRAUMA (SHAKEN BABY SYNDROME)

KRS 314.073(6) mandates pediatric abusive head trauma training requirements for all practitioners licensed under KRS Chapter 314. Nurses are required to complete a one-time training course of at least one and one-half (1.5) hours covering the recognition and prevention of pediatric abusive head trauma, as defined in KRS 620.020(8).

Nurses have three years from the date of licensure to complete the course. This is a one-time earning requirement.

This course was included in the curriculum for graduates of Kentucky Programs of Nursing as of December 2011, meaning that these graduates are not required to take additional CE on the subject.

Nurses should retain certificates of completion indefinitely. Copies of CE certificates of completion should not be submitted to KBN unless requested.

Any approved nursing CE provider that would like to offer Pediatric Abusive Head Trauma continuing education should refer to KRS 620.020(8) in the development of the offering. KRS 620.020(8) can be accessed at the following link: <http://www.lrc.ky.gov/Statutes/statute.aspx?id=20184>. [Reference: KRS 314.073. Continuing competency requirements. <http://www.lrc.ky.gov/Statutes/statute.aspx?id=44619>].

## PHARMACOLOGY

Advanced practice registered nurses (APRNs) are required to earn 5 contact hours of approved continuing education in pharmacology each licensure period. APRNs with a CAPA-CS are required to earn 1.5 approved CE contact hours on the use of KASPER, pain management, or addiction disorders. These hours may count as part of the required pharmacology hours.

A provider shall designate and publish the number of hours of any portion of an offering dedicated to the pharmacology requirement. [Reference: 201 KAR 20:215. Continuing competency requirements. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>].

## SEXUAL ASSAULT NURSE EXAMINER (SANE)

Credentialed Sexual Assault Nurse Examiners (SANE) must earn 5 contact hours of approved sexual assault continuing education each licensure period. Forensic medicine or domestic violence CE will meet this requirement. These hours count as part of the CE requirement for the period in which they are earned. [Reference: 201 KAR 20:215. Continuing competency requirements. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## INTRAVENOUS (IV) THERAPY

Effective September 15, 2004, KBN approved the Kentucky Administrative Regulation, 201 KAR 20:490, governing licensed practical nurse intravenous (IV) therapy scope of practice. The regulation identifies IV therapy functions that are recognized as being within the current scope of LPN practice, as well as identifies functions that will be an expansion of that practice.

Prior to performing intravenous (IV) therapy, the licensed practical nurse (LPN) must complete education and training related to the scope of IV therapy for an LPN. This education and training must be obtained through:

- (a) A prelicensure program of nursing for individuals admitted to the program after September 15, 2004; or
- (b) An institution, practice setting, or continuing education provider that has in place a written instructional program and a competency validation mechanism that includes a process for evaluation and documentation of an LPN's demonstration of the knowledge, skills, and abilities related to the safe administration of IV therapy. The LPN shall receive and maintain written documentation of completion of the instructional program and competency validation.

The education and training programs mentioned above must be based on "Policies and Procedures for Infusion Nursing" and "Infusion Nursing: Standards of Practice" and shall include the following components:

- (a) Technology and clinical applications;
- (b) Fluid and electrolyte balance;
- (c) Pharmacology and vesicants;
- (d) Infection control;
- (e) Transfusion therapy;
- (f) Parenteral nutrition; and
- (g) Legal aspects based on KRS Chapter 314 and this administrative regulation.

An LPN who has met the education and training requirements may perform select functions except as limited and under supervision as stated in the regulation. The regulation requires that the education and training of LPNs who perform IV therapy contain specific components. For questions regarding LPN intravenous therapy scope of practice, please contact the Board's Nursing Practice Consultant by phone at 502-429-3320 or 800-305-2042. [Reference: 201 KAR 20:490. Licensed practical nurse intravenous therapy scope of practice. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## HIV/AIDS

### Eliminated as a Mandatory CE Requirement

In summer of 2015, the legislature passed House Bill 248 that eliminated the mandatory HIV/AIDS continuing education. **Effective June 24, 2015 nurses are no longer required to take continuing education classes dedicated to HIV/AIDS.**

If nurses wish to take a course in HIV/AIDS as part of the 14 required contact hours for renewal, the course must be offered by an approved CE provider.

## APPROVAL AS A CE PROVIDER

A provider of continuing education may be any individual, organization, or entity approved by KBN. A potential provider should apply to KBN for approval in accordance with regulatory requirements. Evidence of compliance with the administrative standards specified in 201 KAR 20:220. Nursing continuing education provider approval, is required at the time of application. An application for initial provider approval may be submitted at any time. Retroactive approval shall not be granted.

## INITIAL APPROVAL

Submitting an Initial Provider Approval application is the first step in the approval process, and is required of all nursing continuing education providers for the Commonwealth of Kentucky. [Reference: Application for Provider Approval; 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## APPROVAL RENEWAL

Provider approval should be renewed on or before September 30 of the year in which the current approval period expires. Continued provider approval is contingent upon evaluation of the provider's past performance and current compliance with Board regulations, standards, and criteria for continuing education.

The following information must be submitted as part of a completed Application for Provider Renewal:

- Total number of offerings held during the reporting period
  - Number of participants, broken into RN and LPN
- A listing of all the courses that were offered during the reporting period
- Types of content-specific courses offered to the general public
- Any issues or concerns during the reporting period and how they were handled
- A sample copy of one of your offering announcements to verify it is done correctly
- A copy of the nurse administrator's CV or résumé, if a change in nurse administrator has occurred.

Approved CE providers must also submit a renewal fee of \$100. Once renewed, a providership will expire in two years.

KBN reserves the right to conduct a random audit of providers at any time. [Reference: Application for Provider Renewal; 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## DENIAL, REVOCATION, SUSPENSION, OR PROBATION OF APPROVAL

KBN may deny, revoke, suspend, or probate approval, or otherwise discipline any approved provider, continuing education activity, or other approved entity for just cause. [Reference: 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## DETERMINING CONTINUING EDUCATION

It is the responsibility of the nurse administrator of a provider to plan, develop, implement, and evaluate continuing education activities. The Kentucky Board of Nursing approves providers, not specific content. However, the Board does provide guidelines in 201 KAR 20:220 that should be consulted when preparing a continuing education activity.

Organized learning activities shall be based upon a reasonable justification and need for the continuing education that enhances the quality, safety, and effectiveness of care provided by nurses, as well as contributes directly to the competence of a nurse.

The content of nursing continuing education shall be designed to present current theoretical knowledge to enhance and expand nursing skills, and promote competence in decision making.

Outcomes for continuing education activities shall be related to nursing practice and interventions, stated in clearly defined expected learner outcomes, and consistent with evidence of a need for the continuing education activity. The learner outcomes shall provide statements of observable behaviors that present a clear description of the competencies to be achieved by the learner.

Teaching methods shall be consistent with the content and learning outcomes and objectives, and shall reflect the use of adult learning principles. Activities of both the teacher and the learner shall be specified. Faculty for continuing education activities shall have documented expertise in the subject matter and experience in presenting to adult learners and facilitating adult learning.

The continuing education activity shall reflect planning among the nurse administrator, faculty, and content experts.



The following are considered in-service education and shall **not** be considered as a continuing education activity:

- An activity that is part of an employing agency's staff development program designed to provide information related to the work setting
- On the job training
- Orientation
- Basic cardiopulmonary resuscitation / basic life support
- Equipment demonstration

[Reference: 201 KAR 20:220. Nursing continuing education provider approval. <http://www.lrc.state.ky.us/kar/TITLE201.htm#chp020>]

## RECORDS AND REPORTS

The provider shall have a system for maintaining and retrieving the records of continuing education offering(s) and participant attendance that facilitates the verification of attendance, contact hours earned, and evaluation of the learning activity. Records shall be maintained in an accurate and confidential manner for a minimum of **five years**.

### RECORDS NUMBERING SYSTEM

KBN's system of assigning provider offering numbers is designed to promote maintenance of accurate records and data retrieval.

1. **Provider Core Number**: A five-digit number assigned by KBN constitutes the provider's permanent core number.
  - a) The core number is assigned when an application for providership is approved by KBN.
  - b) The core number is permanent and remains constant from year to year.
  - c) The provider number is nontransferable, and shall be used to identify all communications, records, and/or reports of the provider.
2. **Components of Provider Number Digits**.

Example provider number: **3-0916-12-18-015**

- a) **Category of Provider**. The first digit of the provider offering number shall identify the category of the provider.
    - (1) "1" = Professional nursing organization whose membership is restricted to nursing; e.g., KNA, KSALPN, AORN.
    - (2) "2" = Related nursing organizations whose membership includes non-nurses; e.g., KLN, EDNA. Or are organized only on a state or local level.
    - (3) "3" = Educational institution's program of offering(s) of continuing education for nurses; e.g., school of nursing or department of continuing education for nursing.
    - (4) "4" = Health service agency employer of nurses; e.g., health department, nursing home, hospital.
    - (5) "5" = Health related organizations; nonprofit and/or tax exempt organizations whose services are primarily education and/or research; e.g., American Cancer Society, American Diabetes Association.
    - (6) "6" = Commercial organizations.
    - (7) "7" = Other.
  - b) **Chronological Number**. The second, third, fourth, and fifth digits of the provider's core number shall be assigned by the Board;
  - c) **Expiration Date**. The sixth, seventh, eighth, and ninth digits represent the month and year of the expiration date of providership approval; e.g., 12-18 (December 31, 2018).
  - d) **Offering Number**. Additional digits are assigned by the provider.
    - (1) If an offering is repeated during the approval period, the provider may wish to use the same offering number assigned for the first presentation.
    - (2) Revisions of the offering during the approval period should not require a change of the offering number.
3. The provider offering number shall appear on the certificate of completion to identify the contact hours credited.
  4. The provider offering number shall be listed on offering announcements and/or advertisements of an offering.

## OFFERING RECORDS

For each offering that awards contact hour credit for continuing education, the provider shall keep the following information filed in a manner to facilitate data retrieval:

- Presentation schedule
- Name and credentials of the presenter
- Topic to be covered
- Times for meals and breaks, if applicable
- Teaching methods, with corresponding time frames, for each content area
- Learner outcomes
- Title, date, and site of the activity
- Name of the person responsible for coordinating and implementing the activity
- Purpose, documentation of planning, faculty, teaching, and evaluation methods
- Participant roster
- Summary of participant evaluations
- Number of contact hours awarded
- Master copy of certificate of completion awarded
- Identification of required instructional materials and references

## PARTICIPANT ROSTER

The participant roster shall include the name, signature, and nursing license number of each individual who attends the offering. The offering shall be identified by title, provider offering number, and date. The number of contact hours listed shall be accurate and earned by each nurse in accordance with KBN standards and criteria.

## PARTICIPANT EVALUATIONS

Providers must have a clearly defined method for evaluating the offering. Evaluations must include:

- Participant appraisal of achievement of each outcome
- Teaching effectiveness of each presenter
- Relevance of content to expected outcomes
- Effectiveness of teaching methods
- Appropriateness of physical facilities

The participant evaluations must be summarized and this summary retained in the offering record. This summary of participant evaluations shall be reported to KBN (at the time of the providership renewal) as a raw score when any offering evaluation summary reflects a greater than 20 percent below average ranking for any one evaluation item. A provider must also maintain an action plan with time lines for resolution of identified deficiencies.

Providers must also have a mechanism for periodic, systematic evaluation of the total program of educational activities.

## OFFERING ANNOUNCEMENT

Participants shall be provided with essential information prior to registration in the form of an offering announcement. The following information must be included:

- Learner outcomes
- Content overview
- Date, time, and presentation schedule
- Presenter
- Number of contact hours
- Fee and refund policy
- Target audience and any prerequisites
- Requirements for successful completion that shall be clearly specified and shall include a statement of policy regarding candidates who fail to successfully complete the continuing education activity
- Provider number

## CERTIFICATE OF COMPLETION

Participants shall be given a certificate of completion that contains the following information:

- Name of participant
- Offering title, date, and location
- Provider's name, address, telephone number, approval number, and expiration date of the providership
- Name and signature of the authorized provider representative
- Number of continuing education contact hours awarded

A certificate of completion shall be awarded only to those successfully meeting the learning requirements of the activity.

## QUALITY ASSURANCE / AUDIT OF RECORDS

As part of KBN's quality assurance program for mandatory continuing education, the continuing education activity of approved providers shall be subject to an audit by KBN. The audit may be a review of all provider activity or a random sampling of these.

1. KBN or its designee may at any time during the continuing education year conduct an audit. At the discretion of KBN, an audit may be conducted to: evaluate the performance and/or compliance with KBN's standards, criteria and/or regulations, and/or to investigate complaints.
2. At the discretion of KBN, any one, or all, or a combination of the following methods of auditing may be used to evaluate the provider's educational unit and/or its continuing education activity.
  - a) Structural audit – evaluation of resources and facilities.
  - b) Process audit – evaluation of the planning process.
  - c) Retrospective audit – evaluation of records and reports.
  - d) Outcome audit – evaluation of offering presentation.
3. If an entity chooses neither to comply nor to cooperate with the audit process, KBN approval shall be immediately withdrawn.

## **CHANGES IN PROVIDER INFORMATION**

If there are any changes in the provider information, such as nurse administrator, mailing address, or phone number, the provider must notify the Board in writing within 30 days.

If a change has occurred in the nurse administrator, send a letter explaining the transition along with a copy of the new nurse administrator's most recent Curriculum Vitae or résumé. If a qualified nurse administrator is not available to serve in the capacity of the administrator, the provider shall not offer any continuing education activities until a qualified nurse administrator is appointed.

## **CONTACT INFORMATION**

If you have any questions, please contact Chessica Nation, Continuing Competency Program Coordinator, via email at [Chessica.Nation2@ky.gov](mailto:Chessica.Nation2@ky.gov) or by phone at 502-429-7191 or 1-800-305-2042 Ext. 7191.