

KBN CE Audit – RN and LPN OPTION FORM Earning Period November 1, 2019 – October 31, 2020

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

1. Select ONE of the options listed below to validate completion of nursing continuing competency for the CE 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, 2019 – October 31, 2020 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 **February 23, 2021**.

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

OPTION 1: FOURTEEN (14) APPROVED CONTACT HOURS - DOCUMENTATION REQUIRED: Submission of CE certificates from an approved provider totaling fourteen (14) contact hours. *Please note: employment and staff development, in-service activities such as orientation, on the job training, basic CPR, and equipment demonstrations cannot be utilized for CE credit. Continuing education offerings cannot be repeated during an earning period.*

OPTION 2: SATISFACTORY NURSING EMPLOYMENT EVALUATION & SEVEN (7) APPROVED CONTACT HOURS - DOCUMENTATION REQUIRED: Submission of your satisfactory nursing employment evaluation along with the attached KBN Nursing Employment Evaluation Form completed by an immediate supervisor, and copies of CE Certificates from an approved provider totaling seven (7) contact hours. The nursing employment evaluation must cover a period of at least six (6) months of the earning period (November 1, 2019 – October 31, 2020.)

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

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

OPTION 5: PARTICIPATION AS A PRECEPTOR FOR AT LEAST ONE (1) NURSING STUDENT OR NEW EMPLOYEE – DOCUMENTATION REQUIRED: Submission of a completed Preceptorship Verification form available at <http://kbn.ky.gov/ce/Documents/preceptorship.pdf> or written documentation from the educational institution or preceptor's supervisor showing services as a preceptor in a one-to-one relationship during the earning period for at least 120 hours. Hours may be combined, if training more than one student or employee.

OPTION 6: PUBLICATION OF A NURSING RELATED ARTICLE IN A PEER REVIEWED HEALTH RELATED JOURNAL - DOCUMENTATION REQUIRED: Submission of the article published during the earning period.

OPTION 7: NURSING CONTINUING EDUCATION PRESENTATION - DOCUMENTATION REQUIRED: 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. *The number of contact hours earned shall be twice the number of contact hours offered to presentation attendees.*

OPTION 8: COMPLETION OF A NURSING RELATED RESEARCH PROJECT AS PRINCIPLE INVESTIGATOR, COINVESTIGATOR, OR PROJECT DIRECTOR – DOCUMENTATION REQUIRED: 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

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.