

PURPOSE

The purpose of mandatory continuing education (CE)/compliance, as cited in the *Kentucky Nursing Laws* (KRS 314), is to require evidence of the nurse's efforts to maintain and update nursing knowledge and skills needed to make competent judgments and decisions in nursing practice, nursing administration, nursing education, and/or nursing research.

WHO MUST EARN

Renewal Requirements: All nurses must validate the CE/competency requirement every year to renew their nursing license.

HIV/AIDS CE: As of June 24, 2015 regulations have changed and **HIV/AIDS CE is no longer a mandatory CE course for nurses.** HIV/AIDS education is now treated as any other continuing education course. It must be offered by an approved CE provider and it must be completed within the earning period if a nurse wishes the course to count toward his/her renewal requirements.

HIV/AIDS, as well as any other CE certificates must be retained in the nurse's own records for at least five (5) years following the renewal period.

Domestic Violence CE: Nurses seeking reinstatement, licensure by endorsement from another state, and examination candidates educated outside of Kentucky must earn three (3) contact hours of KBN approved domestic violence CE within three (3) years of licensure into Kentucky. This course was included in the curriculum for graduates of Kentucky Programs of Nursing as of May 1998. This is a one-time requirement. **Do not submit a copy to KBN unless requested to do so.**

Pediatric Abusive Head Trauma (Shaken Baby Syndrome) CE: By mandate, the Board is requiring all present and future licensees 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. Nurses licensed before July 15, 2010 were required to complete the course by December 31, 2014. Nurses licensed on or after July 15, 2010 must receive the education within three (3) years of their initial licensure date. The course can be offered by any approved CE provider. This course was included in the curriculum for graduates of Kentucky programs of nursing as of December 2011. **Do not submit a copy to KBN unless requested to do so.**

APRNS MUST EARN PHARMACOLOGY CE

Please Note: APRNs may use their national nursing certification to satisfy the fourteen (14) CE contact hours needed for RN licensure renewal each year as long as the certification was initially attained during the licensure period, or has been in effect during the entire licensure period, or has been recertified during the licensure period.

In addition, **APRNs are required to earn five (5) contact hours of pharmacology education each licensure period.** APRNs with a CAPA-CS are required to earn one and one-half (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 five (5) pharmacology contact hours. Effective March 14, 2008, 201 KAR 20:220 was amended to reflect that pharmacology CE hours earned from a provider that is recognized by a national nursing organization from the list in [Table 1](#) (below) will be acceptable to meet the APRN pharmacology requirement of 201 KAR 20:215.

SANE MUST EARN SEXUAL ASSAULT CE

Sexual Assault Nurse Examiners (SANE) credentialed nurses are required to earn five (5) contact hours of approved sexual assault CE each licensure period (forensic medicine or domestic violence CE will meet this requirement). The five (5) contact hours may count toward the required fourteen (14) contact hours of continuing education needed for renewal of the RN license.

WHEN

KBN has an annual renewal process. The CE/competency earning period is the same as the licensure period, i.e., November 1 through October 31 of each year.

RN/LPN LICENSURE & EARNING PERIOD:
11/01/2016 – 10/31/2017

FOR RENEWAL OF LICENSE BY:
10/31/2017

CONTACT HOURS:
14 or equivalent*

TABLE 1

[NATIONAL NURSING ORGANIZATIONS RECOGNIZED BY KBN FOR APPROVAL OF CE OFFERINGS](#)

If a continuing education course licensees wish to take is offered by a provider that is approved by one of the national nursing organizations listed below or any state board of nursing, it will be accepted by the KBN for the same number of contact hours.

- American Association of Nurse Practitioners (AANP)
- American Assn. of Critical Care Nurses (AACN)
- American Assn. of Nurse Anesthetists (AANA)
- American College of Nurse-Midwives (ACNM)
- American Nurses Credentialing Center (ANCC) of the American Nurses Association (ANA)
- Assn. of Women's Health, Obstetric and Neonatal Nurses (AWHONN)
- Nat'l Assn. of Nurse Practitioners in Women's Health (NPWH)
- Nat'l Assn. of Pediatric Nurse Practitioners (NAPNAP)
- Nat'l Assn. for Practical Nurses Education & Service (NAPNES)
- National Federation of Licensed Practical Nurses (NFLPN)
- National League for Nursing (NLN)
- **Other State Boards of Nursing**

HOW TO EARN CONTINUING EDUCATION

Nurses licensed by KBN must be able to provide validation of CE/competency for the earning period. Nursing CE is earned through successful completion of offerings presented by KBN approved or recognized providers. It is the responsibility of the licensee to determine prior to attending that the CE offering is presented by an organization approved or recognized by the Board to grant CE contact hours ([see Table 1](#)). The offering announcement and certificate of completion of approved nursing CE should include the KBN provider number and expiration date or indicate approval by a KBN recognized provider ([see Table 1](#)). The phrases “KBN approval pending” or “KBN approval applied for” are not acceptable approval statements and do not guarantee that approved CE would be earned. A recognized offering should have an approval source as listed in [Table 1](#). HIV/AIDS education courses approved by the Kentucky Cabinet for Health and Family Services are recognized by KBN.

According to Kentucky 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 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 developed by the presenter, presented to nurses or other health professionals, and is 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; **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 seven 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 six months of the earning period.
8. Certain college credit courses may be used to meet the CE requirements. Nursing courses, designated by a nursing course number, and courses in physical and social sciences such as Psychology, Biology, and Sociology will count toward CE hours. **One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.**

Individual Review of Offerings Presented by Organizations not Recognized by KBN:

Please visit the KBN website at: <http://kbn.ky.gov/ce/Pages/ceformspubs.aspx> to obtain an individual review application; complete and return to the Board office with requested materials and application fee (currently \$10). Within approximately eight weeks of receipt of the submitted materials, KBN will notify the individual of the review outcome, i.e., approval or rejection. A notification of CE/competency approval should be retained for a minimum of five years. Individual review is not required if an offering is approved for continuing education by an organization recognized by KBN ([see Table 1](#)).

Successfully Complete Home/Self-Study Offering Requirements:

Licensees, regardless of state of residence, are eligible for earning all required contact hours from home/self-study offerings approved by and/or recognized by KBN ([see Table 1](#)). Following completion of the home/self-study offering, submit the requested materials to the provider as directed. Retain a certificate of successful completion (“Pass”) to document earning of approved contact hours for a minimum of five years.

Successfully Complete Eligible Academic (College Credit) Courses:

Academic courses applicable to nursing practice and appropriate for the nurse employed in fields of clinical practice, administration, education, or research may meet the continuing education (CE) requirements. **One semester credit hour equals 15 contact hours; one quarter credit hour equals 12 contact hours.** Nursing courses, designated by a nursing course number, and social or physical sciences, such as courses in Psychology, Biology, or Sociology, will meet the CE requirements for renewal. Prelicensure general education courses, either electives or designated to meet degree requirements, are not acceptable. **CPR/BLS, in-service education, or nurse aide training are not acceptable for nursing CE.**

VERIFYING CONTINUING EDUCATION

Verify Proof of CE/Competency

Individual licensees should retain for a minimum of five (5) years all copies of certificates of attendance/completion (grade reports, pass-fail certificates, or other documents) verifying successful completion of CE/competency offerings. A certificate of attendance/completion shall specify offering title, date, number of contact hours, and approval source (**KBN or other KBN recognized approver - see Table 1**).

At the time of license renewal, an applicant is required to certify that he/she has met the required CE/competency earnings. However, proof does not need to be submitted to the Board unless the licensee is specifically requested to do so. Following each licensure renewal period, individuals are randomly selected for audit, and will be required to submit copies of certificates of attendance to document approved CE/competency earnings. The Board reserves the right to request proof of compliance with CE/competency requirements from any and all licensees at anytime.

Domestic violence and pediatric abusive head trauma CE certificates should be retained for as long as a nurse holds a current/active license in Kentucky.

FOR ADDITIONAL INFORMATION

For additional information, visit the KBN website at <http://kbn.ky.gov/ce>. You can contact Chessica Nation, Continuing Competency Program Coordinator, at 502-429-7191 or 800-305-2042, Ext. 7191, or Chessica.Nation2@ky.gov.