



Guidelines for Current Active Continuing Education Providerships

The Kentucky Board of Nursing (KBN) regulates nurses, continuing education requirements, and KBN approved CE providerships.

Regulations 201 KAR 20:215 Continuing competency requirements and 201 KAR 20:220 Nursing continuing education provider approval are available at <https://apps.legislature.ky.gov/law/kar/titles/201/020/>. Review these regulations for additional information on current CE requirements and providerships.

Changes

The Board must be notified within 30 days of any changes to the providership.

Changes to a current CE Providership – Including the name address, email, phone, website, CE nurse administrators, alternate CE nurse administrators, and CE administrative assistants must be completed within the EDvera program. <https://kbn.edvera.com/> Within EDvera, select Documents, Start Document, Miscellaneous Document (CE), then select the type of document(s) you will be uploading. (i.e., letter, CV etc.)

CE Nurse Administrator

CE providerships must have a CE Nurse Administrator who has a BSN or higher degree and experience in adult education and is actively licensed in good standing.

If a provider does not have a CE nurse administrator, who holds a BSN or higher and/or does not have experience in adult education, they can no longer offer nursing continuing education.

When making changes to the CE nurse administrator or alternate CE nurse administrator, information regarding the change including the effective date, name of the new administrator, active license number, their contact email address and phone number at the providership must be listed in the narrative box or in a letter. A copy of their current CV which includes information on their BSN or higher degree and experience in adult education must be uploaded and provided in EDvera.

Changes to or the addition of a CE administrative assistant may be listed in the narrative box. Include their name, title, email address, and phone number.

EDvera

EDvera <https://kbn.edvera.com/> is the electronic platform used by the KBN for initial and renewal applications, document submission, and the management of CE providerships, as well as other educational and training programs related to individuals licensed and/or credentialed by the KBN. This system replaces paper processes used in the past.

Individuals may contact the KBN via EDvera as well. <https://kbn.edvera.com/>

The KBN does not approve individual CE offerings only providers.

If you have additional questions related to CE Provider requirements please contact Michelle Gary, Continuing Competency Coordinator and Practice Assistant at michellea.gary@ky.gov.

Renewal

All CE providerships renew for 2 years. All providerships with a category number of **1, 2, 3, 5, 6, or 7** renew in odd numbered years. CE providerships with a category number of **4** renew in even numbered years.

On **July 1st** of the year in which the providership will expire, the CE Nurse Administrator will receive an email from EDvera to complete the renewal process. Renewals must be completed by **September 30th** to allow for processing.

During the renewal, the CE administrator will complete the application via EDvera and pay the \$100 renewal application fee.

When completing the renewal application, the CE Administrator will need to provide the following information:

- Number of offerings for the 2-year reporting period (July 1 of the most recent provider renewal and June 30 of the year in which the providership expires. ***For Example:*** A CE providership expiring on December 31, 2023, will use the reporting period of July 1, 2021 – June 30, 2023.).
- Number of RNs and LPNs participating in the offerings.
- Any issues or concerns during the reporting period and how they were addressed; and
- Content specific topic courses offered by the provider.

During the renewal process, the CE Providership must upload the following documents within EDvera:

- A list of all courses offered during the reporting period; and
- A sample announcement, which includes the following information:
 - Title of offering;
 - CE Providership name and number;
 - Target audience and any prerequisites;
 - Objectives of the CE offering (learner outcomes);
 - Content overview;
 - Fee and refund policy;
 - Presenter's Name and Credentials;
 - Presentation Schedule (agenda) including meal and break times;
 - Number of contact hours to be awarded (Contact hours are calculated by dividing the total number of minutes of engagement in a learning activity. Meals, registration, and breaks are not included in the calculation.)
 - Date, time, and either location or format of the offering; and
 - Requirements for successful completion of the CE activity, including statement of policy regarding candidates who fail to successfully complete the activity.

Expiration

CE Providers who do not complete the renewal process by December 31st will be expired and cannot offer nursing CE. To reinstate an expired CE Providership, complete the initial application for approval process as detailed in the Guidelines for New CE Providers.

Assistance

If you have additional questions related to CE Provider requirements, contact Michelle Gary, Continuing Competency Coordinator and Practice Assistant, at michellea.gary@ky.gov.

If you have any questions related to technical issues with EDvera, contact Amanda Padgett at kbn.education@ky.gov.

Course Numbering Method

When KBN approves a CE Provider, the providership is assigned a number based on the type/category of provider and a 4-digit internal sequential number.

Once assigned, this number will not change.

The CE provider will add an additional 7 or 8 digits to the number in the following sequence. Following the first five assigned digits, the next 4 digits are the 2-digit month of expiration and the 2-digit year of expiration. The next 3-4 digits are assigned by the CE providership to a course or offering for an earning period for identification in records management. The correct numbers should be on all announcements, advertisements, CE certificates, etc and maintained within CE Providership records for at least 5 years.

Example: #1-0301-12-25-0001

Calculation of contact hours

Contact hours means the total number of minutes of engagement in learning activities divided it by 50. Meals, breaks, registrations, etc are not included in this calculation.

For example, if an offering includes 60 minutes of instruction without breaks equals 1.2 contact hours.

Continuing Education Renewal/Earning Period for Nurses – is from November 1 – October 31, every year. Additional information on CE requirements is available on KBN.KY.GOV.

CE Broker

CE Broker is the official CE tracking system for KBN. Nurses who are selected for the CE audit are required to submit their completion certificates via CE Broker. A Free Basic Account is available for all nurses.

CE providerships are not required to use CE Broker currently.

For more information on CE Broker or technical issues please contact CE Broker Support Center at 877-434-6326, or support@cebroker.com.