



## CONTINUING EDUCATION PROVIDER GUIDELINES

Pursuant to KRS 314.073, the Kentucky Board of Nursing (KBN) regulates nurses establishing requirements for completion and documentation of mandatory continuing competency requirements for licensure renewal. The Board reviews and approves providers of continuing education (CE) as provided in 201 KAR 20:220.

**CE Requirements:** Pursuant to 201 KAR 20:215 all nurses must complete continuing education requirements annually between November 1 – October 31 to meet renewal requirements. *CE competency requirements are outlined in the CE Brochure available at [KBN.gov](http://KBN.gov).*

### **Approved / Accepted Continuing Education Providers:**

The KBN accepts nursing continuing education from providers approved by the KBN, another state board of nursing or one of the national nursing organizations listed in 201 KAR 20:220. If a provider is approved to offer nursing continuing education by another state board of nursing or one of the national nursing organizations listed below, they do not need to apply for approval by the KBN.

### **NATIONAL NURSING ORGANIZATIONS ACCEPTED/RECOGNIZED BY KBN**

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

### **Certificate of Completion**

The KBN only accepts completion certificates from approved or accepted providers that include the following information.

- Name of participant;
- Offering title, date, and format of the presentation;
- Number of continuing education contact hours awarded, including hours designated for content specific requirements (i.e. pharmacology);
- Provider's name, address, telephone number; and
- The KBN approved/accepted organization who approved the provider to offer nursing continuing education.

The KBN does not accept transcripts, lists of classes, or screen shots of account information.

*\*Providers should identify if they are approved by the KBN, another state board of nursing, or one of the national nursing organizations on all materials for each offering including announcements, and completion certificates and if the course includes information related to a content specific topic (ie. pharmacology). This will allow nurses to determine if a particular offering will meet their mandatory CE requirements/needs.*

## **KBN CE Provider Requirements:**

A provider of continuing education may be any individual, organization, or entity approved by the KBN. Nursing Continuing Education provider approval is required to offer continuing education. (see 201 KAR 20:220) An application for initial provider approval may be submitted at any time. Retroactive approval shall not be granted. Information on the application process is provided below.

## **APPLICATION PROCESS**

### **CE Nurse Administrator**

KBN CE Providers must have a CE nurse administrator who has a BSN or higher degree and experience in adult education. A current CV must be provided that includes information on their nursing degree and experience in adult education.

The CE Nurse Administrator's responsibility includes planning, developing, implementation, and evaluation of continuing education activities.

If the provider wants to designate an alternate CE nurse administrator, they must meet the same qualifications as the CE nurse administrator and provide a current CV with information on a BSN or higher nursing degree and experience in adult education.

### **Program Policies and Procedures**

CE Providers shall have current policies and procedures, business plan, in place for the management of the providership, that demonstrates their compliance with regulatory requirements.

### **CE Offerings/Activities**

The KBN approves providers, not specific content. Therefore, 201 KAR 20:220 must be followed 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.

Pursuant to 201 KAR 20:220 The following are considered in-service education and shall **not** be considered as CE:

- 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 (BLS/CPR); and/or
- Equipment demonstration.

### **Contact Hours**

Continuing education must be awarded in contact hours. Pursuant to 201 KAR 20:215 a contact hour means 50 minutes of an approved, organized learning experience.

The agenda/presentation schedule should list times for each item on the agenda. To calculate contact hours, divide the total number of minutes of engagement in learning activities by 50. Meals and breaks, and registration times should not be included. *For example:* an offering which includes 60 minutes of engagement in learning activities is equal to 1.2 contact hours.

### **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**

The KBN system for assigning provider offering numbers is designed to promote maintenance of accurate records and data retrieval. The following numerical sequence should be utilized for recordkeeping and placed on all offering announcements, advertisements, and CE certificates of completion:

**Provider Core Number:** A five-digit number provider's permanent core number is assigned by the KBN upon approval of the provider and consists of the assigned providership category (X-XXXX) and assigned providership number (X-XXXX). The provider core number is nontransferable, and shall be used to identify all communications, records, and/or reports of the provider.

- a) **Category of Provider.** The first digit of the provider offering number shall identify the category of the providership (X-XXXX-XX-XX-XXX).
  - (1) "1" = Professional nursing organization whose membership is restricted to nursing (e.g. KNA, KSALPN, AORN, etc...).
  - (2) "2" = Related nursing organizations whose membership includes non-nurses (e.g. KLN, EDNA, etc...) 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, etc...).
  - (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) **KBN-assigned Providership Number (Chronological Number)**. The second, third, fourth, and fifth digits of the provider's core number shall be assigned by the Board (X-XXXX-XX-XX-XXX). This number is the unique identifier for the CE providership.

- c) **Expiration Date.** The sixth, seventh, eighth, and ninth digits represent the month and year of the expiration date of providership approval (X-XXXX-**XX-XX**-XXX). For example, 12-24 Providerships must be renewed every 2 years with expiration date December 31<sup>st</sup> of the renewal year.
- d) **Course Offering Number.** The tenth, eleventh, and twelfth digits represent the specific course number assigned by the CE providership as a mechanism for providerships to track specific educational offerings (X-XXXX-XX-XX-**XXX**).
- (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.

*Example offering number which must be included on all documents related to the offering including the completion certificate and announcement etc and must be maintained within CE Providership records:*

**1-0916-12-24-015**

- Provider Category: 3
- KBN-assigned Providership Number: 0916
- Expiration date of Providership: 12-25 (December 31, 2025)
- Course Offering Number: 015

## **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 presenter(s);
- 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 format 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; and
- Identification of required instructional materials and references.

## **Participant Roster**

The participant roster shall include the name, license number of each individual who attends the offering; and signature or similar electronic verification and the offering title, 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; and
- Appropriateness of the format of the presentation.

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

### **Periodic Evaluation of the Providership Program**

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

### **Offering Announcement (Presentation Schedule)**

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

- Title/topic presented;
- Target audience and any prerequisites;
- Objectives of the CE offering (learner outcomes);
- Content Overview;
- Presentation schedule (agenda), including meal/break times;
- Presenters (name and credentials);
- Fee and refund policy;
- Format, date, and time of offering;
- Number of contact hours awarded;
- KBN provider number; and
- Requirements for successful completion of CE activity, including statement of policy regarding candidates who fail to successfully complete the CE activity.

### **Certificate of Completion**

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

- Name of participant;
- Offering title, date, and format of the presentation;
- Provider's name, address, telephone number, KBN approval number, and expiration date of the providership;
- Who the providership is approved by to offer nursing continuing education;
- Name and signature of the authorized CE provider representative (e.g. CE providership nurse administrator); and
- 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.

If applicable, pharmacology contact hours and contact hours completed to meet content specific CE requirements must be listed on the completion certificate.

### **EDvera**

EDvera <https://kbn.edvera.com/> is the electronic platform used by the KBN for applications, document submissions, and management for programs of nursing, CE providerships, dialysis technician, medication aides, and sexual assault nurse examiners training programs.

Completion of initial and renewal applications for CE providers, submission of required documents, payment of non-refundable initial and renewal application fees, changes to the providership, CE nurse administrators, alternate CE nurse administrators, and CE administrative assistants must be completed within the EDvera

program. <https://kbn.edvera.com/>

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](mailto:michellea.gary@ky.gov).

If you have any questions related to technical issues with EDvera, please contact Amanda Padgett at [kbn.education@ky.gov](mailto:kbn.education@ky.gov).

## **Applications**

### **Initial Application for Approval of a CE Providership**

An initial application for approval of a CE Providership must be completed and submitted via EDvera. Contact Michelle Gary, Continuing Competency Coordinator and Practice Assistant at [michellea.gary@ky.gov](mailto:michellea.gary@ky.gov) to create an account in EDvera. Your email must include the name and address of the providership, and name, phone number, and email address of the CE nurse administrators. *CE Nurse administrators must hold a BSN or higher, have experience in adult education, and hold an active license or privilege to practice.*

The application must be completed and the following items must be submitted within EDvera.

1. CV for the CE Administrator listing information related to the BSN or higher degree and experience in adult education;
2. CE Administrators active license number;
3. Mission Statement for the provider;
4. Policy statement for the providership that includes information on the needs assessment and justification for offerings;
5. Activity/Planning/Development procedures;
  - a. Individuals involved in the planning of offerings;
  - b. Learner outcomes to be utilized;
  - c. Teaching methods to be utilized; and
  - d. Standards to be utilized for planning and development;
6. Providership policy and procedures to ensure information is evidence based and current;
7. Faculty/Presenter/Content Expert Experience Requirements;
8. Resources to be Utilized;
9. Evaluations Information;
10. Record Keeping Maintenance Requirements;
11. Content Specific Course Offerings the Provider is Planning to offer;
12. Payment of the \$400 non-refundable application fee; and
13. Sample documents for the following: (*see pages 5-6 above*)
  - a. Offering Announcement;
  - b. Participant Roster;
  - c. Bios/CVs for Faculty, Presenters etc;
  - d. Individual Course Evaluation Form/Tool; and
  - e. Completion Certificate.

### **Access to the Initial Application**

To request access to the initial CE provider approval application via EDvera contact Michelle Gary, Practice Assistant and Continuing Competency Coordinator at [michellea.gary@ky.gov](mailto:michellea.gary@ky.gov). Be sure to include the name, address and category of the program, as well as the name and email address of the potential CE nurse administrator, and their current CV.

Following review of items submitted as part of the initial application, if additional information is required the KBN will contact the CE nurse administrator for additional information or documents. The application must

be completed within 1 year of the request for additional information or documents. If the application is not completed within the year, the applicant must complete the initial application process again.

***Provider Categories:***

- (1) "1" = Professional nursing organization whose membership is restricted to nursing.
- (2) "2" = Related nursing organizations whose membership includes non-nurses are organized only on a state or local level.
- (3) "3" = Educational institution's program of offering(s) of continuing education for nurses
- (4) "4" = Health service agency.
- (5) "5" = Health related organizations; nonprofit and/or tax exempt organizations whose services are primarily education and/or research.
- (6) "6" = Commercial organizations.
- (7) "7" = Other.

**Renewal Application for KBN Approved CE Providerships**

CE providers are renewed every 2 years based on the category of the providership. CE providers category "4" Health service agencies are renewed in even numbered years all other categories renew in odd number years.

On July 1 of the year in which the providership will expire, the renewal application will be available within EDvera.

When completing the renewal application, the providership will need to provide the following:

- 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);
- Number of RNs and LPNs participating in the offerings;
- A list of all courses offered during the reporting period;
- Any issues or concerns during the reporting period and how they were addressed;
- Content specific topic courses offered by the provider;
- Payment of the \$100 non-refundable renewal application fee; and
- A sample announcement (*see page 5 above for requirements*).

Submission of the application, documents and payment must be completed by September 30<sup>th</sup> of that year.

**CE Administrative Assistant**

As part of the EDvera system, the CE Providership may designate a CE administrative assistant as a user. To add a CE administrative assistant, please contact Michelle Gary, Practice Assistant and Continuing Competency Coordinator at [michellea.gary@ky.gov](mailto:michellea.gary@ky.gov). Include the name, title, email address and phone number of the assistant.

**Changes to KBN Approved CE Providerships**

KBN approved CE providerships must report any changes to the providership and/or CE nurse administrators, alternate CE nurse administrators to the KBN within 30 days. Within EDvera select +Start Document and select Miscellaneous Document.

Then, select the change that applies, enter information regarding the change within the Narrative Box, and upload any required documents.

If there is a change in CE nurse administrator or alternate, a copy of their current CV must be included along with their email address and phone number for the providership.

Communications between the KBN and CE Providers are sent via email to the CE nurse administrator,

identified in EDvera as CE Administrator. If more than one CE Administrator is listed, the one identified as primary contact will receive notifications.

### **Audit of Records**

An approved provider and the continuing education activities of approved providers shall be subject to an audit by the KBN. The audit may be a review of all provider activity or a random sampling.

1. The KBN or its designee may at any time during the continuing education year conduct an audit. At the discretion of the KBN, an audit may be conducted to: evaluate the performance and/or compliance of the CE providership with KBN's standards, criteria and/or regulations, and/or to investigate complaints.
2. At the discretion of the KBN, anyone, or all, or a combination of the following methods of auditing may be used to evaluate the CE 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 presentations.
3. If an entity chooses neither to comply nor to cooperate with the audit process, KBN approval shall be immediately withdrawn.

### **CE Broker**

CE Broker is the official CE tracking system of the KBN. The platform is primarily used during the annual CE Audit to notify licensees selected for the audit, reporting and submission of CE documents, and communications between KBN and the nurse.

CE Broker also offers nurses the ability to maintain electronic records of their CE documents. There are three types of accounts nurses may use, but the only one needed to report and upload completion certificates is the Free Basic Account.

CE Broker also allows CE providers access to report completion of courses for participants. Additional information on CE Broker may be found at <https://kbn.ky.gov/Education/Pages/CE-Broker.aspx> or <https://cebroker.com/>.

### **Denial, Revocation, Suspension, or Probation of Approval**

The KBN may deny, revoke, suspend, or probate approval, or otherwise discipline any approved provider, continuing education activity, or other approved entity for just cause as provided in 201 KAR 20:220 Nursing continuing education provider approval.

### **Nurses Renewals, CE Audit Requirements, and Contact Hours**

The renewal/license/earning period is November 1 – October 31 of each year. During annual renewal (September 15 – October 31) nurses must verify that they have or will complete their CE requirements by October 31<sup>st</sup>.

In February, the KBN runs an annual CE audit which randomly selects nurses to participate verifying completion of their annual CE competency requirements. During the CE Audit, nurses must report and upload completion certificates to verify proof of compliance with CE requirements.

It is imperative that nurses and CE providers maintain all records for at least 5 years in the event of an audit.

### **CE Providership - Content Specific CE Requirements**

The CE Brochure provides information on CE requirements for nurses including content specific requirements <https://kbn.ky.gov/General/Documents/ce-brochure.pdf>.



Please note: APRNs and nurses with a SANE credential must complete content specific CE requirements between November 1 – October 31<sup>st</sup> annually, as outlined in the CE Brochure. *Providers must designate and publish the number of contact hours that apply to pharmacology on completion certificates.*

Additionally, nurses may be required to complete other content specific CE requirements based on when and where they obtained their pre licensure education as listed below. These are one-time requirements that do not need to be repeated.

***CE providers should list specific information and contact hours related to content specific topics/requirements on announcements and completion certificates.***