



California State Council

# POLICY AND PROCEDURE

<b>Title:</b> Continuing Education	<b>Number:</b>
<b>Cross Reference:</b>	
<b>Approved by:</b> California ENA Board of Directors	<b>Origination Date:</b> 0/1994
<b>Reviewed:</b> 10/1999, 05/2003, 08/2005, 08/2016, 11/2018	<b>Approval Date:</b> 11/08/2018
	<b>Revision Date:</b> 11/08/2018

**I. POLICY PURPOSE:**

To outline a uniform approach for the California State Education Committee to offer continuing education (CE) contact hours consistent with the Board of Registered Nursing requirements and California Code of Regulations, Title 16, Division 14, Article 5.

**II. POLICY BACKGROUND:**

The California State Council holds a license with the California Board of Registered Nursing to provide continuing education contact hours to Registered Nurses. Cal ENA's California Board of Nursing continuing education provider number is CEP 10609. Chapters are welcome to use our provider number, provided that they follow the procedures outlined in this policy.

**III. PROTOCOL:**

1. The initial request for CE contact hours shall be made no later than 30 days in advance of the educational offering.
2. Final copies of the Educational Event Flyer, Objectives, and Speaker Curriculum Vitae (CV) must be submitted to the Education Committee Chairperson no later than 2 weeks prior to the offering for approval.
3. The program or course content must be relevant to the practice of nursing. The content must be current and designed to include recent developments in the subject area being taught.
4. Course offerings must be at least one hour in length.
5. Credit for completing part of a course may NOT be granted. If a person attending the course leaves before the course is complete, they are not to be issued a certificate of completion. CE providers who offer multiple day courses in segments may provide CE hours for each segment successfully completed.
6. Course objectives describe measurable behaviors or outcomes the student will demonstrate or achieve upon completion. An example of a student's behavioral objective or outcome is as follows: "Upon completion



of this program, the nurse will be able to: a. Describe the latest treatment options used for patients with \_\_\_\_\_, b. Assess a patient for the three most common objective or subjective symptoms of \_\_\_\_\_, c. Evaluate the patient's response to treatment of \_\_\_\_\_, etc."

7. Instructors' goals are not acceptable behavioral objectives or outcomes. For example: "To inform the student about the latest advances in the treatment of patients with \_\_\_\_\_" is a goal of the instructor, not an instructional objective.
8. Providers are required to clearly state the overall course objectives or have a clear, concise course description in brochures and other advertisement so participants will know in advance what they can expect to learn.
9. Instructors can determine how or if they want to determine whether registered nurses understand the content of the class or seminar they attended. Home study courses should have some method of verifying that the course was read.
10. As part of the evaluation process, it is recommended that all courses are evaluated for at least the following:
  - i. Extent to which the course met the objectives.
  - ii. Applicability or usability of new information.
  - iii. Adequacy of the instructor's mastery of the subject.
  - iv. Appropriateness of teaching methods used.
  - v. Efficiency of course mechanics (room, space, acoustics, audiovisuals, handouts, etc).
  - vi. Other comments.
10. After the class is completed a copy of the sign-in sheet, course evaluations and record of any certificate issued should be sent to the Education Chairperson within 30 days.