

Louisiana State Board of Nursing

17373 Perkins Road
Baton Rouge, LA 70810
Telephone: (225) 755-7500
<http://www.lsbn.state.la.us>

GUIDELINES FOR COMPLETING THE **CONTINUING EDUCATION PROVIDER APPROVAL OR REAPPROVAL** **APPLICATION**

INTRODUCTION:

The Louisiana State Board of Nursing is a legally created administrative agency acting within the governmental structure of the state. The purpose of the Board is to serve and protect the health and welfare of the people of Louisiana. The board members believe their major responsibility is to assure, in so far as possible, that those persons who practice nursing are competent and safe. Further, they believe sound nursing education is a prerequisite for the attainment of high standards of nursing practice. Those beliefs are congruent with the Louisiana statute regulating nursing.

Because the minimum knowledge and skills base for the beginning practice of nursing changes over time, and because the practice of nursing continues to increase in complexity, registered nurses must have evidence of activities to keep abreast of current nursing knowledge and skills.

In order to meet its responsibility to the public, the Board requires that registered nurses renewing a license to practice are meeting their responsibility to maintain current nursing knowledge and skills. Recognizing that continued practice of one's profession is one means of maintaining knowledge and skills, the Board requires participation in continuing education activities directed toward updating one's knowledge and skills beyond basic education as a means to validate continued learning. The amount of continuing education required is determined by the amount of practice of the registered nurse.

DEFINITION OF TERMS:

1. Approved Provider: individual, partnership, corporation, association, organization, organized health care system, educational institution, or governmental agency which has been approved by the Board, accredited by the American Nurses Credentialing Center's Commission on Accreditation (ANCC), or approved to provide nursing continuing education by an ANCC accredited approver.

2. Contact Hour: a unit of measurement that describes 60 minutes of participation in an educational activity which meets the Board's continuing education criteria.
3. Continuing Education: a planned educational activity designed to update the knowledge and skills of its participants beyond the entry level, or to prepare them for practice in a different area of nursing.
4. Criterion: a standard, rule or test by which something can be judged, measured or valued.

CONTENT OF CONTINUING EDUCATION COURSES (LAC 46:XLVII.3335.F): The following areas are acceptable subject matter to fulfill continuing education requirements for relicensure in Louisiana:

1. Nursing practice topics related to counseling, teaching, or care of clients in any setting.
2. Sciences upon which nursing practice, nursing education, and nursing research are based, e.g., nursing theories; biological, physical and behavioral sciences; and advanced nursing in general or specialty areas.
3. Professional, social, economic, spiritual, and ethical/legal aspects of nursing.
4. Management of administration of nursing practice or of nursing education.

CRITERIA FOR APPROVED PROVIDERS (LAC 46 XLVII.3335.G): Continuing education providers may be designated by the Board as "Approved Providers" upon showing evidence of meeting the following criteria:

Criteria for Approved Providers. Continuing education providers may be designated by the Board as Approved Providers upon showing evidence of meeting the following criteria:

1. have a consistent, identifiable authority, who has the overall responsibility for the operation of the Nursing Continuing Education Provider Unit;
2. have a Continuing Education Nurse Planner with a BSN or higher degree and an active RN license who:
 - a. has the overall responsibility for planning, implementing, and evaluating the continuing education activity; and
 - b. accepts full responsibility to ensure that all nursing continuing education activities meet the Board's criteria specified in §3335.H, and including, but not limited to: determining content specified in §3335.F, selecting faculty presenters with expertise in the content area, advertising, issuing certificates, and keeping records.

3. document registered nurse, including RN consumer, participation in the planning and implementation of nursing continuing education activities for which nursing contact hours are awarded. The Nursing continuing Education Planning Committee shall include, at a minimum, the Nurse Planner and at least one other registered nurse;
4. utilize a program plan which includes a statement of purpose, measurable educational objectives, outline of content, teaching methodology, contact time for each objective, and an evaluation of the attainment of the objectives and of the overall effectiveness of the offering.
5. develop an overall provider unit annual evaluation plan;
6. participate in a board site visit to validate compliance with provider criteria;
7. maintain participant and program records for a minimum of five years. The record storage system assures confidentiality and allows for retrieval of essential information for each offering including:
 - a. title of offering;
 - b. names and addresses of participants and number of contact hours awarded to each;
 - c. names and titles of planning committee members;
 - d. name, title, and curriculum vita for each faculty member;
 - e. starting and ending dates;
 - f. name and address of facility where offering is held;
 - g. program plan as specified in §3335.G.4:
 - h. description of target audience;
 - i. number of contact hours awarded for the offering;
 - j. summary of participants' evaluation; and
 - k. copy of any co-providership agreement, if applicable.
8. provide notification of the availability of each continuing education activity as specified in §3335.H.1.d. The Board Approved Provider number shall be included on all advertising materials and certificates. A copy of each brochure/flyer shall be mailed to the Board prior to implementation of the continuing education activity.
9. evidence of accreditation/approval as a provider unit through the ANCC or any state board of nursing may be submitted in lieu of evidence of meeting the above criteria. Providers approved through the ANCC or by any state board of nursing are recognized by the Board as approved providers of nursing continuing education;

FEES FOR INITIAL PROVIDER:

Fees payable upon submission of an application for initial total provider unit review are \$800 for initial review for two years with \$100 being non-refundable.

FEES FOR REAPPROVAL:

After the initial two years of provider approval, an application for reapproval must be submitted with a fee of \$800 for two years or \$1600 for four years. Continuing education units seeking reapproval may choose either a two year or a four year renewal cycle.

Rev. 2/29/08