

**CE & NURSING PRACTICE
REQUIREMENTS
for
RN & APRN
RELICENSURE/RENEWAL**



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INTRODUCTION

This brochure is an overview of Continuing Education (CE) and Nursing Practice Requirements for relicensure/renewal. Relicensure refers to renewal of licensure.

- Rules for relicensure for registered nurses (RNs) in Louisiana mandate that all RNs must complete activities during the licensure period which contribute to continued competence to be eligible for relicensure to practice.

- RNs and Advanced Practice Registered Nurses (APRNs) licensed by the Louisiana State Board of Nursing (LSBN) renew licenses for a 2-year licensure period.

- The CE and Nursing Practice Requirements for renewal are audited annually after renewal to include licensees that most recently renewed.

- All licensees must comply with requirements for renewal of licensure and agree to provide supporting documents to LSBN upon request.

- APRNs are required to meet CE requirements to renew their Louisiana RN license as well as CE requirements for renewal of prescriptive authority (See the section "CEs for APRNs").

- Information on approved CE and Nursing Practice Requirements for renewal and information on the audit process can be obtained by written request to the LSBN office and on LSBN's website.

- Rules regarding nursing Continuing Education and Nursing Practice requirements were revised September 2020. See LSBN's rules for further details including LAC 46:XLVII. §3333 and §3335.

**RENEWAL REQUIREMENTS:
CE OR NURSING PRACTICE**

For RN license renewal, at least **one of the two options** below must have been completed during the 2- year licensure period:

1. a minimum of 30 board-approved contact hours of continuing education;

OR

2. a minimum of 900 practice hours as verified by the employer on a form provided by the board.

Nursing Practice

The "practice of nursing" is the performance, with *or without* compensation, by an individual licensed by the Board or otherwise formally educated and authorized to practice as a RN, of functions requiring specialized knowledge and skills derived from the biological, physical, and behavioral sciences. The practice of nursing or registered nursing shall not be deemed to include acts of medical diagnosis or medical prescriptions of a therapeutic or corrective nature. (LA R.S. 37:913(13) and (14), Nurse Practice Act). The practice of nursing includes but is not limited to direct patient care, supervision, teaching, administration, consulting, quality assurance, and positions which require use of nursing knowledge, judgement, and skill.

Nursing Continuing Education (CE)

Nursing CE is a planned educational activity designed to update the nursing knowledge and skills of its participants beyond the entry level or to prepare for practice in a different area of nursing.

Board Approved CE

A. CE contact hours which have been approved by any **US Board of Nursing** or accredited by **ANCC** are acceptable for renewal in Louisiana.

B. Academic courses in a post secondary institution which are related to specific knowledge and/or technical skills required for the *practice of nursing* as specified in §3335.E. or which lead to an advanced degree or to a certification in advanced nursing, may be used in lieu of CE contact hours.

Academic credits leading to a Bachelor of Science Degree in Nursing (BSN), acquired during the licensure period and post licensure as a RN, may be used to meet renewal requirements for a maximum of four consecutive years.

One academic semester hour is equivalent to fifteen (15) contact hours of CE.

Example: 3 credit hours = 45 contact hours

Contact Hour

A **contact hour is not** equivalent to a **CEU** (Continuing Education Unit). A contact hour is 60 minutes of participation in an educational activity which meets LSBN criteria. The conversion is:

1 CEU = 10 contact hours

If a CE certificate indicates it is awarding CEUs, the certificate must provide the conversion and identify both the CEU quantity and contact hour equivalency on the certificate.

Examples of Approved CE

1. Academic courses (evidenced on a transcript)
2. CE provided by LSBN approved providers.
3. CE approved by any US Board of Nursing.
4. CE accredited through the American Nurses Credentialing Center (ANCC).
5. CE courses offered by specialty or state nursing organizations which have been accredited by ANCC to provide CE or to approve others to provide CE.

CEs for APRNs

APRNs who are nationally board certified meet the provisions for RN renewal by holding an approved certification.

In addition, each year APRNs with prescriptive authority must obtain **six contact hours of CE in pharmacotherapeutics** in their advanced nursing role and population foci (§4513). These CEs may be provided by a board-approved national certifying organization or provider approved by the board. Pharmacotherapeutic hours must be delineated on the certificate. Evidence of completion of the CEs should be submitted to LSBN only when requested.

APRNs initially licensed in accordance with R.S. 37:912(B)(3)(4) (grandfathering provisions) and who are not advanced practice certified shall submit the documentation for renewal required in §4507.E.

ANNUAL AUDIT

Each year, following renewal season, a random audit is performed by board staff beginning in March. A percentage of all active licensees are selected to demonstrate compliance with the Continuing Education and Nursing Practice requirement. Documentation requested (i.e. dated CE certificates, employment verification) must demonstrate compliance occurred within the 2-year licensure period. If selected, you must comply with the audit promptly.

Please obtain written evidence of each nursing CE offering and verify it meets LSBN requirements as outlined in this brochure if you plan to utilize it toward your CE requirements for renewal. CE must be completed and documented by the nurse *prior* to licensure renewal. Initial Louisiana nursing licenses are calendar year licenses which must be renewed in the fall for the biennial (2-year) renewal period. All licenses expire January 31st if not renewed before the expiration date, and a late fee is charged for January renewals.

Exceptions

Louisiana licensed RNs not required to obtain CEs or a minimum of practice hours during the applicable licensure period to meet requirements for renewal are RNs who:

- a) were newly licensed RNs. (For clarification this means that RNs issued their license by examination or endorsement are not required to obtain a minimum of CEs or practice hours in the calendar year in which they were initially licensed in Louisiana).
- b) hold current active certification in a nursing specialty recognized by the board; or
- c) meet an exception in §3335.C.2.

Due to rule changes: RNs renewing in the renewal seasons that begin in 2020 and 2021 will be considered compliant with Continuing Education and Nursing Practice requirements if they satisfy the rules that were formerly in effect when they submitted their previous renewal application because either a) they were employed as a nurse for less than 160 hours as a nurse during the 2-year licensure period and have completed at least 15 hours of CE or b) they were employed at least 160 but less than 900 hours as a nurse during the 2-year licensure period have completed at least 10 hours of CE.

Record Keeping Requirements

Each licensee is responsible for obtaining and retaining documents to verify compliance with the CE and Nursing Practice Requirements for renewal for **five (5) years**. This information should be submitted to LSBN **only** when requested. Please submit only the information requested to meet the requirements and not all CEs you have acquired if they exceed the minimum required.

CE certificates must clearly identify the attendee, course title, date(s) attended, credit awarded, the approving or accrediting body, sponsoring organization (if applicable), and other pertinent information. Pharmacotherapeutic hours must be delineated on the certificate for APRNs meeting the requirements for renewal of prescriptive authority.