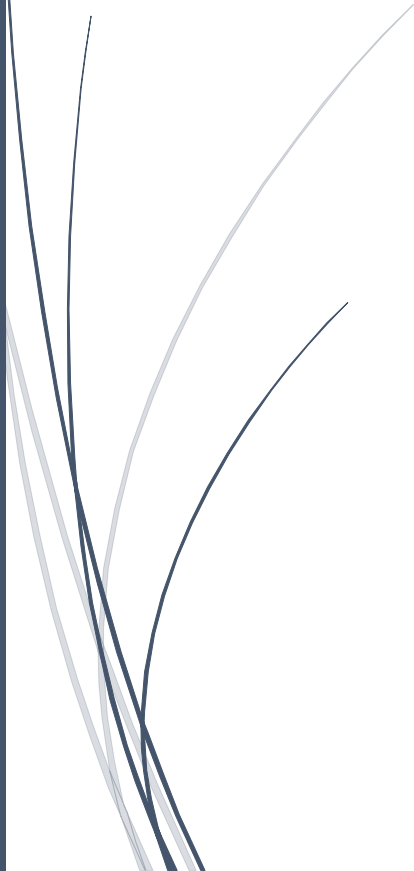




COMPREHENSIVE PLAN FOR APPROVING AND DISAPPROVING CONTINUING EDUCATION OPPORTUNITIES

January 1, 2019



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Mission

The California Board of Registered Nursing (BRN) protects and advocates for the health and safety of the public by ensuring the highest quality of registered nurses in the State of California.

Vision

The California Board of Registered Nursing's mission is to be the country's premier board of nursing, protecting patient advocacy, consumers, and high-quality nursing education.

Values

Consumer Protection
Customer Service
Effectiveness
Integrity
Trust

Strategic Plan: 2018-2021

- Increase RN renewal auditing percentages for increased consumer protection.
- Establish a regular schedule of continuing education (CE) provider audits to take place for increased consumer protection and comply with the 5-year audit requirement.
- Evaluate the quality of existing CE credits being issued by providers by topic to monitor relevancy to the nursing profession.
- Identify and advocate for additional staffing needs in technology, Nursing Education Consultant, and other areas to meet the auditing goals.
- Support subcommittee's efforts to work with staff and Board members to analyze and plan the program and provide the required report to the legislature in 2019 and 2020.
- Evaluate need for a designated CE unit within the staff organization of the Board. If established, monitor the designated CE unit for consistency, knowledge, and meeting audit goals.
- Explore options for the Board to become a CE provider for information that can only be provided by the BRN such as how discipline occurs; how to access the Intervention Program, understanding the Nursing Practice Act, scope of practice, consequences of violating the act, and substance abuse and impairment.

Purpose of the Plan

The purpose of this plan is to provide the legislative policy committee with a comprehensive plan detailing the approving and disapproving of continuing education opportunities as addressed in Senate Bill 799 Chapter 520 authored by Senator Jerry Hill was approved by the Governor, Edmund Gerald Brown Jr., on October 5, 2017. The bill reads that the California Board of Registered Nursing is to:

- (1) By January 1, 2019, deliver a report to the appropriate legislative policy committees detailing a comprehensive plan for approving and disapproving continuing education opportunities.
- (2) By January 1, 2020, report to the appropriate legislative committees on its progress implementing this plan.

The plan provides background information such as the rules and regulations that give the California Board of Registered Nursing the authority to approve, disapprove, and audit Continuing Education Providers. The plan includes proposed changes to the process for “initial” and continuing approval of Continuing Education Providers. The plan provides a proposal for the Board to hire Content Evaluators to assist in the process of approving and disapproving Continuing Education Providers based on the regulation. The plan includes a proposed process for continuing approval and auditing of Continuing Education Providers. There is also a proposal to be considered, to establish a Continuing Education and Assessment & Research Unit including preliminary staffing needs, technology requirements, proposed fees, and regulatory changes.

Proposed 2019 Timeline

Proposed Timeline	
January	<ul style="list-style-type: none"> • Submit plan to Legislative committee • Submit BreEZe ticket to start the design process for the online Continuing Education Provider application
February	<ul style="list-style-type: none"> • Work with BreEZe team to ensure that existing Continuing Education Providers can update license profiles to add email addresses • Work with BreEZe team to re-build online Continuing Education Provider application • Notify existing providers to update profiles to add email addresses
March	<ul style="list-style-type: none"> • Prepare Legislative Budget Change Proposal (BCP) • Monitor status of legislative changes • Notify Stakeholders of new changes for existing Continuing Education Providers and new applicants seeking to be an approved continuing education provider • Inform Board staff about changes made to the Continuing Education Provider approval, continuing approval, delinquent status, and audit processes • Continue working with BreEZe team on re-building of online Continuing Education Provider application
April	<ul style="list-style-type: none"> • Continue working with BreEZe team on re-building of online continuing education provider application
May	<ul style="list-style-type: none"> • Create Content Evaluator application • Create Content Evaluator recruitment brochure • Create Content Evaluator database
June	<ul style="list-style-type: none"> • Board staff testing of online Continuing Education Provider application
July	<ul style="list-style-type: none"> • Go live with online BreEZe Continuing Education Provider application.
August	<ul style="list-style-type: none"> • Market Content Evaluator opportunity • Post content evaluator application on Board's website
September	<ul style="list-style-type: none"> • Recruit Content Evaluators • Start writing report to be sent to Legislative Committee January 2020
October	<ul style="list-style-type: none"> • Per legislative approval, implement new audit process • Select Content Evaluators
November	<ul style="list-style-type: none"> • Start sending Continuing Education Provider applications to Content Evaluators
December	<ul style="list-style-type: none"> • Finalize progress report to be sent to Legislative Committee January 2020

Nursing Practice Act

The Nursing Practice Act (NPA, 2017) is the body of California law that mandates the Board to set out the scope of practice and responsibilities for Registered Nurses. The Nursing Practice Act is extracted from Business & Professions Code Division 2 Healing Arts Chapter 6 Nursing and California Code of Regulations Title 16 Professional and Vocational Regulations Division 14 Board of Registered Nursing.

Rules and Regulations Related to Continuing Education and Continuing Education Providers

Business and Professions Code Division 2 Chapter 6 Nursing Article 6 Revenue

Business & Professions Code Section 2811.5 reads in part “(1) By January 1, 2019, deliver a report to the appropriate legislative policy committees detailing a comprehensive plan for approving and disapproving continuing education opportunities.

(2) By January 1, 2020, report to the appropriate legislative committees on its progress implementing this plan.

(d) The board shall audit continuing education providers at least once every five years to ensure adherence to regulatory requirements, and shall withhold or rescind approval from any provider that is in violation of the regulatory requirements.”

Section 2811.6. Providers of continuing education programs approved by the board pursuant to Section 2811.5 shall make available for board inspection records of continuing education courses given to registered nurses.

California Code of Regulations (CCR) Title 16. Professional and Vocational Regulations Division 14. Board of Registered Nursing Article 5: Continuing Education Sections 1420-1459.1

CCR 1450 Definitions.

(a) For purposes of this Article:

(1) “Continuing Education” means the variety of forms of learning experiences, including, but not limited to, lectures, conferences, academic studies, in service education, institutes, seminars, workshops, extension studies, and independent/home study programs undertaken by registered nurses for relicensure. These learning experiences are meant to enhance the knowledge of the registered nurse in the practice of nursing in direct and indirect patient care.

(2) “Course” means a systematic learning experience, at least one hour in length, which deals with and is designed for the acquisition of knowledge, skills, and information in direct and indirect patient care.

(3) “Content Relevant to the Practice of Nursing” means content related to the development and maintenance of current competency in the delivery of nursing care as specified in Section 1456.

(4) “Independent/Home Study Courses” means continuing education courses offered for individual study by an approved provider.

(5) “Hour” means at least fifty (50) minutes of participation in an organized learning experience;

(6) “Approved Providers” means those individuals, partnerships, corporations, associations, organizations, organized health care systems, educational institutions, or governmental agencies offering continuing education as approved by the Board.

CCR 1451.2 Continuing Education Courses.

(a) Continuing Education course credit may be given for the following continuing education courses:

(1) Courses offered by an approved Provider as specified in Section 1454. In addition to classroom courses, courses may be designed by an approved Provider for participation in activities which include nursing practice, publishing and/or research, provided that such courses meet the requirements of Section 1456.

(2) Out of state courses which have been approved for voluntary or mandatory continuing education by Registered Nurse licensing agencies of other states and/or state nurses' associations, as well as offerings by nationally recognized health associations and/or their regional subdivisions provided that such courses meet the requirements of Section 1456.

(3) Out of state academic courses in an accredited post-secondary institution which are related to the specific knowledge and/or technical skills required for the practice of nursing.

(4) Other courses as may be approved by the Board at its sole discretion.

CCR 1454 Approved Providers

(a) For the purpose of this Article, the title “approved provider” can only be used when an individual, partnership, corporation, association, organization, organized health care system, educational institution or governmental agency, having committed no act which would lead to disciplinary action pursuant to Section 1459.1, has submitted a provider application on forms supplied by the Board, remitted the appropriate fee and has been issued a provider number.

(b) An individual, partnership, corporation, association, organized health care system, governmental agency, educational institution and other organizations may be issued only one provider number; provided, however, that any autonomous entity within such organization may be issued one provider number.

(c) An approved provider shall have a written and published policy, available on request, which provides information on:

(1) refunds in cases of non-attendance

(2) time period for return of fees

(3) notification if course is cancelled.

(d) The approved provider is required to accept full responsibility for each and every course, including, but not limited to recordkeeping, advertising course content as related to Board standards, issuance of certificates and instructor qualifications. When two or more providers co-sponsor a course, only one provider number shall be used for that course and that provider must assume full responsibility for recordkeeping, advertising course content as related to Board standards, issuance of certificates and instructor(s) qualifications.

(e) Providers may not grant partial credit for continuing education.

- (f) Approved providers shall keep the following records for a period of four years in one location within the State of California, or in a place approved by the Board:
- (1) course outlines of each course given
 - (2) record of time and places each course given
 - (3) course instructor vitae or resumes
 - (4) name and license number of registered nurses taking any approved course and a record of any certificate issued to them.
- (g) Approved providers must notify the Board, within thirty (30) days, of any changes in organizational structure of a provider and/or the person(s) responsible for the provider's continuing education course(s), including name and address changes.
- (h) Provider approval is non-transferable.
- (i) The Board shall audit records, courses, instructors and related activities of a provider.

CCR 1455 Continuing Education Hours.

The Board will accept hours of approved continuing education on the following bases:

- (a) Each hour of theory shall be accepted as one hour of continuing education.
- (b) Each three hours in course-related clinical practice will be accepted as one hour of continuing education.
- (c) Courses less than one (1) hour in duration will not be approved.
- (d) One (1) CEU (continuing education unit) is equal to ten (10) continuing education contact hours.
- (e) One (1) academic quarter unit is equal to ten (10) continuing education hours.
- (f) One (1) academic semester unit is equal to fifteen (15) continuing education hours.

CCR 1456 Continuing Education Courses.

The content of all courses of continuing education must be relevant to the practice of nursing and must:

- (a) be related to the scientific knowledge and/or technical skills required for the practice of nursing, or
- (b) be related to direct and/or indirect patient/client care.
- (c) Learning experiences are expected to enhance the knowledge of the Registered Nurse at a level above that required for licensure. Courses related to the scientific knowledge for the practice of nursing include basic and advanced courses in the physical, social, and behavioral sciences, as well as advanced nursing in general or specialty areas. Content which includes the application of scientific knowledge to patient care in addition to advanced nursing courses may include courses in related areas, i.e., human sexuality; death, dying, and grief; foreign languages (conversational); therapeutic interpersonal relationship skills; pharmacology; management, education, research, or other functional areas of nursing relating to indirect patient/client care would be acceptable.

Courses which deal with self-improvement, changes in attitude, financial gain, and those courses designed for lay people are not acceptable for meeting requirements for license renewal.

CCR 1457 Instructor Qualifications.

- (a) It is the responsibility of each approved provider to use qualified instructors.

(b) Instructors teaching approved continuing education courses shall have the following minimum qualifications:

(1) The registered nurse instructor, shall

(A) hold a current valid license to practice as a registered nurse and be free from any disciplinary action by this Board, and

(B) be knowledgeable, current and skillful in the subject matter of the course as evidenced through:

1. holding a baccalaureate or higher degree from an accredited college or university and validated experience in subject matter; or

2. experience in teaching similar subject matter content within the two years preceding the course; or

3. have at least one year's experience within the last two years in the specialized area in which he/she is teaching.

(2) The non-nurse instructor, shall

(A) be currently licensed or certified in his/her area of expertise if appropriate, and

(B) show evidence of specialized training, which may include, but not be limited to a certificate of training or an advanced degree in given subject area, and

(C) have at least one year's experience within the last two years in the practice of teaching of the specialized area in which he/she teaches.

(3) Nothing in this Section exempts an individual from the legal requirements of the California Nursing Practice Act.

CCR 1458. Course Verification.

(a) Approved providers shall issue a document of proof, i.e., gradeslip, or transcript to each licensee to show that the individual has met the established criteria for successful completion of a course.

(b) A certificate or diploma documenting successful completion shall contain the following information:

(1) Name of student and registered nurse license number or other identification number.

(2) Course title.

(3) Provider name (as approved by the Board), address, and provider number.

(4) Date of course.

(5) Number of continuing education contact hours.

(6) Signature of instructor and/or provider, or provider designee.

(7) This document must be retained by the licensee for a period of four years after the course concludes.

(c) Course verification must be issued within a reasonable length of time after the completion of the course, not to exceed ninety days.

CCR 1459 Advertisement.

Information disseminated by approved providers publicizing continuing education shall be true and not misleading and shall include the following:

1. The statement "Provider approved by the California Board of Registered Nursing, Provider Number _____ for _____ contact hours."

2. Provider's policy on refunds in cases of non-attendance by the registrant.

3. A clear, concise description of the course content and/or objectives.

4. Provider name as officially on file with the Board.

CCR 1459.1 Withdrawal of Approval.

(a) The Board may withdraw its approval of a provider or deny a provider application for causes which include, but are not limited to, the following:

(1) Conviction of a felony or any offense substantially related to the activities of a provider.

(2) Failure to comply with any provision of Chapter 6, Division 2, of the Business and Professions Code and/or Chapter 14 of Title 16 of the California Code of Regulations.

(b) Any material misrepresentation of fact by a continuing education provider or applicant in any information required to be submitted to the Board is grounds for withdrawal of approval or denial of an application.

(c) The board may withdraw its approval of a provider after giving the provider written notice setting forth its reason for withdrawal and after affording a reasonable opportunity to be heard by the board or its designee after thirty (30) days written notice of the specific charges to be heard.

(d) Should the BRN deny the provider approval, applicant has the opportunity to formally appeal the action to the Board within a thirty (30) day period.

Continuing Education Providers Survey Results

Continuing Education Survey Results from Other State Boards of Nursing Jurisdictions

In April 2017, the California Board of Registered Nursing conducted a survey of other state board jurisdictions to obtain information about practices related to continuing education and continuing education providers. The National Council of State Board of Nursing (NCSBN) distributed the survey to the fifty-six (56) NCSBN member boards. Thirty-three of fifty-six (56) (N=33, 59%) Registered Nursing and Practical Nursing board jurisdictions responded to the survey. Sixteen (N=33, 49%) state boards of nursing reported that they approve continuing education providers while the remainder responded that they did not approve providers. State boards of nursing provided written responses on how they examine providers. One (1) such response was that the application for designation as an educational provider requests extensive information regarding qualifications of all education providers, plan of educational presentations, accurate record keeping, and identification of target audiences. Another respondent shared that the continuing education provider chosen by the licensee providers be nationally accredited to provide continuing education hours. This was consistent with another respondent where they have a list of credentialing agencies and providers who have met nationally predetermined criteria to approve programs and provider of continuing nursing education or have substantively equivalent process in place. Still another state board of nursing responded that continuing education must be in the area to improve the licensee's practice. There must be objectives, instructor with credentials, dates, title, attendance verification, and must be currently in practice. Providers are encouraged to include a statement that the activity was designed to meet the respondent's board of nursing rules. Another board of nursing has established guidelines through third party agencies. All continuing education providers must apply through third party agencies for approval. In addition, if they do not have national accreditation from organizations such as American Nurses Credentialing Center (ANCC) or Continuing Medical Education, they must also submit their courses for approval. Another respondent stated that they do not approve providers but they accept continuing education approved by other state boards. A Continuing Education committee approves continuing education providers were from another respondent. The respondent stated that the applicant is allowed three attempts, or a year, whichever occurs first, to be approved. The approved continuing education provider then approves the programs that occur in that state. A number of respondents provided links to their boards of nursing continuing education provider application and approval process.

Challenges the state boards of nursing experienced when approving providers included the following:

- Applications are received that do not demonstrate compliance with the regulations such as instructors do not meet the minimum qualifications, courses are not appropriate for continuing nursing education, no evidence of nursing input or evaluation in course development, and the use of references that are no longer current.
- A lack of understanding of what the regulation requires.
- Not meeting regulatory requirements or the content not meeting the statutory definition of continuing nursing education.

- The approval of the different types of courses.
- The approved providers must have RN consultant and licensed by that state board of nursing. This is sometimes a challenge for out of state providers.
- Workload, expected quick turnaround times, incomplete or unacceptable applications which require multiple phone calls and time to gather missing information.
- The content not being nursing focused or practice related.
- Applicants submitting the same application multiple times as a result of not following the instructions.

The majority of State Boards of Nursing do not review all continuing education courses offered by a continuing education provider approved by their board of nursing. In addition, 27 (N=30, 90%) responded that their state board of nursing do not require that all continuing education courses be evidence-based. For those state boards of nursing that require that all courses are evidence-based, the board determines that the course(s) must be evidence-based by requiring providers to list current references (within 5 years); requiring providers to provide an evaluative method for ensuring that courses are relevant, current, and evidence-based. In addition, courses must be applicable to nursing practice, the faculty has current knowledge to teach the subject matter, and course content must be peer reviewed by a university professor or a Registered Nurse.

When a continuing education provider application does not meet the approval guidelines established by the board of nursing, the following actions below are taken by the respective state board of nursing:

- Applicants are required to resolve outstanding issues within twelve (12) months of the initial filing date. Applications that remain incomplete with outstanding issues expire after one (1) year.
- The entity is notified of the denial of the providership and reasons for the denial.
- An audit is performed if the board receives a complaint or if the provider is randomly chosen for an audit. The provider has to submit to the board of nursing every four (4) years a continuous provider application that includes specific information. The application is reviewed and if guidelines are not being followed, the provider is notified and corrections have to be made before the provider is granted “Continuous Approval”.
- The associate director of continuing education contacts the approved provider to discuss any issues that are reported by attendees or the public. When the providers renew every five years, they send in one of their course examples. If a policy or procedure does not meet requirements, the providers are given thirty (30) days to correct the issues. Any issues that cannot be resolved by the associate director may be escalated to the full board to discuss.
- Nursing education consultant determines non-compliant content and determines if only the specific class will not be accepted for continuing education credit by the board or if the provider will lose approval status based on numerous/egregious non-compliance issues. Loss of provider approval status would be determined in agreement with the supervising nursing education consultant.

When board jurisdictions were asked “what qualifications are required for state board of nursing staff responsible for reviewing continuing education provider courses and conducting audits,” the most frequent responses were Registered Nurses, Nursing Education Consultants, Board members, Board staff familiar with requirements, and or Executive Director. Several board of nursing jurisdictions stated that a Bachelor of Science in Nursing or a Master of Science in Nursing degree were required review and approve the course content. Majority of the respondents (N=33, 67%) do not use an audit tool to audit continuing education provider course offerings. Of those who responded “yes,” one (1) board responded that they use the same checklist that encompasses the rules used for initial approval. Another respondent noted that they use a self-made tool to check hours, verification of practice and continuing education certificates.

In summary, out of the 33 (N=56, 59%) Boards that responded to the survey, the results suggested that there is insufficient evidence of a standardized process of approving Continuing Education Providers, approving or disapproving continuing education courses, and conducting audits of continuing education providers.

*California Board of Registered Nursing:
Continuing Education Provider Survey Summary*

In 2016, the Board of Registered Nursing sent a survey to its approved Continuing Education Providers that had valid email addresses on file with the Board. Of the approximately 700 California Board of Registered Nursing approved Continuing Education Providers that were sent the survey, 367 (N=700, 52%) responded to the survey. Ninety percent (N=332, 90%) reported that they offered courses using a California BRN approved Continuing Education Provider number. The majority of the respondents (N=176, 53%) taught between 1 and 20 courses. Meanwhile, fifteen or five percent (N=332, 5%) of the respondents offered 500+ courses during the 12-month survey period.

The survey included questions about the course content, number of continuing education units, cost per course, and number of RNs in California that completed the courses. Listed below are the results of the survey:

1. **Course Content** (if the course included more than one content area, they were asked to choose the content area that best applied to the course) to the top seven (7) courses offered between January 1, 2016 and December 31, 2016. The top three content areas were patient-centered care (N=41, 16.2%), research/education (N=22, 8.7%) followed by interprofessional education (N=20, 7.9%). Continuing Education Providers also offered other practice related courses (N=57, 22.5%).

Table 1 Course Content Areas

Course Content	#	%	Percent	#	%
Interprofessional education	20	7.9	Management	0	0.0
Research/Education	22	8.7	Population health management	10	4.0
Primary Care	15	5.9	Transcultural nursing	1	0.4
Psychiatric/mental health care	17	6.7	Teamwork and collaboration	2	0.8
Quality Control/Improvement	6	2.4	Nursing Practice Act	2	0.8
Patient-centered care	41	16.2	Advanced Pharmacology	2	0.8
Leadership	16	6.3	Hospice and palliative care	12	4.7
Legal-ethical issues	4	1.6	Safety/Risk reduction	18	7.1
Care across the lifespan	5	2.0	Other Nursing practice related courses	57	22.5
Informatics	3	1.2	TOTAL	253	100

2. **Number of continuing education units** (conversions were provided, if necessary, as 1 Continuing Education (CE) unit = 10 contact hours, 1 academic quarter unit = 10 contact hours and 1 academic semester unit = 15 contact hours): There were 267 responses regarding the number of CE units. The majority of the providers offered one (1) CE unit (N=72, 27%), followed by 2 CE units (N=29, 11%) and six (6) CE units (N=24, 9%). Twenty-one courses (N=267, 79%) were 30+ CE units.

3. Cost of Course: There were 267 responses regarding the cost of courses. The most frequently reported cost of a course was \$0 (N=130, 49%), followed by \$201 to \$500 (N=38, 14%) and \$101 to \$200 (N=27, 10%). Very few courses were reported at more than \$1,001 cost.

4. Number of RNs licensed in California who completed the course: There were 267 responses regarding the number of RNs licensed in California who completed the course. The majority of providers (N=190, 71%) reported 1 to 50 RNs completed their course in 2016.

There were a total 266 responses from Continuing Education Providers who responded to the question if they are a continuing education provider approved or accredited by a third-party accrediting agency. Of those who responded, sixty-six (66) (25%) responded that they were approved or accredited by a third-party accrediting agency. The remaining 200 (75%) responded that they were not approved or accredited by a third-party accrediting agency.

Of those that responded (that they were approved or accredited by other third-party accrediting agencies, (N=19, 25%) reported that they were approved by their State Board of Nursing and the California BRN. Other entities that approve them as continuing education providers included Continuing Medical Education (N=15, 23%), American Nurses Credentialing Center (N=14, 22%), or Accreditation Council for Pharmacy Education (N=5, 8%).

Respondents (52%) reported that that their continuing education courses are developed by content experts in the health care field who are nationally certified by American Nurses Credentialing Center (31.8%), American Association of Nurse Practitioners (22.5%), American Association of Critical Care Nurses (21.7%), National Certification Corporation (7.8%) and Pediatric Nursing Certification Board (4.7%). There were a variety of other agencies that were also reported under “other” as a selection. One hundred and twenty-four (N=245, 51%) responded that the courses offered by their organizations are taught by, nationally certified by a credentialing organization, content experts in the health care field. The majority (84.5%) of respondents reported that each course is supported by evidence-based research that is reinforced by peer-reviewed journals.

California Board of Registered Nursing Approved Providers

In 1975, the California Board of Registered Nursing was given the authority to approve continuing education providers. The California Code of Regulations Section 1450 Definitions (6) reads that “Approved Providers” means those individuals, partnerships, corporations, associations, organizations, organized health care systems, educational institutions, or governmental agencies offering continuing education as approved by the Board. According to the California Code of Regulations Section 1454. reads that, the title “approved provider” can only be used when an individual, partnership, corporation, association, organization, organized health care system, educational institution or governmental agency, having committed no act which would lead to disciplinary action pursuant to Section 1459.1, has submitted a provider application on forms supplied by the Board, remitted the appropriate fee and has been issued a provider number. As of September 30, 2018, there are 2,761 approved Continuing Education Providers by the BRN. Seventy-two percent of the providers are located in California.

Table 2 Total Number of Continuing Education Providers

Type	Total CEPs	CEPs in CA
ASSOCIATION	285	205
CORPORATION	1,159	834
GOVERNMENT AGY	143	103
HEALTH FAC	475	342
INDIVIDUAL	402	289
PARTNERSHIP	62	45
UNIV or SCHL	235	169
Grand Total	2,761	1,988

Number of providers as of 9/30/18. Source: Quality Business Interactive Reporting Tool (QBIRT)

SECTION 1 CURRENT PROCESS

Continuing Education Provider Initial Approval

Continuing Education Provider Renewal

Continuing Education Provider Audit

Continuing Education Provider Initial Approval Process

Applicants seeking approval to become a Continuing Education Provider are required to complete a paper application. The applicant submits the application along with a fee of \$750.00 by mail (B&P Code 2815). This fee is considered an earned (non-refundable) fee. Applicants are required to submit demographic information, course content, instructor qualifications, a sample copy of certificate of completion and course advertisement. All applicants are required to review the regulations pertaining to continuing education provider prior to submitting an application. The prospective provider(s) are allowed to submit one (1) course for review with the “initial” application. Under the current process, the course that is submitted with the initial application can have an unlimited number of contact hours. In addition, providers are able to offer unlimited courses. The Board does not approve the additional courses offered by the provider(s) and or charge subsequent fees.

Prior to 2014, Continuing Education Provider applications were approved by Board staff. After 2014, a Nursing Education Consultant reviews all applications. The Nursing Education Consultant reviews the application to ensure compliance with the regulations. If there is sufficient information to make a determination that the application meets the regulatory requirements, the Board staff issues a continuing education provider number. If there is insufficient evidence or areas of non-compliance, the Board staff notifies the applicant with the area(s) of non-compliance by mail.

Examples of non-compliance may include:

- Course information is incomplete
- Course content does not meet CCR 1456
- Instructor information does not meet CCR 1457
- Sample course verification does not meet CCR 1458
- Sample advertisement does not meet CCR 1459

The prospective Continuing Education Provider is given an opportunity to provide sufficient evidence to allow the Nursing Education Consultant to determine if the application materials meet the regulatory requirements. The Nursing Education Consultant may contact the applicant to discuss and or clarify any or all of the materials submitted as indicated. If there are areas of non-compliance, the applicant has up to two years from the initial application submission date to correct the non-compliance or the application is considered “abandoned.”

Currently, the Continuing Education Provider is required to self-monitor every course offered. In accordance to California Code of Regulations Section 1454 (d) the approved provider is required to accept full responsibility for each and every course, including, but not limited to recordkeeping, advertising course content as related to Board standards, issuance of certificates and instructor qualifications. When two or more providers co-sponsor a course, only one provider number shall be used for that course and that provider must assume full responsibility for recordkeeping, advertising course content as related to Board standards, issuance of certificates and instructor(s) qualifications.

Continuing Education Provider Renewal Process

The Continuing Education Providers are required to renew their provider number issued by the Board every two (2) years. The provider is sent a courtesy renewal reminder notice, by mail, three months prior to the expiration date. Providers are asked to update the contact information and remit the appropriate renewal fee. The providers can submit the renewal notice with a payment (check or money order) by mail or online via credit card using the BreEZe portal. If the provider does not remit payment by the expiration date, they are placed in a “delinquent” status which is then followed by a cancellation of provider number. Currently, the provider is able to renew their delinquent number up to two years after the expiration date. The approval status of the continuing education provider is posted on the BreEZe portal. The public is able to verify the continuing education provider approval status by using the license search through the BreEZe portal.

Continuing Education Provider Audit Process

Currently, Business and Professions Code Section 2811.5 (d) states that the board shall audit continuing education providers at least once every five years to ensure adherence to regulatory requirements, and shall withhold or rescind approval from any provider that is in violation of the regulatory requirements. In 2016, an audit process was initiated. Continuing Education Providers were randomly selected. Letters were sent to the Continuing Education Provider asking for them to submit course content, instructor curricula vitae, a copy of the certificate of completion issued to Registered Nurses, and a copy of the course advertisement for all courses offered using the Continuing Education Provider number issued by the BRN. To better ensure that the providers are being audited per B&P C 2811.5(d) the board will require additional staff and resources to meet this demand.

SECTION 2: PROPOSED PROCESS

Steps for Continuing Education Opportunities:

Approval, Disapproval, & Appeal Process Continuing Education

Provider Initial Application Approval

Content Evaluators

Continuing Education Provider Application

Continuing Education Provider Continuing Approval Process

Audit Process of Continuing Education Providers Continuing

Education Provider Fees

Audit Fees

Process When Continuing Education Provider Number is

Delinquent, Expired, or Cancelled

Technology Needs

Preliminary Staffing Needs to Effectively Support the Plan

Changes to Regulations for Continuing Education and

Continuing Education Providers

Steps for Continuing Education Opportunities: Approval, Disapproval, & Appeal Process

STEP 1: The applicant seeking approval to become a continuing education provider will require a [BreEZe account](#). The applicant will be required to submit an online fillable application supplied by the Board. The applicant is to remit the appropriate fee with the Continuing Education Provider Application based on the current fee schedule.

When submitting the “initial” application, the applicant will be able to submit courses for up to six (6) contact hours. The courses submitted by the applicant will be reviewed by a Content Evaluator or Nursing Education Consultant to ensure compliance with the continuing education regulations. Only those courses that have been approved by the Board can be offered using the continuing education provider number. However, if the provider wants to submit additional contact hours beyond the initial six (6) contact hours, a fee will be assessed for review and approval of each additional contact hour. There is no limit on the number of courses that can be submitted. If the applicant submits less than six contact hours with the initial application and the applicant wants to offer additional courses, the applicant will be assessed a fee for each additional contact hour for courses that are not submitted with the initial application. The approved provider can offer the courses that were reviewed and approved with the “initial” application. Once a course has been approved, that course does not need to be reviewed and approved again unless changes are made to the course.

STEP 2: The Board staff will retrieve the application from the online BreEZe portal. The Board staff will review the materials to ensure that they are complete. A sample certificate and advertisement is verified by staff to ensure that the required elements (CCR 1458, 1459) are included. In addition, staff must verify that all Registered Nurse instructors hold a valid Registered Nurse license issued by the Board of Nursing jurisdiction in which the license is issued. For non-nurse instructors, Board staff will ensure that the license or certification information, if appropriate, is included in the application.

If the application materials are compliant with the regulations, Board staff will move the application to STEP 3. During STEP 3 (see page 24), the course content, instructor qualifications, and course hours will be reviewed.

If the application is found to be in non-compliance related to CCR 1458 Course Verification or 1459 Course Advertisement, the staff will notify the applicant accordingly. The applicant will be required to upload additional materials through the BreEZe portal. The applicant will have seven (7) days to correct the areas of non-compliance. Once received, staff will review the materials to ensure compliance with the regulations. If the application meets CCR 1458 and CCR 1459, the application is moved to STEP 3.

If the application remains in non-compliance, staff will document the area (s) of non-compliance and send the application to the Nursing Education Consultant. The Nursing Education Consultant will review the materials to verify the area(s) of non-compliance. If it has been determined that the applicant remains in non-compliance, the Nursing Education Consultant or designee will notify the applicant, in writing, that the applicant is denied approval as a Continuing Education Provider. Notification will include the regulation in which the applicant is non-compliant or in violation of the Nursing Practice Act. A copy of the “Request to Appeal” will be included with the denial letter. Refer to CCR 1459.1. for withdrawal of approval.

According to the current BRN regulations, CCR 1459.1 Withdrawal of Approval, the Board may withdraw its approval of a provider or deny a provider application for causes which include, but are not limited to, the following:

- (1) Conviction of a felony or any offense substantially related to the activities of a provider.
- (2) Failure to comply with any provision of Chapter 6, Division 2, of the Business and Professions Code and/or Chapter 14 of Title 16 of the California Code of Regulations.
- (b) Any material misrepresentation of fact by a continuing education provider or applicant in any information required to be submitted to the Board is grounds for withdrawal of approval or denial of an application.
- (c) The board may withdraw its approval of a provider after giving the provider written notice setting forth its reason for withdrawal and after affording a reasonable opportunity to be heard by the board or its designee after thirty (30) days written notice of the specific charges to be heard.
- (d) Should the BRN deny the provider approval, applicant has the opportunity to formally appeal the action to the Board within a thirty (30) day period.

A “Request to Appeal” will be included with the denial letter that is sent to the applicant. The applicant will be required to submit the appeal request, in writing, along with additional materials as determined by the applicant.

Appeal Process for Denial of an Application (CCR 1458 and or CCR 1459)

The informal appeal will be conducted by the Nursing Education Consultant. If it is determined that the applicant is in non-compliance with CCR 1458 and or CCR 1459, the applicant will be notified that the decision stands and the applicant is denied approval as a Continuing Education Provider. The applicant may file a formal appeal request. The applicant that requests a formal appeal will be required to submit any additional materials to the Board of Registered Nursing. Board staff will send the materials to the Supervising Nursing Education Consultant. The Supervising Nursing Education Consultant will make a determination, based on the written materials, if the application is in compliance with CCR 1458 or CCR 1459. If it is determined that the application is not compliant with the regulations, the Supervising Nursing Education Consultant or designee will notify the applicant, in writing, that the decision stands and that the applicant is denied approval to be a Continuing Education Provider.

STEP 3: The Board staff will inform the Nursing Education Consultant assigned to receive the continuing education provider application that the application is ready for review in the BreZE portal. The Nursing Education Consultant or Content Evaluator will review the course content to determine if the continuing education opportunity meets the regulatory requirements. The review will also include a review of the instructor information and course hours to ensure they meet the regulatory requirements. If the materials need further review, the application will be forwarded to a Content Evaluator (see STEP 4). However, if the application is complete, the application will be returned to the Board staff to issue a Continuing Education Provider number.

STEP 4: The Content Evaluator will approve or not approve the continuing education opportunity based on the regulations for continuing education. When the Content Evaluator completes their review of the continuing education opportunity, the instructor qualifications, and contact hours to ensure compliance with the Continuing Education Provider regulations, the Content Evaluator will document their review and return the application to the Nursing Education Consultant using the BreZE portal (see STEP 5).

STEP 5: If the application meets the regulatory requirements, the application is returned to the staff. The staff will follow the procedure for issuance of a continuing education provider number.

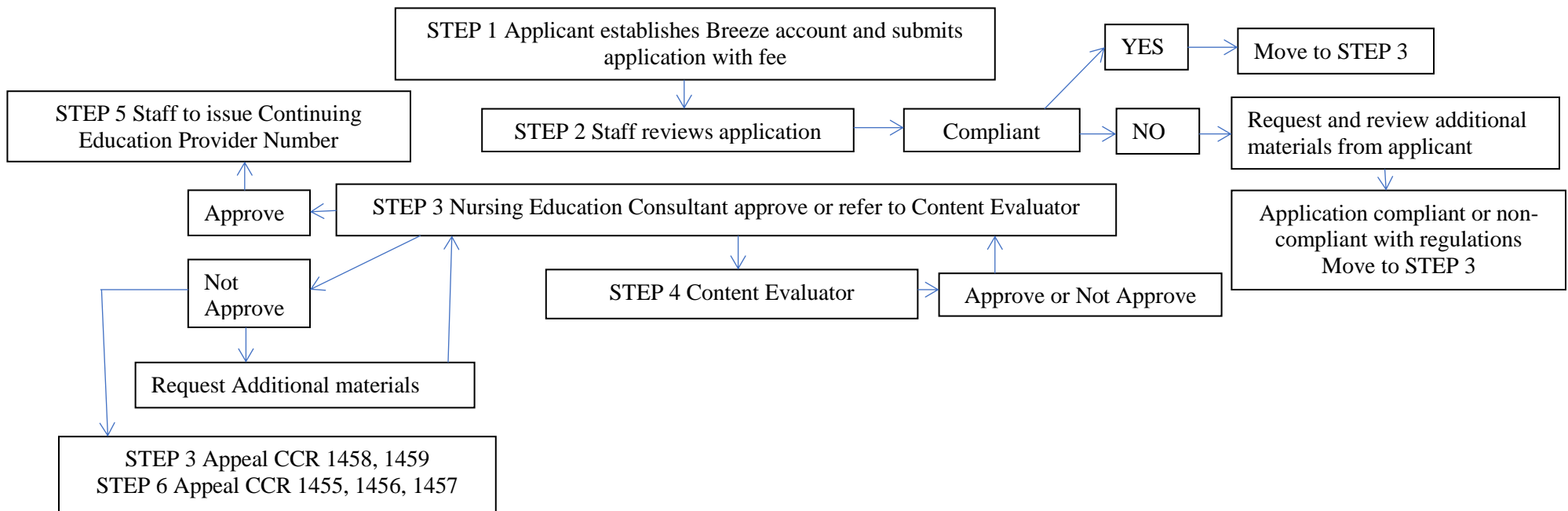
If the application is found to be non-compliant with CCR 1455, CCR 1456, or CCR 1457, the Nursing Education Consultant will notify the applicant, in writing, that they have thirty (30) days to correct the area (s) of non-compliance. The applicant will be required to upload the new materials to correct the non-compliance in the BreZE portal. Staff will send the application with the new materials to the Nursing Education Consultant. The Nursing Education Consultant will then send the application to the Content Evaluator for further review as indicated.

If the Content Evaluator makes a determination that the application meets the regulatory requirements, the Content Evaluator will document their findings and return the application to the Nursing Education Consultant. The Nursing Education Consultant will mark the application “approved” and return the application to staff for issuance of a continuing education provider number. If the application is found to be non-compliant with the regulatory requirements, the application moves to STEP 6.

STEP 6: A Continuing Education Provider who submits more than one continuing education opportunity for review shall be approved as a Continuing Education Providers if one or more of the continuing education opportunities is approved. When the continuing education opportunity is not approved by the Content Evaluator, the Nursing Education Consultant in consultation with the Supervising Nursing Education Consultant will affirm that the application is not in compliance with the regulations. The Nursing Education Consultant or designee will notify the applicant, in writing, that they are denied approval as a Continuing Education Provider. A Request to Appeal will be included with the denial letter that will be sent to the applicant. The applicant will be required to submit the appeal request, in writing, along with additional materials.

If the applicant requests an informal appeal, the appeal will be conducted by the Supervising Nursing Education Consultant. The Supervising Nursing Education Consultant will make a determination, based on the materials submitted by the applicant, if the application is in compliance with the regulations. If it is determined that the application is not in compliance with the regulations, the Supervising Nursing Education Consultant or designee will notify the applicant, in writing, that the applicant is denied approval to be a Continuing Education Provider. The applicant can then request, in writing, a formal appeal. The applicant can submit additional materials as they determine to be necessary. The formal appeal will be conducted by the Executive Officer or designee to make a determination to approve or not approve the Continuing Education Provider application. The determination will be based on the written materials submitted by the applicant. If it is determined by the Executive Officer to deny approval, the Supervising Nursing Education Consultant or designee will notify the applicant, in writing, that the applicant is denied approval to be a Continuing Education Provider.

Steps for Continuing Education Opportunities: Approval, Disapproval, & Appeal Process



Use of Content Evaluators to Approve or Disapprove Continuing Education Opportunities

The Board plans to recruit Content Evaluators to enter into a contract with the Board to review the prospective Continuing Education Provider course content. Content Evaluators will be responsible for reviewing continuing education opportunities to ensure that the course content is relevant to the practice of nursing and is at the appropriate level to enhance the knowledge of Registered Nurses completing the course in order to ensure the highest quality of registered nurses in the State of California. The Content Evaluator will be responsible for approving or disapproving continuing education content. They will also ensure that the instructor(s) meet CCR 1457 for nurse instructors and non-nurse instructors.

The Content Evaluators will need to meet the following qualifications:

- A valid and active California RN license **or**
- A licensed professional with a valid and active license **and**
- California resident **and**
- Ten (10) or more years of experience as a Registered Nurse **or**
- Ten (10) or more years as a licensed professional **and**
- Five (5) years of clinical practice experience in the area of expertise within the last ten (10) years **and**
- Bachelor degree or higher is preferred **and**
- No prior or current charges of discipline against any healthcare-related license in California **or** in any other place of licensure **and**
- Must be able to write complete and concise reports

The Board of Registered Nursing plans to recruit qualified Content Evaluators using the same recruitment method that the Enforcement Unit uses to recruit Expert Practice Consultants. Content Evaluators will be paid \$75.00 per hour. A brochure created by Department of Consumer Affairs Marketing will be used to assist with recruiting efforts. Applications will be available online for prospective Content Evaluators to complete. Content Evaluators will need to possess the skills, knowledge, and abilities to be able to make a determination whether the continuing education opportunities should be approved or not approved.

Prospective applicants will be asked to select the applicable area(s) for which they have ten (10) or more years as a licensed professional and five (5) years of clinical practice experience in the area of expertise within the last ten years:

Table 3 Clinical Practice Experience

Administration/Leadership	Corrections	Cosmetic/Botox/Laser
Critical Care-Adult/Pediatrics	Dialysis	Emergency Room
Experimental Medical Procedures	Experimental Medical Treatments	Holistic

Home Health	Hospice	Labor & Delivery
Long Term Care/Skilled Nursing Facilities/Geriatrics	Medical/Surgical	Neonatal Intensive Care
Nurse Anesthetist	Nurse Midwife	Nurse Practitioner
Nursing Education	Nursing Regulations	Obstetrics/Gynecology
Oncology	Operating Room	Palliative Care
Pediatrics	Psychiatric/Mental Health	Public Health
Research	Risk Management/Quality Assurance	School Nurse
Telemetry	Wound Care	

Continuing Education Provider Application

All applicants to be considered for issuance of a Continuing Education Provider number will be required to complete an online application provided by the Board. The applicant will remit the appropriate fee. The prospective Continuing Education Provider will be required to provide a business name, a mailing address, an email address, a phone number, and the location where the records will be stored. Applicants will be able to submit courses up to six (6) contact hours with the initial application.

In addition, applicants will be required to complete a knowledge gap analysis for each course submitted as part of the initial application. The knowledge gap analysis conducted by the prospective Continuing Education Provider will provide the Board and staff justification as to why the course is needed for Registered Nurses. The applicant will be required to provide a summary of the course or courses that demonstrates how the course is relevant to the practice of nursing and is related to the scientific knowledge or technical skill required for the practice of nursing or is related to direct or indirect patient or client care.

Applicant who submit courses related to experimental medical procedures or treatment should refer to page 47 and the rulemaking proposal currently being promulgated by the Board of Registered Nursing.

Continuing Education Provider Application

Continuing Education Provider Application Remit appropriate fee with application

Provider/Business Name:	Phone Number: <i>Business:</i> <i>Home:</i>
Address:	City:
State:	Zip Code:
Email address	
Provider is a/an: <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Government Agency <input type="checkbox"/> Individual <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Organized Health Care System <input type="checkbox"/> University, College or School	
Contact Person Name: Physical Address: Phone Number: Email address:	
Individual(s) Responsible for Record Keeping Name: Email address: phone number:	
Address of physical location where records will be stored:	
Tax ID Number: <i>Select the one that applies and enter that number:</i> <input type="checkbox"/> Social Security Number or Individual Tax ID Number (SSN/ITIN): <input type="checkbox"/> Federal Employer Identification Number (FEIN):	
Have you ever been a provider of continuing education for Registered Nurses in California? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Provider Name: Provider Number: Are you an approved provider to offer continuing education courses to Registered Nurses by other State Boards of Nursing? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide state or states Are you an approved provider by a national nursing approving or accrediting agency to offer continuing education courses to Registered Nurses? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide name of agency Are you an approved provider of continuing education courses by any other organization or association? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide name or names of the organization or association	
Was a Registered Nurse in clinical practice, education, research, administration that holds a baccalaureate degree or higher and is knowledgeable about the subject matter involved in the	

<p>development of this course? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide name, license number and state in which the Registered Nurse license is held.</p> <p>Is the Registered Nurse involved in the development of the course nationally certified in the course content area? <input type="checkbox"/> Not Applicable <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide the certification held</p>	
<p>Is the course related to experimental medical procedures or treatments (refer to page 47)? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>Does the course deal with self-improvement, changes in attitude, financial gain, or is the course designed for lay people? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>	
<p>Have you ever had disciplinary proceedings against any license as a RN or any health-care related license or certificate including revocation, suspension, probation, voluntary surrender, or any other proceeding in any state or country?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable If yes, please provide a detailed written explanation, including the date and state or country where the discipline occurred.</p> <p>Have you ever been convicted of any offense other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable If yes, explain fully as described in the applicant instructions.</p> <p>Convictions must be reported even if they have been adjudicated, dismissed or expunged or if a diversion program has been completed under the Penal Code or Article 5 of the Vehicle Code. Traffic violations involving driving under the influence, injury to persons or providing false information must be reported. The definition of conviction includes a plea of nolo contendere (no contest), as well as pleas or verdicts of guilty. You must include misdemeanor as well as felony convictions. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable</p> <p>Have you ever been denied an RN or any other health-care related license in any state/territory? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>If yes, please provide comment</p> <p>State/Territory</p> <p>Month</p> <p>Year</p> <p>Type of License</p> <p>Have you been denied approval as a continuing education provider (CEP) issued by the BRN, or had approval as a CEP withdrawn by the BRN?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide comment</p>	

I, _____ certify under penalty of perjury under the laws of the State of California that I have read and understand the regulations in Article 5, Title 16, California Code of Regulations, and that all information submitted meet the requirements of those regulation.

I, _____ certify, under penalty of perjury under the laws of the State of California, that all information provided in connection with this application for licensure is true, correct and complete. Providing false information or omitting required information is grounds for denial of issuance of a continuing education provider number during the approval review process.

Date

Signature

Print Name

Credentials

Title _____

Course Information

(California Code of Regulations, Title 16, Section 1456)

Submit a Course Information Form for each course

Provider/Business Name:	
Course Title.	Fee
Learning Objectives (minimum 3) are clear and concise statements that describe what you intend your students to learn by the end of the course. Objectives are specific and measurable, attainable and realistic.	
Learning Outcomes (minimum 3) are detailed descriptions of what a student must be able to do at the end of the course using terms such as list, describe, recite, write, identify, compute, discuss, explain, predict, apply, demonstrate, prepare, use, analyze, design, select, utilize, compile, create, plan, revise, assess, compare, rate, critique:	
Type of Offering <input type="checkbox"/> Academic course <input type="checkbox"/> Workshop <input type="checkbox"/> Self-study <input type="checkbox"/> Other	
Course delivery method: <input type="checkbox"/> In person <input type="checkbox"/> Online <input type="checkbox"/> Live distance-learning technologies (teleconference) <input type="checkbox"/> Other	
Number of Contact Hours (describe methodology used to determine number of contact hours)	
Didactic/theory: Clinical: Combination theory/clinical:	
Course content is relevant to the practice of nursing and is related to: <input type="checkbox"/> scientific knowledge <input type="checkbox"/> technical skills <input type="checkbox"/> direct patient or client care <input type="checkbox"/> indirect patient or client care <input type="checkbox"/> * experimental medical procedures <input type="checkbox"/> * experimental medical treatments	
Course learning experiences that will enhance the knowledge of the Registered Nurse at a level above that required for licensure. The course content is in the following area(s): (IE) Interprofessional (L) Nursing Administration (M) Management (R) Research(E) Education (I) Informatics (S) Safety/Risk Reduction (PHM) Population Health Management (PH) Public Health Nursing (SDH) Social Determinants of Health (P) Primary Care (H) Holistic Care (C) Care Across the Lifespan (T) Transcultural Nursing (P) Psychiatric/Mental Health Care (H) Hospice or Palliative Care (TC) Teamwork and Collaboration (Q) Quality Control/Improvement (L) Legal-Ethical Issues (N) Nursing Practice Act (PC) Patient-Centered Care (A) Pharmacology (EOL) End of Life (FL) Foreign Language (O) Other Registered Nursing Practice Related Courses	
Content (outline):	
Method of Evaluation <input type="checkbox"/> knowledge acquisition posttest (preferred) <input type="checkbox"/> competency skills validation <input type="checkbox"/> end of course evaluation <input type="checkbox"/> other	

* Refer to page 47

Knowledge Gap Analysis

The purpose of the gap analysis is for you to provide the Board and staff justification as to why the course is needed for Registered Nurses.

Course Summary

The purpose of the course summary is to provide the Board and staff a summary of the course that demonstrates how the course is relevant to the practice of nursing and is related to the scientific knowledge or technical a skill required for the practice of nursing or is related to direct or indirect patient or client care. Include a list of references within the previous six (6) years that were used to develop this course. The references to be considered should be from evidence-based resources (i.e.: healthcare publications, governmental resources). Limit summary to 500 words.

***Experimental Medical Procedures or Treatment Courses (refer to page 47)**

For purposes of this section, the content of a course is not relevant to the practice of nursing if it relates to an experimental medical procedure or treatment, unless the efficacy of the procedure or treatment is supported by at least two peer-reviewed, publicly available, scientific journal or study, published in medical and scientific literature, and the procedure or treatment is generally accepted as effective by the medical community.

A medical procedure or treatment is experimental if it relates to a drug that the United States Food and Drug Administration approved, but the drug is used for a purpose other than that for which it was approved. A medical procedure or treatment is also experimental if peer-reviewed scientific journals or studies show that the procedure or treatment is the subject of on-going clinical trials or under study.

*New language under review and consideration

Knowledge Gap Analysis

The purpose of the gap analysis is for you to provide the Board and staff justification as to why the course is needed for Registered Nurses.

Course Summary

The purpose of the course summary is to provide the Board and staff a summary of the course that demonstrates how the course is relevant to the practice of nursing and is related to the scientific knowledge or technical a skill required for the practice of nursing or is related to direct or indirect patient or client care.

Submit the two (2) Peer-reviewed, publicly available, scientific journal or study, published in medical and scientific literature

Submit letters from the medical community that validates the procedure or treatment is generally accepted as effective.

Registered Nurse Instructor Information
(California Code of Regulations, Title 16, Section 1457)

Name as it appears on RN license				
Mailing Address				
Email address				
Phone number				
RN license number				
Licensing State				
Expiration Date				
Link to license verification site				
Education: include baccalaureate or higher degree from an accredited college or university and validated experience in subject matter.				
College/University	Major	Degree	Area of Preparation	Year Degree Granted
Experience: (Start with most recent experience) have at least one year's experience within the last two years in the specialized area				
Agency	Position	Clinical Area	From	To
			Mo/Yr	Mo/Yr
Teaching Experience: experience in teaching similar subject matter content within the two years preceding the course				
Title of Course	Description	Location	Month/Year	

NOTE: If course has more than one instructor, submit a separate form for each instructor.

Non-Nurse Instructor Information

Name as it appears on license or certification
 Mailing Address
 Email address
 Phone number
 Non-RN license number
 Licensing state
 Expiration date
 Link to license or certification verification

Education: include specialized training, which may include, but not be limited to a certificate of training or an advanced degree in given subject area

College/University	Major	Degree or certificate	Area of Preparation	Year

Experience: (Start with most recent experience) have at least one year's experience within the last two years in the specialized area

Agency	Position	Clinical Area	From Mo/Yr	To Mo/Yr

Teaching Experience: have at least one year's experience within the last two years in the practice of teaching of the specialized area in which he/she teaches

Title of Course	Description	Location	Month/Year

NOTE: If course has more than one instructor, submit a separate form for each non-nurse instructor.

Continuing Education Provider Continuing (Renewal) Approval Process

The renewal process will be known as the continuing approval process. All new providers approved, using the new approval process, will be asked to submit the following information (additional information as determined by the board). However, once a course has been approved, that course does not need to be reviewed and approved again unless changes are made to the course.

- Describe any changes that were made to the approved course or courses
- Submit a copy of the course where changes were made
- Copies of content outlines
- Copies of instructor resumes or CV
- Copy of the advertisement for each course
- Describe any changes made to contact hours
- Submit a copy of the course verification (certificates) issued to participants
- Describe any changes made to the delivery method
- Include a summary of the analysis of the course evaluation
- Include the fees paid by the participant for each course
- Include a list of references for each course offered

All existing Continuing Education Providers will be subject to the new changes. As part of this plan, the existing providers will be required to submit an initial continuing education provider application including the current fee(s). The existing Continuing Education Providers can submit up to six (6) contact hours with the initial application to be considered for approval. However, Continuing Education Providers who want to offer additional contact hours, additional fees will be assessed per contact hour for the review and approval of the course content. Once completed and approved, a new provider number will be issued.

A Continuing Education Provider who submits more than one continuing education opportunity for review shall be approved as a Continuing Education Provider if one or more of the continuing education opportunities is approved.

Continuing Education Providers may request that additional contact hours be considered for review and approval at any time after the Continuing Education Provider has been issued a new provider number and so long as any additional fees for review and approval of the additional course content have been paid. The Continuing Education Provider may offer the additional contact hours for continuing education units under the new provider number until course approval has been denied or until the time of the CE provider's renewal, whichever comes first.

It is proposed that all active Continuing Education Providers in good standing will have an active link to their website posted on the Board of Registered Nursing's website.

Audit Process of Continuing Education Providers

Currently, the Board's authority to audit continuing education providers is found in Business and Professions Code section 2811.5 (d) which states, "The board shall audit continuing education providers at least once every five years to ensure adherence to regulatory requirements, and shall withhold or rescind approval from any provider that is in violation of the regulatory requirements."

Continuing Education Providers shall be audited at least once every five years to ensure adherence to regulatory requirements. The Board will withhold or rescind approval from any provider that is in violation of the regulatory requirements. According to Business & Professions Code Article 6. Revenue Section 2811.6. providers of continuing education programs approved by the board pursuant to Section 2811.5 shall make available for board inspection records of continuing education courses given to registered nurses. The providers will be required to submit information regarding the continuing education opportunities offered using the Continuing Education Provider number issued by the Board. The provider will receive a letter that includes details about the audit. The provider will be required to submit the audit materials within thirty (30) days from the date posted on the audit letter. The Board will use the audit materials to determine if the provider is compliant with the Continuing Education Provider rules and regulations.

The Board anticipates that twenty percent (20%) of the Continuing Education Providers should be audited annually. The Board staff will consider developing an automated notification process and tracking system to ensure that all Continuing Education Providers are audited at least every five (5) years.

The Nursing Education Consultant or the Content Evaluator will be responsible for reviewing the audit materials to make a determination that the course materials, including the course content, meet the regulatory requirements. When the audit is completed, the Continuing Education Provider will be sent a letter from the Board staff. The letter will state that the audit is closed and what the findings were. The findings will be compliance or non-compliance with the regulations.

If the Continuing Education Provider has been found to be in non-compliance with the regulations, the Continuing Education Provider will be required to correct the area(s) of non-compliance within forty-five (45) days. The Continuing Education Provider will be required to submit evidence of compliance using the BreZE portal.

If the Continuing Education Provider is found to be non-compliant as determined by the Nursing Education Consultant, the Content Evaluator, and or other Board staff after the forty-five (45) days has lapsed, the Continuing Education Provider will be notified that the Board is withdrawing approval and they will no longer be able to offer continuing education courses using the number issued by the Board. The authority for the Board to withdraw approval is found in CCR 1459.1.

CCR 1459.1 Withdrawal of Approval.

(a) The Board may withdraw its approval of a provider or deny a provider application for causes which include, but are not limited to, the following:

(1) Conviction of a felony or any offense substantially related to the activities of a provider.

(2) Failure to comply with any provision of Chapter 6, Division 2, of the Business and Professions Code and/or Chapter 14 of Title 16 of the California Code of Regulations.

(b) Any material misrepresentation of fact by a continuing education provider or applicant in any information required to be submitted to the Board is grounds for withdrawal of approval or denial of an application.

(c) The board may withdraw its approval of a provider after giving the provider written notice setting forth its reason for withdrawal and after affording a reasonable opportunity to be heard by the board or its designee after thirty (30) days written notice of the specific charges to be heard.

(d) Should the BRN deny the provider approval, applicant has the opportunity to formally appeal the action to the Board within a thirty (30) day period.

Table 4 Total Continuing Education Providers by Expiration Year

Type	2018	2019	2020	Grand Total
Association	58	146	104	308
Corporation	276	550	428	1,254
Government Agency	24	71	58	153
Health Facility	104	230	180	514
Individual	124	215	120	459
Partnership	21	35	19	75
University or School	65	105	95	265
Grand Total	672	1,352	1,004	3,028

Number of Total Continuing Education Providers by Expiration Year. Source: Quality Business Interactive Reporting Tool (QBIRT)

Table 5 Estimated Number of Audits Based on Renewals by Year

Continuing Approval Audits	2019	2020
Total Number of Providers	1,352	1,004
Twenty percent (20%)	270	201

Continuing Education Provider Renewal Fees

The current continuing education renewal and delinquent fees are found in Business & Professions Code Section 2815 (g) and (h) as follows:

(g) The biennial fee to be paid upon the filing of an application for renewal of provider approval shall be fixed by the board at not less than seven hundred fifty dollars (\$750) nor more than one thousand dollars (\$1,000).

(h) The penalty fee for failure to renew provider approval within the prescribed time shall be fixed at not more than 50 percent of the regular renewal fee, but not less than one hundred twenty-five dollars (\$125) nor more than five hundred dollars (\$500).

The delinquent fee is \$150.00. The total fee to renew a delinquent number is \$900.00 (\$750 renewal fee plus \$150 delinquent fee for a total of \$900.00).

Initial Continuing Education Provider Approval Fees

The initial Continuing Education Provider approval fee is seven-hundred and fifty dollars (\$750.00) for up to six (6) contact hours. If the provider wants to submit additional contact hours beyond the initial six (6) contact hours, a fee of eighty-five dollars (\$85.00) will be assessed for review and approval of each additional contact hour. If the applicant submits less than six contact hours with the initial application and the applicant wants to offer additional courses, the applicant will be assessed a fee of eighty-five dollars (\$85) for each additional contact hour for courses that are not submitted with the initial application.

Audit Fees

Every five years, the Board is required to audit all the continuing education providers approved by the California Board of Registered Nursing. To ensure the high quality of audit processes, the Board may need to consider a fee for auditing providers. The audit fee may need to be based on the number of continuing education units the individual provider offers.

A sample formula to assess an audit fee may be considered as follows:

Total Contact Hours x hourly rate of a Content Evaluator plus administrative fee = audit fee.

Example: 2 contact hours X (\$75.00 + \$10.00) = \$170.00.

Table 6 Proposed Audit Fee per Contact Hour

Total Contact Hours	Assessed Audit Fee per Contact Hour	Total Fee by Contact Hour to be Remitted from Provider
1	1 contact hour X \$85.00	\$85.00
5	5 contact hours X \$85.00	\$425.00
15	15 contact hours X \$85.00	\$1,275.00
25	25 contact hours X \$85.00	\$2,125.00
50	50 contact hours X \$85.00	\$4,250.00
100	100 contact hours X \$85.00	\$8,500.00

Process When Continuing Education Provider Number is Delinquent, Expired, or Cancelled

The continuing education provider number is to be renewed every two (2) years. The Continuing Education Provider status will be posted in the BreZE as current, delinquent, expired, or cancelled. Delinquent fees will be accepted as long as the renewal fee (\$750.00) and the delinquent fee (\$375.00) are paid online within forty-five (45) days from expiration date. The provider number will be cancelled if fees are not paid timely. The delinquent, expired, or cancelled Continuing Education Provider number cannot be used to offer contact hours. The Board will explore statutory/regulatory authority to address Continuing Education Provider violations such as issuing contact hours using an expired number.

When the provider number is cancelled, the previously approved continuing education provider will need to submit a new application. The new application process will be required to be followed to be considered for approval and issuance of a new provider number. The previous approved application and course content may not be approved based on the new process.

Technology Needs

The proposed changes in this plan will require technological enhancements and support from Department of Consumer Affairs to ensure this proposed plan will be successful.

- Develop a mechanism to track Continuing Education Providers course offerings
- Provide staff trainings to ensure that staff has the knowledge, skills, and abilities to optimize the functions and usage of the different technological platforms
- Evaluate databases (BreZE) to ensure that materials can be uploaded and has adequate storage space availability
- Evaluate databases to ensure that data can be retrieved for analysis
- Create online fillable application
- Create a systematic process for website maintenance for approved and cancelled providers
- Ability to track and monitor Content Evaluators

Preliminary Staffing Needs to Effectively Support the Plan

The identified preliminary staffing needs to effectively support this plan are listed below. The Board intends to meet its mission by establishing a Continuing Education & Research Unit. The Continuing Education & Research Unit will be developed to ensure that the structure of the plan is implemented.

Table 7 Positions/Classification and Scope of work

Position / Classification	Total	Scope of Work	Year 1*	Year 2	Year 3
Supervising Nursing Education Consultant (SNEC)	1	Provide direction to NEC; review and act on difficult applications and decisions	\$140,670	\$139,303	\$146,268
Nursing Education Consultant (NEC)	2	Review and approve/deny CEP applications; review content expert applications for approval to become CE Content Experts for the Board	\$260,826	\$257,068	\$269,921
Staff Services Analyst (SSA)	2	Review and refer CEP applications to NEC, and conduct CEP audits	\$151,122	\$141,879	\$148,972
Office Technician (Typing) (OT)	2	Provide support duties for CEP applications, audits and Content Expert applications (includes receipt, tracking, routing, correspondence, etc.)	\$126,494	\$116,018	\$121,819
Program Technician II (PT II)**	2**	Conduct CE RN Audits	Use Existing	Use Existing	Use Existing
Total Positions Needed	7		\$679,112	\$654,267	\$686,981
* Note: Salary includes health & benefits with standard 5% MSA (Merit Salary Adjustment) on-going. One-time set up cost of \$8,000 in year one.					
** Note: The BRN will utilize two existing Program Technician II (PT II) positions for this scope of work.					

Table 8 Supervising Nursing Education Consultant Workload

Supervising Nursing Education Consultant Workload								
Workload Measure for Continuing Education Unit Nursing Education Consultant	Estimated to Process	Processing Time (in minutes)			Total (in minutes)	Divided by	Total (in hours)	PY needed
Initial/Continuing Application Processing								
Ensures Continuing Education Provider (CEP) applications comply with regulatory and statutory requirements by conducting random file audits.	100	X	20	=	2,000	60	33	0.02
Discusses with NEC, reviews materials submitted by CEPs, and makes decisions regarding complex continuing approval application.	100	X	30	=	3,000	60	50	0.03
Provide guidance and training regarding CE program and consult with EO and AEO as needed.	200	X	30	=	6,000	60	100	0.06
Audit Processing								
Consults with content experts during CEP audit reviews to ensure CE is conducting adequate audits that comply with board rules and regulations.	140	X	30	=	4,200	60	70	0.04
Consults with NEC regarding audit appeals to include directing staff to gather additional information for review and possible response.	60	X	30	=	1,800	60	30	0.02
Consults with NEC and EO regarding second level audit appeals to include directing staff to gather additional information for review and possible response.	30	X	30	=	900	60	15	0.01
Content Evaluators *								
Consults with NEC regarding Content Expert writing samples and any other written exercise to help determine approval/disapproval of CE.	100	X	30	=	3,000	60	50	0.03
Consults with SSA and NEC regarding recruitment information for posting to BRN website and dissemination to interested parties and stakeholders. Regularly reviews recruitment materials to ensure they are current.	12	X	30	=	360	60	6	0.00
Consults with NEC and or SSA regarding CE course evaluations that may not provide clear decision regarding course approval. Direct NEC and or SSA to obtain clarifying information from CE regarding course approval/disapproval.	280	X	30	=	8,400	60	140	0.08
Audits CE course reviews and provides guidance regarding CEP/course disapproval.	100	X	60	=	6,000	60	100	0.06
Consults with the Content Evaluator to provide additional information, direction, or answer questions during the review.	300	X	20	=	6,000	60	100	0.06
Other Duties								
Staff Training and Development - Monthly	12	X	180	=	2,160	60	36	0.02
Staff Hiring, Application review, Interviewing - Per occurrence	18	X	480	=	8,640	60	144	0.08
Supervisor oversight - Daily	240	X	60	=	14,400	60	240	0.14
Staff oversight; workload auditing; workflow - Daily	240	X	60	=	14,400	60	240	0.14
Statistical Reports - create, review and monitor - Weekly	52	X	120	=	6,240	60	104	0.06
Business Process Improvements - Daily/as needed	100	X	120	=	12,000	60	200	0.11
Staff Probation Reports - Annual IDPs - Per occurrence	12	X	180	=	2,160	60	36	0.02
Consults with SSA and or NEC regarding complaint investigations and provides guidance regarding outcome.	25	X	60	=	1,500	60	25	0.01
Ensure NEC, SSA, and OT CEP procedure manuals are maintained and up to date.	12	X	60	=	720	60	12	0.01
Attends and presents at events to promote the content evaluator program.	12	X	480	=	5,760	60	96	0.05
Attend and facilitate unit meetings.	26	X	60	=	1,560	60	26	0.01
			TOTALS		111,200	60	1,853	1.04
						PY needed	1	
*Content Evaluators will be under contract to perform evaluations of courses and review audits						Current PY	0	
						PY Request	1	

Table 9 Nursing Education Consultant Workload

Nursing Education Consultant Workload								
Workload Measure for Continuing Education Unit Nursing Education Consultant	Estimated to Process		Processing Time (in minutes)		Total (in minutes)	Divided by	Total (in hours)	PY needed
Initial/Continuing Application Processing								
Ensures Continuing Education Provider (CEP) applications comply with regulatory and statutory requirements and reviews SSA Content Evaluator (CE) recommendations to ensure appropriateness.	190	X	30	=	5,700	60	95	0.05
Reviews materials submitted by CEPs and makes decisions regarding continuing approval application.	280	X	60	=	16,800	60	280	0.16
Provide staff and CE training regarding CE program and consult with the SNEC as needed.	200	X	30	=	6,000	60	100	0.06
Audit Processing								
Reviews materials submitted by CEPs and makes initial decisions regarding audit pursuant to BCP 2811.5(d).	280	X	300	=	84,000	60	1400	0.79
Regularly consults with content experts during CEP audit reviews to ensure CE is conducting adequate audits that comply with board rules and regulations.	280	X	60	=	16,800	60	280	0.16
Consults with SNEC regarding audit appeals to include gathering additional information for review and possible response.	60	X	60	=	3,600	60	60	0.03
Consults with SNEC and EO regarding second level audit appeals to include gathering additional information for review and possible response.	30	X	60	=	1,800	60	30	0.02
Content Evaluators *								
Reviews Content Expert (CE) writing samples and any other written exercise to determine approval/disapproval of CE. Provides written feedback to CE if remediation is needed.	560	X	60	=	33,600	60	560	0.32
Works with SSA to prepare recruitment information for posting to BRN website and dissemination to interested parties and stakeholders. Regularly updates and maintains up to date recruitment materials.	12	X	45	=	540	60	9	0.01
Discusses CE course evaluations that may not provide clear decision regarding approval with SSA. Work with SSA to obtain clarifying information from CE regarding course approval/disapproval.	280	X	60	=	16,800	60	280	0.16
Evaluates CE course reviews and provides CEP/course disapproval justification to SSA to notify applicant/provider.	100	X	60	=	6,000	60	100	0.06
Consults with the Content Evaluator to provide additional information, direction, or answer questions during the review.	300	X	30	=	9,000	60	150	0.08
Other Duties								
Analyzes statistical data provided by the SSA and presents findings to SNEC, EO, and Board members.	52	X	60	=	3,120	60	52	0.03
Reviews, conducts investigations, and discusses complaints with SSA in order to prepare response to complaints received via mail and email.	25	X	60	=	1,500	60	25	0.01
Routinely works with SSAs and OT's to evaluate the application, continuing application, audit, content expert processes to create efficiencies.	24	X	30	=	720	60	12	0.01
Revise, update and maintain NEC CEP procedure manual.	10	X	120	=	1,200	60	20	0.01
Attends and presents at events to promote the content evaluator program.	12	X	480	=	5,760	60	96	0.05
Attend unit meetings and trainings.	60	X	60	=	3,600	60	60	0.03
			TOTALS		216,540	60	3,609	2.03
						PY needed	2	
*-Content Evaluators will be under contract to perform evaluations of courses and review audits						Current PY	0	
						PY Request	2	

Table 10 Staff Services Analyst Workload

Staff Services Analyst Workload								
Workload Measure for Continuing Education Unit Staff Services Analyst	Estimated to Process		Processing Time (in minutes)	=	Total (in minutes)	Total Divided by (in hours)	PY needed	
Application Processing								
Reviews Continuing Education Provider (CEP) applications for course content and instructor qualifications for compliance with the Board's rules and regulation. Makes recommendations to the NEC on which Content Evaluator the application should go to.	190	X	180	=	34,200	60	570	0.32
Once the NEC gives approval of which Content Evaluator the application goes to, the SSA forwards the application to the Content Evaluator for review. After review from the Content Evaluator, the SSA receives the application application back and determines outcome of the application and process accordingly.	190	X	60	=	11,400	60	190	0.11
Upon approval, submit the approved application for the Office Technician to create a computer file for the new provider and request a computer generated certificate.	140	X	15	=	2,100	60	35	0.02
If incomplete, prepare correspondence to advise CE applicant of deficiencies and instruct how to remediate.	45	X	30	=	1,350	60	23	0.01
Revise and update CEP application for accuracy of information regarding changes to the rules and regulations pertinent to CEP.	5	X	180	=	900	60	15	0.01
Audit Processing								
Generate letter asking CEPs for documentation of courses for audit that need further information.	300	X	30	=	9,000	60	150	0.08
Upon receipt of the additional documentation from CEPs, organizing, preliminary review and possible approval before sending to the NEC.	300	X	90	=	27,000	60	450	0.25
Content Evaluators*								
Reviews CEP audit files for transmittal to Content Evaluator by determining the type of course to be evaluated.	560	X	60	=	33,600	60	560	0.32
Directs and monitors all caseload activities for course files sent to Content Evaluators, which includes delegating application assignments, monitoring application completion time frames, and following up with experts regarding case completion timeframes;	560	X	45	=	25,200	60	420	0.24
Processes completed Content Evaluator reports, prepares completed Content Evaluator files for staff review, updates complaint tracking and expert referral databases.	560	X	45	=	25,200	60	420	0.24
Independently identifies the most appropriate Consultant Evaluator with the pertinent education, training and expertise to evaluate courses. Assembles and prepares the application for shipping to the Content Evaluator. Consults with the Content Evaluator to provide them with any additional information or answer their questions during the review.	560	X	30	=	16,800	60	280	0.16
Creates, updates and maintains recruitment information for posting to BRN website and coordinates with OT to disseminate to interested parties and stakeholders.	24	X	90	=	2,160	60	36	0.02
Consults with NEC regarding creating, updating, and maintaining recruitment materials.	12	X	45	=	540	60	9	0.01
Other Duties								
Revise, update and maintain SSA CEP procedure manual.	10	X	120	=	1,200	60	20	0.01
Collect post and maintain data regarding CEP for statistical analysis by the NEC.	52	X	60	=	3,120	60	52	0.03
Review, analyze and respond to complaints through mail and email.	300	X	30	=	9,000	60	150	0.08
Attend unit meetings and trainings.	60	X	60	=	3,600	60	60	0.03
Provide training regarding CE program and consult with the NEC as needed.	200	X	15	=	3,000	60	50	0.03
			TOTALS		209,370	60	3,490	1.96
						PY needed	2	
*-Content Evaluators will be under contract to perform evaluations of courses and review audits						Current PY	0	
						PY Request	2	

Table 11 Office Technician Workload

Office Technician Workload							
Workload Measure for Continuing Education Unit Office Technician	Estimated to Process		Processing Time (in minutes)	=	Total (in minutes)	Total Divided by (in hours)	PY needed
Application Processing							
Receive Continuing Education Provider (CEP) applications. Ensures that all of the necessary documentation is provided.	190	X	90	=	17,100	60	285
Review application to determine status and process accordingly.	190	X	60	=	11,400	60	190
Upon approval, create a computer file for the new provider and request a computer generated certificate.	140	X	30	=	4,200	60	70
Assist walk-in CEP applicants at the public counter regarding all aspects CEP applications.	25	X	15	=	375	60	6
Answer routine application questions via telephone and or e-mail.	380	X	5	=	1,900	60	32
Audit Processing							
Generate letter asking CEPs for documentation of courses for audit.	560	X	30	=	16,800	60	280
Upon receipt of the documentation from CEPs, organizing and distribute to appropriate staff.	560	X	60	=	33,600	60	560
Follow up with CEP regarding missing or delayed audit information.	168	X	15	=	2,520	60	42
Answer routine audit questions via telephone and or e-mail.	700	X	5	=	3,500	60	58
Content Evaluators*							
Prepares CEP audit files for transmittal to Content Evaluator by copying appropriate materials, verifying CEP history by typing information into computer databases.	560	X	60	=	33,600	60	560
Processes completed Content Evaluator reports, prepares completed Content Evaluator files for staff review, updates complaint tracking and expert referral databases.	560	X	30	=	16,800	60	280
Prepares files to be sent by electronic means or by certified mail by typing mailing labels and information into computer databases and programs for cases referred to Content Evaluator review.	560	X	30	=	16,800	60	280
Utilizing various electronic computer databases and paper records, reviews Content Evaluator contract fund balances, prepares task orders for all Content Evaluator CEP audits, and annotates databases to track Content Evaluator contract payments.	560	X	30	=	16,800	60	280
Prepares completed invoices for payment of Content Evaluator services. Communicates via phone with Content Evaluator and DCA Accounting to resolve invoice and/or shipping issues.	560	X	15	=	8,400	60	140
Send contract materials to Content Evaluators for review and approval. Process contract materials with DCA. Update database as needed.	50	X	10	=	500	60	8
Answer routine Content Evaluator questions via telephone and or e-mail.	1,000	X	5	=	5,000	60	83
Other Duties							
Revise, update and maintain Office Technician CEP procedure manual.	10	X	120	=	1,200	60	20
Collect post and maintain data regarding CEP for statistical analysis by the NEC and SNEC.	52	X	60	=	3,120	60	52
Type correspondence in response to written inquiries from CEPs, registered nurses and the public regarding the rules and regulations of the CE program.	2,000	X	5	=	10,000	60	167
Receive, log, distribute and track complaints.	300	X	15	=	4,500	60	75
Attend unit meetings and trainings.	60	X	60	=	3,600	60	60
Provide training regarding CE program and consult with the SSA, NEC, and SNEC as needed.	200	X	15	=	3,000	60	50
			TOTALS		214,715	60	3,579
						PY needed	2
*-Content Evaluators will be under contract to perform evaluations of courses and review audits						Current PY	0
						PY Request	2

Table 12 Content Evaluator Scope of Work

Recruit Position	Total	Scope of Work
Content Evaluator (CE)	24	Review course content for compliance and be responsible to approve or disapprove continuing education opportunities.
<p>*Assumptions: Recruit 1 Content Evaluator per category. Audit 6 Contact Hours at each CEP renewal. Cost calculation includes the Content Evaluator rate of \$75.00 per hour and a \$10.00 per hour administrative fee to the Board.</p>		

Changes to Regulations for Continuing Education and Continuing Education Providers (Proposed Language)

The California Board of Registered Nursing's mission is to protect and advocate for the health and safety of the public by ensuring the highest quality of registered nurses in the State of California. The laws regarding continuing education regulations have not been revised for over two decades. There will be a need to update the California code of Regulations 1450-1459.1 regulations to ensure that they are aligned with the current practice of nursing and current trends and societal issues such as gun violence, homelessness, effects of climate change, human trafficking, violence in the home and in the workplace, resiliency, stress management, and proposed new continuing education application and audit process. In addition, the Board will require new statutory authority to implement this proposed Continuing Education Provider process.

The California Board of Registered Nursing is currently promulgating a rulemaking proposal for CCR 1456 and the specific language of proposed changes reads as follows:

Proposed changes are designated by single underline

California Code of Regulations Section 1456. Continuing Education Courses.

The content of all courses of continuing education must be relevant to the practice of nursing and must:

(a) be related to the scientific knowledge and/or technical skills required for the practice of nursing, or

(b) be related to direct and/or indirect patient/client care.

(c) Learning experiences are expected to enhance the knowledge of the Registered Nurse at a level above that required for licensure. Courses related to the scientific knowledge for the practice of nursing include basic and advanced courses in the physical, social, and behavioral sciences, as well as advanced nursing in general or specialty areas. Content which includes the application of scientific knowledge to patient care in addition to advanced nursing courses may include courses in related areas, i.e., human sexuality; death, dying, and grief; foreign languages (conversational); therapeutic interpersonal relationship skills; pharmacology; experimental medical procedures or treatments; and those related to specialty areas of nursing practice.

Courses in nursing administration, management, education, research, or other functional areas of nursing relating to indirect patient/client care would be acceptable.

Courses which deal with self-improvement, changes in attitude, financial gain, and those courses designed for lay people are not acceptable for meeting requirements for license renewal.

(d) For purposes of this section, the content of a course is not relevant to the practice of nursing if it relates to an experimental medical procedure or treatment, unless the efficacy of the procedure or treatment is supported by at least two peer-reviewed, publicly available, scientific journals or studies, published in medical and scientific literature, and the procedure or treatment is generally accepted as effective by the medical community.

A medical procedure or treatment is experimental if it relates to a drug that the United States Food and Drug Administration approved, but the drug is used for a purpose other than that for which it was approved. A medical procedure or treatment is also experimental if peer-reviewed

scientific journals or studies show that the procedure or treatment is the subject of on-going clinical trials or under study.

Note: Authority cited: Sections 2715 and 2811.5, Business and Professions Code. Reference: Section 2811.5, Business and Professions Code.

Glossary

“Audit” is an official inspection of an approved continuing education provider records by the Board staff to ensure compliance with the CCR 1450-1459 regulations.

“Content Evaluator” is a professional person that is responsible for approving or disapproving continuing education opportunities.

“Continuing approval” is the ongoing approval of a continuing education provider approved by the Board.

“Initial approval” is the first approval given to an individual, partnership, corporation, association, organization, organized health care system, educational institution, or governmental agency to offer continuing education as approved by the Board.

References

Nursing Practice Act (2017) Retrieved from <http://www.rn.ca.gov/practice/npa.shtml>