Options and Acceptable Documentation of Continuing Competency Requirements

Continuing Education (CE) 45 hours of Continuing Education in a three year audit cycle.

Acceptable continuing education may include but is not limited to:

- Conventional classroom education;
- Workshops;
- On-line education;
- Submission of professional articles;
- Self-study;
- On the job learning pertaining to current practice;
- Correspondence courses.

Non-Acceptable Continuing Education:

- Education or training designed for lay persons that does not pertain to current practice or future professional goals.

Documentation of Continuing Education.

Forty-five hours of continuing education related to the licensee’s area of practice and/or future professional goals.

- Name of licensee;
- Name of provider;
- Title of educational activity;
- Date of activity;
- Number of hours for each activity.

Validation of national certification or recertification documentation from the certifying body should include:

- Name of the licensee;
- Name of certifying body;
- Date of certification;
- Expiration date of certification.

Note: Certification must be recognized by the Nursing Quality Assurance Commission as a national credentialing body. Certification shall be initially attained, recertified and must be in effect for the entire audit period.
Completion of a commission approved refresher course.

Verification of course completion listing:
- Name of licensee;
- Name of provider;
- Dates of attendance;
- Date of course completion.

Completion of semester or quarter hours* of post licensure academic education related to nursing practice.

A copy of transcript listing:
- Name of licensee;
- Educational institution;
- Dates of attendance;
- Course completed.

Active Practice  531 hours of Active Nursing Practice in a three year audit cycle.

Acceptable active practice may include but is not limited to paid or unpaid:
- Conventional Nurse Practice (hospitals, clinics, nursing homes);
- Self Employment in nursing related field;
- Providing skilled nursing care for ill family member;
- Volunteering in nursing or nursing related areas;
- Completing a formal nursing project as principal or coprincipal investigator;
- Authoring or coauthoring a nursing related article, paper, book, or book chapter;
- Designing, developing, and conducting an educational presentation for nurses or other health professionals;
- To keep an LPN and an RN license active RN practice is acceptable for both;
- To keep an RN and an ARNP license active ARNP practice is acceptable for both;
- Other human health professional licensee that requires a nursing license or use of nursing knowledge.

Non-Acceptable active practice includes:
- LPN practice is not acceptable to keep an RN license active.
Documentation of Active Practice

Conventional:
- Log of hours worked;
- Name and address of employer;
- Signature of supervisor or person designated by employing agency.

Self-employment:
- Log of hours worked;
- Type of care provided;
- Tax records or other business records.

Providing skilled nursing care for ill family member:
- Log of hours worked;
- Type of care provided, nursing knowledge and skills required for care;
- A statement from the primary health care provider for the family member describing type of care needed.

Volunteering in nursing or nursing related area:
- Log of hours volunteered;
- Type of care, and signature from agency supervisor;
- Name and address of agency.

Completion of a formal nursing project as principal or coprincipal investigator:
- Log of hours on project;
- Role of licensee as principal or coprincipal investigator;
- Abstract or summary of the project (objectives, methods of evaluation used, and summary of findings);
- Date of project completion.

Authoring or coauthoring a nursing-related article, paper, book, or book chapter:
- Log of hours in creation of article;
- Copy of the article including the name of the licensee as author of the article.

Designing, developing, and conducting an educational presentation(s) for nurses or other health professionals:
- Log of hours in creating and presenting of education topic;
- Copy of the program brochure or course syllabi;
- Objectives, content outline, and teaching methods;
- Date and location of presentation(s).