WEST VIRGINIA STATE BOARD OF EXAMINERS
FOR LICENSED PRACTICAL NURSES

REGISTRATION INFORMATION
FOR PROVIDERS
OF CONTINUING EDUCATION
FOR LICENSED PRACTICAL NURSES

NOTE: IF YOU ARE REGISTERED AS A PROVIDER OF CONTINUING EDUCATION WITH THE WEST VIRGINIA BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES IT IS NOT NECESSARY TO REGISTER WITH THIS BOARD.

Revised: 1/2003
Licensed practical nurses are required to complete a total of 24 contact hours of continuing education and be involved in the practice of practical nursing 400 clock hours, during each 2 year reporting period. The next reporting period extends from July 1, 2002, through June 30, 2004. Reporting of continuing education will continue on a 2 year cycle and fall on even years such as 2004, 2006, etc. Licensed practical nurses, however, will continue to renew their license annually.

To assure availability of quality programs the Board has established standards for continuing education and will register those providers of continuing education who agree to be responsible for adhering to the minimum standards included with this application. The Board will not review and approve offerings in advance of their presentation. Audit of records and continuing education activities may occur if the Board is presented with evidence from any source indicating that a provider is out of compliance with minimum standards.

The Board will maintain a list of approved providers of continuing education. To register as an approved provider, complete the enclosed application and return it to this office. A provider number will be assigned. Re-registration will be required at two year intervals based on the initial registration date.

NOTE: This office accepts continuing education credit awarded through participation in those offerings presented by providers who are registered with the West Virginia Board of Examiners for Registered Professional Nurses. Also, continuing education activities which are approved by the National Association for Practical Nurse Education and Service, Inc. (NAPNES), National Federation of Licensed Practical Nurses (NFLPN), American Nurses Association (ANA), National League for Nursing (NLN), or other national health related associations whose target group includes nurses, and those CE activities approved by another state boards of nursing with mandatory continuing education requirements are acceptable for credit without a WVBPN provider registration number.

Revised 1/2003
CONTINUING EDUCATION FOR LICENSED PRACTICAL NURSES

PROVIDER REGISTRATION REQUEST

Please type or print the information requested.

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1. Provider agency/institution/organization name:

_______________________________________________________________________________________

Responsible Administrative Officer:__________________________________________________________

Address:____________________________________________________________________________

Phone #:________________________________________________________

Submission of this application for provider status signifies willingness to comply with the minimum standards for continuing education for licensed practical nurses provided for in the Rules and Regulations of the West Virginia State Board of Examiners for Licensed Practical Nurses and attached hereto.

2. Individual responsible for compliance:_______________________________________________________

Title: __________________________________________________________________________________

Address: _______________________________________________________________________________

Phone #:______________________________________________________________________________

Street Address where CE records are maintained:_______________________

______________________________________________________________________

____________________________________________________________________________

Signature of Individual responsible for compliance Date

If your organization/association approved by any other agency, board or association to offer CE activities for any health related profession or occupation? Yes ____ No ____

If yes, who:_________________________________________________________________________________

If your organization approved as a provider of continuing education for nurses by the West Virginia Nurses Association OR the West Virginia Board of Examiners for Registered Professional Nurses, you do not need to register as a provider with this agency.

(CE_APP.PRO) 1/2003
Continuing Education for Licensed Practical Nurses

Units of measurement used for determining credit to be awarded for continuing education activities

1 contact hour = 50 minutes of didactic instruction, self-study, laboratory or clinical practicum

1 CEU = 10 contact hours of instruction

1 academic semester hour = 15 contact hours of instruction

1 academic quarter hour = 10 contact hours of instruction

Activities which are NOT acceptable for continuing education credit

- Orientation and update of policies and procedures specific to the licensee's employer
- Job related clinical practice
- Activities which are part of a licensee's usual job responsibilities, such as attendance at business or professional meetings unless specifically designated as a continuing education activity by a registered provider or other approved provider.
- Credit will not be permitted for:
  - duplicate programs within a two (2) year reporting period, CE activities taken during a prior reporting period, or accumulation of credit for use in future reporting periods.

Continuing education activities which are approved by the National Association for Practical Nurse Education and Service, Inc. (NAPNES), National Federation of Licensed Practical Nurses (NFLPN), American Nurses Association (ANA), National League for Nursing (NLN), or other national health related associations whose target group includes nurses, and those CE activities approved by another state boards of nursing with mandatory continuing education requirements are acceptable for credit without a WVBPN provider registration number. A course offered for academic credit by an accredited institution of higher education, which falls within the subject area appropriate for continuing education is also acceptable for credit. A licensee who has completed at least one semester as a full time student in a program leading to an Associate Degree, Diploma or Baccalaureate degree in nursing, during the two year reporting period shall be considered in compliance with continuing education and minimum practice requirements.
SPECIFIC REQUIREMENTS

The West Virginia State Board of Examiners for Licensed Practical Nurses will not review continuing education activities for LPN’s. The provider of CE will be responsible for establishing a process and maintaining records for review of CE activities for compliance with minimum standards prior to presentation. This process must include review by an individual or group knowledgeable in the area of practical nursing practice, who is not a presenter for the activity. (Agencies, organizations and associations will be designated as APPROVERS of CE activities for agencies, organizations, associations, individuals or groups who choose not to establish a process for review of CE activities for compliance with minimum standards.)

MINIMUM STANDARDS:

1. The CE activity is at least 50 continuous minutes which shall equal 1 contact hour.

2. The target audience is identified and includes nurses.

3. The CE activity reflects the educational needs of the learner in order to meet the health care needs of the consumer. The CE activity shall consist of one or more of the following subject areas:
   a. nursing practice areas, special health care problems, and professional development related to practice roles;
   b. nursing theories and biological, physical, social, legal behavioral, computer or basic sciences;
   c. legal, social, economic or ethical aspects of health care;
   d. management of health care personnel and patient care;
   e. teaching learning process for health care personnel, and patients.

4. Written objectives are prepared and available describing what a licensee can expect to learn.

5. Content is related to the objectives and nursing/health care.

6. The qualifications of instructors in subject areas to be taught are provided to participants in writing.

7. A written schedule is provided which indicates content to be covered and corresponding time frames.

8. Program announcements contain the WVBPN provider registration number, or the name and provider number of the designed APPROVER if approval is through an external organization/association.

9. A written method is established to evaluate the CE activity and to determine whether the participant has achieved stated objectives of the CE activity.

10. A written statement of completion is provided to each participant who satisfactorily completes each CE activity. The statement indicates the name(s) of the provider(s), title of the CE activity, date and location of the CE activity, number of contact hours, WVBPN provider registration number or provider number of designated APPROVER, and an indication of satisfactory completion. This statement contains the signature of the instructor or designated representative of the provider.

11. Records for all CE activities are maintained by the provider for a period of five (5) years and include target audience, program planning materials, objectives, content outline, instructor qualifications, teaching methods and materials, evaluation tools and summary, and a list of all participants.

REVISED: 1/2003