

**UCDHS CENTER FOR PROFESSIONAL PRACTICE OF NURSING  
DEPARTMENT GUIDELINES**

**II-001 GUIDELINES FOR CPPN:  
BRN/BBS/ANCC Continuing  
Education Application**

<b>Approved: Kelly Tobar, R.N., Ed.D.</b>	<b>Page 1 of 5</b>	
	<b>Effective Dates</b>	
<b>Supersedes: 12/11</b>	<b>7/02</b>	<b>4/15</b>
	<b>3/04</b>	
	<b>12/11</b>	

**I. PURPOSE:**

- A. To ensure quality continuing education that is relevant and responsive to changing healthcare needs through a collaborative effort of expert nurse educators and clinicians. To ensure the educational documentation process is in compliance with the BRN, UCDHS and other regulatory agencies. To ensure employee education and training records are complete, accurate, current and confidential.

**II. PROCEDURE:**

- A. **APPLICATIONS:** Applications for continuing education course approval are available online at [cppn.ucdavis.edu](http://cppn.ucdavis.edu). For assistance/questions call or visit the Center for Professional Practice of Nursing office, 4900 Broadway, Suite #1630, (916) 734-9790. The applications include the following information and must be submitted for approval no less than thirty days prior to the class

**B. APPROVAL PERIOD:**

1. C.E. applications are approved for a four-year period, an annual review of repeating classes. To offer the same course after that date, the coordinator must submit a new C.E. application.
2. To complete the application:
  - a) First ask yourself some questions:
    - (1) What is your target audience?
    - (2) What are the target audiences learning needs?
    - (3) What is the goal of the course?

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3. Learning experiences are expected to enhance the knowledge of the health care professional at a level above that required for licensure.

**C. PROCESS FOR PROVIDING ANCC CONTACT HOURS:**

1. All courses must have a Designated Nurse Planner (DNP) involved in the program beginning at the planning stage.
2. All educators in CPPN are Designated Nurse Planners.
3. The DNP is responsible to assure that all criteria are met in the course process.
4. The ANCC Planning Form is available in the Forms folder on the shared drive in the CEU folder. The DNP completes this form assuring that all components are present or available electronically. The completed form is part of the course documentation. The electronic copy is to be placed in the folder on the shared class for the course. A hard copy is to be printed on lavender paper and placed in the course folder with the course documentation.

**D. COURSE CONTENT:**

1. The content of all continuing education courses must be relevant to the practice of registered nursing.
2. Course content may include basic and advanced courses in the
3. Physical, social and behavioral sciences, and advanced nursing in general or specialty areas
4. Examples of acceptable courses include advanced nursing theory, pathophysiology, or application of content areas related to specialized nursing; i.e. ACLS, chemotherapy, recent scientific knowledge, direct patient care such as; patient education strategies, certification/re-certification skills – CCRN, ACLS, foreign languages, cultural aspects, or indirect patient care such as; nursing administration, publishing for professional journals or books, current trends in nursing care, and legal aspects of nursing

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5. Examples of non-acceptable courses include CPR, equipment in-services, basic nursing skills; i.e. Basic EKG, or review of basic nursing care procedures, orientation programs, courses for the lay public; i.e. parenting courses, self-awareness courses, courses geared to personal financial gain, preparation of resumes, and job interviewing techniques.

**E. COURSE REQUIREMENTS: (ATTACHEMENT B)**

1. Course offerings must be at least 60 minutes (1 hour) in length
2. Credit cannot be offered for completing part of a course
3. **Title of Educational Activity** should be specific to content. If course is part of a series of an ongoing program, precede specific class title by series name; i.e., Pediatric Critical Care Program. ***Date(s) and Time of Course*** includes planned date(s) and time(s); include subsequent dates if course will be offered more than one time. If course is ongoing, please indicate frequency, i.e.; 3 times per year.
4. ***Categories describe the course content.*** You may use up to three.
5. Application submitted by is to be completed by the coordinator of the class. This section lists contact information for questions or changes in the application.

**F. EDUCATIONAL DESIGN FOR COURSE**

1. **Educational Objectives** describe measurable behaviors or outcomes the student will demonstrate or achieve and are written as measurable goals. One to two objectives are suggested for each hour of instruction. For a list of behavioral objective verbs see attachment.
  - a) *Examples: Upon completion of this course, the nurse will be able to:*
    - (1) *Describe the latest treatment...*
    - (2) *List the three most important*

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2. **Content** describes specific topics to be covered. Content must refer to related objectives.
3. **Time Frame** states number of minutes each speaker will present material on a given topic not each specific objective.
4. **Presenters** are listed for each topic area by name and title. A completed Biographical Data Form must be submitted for each presenter.
5. **Teaching Strategies** describe the methods of instruction used (i.e. didactic, case studies, panel, video, group discussion, etc.).

**G. HOURS OF CONTINUING EDUCATION (C.E.):**

1. Each (60 minute) hour of theory equals one C.E contact hour.
2. Each three hours in course-related clinical practice equals one C.E contact hour.
3. Courses less than one hour will not be approved.
4. Courses offered in a series may be approved for total contact hours (i.e. 40 hours for five 8-hour days); participants must attend the entire course to receive C.E. credit.
  - a) Coordinators may consider submitting five separate courses for 8 hours each if it is desired to allow partial participation in a series. Attendees must attend the whole course as submitted (a day course or a multi-day course) for credit.

**H. EVALUATION OF COURSE IS REQUIRED AND INCLUDES:**

1. Evaluation of objectives, instructor knowledge, use of teaching methods, efficiency of handouts/AV's/space, and applicability of information.
2. Evaluation of course participants may include verbal feedback, written quizzes or exams, or return demonstrations.

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**I. COMPLETE the Center for Professional Practice of Nursing  
Biographical and Conflict of Interest Form**

1. For each member of the Planning committee, content experts, reviewers, panel participant, speaker/presenter. Located on the CPPN website.

**J. REVIEWAL PROCESS:**

1. The CE application is then reviewed and approved or returned for additional information.
2. The approved application is submitted for processing as follows: A course number is assigned and entered into PeopleSoft database
3. File established and stored in the CPPN office

**III. References**

California Board of Registered Nursing, Continuing Education Program, Instructions for Providers. California Department of consumer Affairs. 2004 Revision

California Code of Regulations, Title 16, Division 14, Article 5. Continuing Education, California Department of Consumer Affairs, Board of Register Nursing