

Nursing CEU Approver Unit

Instructions for Submitting Programs for Nursing Continuing Education Credit

The Ohio Department of Developmental Disabilities (DODD) is approved by the Ohio Board of Nursing (OBN) to approve Continuing Education for Nurses. To maintain this status, the DODD Approver Unit OBN 010-93 must respect and adhere to established guidelines of the OBN. To obtain Continuing Education Credit for nurses from the DODD, applicant must use approved forms from the DODD CE committee and follow the instructions below.

Prior to completion of the application please read the list of definitions at the end of these instructions.

***The attached forms are Adobe formatted – please use the “Fill & Sign” options offered in Adobe software to complete the forms (forms may be printed and completed by hand then scanned to send via e-mail).**

**** Please title saved documents with the page # and abbreviated title of the presentation.**

***** The final page of the application is a checklist of the required application elements. Please do not submit incomplete applications; they will be returned for resubmission.**

Required Elements for an Application:

1) Page 1

A. Complete as directed indicating all information requested.

1. You must affirm the disclosure of sales promotion yes/no and agree to the terms if “yes”.

2) Page 2 – a resume, bio, or curriculum vitae may be attached for each faculty and planning committee listed on page 2 (in lieu of writing in details) note: “see attached document” if attachments are used.

A. Faculty education and experience in area of content.

1. Add data to support that faculty is knowledgeable about content.
2. List degrees earned and in which field of study.

B. Experience of planning committee.

1. List all who assisted with the planning of the presentation and their discipline.
2. The planning committee must include 1 RN and, at least 1 LPN - if LPN's are in the target audience.
3. Multi-discipline presentations should have multidiscipline planning members. Indicate areas of expertise.

C. Description of record keeping system.

1. You must confirm the pre-printed statement. “The approved application and attendance records will be kept on file in a safe, secure location for six (6) years.”
2. Complete the coordinators information of who can be contacted to access records.

3) Page 3

A. Behavioral outcomes must be:

1. Stated clearly and succinctly (and printed on Certificate of Completion and Sign-in Sheet).
2. Participant centered, measurable and outcome-based.
3. Attainable in the allotted time frame.
4. Related to the bodies of knowledge which contribute to the appropriate discipline.

B. Content must be:

1. Evidence based, and enhance some scope of nursing practice.
2. Attainable in the allotted time frame.
3. Written in enough detail that the approver/reviewer has a clear idea of the material.
4. Evolve from and be consistent with the outcomes:
 - a. Content should be described for each outcome.
 - b. If the presentation addresses Category A* (law/rule) OBN law/rule must be reflected in the outcomes and content.

4) Page 4

- A. **Page 4 for an “Independent Study”** program must be included with all other requirements if page 1 indicates the program is intended for independent study.
- B. **Page 4 may be left blank** if page 1 does not indicate the program is intended for independent study.

5) Page 5

A. **Evaluation method**

- 1. Maybe immediate and/or long term.
- 2. Should establish the criteria for meeting outcomes.
- 3. Maybe accomplished through discussion, written submission, oral testing or observation, etc.
- 4. Must include evaluation of the achievement of the outcomes.
- 5. Must include evaluation of the effectiveness of each faculty.
- 6. Must request the participant to list any future presentations that he/she would be interested in attending.

6) **A Sample Certificate**

- A. The certificate of earned CEU must include:
 - 1. Title of the presentation.
 - 2. Date of the presentation.
 - 3. A space for the name of the attendee.
 - 4. The number of continuing education hours awarded.
 - 5. Any “Category A” hours as set forth in rule 4723-14-01 OAC*.
 - 6. The name of the Provider of the CE activity (The address is also recommended.)- The “Provider” may or may not be the actual Faculty; it may be the sponsor.
 - 7. The Department Approver number as assigned by the Intake Nurse.
 - 8. The outcome of the program (on the front or back of the certificate).
 - 9. The statement, **“This presentation has been approved by the Ohio Board of Nursing Approver Unit of the Ohio Department of Developmental Disabilities OBN-010-93.”**
- B. Certificates are to be awarded by the provider of the CE only after the presentation is concluded and the attendee has participated in at least 80% of the activity and completed the evaluation process.

**Category A = the portion of Continuing Education that meets the 1-hour requirement directly related to Ohio Board of Nursing law and rule (see definitions).*

7) **An Agenda**

- A. The agenda needs to substantiate the number of CE hours being requested.
- B. Breaks, lunch and registration times do not count as part of the CE hours.
- C. Advertising or other program materials that support the number of CE hours may be included in lieu of an agenda when applicable.

8) **A Copy the final brochure/flyer advertising the activity**

- A. If approval is pending, the advertising for continuing education activity shall include a statement which directs any interested party to contact the provider of the activity at a specified phone number to obtain information regarding the approval status.

9) **Sample attendance verification including**

- A. Location
- B. Time
- C. Date

10) **Check list confirms all elements.**

11) **At least 6 weeks prior** to the presentation, email the completed packet, including all the above pages and application check list to: karenh@portagedd.org

- A. The completed packet in its entirety must be submitted to the Intake Coordinator in one email. The Intake Coordinator will confirm submission of the complete packet by sending a confirmation email.
- B. Contact information for the Intake Coordinator:
Karen Hill, RN Portage County Board of DD
Portage Industries, Inc.
7008 State Route
Ravenna, Ohio 44266-9134
Phone: 330-296-8714
Fax: 330-297-8990
karenh@portagedd.org

12) The Intake Coordinator will supply Committee Reviewer with the submission packet for review.

- A. Reviewers will return signed review check list to Intake Coordinator.
- B. Intake Coordinator will notify applicant of approval number or request additional information.

13) After the educational presentation is provided;

- A. All correspondences must have the OBN number
- B. The CE provider must return a **copy of the attendance verification AND a summary of the completed evaluations** to the Intake Coordinator. The sign in sheets is verification of each participant's attendance and is required for OBN validation.
- C. Failing to complete this step will put the provider in jeopardy of not being permitted to submit future requests for approval.
- D. Repeated presentations require repeat of this step.

14) Repeated presentations

- A. Approved presentations may be repeated for up to 24 months from the original presentation date using the same OBN approval number with the addition of an "R" to the number and:
 - 1. Repeated presentations require re-submission of application page 2 if any Faculty changes are made.
 - 2. After each educational presentation a **copy of the sign-in sheet AND a summary of the completed evaluations** to the Intake Coordinator.
 - 3. All correspondences must have the OBN number.

Additional questions about how to complete the application for CE credit to the DODD Approval Unit, maybe directed to Karen Hill (see #7 above), or to Mary Beth Hughes (937-499-1870) or marybeth.hughes@ketteringschools.org.

CE presentations can be posted on the RN list-serve by subscribers to the RN Discussion Group mailing by e-mailing the announcement and any attachments to rn-trainer@list.dodd.ohio.gov ; other advertising or announcements should follow the procedures for that media.

*(*Only subscribers to the RN Discussion may post on the list-serve. To subscribe go to DODD Medication Administration Page on the DODD Home page under the Health & Welfare menu for instructions)*

Please read the Definitions prior to completing the application.

Definitions:

Attendance Verification (Sign-in sheet) – the method by which the attendees are validated by OBN must include:

- The title of the presentation.
- The date of the presentation.
- Name of the provider of the activity.
- **The OBN CE Approval number.**
- If applicable the Category “A” CE hours.
- Validation of each participant’s name (by signature or other reasonable means) and their license number or last 4 digits of social security number (for OBN audit purposes).

Category “A” – Category A means the portion of continuing education that meets the one-hour requirement directly related to Chapter 4723 of the Ohio Revised Code (Laws) and the Ohio Administrative Code (Rules) of the Ohio Board of Nursing, as described in rule 4723-14-03 of the Administrative Code. To qualify as category A, the continuing education must be approved by the board, an OBN approver, or offered by an OBN approver provider unit headquartered in the state of Ohio. Only OBN Law/Rule is applicable for Category A presentations (Ohio Revised Code and Ohio Administrative Code 4723). **Other Law/Rule relevant to DD nursing may be approved, but will not qualify as Category “A”.**

Contact Hour – the total number of minutes of the CE activity divided by 60. The total of requested contact hours may not be less than 0.5; after the first 1 contact hour additional partial hours may be requested in tenths of an hour units (0.#). Contact hours do not include breaks or lunch times. Time does include explanation/discussion of outcomes, pre and/or post tests and evaluation of the presentation.

Continuing Education (CE) - a learning activity that builds upon a pre-licensure or recertification education program and enables a licensee or certificate holder to acquire or improve knowledge or skills that promote professional or technical development to enhance the licensee’s or certificate holder’s contribution to quality health care and pursuit of health care career goals according to rule [4723-14-05](#) of the Administrative Code.

Content – The content is the material that is presented in order to meet the outcomes listed. Content must be evidence based. The content may be developed by the presenter or by the person coordinating the presenter or both. The program content should be explained in summary form. The power point and other details of the content may be attached for clarification. If there is reference to a law or rule, then a description of the law or rule should be summarized.

The person submitting the CEU packet must assume that the persons reviewing the packet do not know the material, the content of the presentation, or any law or rule, etc. that is referenced in this section. It is the expectation that the content section will provide the reviewer with all necessary information to judge that the content is applicable to the stated outcome, and appropriate for the allotted time frame. It is not the role of the reviewer to locate additional information to clarify or validate proposed content.

Disclosures – clarification of any financial relationship of the presenter to the content of the presentation, or of the nature of the presentation as promoting the sale of an item or service;

1. **Commercial Interest** - if the primary purpose of the presentation is **to promote the sale of an item or service**, the explanation of the content must include the name of the item or service being promoted.
2. **Commercial Support** – means monetary or in-kind support given by commercial or non-commercial interests or entity that is used to pay for all or part of the costs of the CE activity.
3. **Vested Interest** – a personal stake or involvement in the educational material with a consequence or possible expectation of financial gain.

Evaluation of achieved outcomes – the method by which the achievement of the stated outcomes will be measured. Examples include:

- Pre-test/post-test comparison.
- Self-evaluation tools.
- Demonstration.
- Question and answer tools.
- Post-program deliverables.

Evidence Based Content – content that flows from the outcome; is within the scope of the faculty’s experience and education; and that is supported by expert knowledge, case studies, law/rule, or other published evidence of the validity of the content. Sources referenced may include:

- Clinical expertise and expert opinion.
- Scientific studies or other measurable data.
- Patient/individual/care giver perspectives that will enhance the provision of high quality care and services based on the interests, values, needs and choices of the consumer(s).

Faculty Evaluation – How the effectiveness of each faculty (presenter) will be evaluated including:

- Clarity of presentation.
- Knowledge of the material presented.
- If content presented was applicable to the stated outcome(s).

Independent Study – Self-paced continuing educational activity.

“Asynchronous learning” means forms of education, instruction, and learning that do not occur in the same place or at the same time.

Outcome-based education - means the presentation is focused on educational experiences leading to learning, learner confidence and, ultimately, improvements in the practice of nursing and patient care.

Participant Centered Measurable Outcomes – must state the expected learner outcome in terms of improved nursing practice or patient care in a measurable way. A sample outcome statement could be:

“By achieving (A) the nurse (participant) will be better able to (B)....”

- Examples of (A) include: some increased knowledge, skill, ability or understanding {of a topic}.
- Examples of (B)include: outcome measures of practice/care improvement such the ability to better assess, engage, label, recognize, report, identify, explain, refer, demonstrate or discuss {for some improvement of nursing practice}.
- *Such as:* “By being able to identify 5 potential behavioral signs of hearing loss, the nurse will be better able to promptly refer individuals for evaluation and treatment that may alleviate maladaptive social consequences.”

Presentation – In-person, faculty directed continuing education activity (includes LIVE webinar events).

- “Blended Learning” means using both pre and post education in various formats with in-person learning experiences for teaching.
- “Synchronous learning” means forms of education, instruction and learning that occur at the same time.

Repeat Presentation – the presentation of the approved Continuing education after the original event. The approval number is reused with the addition of an R (ex: OBN-010-93-###R).

Title – The name of the Presentation or Independent Study activity. The title should be succinct and reflect the content of the CE training.