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**STATE OF WEST VIRGINIA
BOARD OF EXAMINERS FOR REGISTERED PROFESSIONAL NURSES**

90 MacCorkle Ave., SW, Suite 203
South Charleston, WV 25303

CONTINUING EDUCATION MINIMUM STANDARDS

1. The West Virginia Board of Examiners for Registered Professional Nurses (Board) will not review nor approve continuing education (CE) activities in advance for RN's or participating providers.
2. The provider of CE is responsible for establishing a process and maintaining records for review of CE activities for compliance with minimum standards prior to presentation.
3. All CE activities must be reviewed by an individual or group knowledgeable in the area of registered professional nursing practice. The reviewer should not be one of the presenters of the CE activity.
4. The CE activity is at least 50 continuous minutes which shall equal 1 contact hour.
5. The CE activity reflects the educational needs of the learner in order to meet the health care needs of the consumer.
6. The CE activity shall consist of one or more of the following subject areas:
 - a. Professional nursing practice and special health care problems
 - b. Biological, physical, social and behavioral sciences;
 - c. Legal aspects of professional nursing practice;
 - d. Management of health care personnel and patient care;
 - e. Teaching and learning process for health care personnel or for patients; and
 - f. Subjects relating to professional nursing practice which are required as part of a formal nursing program and which are more advanced than those completed for original licensure.
7. The CE activity has written objectives, in measurable terms, that are prepared and available describing what a licensee can expect to learn.
8. The CE activity content is related to the objectives and nursing or health care.
9. The qualifications of instructors for a CE activity are in subject areas for the material to be taught and are provided to participants in writing.
10. A written schedule of the CE activity is provided which indicates the content to be covered and corresponding time frames.
11. Program announcements of the CE activity contains the West Virginia Board of Examiners for Registered Professional Nurses (Board) provider registration number. Samples of CE activity announcements containing the Board CE provider number will be retained for each CE activity.
12. A written evaluation tool method is established to evaluate the CE activity and to determine whether the participant has achieved stated objectives of the CE activity. A sample evaluation tool will be retained for each CE activity.

13. The provider shall furnish a written statement of completion to each participant who completes each continuing education program. The statement shall be signed by the instructor or an individual designated by the instructor, and shall contain the following information:
 - a. the name of the continuing education program;
 - b. the number of contact hours;
 - c. the date of the continuing education program;
 - d. the name of the participant; and,
 - e. the West Virginia Board of Examiner's for Registered Professional Nurses CE provider registration number and/or approved provider number.

14. The records for a CE activity are maintained by the provider for a period of five (5) years and include:
 - a. program announcement sample,
 - b. target audience,
 - c. program reference materials,
 - d. program objectives,
 - e. content outline or agenda with timeframes,
 - f. evaluation tool(s)
 - g. teaching methods and materials,
 - h. instructor's biography, curriculum vitae or resume with qualifications, and
 - i. a program participant list.

CONTINUING EDUCATION - GENERAL INFORMATION:

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

- a. 1 Contact Hour = 50 minutes of an approved, organized learning experience, either a didactic or laboratory/clinical experience
- b. 1 CEU = 10 contact hours of instructions
- c. 1 Academic Semester Hour = 15 contact hours of instruction
- d. 1 Academic Quarter Hour = 10 contact hours of instruction

2. Activities which are not acceptable for continuing education credit.

- a. Job related clinical practice;
- b. Development and presentation of programs as part of the licensee's on-going job Responsibilities.
- c. Orientation and update of policies and procedures specific to the licensee's employing facility; and,
- d. 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 Board approved provider.

The Board recognizes the West Virginia Nurses Association or any other provider accredited by the American Nurses Credentialing Center as an approved provider of continuing education programs for purposes of meeting the requirements of this rule.

The Board shall consider written requests to designate other individuals, local, state or national agencies, organizations and associates as approved providers.