

## CONTINUING EDUCATION PROVIDER APPLICATION

### Instructions for Completion

1. Completed Application for Approval as a Continuing Education Provider, including Course Information (Page 3) and Instructor Information (Page 4) sent to the Nevada State Board of Nursing office: 4220 S. Maryland Pkwy. Ste. B-300, Las Vegas, NV 89119 or 5011 Meadowood Mall Way Ste 300 Reno, NV 89502, fax (702) 486-5803 or (775) 687-7707, or email to [hbollmatulis@nsbn.state.nv.us](mailto:hbollmatulis@nsbn.state.nv.us).
2. Approval fee of \$100.00 for all courses of continuing education offered during the renewal period, pay by credit card only.
3. Include a copy of the certificate of completion template as described in NAC 632.340, Section 3 (Page 5)

A provider number can generally be issued or renewed within a week of receipt of your completed application. The application fee of \$100 is **not** refundable.

### Additional Information:

#### Course Information: Page 3

Be sure to provide information for **one** frequently taught continuing education course. Course Information will be **incomplete** if:

- Title of the course is not stated
- Objectives are not stated
- Overview/description is incomplete
- Type of offering (academic, workshop, in-service, etc) is not noted
- Number of contact hours is not stated
- Course content does not reflect continuing education targeting the nursing population: LPN, RN, or specialty group

#### Instructor Information:

Be sure to provide information for **all** instructors. Your Instructor Information will be **incomplete** if:

- Instructor information has not been submitted
- Instructor's license number, expiration date, and type have not been provided

# Nevada State Board of NURSING

## Application for Approval as a Continuing Education Provider

Be sure to complete the entire application, including the Course Information and Instructor Information forms. Please print or type all entries.

New application       Renewal application

Nevada CE Provider Number:			
Provider / Business Name:		Business number:	
		Cell phone:	
Address:	City:	State:	Zip:
Provider / Business E-mail address:			
Contact Person			
Name: _____ Phone number: _____			
RN Coordinator Responsible for Records and approval of CE offered as set forth in NRS 632.343 (1) (2), NAC 632.340 and NAC 632.355			
Name of RN Coordinator:		Nevada RN license number:	
Address:	City:	State:	Zip:
RN Coordinator E-mail address:		RN Coordinator phone number:	
<p>I affirm (swear) that as a Nevada-approved CE provider, I will offer courses which meet the requirements of NAC 632.340, NAC 632.355, and NRS 632.343 (1) (2).</p> <p>I acknowledge that I am subject to audit by the Board. If the Board finds that I have not met the requirements of NAC 632.355, I may be subject to Board action, including but not limited to withdrawal of approved provider status for offering courses without a current provider number.</p>			
Printed name (RN Coordinator): _____			
Signature (RN Coordinator): _____ Date: _____			
The approval fee is \$100.00. Fee is non-refundable. Only credit card payment accepted.			
Choose one: Visa ___ MasterCard ___ Discover ___ AMEX ___ Card number: _____			
Exp Date: _____ CVC Code: _____ Name on Card: _____			
Amount <b>\$100.00</b> Signature: _____ Date: _____			

# Nevada State Board of NURSING

**Course Information** - Provide information for **one** frequently taught course. Please type or print all entries.

Title:	Date(s) to be offered:
Objectives:	
Overview/ Description:	
Type of offering (Academic, Workshop, Independent Study, etc):	
Teaching Methods:	
Number of Contact Hours:	
Course Content:	
Method of Evaluation When Required:	

# Nevada State Board of **NURSING**

## **Instructor Information**

Please type or print all entries.

**NOTE:** If more than one instructor, please print out a separate page for **each** instructor.

Name:			
License Number:		Date of Expiration:	
E-mail address:		Phone #:	
<b>Education</b>			
Hospital /College/ University	Major	Degree	Year Granted
<b>Clinical Experience: (Last 10 years)</b>			
Agency	Position	Clinical Area	From Mo/Yr      To Mo/Yr
<b>Teaching Experience: (Last 10 years)</b>			
Title of Course	Description	Location	Month/Year

## CONTINUING EDUCATION

### **NAC 632.340 Attestation of compliance; audits; certificates of completion**

1. Each nurse shall attest to his compliance with the requirements for continuing education at the time for the renewal of his licensure. The attestation must be made on forms provided by the Board.
2. The Board will perform random audits of nurses for compliance with the requirements for continuing education.
3. If audited by the Board, a nurse shall prove that he has participated in 30 contact hours of continuing education during the 24 months which immediately precede the nurse's most recent birthday by presenting authenticated photocopies of original certificates of completion to the Board. The certificate of completion must include:
  - a. The title of the course;
  - b. The name of the provider of the course;
  - c. The name of the body which approved the course;
  - d. The date on which the course was presented;
  - e. The name and license number of the nurse; and
  - f. The number of contact hours earned in the course;
4. A nurse shall retain an original certificate of completion for 4 years

### **NAC 632.355 Approval of courses; employment of coordinator' review of courses; audits of courses; expiration of approval**

1. A course of continuing education shall be deemed to be approved by the Board if the course:
  - a. Meets the requirements of NRS 632.343' and
  - b. Is provided by
    1. A provider approved by the Board;
    2. A national nursing organization;
    3. An academic institution;
    4. A provider of continuing education that is recognized by another board of nursing; or
    5. A provider of continuing education that is recognized by the regulatory body of a related discipline that approves courses of continuing education
2. Each provider shall employ a coordinator and shall notify the Board of the name of its coordinator. A coordinator shall hold a current license as a registered nurse in Nevada and is responsible for ensuring that:
  - a. The contents of the course of continuing education meet the national standards for the continuing education of nurses;
  - b. The course incorporates principles of instruction which are specifically designed to facilitate learning by adult students; and
  - c. The certificates of completion which are provided to the successful participants of the course are accurate and comply with the requirements set forth in NAC 632.340
3. The Board will review all courses offered for the completion of the requirements for continuing education by:
  - a. Considering each application to the board for approval to act as a provider of continuing education;
  - b. Maintaining a list of all providers approved by the board; and
  - c. Investigating any complaint regarding a course of continuing education
4. The Board will perform random audits of courses of continuing education. For the purposes of an audit by the Board, a provider shall maintain a description of the contents of a course of continuing education, a list of persons who attend the course and copies of the certificates of completion provided to the participants of the course for at least 4 years after the course was presented. If a provider or its coordinator fails to reflect the national requirements for the continuing education of nurses in its business practice, the Board will remove the provider from the list of providers approved by the Board.
5. Approval of a course of continuing education by the Board expires on the date specified by the Board or on July 31 of the year after the date on which the course is deemed approved.

### **NRS 632.343 Continuing education: Prerequisite to renewal of license; exemption; review of courses by Board; required and recommended courses.**

1. The Board shall not renew any license issued under this chapter until the licensee has submitted proof satisfactory to the Board of completion, during the 2-year period before renewal of the license, of 30 hours in a program of continuing education approved by the Board. The licensee is exempt from this provision for the first biennial period after graduation from:
  - a. An accredited school of professional nursing;
  - b. An accredited school of practical nursing;
  - c. An approved school of professional nursing in the process of obtaining accreditation; or
  - d. An approved school of practical nursing in the process of obtaining accreditation.
2. The Board shall review all courses offered to nurses for the completion of the requirement set forth in subsection 1. The Board may approve nursing and other courses which are directly related to the practice of nursing as well as others which bear a reasonable relationship to current developments in the field of nursing or any special area of practice in which a licensee engages. These may include academic studies, workshops, extension studies, home study and other courses.