



Ohio Board of Nursing

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Continuing Education (CE) For Renewal – APRNs¹

Section 4723.24, Ohio Revised Code (ORC)
Chapter 4723-14, Ohio Administrative Code (OAC)
Chapter 4723-8, OAC²

This document provides FAQs regarding CE requirements for renewal in 2017. HB 216, effective April 6, 2017, established licensure for APRNs and imposed CE requirements for APRN license renewal. The transition to licensure for APRNs who hold a Certificate of Authority (COA) will occur through the 2017 COA renewal/APRN license issuance process, also referred to as APRN renewal.

- ✓ For the 2017 renewal, COA holders who complete the COA renewal/APRN license issuance process will be issued an APRN license. Because the APRN is a newly issued license, there are no new CE renewal requirements for the APRN license in 2017.
- ✓ As a reminder, because current COA holders and new APRN license holders are licensed as RNs, RN CE requirements must be met to renew the RN license.
- ✓ The CE requirements for RN renewal have not changed; the requirements are the same for 2017 as they were in 2015.
- ✓ The RN license renewal deadline is October 31, 2017. On the application, you must attest that you met or will meet the CE requirements by the end of renewal on October 31, 2017.
- ✓ The COA renewal/APRN license issuance process deadline is December 31, 2017. (HB 216 extended the deadline for 2017)
- ✓ CRNAs, CNPs, CNMs, and CNSs, need to complete the COA renewal/APRN license issuance process no later than December 31, 2017 in order to continue practice as an APRN. COAs will no longer be recognized after December 31, 2017.
- ✓ If you are a CNS or a CTP holder, see the CE requirements specified in the first question below.

Definitions

CE is defined as a learning activity that builds upon a prelicensure or precertification 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. Rule 4723-14-01(G), OAC.

Category A is CE directly related to the Ohio Nurse Practice Act and the administrative rules of the Ohio Board of Nursing. To qualify as Category A, the CE must be approved by an Ohio Board of Nursing (OBN) approver, or offered by an OBN approved provider unit headquartered in the state of Ohio. Rule 4723-14-01(C), OAC

¹ Information on CE requirements for RNs, LPNs, OCDTs, Medication Aides, and Community Health Workers renewal are posted on the Board website at www.nursing.ohio.gov.

² The Board is proposing new rule language to implement H.B. 216 (131st GA) CE requirements for APRNs in Rule 4723-8-10, OAC. These changes are planned to have an effective date of February 1, 2018.

Q: In 2017, what are the CE requirements to renew as an APRN and as an RN?

A: For the 2017 renewal, COA holders who complete the COA renewal/APRN license issuance process will be issued an APRN license. Because the APRN is a newly issued license, there are no new CE renewal requirements for the APRN license in 2017. Since APRNs are licensed as RNs, APRNs must meet the CE requirements for RN renewal. CE requirements in Rule 4723-8-10, OAC, and Chapter 4723-14, OAC, are summarized below:

- For the period immediately following licensure by the exam (NCLEX), a RN who holds an active license to practice nursing in Ohio is not required to complete any contact hours of CE for the first renewal. Other than the first renewal immediately following licensure by exam, RNs must complete at least 24 contact hours of CE during each licensure period to renew a license. A nurse who has been licensed in Ohio by reciprocity for less than or equal to one year must complete 12 contact hours. For every renewal, at least one of the 24 contact hours must be Category A.
- CRNAs, CNPs, CNMs, and CNSs must meet all requirements to maintain their national certification.
- If you are a CNS who was originally issued a COA on or before December 31, 2000 and you are not nationally certified, you must complete at least 12 contact hours of CE in addition to the 24 hours of CE required for the RN license. To apply for the 2017 renewal, the CE contact hours must be completed between September 1, 2015 and December 31, 2017.
- If you held a CTP for the full renewal period, since September 1, 2015, you must obtain at least 12 additional contact hours of CE in advanced pharmacology, which must include instruction specific to controlled substances. To apply for the 2017 renewal, the CE contact hours must be completed between September 1, 2015 and December 31, 2017.
- If you held a CTP less than the full renewal period, must obtain at least 6 hours of the approved CE in advanced pharmacology, which includes instruction specific to controlled substances. Rule 4723-9-07(A)(2), OAC. To apply for the 2017 renewal, the CE contact hours must be completed between September 1, 2015 and December 31, 2017.

Q: What is the deadline for RNs to renew and show the CE requirements were met? What about for APRNs?

A: Your RN license must be renewed no later than October 31, 2017 or your license will lapse. You must attest that you met or will meet the CE requirements for RN renewal by the end of renewal on October 31, 2017.

As a COA holder, you must complete the COA renewal/APRN license issuance process by December 31, 2017. HB 216 extended the deadline, but only for the 2017 renewal. If you also hold a CTP, you must attest that you met or will meet the applicable CTP requirements for CE by the end of renewal on December 31, 2017.

Q: I just received my COA on April 2, 2017, four days prior to the effective date of HB 216. Do I need to participate in the COA renewal/APRN license issuance process in 2017?

A: Yes. Regardless of when you first obtained a COA, you must complete the 2017 COA renewal/APRN license issuance process. The COA renewal/APRN license issuance process is how the COA will be converted to an APRN license.

Q: Did HB 216 change the number of CE contact hours required to renew the RN license?

A: No. Twenty-four contact hours of CE are required, including one contact hour of Category A.

Q: I hold a COA and a CTP; do I need to meet the CE requirements for CTP holders in 2017?

A: Yes. CTP holders must meet the CE requirements for the 2017 renewal.

Q: I hold a COA and a CTP-E. Do I need to meet the CE requirements for CTP holders in 2017?

A: No, a COA holder who also holds **CTP-E** (but not a CTP) only needs to complete the 24 contact hours required to renew the RN license.

Q: Will the CE I obtain to maintain my APRN national certification count as the required CE hours for RN licensure?

A: Yes. The contact hours of CE you obtain for your APRN national certification may be used as the required hours for your APRN license or RN license, if the hours meet the CE requirements specified in Chapter 4723-14, OAC.

Q: I want to prepare for the 2019 renewal. Where can I get information about the requirements for renewal in 2019?

A: The Board is considering the CE requirements for APRN renewal in 2019 through the administrative rulemaking process this year. Proposed rules will be published on the Board website. We anticipate the rules will be effective February 1, 2018. At that time, the Board will alert licensees about the requirements. To receive news and updates, go to the Board website www.nursing.ohio.gov and subscribe to eNews, Twitter, or Facebook.

General CE Questions/Requirements

Q: What activities/events meet the Board requirements for RN CE?

A: The following summarizes the activities/events that meet the Board requirements for CE. See Rule 4723-14-05(A), OAC.

- A CE activity approved by an OBN approver or provided by an approved provider unit (see list in the response below);
- A CE activity approved by a board or agency regulating the licensee or certificate holder in another jurisdiction;
- A CE activity approved or provided by a nationally recognized accreditation system of CE, for example, the American Nurses Credentialing Center (ANCC), the Accreditation Council for Continuing Medical Education (ACCME), the International Association for Continuing Education and Training (IACET)), or a national certifying organization that meets the requirements in Section 4723.46(A), ORC;
- Academic credit for successful completion of a course taken through an accredited educational institution, for example, a college course. The conversion from academic credit to CE is as follows:
 - 1 credit hour in a quarter system = 10 contact hours of CE
 - 1 credit hour in a trimester system = 12 contact hours of CE
 - 1 credit hour in a semester system = 15 contact hours of CE

- An independent study defined as a self-paced learning activity for which contact hours may be awarded that includes both a mechanism for evaluation of learning and feedback to the learner;
- Inter-professional CE that is a planned, organized learning experience designed for a target audience made up of members of two or more different professions;
- A CE activity approved by a board or an agency that regulates a health care profession or related discipline in Ohio or another jurisdiction, such as the State of Ohio Medical Board, State of Ohio Board of Pharmacy, State Board of Psychology, and the Counselor, Social Worker and Marriage and Family Therapist Board.

Q: I understand I can apply hours that I worked as a volunteer as CE for RN renewal, is that correct?

A: Effective April 6, 2017, HB 290 (131st GA) authorizes the RN to serve as a volunteer for indigent and uninsured persons, without compensation, for up to 8 hours and use this as qualifying CE. The Board is adopting rules to clarify the process that should be effective February 1, 2018. Until that time, please review Section 4745.04, ORC, at: <http://codes.ohio.gov/orc/4745.04v1>.

Q: What activities/events do not meet the Board requirements for RN CE?

A: The following summarizes the activities/events that do not meet the Board requirements for CE. See Rule 4723-14-05(B), OAC.

- Repetition of any educational activity with identical content and course outcomes within a single reporting period;
- Self-directed learning such as reading texts or journal articles that have not been approved as an independent study or awarded contact hours by an accredited or approved provider or provider unit;
- Participation in clinical practice or research that is not part of a CE activity;
- A personal development activity;
- Professional meetings or conventions except for those portions designated as a CE activity;
- Community service or volunteer practice;
- Board-ordered CE;
- Membership in a professional organization.

Q: What is an OBN Approver?

A: An OBN approver is an entity or organization headquartered in Ohio authorized by the Board to approve CE activities offered by a provider or to approve a Provider Unit. OBN Approvers are:

- Licensed Practical Nurse Association of Ohio (OBN-002-92)
- Northwest State Community College, Division of Nursing (OBN-008-92)
- Ohio Department of Developmental Disabilities (OBN-010-93)
- Ohio Department of Mental Health and Addiction Services (OBN-003-92)
- Ohio League for Nursing (OBN-006-92)
- Ohio Nurses Association (OBN-001-91)
- Omnicare Great Lakes Region, Division of Education (OBN-009-93)
- UC Health (OBN-007-92)
- University of Cincinnati, College of Nursing (OBN-011-93)
- UVMC – Education and Development (OBN-005-92)

An acceptable CE certificate from an OBN approver that documents your CE event must include a statement with the OBN approver's name and numbers listed.

Q: Between what dates do I need to complete the CE for it to count for 2017 RN renewal period?

A: For RNs renewing in 2017, the CE contact hours need to be completed between September 1, 2015 and October 31, 2017.

Q: May I obtain the contact hours of CE through independent study by mail or on the Internet?

A: Yes. There is no limit to the number of contact hours obtained through independent studies. Independent study may be taken through mail order courses or the Internet.

Q: Must I submit documentation of my CE hours to the Board when I renew my license?

A: You are not required to submit documentation of your CE hours when you renew your license. When you renew, you must attest the renewal application that you met or will meet the CE requirement by the end of the renewal period.

Q: What is a “waiver”?

A: A waiver is a one-time opportunity to opt out of the CE requirements for one renewal period for RNs, LPNs, OCDTs and CHWs. A waiver may only be used one time, and once you request it on the renewal application, the request cannot be withdrawn.

The waiver does not apply to the requirement that an APRN either maintain national certification or the CE requirement for CNSs without national certification who were licensed prior to December 31, 2000.

The waiver does not apply to the requirement that CTP holders complete an additional 6 or 12 hours of CE.

Q: How will the Board know that I met the CE requirement?

A: The Board may conduct a random audit to determine compliance with CE requirements. If you are chosen for an audit, the Board will notify you. The waiver, as explained above, cannot be used after you receive notification of an audit.

Q: If audited, what documents must I submit to the Board to show that I have met the CE requirements?

A: Rule 4723-14-06(A), OAC, specifies the proof needed. In summary, an acceptable CE document must contain your name; title of the program; date of program completion; number of contact hours; the OBN Approver name and number, or name of the provider and the name of the authorized approver or the name of the approval body. For academic credit, a school transcript or grade report must include your name, the name of the school, and the dates attended and credit hours awarded. The transcript may be unofficial.

Q: How long must I keep my CE records?

A: You are required to maintain CE documentation (see Q8 response) for six years. You are responsible for keeping track of your CE records, so you can submit the documents, if required.

Additional questions?

Email ce@nursing.ohio.gov or practice216@nursing.ohio.gov and watch the Board website, www.nursing.ohio.gov, for updates. To receive news and alerts, go to the Board website and subscribe to eNews, Twitter, or Facebook.