

4723-14-17

**Approval of the continuing education system of a provider unit.**

- (A) An OBN approver may elect to approve and reapprove the continuing education system of a provider unit for a specified period of time, not to exceed three years. The approval and reapproval processes shall be based on an in-depth analysis by the OBN approver of the ability of the provider unit to meet the board continuing education requirements set forth in this chapter, and to maintain the requirements during the approval period. The application to the OBN approver shall include documentation of meeting the following requirements:
- (1) The provider unit shall have demonstrated the ability to meet the board continuing education requirements set forth in this chapter by having received approval for a specified number of continuing education activities or contact hours prior to applying for approval of the continuing education system;
  - (2) The provider unit shall be an identifiable unit and shall have a philosophy and goals in accordance with this chapter;
  - (3) The provider unit shall have sufficient resources to meet and maintain board requirements set forth in this chapter, including a registered nurse responsible for the planning and implementation of continuing education activities;
  - (4) The provider unit shall use a peer review process as a means of demonstrating that another individual has reviewed the continuing education activities for meeting the requirements of this chapter.
  - (5) The provider unit shall have ready for implementation the following:
    - (a) A policy requiring all continuing education requirements set forth in this chapter to be met and maintained;
    - (b) A policy requiring all individual continuing education activities provided by the provider unit to meet the requirements for approved continuing education activities set forth in this chapter, that all the required documentation and peer review of the application are completed prior to the presentation of the continuing education activity, and that the required records are completed after the presentation and maintained in accordance with rule 4723-14-12 of the Administrative Code;
    - (c) A co-sponsorship policy requiring a written agreement and a mechanism ensuring the provider who has obtained approval from an OBN approver maintains control of, and responsibility for, all aspects of

meeting and maintaining continuing education requirements set forth in this chapter;

- (d) A policy requiring all advertising used by the provider to meet the requirements of rule 4723-14-14 of the Administrative Code;
  - (e) A policy requiring ongoing evaluation of the provider unit's system;
- (6) The applicant for approved provider unit status shall submit to the OBN approver a sample application for a continuing education activity that has been previously approved by an OBN approver. The sample application shall document the meeting of the requirements for a continuing education activity set forth in this chapter.
- (B) Any significant change made in the provider unit during the period of approval shall be submitted to the OBN approver within thirty days of the change.
- (C) For reapproval, the provider unit shall submit to the OBN approver, at a minimum, updated policies, evaluation data, and a sample application for a continuing education activity including advertising materials, as part of the reapproval application, and additional information requested by the OBN approver.
- (D) A provider unit shall not accept applications for continuing education approval outside its provider unit.
- (E) Records shall be maintained by the provider unit in a safe, secure, and accessible manner for six years, and shall include:
- (1) A complete copy of the provider unit application submitted to the OBN approver and all related correspondence;
  - (2) Copies of all continuing education activity files including:
    - (a) Documentation for a faculty-directed continuing education activity as set forth in paragraphs (A) to (C) of rule 4723-14-15 of the Administrative Code, or documentation for an independent study as set forth in paragraph (A) of rule 4723-14-16 of the Administrative Code;
    - (b) A list of all attendees who were awarded contact hours for each date the continuing education activity was offered that includes the number of contact hours awarded to each;

- (c) A summary evaluation for each date the continuing education activity is offered; and
- (d) Any changes made to the activity during its approval period.

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**CERTIFIED ELECTRONICALLY**

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Certification

10/15/2007

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Date

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