

**KANSAS STATE BOARD OF NURSING
LONDON STATE OFFICE BUILDING
900 SW JACKSON, SUITE 1051
TOPEKA, KS 66612-1230**

Single Program Offering Application

Individuals, organizations or agencies desiring single program offering continuing nursing education providership status should complete and submit this application. Please review the following rules and regulations related to continuing nursing education in the Nurse Practice Act (available on-line at www.ksbn.org):

65-1117 (a)
65-1119 (e)
60-4-103
60-9-105
60-9-106
60-9-107

Please review these instructions before completing the application.

1. Applications are to be submitted thirty (30) days prior to the first offering date.
2. The cover page must be completed.
3. The \$50.00 application fee must accompany the providership application. The fee will not be returned even if the application is not approved.
4. The content should be typed and organized in the order of the application criteria listed under "Regulation Description" on the attached form and the pages should be numbered. All items listed under "regulation description" must be addressed and "additional information" attached where noted.
5. Examples submitted in support of narrative statements must be referenced by page or appendix number and name of applicant
6. Photocopies must be readable.

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SINGLE OFFERING CNE PROVIDER

COVER PAGE

NAME OF PROVIDER _____

LEGAL BODY _____

ADDRESS OF PROVIDER _____

TITLE OF OFFERING _____

DATE (S) TO BE OFFERED _____

PROGRAM COORDINATOR _____

TELEPHONE _____

E-MAIL ADDRESS _____

I declare under penalty of perjury under the laws of the State of Kansas that the information provided is true and correct to the best of my knowledge.

Signature of Program Coordinator

Date

INSTRUCTIONS FOR KSBN SINGLE OFFERING CNE PROVIDER APPLICATION

Approval of the Kansas State board of Nursing (KSBN) Continuing Nursing Education (CNE) application is based on an analysis of the submitted information to determine the applicant's capacity to offer continuing nursing education activities meeting the definition of CNE in accordance with KSBN CNE statutes and regulations.

Definition of CNE (from K.S.A. 65-1117 (a)) "Continuing nursing education means learning experiences intended to build upon the educational and experiential bases of the registered professional and licensed practice nurse for the enhancement of practice, education, administration, research or theory development to the end of improving the health of the public." In-service education, on-the-job training, orientation, institution specific courses and offering containing the same content as courses that are part of basis preparation for licensure will not be awarded contact hours (K.A.R. 60-9-106).

APPLICATION REVIEW PROCESS

The completed Single Offering CNE providership application will be reviewed by the Education Specialist for compliance with the CNE statutes and regulations.

Providers will be notified if the renewal application is incomplete or does not meet regulations and be given the opportunity to make corrections/additions prior to date of the first offering.

Following approval by the Education Specialist, written notification will be sent including the provider number.

**KANSAS STATE BOARD OF NURSING
SINGLE OFFERING CONTINUING NURSING
EDUCATION (CNE) APPLICATION**

Administration		
Regulation	Regulation Description	Additional information
60-9-107 b (1) (A)	Name and address of organization	
60-9-107 b (1) (B)	Name and address of department or unit within the organization responsible for approving nursing continuing education	
60-9-107 b (2) (B)	Name and biographical data of program coordinator responsible for CNE; Name and biographical data of nurse consultant if coordinator is not a nurse	
Program Management – Written Policies and Procedures		
60-9-107 b (3) (A)	Process of assessing need and planning CE	Include description of needs assessment process, planning committees or advisory groups involved in planning and how the definition of CE (65-1117) is used to determine the content for CE offerings.
60-9-107 b (3) (B)	Process for fee assessment	Include policy for refunds and insufficient fund checks if applicable
60-9-107 b (3) (C)	Process for advertisements or announcements, Published information shall contain the following statement: (Name of Provider) is approved as a provider of continuing nursing education by the Kansas State Board of Nursing. This course offering is approved for ___ contact hours applicable for RN, LPN, or LMHT relicensure. Kansas State Board of Nursing Provider Number: _____	Include a sample announcement/brochure
60-9-107 b (3) (E)	Process for awarding contact hours: An approved provider may award any of the following: <ul style="list-style-type: none"> ▪ contact hours (60-9-105 i) for actual time attended, including partial credit for one or more contact hours as documented on the offering agenda ▪ credit for fractions of hours over one contact hour ▪ instructor credit, which shall be two contact hours for each hour of first-time presentation of an approved offering, excluding standardized prepared curriculum (e.g. ACLS, PALS, TNCC, ENPC, MANDT, etc) ▪ independent study (60-9-105 k) credit based on time required to complete the offering as documented by pilot time test results 	Include procedure for late arrival/early departure in reference to partial credit policy Pilot testers should be representative of target audience; Contact hours may be determined using the time documented by pilot testers by: <ul style="list-style-type: none"> ▪ totally all time and dividing by number of testers, or ▪ discard high and low times and average the time spent by the rest of the tester

60-9-107 b (3) (F)	<p>Process for verifying participation and completion of the offering: Documentation to verifying participant attended offering</p> <ul style="list-style-type: none"> ▪ participants shall be required to sign a daily attendance roster ▪ roster shall contain information about the providership (name, address, provider number, coordinator); information about the offering (date, title, presenter(s)); information about the participants (name, license number, contact hours awarded) <p>Documentation to verify completion of independent study offering, if applicable.</p> <ul style="list-style-type: none"> ▪ Documentation shall include information about the provider, name and license number of participant, date offering completed, contact hours awarded, and completion of post test or return demonstration <p>Certificate:</p> <ul style="list-style-type: none"> ▪ Certificates of attendance shall be awarded to participants after completing an offering; ▪ certificates shall be complete before distribution to participants; ▪ each certificate shall contain the provider's name, address and provider number, title of the offering, date(s) of attendance, number of contact hours awarded, signature of individual responsible for the providership, name and license number of the participant, number of independent study or instructor contact hours awarded 	<p>Include a sample copy of the roster; may include additional participant information (i.e. address) if desired.</p> <p>Include sample copy of verification of completion of independent study offering if applicable</p> <p>Include a sample of copy of the certificate</p>
60-9-107 b (3) (G)	<p>Process for record keeping and record storage</p> <ul style="list-style-type: none"> • The provider shall retain the following for two years: summary of the offering planning/needs assessment, copy of announcement/brochure, title and objectives, content and time frames or pilot time test results for independent study, bibliography, summary of participant evaluations; instructor biographical information; alphabetized attendance roster of individuals who have completed the offering. • Typed, alphabetized roster to be submitted to Board within 15 working days of completion • Record storage system assure confidentiality and easy retrieval of records by authorized individuals 	<p>Include description of where files are kept</p>
60-9-107 b (3) (H)	<p>Process for notice of change of coordinator or required policies</p> <ul style="list-style-type: none"> ▪ the program coordinator shall submit in writing any change of the individual responsible for the providership or required policies and procedures to the board within 30 days 	
60-9-107 b (3) (J)	Submit proposed offering	

