

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4131.1 / 4231.1

ADOPTED: 01/11/21

CLASSIFICATION: Personnel

SUBJECT: Continuing Education Units Provider

The County Superintendent believes that, in order to maximize student learning and achievement, certificated staff members must be continuously learning and improving their skills. The County Superintendent further recognizes that classified staff does essential work that supports a healthy school environment and the educational program.

The Superintendent or designee may provide opportunities for staff to participate in continuing education courses which would be relevant to their specific area of instruction, improve job skills, learn best practices, and/or enhance personal growth; and to earn Continuing Education Units based on participation in the course.

COMPREHENSIVE HEALTH AND PREVENTION PROGRAMS COURSE CONTENT

The content of all courses of continuing education must be relevant to the practice of nursing and must:

1. Be related to the scientific knowledge and/or technical skills required for the practice of nursing, or
2. Be related to direct and/or indirect patient/client care.

Courses related to the scientific knowledge for the practice of nursing include basic and advanced courses in the physical, social, and behavioral sciences, as well as advanced nursing in general or specialty areas. Content which includes the application of scientific knowledge to patient care in addition to advanced nursing courses may include courses in related areas, i.e., human sexuality; death, dying, and grief; foreign languages (conversational); therapeutic interpersonal relationship skills; pharmacology; and those related to specialty areas of nursing practice. Courses in nursing administration, management, education, research, or other functional areas of nursing relating to indirect patient/client care would be acceptable.

CONTINUING EDUCATION HOURS.

The County Superintendent or designee will accept hours of approved continuing education on the following bases:

1. Each hour of theory shall be accepted as one hour of continuing education.

2. Each three hours in course-related clinical practice will be accepted as one hour of continuing education.
3. Courses less than one (1) hour in duration will not be approved and no partial credit will be given.

INSTRUCTOR QUALIFICATIONS

Instructors teaching approved continuing education courses shall have the following minimum qualifications:

1. The registered nurse instructor, shall
 - a. Hold a current valid license to practice as a registered nurse and be free from any disciplinary action by this Board, and
 - b. Be knowledgeable as evidenced through:
 - 1) Hold a baccalaureate or higher degree from an accredited college or university and
 - 2) Validated experience in subject matter; or
 - 3) 2 years' experience in teaching similar subject matter; or
 - 4) Have at least one year's experience within the last two years in the specialized area.
2. The non-nurse instructor, shall
 - a. Be currently licensed or certified in his/her area of expertise if appropriate, and
 - b. Show evidence of specialized training, which may include, but not be limited to a certificate of training or an advanced degree in given subject area, and
 - c. Have at least one year's experience within the last two years in the practice of teaching of the specialized area.

ADVERTISEMENT- FLYER INFORMATION

Information disseminated shall include the following:

1. The statement: ***"Provider approved by the California Board of Registered Nursing, Provider Number CEP3481 for ---- contact hours."***

2. The statement: ***This course is non-refundable, but with prior notice before the course begins, may be transferred to another continuing education course within twelve months. VCOE will make every effort to notify participants at least forty-eight (48) hours prior to any course cancellation.***
3. A clear, concise description of the course content and/or objectives.
4. Provider name as officially on file with the Board.

COURSE VERIFICATION- CERTIFICATE INFORMATION

A certificate documenting successful completion shall contain the following information and provided no later than seven (7) days after the course completion:

Certificate must include:

1. Name of student and registered nurse license number or other identification number.
2. Course title.
3. The statement: ***Ventura County Supt. of Schools 5100 Adolfo Rd, Camarillo, CA 93012
Provider No. CEP3481***
4. Date of course.
5. Number of continuing education contact hours.
6. Signature of instructor and/or provider, or provider designee.
7. The statement: ***This document must be retained by the licensee for a period of four years after the course concludes.***

RECORDS RETENTION

Approved providers shall keep the following records for a period of four years in one location within the State of California:

1. Course outlines of each course given
2. Record of time and places each course given
3. Instructor qualifications
4. Name and license number of registered nurses taking any approved course and a record of any certificate issued to them.

Legal Reference:

California Code of Regulations Title 16, Division 14, Article 5. Continuing Education
retrieved July 2, 2019 at <https://www.rn.ca.gov/pdfs/applicants/ceptitle16.pdf>