Iowa Board of Nursing Provider #6

Nursing Continuing Education (CE) Co-Sponsorship Program Approval Process

Initiating the Approval Process:

Organizations seeking contact hour approval for new programs through the Iowa Western Community College need to submit a Program Approval Packet at least 30 days prior to the program and pay an upfront administration fee. Requests should be submitted electronically to ssplichal@iwcc.edu with the subject line “CE Program Approval Request – Program Title & Date.” Checklist (page 4) materials should be attached to the request email and include:

1. a purpose and objective form,
2. presenter CV/resume,
3. flyer/brochure for the program (if available), and
4. agenda (for programs over 2 hours in length).

IWCC’s program coordinator will review the submitted materials, create a Letter of Agreement, and work with the Co-Sponsoring organization’s point of contact to ensure that the program is appropriate for nursing contact hours and aligns with the Iowa Board of Nursing’s administrative rules. Please review the Administrative Rule requirements on page 3 of this document.

Once the Letter of Agreement has been signed by the Co-Sponsoring organization, the administration fee has been paid, and the program materials have been finalized - the program coordinator will submit a notification to the Iowa Board of Nursing (IBON).

Waiting Approval:

Once the materials have been submitted to IBON, there is a 7-10 day waiting period before the IWCC Program Coordinator will send out a notification of approval to Co-Sponsors.

Notification of Approval:

The IWCC Program Coordinator will send the Co-Sponsoring organization’s point of contact a notice of approval 7-10 days after submitting the program to IBON.

“Notification of Approval – Program Title & Date” will be listed in the subject line of the email. A finalized purpose and objective form with an IWCC CE course number will accompany the notice of approval email.
Within 2-3 days of receiving a notification of approval, IWCC program staff will send program materials to include a Co-Sponsor Presenter Agreement form and Program Close-Out Checklist along with templates for the electronic half sheet form and the certificate of completion. Upon request, an attendance sheet and an evaluation sheet can be sent.

If you do not receive program materials within 2-3 days of receiving the Notification of Approval email from the program coordinator – please email Sheri Splichal, Program Coordinator, directly by replying to the approval email (ssplichal@iwcc.edu).

**Program Close-Out:**

Program evaluations, attendance sheets, half sheet forms, the Co-Sponsor presenter agreement form and the completed program close-out checklist need to be mailed (or emailed) to IWCC within two weeks of the program end date. These materials should be sent to the following address or emailed to ssplichal@iwcc.edu

Iowa Western Community College  
Attn: Sheri Splichal  
2700 College Rd., Looft Hall  
Council Bluffs, IA 51503
Administrative Rule Requirements

In accordance with 655 Iowa Administrative Code, Chapter 5.

Appropriate Audience:
When planning your program, keep in mind who your intended audience is. The appropriate audience would include Nurses (both LPN and RN), Social Workers, and other Healthcare Professionals. Inappropriate audiences would include lay people, caregivers who are not Healthcare Providers and volunteers. It is possible to have a mix of both at a program. If this is the case, it is very important that the material being presented is appropriate content for the Healthcare Professional.

Subject Matter:
“Appropriate subject matter includes:
(1) Nursing practice related to health care for patients/clients/families in any setting.
(2) Professional growth and development related to nursing practice roles and designed to enhance the delivery of patient care and health service.
(3) Sciences upon which nursing practice, nursing education, or nursing research is based …
(4) Social, economic, ethical, and legal aspects of health care.
(5) Management or administration of healthcare, healthcare personnel, or healthcare facilities.
(6) Education of patients or significant others, students, or personnel in the health care field.” (Admin Rule 5.3(2)(a))

Presenter Qualifications:
“The faculty/[presenter] shall:
(1) Be current, knowledgeable, and skillful in the subject matter of the offering by having evidence of further education in the subject. Such education shall be acquired through the course completion or an advance degree, experience in teaching in the specialized area within the three years preceding the offering, or six months’ work experience in the specialized area within the three years preceding the offering.
(2) If applicable, be skillful in assisting a nurse in designing a learner designed self-study program by having experience or education in course design.
(3) Include a nurse if the subject matter is nursing or if it is learner-designed self-study.
(4) Encourage active participation of the nurse learners enrolled in the offerings.
(5) Utilize principles of adult education in teaching strategies.
(6) Utilize teaching methodologies appropriate to the subject, audience, and time allotment.
(7) Utilize current supportive materials by drawing from resources that are predominantly less than five years old unless the topic is of an historical nature.” (Admin Rule 5.3(2)(d))

Advertising - Flyers/Brochures:
“Brochure or advertising shall accurately describe the activities by including the date, time, location, statement of purpose, educational objectives, intended audience, credentials of instructors, amount of continuing education credit to be awarded, and, if applicable, costs and items covered by the fee and refund policy. The board-approved provider number shall appear on the brochure or written advertisement.” (Admin Rule 5.3(2)(b)(9))

In addition, the rules assume that contact hours have been approved before flyers/brochures are posted and that is why the rules state that the amount of CE contact hours to be awarded should be listed. To avoid confusion or misrepresentation - no mention of the amount of contact hours to be awarded should be made on any materials that are distributed before the program has been approved.

Please indicate the following on all advertising materials: Continuing Education Contact Hours awarded by Iowa Western Community College, Iowa Board of Nursing Provider #6.
Continuing Education (CE) Program Approval Packet Checklist

Program Title: ________________________________________________________________

Program Start Date: ______________________ Approval Request Date: ________________

Do you plan to repeat this program in the next year?  Y / N

Co-Sponsor Org: ______________________________________________________________

Point of Contact – name, phone, email:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Please email your program approval request to ssplichal@iwcc.edu and include the following in the subject line of the email: “CE Program Approval Request – Program Title & Date”

The following items must be received to initiate the CE approval process:

☐ Purpose & Objectives form for the program
☐ Flyer/brochure if available
☐ CV/resume for each presenter
☐ Agenda (for programs over 2 hours) to confirm contact hours
☐ Signed Letter of Agreement for Co-Sponsorship*
☐ Payment of administrative fee from Co-Sponsor

*IWCC will send you a Letter of Agreement with payment information. Once we have received payment, we will continue with the approval process.