

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 hbokelman@iwcc.edu with the subject line **“CE Program Approval Request – Program Title & Date.”** The following items should be attached to the request email:

1. the purpose and objective form as a Word document (found on the webpage),
2. presenter(s) CV/resume(s),
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 2 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 and it will include a Co-Sponsor Presenter Agreement form, Program Close-Out Checklist, and templates for the electronic half-sheet form and the certificate of completion. Upon request, an attendance sheet and an evaluation sheet can be sent.

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 emailed to hbokelman@iwcc.edu or sent to the following address:

Iowa Western Community College
Attn: *Holly Bokelman*
2700 College Rd., Loof 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 of patients/clients/families in any setting.
- (2) Professional growth and development related to nursing practice roles with a health care focus.
- (3) Sciences upon which nursing practice, nursing education, or nursing research is based, e.g., nursing theories and biological, physical, behavioral, computer, social, or basic sciences.
- (4) Social, economic, ethical and legal aspects of health care.
- (5) Management of or administration of health care, health care personnel, or health care facilities.
- (6) Education of patients or patients’ significant others, students, or personnel in the health care field.”

Continuing education credit shall not be awarded for the following:

- (1) Self-help or self-care that is not scientifically supported.
- (2) Cardiopulmonary resuscitation and basic life support classes.
- (3) Orientation in-service activities. (*Admin Rule 5.3(4)(a,b)*)

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.*

Please contact the office of Continuing Education with any questions:

Office Hours: Monday – Friday 8 a.m. – 4:30 p.m.

hbokelman@iwcc.edu | 800.432.5852 or 712.325.3252 | iwcc.edu/continuing_education