

244 CMR 5.00: CONTINUING EDUCATION

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5.01: Purpose

The purpose of 244 CMR 5.00 is to require all licensed nurses to comply with continuing education requirements. The Board assume licensed nurses will maintain the high standards of the profession in selecting quality continuing education programs or offerings to fulfill the continuing education requirement.

5.02: Continuing Education Requirement

15 hours of continuing education within the two years immediately preceding renewal of registration are required for licensure.

5.03: Definitions

Definitions for terms used in 244 CMR 5.00 and throughout 244 CMR are set forth in 244 CMR 10.00: *Definitions and Severability*.

5.04: Criteria for Qualification of Continuing Education Programs/Offerings

The following guidelines are to assist the licensed nurse to select an appropriate continuing education program or offering and the continuing education provider to plan and implement continuing education program or offering. The overriding consideration in determining whether a specific program or offering qualifies as acceptable continuing education is that it be a planned program of learning which contributes directly to the professional competence of the licensed nurse.

(1) Amount.

- (a) 60 consecutive minutes of an organized learning activity is equivalent to one contact hour.
- (b) One continuing education unit (C.E.U.) equals ten contact hours.
- (c) One semester hour equals 15 contact hours.

(2) Standards.

(a) Learner Objectives.

- 1. Objectives shall be written and be the basis for determining content, learning experience, teaching methodologies, and evaluation.
- 2. Objectives shall be specific, attainable, measurable, and describe expected outcomes for the learner.

(b) Subject Matter.

- 1. Appropriate subject matter shall include one or more of the following:
 - a. nursing science and practice;
 - b. nursing education;
 - c. research in nursing and health care;
 - d. management, administration and supervision in health care delivery;
 - e. social, economic, political, legal aspects of health care;
 - f. teaching health care and consumer health education;
 - g. requirements for a formal nursing program or a related field beyond that completed for original licensure; and
 - h. that which improves competency and is not specified on the foregoing list.
- 2. Employee orientation, subject matter, standard operating procedure of the employing agency shall not qualify for continuing education purposes under 244 CMR 5.00.

5.04: continued

3. Subject matter shall be described in outline form and shall include learner objectives, content, time allotment, teaching methods, faculty and evaluation format.
 4. Types of continuing education should be included (*see* 244 CMR 10.01: Type).
- (c) The following guidelines are applicable to the selection of a continuing education program or offering or planning implementation of a program or offering.
1. When the type is an academic course, the following applies: The course must be within the framework of curriculum that leads to an academic degree in nursing or relevant to nursing, or any course within that curriculum that is necessary to an individual's professional growth and development.
 2. When the type of continuing education program or offering is designated as a self-study offering or a correspondence course, the course should:
 - a. Be developed by a professional group such as an educational corporation or professional association;
 - b. Follow a logical sequence;
 - c. Involve the learner by requiring active response to module materials and provide feedback;
 - d. Contain a test to indicate progress and verify completion of module; and
 - e. Supply a bibliography for continued study.
 3. When the type of continuing education program or offering is designated as a planned and supervised clinical experience, the course:
 - a. Should be beyond the basic level of preparation of the individual who is licensed and be based on a planned program of study;
 - b. The instructor-supervisor should possess the appropriate credentials related to the discipline being taught; and
 - c. The experience should take place in a clinical setting.
- (d) Education Methods.
1. Learning experiences and teaching methods should be appropriate to achieve the objectives of the continuing education program or offering.
 2. Principles of adult education should be used in the design of the continuing education program or offering.
 3. Time allotted for each activity should be sufficient for the learner to meet the objectives of the offering.
 4. Facilities and educational resources should be adequate to implement the continuing education programs or offerings.
- (e) Faculty Qualifications.
1. The faculty should present documentation to the continuing education provider and learner illustrating competency in the content of the planned learning experience and possess knowledge of the principles of adult education.
 2. If the offering includes a clinical nursing component, a licensed nurse in Massachusetts shall provide supervision.
 3. If the offering includes a clinical component other than nursing, a qualified instructor possessing the appropriate credentials of the discipline shall provide instruction.
- (f) Evaluation.
1. Provision must be made for evaluating the participant's attainment of the stated learner objectives or outcomes.
 2. Participants must be given the opportunity to evaluate faculty, learning experiences, instructional methods, facilities and educational resources used for the programs or offerings.
- (g) Records.
1. Records of continuing education programs or offerings should be kept by the continuing education provider for a period of four years.
 2. Records should include content, objectives, outline of offering, faculty qualifications, teaching methods and materials, evaluation tools and data and a list of participants.
 3. The continuing education provider shall furnish to each participant an authenticated record of attendance specifying continuing education provider, title of offering, date of offering, number of contact hours and successful completion of program or offering.

5.05: Responsibility of Individual Licensee

It is the responsibility of each licensed nurse to maintain an authenticated record of continuing education programs or offerings completed, and to submit evidence of the required number of contact hours for that specific registration period upon request of the Board. This evidence should be maintained for two consecutive registration periods.

- (1) Application for licensure renewal shall be signed under the pains and penalties of perjury.
- (2) The licensed nurse requested to submit evidence of qualifying courses shall submit a statement or copy thereof including the following:
 - (a) name of school, institution or organization conducting the course;
 - (b) location of course;
 - (c) title of course;
 - (d) dates attended; and
 - (e) hours claimed.
- (3) New licensees shall not be required to submit evidence of continuing education for the current registration period.

REGULATORY AUTHORITY

244 CMR 5.00: M.G.L. c. 112, §§ 74 and 74A.