

Checklist to Determine if a Continuing Education Program Satisfies Board Requirements

The Board of Registration in Nursing (Board) defines Continuing Education (CE) as planned, organized learning experiences designed to augment the knowledge, skills, and attitudes for the enhancement of nursing practice with the goal of improving health care to the public.

The Continuing Education (CE) program satisfies Board requirements at [244 CMR 5.00: Continuing Education](#) if you are able to answer:

“Yes” to all the questions in **Section A**

AND

“Yes” to questions for the appropriate type of CE program listed in **Section B**

Section A

1. Does the CE program describe learner objectives that are specific, attainable, measurable, and describe expected outcomes? Yes No
2. Does the CE program content contribute to your professional growth and development? Yes No
Examples of what CE content may include:
 - a. research findings in nursing science, nursing practice, or nursing education;
 - b. health care delivery management;
 - c. social, economic, political, legal aspects of health care;
 - d. patient teaching and consumer health education; and
 - e. topics which improve competency.
3. Does the CE program provide sufficient time to meet its stated objectives? Yes No
4. Does the CE program provide an opportunity to evaluate faculty, learning experiences, instructional methods, facilities and educational resources used for the program? Yes No

Section B

If the CE program was a **Live Program or Webinar**, does the program provide all of the following:

- opportunity for you to provide feedback? Yes No
- an authenticated record of attendance specifying provider, title of program, date of program, and number of contact hours awarded for successful completion of the program? Yes No

If the CE program was a **Self-Study or Correspondence Course**, does the program provide all of the following:

- opportunity for you to provide feedback? Yes No
- a bibliography? Yes No
- a test to indicate progress and verify completion of the CE? Yes No
- an authenticated record of attendance specifying provider, title of program, date of program, and number of contact hours awarded for successful completion of the program? Yes No

If the CE program was an **Academic Course**, is the content:

- part of a curriculum to meet the educational requirements for a formal nursing program or related field? Yes No

If the CE program was a **Planned, Supervised Clinical Experience**, does the program provide all of the following:

- content beyond your basic educational level of preparation? Yes No
- a clinical setting appropriate for the program? Yes No
- an authenticated record of attendance specifying provider, title of program, date of program, and number of contact hours awarded for successful completion of the program? Yes No

Additional Information

Calculating Contact Hours

A contact hour is equal to 60 minutes of attendance and participation in a program. By example, the following assist in calculating contact hours (CH):

- Lecture - One CH for each 60 minutes of didactic instruction
- Self-Study course - One CH for each 60 minutes of participation
- Planned, supervised clinical experience - One CH for each 100 minutes of clinical instruction
- One (1) semester college credit = Fifteen (15) CH
- One continuing education unit (CEU) = Ten (10) CH

Record Keeping Responsibilities

You must keep CE program completion documents for a period of two license renewal cycles. The Board may request at any time to review the documents.