

Checklist for Nursing Continuing Education Program Providers

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.

A CE program does not require the approval of the Board or of a professional nursing organization. If a provider chooses to have a nursing continuing education program approved, information can be obtained from a professional nursing association. The Board does not maintain a list of professional nursing associations who perform this service.

Prior to offering or advertising that a program offers Contact Hours (CH) that satisfy Board requirements, it is the responsibility of the provider to determine that the program is consistent with the Board's regulatory requirements at [244 CMR 5.00: Continuing Education](#).

If the CE program is a Live Program or Webinar, the program must provide all of the following:

- learner objectives that are specific, attainable, measurable, and describe expected outcomes.
- appropriate subject matter, such as:
 - research findings in nursing science, nursing practice, or nursing education.
 - health care delivery management.
 - social, economic, political, legal aspects of health care.
 - patient teaching and consumer health education.
 - other educational program which improves competency.
- sufficient time for the learner to meet the objectives of the program.
- faculty that are competent in and hold credentials appropriate to the content presented (a licensed nurse must present content related to the science of nursing).
- a program evaluation that evaluates the participant's attainment of the stated learner objectives and includes an opportunity to evaluate faculty, learning experiences, instructional methods, facilities, and educational resources used for the program.
- an authenticated record of attendance* furnished to the participant that specifies:
 - a. title of program,
 - b. date of program, and
 - c. number of contact hours awarded for successful completion of the program.

If the CE program is a Self-Study or Correspondence Course, the program must provide all of the following:

- learner objectives that are specific, attainable, measurable, and describe expected outcomes.
- appropriate subject matter, such as:
 - 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.
 - e. other educational program which improves competency.
- faculty that are competent in and hold credentials appropriate to the content presented (a licensed nurse must provide content related to the science of nursing).
- sufficient time for the learner to meet the objectives of the program.
- a bibliography.
- a test to indicate progress and verify completion of the program.
- a program evaluation that allows the participant to evaluate attainment of the stated learner objectives and includes an opportunity to evaluate faculty, learning experiences, instructional methods, and educational resources used for the program.
- an authenticated record of participation* furnished to the participant that specifies:
 - a. title of program,
 - b. date of program, and
 - c. number of contact hours awarded for successful completion of the program.

If the CE program is a Planned, Supervised Clinical Experience, the program must provide all of the following:

- learner objectives that are specific, attainable, measurable, and describe expected outcomes.
- sufficient time for the learner to meet the objectives of the program.
- a clinical setting appropriate for the program.
- faculty that are competent in and hold credentials appropriate to the content presented (a licensed nurse must present content related to the science of nursing).

- a program evaluation that evaluates the participant's attainment of the stated learner objectives and includes an opportunity to evaluate faculty, learning experiences, instructional methods, facilities and educational resources used for the program.
- an authenticated record of attendance* furnished to the participant that specifies:
 - a. title of program,
 - b. date of program, and
 - c. number of contact hours awarded for successful completion of the program.

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 continuing education unit (CEU) = Ten (10) CH

Record Keeping Responsibilities

The provider must keep a record of the program for a period of four years that contains:

- objectives of the program.
- an outline of the content of the program.
- faculty qualifications.
- teaching methods and materials presented during the program.
- evaluation tools and data; and
- a list of participants.

***It is recommended that the authenticated record of attendance contain a statement such as “program meets the requirements of the Massachusetts Board of Registration in Nursing at 244 CMR 5.00 for X contact hours”.**