

ANY OF THE FOLLOWING METHODS OF COMPLIANCE MAY BE UTILIZED**❖ CONTACT HOUR OPTION**

May be used if you have completed continuing education offerings.

DOCUMENTATION NEEDED:

Certificates of completion from an approved continuing education provider. Certificates must show the number of hours received, date of completion and approved provider.

❖ ACADEMIC OPTION

May be used when you have completed a course leading towards a degree in nursing or any academic course relevant to the practice of nursing.

DOCUMENTATION NEEDED:

Official school transcript

❖ TEACHING OPTION

May be used if you have developed and taught a course or educational offering for a continuing education provider approved by an accrediting body or Board of Nursing. Four (4) Contact hours for each approved contact hour

Please note: This is not an option for nurses required to develop and teach continuing education courses as a condition of employment.

DOCUMENTATION NEEDED (any of the following)

Verification form indicating your name, the name of the accrediting body and the number of contact hours AND

Letter from an accrediting body acknowledging their approval of your course.

❖ AUTHOR OR EDITOR OPTION

Author of a book chapter or peer reviewed article (if the manuscript has been published or accepted for publication during the period for which credit is claimed.

Licensed Practical Nurse: Eighteen (18) Contact Hours Awarded.

Registered Nurse: Twenty-Four (24) Contact Hours Awarded.

DOCUMENTATION NEEDED (any of the following)

Letter of acceptance OR

Copy of title page of the book or article (for articles, include the name of the journal, if not indicated on the title page) OR

Copy of page listing you as editor.