

INSTRUCTIONS

(for AOHP Chapters seeking nursing contact hours for a program)

AOHP is approved as a provider of continuing education, OBN-004-95-042, by the Ohio Board of Nursing through the OBN Approver, Ohio Organization of Nurse Executives, OBN-004-92. Provider Unit Approval Period: May 2004 through May 2007. Approval Period for this CE Activity: 2 years.

For Faculty-Directed CE Activity (see definition below)

Attached is the APPLICATION (5-pages) for obtaining contact hours/continuing education for nurses attending your meeting/workshop/seminar. The APPLICATION must be received in the office of the CE Chair **four weeks prior to the planned date of the presentation**. This APPLICATION can be postal-mailed or emailed (see below).

The person completing this APPLICATION will sign/date on page 5. This person can be a member of the Planning Committee (see B page 1) and should complete that section per directions. Contact the CE Chair if you have questions when completing the APPLICATION. The CE Chair must have the payment when reviewing the APPLICATION. The fee is \$25 per contact hour. (\$25 for 1-1.9 contact hours; \$50 for 2-2.9 contact hours; \$75 for 3-3.9 contact hours).

To Postal Mail:

The APPLICATION needs to be mailed with a check, made payable to AOHP, to:

Jan Frustaglia, RN - Chair
AOHP-Continuing Education Office
3815 Antonia Ct. NW
Albuquerque, NM 87120

To email:

The APPLICATION can be saved, completed electronically, and then emailed as an attachment to jfrustag@comcast.net. If completing electronically, you will need to postal mail the check-made payable to AOHP, as well as the other documents - i.e. Agenda, example of Flyer - with the check. Use the mailing address shown above.

APPLICATION PROCESS

- Approval must be awarded prior to your educational activity; retroactive approval of CE activity cannot be authorized.
- The Faculty-Directed Application must meet the OBN definition of continuing education (see below). Approval period for faculty-directed application is a maximum of up to two years; this approved activity may be presented and contact hours awarded as frequently as desired during the approved period.
- Upon receiving the APPLICATION, the CE Office will do an initial quantitative review, assign an identification number, and notify the applicant of receipt. If a deficiency is noted, the applicant will be notified.
- Each APPLICATION must be peer reviewed prior to the applicant being notified of approval/denial. Thus the four weeks 'lead time' must be enforced.

- The applicant is notified of the continuing education decision -- approved, deferred, denied – in writing in a packet which will also include the *Participant Attendance Sheet, Evaluation Form* and a *return envelope* to be used to return the attendance and evaluations.
- Within 15 days after the Education Activity, the Applicant must mail the *Participant/Attendance Sheet* and the *Evaluations* to the CE Office.
- Upon receipt of documents (see above statement), the CE Office will mail the Certificates of Completion to the Applicant for distribution to the attendees.

DEFINITIONS

Faculty-Directed CE Activity - activity in which faculty facilitate the pace and content of the activity. The faculty and participants must engage in the activity at the same time. The activity may occur in settings such as, but not limited to, a classroom, on-line, or via teleconference provided that one or more individuals is facilitating the pace of the activity at the time of the activity.

Continuing Education (CE) – a planned learning activity that builds upon a licensee’s or certificate holder’s pre-licensure or pre-certification education program and enables the licensee or certificate holder to acquire or improve skills, knowledge or behavior that promotes professional, or technical development or advance the licensee or certificate holder’s career goals. The activity may include classroom, clinical, or independent study.

Contact Hour – means fifty (50) minutes of planned educational activity. Introductions, breaks and meal time are not counted into the contact hour calculation. Evaluation time is counted.

In-service – Prepares nurses to utilize new tools or utilize information specific to a work setting. It educates to new procedure or equipment, enables or increases skill competency, involves practice to previously learned skills or addresses institution-specific standards of practice. NOTE: In-service activity is usually NOT approved for contact hours.

Behavioral Objective – means an intended outcome of an educational activity stated as a specific action of the learner that can be measured by performance. An example of a behavioral stated objective: List six possible complications of intravenous therapy.

If you have further questions, please contact me.

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