



**Continuing Education (CE) For Renewal  
RNs, LPNs, Dialysis Technicians, Community Health Workers and Medication Aides in Ohio<sup>1</sup>**  
Section 4723.24, Ohio Revised Code (ORC)  
Chapter 4723-14, Ohio Administrative Code (OAC)

## Definitions

CE is defined as a learning activity that builds upon a prelicensure or precertification education program and enables a licensee or certificate holder to acquire or improve knowledge or skills that promote professional or technical development to enhance the licensee's or certificate holder's contribution to quality health care and pursuit of health care career goals. Rule 4723-14-01(G), OAC.

Category A is CE directly related to the Ohio Nurse Practice Act and the administrative rules of the Ohio Board of Nursing. To qualify as Category A, the CE must be approved by an Ohio Board of Nursing (OBN) approver, or offered by an OBN approved provider unit headquartered in the state of Ohio. Rule 4723-14-01(C), OAC.

## CE Requirements for Renewal by License Type

### Registered Nurses (RN)

For the period immediately following licensure by exam, a nurse who holds an active license to practice nursing in Ohio is not required to complete any contact hours of CE for the first renewal. Other than the first renewal immediately following licensure by exam, RNs must complete at least 24 contact hours of CE during each licensure period to renew a license. A nurse who has been licensed in Ohio by reciprocity for less than or equal to one year must complete 12 contact hours. For every renewal, at least one of the 24 contact hours must be Category A.

### Licensed Practical Nurses (LPN)

For the period immediately following licensure by exam, a nurse who holds an active license to practice nursing in Ohio is not required to complete any contact hours of CE for the first renewal. Other than the first renewal immediately following licensure by exam, LPNs must complete at least 24 contact hours of CE during each licensure period to renew a license. A nurse who has been licensed in Ohio by reciprocity for less than or equal to one year must complete 12 contact hours. For every renewal, at least one of the 24 contact hours must be Category A.

### Volunteer Certificate for a LPN, RN or APRN

A Volunteer Certificate holder must complete at least 24 contact hours of CE during each certificate period. At least one of the 24 contact hours must be Category A.

### Ohio Certified Dialysis Technician (OCDT)

An OCDT must complete at least 15 contact hours of CE to renew a certificate. At least 10 of the 15 contact hours must be directly related to dialysis care, and one of the 15 contact hours must be Category A.

### Community Health Worker (CHW)

A certified CHW must complete at least 15 contact hours of CE to renew a certificate. A minimum of one of the 15 contact hours must be directly related to establishing and maintaining professional boundaries, and one of the 15 contact hours must be Category A.

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<sup>1</sup> For APRNs, see the document, "Continuing Education for Renewal for APRNs" on the Board website at [www.nursing.ohio.gov](http://www.nursing.ohio.gov).

### Certified Medication Aide (MA-C)

A MA-C must complete at least 15 contact hours of CE to renew a certificate. A minimum of 10 of the 15 contact hours must be related to medications or medication administration consistent with the function of the MA-C, one of the 15 contact hours must be directly related to establishing and maintaining professional boundaries, and one of the 15 contact hours must be Category A.

### **FAQs: General CE Questions/Requirements**

#### **Q: What activities/events meet the Board requirements for CE?**

**A:** The following summarizes the activities/events that meet the requirements for CE. See Rule 4723-14-05(A), OAC.

- A CE activity approved by an OBN approver or provided by an approved provider unit (see list in the response below);
- A CE activity approved by a board or agency regulating the licensee or certificate holder in another jurisdiction;
- A CE activity approved or provided by a nationally recognized accreditation system of CE, for example, the American Nurses Credentialing Center (ANCC), the Accreditation Council for Continuing Medical Education (ACCME), the International Association for Continuing Education and Training (IACET)), or a national certifying organization that meets the requirements in Section 4723.46(A), ORC;
- Academic credit for successful completion of a course taken through an accredited educational institution, such as a college course. The conversion from academic credit to CE contact hours is:
  - 1 credit hour in a quarter system = 10 contact hours of CE
  - 1 credit hour in a trimester system = 12 contact hours of CE
  - 1 credit hour in a semester system = 15 contact hours of CE
- An independent study defined as a self-paced learning activity for which contact hours may be awarded that includes both a mechanism for evaluation of learning and feedback to the learner;
- Inter-professional CE that is a planned, organized learning experience designed for a target audience made up of members of two or more different professions;
- A CE activity approved by a board or an agency that regulates a health care profession or related discipline in Ohio or another jurisdiction, such as the State of Ohio Medical Board, State of Ohio Board of Pharmacy, State Board of Psychology, and the Counselor, Social Worker and Marriage and Family Therapist Board.

**Q:** I understand I can apply hours that I worked as a volunteer towards CE for RN or LPN renewal, is that correct?

**A:** An RN or LPN who serves as a volunteer for indigent and uninsured persons, without compensation, may use up to 8 hours of the volunteer service towards their CE requirement. One hour of CE may be awarded for each 60 minutes documented as spent providing uncompensated health care services as a volunteer. Documentation must include a signed statement from a person at the health care facility or location where the health care services were performed indicating the date and time the health care services were performed, that the recipient was indigent and uninsured and that the licensee provided services as a volunteer.

#### **Q: What activities/events do not meet the Board requirements for CE?**

**A:** The following summarizes the activities/events that **do not meet the** requirements for CE. See Rule 4723-14-05(B), OAC.

- Repetition of any educational activity with identical content and course outcomes within a single reporting period;
- Self-directed learning such as reading texts or journal articles that have not been approved as an independent study or awarded contact hours by an accredited or approved provider or provider unit;
- Participation in clinical practice or research that is not part of a CE activity;

- A personal development activity;
- Professional meetings or conventions except for those portions designated as a CE activity;
- Community service or volunteer practice;
- Board-ordered CE;
- Membership in a professional organization.

**Q: What is an OBN Approver?**

**A:** An OBN approver is an entity or organization headquartered in Ohio authorized by the Board to approve CE activities offered by a provider or to approve a Provider Unit. OBN Approvers are:

- Licensed Practical Nurse Association of Ohio (OBN-002-92)
- Northwest State Community College, Division of Nursing (OBN-008-92)
- Ohio Department of Developmental Disabilities (OBN-010-93)
- Ohio Department of Mental Health and Addiction Services (OBN-003-92)
- Ohio League for Nursing (OBN-006-92)
- Ohio Nurses Association (OBN-001-91)
- Omnicare Great Lakes Region, Division of Education (OBN-009-93)
- UC Health (OBN-007-92)
- University of Cincinnati, College of Nursing (OBN-011-93)
- UVMC – Education and Development (OBN-005-92)

An acceptable CE certificate from an OBN approver that documents your CE event must include a statement with the OBN approver's name and numbers listed.

**Q: May I obtain the contact hours of CE through independent study by mail or on the Internet?**

**A:** Yes. There is no limit to the number of contact hours obtained through independent studies. Independent study may be taken through mail order courses or the Internet.

**Q: Between what dates do I need to complete the CE for it to count for the 2018 LPN renewal period?**

**A:** For LPNs renewing in 2018, the CE contact hours need to be completed between November 1, 2016 and October 31, 2018.

**Q: For other license/certificate types, between what dates do I need to complete the CE for it to count for my next renewal period?**

**A:** DTs will renew in 2019. The CE contact hours need to be completed between April 1, 2017 and March 31, 2019.

**A:** CHWs will renew in 2019. The CE contact hours need to be completed between April 1, 2017 and March 31, 2019.

**A:** Medication Aides will renew in 2018. The CE contact hours need to be completed between May 1, 2016 and April 30, 2018.

**Q: Must I submit documentation of my CE hours to the Board when I renew my license?**

**A:** You are not required to submit documentation of your CE hours when you renew your license. When you renew, you must attest on the renewal application that you met or will meet the CE requirement by the end of the renewal period.

**Q: What is a “waiver”?**

**A:** A waiver is a one-time opportunity to opt out of the CE requirements for one renewal period for RNs, LPNs, OCDTs and CHWs. A waiver may only be used one time, and once you request it on the renewal application, the request cannot be withdrawn.

**Q: How will the Board know that I met the CE requirement?**

**A:** The Board may conduct a random audit to determine compliance with CE requirements. If you are chosen for an audit, the Board will notify you. The waiver, as explained above, cannot be used after you receive notification of an audit.

**Q: If audited, what documents must I submit to the Board to show I met the CE requirements?**

**A:** Rule 4723-14-06(A), OAC, specifies the documentation needed. In summary, an acceptable CE document must contain your name; title of the program; date of program completion; number of contact hours; the OBN Approver name and number, or name of the provider and the name of the authorized approver or the name of the approval body. For academic credit, a school transcript or grade report must include your name, the name of the school, and the dates attended and credit hours awarded. The transcript may be unofficial.

**Q: How long must I keep my CE records?**

**A:** You are required to maintain CE documentation for six years. You are responsible for keeping track of your CE records, so you can submit the documents, if required.

### Questions?

**Additional questions?** Email [ce@nursing.ohio.gov](mailto:ce@nursing.ohio.gov).

**The law and rules referenced above are available for review at the “Law and Rules” link on the left side of the Board website at [www.nursing.ohio.gov](http://www.nursing.ohio.gov)**

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