



IPHNA
Procedure for
Continuing Education Credits
Updated 3-27-13

1. Packets with the Procedure (this document), the application (now a fillable PDF form), a CE Agenda template and an example, a sample evaluation tool, a sample sign-in sheet, and the Illinois Nurse Practice Act Section 1300.130 have been posted on our website at www.iphna.org.
2. IPHNA member completes the application for CE approval and signs the application to act as the host for the presentation. **An application form must be completed for each speaker. The CE Agenda template form should be completed if you are requesting CEs for more than one presentation.**

An example is included in the packet. An Evaluation Tool should be submitted with the application packet. The paperwork is submitted to the IPHNA CE committee chair. The chair will distribute to CE committee members for consideration.

If a member of the CE committee submits a request for CE credits, the application will be submitted to the remaining committee members for review and approval. The same process will apply.

3. IPHNA's CE Committee reviews the request and takes action:
 - The CE committee may deny the request and will send out a denial letter describing the reason for denial.
 - The CE committee may ask for additional information. The CE committee may ask for stronger objectives. The CE committee may ask for revisions to the evaluation tool.
 - The CE committee will approve the request and will send out an approval letter along with instructions for completing the process. Please allow 3-4 weeks for the approval process.
4. After approval of the CE event, the IPHNA CE committee chair will send, via email, a signed certificate to the host. The host can then add the name of the attendee to the certificate and hand out the certificates at the end of the training. The host could also leave the name blank and allow the attendee to fill in their own name on the certificate.

The host is responsible for collecting an evaluation from every attendee. The host will submit an attendance roster along with the evaluation tool for each

attendee to the IPHNA CE chair or their designee. A sample program evaluation is enclosed in the packet and can be tailored to your training. Question 7 on the evaluation form will allow you to write in your goals and objectives so that attendees can evaluate the effectiveness of the training. Attendees **should not** receive a certificate unless the evaluation is attached to the attendance roster.

5. If the host would like IPHNA to process the certificates --- When the training is complete, the host will submit the roster of attendees along with the program evaluations to the IPHNA CE chair or their designee for processing. The host is responsible for assuring that a program evaluation for each attendee is attached to the attendance roster.
6. For either scenario, the IPHNA CE chair or their designee:
 - Receives the roster of attendees and the evaluations
 - Records all the data into an excel spreadsheet
 - Maintains a file on each program with the roster of attendees and evaluations for a minimum of 5 years
 - Prepares and mails/emails the CE certificates to the host for distribution to the attendees.
7. The IPHNA CE Committee will be reviewing the following on each application:
 - The number of hours requested for CE
 - The teaching method
 - The presenter and their credentials to assure they have education and/or experience in the subject matter of the program.
 - The objectives to assure they are SMART objectives and are relevant to the course content.
 - The course contributes to and enhances the advancement of professional skills and scientific knowledge in the practice of public health nursing.
 - The mechanism for evaluating the program and the presenter by the participants. An evaluation tool must be turned in by each participant before they are awarded CE credits.
8. CE offerings are valid for 90 days in most instances. Most CE requests are for one-time educational programs and 90 days should be sufficient time to turn in all documentation. Special consideration will be given by the CE committee if more than 90 days are requested. IPHNA's CE license expires on May 31st of every even-numbered year. Some CE offerings will expire in less than 90 days if IPHNA's license expires before the end of the 90 day period. In these cases the CE offering will expire at the same time the current license expires unless otherwise noted on the application.

