

11/2010

502-429-3300
800-305-2042
FAX 502-429-3311

KENTUCKY BOARD OF NURSING

312 Whittington Parkway, Suite 300
Louisville, Kentucky 40222-5172

Steven L. Beshear
Governor

APPLICATION FOR PROVIDER APPROVAL

The Kentucky Board of Nursing approves organizations and individuals to provide nursing continuing education. After the providership has been approved, with the exception of offerings about Domestic Violence, the offering content is the responsibility of the providership. Domestic Violence offerings must meet specific criteria, and information on Domestic Violence requirements will be sent with the providership approval letter.

Enclosed is an application for provider approval. Please complete the appropriate forms and submit the requested information to:

Mary Stewart
Continuing Competency Program Coordinator
Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville KY 40222-5172

There is a \$400 fee for review of the provider application. Please include check or money order, payable to the Kentucky Board of Nursing, with your application. You will be notified of the results of the review process within eight (8) weeks of submission of materials and fee.

Enclosure

APPLICATION FOR CONTINUING EDUCATION PROVIDER APPROVAL

Required Attachments

Attach a typewritten narrative that verifies compliance with regulatory standards. Evaluation of compliance with the standards specified in Kentucky Administrative Regulations 201 KAR 20:200, 20:215, and 20:220. Please label information according to the following outline and number pages consecutively.

I. Educational Unit Organization and Resources

- A. **Describe the CE providership and its continuing education function within the framework of the organization** (hospital, college, etc.).
- B. **Submit an organizational chart** showing where the CE providership falls within the organization.
- C. **Submit job descriptions for providership personnel.** Explain their job duties within the organization as well as their duties within the CE providership.
- D. **Submit budget information in monetary terms.** Explain how the providership will function financially. Do you have start up money? Will expenses be covered by the organization, etc.?
- E. **Describe potential instructional staff.**
- F. **Describe available facilities,** including:
 1. Space;
 2. Equipment;
 3. Supplies available for CE activities.

II. Nurse Administrator

- A. **Submit curriculum vitae** (must have bachelors degree in nursing).
- B. **Current, active nursing license.**
- C. **Past experience in adult education.**

III. Policies and Procedures

- A. **Needs assessment.**
 1. Identify and describe method of assessment of learning needs. How will you determine what courses are needed?
 2. Include copies of pertinent assessment tools and data. This might be survey forms, questionnaires, evaluations from other classes, etc.
- B. **CE Activities**
 1. Verify that CE activities support nursing competence; and
 2. Reflect principles of adult education.
(CE activities must be beyond the initial educational requirements and enhance the nurse's competence).
- C. **CE Planners**
 1. Describe role(s) of function(s) that reflect:
 - a. Active involvement in CE activities. The nurse administrator and presenters should be actively involved in the courses given.
 - b. Cooperative planning of CE activities, including:
Formative (imaginative, creative, original); and
Summative (aggregate or collective) evaluation.
- D. **Record Keeping**
 1. Describe system for maintenance and retrieval of records, including issuance of duplicate certificates of completion. How do you plan to retain your records (file cabinets, computerized, etc.)? How will the records be retrieved when needed?
 2. Submit copies of records used including sign-in sheet and certificate of completion. Certificate of completion must include provider number, expiration date, providership name, address, and phone number, and be signed by the nurse administrator.

E. Evaluation

1. Describe planned system for formative and summative evaluations of CE activities.

F. Awarding contact hours (50 minutes equal 1 contact hour)

1. Outline requirements to be met by participants in order to earn contact hours. What are the requirements for successful completion of the course?

G. Offering Announcement

Submit copy of a planned announcement that includes:

- 1). Learning objectives
- 2). Content overview
- 3). Schedule of presentation and presenters
- 4). Fee and refund policy
- 5). Location
- 6). Date
- 7). Time
- 8). Number of contact hours
- 9). KBN provider number
- 10). Requirements for successful completion
- 11). The statement, "Kentucky Board of Nursing approval of an individual nursing continuing education provider does not constitute endorsement of program content."

IV. Sample Offering

- A. Submit a proposed offering (complete pages 3 and 4 of the application).

V. Submit a Schedule of Proposed Offerings (complete page 5 of the application).

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OFFICE USE ONLY	
Date Paid:	_____
Amount Paid:	_____

OFFICE USE ONLY	
Provider Core #:	_____
Date Approved:	_____
Approved By:	_____

APPLICATION FOR PROVIDER APPROVAL

Instructions: Please provide the information requested and submit to the Kentucky Board of Nursing at the above address. (References: 201 KAR 20:200, 20:215, 20:220)

1. APPLICANT/ORGANIZATION/AGENCY

Name _____

Address _____

Phone Number _____ Fax Number _____

E-Mail Address _____

2. NURSE ADMINISTRATIVELY RESPONSIBLE FOR PROVIDERSHIP

Name _____ Nursing License # _____

3. CHIEF ADMINISTRATIVE OFFICER OF APPLICANT ORGANIZATION/AGENCY

Name _____

Title _____

In accordance with the intent of Kentucky Revised Statutes 314.073 and Kentucky Administrative Regulations 201 KAR 20:200, 215, and 220, the applicant hereby agrees to comply with the specified requirements regarding mandatory continuing education activities and certifies that all submitted materials regarding the applicant's policies and procedures are accurate and current.

Nurse Administrator of Continuing Education

Date

Chief Administrative Officer of Provider Organization

Date

PROPOSED OFFERING SYLLABUS

OFFERING TITLE:

OFFERING OVERVIEW: [Brief description of scope and level of content.]

PRESENTER(S): [List and attach curriculum vitae for each.]

TARGET AUDIENCE:

FEE:

**# CONTACT HOURS
TO BE AWARDED:**

**PROPOSED
DATE/TIME:**

**PROPOSED
LOCATION:**

NEEDS ASSESSMENT: [Identify and describe method(s) of assessment of learning needs. Submit copy of the tool(s) used for, and the results of, the assessment of learning needs as related to this offering.]

OFFERING PLANNERS: [List and attach curriculum vitae for each.]

OFFERING SYLLABUS: LESSON PLAN

Use the following format. Attach as many pages as required.

BEHAVIORAL OBJECTIVES:

CONTENT OUTLINE:

INSTRUCTOR:

**TEACHING METHODS
LEARNING ACTIVITY:**

**TIME
ALLOWED:**

EVALUATION METHOD: [Describe the method(s) planned for evaluation of the offering and submit copy of the tool(s) to be used by participants.]

OFFERING ANNOUNCEMENT: [Attach a sample offering announcement that includes title, identification of target audience, behavioral objectives, brief content outline, instructor(s), schedule of presentation, location, date, time, number of contact hours, fee and refund policy, and successful completion requirements.]

PROGRAM SCHEDULE OF PLANNED OFFERINGS

PROPOSED OFFERING DATE	OFFERING TITLE & BRIEF DESCRIPTION/ OVERVIEW	PROPOSED PRESENTER(S)	TARGET AUDIENCE & JUSTIFICATION	CONTACT HOURS	FEE	CO-SPONSOR(S) AS APPLICABLE

201 KAR 20:200. Definitions for mandatory continuing education.

RELATES TO: KRS 314.011(11), 314.073

STATUTORY AUTHORITY: KRS 314.131(1)

NECESSITY, FUNCTION AND CONFORMITY: In order to implement a statewide system of mandatory continuing education, it is necessary for nurses, providers, and the board to use common terminology for communication about continuing education.

Section 1. The definitions of terms used in 201 KAR 20:215 and 201 KAR 20:220 shall be as follows:

- (1) "Completed" means that contact hours have been earned.
- (2) "Continuing education activity" means an offering given by a provider of continuing education who has been approved by the board and which relates to the practice of nursing or contributes to the competency of a nurse.
- (3) "Health care agency" means an entity whose primary purpose is to provide health care services.
- (4) "Identified deficiencies" means a learning objective that has been rated as unsatisfactory by at least twenty (20) percent of the participants.
- (5) "In-service education" means that part of an employing agency's staff development program designed to provide information related to the work setting such as philosophy, policies, procedures, on-the-job training, orientation, basic cardiopulmonary resuscitation, and equipment demonstration as distinguished from an offering designed to meet the approved standards and criteria for continuing education.
- (6) "Participants' evaluation summary" means the approved form that summarizes participants' evaluations of an offering.
- (7) "Participant roster" means the attendance record.
- (8) "Provider" means an entity that conducts continuing education activities.
- (9) "Provide number" means the permanent, nontransferable number assigned by the board to a provider.
- (10) "Self-study" means a self-directed learning experience under the guidance of, and monitored by, an approved provider.
- (11) "Successful completion" means the participant has satisfactorily met the specific requirements of an offering. (6 Ky.R. 697; 7 Ky.R. 399; eff. 10-1-80; Am. 10 Ky.R. 1003; eff. 3-31-84; 11 Ky.R. 1627; eff. 6-4-85; 18 Ky.R. 3211; 19 Ky.R. 18; **eff. 7-4-92.**)

201 KAR 20:215. Continuing competency requirements.

RELATES TO: KRS 314.011(12), 314.073, 314.991(1)-(3)

STATUTORY AUTHORITY: KRS 314.073, 314.131(1), (2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(1), (2), and 314.073 require the Board of Nursing to promulgate administrative regulations to establish continuing competency requirements for nurses. This administrative regulation establishes the fees, procedures, and requirements for continuing competency for nurses.

Section 1. Definitions.

- (1) "Contact hour" means fifty (50) minutes of an approved, organized learning experience.
- (2) "Earning period" means November 1 through October 31 of a current licensure period.
- (3) "Preceptor" means an experienced and competent nurse who assumes responsibility to assist with the clinical practice experience of a nursing student or new employee by serving as a role model, teacher, and resource.

Section 2.

- (1) A licensee shall choose a method from Section 3 of this administrative regulation to validate his or her continued competency in nursing for each earning period.
- (2) A licensee shall maintain the documentation of the method chosen.
- (3) A licensee shall provide the documentation if directed by the board.

Section 3. Methods for continued competency validation are as follows:

- (1) Fourteen (14) contact hours of continuing education which shall:
 - (a) Be from a provider approved by the board pursuant to 201 KAR 20:220 and earned during the licensure period; and
 - (b) Include the continuing education required by Section 5 of this administrative regulation;
- (2) Current national certification or recertification and the continuing education required by Section 5 of this administrative regulation. The certification shall be related to the nurse's practice role and shall:
 - (a) Have been initially attained during the licensure period;
 - (b) If issued for a period of time as evidenced by an expiration date, have been in effect during the entire licensure period; or
 - (c) Have been recertified during the licensure period;
- (3) The continuing education required by Section 5 of this administrative regulation and at least one (1) of the following during the licensure period:
 - (a) Completion of a research project that is nursing-related:
 1. As principal investigator, coinvestigator, or project director;
 2. That is qualitative or quantitative in nature;
 3. That utilizes a research methodology;
 4. That increases knowledge, causes an improved outcome, or changes behavior, and that is evidenced by an abstract of the project which includes a summary of the findings;
 - (b) Publication of a nursing-related article;
 - (c) A nursing continuing education presentation that is:
 1. A presentation that is designed and developed by the presenter;
 2. Presented to nurses or other health professionals; and
 3. Evidenced by a program brochure, course syllabi, or a letter from the offering provider identifying the licensee's participation as the presenter of the offering;

- (d) Participation as a preceptor for at least one (1) nursing student or new employee.
1. The preceptorship shall be for at least 120 hours.
 2. There shall be a one-to-one relationship between the preceptor and the student or employee.
 3. The preceptor may precept more than one (1) student or employee during the 120 hours.
 4. The preceptorship shall be evidenced by written documentation from the educational institution or preceptor's supervisor; or
- (4)(a) Seven (7) hours of continuing education from a provider approved by the board pursuant to 201 KAR 20:220 and earned during the licensure period which shall include the continuing education required by Section 5 of this administrative regulation; and
- (b) A nursing employment evaluation that is satisfactory for continued employment. The evaluation shall:
1. Cover a period of at least six (6) months during the earning period;
 2. Be signed by the nurse's supervisor; and
 3. Include the name, address and telephone number of the employer.

Section 4.

- (1) A licensee shall provide documentation of the methods used to validate continued competency if the licensee is the subject of a disciplinary complaint.
- (2) A licensee shall provide documentation of the methods used to validate continued competency if requested by the board pursuant to a random audit of licensees.

Section 5.

- (1) Registered nurses and licensed practical nurses shall earn a minimum of two (2) contact hours of HIV/AIDS education:
 - (a) Approved by the Cabinet for Health and Family Services pursuant to KRS 214.610; or
 - (b) Offered by a provider approved pursuant to 201 KAR 20:220.
 - (c) These contact hours shall be earned at least one (1) time every ten (10) years.
- (2) Advanced practice registered nurses shall earn a minimum of five (5) contact hours in pharmacology.
- (3) Sexual assault nurse examiners shall earn the continuing education required by 201 KAR 20:411, Section 8.

Section 6.

- (1)(a) A licensee shall maintain records to substantiate methods used to validate competency.
 - (b) All records shall be retained for at least five (5) years following the current licensure period, except for HIV/AIDS education records which shall be maintained for twelve (12) years.
- (2)(a) A licensee shall, upon request, furnish to the board or its staff, legible copies of the records required to be maintained by subsection (1) of this section.
 - (b) Copies shall be furnished within thirty (30) days of the date a written request is mailed by first class to the last known address of the licensee or applicant.
 - (c) Failure to furnish records as required by this administrative regulation shall be cause for the issuance of a complaint pursuant to 201 KAR 20:161 for failure to comply with KRS 314.073(2).
- (3)(a) Except as provided by paragraph (b) of this subsection, if the board determines that a licensee has failed to comply with the continuing competency requirements, he shall be allowed to cure the noncompliance if he:
 1. Meets the continuing competency requirements within ninety (90) days of notification of noncompliance;

2. Enters a consent decree with the board; and
 3. Pays a civil penalty imposed by the board pursuant to KRS 314.991.
- (b) The board shall issue a complaint pursuant to 201 KAR 20:161 if:
1. A licensee fails to furnish records as requested pursuant to subsection (2) of this section; or
 2. There is evidence of fraud or deceit in procuring or attempting to procure a license to practice nursing.
- (4)(a) Partial credit for attendance at a continuing education activity shall not be given.
- (b) A licensee who attends continuing education activities, whether as a presenter, participant, or student, shall attend the entire offering to be eligible to receive the number of contact hours for which the activity has been approved.
- (5) It shall be the responsibility of each licensee to select and participate in those continuing education activities that will meet the criteria for acceptable continuing education.
- (6) A licensee shall not repeat a continuing education offering within a licensure period.

Section 7.

- (1) Successful completion of a postlicensure academic course at a college, university, or postsecondary vocational institution shall qualify as a continuing education activity obtained from an approved provider if relevant to nursing practice under subsection 3 of this section.
- (2) Contact hours shall be calculated as follows:
 - (a) One (1) semester or trimester hour of academic credit shall equal fifteen (15) contact hours; or
 - (b) One (1) quarter hour of academic credit shall equal twelve (12) contact hours.
- (3) The following courses shall be relevant to nursing practice:
 - (a) A nursing course, designated by a nursing course number, and beyond the prelicensure curriculum of the individual licensee; or
 - (b) An academic course that is applicable to the nurse's role and beyond the prelicensure curriculum of the individual licensee.
- (4) A licensee may request course review for approval of applicable nursing content pursuant to Section 8 of this administrative regulation.
- (5) If it is an academic course in which grades are given, the licensee shall achieve a grade of "C" or better, or a pass on a pass-fail grading system.

Section 8.

- (1) A licensee may request an individual review of a nonapproved continuing education activity completed during the earning period if, within thirty (30) days after the expiration of the immediate past licensure period, the licensee has:
 - (a) Requested the review by submitting an "Application for Individual Review"; and
 - (b) Paid a fee of ten (10) dollars.
- (2) The review shall be based on the standards established by:
 - (a) Sections 2 through 7 of this administrative regulation; and
 - (b) 201 KAR 20:220.
- (3) Approval by the board of a nonapproved continuing education activity shall:
 - (a) Qualify it as having been obtained from an approved provider for the licensee requesting the review; and
 - (b) Be limited to the particular offering upon which the request for individual review is based.
- (4) The board may offer continuing education hours for programs sponsored by the board. These continuing education hours shall be deemed to have been obtained from an approved provider. The board shall

comply with all applicable provider standards.

Section 9. Incorporation by Reference.

(1) "Application for Individual Review," 9/2005, Kentucky Board of Nursing, is incorporated by reference.

(2) This document may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, Kentucky 40222-5172, Monday through Friday, 8 a.m. to 4:30 p.m.

(6 Ky.R. 699; Am. 7 Ky.R. 400; eff. 10-1-1980; 9 Ky.R. 596; eff. 12-1-1982; 11 Ky.R. 1630; eff. 6-4-1985; 14 Ky.R. 583; eff. 11-6-1987; 2193; eff. 8-5-1988; 18 Ky.R. 3212; 19 Ky.R. 18; eff. 7-4-1992; 2671; eff. 8-6-1993; 22 Ky.R. 1337; 1594; eff. 3-7-1996; 23 Ky.R. 3073; eff. 3-19-1997; 27 Ky.R. 824; 1448; eff. 12-21-2000; 28 Ky.R. 126; eff. 9-10-2001; 29 Ky.R. 502; 921; eff. 10-16-2002; 2123; 2450; eff. 4-11-2003; 30 Ky.R. 2100; 2289; eff. 5-24-2004; 31 Ky.R. 799; 1058; eff. 1-4-2005; 32 Ky.R. 718; eff. 1-6-2006; 2322; eff. 9-1-2006; TAm eff. **7-13-2010.**)

201 KAR 20:220. Nursing continuing education provider approval.

RELATES TO: KRS 314.011(12), 314.073, 314.131(1), (2)

STATUTORY AUTHORITY: KRS 314.131(1), (2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131(2) and 314.073(3) require the board to establish continuing competency requirements and approve providers of continuing education. This administrative regulation establishes requirements for providers of continuing education.

Section 1.

- (1) A provider applicant shall submit an:
 - (a) "Application for Provider Approval"; and
 - (b) Application fee as set forth in 201 KAR 20:240.
- (2) If an application is approved, the board shall issue a provider number to the applicant.
- (3) Provider approval shall initially expire on December 31 of the second year following initial approval.
- (4) On or before September 30 of the year in which an approval period expires, an approved provider shall submit the:
 - (a) "Application for Provider Renewal"; and
 - (b) Fee as set forth in 201 KAR 20:240.
- (5) Renewal shall be for five (5) years.
- (6) A provider applicant may establish compliance by submitting evidence of approval by one (1) of the following organizations:
 - (a) American Academy of Nurse Practitioners;
 - (b) American Association of Critical Care Nurses;
 - (c) American Association of Nurse Anesthetists;
 - (d) American College of Nurse Midwives;
 - (e) American Nurses Credentialing Center;
 - (f) Association of Women's Health, Obstetrical and Neonatal Nurses;
 - (g) National Association of Nursing Practitioners in Women's Health;
 - (h) National Association Pediatric Nurses Associates and Practitioners;
 - (i) National Association for Practical Nurses Education and Service;
 - (j) National Federation of Licensed Practical Nurses;
 - (k) National League for Nursing; and
 - (l) State Boards of Nursing.
- (7)
 - (a) An organization that approves nursing continuing education may request that it be added to this administrative regulation.
 - (b) An organization shall be included in this administrative regulation if the board determines that its standards are comparable to the standards established by the provisions of this administrative regulation.
- (8) Continuing education earned from a provider that is recognized by an organization listed in subsection (6) of this section for an advanced practice registered nurse may be utilized for the pharmacology requirement of 201 KAR 20:215, Section 5(2).

Section 2.

- (1) The board may review a provider's continuing education activities or approval status at any time.
- (2) Except as provided in subsection (3) of this section, if after a review of a provider it is determined that the provider does not comply with this administrative regulation, the board shall send the provider notice of its

intent to deny or limit the provider's approval status.

- (3) If after a review of a continuing education activity it is determined that the activity does not comply with this administrative regulation, the board shall send the provider notice of its intent to deny approval status for subsequent offerings of that specific continuing education activity.
- (4)(a) A request for a hearing before the board shall be filed within ten (10) days of receipt of the board's notice.
 - (b) If a provider fails to submit a request for a hearing within the time specified in paragraph (a) of this subsection, the board shall implement the action proposed in its notice.

Section 3. Providers shall comply with the following standards:

- (1)(a) A nurse who meets the qualifications established in paragraph (b) of this subsection shall be administratively responsible for continuing education activities, including:
 1. Planning;
 2. Development;
 3. Implementation; and
 4. Evaluation.
- (b) A nurse administrator shall:
 1. Hold a current active license;
 2. Have experience in adult and continuing education; and
 3. Hold a baccalaureate or higher degree, in nursing.
- (c) The nurse administrator of continuing education for licensed practical nursing groups shall hold a diploma, or its equivalent, from an approved school of practical nursing.
- (2) Organized learning activities shall be based upon systematic needs assessment, and shall support quality continuing education that:
 - (a) Enhances the quality, safety and effectiveness of care provided by nurses; and
 - (b) Contributes directly to the competence of a nurse.
- (3) The content of nursing continuing education shall be designed to:
 - (a) Present current theoretical knowledge to enhance and expand nursing skills; and
 - (b) Promote the development, or change in attitudes, necessary to make competent judgments and decisions in nursing.
- (4) Objectives for continuing education activities shall be:
 - (a) Related to nursing practice and interventions;
 - (b) Stated in clearly defined expected learner outcomes; and
 - (c) Consistent with needs assessment data.
- (5) The continuing education activity shall reflect cooperative planning between the nurse administrator, faculty and content experts.
- (6) The content for each educational activity shall include and be documented in provider files as follows:
 - (a) An agenda indicating a presentation schedule, presenters, topics, meals, breaks.
 - (b) Topical outline, teaching methods, and corresponding time frames sufficient to support relevance and value of the educational activity to safe, effective nursing practice.
- (7) Teaching methods shall be consistent with the content and learning objectives, and shall reflect the use of adult learning principles.
- (8) Faculty for continuing education activities shall demonstrate content knowledge and expertise.
- (9) The name, title and credentials identifying the educational and professional qualifications for each faculty member shall be retained in the provider offering files.

- (10) Resources allocated for the continuing education activity shall be adequate in terms of education unit organization, with fiscal support for adequate staff, facilities, equipment and supplies to ensure quality teaching-learning in a comfortable environment that is accessible to the target audience.
- (11) Participants shall be provided with essential information for review prior to registration. This information shall include:
 - (a) Learning objectives;
 - (b) Content overview;
 - (c) Date, time, and presentation schedule;
 - (d) Presenter;
 - (e) Number of contact hours;
 - (f) Fee and refund policy; and
 - (g) Requirements for successful completion.
- (12) Published information about continuing education activities offered by providers approved by the board shall include the:
 - (a) Provider number; and
 - (b) Following statement: "Kentucky Board of Nursing approval of an individual nursing continuing education provider does not constitute endorsement of program content."
- (13) A provider shall notify the board in writing within one (1) month of any changes in its administration, such as nurse administrator, mailing address, telephone number or other relevant information.
- (14) A provider shall designate and publish the number of hours of any portion of an offering dedicated to pharmacology.
- (15) Records of continuing education activities shall be maintained for a period of five (5) years, including the following:
 - (a) Title, date and site of the activity;
 - (b) Name of the person responsible for coordinating and implementing the activity;
 - (c) Purpose, documentation of planning committee activities, learner objectives, content outline, faculty, teaching and evaluation methods;
 - (d) Participant roster, with a minimum of:
 1. Name; and
 2. Social Security number or license number;
 - (e) Summary of participant evaluations;
 - (f) Number of continuing education contact hours awarded;
 - (g) Master copy of certificate awarded.
- (16) Participants shall receive a certificate of attendance that documents participation with the following:
 - (a) Name of participant;
 - (b) Offering title, date and location;
 - (c) KBN's provider's name, address, telephone number, approval number and expiration date;
 - (d) Name and signature of authorized provider representative;
 - (e) Number of continuing education contact hours awarded.
- (17) There shall be a clearly defined method for evaluating the continuing education activity which includes the following:
 - (a) An evaluation tool that includes participant appraisal of achievement of each learning objective; teaching effectiveness of each presenter; relevance of content to stated objectives; effectiveness of teaching methods; and appropriateness of physical facilities.

- (b) A mechanism for periodic, systematic evaluation of the provider's total program of educational activities.
- (18) An action plan with time lines for resolution of identified deficiencies shall be maintained.
- (19) The provider shall have current policies and procedures for the management of the providership that demonstrate compliance with the required standards.
- (20) The continuing education providership shall be a recognizable function within the sponsoring organization.

Section 4.

(1) The following forms are incorporated by reference:

- (a) "Application for Provider Approval ", 6/2005, Kentucky Board of Nursing;
- (b) "Application for Provider Renewal", 6/2005, Kentucky Board of Nursing.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, Kentucky 40222, Monday through Friday, 8 a.m. to 4:30 p.m.

(6 Ky.R. 699; Am. 7 Ky.R. 401; eff. 10-1-1980; 9 Ky.R. 597; eff. 12-1-1982; 11 Ky.R. 990; eff. 1-7-1985; 14 Ky.R. 584; eff. 11-6-1987; 18 Ky.R. 3213; 19 Ky.R. 20; eff. 7-4-1992; 23 Ky.R. 3075; 3558; eff. 3-19-1997; 27 Ky.R. 826; 1250; eff. 11-17-2000; 28 Ky.R. 128; eff. 9-10-2001; 29 Ky.R. 2945; eff. 8-13-03; 32 Ky.R. 293; eff. 10-19-2005; 34 Ky.R. 1785; eff. 3-19-2008; TAm eff. **7-15-2010.**)