

## Overview of Respiratory Continuing Education Requirements

The West Virginia Legislative approved rules for continuing education. This document is a guideline for your use. You may view the entire Respiratory Care Act at the board's web site at [www.wvborc.org](http://www.wvborc.org)

**Reminder: CEU's are submitted on the even-year endings (example: 2016, 2018, 2020) but, you must renew your license each year prior to December 31<sup>st</sup>.**

### Biennial Requirements

WV 30-34-3 authorizes the West Virginia Board of Respiratory Care to implement continuing education (CE) requirements for all licensed members in the state. The rule contains the following provisions:

- You must complete 20 contact hours of continuing education during each accrual period. Prorated for new licensees.
- The new accrual period started October 1, 2016 through September 30, 2018. You must acquire your CEU's during this time period or you shall be subject to disciplinary action.
- The reporting period will be from November 1, 2018 through December 31, 2018.

### What is a contact hour?

A contact hour is equivalent to 50 consecutive minutes of instruction. The official unit of measure for CE in West Virginia is the contact hour. If you are in doubt about how many contact hours an offering is, count the number of actual instructional minutes, NOT including lunch, breaks, or business meetings, and divide by 50.

### Where can I find approved continuing education activities?

You may contact the in-service departments of hospitals, nursing homes, rehabilitation centers, skilled nursing facilities, as well as the CE departments of colleges and universities in your area to find out what is available. You should watch for announcements in professional journals, the mail, newspapers, and the WVBORC website. Non-profit associations such as the West Virginia Society for Respiratory Care, American Association for Respiratory Care (AARC), American Academy of Pediatrics, American Medical Association, WV Lung Association, WV Thoracic Society, WV Board of Registered Nurses, American Nurses Credentialing Center, National Association of Medical Equipment Suppliers are recognized as pre-approved providers of continuing education programs for meeting CE requirements. In addition, the Board maintains additional listings of "for profit" pre-approved CE providers.

### Can I use the education credit, which can be earned through professional magazines or the internet?

Yes. Programmed instruction, presented in respiratory care or in other appropriate professional journals, and non-interactive internet or "home study" courses approved through a national organization can be used to fulfill a portion of your CE requirements. **\*NO MORE than one half of your required amount of CE's may be accrued using this method in any one accrual period.** WVBORC or AARC approved internet "interactive" courses will count as "live" courses. **\*Note:** Currently the WVBORC has approved the courses of only three companies/organizations which may offer the full 20 CEU's via "home study" or "interactive internet"; AARC, Medical Education Systems, RC Educational Consulting Service.

### Will college credit be accepted to meet CE requirements?

Yes. Courses provided by an accredited institution of higher learning for which academic credit is awarded can be used to satisfy the CE requirements. The courses must have a **respiratory course number** or be **relevant to respiratory care practice and clinical in nature**. The following formula is used to calculate contact hours from credit hours:

1 Quarter hour = 10 contact hours

1 Semester hour = 15 contact hours

### What are the various ways I can earn CE hours?

- Attend approved CE activities, workshops, seminars, interactive internet, and conferences dealing with issues related to your practice;
- Enroll at a college or university in courses relative to respiratory care.
- Read professional journals that document CE. One half of your required amount may be completed in this manner.
- Publish a research article or a chapter in a text, or a text in entirety.
- Successfully complete an NBRC Advanced Practitioner Exam (*the board does not grant CEU's for the initial taking and passing of the Registry examination. You must pass it once and retake as a refresher before the board will grant CEU's*)

### What if I want to take a CE activity not targeted at respiratory care? Will it satisfy the CE requirement?

CE activities targeted at health care professionals other than respiratory care providers may be acceptable if the activity meets the minimum standards of the Board for CE activities. You will be required to provide a written statement regarding how the activity is **relevant to the clinical nature of your practice**.

### Do I have to take CE Classes each year?

No. You may take 20 contact hours all at one time through one class or spread the hours over the two-year accrual period by taking several classes.

### If I accumulate more than the required number of contact hours in an accrual period can I use them during the next accrual period?

Yes. Up to 6 contact hours from one accrual period may be carried forward to the next period.

### **What programs are not eligible for CE credit?**

Some very worthwhile activities are not acceptable for CE credit because they do not achieve the purpose of providing additional knowledge. These include:

- Job related clinical practice. (see note)
- Development and presentation of programs as part of the licensee's ongoing job responsibilities.
- Orientation and update policies and procedures specific to the licensees' employing facility.
- Attendance at a business or professional meeting unless specifically designated as a CE activity by a recognized provider.

**Note:** Regardless of the amount of CE's your employer is granting for ACLS, PALS, and NRP, the Board will only grant the following CEU credits: ACLS = 16.1, ACLS re-certification = 6.0, PALS = 18.3, PALS re-certification = 4.5, and NRP = 9.0, NRP re-certification 9.0. You may only submit the full course once every five years. *If you submit the full course more than once in a five year period the board will count it as a re-certification.*

### **How will I know if a CE activity is approved?**

The Board issues WVBORC provider numbers to those who agree to maintain minimum standards as approved providers. Providers are required to include their WVBORC provider number on program announcements and on verification of number of CE credits earned by issuing attendance certificates. The Board recognizes the West Virginia Society for Respiratory Care, American Association for Respiratory Care, West Virginia Lung Association, WV Board of Examiners for Registered Nurses, American Medical Association, American Nurses Credentialing Center, American Heart Association and the National Association of Medical Equipment Suppliers, as approved providers of continuing education programs for the purposes of meeting this rule. The Board shall consider written requests to designate other individuals, local, state, or national agencies, organizations or associates as approved providers.

### **How will I know if an activity meets the minimum requirements?**

Most of the requirements can be evaluated by carefully reading the published brochure for the activity. If you require clarification, you should contact the *activity provider*.

### **How long should I keep CE records?**

For auditing purposes, all records should be kept for a period of six months after the reporting period ends.

### **When do I send in CE information to the Board?**

The current accrual period is from **October 1, 2016 through September 30, 2018**. *An accrual period is the time frame in which the CE activity must be taken. The reporting period will be from November 1, 2018 – December 31, 2018.* You will be sent information on how to report your CEU's to the board office during the month of October of the even year in which CEUs are due to be reported.

### **What are the minimum standards for CE activities?**

- The activity must be a least 50 minutes contact hour in length.
- The program shall reflect the education needs of the respiratory care professional in order to meet the health care needs of the consumer and may consist of one or more of the following subject areas:
  - a. *professional respiratory care practice and special health care problems;*
  - b. *the biological, physical, social, and behavioral sciences;*
  - c. *the legal aspects of respiratory care practice;*
  - d. *management of respiratory care personnel and patient care;*
  - e. *teaching and learning process for health care providers or for patients; and*
  - f. *subjects relating to respiratory care practice which is required as part of a formal respiratory care program which are more advanced than those completed for the original license.*
- Written objectives, in measurable terms, are prepared and made available to participants
- Instructor qualifications are provided in writing to participants
- Activity announcements contain the WVBORC Provider number or other accredited CE credit
- A written method is established to determine whether the participant has achieved stated objectives of the activity.
- A certificate of completed CE credits is provided verifying the amount, date, and pre-approved board provider number.

Note: The board will accept Kettering Seminars Certificates for CEU's. Kettering is the only course the board will accept prior to your license date. The amount of CEU's will be stated on the certificate you receive from Kettering Seminars.

**ALWAYS RETAIN A COPY OF YOUR CEU CERTIFICATES**