

GENERAL PROGRAM INSTRUCTIONS:

You as the requesting agency will enter a co-sponsorship agreement with DMACC for your continuing education program. To start the process for approval you will need to complete the Cooperative Agreement in this packet. Please fill the agreement out completely. These forms may be sent using the email address: tjsteinwandt@dmacc.edu

PROGRAM GUIDELINES:

For your nursing continuing education program to be approved the subject matter must be appropriate for continuing education by reflecting both the educational needs of the nurse learner and the health needs of the consumer. Subject matter is limited to offerings that are scientifically founded and predominately for professional growth.

A. The following areas are deemed appropriate by the IBON:

- Nursing Practice related to health care of patients/clients/families in any setting
- Professional growth and development related to nursing roles with a health care focus
- Sciences upon which nursing practice, nursing education, or nursing research is based, e.g., nursing theories and biological, physical, behavioral, computer, social or basic sciences
- Social, economic, ethical and legal aspects of health care
- Management of or administration of health care, health care personnel, or health care facilities
- Education of patients or patients' significant others, students or personnel in the health care field

B. The following areas of continuing education cannot be awarded by IBON:

- Self-help or self-care that is not scientifically supported
- CPR and BLS classes
- Orientation in-service activities

C. Appropriate Audience:

- As you plan your program, please keep in mind the intended audience. This would include nurses (RN, LPN), or other professions such as Social Workers or other health care professionals. Please remember if your audience includes lay people, volunteers or caregivers that are not healthcare professionals that the material you are presenting may not be appropriate for that particular audience. It is possible to have a mix of all at your conference/event but it is imperative that the material being presented is appropriate for the Health Care Professional Audience.

D. Appropriate Presenters, Materials and Purpose:

- Structure the program content and learning experience to relate to the stated purpose and objectives. Program content shall cover one topic or a group of closely related topics. Current, relevant, scientifically based supportive materials shall be used.

E. Brochure/Flier/Advertising Materials must include the following:

- Purpose Statement
- Educational Objectives
- Date, Time, and Location
- Intended Audience
- Credentials of Instructors
- The Amount of Continuing Education Credit to be Awarded, Stated in Contact Hours
- Fee's, Refund Policy, Items Covered by Fees (meals, materials, etc.) and Registration Information
- The IBON Approved Provider Number, I.E., "DMACC IBON Provider #22"
- Contact Person for Event

- Statement Regarding Contact Hour Award: I.E., “Full Attendance required to earn contact hours. No partial attendance credit will be awarded”
- Statement Regarding Contact Hours for licensee: I.E., “It is the licensee’s responsibility to determine if the continuing education programs they attend meet the requirements of their professional licensure board”

CONTACT HOURS:

Beginning January 1, 2018 The IBON will award continuing education credit in the form of “Contact Hours”. The terminology Continuing Education Unit (CEU) will no longer be used in advertising or on awarded certificates. ALL materials will refer and reflect awarded hours as “Contact Hours”.

- The Unit of Measurement for a Contact Hour will be measured the following way:
One Contact Hour = 60 minutes of instruction. It can also be referred to as a 60 minute contact hour.

YOU, AS THE AGENCY RESPONSIBILITIES:

- Submit fully completed Cooperative Agreement 60-days prior to your program. (some exceptions and circumstances can be accommodated for shorter notice)
- Submit brochure/flier for event/conference at the same time as the Cooperative Agreement
- Select Options from the Fee schedule page included for your event needs
- Submit a copy of post program evaluation results in a compiled format on the Excel Spreadsheet supplied to you prior to your event
- Submit a copy of the post-program registration of all attendees wanting continuing education certificates for earned contact hours. This will be supplied to you prior to your event

DMACC RESPONSIBILITIES:

- Work in cooperation with your agency/group as the Approved Provider Co-Sponsor for your event
- Provide guidance and assistance and be your resource in the development of marketing materials, advertisements, etc. to properly promote your program as IBON approved
- Submit your final brochure/flier/marketing materials for IBON for final approval
- Keep and maintain participant records for a minimum of 4 years as outlined by the IBON
- Create, furnish and maintain a copy of the completion certificate earned by the participant. This certificate will have the participants name, license number, approved provider number, contact hours earned, program title, and date awarded.
- Help you ensure the presenters at your event are current, knowledgeable, and skillful in the subject matter being taught.
- Help with the creation of an end of program evaluation tool or approve an evaluation tool you may want to use or have in place already.
- Ensure the fee options you have selected are completed in full by DMACC, I.E., responsible for catering, registration, evaluations and certificates awarded live, at the end of the conference, and etc.