

## NDBCLP CONTINUING EDUCATION GUIDELINES Effective 05/01/02

The North Dakota Board of Clinical Laboratory Practice requires documentation of 20 contact hours of continuing education for the two-year licensing period.

- 20 contact hours are required if licensed after June thirtieth of the even-numbered year and before July first of the odd-numbered year.
- 10 contact hours are required if licensed after June thirtieth and on or before December thirty-first of the odd-numbered year.
- 0 contact hours are required if licensed on or after January first of an even-numbered year.

A contact hour for continuing education is based on a 50-minute hour. The minimum program length has been established as one contact hour. The event may be a combination of 2 meetings, with reading or study material assigned at the first meeting and the second meeting could involve a lecture or discussion of the study assignment.

**The equations listed below should assist you in understanding and calculating your hours:**

1 contact hour	=	50 minutes
0.1 CEU	=	1 contact hour
0.2 CEU	=	2 contact hours
1.0 CEU	=	10 contact hours
2.0 CEU	=	20 contact hours

***All CONTINUED EDUCATION MUST RELATE DIRECTLY TO OR SUPPORTIVE OF CLINICAL LABORATORY PRACTICE AND ENHANCE YOUR ABILITY TO IMPROVE YOUR SKILLS AND/OR KNOWLEDGE OF LABORATORY PRACTICE.***

### **Internal or External Credit:**

- Programs must be a minimum of 50 minutes in length. This can be divided into sessions given at subsequent times on closely related topics.
- The content must focus on improving or updating the clinical laboratory knowledge of the practitioner. It can be in any of the technical disciplines (Chemistry, Microbiology, Hematology, Serology, Immunohematology, etc.), in management, or legislation.

### **Internal Credit:**

No more than 60 percent of the required hours may be earned through facility-based continuing education programs. Lectures by technologists, pathologists and other health care professionals are appropriate for credit if they enhance your knowledge of laboratory practice.

For ease in your record keeping, the Board has devised a North Dakota Board of Clinical Laboratory Practice Internal Continuing Education Record form. This form is to be used by you to record your internal contact hours and can be duplicated so you will have one for your files. **When you apply for license renewal, do not submit your institutional records as verification of your internal credit. Only a properly filled out North Dakota Board of Clinical Laboratory Practice Internal Continuing Education Record form that is signed by your supervisor will be accepted for the documentation of your internal hours.**

### **External Credit:**

At least 40 percent of the required contact hours must be “external.” **All external credits must be accompanied by an official transcript or certification of program completion provided by the program sponsor. This documentation must include name of licensee, dates of attendance, title of program, course or workshop, sponsor’s name and address, and number of earned contact hours.**

To qualify for external credit a program must meet one of two criteria:

1. A notice of the program must be posted in a location visible to the public, and interested persons must be allowed to attend.
2. The program may be off-site or the attendance of the program must include attendance of persons from different institutions or facilities.

Examples of external credit programs are:

- National and State laboratory professional meetings
- Training on new equipment at the manufacturer’s headquarters
- Formal academic course work. One credit hour class is equal to ten contact hours.
- Seminars and workshops offered by organizations on the approved list of sponsors of external programs
- Telecommunication programs that are available in your workplace from external sources
- Programs approved by the Board of Clinical Laboratory Practice continuing education liaisons

### **NON-CREDIT ITEMS (INTERNAL & EXTERNAL)**

*The following will not be accepted for internal or external credit:*

- General safety (laboratory safety still counts)
- Breath alcohol instrument training (Breathalyzer)
- On the job training done by in-house staff
- Personal reading of professional journals
- CPR classes
- Committee meetings
- Program instruction
- Word processing classes
- Computer classes ~ *the exception being laboratory computer systems*
- Personal enrichment courses
- Entertainment & Recreation ~ attendance at cultural performances, entertainment or recreational meetings or activities, and participants in travel groups.
- Individual Scholarship ~ independent writings; such as articles or research reports, or presentation of papers outside a planned, directed supervised continuing education experience that fulfills CEU criteria.
- Mass Media Program ~ programs delivered through the media (e.g., television, radio, newspaper).

**For more information visit the Board web site, [www.ndclinlab.com](http://www.ndclinlab.com) and go to Chapter 96-02-04 of the NDBCLP Administrative Rules. You may also contact the NDBCLP office at [ndbclp@aptnd.com](mailto:ndbclp@aptnd.com) or 701-530-0199.**