



Continuing Nursing Education (CNE/CE) Approved Instructors

Frequently Asked Questions

1. Do I have to offer CE's for my Learner Courses?

- a. No, offering CE's for your students is 100% optional but many students have requested this so we have created a low-cost, low-stress process for you.

2. What if my hospital/organization/institution already offers CE's to my students?

- a. Great! You don't have to do anything.
- b. Many hospitals charge instructors and/or students, as much as \$100 per class, to offer CE's to students so this new program is to help out both instructors and students.

3. How do I become an approved instructor?

- a. Go to – www.stable-instructors.com
- b. There is a \$20 application processing fee for Lead Instructors
- c. There is a \$10 application processing fee for Support Instructors
- d. Once you have been approved, you can enter in as many courses as you want.

4. Do I have to re-apply to be an approved instructor?

- a. Yes, once every two years when your S.T.A.B.L.E. instructor card expires, you will need to resubmit an instructor's application, and complete the conflict of interest statements and other attestations.

5. What if my S.T.A.B.L.E. instructor card will expire in the next few months? Will I have to pay twice?

- a. No, if your S.T.A.B.L.E. instructor card is scheduled to expire within 6 months or less and you satisfy the requirements for instructor renewal set by S.T.A.B.L.E., we will manually renew your approval until your next expiration date.

6. Does anyone teaching/assisting a S.T.A.B.L.E. course with me need to be an approved instructor to offer CE's to my students?

- a. Yes, the policy we have in place with S.T.A.B.L.E. is that all support and lead instructors who participate (and especially if listed on the S.T.A.B.L.E. roster) must be registered through us with their conflict of interest and disclosure statements on file.

7. How do I request CE approval for my upcoming classes?

- a. After you have been approved as a S.T.A.B.L.E. CNE Instructor you will receive an email outlining the process in more detail.
- b. All you have to do is go to – <http://www.stable-classes.com> and enter in your course details
- c. We will then send you a unique code for your students to use after they complete your course.

8. How many CE's can the students earn for completing the course?

- a. Using the approved agendas, your students can earn:
 - i. 9.6 contact hours for the Full-Length Learner Course
 - ii. 6 contact hours for the Renewal-Short Course

9. How much does the student have to pay to get the CE Certificate?

- a. The cost is \$20 to the student.
- b. Payment can be made online with PayPal, credit card, or e-check.

10. Are all students required to pay the CE fee to earn a Learner Course completion card?

- a. No, obtaining CE credit for participation in S.T.A.B.L.E. is completely optional.
- b. Students will still receive their Learner Course completion card from you for successful completion of the course even if they chose to not obtain CE credit for it.

11. Do I collect the student's CE fees at my class?

- a. No, you are only responsible for giving the students the unique code to access the evaluation for your course.
- b. The students will pay for their CE's when they complete their course evaluation and print their certificate from our website.
- c. If you, or your hospital, would like to pre-pay for your students to receive CNE credit for successfully completing your S.T.A.B.L.E. course, we can arrange this on a case-by-case basis.

12. Should I add the CE fee to my course registration fee and collect it when the student registers?

- a. No, we do not recommend that you do this, however on a case-by-case situation we can work with you if this system is better for your students.
- b. We would need to arrange ahead of time a way for your institution to transfer funds on the students behalf before you collected any student fees for CE's.

13. How long after the course can students obtain CE credit?

- a. Although we encourage students to complete their evaluation within 30-90 days, we will leave your course evaluation link up.

14. gRN NICU Consulting is a California CE Provider, but my classes are not being offered in CA.

- a. gRN NICU Consulting is a California Board of Registered Nursing CE Provider which is generally accepted by all other US State Boards of Registered Nursing for the purposes of license renewal.
- b. It is the student's responsibility to verify if CA BRN approved courses are accepted by their State.

15. Can I advertise that my class is eligible for nursing CE credit?

- a. Yes, you can advertise that your course will offer nursing CE credit online or in print.
- b. You must include the following statement on any flyers or websites:
 - i. "This course has been approved (is pending approval) for ___ contact hours of nursing continuing education credit by gRN NICU Consulting, Inc - CA BRN CEP # 15417"
- c. You must include a refund/cancellation policy on all advertisements (if you collect a registration fee for your course).
- d. You must include the course objectives and/or description on all advertisements.

16. Do you offer CE credit for other S.T.A.B.L.E. Modules (Example: Cardiac S.T.A.B.L.E. or Simulation)

- a. Yes we do. Since each of these courses are coordinated by individual instructors and there is not a mandatory agenda; each course must be reviewed and approved individually.
- b. There is an initial application fee, per course administration fee, and a renewal fee every 2 years.
- c. You can register your Cardiac or Simulation courses here: <https://nursekathi.wufoo.com/forms/stable-cardiac-or-simulation-ce-application/>

17. Questions?

- a. Contact Kathi Randall, Owner of gRN NICU Consulting by email at: ceu-provider@nursekathi.com or Jenn Griffiths, CE Program Coordinator at stableceuprovider@gmail.com