



# CONTINUOUS LEARNING ACTIVITIES

## CANADIAN NURSES ASSOCIATION CERTIFICATION PROGRAM

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### GUIDELINES FOR EARNING CONTINUOUS LEARNING (CL)

**Total of 100 CL hours required**

- Each CL activity must relate to your nursing specialty and be a minimum of 30 minutes.
- If you repeat an identical CL activity (e.g., BCLS) during the five-year certification term, it counts only once. If you take the activity at a higher level, then you can count both (e.g., BCLS and then ACLS).
- Each CL activity must be earned during each five-year certification term. You can forecast your CL hours up to the last day of your certification term.
- One clock hour equals one CL hour.
- Subtract the time taken for lunch, breaks, etc., from the CL activity.
- Pre-authorization from CNA is not required for your CL activities to count.
- CL activities can be earned outside Canada. International CL activities are not only accepted; they are encouraged.

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### SPECIFIC GUIDELINES FOR RECORDING YOUR CONTINUOUS LEARNING ACTIVITIES

The CNA Certification Program allows you a great deal of flexibility with regards to the type of continuous learning activities that you undertake. CNA will, however, identify a maximum number of hours you can claim for some CL activities. Only activities that are not part of your salaried position's job description are eligible.

The following are just a few examples of the types of continuous learning activities you may wish to engage in to meet your learning needs.

#### **Academic courses**

- The course content must be applicable to your area of certification.
- You cannot count academic credits or courses that are outside your nursing specialty (e.g., English, literature, history, music, general computer courses).

### *CL hours allotted:*

- In general, a college or university semester course (e.g., from September to December) is equal to 36 CL hours.
- If you do not know how many credits are allowed for a course, calculate one CL hour for every clock hour you spent attending the course (e.g., 3 hours/week x 12 weeks = 36 CL hours).

### **Conferences, teleconferences, videoconferences, seminars, workshops**

- Follow the general guidelines previously outlined.
- Calculate total hours attended (not necessary to break down every individual conference session attended).

### **Employer in-services**

- If the in-service is offered regularly (e.g., nursing grand rounds once a month), keep a running list of the sessions you have attended, with all the pertinent information. Ask your nursing supervisor or nurse educator to sign the list.

### **Participating in CNA Certification exam development**

- CNA will provide you with proof of participation.

### **Independent study**

- Reading articles and answering the test questions that appear in professional nursing journals (e.g., CEU articles).
- Participation in online discussion groups and forums. Print and retain hard copies that clearly show your involvement in such discussions.

### **Leading a study group to prepare for the certification exam**

- Maximum number of hours you can claim for this activity is 20 hours.
- You can count organizing and leading a study group to help other RNs prepare for the CNA Certification exam, as long as the study group is in your certification area.
- One clock hour equals one CL hour when calculating your leadership of a study group.

### **Professional committee membership/participation**

- Maximum number of hours you can claim for this activity is 25 hours.
- The committee must be applicable to your area of certification. It should not be part of the regular responsibilities of your job description.

### **Presenter/lecturer credits**

- These are credits for presentations you make to other health professionals on topics related to your area of certification.
- You can also count your preparation time. To calculate your preparation time, double the presentation time (e.g., 1 hour presentation + 2 hours preparation = 3 CL hours).

### **Preceptorship**

- Maximum number of hours you can claim for this activity is 40 hours.
- The preceptorship must be in your specialty area.

### **Articles, book chapters, research projects**

- You can include publication of materials relevant to your area of certification.

#### *CL hours allotted:*

- For authorship or co-authorship of a book, allot 25 CL hours.
- For a book chapter, manuscript article or paper, allot 15 CL hours.

### **Research projects**

- If you count a research project, the project must have been completed during the five-year certification term.
- Remember that one clock hour equals one CL hour when calculating your participation in research.

### **Other activities**

- Participating as an invigilator for the CNA Certification exams counts toward CL hours.

*Please refer to the general application guide or CNA's website for current guidelines on earning continuous learning activities.*