

**NEW JERSEY PUBLIC HEALTH
CONTINUING EDUCATION PROVIDERSHIP PROGRAM**

POLICY AND PROCEDURES MANUAL

MARCH 1, 2013



New Jersey Department of Health
Office of Local Public Health
Public Health Infrastructure, Laboratories, and Emergency Preparedness

Table of Contents

Philosophy of the NJ Public Health Continuing Education Providership Program	Page 4
Goals of the NJ Public Health Continuing Education Providership Program	Page 5
General Policy and Procedures	Page 6
Process to Become an Approved Provider Organization	Page 7
Designation of Approved Provider Organization Staff	Page 8
Policy and Procedures for Planning NJ Public Health Continuing Education Programs	Page 9
Policy and Procedures on the Use of Endorsement Language	Page 10
Policy and Procedures on Verification of Attendance	Page 11
Policy and Procedures for Awarding Credit	Page 12 & Page 13
Policy and Procedures on Speaker Disclosure	Page 14
Policy and Procedures on Commercial Support	Page 15
Policy and Procedures on Co-Providership of an Educational Program	Page 16
Policy and Procedures on Record Keeping	Page 17
Required Records for Providership Program	Page 18
Policy and Procedures on Required Communication with the NJDOH	Page 19
Policy and Procedures on Monitoring and Evaluation of Approved Provider Organizations	Page 20
Appendices:	
1. Co-Provider Agreement Form	Page 21
2. Speaker Biographical Data Form	Page 22
3. Speaker Disclosure Form	Page 23
4. Glossary and Definitions	Page 24 & Page 25
Amendments: A – Course Cloning	Page 26
Amendment: B – Online Course Expiration Date	Page 26

ACKNOWLEDGEMENT

The New Jersey Department of Health (NJDOH) wishes to acknowledge that the concepts and techniques presented in this Manual have been partially adapted from a manual entitled the “Application for Continuing Education Approval” published by New Jersey State Nurses Association (NJSNA) for the purpose of establishing providership agreements to support the provision of recognized Nurse Contact Hours in New Jersey.

The NJSNA manual, which served as an excellent and well-tested model for the New Jersey Public Health Continuing Education Providership Program, was modified to meet the specific needs of the Program.

**PHILOSOPHY OF THE NJ PUBLIC HEALTH
CONTINUING EDUCATION PROVIDERSHIP PROGRAM**

Ongoing education and training for the public health workforce is vital to protecting the health of our communities. In New Jersey, public health professionals employed by State, county or local governments are required by State law to complete a pre-determined number of public health continuing education contact hours annually.

Health Officers (HO) and Registered Environmental Health Specialists (REHS) are required to obtain continuing education contact hours (CEs) in accordance with the provisions set forth at *Licensure of Persons for Public Health Positions, N.J.A.C. 8:7*, to maintain and continually develop their professional skills and competencies. The Department of Health and Senior Services (NJDOH) is responsible for ensuring access to continuing education programs for Health Officers and Registered Environmental Health Specialists that improve their professional skills and competencies.

Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52, similarly requires that other public health professionals (public health nurses, health educators, and other members of the NJ public health workforce) annually obtain continuing education.

The NJDOH supports and ensures access to quality public health continuing education programs for public health professionals. By partnering with the NJDOH and offering high-quality educational programs, Approved Provider Organizations support the professional development of New Jersey's public health workforce.

**GOALS OF THE NEW JERSEY PUBLIC HEALTH
CONTINUING EDUCATION PROVIDERSHIP PROGRAM**

The New Jersey Public Health Continuing Education Providership Program (“Providership Program”) has three primary goals:

1. To promote the professional development of Health Officers, Registered Environmental Health Specialists, public health nurses, health educators, and other public health staff throughout New Jersey by ensuring access to quality educational programs that address the needs of the public health workforce:
2. To identify and respond to the continuing education needs and interests of the public health workforce; and
3. To ensure that educational programs meet current planning, development, implementation, and evaluation criteria recognized by the NJDOH for public health continuing education.

GENERAL POLICY AND PROCEDURES

The NJDOH is responsible for maintaining standards in programming and for implementing changes necessary to provide effective and high-quality educational programs. Under the Providership Program, Approved Provider Organizations are authorized by the NJDOH to assign New Jersey Public Health Continuing Education contact hours (CE credits) to their educational programs when those programs are planned, developed, implemented, and evaluated in accordance with this *Manual*. All mention of “educational programs” within this Manual refers to CE-accredited programs developed and offered through New Jersey Public Health Continuing Education Providership Program.

Approved Provider Organizations agree to comply with all policies of the Providership Program, including the following:

1. Approved Provider Organizations shall use the New Jersey Learning Management Network (NJLMN) and Course Sponsor/Course Provider tools as the primary mechanism for recording registration and attendance for educational programs;
2. Continuing education programs shall be developed and/or reviewed, in response to and with consideration for the unique educational needs of the target audience;
3. Each educational program shall have an identified purpose and educational objectives for the participant;
4. The content of each educational program shall be aligned with its purpose and educational objectives;
5. Educational strategies shall be aligned with the educational program’s objectives and content;
6. Contact hours shall be determined in a logical and defensible manner, consistent with the criteria for awarding credit as described in this *Manual* (see page 12);
7. The method for evaluating the educational program shall be clearly defined and includes the collection of participant input; and
8. Ongoing educational programs shall be revised based on evaluation data and participant input.

The NJDOH may audit any educational programs offered by an Approved Provider Organization. Audits may include on-site and/or electronic program evaluation and monitoring, review of past programs, and examination of related records (see page 19).

All Approved Provider Organizations shall use this *Manual* to guide the planning, development, implementation, and evaluation of their educational programs.

The NJDOH reserves the right to revise and update this *Manual* at any time. Approved Provider Organizations will be notified 30 calendar days prior to implementation of any revisions. The NJLMN will notify Approved Provider Organizations via email of any changes to this *Manual*.

PROCESS TO BECOME AN APPROVED PROVIDER ORGANIZATION

The Providership Program has been established to ensure the ongoing development of the New Jersey public health workforce through the provision of quality continuing education.

The New Jersey public health workforce (Health Officers, Registered Environmental Health Specialists, public health nurses, health educators, epidemiologists, information technology specialists, public health planners, and public health medical directors) must be among the primary target audience for educational programs offered by the Organization.

Course Sponsor Organizations offering educational programs shall become Approved Provider Organizations through the procedure outlined below.

1. To become an Approved Provider Organization, the Course Sponsor Organization must submit the Organization's signed and completed *Providership Program Agreement* to the NJDOH via United States mail. By signing the *Agreement*, the Organization agrees to comply with the standards, policies, and procedures of the Providership Program, as described in this Manual and in cooperation with the NJLMN.
2. The NJDOH will review all *Agreements*. NJDOH signature on the Organization's *Agreement* shall denote approval of the Course Sponsor Organization as an Approved Provider Organization.

The NJDOH will notify the Course Sponsor Organization and NJLMN staff of the Organization's Providership Program status within three (3) days of this review. The NJDOH shall mail a copy of the Approved Provider Organization's NJDOH-signed *Agreement* to the Organization's Approved Provider Primary Administrator, and shall update the Organization's Providership Program status on the NJLMN.

3. The NJLMN has been established as the single portal for the Providership Program. All Approved Provider Organizations shall be given Providership Program privileges and shall use the NJLMN to offer educational programs and to manage their administrative responsibilities under the Providership Program.
4. The NJDOH will monitor, evaluate, and audit Approved Provider Organizations' educational programs and records to ensure compliance with Providership Program policies and procedures. Non-compliance may result in loss of Approved Provider Organization status and loss of access to related NJLMN privileges.

DESIGNATION OF APPROVED PROVIDER ORGANIZATION STAFF

Primary Administrator

An Approved Provider Organization's designated Approved Provider Primary Administrator is that Organization's primary point of contact regarding Providership Program activities. The Primary Administrator is fully responsible and fully liable for all the Organization's Providership Program activities and records in the event of NJDOH audit.

The Primary Administrator is also fully responsible for ensuring compliance with the policies, procedures, and requirements of the Providership Program. The Primary Administrator shall:

- Ensure completion of all required forms;
- Ensure maintenance of all required records;
- Ensure entry of all required information into the NJLMN; and,
- Ensure that the Approved Provider Organization's educational programs comply with the policies and procedures of the Providership Program.
- Ensure office information and administrator listing is up to date.

Planning and Education Coordinator(s)

Approved Provider Organizations shall assign, at minimum, one staff member, a Planning and Education Coordinator, who shall be responsible for and involved in planning, developing, implementing, and evaluating the educational programs offered by the Approved Provider Organization. Planning and Education Coordinators have access to that Office's NJLMN Course Sponsor tool, and may post educational programs and assigns CE credit via the NJLMN. The Primary Administrator serves as a Planning and Education Coordinator for his or her Approved Provider Organization.

The Approved Provider Primary Administrator and all Planning and Education Coordinators shall be trained in the administrative use of the NJLMN.

PLANNING NEW JERSEY PUBLIC HEALTH CONTINUING EDUCATION ACTIVITIES

The Approved Provider Organization shall comply with the following procedures when planning and/or reviewing educational programs:

1. Record persons who participated in the education program's planning process, as well as subject matter experts and presenters who assisted in the development and review of content;
2. Record the educational program's purpose and learning objectives;
3. Record the educational strategies to be used in the educational program, including resources, materials, delivery methods, and participant feedback;
4. Record the total number of CE credits awarded, with justification, *i.e.*, support documentation such as a copy of the educational program's agenda with contact hours noted for each individual program component. If an Approved Provider Organization wishes to assign credit to individual program components they shall submit a separate application for each program component;
5. Record the process by which the Approved Provider Organization will verify participant completion of the educational program, and record how participants will be informed of the requirements for completion;
6. Record the method used to evaluate the educational program, with supporting documentation, *i.e.*, the evaluation form used;
7. When an educational program receives commercial support, record how the Approved Provider Organization shall maintain the integrity of the educational program; and
8. All records shall be maintained in accordance with Policy and Procedures on Record Keeping (see page 17).

USE OF REQUIRED ENDORSEMENT LANGUAGE

The following statements shall appear on all communications, marketing materials, agendas, and certificates of attendance made available to participants by the Approved Provider Organization:

- **Participants who successfully complete[§] this educational program will be awarded [specify number] NJ Public Health Continuing Education Contact Hours (CEs).**
- **[Name of Approved Provider Organization] has been approved by the New Jersey Department of Health as a provider of New Jersey Public Health Continuing Education Contact Hours (CEs).**

[§] “Successfully complete” means the learner has attended and participated in all the instructional elements of the educational program and, in the opinion of the course sponsor has had the opportunity to improve his or her competencies, skills and abilities as a member of the New Jersey public health workforce. In the case of in-person classes, the learner has both signed in and signed out with the course registrar. In the case of web-enabled or on-line courses, the learner will retain evidence of course completion via an evaluation, post test and/or a certificate submitted to the course sponsor.

VERIFICATION OF SUCCESSFUL COMPLETION OF COURSE REQUIREMENTS FOR NJ PUBLIC HEALTH CEs

The Approved Provider Organization shall verify participant **attendance and/or successful completion**[§] of all educational programs offered by the Approved Provider Organization. Participants shall be informed of the requirements for successful completion[§] prior to the educational program. All participants who successfully complete an educational program shall have access to written or electronic verification of attendance.

1. In order to verify attendance at a classroom based educational program, participants must complete an attendance form at the beginning and at the end of the educational program.

Attendance forms will include, at a minimum:

- Date and time of the educational program;
- Title of the educational program;
- Participant name, NJLMN user name (email), and signature (for classroom-based trainings); and
- Endorsement language as found on page 10 of this *Manual*.

*In order to verify successful completion of a distance-based educational program, participants must complete an evaluation or post test and/or submit a certification of completion to the Approved Provider.

2. The Approved Provider Organization shall assign public health CE credit(s) for educational programs offered under the Providership Program in accordance with the policy and procedures for awarding credit outlined in this *Manual* (see page 12).
3. The Approved Provider Organization shall inform participants prior to the start of the educational activities regarding the requirements for successful completion of the educational program.
4. The Approved Provider Organization shall maintain accurate and complete records of attendance, and shall update electronic registration and attendance records on the NJLMN within 10 calendar days of the educational program's completion date.
5. Participants who successfully complete an educational program shall have electronic verification of successful completion in their NJLMN transcript.
6. Participants shall be provided a written verification of attendance upon request.
7. Failure to comply with these requirements or to make reasonable effort to correct any inaccurate attendance records shall jeopardize an Approved Provider Organization's Providership Program approved status.

[§] "Successfully complete" means the learner has attended and participated in all the instructional elements of the educational program and, in the opinion of the course sponsor has had the opportunity to improve his or her competencies, skills and abilities as a member of the New Jersey public health workforce. In the case of in-person classes, the learner has both signed in and signed out with the course registrar. In the case of web-enabled or on-line courses, the learner will retain evidence of a course completion via an evaluation, post test and/or a certificate submitted to the course sponsor.

AWARDING CREDIT

Policy

Approved Provider Organizations are authorized by the NJDOH to assign CE credit(s) to educational programs with NJ Public Health Continuing Education Contact Hours (“CEs” or “contact hours”). One “contact hour” shall mean the one (1) 60 minute hour of organized learning experience with no less than 50 consecutive minutes of instructional content within the hour excluding coffee breaks, registration, meals (with or without speaker), or other social activities. Meetings, in which two or more people come together to discuss business, related activities, etc., do not constitute organized learning and are not eligible for CE credits.

Approved Provider Organizations shall accredit educational programs according to the following criteria:

- No credit shall be assigned to the welcome period, program introduction, participant evaluation or examination period, periods related to organizational business, or to periods for viewing exhibits and poster sessions.
- Full credit, to the nearest quarter hour, shall be assigned to instructional content, e.g., one 65-minute period may earn 1.0 CE.
- Half-credit shall be assigned to laboratory work, *i.e.*, hands on practice of didactic training in a laboratory setting that is designed to enhance skills, as well as field work, *i.e.*, learning that occurs in the field as opposed to the classroom, laboratory, *etc.* that allows the student to develop, coordinate, and integrate knowledge and skills taught in the academic setting. In the case of laboratory and fieldwork, one 60-minute period may earn 0.5 CEs.
- Credit for courses specifically required for either a refresher or a recertification course, e.g., pesticide control operator, lead inspector, swimming pool maintenance, *etc.* shall be calculated according to the above criteria. However, no more than three (3) CEs may be assigned to refresher or recertification courses. See *N.J.A.C. 8:7-1.16(d)3*.
- No credit shall be assigned for meetings, as noted above.
- NJ Public Health CEs for online courses not developed by the Approved Provider shall be awarded based on the contact hours assigned by the external accrediting organization.

Procedures

1. The Approved Provider Organization shall assign credit(s) to educational programs in accordance with the above policy.
2. All marketing materials for CE-accredited educational programs shall note the total number of contact hours awarded by including the following required statement:
 - **Participants who successfully complete[§] this educational program will be awarded [specify number] NJ Public Health Continuing Education Contact Hours (CEs).**
3. The Approved Provider Organization shall maintain records that justify the determination of contact hours for the educational program. This record shall include support documentation, such as a copy of the educational program's agenda with contact hours noted for each individual program component. If an Approved Provider Organization wishes to assign credit to individual program components they shall submit a separate application for each program component.

[§] "Successfully complete" means the learner has attended and participated in all the instructional elements of the educational program and, in the opinion of the course sponsor has had the opportunity to improve his or her competencies, skills and abilities as a member of the New Jersey public health workforce. In the case of in-person classes, the learner has both signed in and signed out with the course registrar. In the case of web-enabled or on-line courses, the learner will retain evidence of a course completion via an evaluation, post test and/or a certificate submitted to the course sponsor.

SPEAKER BIOGRAPHICAL DATA AND DISCLOSURE

Policy

All educational programs provided by the Approved Provider Organization shall be presented by speakers having relevant subject matter expertise.

All educational programs shall be free from bias. All presenters and subject matter experts shall formally disclose all real and potential conflicts of interest.

Procedures

1. All subject matter speakers for educational programs shall submit a Curriculum Vitae (CV) or resumé outlining relevant expertise pertaining to the educational objectives or complete and submit the Speaker Biographical Data form (see Appendix 2). A speaker's CV or resume must be retained by the Approved Provider in an electronic and/or hard copy format.
2. When a speaker or subject matter expert has a real or potential conflict of interest in an educational program, they must complete and sign a Speaker Disclosure Form (see Appendix 3). The speaker must provide information regarding the potential bias, which shall be communicated to participants prior to the beginning of the educational program. This information shall also be provided within the handouts or participant materials for the educational program.
3. When an educational program is supported by an unrestricted educational grant, information regarding this financial support shall be included in all marketing materials for the educational program, shall be communicated to participants prior to the beginning of the educational program, and shall be provided within the handouts or participant materials for the educational program.
4. When a speaker or subject matter expert discloses a real or potential conflict of interest in an educational program, the Approved Provider Organization shall ensure that the educational program is free from bias.

COMMERCIAL SUPPORT

Policy

Whenever an Approved Provider Organization receives any form of commercial support, *i.e.*, support or sponsorship provided by an entity for an event, activity, person, or organization either financially or through the provision or donation of products or in-kind services, for an educational program, the Approved Provider Organization shall maintain control of the educational content and shall inform participants of all financial relationships or lack thereof between the commercial supporter(s) and the Approved Provider Organization or presenters.

Procedures

1. When an Approved Provider Organization receives funds from a commercial source, these funds should be in the form of an unrestricted educational grant to the Approved Provider Organization, and the funding source shall be acknowledged in all marketing materials for the educational program.
2. Arrangements for commercial exhibits shall not influence the planning of or interfere with the presentation or content of the educational program.
3. Participants shall be informed of the nature of all commercial support for the educational program. Information regarding this financial support shall be communicated to participants prior to the beginning of the educational program and shall be provided within the handouts or participant materials for the educational program.
4. Educational activities shall be distinguished as separate from the endorsement of commercial products. When commercial products are displayed, participants shall be advised that the NJDOH-approved status of the Approved Provider Organization refers only to its continuing education activities and does include Approved Provider Organization endorsement of any commercial product.
5. If a presentation is about the off-label use of a product, *i.e.*, the practice of prescribing pharmaceuticals for an unapproved indication or in an unapproved age group, unapproved dose or unapproved form of administration, participants shall be informed of who is sponsoring the off-label use of the product.

CO-PROVIDERSHIP OF AN EDUCATIONAL PROGRAM

Policy

An Approved Provider Organization may partner with another organization or another Approved Provider Organization to deliver an educational program. When two or more organizations collaborate on a CE-accredited educational program, the organizations may use the Co-Providership Agreement (see *Appendix 1*) and may work together on the planning, development, implementation, and evaluation of the educational program.

When an Approved Provider Organization collaborates on an educational program with an organization that is not an Approved Provider Organization, the Approved Provider Organization shall be fully responsible and fully liable for the educational program in case of NJDOH audit.

Procedures

Whenever two or more Approved Provider Organizations collaborate on an educational program, only one of the Approved Provider Organizations shall:

1. Post the educational program on the NJLMN Catalog and assigns CE credit through that Approved Provider Organization's Approved Provider Office and Course Sponsor tool;
2. Be fully responsible for ensuring compliance with the policies, procedures, and requirements of the Providership Program; and
3. Be fully responsible and fully liable for the educational program in the event of a NJDOH audit.

RECORD KEEPING

Policy

Each Approved Provider Organization's designated Approved Provider Primary Administrator is responsible for ensuring accurate and complete record keeping for all the Organization's CE-accredited educational programs.

Records for educational programs must be maintained electronically or in hard-copy by the Approved Provider Organization for a minimum of three (3) years. Hard-copy records relating to the Providership Program must be filed separately from other files kept by the Approved Provider Organization. Records shall be processed and stored in a manner that ensures participant confidentiality. Since the Provider's records will contain private and confidential information about learners, records containing personal identifiers must be handled securely and destroyed in a manner which renders the records unidentifiable.

All educational program records are subject to review, evaluation, and audit by the NJDOH (see page 19).

For educational programs offered jointly by Approved Provider Organizations under a Co-Providership Agreement, the Organization that posted the education program to the NJLMN Catalog through its Approved Provider Office is fully responsible for maintaining complete records for the educational program.

Procedures

1. The Approved Provider Organization shall maintain files for all educational programs being planned, developed and/or reviewed.
2. The Approved Provider Organization shall maintain separate files containing the complete record for each educational program the Organization has offered. Records for educational programs shall be maintained for a minimum of three (3) years after the completion of that educational program.
3. For each educational program, records shall include the following information (see page 18):

NEW JERSEY PUBLIC HEALTH CONTINUING EDUCATION PROVIDERSHIP PROGRAM

Stored on the NJLMN in the Course Application Form	Stored by the Approved Provider Organization electronically or in hard-copy
Title of the educational program	Description of the need for / purpose of the course (participant learning objectives and goals)
Course agenda which justifies the number of CEs assigned to the educational program	CV, resume, or Speaker Biographical Data Form (see Appendix 2) for any persons involved in planning and/or presenting the educational program [if using Speaker Biographical Data form, the Approved Provider Organization is responsible for storing these records]
Description of the course to be posted on the NJLMN Catalog	Marketing materials (if applicable)
	Copies of any course materials distributed to participants
Course Contact information and Names of individuals presenting the educational program	If the educational program received commercial support, documentation detailing how program integrity was maintained
Number of CEs assigned to the educational program	Process to verify participant completion of the educational program and how participants were informed of these requirements, including participant attendance form(s)
Target audience	Written or electronic verification of attendance
Date(s) /Time / Location(s) of the educational program	Co-Providership Agreement (if applicable) (see Appendix 1)
Participant name / NJLMN user name (email) / number of contact hours awarded	Copy of the evaluation tool(s), completed evaluations, and a summative evaluation report
Online Courses Only – Course Expiration Date (not greater than 3 years from application date)	

REQUIRED COMMUNICATION WITH THE NJDOH

Policy

Approved Provider Organizations are required to communicate information about the following to the NJDOH within 30 calendar days:

1. A change in name, ownership, or structure of the Approved Provider Organization;
2. A change in the name or contact information of Approved Provider Primary Administrator.
3. The termination of the Approved Provider Organization and its Providership Program activities; and
4. Anything related to the Providership Program as requested by the NJDOH.

Procedure

Approved Provider Organization shall submit written communications via United States mail to the address listed below.

New Jersey Department of Health
Office of Local Public Health
NJ Public Health Continuing Education Providership Program
Attention: Angela Derry-McKithen
PO Box 360
Trenton, NJ 08625-0360
Telephone: (609) 292-4993
Fax: (609) 292-4997

MONITORING AND EVALUATION OF APPROVED PROVIDER ORGANIZATIONS

Policy

To ensure that Approved Provider Organizations comply with the policies and procedures of the Providership Program, the NJDOH reserves the right to monitor, evaluate, and periodically audit Approved Provider Organizations' educational programs and related records.

1. NJDOH monitoring and evaluation of Approved Provider Organizations shall be ongoing and consistent with the procedures outlined below.
2. NJDOH may conduct periodic or random audits of Approved Provider Organizations' entire Providership Program educational program development process, implemented educational programs, and all related records.
3. Failure to comply with the Providership Program's policies and procedures for maintaining accurate and complete records of CE-accredited educational programs may jeopardize the approved status of the Approved Provider Organization.

Procedures

The NJDOH may monitor, evaluate, and audit Approved Provider Organizations according to the following procedures:

1. The NJDOH may, at any time, review all Providership Program records and documents that are electronically stored on the NJLMN. If a discrepancy is noted in the Approved Provider Organization's use of the NJLMN or within its records or documents, the NJDOH will provide the Approved Provider Primary Administrator with a written summary of the findings within 30 calendar days of the review. The Approved Provider Organization must take corrective action within the time period prescribed by the NJDOH.
2. The NJDOH may conduct on-site reviews of Approved Provider Organizations' Providership Program records. The NJDOH will provide two weeks advance written notice to the Approved Provider Organization's Approved Provider Primary Administrator of its intent to conduct an on-site review of the Organization's Providership Program records. Within 30 calendar days of the audit, the NJDOH will provide the Approved Provider Primary Administrator with a written summary of the NJDOH's findings. The Approved Provider Organization must take any required corrective action within the time period prescribed by the NJDOH.
3. The NJDOH may at any time, with or without advance notice, conduct an on-site review of an educational program on the day(s) that the educational program is conducted. The on-site Approved Provider Organization representative will be notified upon arrival of the NJDOH, and will provide the NJDOH with access to the educational program for the purpose of reviewing on-site procedures, records, and the educational program as conducted. Within 30 calendar days of the audit, the NJDOH will provide the Approved Provider Primary Administrator with a written summary of the NJDOH's findings. The Approved Provider Organization must take any required corrective action within the time period prescribed by the NJDOH.

APPENDIX 1 - CO-PROVIDER AGREEMENT

(For use when two or more organizations choose to jointly offer an educational program)

Date: _____

Primary Approved Provider Organization: _____

Partnering Organization: _____

Additional Partnering Organizations, if applicable: _____

Educational Program Title: _____

The Organizations named on this agreement agree to jointly comply with the NJ Public Health Continuing Education Providership Program. The Primary Approved Provider Organization is fully responsible for complying with policies and procedures as prescribed in this *Manual*.

For the Primary Approved Provider Organization:

Organization:

Name:

Title:

Signature:

Date:

For Partnering Organization:

Organization:

Name:

Title:

Signature:

Date:

A copy of this Agreement will be maintained on file by each Organization.

APPENDIX 2 - SPEAKER BIOGRAPHICAL DATA

Speaker's Name: _____

Preferred Address: _____
(Number and Street)

(City, State, Zip Code)

Preferred telephone: _____

Preferred email: _____

Present Position:

A. Title: _____

B. Employer: _____

C. Highest Degree and Specialty: _____

Relevant Expertise:

APPENDIX 3 - SPEAKER DISCLOSURE FORM

1. Name of Speaker _____

2. Program Date _____

3. Program Title _____

4. Describe any financial interest(s) with the commercial supporter of this educational program and any product or device related to your presentation.

___ Research _____

___ Consultant _____

___ Shareholder _____

___ Speaker / Speaker Bureau _____

___ Other Financial Support _____

___ I have nothing to disclose.

5. Unlabeled and Unapproved Uses of Products:

___ Not Applicable

___ I intend to discuss either non-FDA approved or investigational use of the following products or devices _____

Speaker's Signature

Date

GLOSSARY AND DEFINITIONS

- The **New Jersey Public Health Continuing Education Providership Program** is a sponsor-based program that provides recognized New Jersey Public Health Education contact hours and promotes the professional development of Health Officers, Registered Environmental Health Specialists, Public Health Nurses, and other public health staff by ensuring access to quality educational programs addressing the needs of the public health workforce.
- A **Public Health Continuing Education (PHCE) Credit/Contact Hour** is shall mean the one (1) 60 minute hour of organized learning experience with no less than 50 consecutive minutes of instructional content within the hour excluding coffee breaks, registration, meals (with or without speaker), or other social activities. Public Health Continuing Education Credits are also referred to as CEs, CE credits, Contact Hours, and PHCE.
- The **New Jersey Learning Management Network** or **NJLMN** means New Jersey's principal online resources for public health workforce development, training, licensing, and certification. The NJLMN is a group of Course Provider Communities and a web-based resource for national, state and local agencies to distribute, manage and track training and education information among those involved with New Jersey's Public Health, Safety and Emergency Preparedness.
- An **Approved Provider Organization** is an NJLMN Course Sponsor Organization that has been authorized by the NJDOH to assign New Jersey Public Health Continuing Education contact hours to educational programs offered under the New Jersey Public Health Continuing Education Providership Program.
- ~~An **Approved Provider Virtual Office** is a modified version of the NJLMN Course Sponsor tool within NJLMN that allows an Approved Provider Organization to create and/or review educational programs,~~
- ~~The **Course Sponsor Tool** is an administrative system within NJLMN that allows Administrators to electronically submit educational programs, track registration, maintain information required by the Providership Program, review course registration and attendance records, and conduct other NJLMN administrative tasks.~~
- An **Approved Provider Primary Administrator** (Primary Administrator) is the primary point of contact and responsible party for the Approved Provider Organization. The Approved Provider Primary Administrator is responsible for ensuring the Approved Provider Organization's compliance with all policies and procedures described in the New Jersey Public Health Continuing Education Providership Program Policy and Procedures Manual.

NEW JERSEY PUBLIC HEALTH CONTINUING EDUCATION PROVIDERSHIP PROGRAM

- **Planning and Education Coordinators** are members of an Approved Provider Organization responsible for developing and/or reviewing CE-accredited educational programs, posting these programs, keeping records based on policy and procedures detailed in the New Jersey Public Health Continuing Education Providership Program Policy and Procedures Manual, managing course registration, keeping attendance records, and conducting other appropriate NJLMN administrative tasks.
- **Successfully complete** means the learner has attended and participated in all the instructional elements of the educational program and, in the opinion of the course sponsor has had the opportunity to improve his or her competencies, skills and abilities as a member of the New Jersey public health workforce. In the case of in-person classes **exceeding 2 hours**, the learner has both signed in and signed out with the course registrar. In the case of web-enabled or on-line courses, the learner will submit evidence of course completion via an evaluation, post test or course certificate to the course sponsor.

Amendment A: Course Cloning

The *Clone My Course* feature enables course sponsors to “clone” and share course content among other course sponsors.

Distance-learning courses distributed by the Public Health Training Network and other national producers, including schools of public health and public health preparedness centers, are routinely available to NJLMN Approved Provider/Course Sponsors. When one of these courses are approved for NJ public health CEs by an NJLMN course sponsor, that course may be offered by other NJLMN course sponsors providing that each course sponsor cloning the course follows the guidelines of the NJDOH Approved Provider Guidance (updated March 2013).

- **Course sponsors cloning an approved course may not change content from the originally approved course and must be responsible for registration, attendance and all related documentation.**

Amendment B: Online Course Expiration Date

An expiration date feature is now required for all online course applications. This new feature allows course sponsors to post/ extend their course offerings for up to 3 years.

- **Course sponsors must be aware of and adhere to external hosting sites expiration date.**
- **Attendees will only be permitted to register for the course once for the duration that the course is posted.**
- **Course sponsors must ensure that the course content is relevant for the period it has been posted.**
- **Courses will be systematically archived after the expiration date.**