

**Iowa Board of Nursing**  
RiverPoint Business Park  
400 SW 8<sup>TH</sup> Street, Suite B  
Des Moines, IA 50309-4685

## **SPECIAL APPROVAL INFORMATION**

Continuing Education programs attended in or outside of Iowa by a non-approved provider, an organization not specified below or a continuing medical education offering may qualify for special approval by the board for an individual licensee. However, content must also meet the qualifications of appropriate subject matter as specified in 655 Iowa Administrative Code, Chapter 5, subrule 5.2(4), paragraph "a."

**Special approval must be completed prior to license renewal.** To request special approval submit a completed application with a copy of the brochure, advertisement, or program description. Include the following information:

- Documentation of the date, time, location, and program title.
- Purpose and objectives.
- Intended audience.
- Credentials of instructors.
- Evidence that contact hours, CEUs or CME credit will be or were awarded.

If the offering is approved, an approval letter will be sent from the board office. Both the approval letter and the certificate of attendance with the amount of credit awarded from the provider must be retained for a minimum of four years. A denial of approval may be appealed to the board within one month of the denial.

Live programs attended within Iowa that are sponsored by an Iowa Board of Nursing approved provider, another board of nursing in a mandatory continuing education state, or the American Nurses Credentialing Center do not need special approval.

## **OFFERINGS NOT REQUIRING SPECIAL APPROVAL**

Offerings attended outside of Iowa or offered as self-study shall be accepted when approved by other state boards of nursing with mandatory continuing education requirements or offered by the:

- American Nurses' Credentialing Center (ANCC)
- National League for Nursing
- National Federation of Licensed Practical Nurses
- National Association for Practical Nurse Education and Service, Inc.

In addition, in order to qualify for continuing education credit, continuing education programs must meet the qualifications of appropriate subject matter as specified in Chapter 5, subrule 5.2(4), paragraph "a." The licensee shall retain a certificate to verify completion of each informal offering for a minimum of four years.

