Continuing Education Information

HOW TO GET REIMBURSED FOR A CE CLASS FEE

- Review MCN policy – Continuing Education Expense Reimbursement
- Eligible employees may receive reimbursement up to $250 per calendar year for registration and course material directly related to obtaining CE credits.
  - Employee will provide the CE completion certificate and expense receipt to his/her manager for approval within 30 days of attending the class and this will be forwarded to payroll for processing.

HOW TO UTILIZE CE TIME FOR CLASS ATTENDANCE

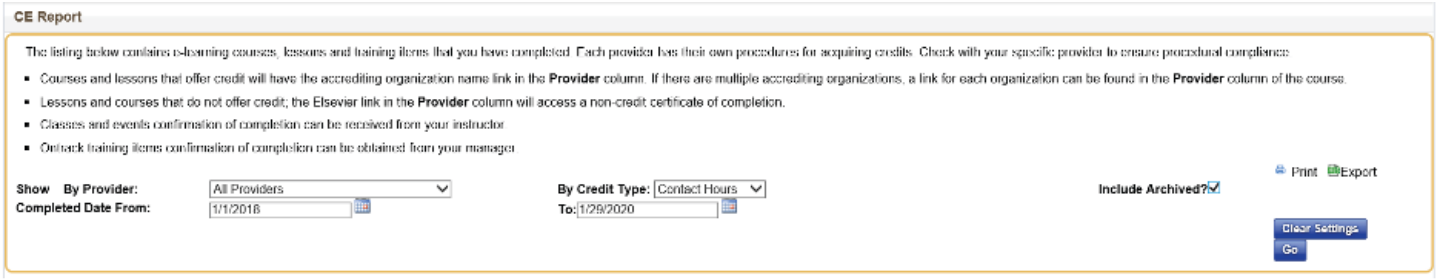
- Review MCN policy – Continuing Education Time for Positions Requiring a License or Certification
  - The eligible employee will:
    - Request and get approval from the manager for time off to attend the class. Approval to attend a class is not required if the class is on the employee's regular day off.
    - Do NOT clock in/out. Instead, use "Add Calendar" for the time the class started, with special code "Cont Ed" and number of CE hours. Refer to policy for exceptions regarding hours.
  - Classes that fall into this category:
    - Classes to enhance your knowledge and professional growth and approved for CE. This may include Symposia, Review Courses or PALS/ACLS if not required for job.
- If the class you're attending is required for your job/department, clock in/out at the badge reader and be paid for actual time worked. All mandatory education will be paid at a minimum of 2 hours.
  - Examples of classes that fall into this category:
    - BLS, ACLS/PALS (per department policy), Skills Fair or ECCO.

HOW TO ATTEND A CE CLASS WHILE ON A LEAVE OF ABSENCE

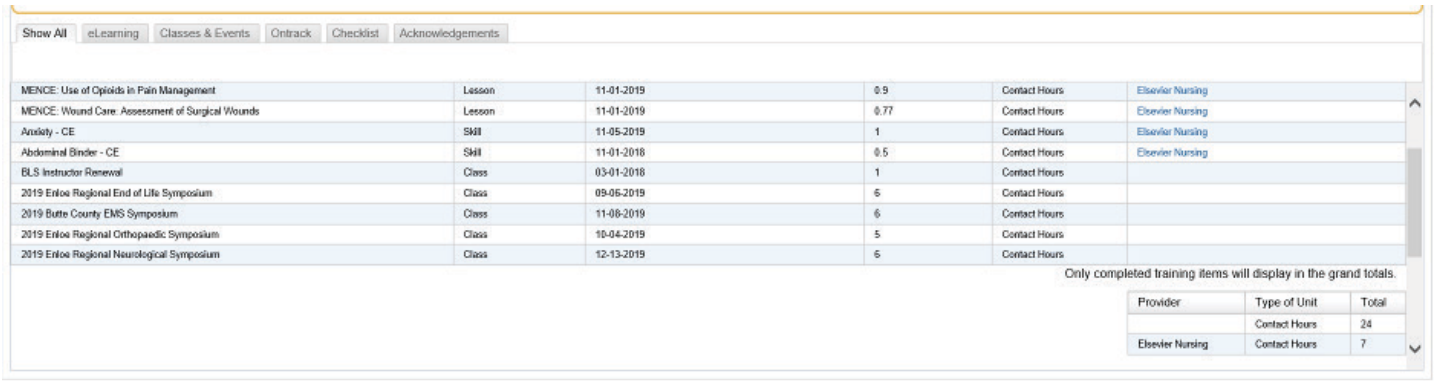
- Contact your HR specialist with whom you met for your leave
- If an exception is approved, you'll need to get a note from your provider allowing you to attend the class requested. This information will be sent to your manager as well as the education department.
- Speak with your HR specialist about getting paid for your CE time for class attendance.

HOW TO OBTAIN CE TRANSCRIPT IN OAK

- Log in to your eLearning Oak account
- Click on “Credits Earned” in left column
- Complete data fields: Select “All Providers,” Credit Type “Contact Hours,” complete date range, check the “Include Archived” box, click “Go”



- This will list classes, lessons and any skills that have contact hours offered.
  - If provided by Elsevier, your certificate may be printed in OAK.



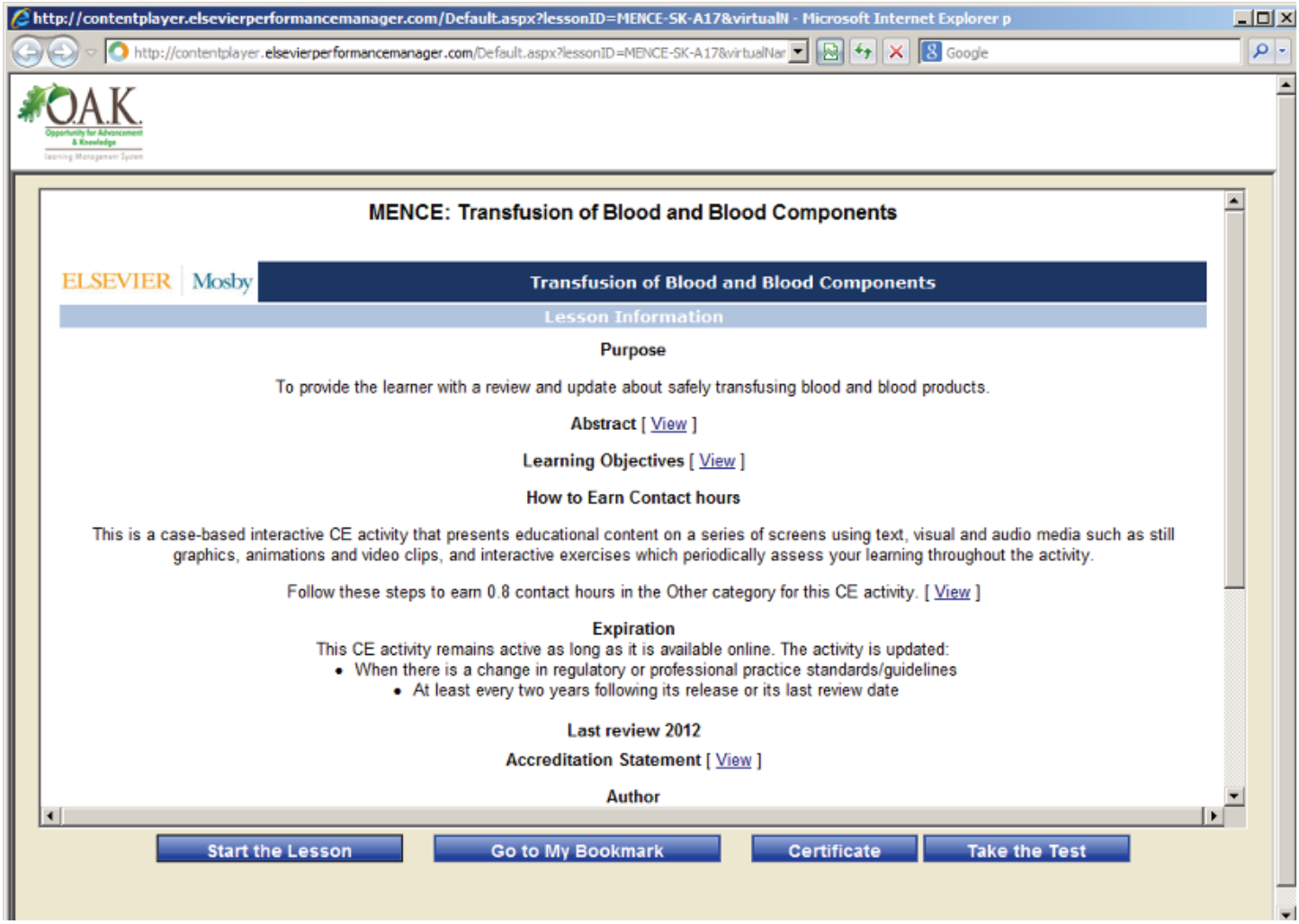
HOW TO SELF-ENROLL FOR BRN CE LESSON IN OAK

Once logged in to OAK go to

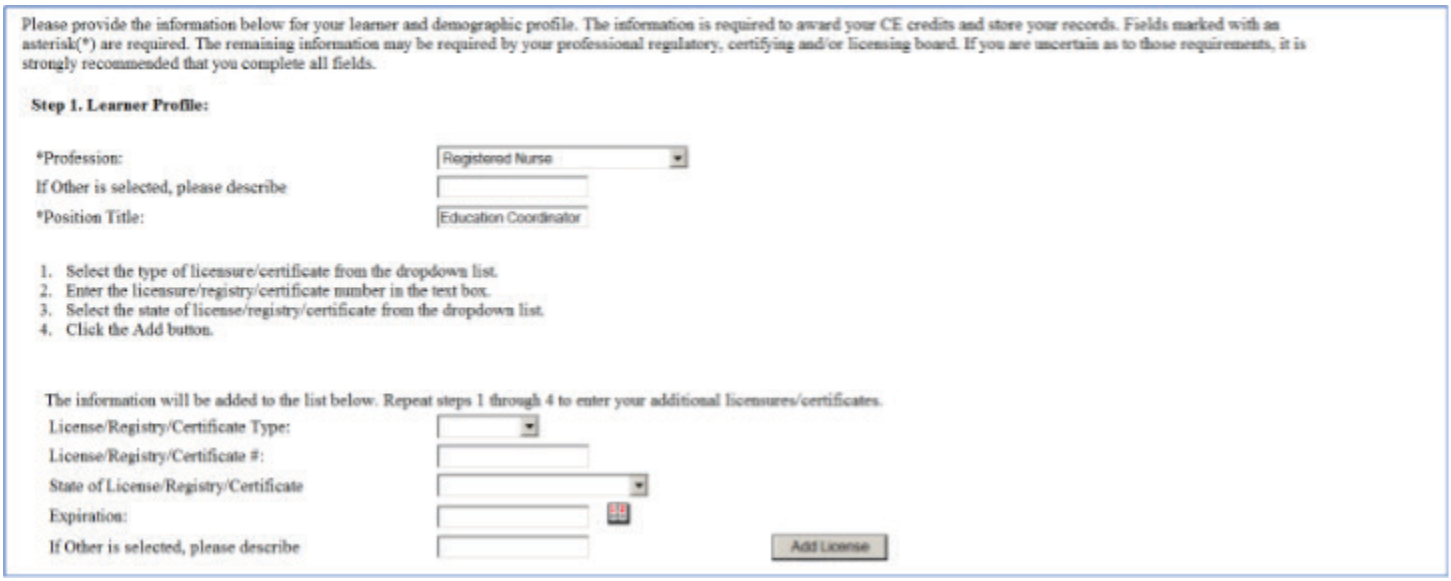
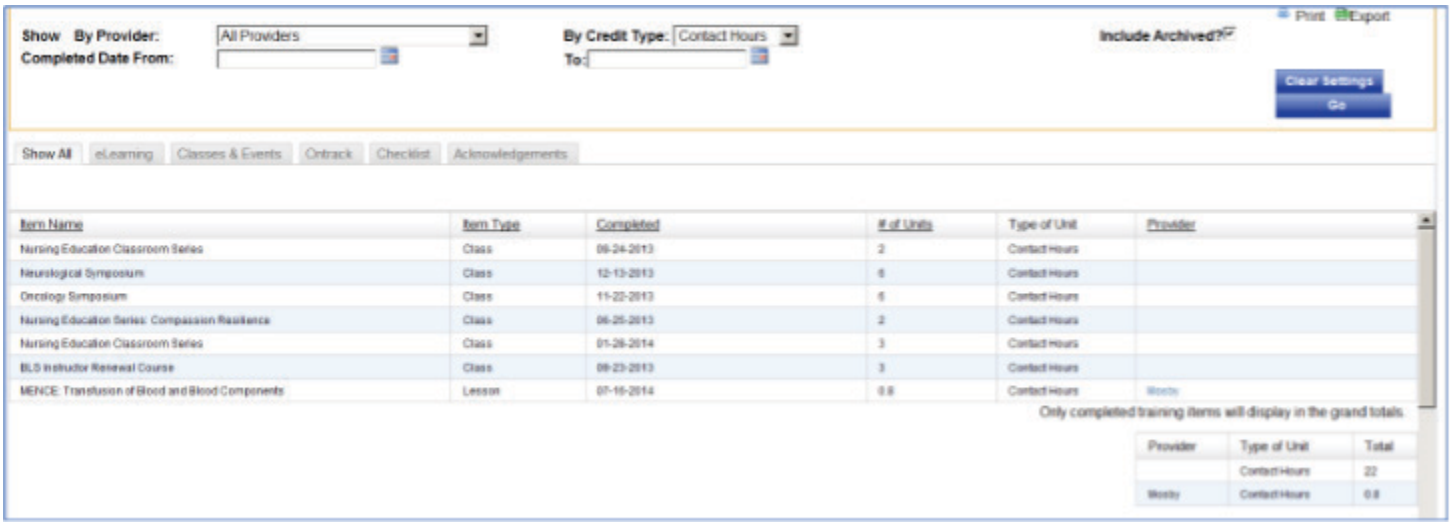
1. eLearning – Self Enroll – eLearning. Lessons are categorized by specialty.

2. Click on the enroll button to the right.
3. Select/check the lessons you want to complete and click “add lessons.”
4. They will be added to your eLearning lessons and can be completed there.
5. Once you have viewed the lesson and taken the test, and passed, you will need to print your CE certificate from OAK. Enloe does not provide CE; OAK (Elsevier) provides the CE.

6. To do this, go to eLearning > My eLearning Lessons
7. Click on the available filters and change to “All Assignments”
8. Then search for the MENCE or Mosby lesson you completed and click on the title again. Once here you will see a “Certificate” or “Access Certificate” button.



9. Once you click on the “Certificate” button, you will get this screen. Click on the “Mosby” link and complete the required fields. Once completed, you’ll take an evaluation and then your certificate will be generated to print and keep in your records.



10. You should only have to enter this information one time and it will be saved for future MENCE/ Mosby lessons you complete.
11. This will then show up in the “Credit Earned” section of your personal page/transcript. You can click on the blue “Mosby/Elsevier” button to print the certificate again.