



Georgia Board of Examiners of Licensed Practical Nurses
 237 Coliseum Drive
 Macon, Georgia 31217-3858
 (478) 207-1620
 (478) 207-1633 (fax)
 www.sos.state.ga.us/plb/lpn

GUIDELINES FOR THE REFRESHER PROGRAM

A refresher program maybe an individualized combination of study and supervised practice relevant to nursing or an approved program at a school. All programs consist of 160 hours of training.

A temporary refresher program pocket card must be issued prior to beginning the theory study or supervised clinical training.

A minimum of 80 hours will be in classroom type instruction that will include: Nursing Process, Structured Medication Administration; Cardiopulmonary Resuscitation; Universal precaution; Legal/ethical aspects of nursing and health care; and Practice skills specific to the agency or areas of practice. A minimum of 80 hours of supervised clinical nursing practice must be completed.

The **Licensed Practical Nurse Applicant** must complete the following steps:

	Submit a completed application for licensure.
	Determine where you will obtain your further training. You may either enroll in an approved program at a nursing school or negotiate with a hospital, nursing home, clinic, or home health agency to sponsor your training.
	If you decide to enroll into a nursing school refresher program, contact the program directly for appropriate documentation
	If you decide to negotiate with a health care facility, contact the appropriate facility to develop a training program. Submit the Refresher Program Application and Clinical Schedule to the board. If approved, a temporary refresher program pocket card will be issued. The applicant must present the temporary refresher program pocket card to the designated agency refresher program coordinator for inspection prior to beginning the 80 hours of theory study and 80 hours of supervised clinical nursing practice. If the refresher program is not begun or completed, <u>the temporary refresher program pocket card must be returned to the Board office immediately</u> with a letter of explanation.
	Submit proof of satisfactory completion of the refresher program prior to expiration of the temporary refresher program pocket card.

The **Facility Coordinator** agreeing to provide a refresher program for one or more licensed practical nurses applicants must complete the following steps:

	Meet with the applicant(s) and agree to sponsor a refresher program.
	Select/appoint a registered nurse, physician, dentist or podiatrist who will plan, coordinate, monitor and evaluate the refresher program (theory study and supervised clinical practice). The program coordinator may conduct the entire program or serve as the organizer over the theory instruction and the clinical practice supervisor or preceptor.
	Submit the completed Refresher Program Application (Form A).
	Submit a letter to the Board, on agency stationery, stating that you are currently licensed as a RN, physician, dentist or podiatrist; willing to participate in the refresher program by providing nursing supervision/instruction; and provide direct supervision for the licensed practical nurse. Include in the letter the names and license numbers of all supervising refresher program instructors or coordinators.
	Submit a schedule of the 80 hours of supervised nursing practice and 80 hours of theory.
	Inspect the pocket card prior to beginning the theory study and supervised clinical nursing practice hours.
	Notify the board in writing of any situation that prevents the completion of the refresher program within the required six (6) months or if the program is not begun or stops. The applicant must return the temporary refresher program pocket card immediately to the Board office.
	After completion of the refresher program, submit to the Board Certification of Completion of Refresher Program (Form B) and Preceptor Certification for Refresher Program (Form C) rating the clinical practice skills of the applicant.
	Maintain documentation of compliance with the refresher program according to specific agency policy.

The **Georgia Board of Examiners of Licensed Practical Nurses** will complete the following steps:

	Review the application for the refresher program (Form A) and approve or recommend modification for resubmission.
	Notify the Refresher Program Coordinator in writing when the refresher program application (Form A and Supervised Clinical Practice Schedule) is approved.
	Issue a six (6) months temporary refresher program pocket card to the licensed practical nurse applicant (send a copy to the Refresher Program Coordinator) within <u>15-20 working</u> days of receipt and approval of the licensure application and refresher program.
	Require the Licensed Practical Nurse applicant to take the licensure examination in use at the time of application, (as appropriate). Applicants who are unable to provide proof of 500 hours of licensed practical nurse practice within the last ten (10) years from the date of the application must return to practical nursing school for full training followed by successfully passing the NCLEX-PN examination.
	Issue a license to the licensed practical nurse applicant when all requirements are met, (as appropriate).



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REFRESHER PROGRAM APPLICATION (FORM A)

Instructions:

1. Please read the rules and guidelines thoroughly before completing this application.
2. You must have a current application for licensure on file with the board prior to submitting the refresher program application.
3. Enclose a letter on agency letterhead verifying the names and license numbers of all supervising refresher program instructors or coordinators. Instructors/coordinators must be currently licensed as RN, Physician, Dentist or podiatrist.
4. Attach a specific schedule of the 80 hours of supervised nursing practice and 80 hours theory in the required content.
5. You may not begin any part of the refresher program until the board issues you a temporary refresher program pocket card. Clinical training/practice or theory study without a temporary pocket card issued by the board is a felony and may subject the applicant to disciplinary action.

1. Applicant Name: _____
2. Agency Name: _____ Telephone No. (____) _____
3. Agency Address: _____
street address
- _____ city _____ state _____ zip
4. Program Coordinator: _____ License No: _____

Theory Study (minimum of 80 hours) – Classroom type instruction must be designed to provide instruction in the nursing process, structured medication administration; cardiopulmonary resuscitation; universal precautions; legal/ethical aspects of nursing and health care, and practice skills specific to the agency or areas of practice.

Clinical Practice (minimum of 80 hours) – Under Direct Supervision - Supervised Clinical Practice must be prior approved by the Board and provide eighty (80) hours in selected techniques specific to the agency or area of practice. The applicant must submit to the board for approval each of the following:

1. A copy of the current valid license card of the licensed registered nurse, doctor, dentist or podiatrist who will supervise the clinical practice as a preceptor. The licensed supervisor must have been licensed for at least three (3) years.
2. A calendar or outline of the supervised clinical practice and practice areas, including orientation, if applicable.

As Refresher Program Coordinator, I agree that _____ (name of applicant) will complete a minimum of 80 hours of theory study and a minimum of 80 hours of clinical practice relevant to nursing under direct supervision. I agree that the theory study and clinical practice hours will begin upon issuance of the temporary refresher program pocket card by the board. I agree that a currently licensed RN, physician, dentist or podiatrist will conduct all training.

Date

Signature of Coordinator

Telephone Number

Printed Name

Email address

Mailing Address

City State Zip