



**LPN Refresher Course Timeline  
Phase I & II (Online Course & Clinicals)**

✓	Steps	Timeline	Comments
	Complete Registration Form at: <a href="https://ccahec.org/programs/professional-programs/lpnlvn-refresher/">https://ccahec.org/programs/professional-programs/lpnlvn-refresher/</a>	1-3 Days	Rolling registration and enrollment; the course has no start/end dates.
	Review course requirements before completing payment on the <a href="https://ccahec.org">CCAHEC</a> website.  ***If you currently hold an <b>encumbered</b> license, you need to contact the State Board of Nursing as soon as possible for their review and notify the Professional Education Team.	Varies depending on student	Be sure you can meet the requirements before making payment arrangements.
	Establish payment plan with CCAHEC- contact The Professional Education Team at <a href="mailto:training@centralcoahec.org">training@centralcoahec.org</a> or (720) 535-1684 or any questions	As needed	CCAHEC does not have the ability to offer scholarships or financial aid, however, you may set up a payment plan through our office; additionally, you may qualify for assistance from your local Workforce Center.
	You will receive an email from the Professional Education Coordinator with course log in information. This course utilizes two learning management platforms: <ul style="list-style-type: none"> <li>a. Moodle- contains course modules; announcements; additional resources;</li> <li>b. Evolve- you will access the HESI LPN Case Studies (required) and textbook student resources on this site.</li> </ul>	2-5 days	Email <a href="mailto:training@centralcoahec.org">training@centralcoahec.org</a> if you have difficulties logging in to the platforms.

	<p>You are ready to begin <b>Phase I</b>. Review the course syllabus (accessed through the Moodle Learning Management System or the welcome email); familiarize yourself with the learning management systems; test your internet connection; begin by reading the Introduction.</p>	1-5 hours	
	<p>Begin with Module 1 and work your way through each Module, 1-5.</p> <ol style="list-style-type: none"> <li>a. Read the assigned chapters and review additional resources, videos and case studies. Take notes as you go and tab your book for specific sections.</li> <li>b. Work through the corresponding EVOLVE HESI LPN Case Studies; pass each case scenario with 80% or better (you may retake the Case Studies in order to receive a passing score).</li> <li>c. Utilize the Discussion Board to connect with other students and the Professional Education Team.</li> <li>d. Review the training modules and take the required quizzes for HIPAA/Blood Born Pathogens/OSHA and the Drug Calculations; you must pass both quizzes with 80% or better.</li> </ol>	120 hours (generally takes 3-6 months to complete all 5 modules), depending how much time you have to devote to the course.	Final exam test questions will be similar to those in the end of chapter reviews. Take notes as you go and tab important pages in preparation for the open book final exam.
	<p>When you are ready to take the final exam, contact the Professional Education Coordinator to schedule a time to take the exam. You now have the option to take either a paper exam or the online version. The online version must be taken during business hours, in case of need for IT support.</p>	1-2 weeks	The paper exam must be proctored; you may schedule a time to take the test at the Central Colorado AHEC Office, or if more convenient, work with the CCAHEC staff to coordinate with another AHEC site in Colorado; or students may find a local library or college campus willing to proctor the exam.
	<p>Take the open book <b>Final Exam</b>.</p>	3 hours	<ul style="list-style-type: none"> <li>• CCAHEC will notify the State Board of Nursing of each student's successful completion of the course and notification of passing the exam.</li> <li>• Students will receive a Certificate of Completion, a</li> </ul>

			<p>copy of which will be sent to the SBON.</p> <ul style="list-style-type: none"> <li>• *The open book final exam may only be taken <b>one time</b>. Should the student fail, the option is to retake the course, paying ½ the tuition.</li> </ul>
	<p>Once you schedule the exam, begin seeking a clinical site for Phase II of the course. You may contact the Professional Education Team for ideas if needed.</p> <p>*If CCAHEC does not already have a <i>Clinical Site Agreement</i> with the selected clinical site, one can be completed. Contact the Professional Education Coordinator at <a href="mailto:training@centralcoahec.org">training@centralcoahec.org</a> for more information.</p>	6-8 weeks	<ul style="list-style-type: none"> <li>• <b>Students are responsible for finding their clinical placement</b> and getting the <i>Preceptor Agreement</i> form signed. Contact the Professional Education Team for ideas if needed.</li> </ul>
	<p>Begin reviewing documents in Module 6 (<b>Phase II</b> of the course); complete the required documents and submit to CCAHEC.</p> <p>Required Documents:</p> <ul style="list-style-type: none"> <li>▪ Reinstatement application <b>**this document should be submitted directly to the SBON</b></li> <li>▪ Non-traditional Program or Refresher Program Instructor/<b>Preceptor Agreement</b></li> </ul>	1-3 weeks	<ul style="list-style-type: none"> <li>• Once the SBON receives all required documents and CCAHEC attestations, they will issue a <b>temporary license</b> good only at the facility at which clinicals will be completed (this process can take up to 2 weeks). <b>The temporary license will expire 12 months from date of issue.</b></li> </ul>
	<p>Gather all required documents prior to starting Phase II; work with the professional education coordinator to submit the documents in a secure and safe manner:</p> <ul style="list-style-type: none"> <li>• Copy of previous LPN License</li> <li>• Current BLS Certificate</li> <li>• Background Check/fingerprinting from American Databank</li> <li>• Current Drug Screen (see <a href="#">CCAHEC site</a> for list of required drug tests)</li> </ul>	1-2 weeks	<p><b>Do NOT email</b> the documents via regular email! Contact <a href="mailto:training@centralcoahec.org">training@centralcoahec.org</a> for more information.</p>

	<ul style="list-style-type: none"> <li>• Documentation of current professional liability insurance</li> <li>• Current immunization record or titers for: <ul style="list-style-type: none"> <li>• Hepatitis B x 3</li> <li>• Varicella</li> <li>• MMR</li> <li>• Tdap within past 10 years</li> <li>• Current Influenza</li> <li>• Polio (if required by clinical site)</li> <li>• TB (PPD) or Chest X-ray</li> </ul> </li> </ul>		
	Submit required documents and request attestation by the Professional Education Manager	7-10 business days	Preceptor and Site Agreements must be signed by the preceptor, the director of nursing or site education manager, and the CCAHEC professional education manager
	Complete Phase II (clinical)	80-120 Hours	Complete clinicals at approved site and with approved preceptor. <b>*Submit completed Skills Checklist to the Professional Education Coordinator at CCAHEC at <a href="mailto:training@centralcoahec.org">training@centralcoahec.org</a></b> <b>***You must begin Phase II (clinical) within 6 months from the time you receive your Phase I certificate.</b>
	Congratulations on re-entering the nursing profession!	1-2 weeks	You will receive your re-instated licensed practical nursing license from the Colorado State Board of Nursing.