

Electrologists and Body Art Practitioners Continuing Education

April 28, 2014

Question 1 – Am I required to complete continuing education (CE) hours prior to renewing my license?

Answer 1 – Yes. After receipt of an initial license, a license holder is required to participate in and complete the minimum number of continuing education hours outlined in Oregon Administrative Rule (OAR), for the profession in which the license is held (**Electrology 8hrs, Tattooing 10hrs, Body Piercing 10hrs**).

Question 2 – When it is time to renew, how do I report the completion of my continuing education?

Answer 2 – Continuing education must be reported at the time of renewal by signature on the renewal notice, or by acknowledgement for online renewals, attesting to the satisfactory completion of the minimum hours required.

Question 3 – Am I required to obtain CE hours even if I haven't been practicing and my license has become inactive?

Answer 3 – Yes, if you plan on renewing the license. A license may be inactive for a period of up to three years before the license becomes expired and is no longer renewable. If a licensee wishes to renew the license at any time within that three-year period, the licensee must have met the CE requirements for every year that the license was in inactive status. This applies even if the license was suspended.

Question 4 – Do I need to obtain all of my required CE credits (Electrology 8hrs, Tattoo 10hrs, Body Piercing 10hrs) by attending classes in person, or are online courses acceptable?

Answer 4 – A least half of the required hours (Electrology 4hrs, Tattoo 5hrs, Body Piercing 5hrs) must be obtained through courses attended in person. An interactive webinar course that provides a certificate of completion and is participated in through live broadcast with connection to a live instructor through real-time satisfies the requirement for attendance in person.

The other half of the required hours may be obtained through self-study, which may include online correspondence courses or review of publications, printed material, films, videos or slides online.

Question 5 – What types of courses qualify for CE credit?

Answer 5 – Oregon Administrative rules require that a course provides training in subject matter outlined in the course of study for the profession in which the license holder practices.

Question 6 – How do I determine whether a course provides training that is specific to the course of study for my profession and is eligible for CE credit?

Answer 6 – Some course content is more evident to the course of study for a particular profession. For example, OAR provides practice specific courses within a course of study that are obvious in their practical application to a licensee's profession, such as: combinations of electrolysis and thermolysis for electrologists, tattoo machines and equivalent equipment for tattooists, and jewelry or equipment for Body Piercing. These types of courses are practice-specific and are eligible for CE credit when the training directly relates to the practice.

Other courses are more universal in nature, but may be presented for a specific profession or industry standard within a particular EBAP profession. For example, anatomy/physiology, infection control/safety/sterilization, or skin conditions and diseases. These types of courses, whether or not they are provided in a specific format for a particular EBAP profession, are included in each of the EBAP professions course of study and provide universal information that directly relates to all EBAP licensing, and are eligible for CE credit.

All EBAP courses of study include client consultation or client services, business practices or operations, business legalities or ethics. This type of training is general in nature and can include a wide variety of business courses or classes that are eligible for CE credit.

- For example, courses that deal with client services could include courses to develop better licensee/client relations such as: Strengthening Your People Skills in the Workplace, How to Be an Outstanding Communicator, How to Handle Conflict and Confrontation, How to Handle Personality Clashes in the Workplace; Developing Your Emotional Intelligence to Deal Effectively with Clients, Ethical Conduct and Clients, Ethical Conduct at the Workplace.
- Courses that deal with business practices or operations could **include** business development courses such as: Accounting Courses; Marketing; Bookkeeping; Computer Labs/Workshops; How to Build Strategic Thinking Skills; Effective Goal-Setting & Planning Skills; Building a Positive, Motivated, and Cooperative Team; Managing Multiple Priorities and Projects; Thinking Outside the Lines in Business; E-Mail and Business Writing Workshops; Business Communications, Business Ethics Across Cultures. These are all types of courses that are eligible for CE credit.

Question 7 – Can courses that fall within a course of study, including examples listed above, be obtained through self-study?

Answer 7 – Yes, although the OARs provide that all of the required CE hours may be obtained through participation in classroom training, they also allow for self-study for up to half of the required CE hours (**Tattooing and Body Piercing = 5hrs, and Electrology = 4hrs**). As long as the subject matter of the training falls within the course of study the training may be obtained through self-study. However, depending on the subject and nature of the course, some courses may not be available in a self-study format. Some courses indicated above may require hands-on or classroom participation.

Question 8 – Who is allowed to provide CE courses?

Answer 8 – Board-adopted OARs outline who may provide CE courses. These include: a federally recognized accrediting agency; institutions or programs approved by an agency within the Oregon Higher Education Coordinating Commission; an organization offering continuing medical education opportunities, including Accreditation Council for Continuing Medical Education; any additional board-approved professional organization, or association, hospital, or health care clinic offering continuing education.

Question 9 – Does a CE provider have to be approved by the HLO in order to provide CE courses?

Answer 9 – No. The provider must be one of the entities, organizations or associations listed in the board-adopted OARs that outline who may provide CE courses. The HLO, during the process of reviewing or auditing CE courses, may determine if a provider meets the criteria outlined in OAR, but the HLO does not approve the provider.

Question 10 – Does the HLO review or approve courses?

Answer 10 – Yes. If a provider or licensee submits a request for pre-approval of a course that is being offered, the HLO will review the request to determine if the CE criteria outlined in OAR is met. If the office determines that the request meets the OAR requirements, then the office will approve the request and issue an approval number. A request for pre-approval must be submitted prior to the date and time of the training.

Question 11 – Does a course have to be approved by the HLO prior to being offered?

Answer 11 – No. As long as a course meets all the criteria outlined in OAR for obtaining CE training then the course would be eligible for credit. **In order to meet the criteria, all courses whether they are classroom, webinar, or self-study must:**

- a) Meet the subject matter related to the course of study for the profession in which the license holder is licensed; and
- b) If the course is a classroom or webinar course then it must be provided or sponsored by an entity that is listed in the board’s rules, and the licensee must be able to provide all documentation required under the applicable Continuing Education: Audit and Required Documentation section of the rules in which the license holder is licensed; **or**
- c) If the course is a self-study course, documentation must be available that provides the information required under the applicable Continuing Education: Audit and Required Documentation section of the rules in which the license holder is licensed.

Question 12 – Who can submit a request for pre-approval of a course?

Answer 12 – Anyone. Although 90 percent of the HLO’s requests for approval of CE courses come from the entity that is sponsoring or providing the course, the office does receive requests from licensees who are not sure whether a course meets the criteria set forth in OAR, so they submit a request for review

and approval prior to attending the course.

Question 13 – How does a person submit a request for pre-approval of a CE course?

Answer 13 – Although the process for submitting a request for approval may seem a bit tedious for the first couple of requests, the process is fairly simple and once the information is received the turn-around time for the approval is fairly quick (usually within a day or two). In order to process a request for pre-approval of a course the HLO requires the same documentation as what is required under the Audit and Required Documentation section of OAR. The information required is: A completed CE Pre-approval Request form (located on the Board's web page), Name of CE sponsor/provider, Course agenda, Course outline, Background resume of speakers or instructors, and method of Documentation of attendance.

Question 14 – How does the office know whether I completed my required CE hours?

Answer 14 – The HLO conducts periodic continuing education audits on 10 percent of the license base for each of the boards administered by the office. However, OAR provides that the licensee maintain records of completion of their continuing education for a period of five years following renewal and that those records be may available at any time upon HLO's request.

Question 15 – What would I be required to submit to the HLO if I were to become subject to a CE audit, and what would happen if I misrepresented my CE hours or failed to complete the CE requirements?

Answer 15 – For the required classroom courses the HLO would request the same information that is requested for pre-approval of a CE course listed in answer No. 13 above.

For the self-study courses the office would request: Name of sponsor or source, type of study, description of content, date of completion and duration in clock hours; Name of approved correspondence courses or national home study issues; Name of publications, textbooks, printed material or audiocassette's, including date of publication, publisher, and ISBN identifier; and Name of films, videos, or slides, including date of production, name of sponsor or producer and catalog number.

For courses that have been pre-approved by the HLO, you are only required to submit the document of attendance or successful completion from the course sponsor that includes the office approval number. (Examples include a certificate, transcript, sponsor statement or affidavit attesting to attendance, diploma).

Misrepresentations of continuing education or failure to complete continuing education requirements may result in disciplinary action, which may include, but is not limited to assessment of a civil penalty and suspension or revocation of the license.

HLO Contact for Continuing Education:

Please continue to check the Board of Electrologists and Body Art Practitioners website at: www.healthoregon.org/hlo for current information regarding CE requirements and information. If you have any questions regarding CE requirements or pre-approval requests or courses, please contact Larry Peck, Continuing Education Analyst at: larry.peck@dhsosha.state.or.us or by phone at (503) 373-2088.