



RN/LPN Refresher Course
Phase I (online course) Student Steps

1. Fill out RN/LPN registration form
 - a. RN: <http://www.centralcoahec.org/rnrefresher.htm>
 - b. LPN: <http://www.centralcoahec.org/professional.htm#lpn>
2. Send registration form to Central CO AHEC (CCAHEC)
 - a. [Email gloria@centralcoahec.org](mailto:gloria@centralcoahec.org)
 - b. Regular Mail: 10200 E. Girard St. B131 Denver, CO 80231
 - c. Fax: 303-481-8554
3. Establish payment terms with CCAHEC
 - a. Will you be paying the fee in full or do you need to setup a payment plan?
 - b. CCAHEC will contact you for payment setup / information
4. CCAHEC will send you your course log in information via email
 - a. Blackboard Login
 - b. Evolve Login
5. **BEGIN RN/LPN REFRESHER COURSE WORK**
 - a. Complete all Blackboard lectures
 - b. Pass all EVOLVE scenarios with an 80% or higher
6. **FINISH RN/LPN REFRESHER COURSE WORK**
 - a. Contact CCAHEC upon completion (CCAHEC will verify that all course work has been completed)
7. **SCHEDULE FINAL EXAM**
 - a. Contact Gloria at (720) 535-1684 to schedule final exam at CCAHEC offices
8. Pass or Fail Final Exam
 - a. Pass: Begin looking for a clinical site for Phase II of the course
CCAHEC will send a completion letter and certificate to the Board of Nursing informing them that you successfully completed Phase I
 - b. **Fail: Course work to be done again at reduced tuition, repeat final exam.**
9. Turn in all pre-requisites to CCAHEC prior to starting Phase II
 - a. Background Check
 - b. Proof of Liability Insurance
 - c. Proof of License (current or lapsed)
 - d. Proof of CPR Certification
 - e. Proof of Current Immunizations