



RN Refresher Course  
Phase I (online course) Student Steps

1. Fill out RN registration form
  - a. RN: <http://www.centralcoahec.org/rnrefresher.htm>
2. Send registration form to Central CO AHEC
  - a. Email: [admin.asst@centralcoahec.org](mailto:admin.asst@centralcoahec.org)
  - b. Regular Mail: PO Box 6267 Aurora, CO 80045
  - c. Fax: 303-724-1548
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. Call Pat Fenton (303)-724-4726
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 Kevin to schedule test at CCAHEC offices
8. Pass or Fail Final Exam
  - a. Pass: Begin looking for a clinical site for Phase II of the course
    - i. CCAHEC will send a completion letter and certificate to the Board of Nursing Informing them that you successfully completed Phase I
  - b. Fail: Discuss remediation options with CCAHEC Program Director and/or Executive Director.
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