

FOREWORD

The American Nephrology Nurses' Association (ANNA) is accredited as an approver of continuing nursing education (CNE) through the American Nurses Credentialing Center's Commission on Accreditation (ANCC-COA). ANNA is also an approved provider of CNE in California.

ANNA's accredited approver unit, known as the Continuing Education Approval Board (CEAB), is a standing committee of the association. It consists of a chair, chair-designate, and eight peer reviewers, each of whom is required to have a minimum of a BSN to serve. The CEAB is responsible for ensuring applications are reviewed following the policies, procedures, and criteria of the ANCC-Commission on Accreditation.

Prior to completing an application to submit to CEAB, the applicant/potential educational provider should determine if they are eligible to use the Approver Unit. A guide is included in the Application itself, and reviewed in detail within this manual (see page 3).

To assist our eligible providers in planning, developing, implementing, and evaluating CNE activities for nephrology nurses, the CEAB has designed this tenth edition of the 2016 *CEAB Guidelines for Continuing Education Approval, A Manual for Providers*. The *Guidelines* reflect criteria found in ANCC-COA's 2016 *Manual for Accreditation* as an Approver of Continuing Education in Nursing. A review of the CEAB Guidelines is conducted annually and a new edition is published every two years or when changes in the accreditation guidelines are released. Editorial changes are based on suggestions from applicants who have utilized the process, ideas gleaned from the review process, and other quality improvement processes.

The ANCC-COA mandates that specific criteria must be met before the CEAB is able to grant CNE approval for your activity. **Correct and complete application forms are needed to satisfy the criteria requirements. Use this booklet as a resource from the onset of planning your CNE activity through the post activity evaluation process.**

CNE Applications for live activities consist of the following forms/documents:

Required forms:

1. On-Line Application
2. Conflict of Interest Data (COI) (must be submitted for each presenter, nurse planner, content expert and planning committee member)
3. Educational Planning Table (an Educational Planning Table Form must be submitted for each session)
4. Disclosure Declaration Memorandum and Evaluation Form
5. Promotional Materials (draft copy should be submitted for approval prior to distribution)

Conditional Forms (and condition under which form is required)

6. Agenda (if a multi-session activity)
7. Commercial Support Agreement (if applicable)
8. CNE Certificate draft copy (if not using the certificates that ANNA provides)
9. Record Keeping and Storage Systems Letter, if you are not requesting that ANNA maintain the records.

CNE Applications for non-live activities (on-line activities, monographs, recorded audio conferences, etc.) consist of all aforementioned documents, and the following additions:

10. Posttest (if applicable); if submitted, an answer key is also required
11. Answer Form and Answer Key are required if a posttest is submitted
12. Justification for number of Contact Hours (using Mergener Formula – see page 34)

This manual was developed to follow all requirements of American Nurses Credentialing Centers Commission on Accreditation, providing detailed instructions for the nurse planner on information required to complete the forms.

The directions for the online submission of an application can be found at www.annanurse.org.

Additional Forms that require attachment continue to evolve, so please download “fresh” forms prior to each application submission. The last update of each form is dated for the applicant.

On-line applications are required; emailed applications will not be accepted. Note that any updates to forms are present on the website so that the nurse planner is aware of current forms for submission

The CEAB urges all CNE providers to be aware of the CNE and/or certification requirements established by their state boards of nursing.

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CONTINUING EDUCATION APPLICATION FORM

The ANNA Continuing Education Application Form is on-line and contains all line items that satisfy ANCC-COA requirements. [Click here](#) for a direct link to the website to view the Application.

ON-LINE DIRECTIONS

How to Apply:

- Review the “Application Checklist”. Once you have reviewed the checklist, you can start your application.
- While you do not need all of your information ready, it may be helpful to have a good idea of the educational activity prior to entering the on-line application process.
- You create an account that you will be able to sign onto whenever you would like. This allows you to update and save information as you receive it and create and manage multiple applications for different events in one place
- You do not need to complete the application in one sitting!
- Click on “Go to the Online Application”
- Create An Account
- Your email address and password created will be your login for all future applications submitted through ANNA.

Starting a New Application:

- Simply go to www.annanurse.org/CNEFORMS
- CNE Application Forms/Document Page
- Contains the fee schedule for amount of contact hours applied for separated into categories
- Timeline information listed here
- CEAB Guidelines – Great tool to use for any questions in regards to the application process!
- “Go to CNE Application”

One Session Applications:

- When starting a new application, you will want to refer to the “Application Checklist” to ensure you have the requirements ready, this way you are prepared for all that is asked on the application.
- Be sure to download the Disclosure Declaration Memorandum and Evaluation form as this is an attachment needed on all applications.
- A one session application consists of the Application, Conflict of Interest areas for the nurse planner and content expert and an Educational Planning table.
- When completing an application for a program containing one educational session, the only information that is required as attachments are: conflict of interest forms for planning committee members, the Disclosure Declaration Memorandum and Evaluation Form, registration brochures, and promotional materials.
- If there are more than two speakers, an additional Conflict of Interest form may need to be attached.

Multiple Session Applications

- When completing an application with multiple educational sessions, you will need to attach documents from the “Additional Documents” section.
- Commercial Support Agreement form is only needed when commercial support is being used for the activity (funding, dining, etc.)

DATE OF SUBMISSION & DATE OF ACTIVITY

The date of submission is the date the complete application is sent through the on-line process (by midnight ET). The Date of Activity refers to the date(s) of your educational event.

RELATED LINKS

ORGANIZATION IDENTIFICATION/ELIGIBILITY TO USE THE APPROVER UNIT

Providers interested in submitting an individual activity for approval must complete the Eligibility to use the Approver Unit portion of the application form. Commercial entities do not meet eligibility requirements and will not be accepted for substantive review. If the applicant is unsure of their status, the national office can assist you to confirm your eligibility status. The following organizations are examples of non-commercial entities:

- Blood banks
- Constituent Member Organizations
- Diagnostic laboratories
- Federal Nursing Services
- For profit and not for profit hospitals
- For profit and not for profit rehabilitation centers
- Group medical practices
- Government organizations
- Health Insurance Providers
- Liability Insurance Providers
- National Nursing Organizations based outside of the United States
- Non-health care related companies
- Specialty Nursing Organizations
- A single-focused organization devoted to offering continuing nursing education

ANNA is a specialty Nursing Organization, and ANNA chapters are eligible to use the Approver Unit.

TITLE OF THE ACTIVITY

The title of the activity should reflect the overall program. It should be used to identify the entire program, and be specific enough to be easily identified.

An example of a title that needs more clarity: “Spring Meeting” which does not identify a specific program.

A more specific title of this program would be “ANNA XXX Chapter Spring Meeting”

PROVIDER

The provider is the group responsible for planning the CONTENT of the activity. Providers may be ANNA chapters, voluntary organizations, health care facilities, nonprofit organizations, and certain non-health care related corporations. The provider meets the requirements of the eligibility to use the Approver unit as defined. Different types of fees apply to different categories of providers. The term “applicant” may also be used to define the individual or potential provider of an educational activity that has submitted to ANNA CEAB to review the educational content to meet criteria to award contact hours.

RELATED LINKS

ATTACH FEE SCHEDULE LINK HERE

IS THIS ACTIVITY CO-SPONSORED (NOT CO-PROVIDED)?

Activities submitted for approval may not be co-provided with any other party. They may be co-sponsored. The approver unit, CEAB, cannot ensure the absence of conflict of interest or commercial support of BOTH of the entities since only one of the entities submits the application. Co-sponsorship refers to shared financial contributions to the activity.

NOTE TO ANNA CHAPTERS:

Chapters are often invited to work with other organizations because they have access to the CNE approval process. If the chapter is the provider, the chapter should negotiate a financial compensation as part of the agreement since the chapter is assuming the risk in this arrangement. All chapters may

use the activity to count toward recharter credit; each chapter planning the activity submits a Chapter Education Meeting Form through the Chapter Officers Only section of our website.

Middle category rates apply to the following organizations: This category includes ESRD Network and their affiliates, health care facilities, entities that meet the requirements of the eligibility to use the approver unit and nonprofit organizations not receiving corporate support. For ANNA chapters collaborating with one of these organizations the fee will be discounted by the corresponding chapter fee. For example, a \$190 program would cost \$140 (a difference of the \$50, the chapter rate).

NURSE PLANNER/CONTACT PERSON

The nurse planner will serve as the contact person between the planning committee and the CEAB. All correspondence from CEAB will be sent to the nurse planner listed on the application form unless other arrangements has been made. The nurse planner's name will appear on the contact hour certificates. The nurse planner of the activity must be a currently licensed professional nurse with at least a BSN.

IDENTIFY THE PLANNING COMMITTEE

List the name(s) and credentials of all planning committee members. A planning committee must consist of at least two members; and the nurse planner **MUST** have a minimum of a BSN. The nurse planner must be a registered nurse and hold a college degree and either the Baccalaureate or the graduate degree must be in nursing. A content expert must also be identified as a part of the planning committee. The content expert may also be the nurse planner. The content expert does not need to be a nurse, but should reflect relevant content expertise for the material presented. If the activity is intended to be multi-disciplinary, members of those disciplines should also be invited to serve on the committee and have the role as a content expert or content reviewer. The planning committee must represent at least the following areas: (1) the relevant content expertise and (2) the nurse planner responsible for adherence to CEAB Guidelines (which reflect ANCC criteria).

CONSIDERATIONS:

- Conflict of Interest Data is required for everyone on the planning committee list. This documentation serves to verify that planners have no noted conflicts to plan the activity.
- Presenters of sessions who have the appropriate credentials may be listed as part of the planning committee only if they have been involved in the planning of the entire activity.
- Planning may occur through face-to-face meetings, conference calls, or written correspondence such as e-mails.
- Planning committees should refer to the criteria in the *Guidelines* and to the application during the planning process. In fact, the application can be completed as part of the planning process.

TOTAL MINUTES OF ACTIVITY / TOTAL REQUESTED CONTACT HOURS

To calculate the total amount of contact hours (continuing education contact hours), total the sessions minutes from the EDUCATIONAL PLANNING TABLE forms and divide by 60. A contact hour is defined as sixty (60) minutes of an organized learning activity. So, a 60-minute session equals 1.0 contact hour. (See page 17 for calculating and including time for attendees to complete evaluation forms in total activity minutes.)

RELATED LINKS

[System for Calculating Contact Hours P&P](#)

DOES ACTIVITY CONTAIN PHARMACOLOGY (Rx) CONTENT?

The CEAB provides the opportunity for providers to highlight pharmacology minutes on contact hour certificates. This is particularly helpful for advanced practice nurses (APNs) that attend activities since continuing education with pharmacologic content is a requirement for APNs nationwide. Pharmacotherapy is that area of practice that is responsible for ensuring the safe, appropriate, and economical use of drugs in patient care. If pharmacology will be discussed, please indicate the amount of Rx minutes on the application form and **follow the directions at the bottom of the EDUCATIONAL PLANNING TABLE form**. If you request that ANNA provides the certificates, the certificate will

indicate the amount of pharmacology content contained within the activity. Please review “Guidelines for calculating and awarding pharmacotherapeutic credit:

DETERMINATION OF THE TARGET AUDIENCE

A brief statement identifying the target audience for the activity must be listed. CNE activities should be developed in response to, and with consideration for, the unique educational needs of the target audience.

CONSIDERATIONS:

- Although the audience may be comprised of several categories of learners, the activity should be directed toward the group that represents the majority of the learners. Although we offer educational opportunities for a variety of health care providers, our main goal is to provide continuing education for nurses.
- The target audience must include but is not limited to registered nurses, licensed practical nurses, technicians, nursing assistants and physicians. The target audience may also include other health care providers or related specialists who would increase their knowledge and/or improve their skills by attending the activity.
- Anyone who completes the activity may be awarded a contact hour certificate. Whether that person can use the certificate towards their state re-licensure or recertification is up to his/her state or recertification board.

DESCRIPTION OF THE GAP:

Educational offerings are provided to make the nurse aware of new knowledge, Skills, practices, procedures, or RESEARCH findings. The activity is developed to close the gap by the provision of the educational session. The gap that exists is to describe the current state of nursing and what the outcome would be based upon the provision of the educational material.

In example: A new research study shows that proper hand hygiene decreases the rate of infection transmission by over 40% if preformed using this new technique. Nurses do not currently use this technique, and the educational session being planned will inform them of this new technique and the importance of this new practice.

The Gap is nurses that are not aware of this latest research. By providing this research information, a decrease in the infection rate may be obtained by nursing awareness of this new technique.

DESCRIPTION OF THE GAP BETWEEN WHERE LEARNERS ARE NOW AND WHERE THEY SHOULD BE (CURRENT STATE/DESCRIPTION OF THE DESIRED ACHIEVABLE STATE)

The current state addresses what the nurse does now. The desired state addresses what the nurse should be doing. In addressing the gap between the current state and the desired state, consider the following:

Why is this session important to nursing?

What does this information provide to nursing?

What do we want to see change based upon this session?

As example, in an outpatient dialysis setting, a session on Infection Control will be provided. Currently, the facility has a higher than average infection rate and is providing education to the nurses on hand hygiene and infection control as an effort to decrease the infection rate.

Current State: Higher than average blood stream infection (BSI) rate in the hemodialysis outpatient setting.

Desired State: Minimal or no BSIs in the hemodialysis setting after this session within 2 months.

OUTCOMES:

Outcomes enhance Nursing Professional Development or Patient Outcomes. The nursing professional development or patient outcome that is enhanced should be reflected in the outcome measure of the activity. Methods that enhance nursing professional development include:

Critical thinking skills	Nursing Practice	Nursing Competency
Nursing Quality related to best available evidence		Nursing Care Delivery
Leadership skills	Professional Practice Behaviors	Nursing Knowledge
Other		

Methods that enhance patient Outcomes may include:

Patient Education Knowledge	Enhanced Patient Safety	Enhanced quality of Care
Patient Cost Savings	Patient Satisfaction	Other

The activity professional development outcome improves either the skills, knowledge or practices of the nurse, or by improving outcomes for the patient. Please check the box that will relate to your educational activity. You may select more than one appropriate outcome, but at least one outcome measure must be selected.

An example of a Nursing professional development outcome: As a nurse planner, you are doing an entire 7 hour day of "Clinical Practice Updates" in nephrology for your local chapter. This session will enhance nursing practice. There are different topic areas -but, all are practice updates.

Outcome Measure:

After attending this 7 hour conference nephrology nurses will be able to implement one new clinical practice update that they learned in their current practice area within the next 60 days.

An example of a patient outcome: As a nurse planner, you are doing an entire 4 hour CE program related to the topic of patient engagement. You have four different presenters, and four different topic areas. The nurse planner is aware that improved patient engagement enhances the quality of patient care and selects that outcome. Overall the entire program relates back to this one concept.

Outcome Measure:

After attending this conference nephrology nurses will be able to implement one method of patient engagement that was described during this conference in their current work setting within 60 days.

See Additional Information on Outcome Measures in the Educational Planning Table [area](#).

DESIRED LEARNING OUTCOME(S) IDENTIFYING THE ACTIVITY'S LEARNING OUTCOMES

Each activity should fulfill a specific, identifiable desired learning outcome. Write a statement that describes the desired learning outcome for the entire activity in the space provided on the application form. The desired learning outcome describes what you want to see happen because the participant attended the activity (Please note: this desired learning outcome must be listed **identically** on the Application Form and Evaluation Form.)

EXAMPLE:

If a workshop is entitled "A Review and Update of Clinical Knowledge for Nurses Caring for Patients with Renal Disease", the desired learning outcome for the activity might include the following:

- i. To present current clinical data regarding renal disease.
- ii. To explain how new findings can enhance nursing practice.
- iii. To provide an opportunity for nurses to interact with colleagues and share ideas.

An outcome statement will present these same goals in sentence form: After attending this activity the participant will be able to present current clinical data regarding renal disease; explain how this data can enhance nursing practice; and be able to interact with colleagues and share ideas.

CONSIDERATIONS:

- o The desired learning outcome should be applicable to each individual session and be able to be fully met if an attendee only goes to one session.
- o The outcomes are attained through the choice of content and through the kinds of learning activities that are offered.
- o Activities, which enhance the education of the nurse participant and qualify for *continuing education* enhance nursing skills, practice, or knowledge or further the pursuit of career goals. Continuing education activities may include *orientation* or *in-service* activities. *Orientation and In-*

service activities should reflect a nursing skill, practice, or knowledge that can be attained to be considered for continuing education. Specific employer related requirements focus on the philosophies, policies, procedures and role expectations of a particular organization and are not acceptable for continuing education

METHOD OF NEEDS ASSESSMENT (Choices within the Application)

Continuing education activities should be designed to meet identified and documented needs of the target audience. Select the method of needs assessment from the choices provided on the application form or provide your own. Member surveys, quality improvement studies, review of evaluation form data or trends in healthcare related to literature or law are some of the methods of determining learning needs of the target audience.

CONSIDERATIONS:

- Activity content should pertain to specific nursing or patient problems or to broad issues related to the delivery of health care, and should not focus on specific products.
- The location and scheduling of the activity should be based on the needs of the learners, not based on the convenience of the presenter.

Describe supporting references or resources corresponding with answer chosen in previous question (Please list author, date, title, and publication/website info). *

Learner Engagement Strategies

Planners must indicate how they will engage the learner in the program. Simply choose one of the choices or choose other and describe.

CRITERIA FOR SUCCESSFUL COMPLETION (choices on the Application Form)

Planners must indicate the process by which they will verify that the learners completed the activity. Simply choose one of the choices on the Application Form or choose "Other" and describe.

Description of evaluation method Both short term and long term: (choices on the Application Form)

There must be evidence that change in knowledge, skills, and/or practices of target audience was assessed (Bias and speaker effectiveness assessed on short term evaluation)

If using the ANNA Evaluation Form, the Likert scale should be selected. The Likert scale is a ranking of "excellent/outstanding", "satisfactory", or "poor". Scales of "1 to 3" or "1 to 5" are generally used. The highest number corresponds with the more positive rank (e.g., 5 = outstanding, excellent). If testing is used to evaluate the activity, both the test questions, and the answers must be provided within the application submission.

Long term evaluation options

Self-reported change in practice- ANNA will send a long term evaluation to all attendees. Information will then be provided to the NP after a two week window. *This option requires a small fee.

Change in quality outcome measure- The NP will need to provide the data (showing the data before and after activity) to ANNA within 60 days after the session has completed.

Return on Investment (ROI)- The NP will need to provide the data (showing the data before and after activity) to ANNA within 60 days after the session has completed.

Observation of performance-The NP will need to provide the data (showing the data before and after activity) to ANNA within 60 days after the session has completed.

RELATED LINKS

[Verifying Participation and Successful Completion P&P Non-Live Activities](#)

PROMOTIONAL MATERIALS/FREE ADVERTISING FOR APPROVED PROGRAMS

Submit a copy of the promotional materials used for the activity. This may include emails, brochures, or flyers or other promotional materials. Most approved activities will be posted on the ANNA Web site (www.annanurse.org) free of charge.* ANNA will automatically list the title, number of CNEs, city/state, and nurse planner contact information. ANNA includes the nurse planner's email address so that interested individuals may request more information about your activity. To view the current postings, go to www.annanurse.org, Professional development, CNE Activities.

*ANNA will not promote programs that are competitive in time or location to an ANNA event (i.e., National Symposium, Fall Meeting, Audio Conferences, and Webinars).

APPROPRIATE MANAGEMENT OF ASSOCIATED COMMERCIAL PROMOTION

The nurse planner must attest to the fact that no educational materials (slides, handouts, abstracts, logos, etc.) will contain advertising, trade names, logos or product-group messages.

EXPENDITURES POLICY

The provider may have written policies and procedures that govern honoraria and reimbursement of out-of-pocket expenses for planners, speakers, and authors. As providers may not have any written policies, nurse planners may commit to adhering to ANNA's policy on expenditures. If provider chooses not to adhere to ANNA's policy, then provider must submit their existing expenditure policy

RELATED LINKS

[Sponsorship and Commercial Support Guidelines](#)

RECORD KEEPING AGREEMENT

ANNA must keep detailed activity records on file for six years. To facilitate this in a timely manner, it is imperative that all providers return their paperwork to ANNA within 30 days following their activity date. By signing the record keeping agreement, nurse planners agree to return the completed Attendance Records including learner full names and addresses, Approval Process Evaluation Form, Summary Evaluation Form, blank CNE certificates, and copies of the CNE certificates to the National Office within 30 days following the activity.

If the provider desires to maintain the CNE certificate records for the six-year period, the nurse planner should not sign the Record Keeping Agreement. Nurse planners must issue a statement with the CNE application indicating their record storage procedures highlighting the storage systems, retention of records, confidentiality, filing, storage, and retrieval of records procedures. Providers must also indicate in the letter that they agree to return the following records to the ANNA National Office within 30 days following their activity: completed Attendance Records including full names and addresses of learners **AND THE NUMBER OF CONTACT HOURS AWARDED TO EACH**, Approval Process Evaluation Form, Summary Evaluation Form, and any blank certificates.

PLEASE NOTE:

- A penalty of \$25 per week may be assessed for up to 4 weeks post the 30-day deadline date. After that date, the provider will be held responsible for record keeping and must issue a statement with the CNE application indicating their record storage procedures highlighting the storage systems, retention of records, confidentiality, filing, storage, and retrieval of records procedures.
- Individual records will not be released without the written permission of the learner. Verification of attendance is not provided to an employer, certification body or licensing agency without the learner's written permission.

RELATED LINKS

[Record Keeping P&P](#)

[Record Storage System P&P](#)

OFFICIAL ACCREDITATION STATEMENT

Providers using the ANNA approval process must print the appropriate accreditation statement on **all** of their activity promotional materials. The box on the Application Form must be checked, which indicates that the nurse planner agrees to use the proper statement on all printed materials.

After the application has been submitted but **before** ANNA, approval has been granted, the following statement must appear on promotional materials regarding the status of continuing education approval:

Please note the accreditation statement must be identical as those below.

Pending Approval: This activity has been submitted to American Nephrology Nurses' Association for approval to award contact hours. American Nephrology Nurses Association – Approver is accredited **as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.**

After the application has been approved and the number of contact hours has been approved, the following statement must appear on all promotional materials:

Approval Statement: This continuing nursing education activity was approved by the American Nephrology Nurses Association – Approver, an accredited approver by the **American Nurses Credentialing Center's Commission on Accreditation.**

RELATED LINKS

[Accreditation Statement P&P](#)

COMMERCIAL SUPPORT

Commercial support is defined by ANCC as, “financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CNE activity” Providers of commercial support may not be providers or co-providers of an educational activity. Commercial support includes Any funds or ‘in-kind’ compensation received by the provider in support of the activity. Examples include payment for educational grants, printing costs, and payment of speaker costs and/or expenses, meals or refreshments. If this box is checked as ‘yes’, a Commercial Support Agreement form must be completed with each organization that is providing support. In addition, each source of Commercial Support must be listed in Section B of the Disclosure Declaration Memorandum ([Click here to see sample of the Disclosure Declaration Memorandum.](#))

VENDORS/ EXHIBITORS

Vendors/Exhibitors are defined as any entity that provides compensation in return for vending tables or exhibition space. If this box is checked as ‘yes’, vendors/ exhibitors must be listed in Section D of the Disclosure Declaration Memorandum. ([Click here to see sample of the Disclosure Declaration Memorandum.](#)) If an entity is solely a vendor or exhibitor, a Commercial Support Agreement is not necessary.

Please note, live or enduring promotional activities must be kept separate from the CNE activity. Promotional materials cannot be displayed or distributed in the education space before, during, or after a CNE activity.

Vendors or exhibitors must have a space that is distinctly separated from the educational activity.

Content Integrity, Prevention of Bias and Statement of Understanding

The ANCC definition of Commercial support and the definition of a sponsor are provided for review. The nurse planner is responsible for the content integrity of the session. Content integrity and methods to insure that content integrity has been maintained are provided for the nurse planner. The nurse planner must attest that they will review sessions to maintain content integrity and prevent bias in all educational materials presented. Methods to eliminate bias are provided for the nurse planner to review. Compliance with these regulations requires the date and signature of the nurse planner. The date and signature provided may be an electronic signature.

CONTACT HOUR CERTIFICATES

ANNA will gladly supply providers with certificates for their activity. Fifty certificates are included in the application fee for non-chapters, and one hundred certificates are included in the application fee for chapters. Additional packs of twenty certificates may be purchased (\$10 for non-chapters and \$5 for chapters).

Applicants who wish to design/print their own certificate must submit a sample of their certificate with their application. The certificate must include the following information:

- Full name and full address of learner
- A statement that the learner has successfully completed the educational activity.
- The number of contact hours that have been awarded for the activity.
- The number of contact hours that the learner earned.
- The name of the provider of the educational activity.
- The title and the date of the educational activity.
- The name of the nurse planner.
- The official Accreditation Statement.

ANNA does not require social security numbers for any purpose. Forms and certificates are not to contain social security numbers or references to social security numbers; it is not acceptable to have a social security field on your certificates or other forms, even if it is left blank.

FEE SCHEDULE

The application fee depends on the amount of contact hours requested, the type of provider, and how many days prior to the activity the application was submitted. Applications submitted 45 or more days prior to the activity date are considered ON TIME and will be processed at the normal application fee. Applications submitted 44-30 days prior are considered LATE and require three times (3x's) the application fee.

RELATED LINKS

[Fee Schedule](#) – Click here to view (found on ANNA's Website).

[Time Lines for Filing an Application](#)

CONFLICT OF INTEREST FORM

The Conflict of Interest Form (COI) is a document that must be submitted for each planning committee member, panel member, moderator, and each presenter. The nurse planner of the activity and the content expert must be clearly indicated on the Conflict of Interest Form for that individual. A COI form for both the nurse planner and the content expert are integrated into the on-line application. Individual forms for additional planning committee members and presenters are available on the website under "additional documents". [Click here to view a blank Conflict of Interest form.](#)

TITLE OF ACTIVITY:

Fill in the title of the activity, not individual session titles. The title must match the activity title on the Application Form exactly.

PLEASE CHECK APPROPRIATE BOXES:

Indicate by checking the boxes at the top of the page if the COI indicating the role of the individual completing the form. If the member is part of the planning committee, please check other and indicate they are on the planning committee. The nurse planner may also be the content expert.

DEMOGRAPHIC DATA

This area must be completed by all persons completing the form. It is important to include the credentials of person completing the COI form.

DISCLOSURE DECLARATION:

Planning committee members that complete an application assess the application for potential conflicts prior to beginning the approval process. Presenters must declare and work with the nurse planner to resolve any actual or potential conflicts prior to the submission of the application, signing/dating under the appropriate statement that the actual or potential conflict of interest was resolved. Electronic signatures (tabbing to the appropriate cell and typing name) are preferred so that Conflict of Interest Forms are e-mail friendly. The nurse planner must sign the conflict resolution area of each Conflict of Interest Form **except for the form for the nurse planner – which must be signed by another planning committee member**. The signatures can be performed electronically.

CONFLICTS OF INTEREST:

The resolution of conflicts of interest must be resolved during the planning process. It is the responsibility of the nurse planner to review and resolve any conflicts prior to submission of the application. The nurse planner must review and sign and date all COI forms. **The COI of the nurse planner must be signed by another individual in charge of planning the activity.** The CEAB member reviewing your application will examine the application and note any conflicts of interest. The CEAB Chairperson or Chairperson Designate will actively involve the nurse planner in any unresolved conflicts identified. The resolution of the conflict of interest may include but is not limited to a broader inclusiveness of the topic, removal of any branding information, change of speaker or material related to the specific conflict, or not awarding contact hours for that activity. Having the content expert review for potential bias and reviewing participant feedback to insure content integrity can be completed in addition to the other measures to resolve conflicts. Additional materials may be requested of the nurse planner and planning committee to ensure that the resolution of the conflict results in an unbiased presentation of the topic to the learner. [Click here](#) to review the Conflicts of Interest P&P

RELATED LINKS

[Sponsorship and Commercial Guidelines P&P](#)

CONSIDERATIONS:

- CVs will NOT be accepted in place of COI Forms or as an appendix to Conflict of Interest Forms.
- “Presenter” is the general term used to refer to the persons who will lead an educational activity/session. Depending on the activity, a presenter may be referred to as an author/editor or may be referred to as “faculty”. Self-study activities may refer to presenters as authors.
- In the event of a panel discussion, each member of the panel, including patients, must complete a Conflict of Interest Form. Please see the guidelines for a [Panel Presentations](#).
- Presenters should take an active part in planning the content for their session(s).
- Presenter(s) should have documented qualifications that demonstrate their expertise *in the content area they are presenting*.
- Evaluations of a presenter’s expertise in subject matter can be based on education, professional achievement and credentials, work experience, research, honors, awards, professional publications and previous presentations.
- Presenters may also serve as nurse planners and/or content experts. Peer reviewers of CNE applications will decide whether the presenter is qualified to present the suggested topic.

SUBSTITUTION OF SPEAKERS

If a speaker cannot attend the program as anticipated, a substitute speaker may present the session. A substitute speaker will only be approved if the speaker is qualified and a Conflict of Interest Form has been submitted to the National Office *PRIOR* to the event via fax or email. As soon as the nurse planner obtains a substitute speaker, the Conflict of Interest Form and Disclosure Declaration Memorandum needs to be completed and submitted to determine speaker approval.

CONSIDERATIONS:

- If approval is not received prior to the event, that session cannot offer contact hours.
- If a substitute speaker is approved prior to the program date, he/she must provide the same content as stated in the previously approved Educational Planning Table.

FAMILIARITY WITH CEAB GUIDELINES

The nurse planner must attest to the fact that they have read and are familiar with CEAB Guidelines. The American Nurses Credentialing Center's Commission on Accreditation (ANCC) requires that the nurse planner of the planning committee is familiar with ANCC criteria, so if the nurse planner has read CEAB Guidelines, he or she is familiar with ANCC Criteria, as the CEAB Guidelines are a reflection and implementation of ANCC Criteria.

CONFLICT RESOLUTION

The nurse planner will review each Conflict of Interest Form for each presenter and member of the planning committee for Conflicts of Interest. The nurse planner must check any steps that were taken to resolve conflicts of interest prior to the activity being submitted. The nurse planner signs and dates The Conflict of Interest Form for each individual on the planning committee and for all presenters.

EDUCATIONAL PLANNING TABLE FORM

An Educational Planning table is integrated into the on-line application. Additional Educational Planning Table forms are available on the website under "additional documents". An Educational Planning Table is required for each individual session of the activity. The Educational Planning Table Form is a five-column, horizontal form that must be completed for each CNE session. [Click here to view a blank Educational Planning Table.](#)

TITLE OF SESSION PRESENTING

List the session title. If the activity only consists of one session, the activity title and session title may be identical. If you have included an agenda with your application (required if multiple sessions), the titles of the sessions on the agenda must match the ones on the Educational planning table forms.

GAP ANALYSIS

Check the box if the information used to develop this session was related to a gap in knowledge, practice, or skill. [Click here to view "A Guideline to Performing a Needs Assessment and a Gap Analysis"](#)

A GAP ANALYSIS IS: A gap analysis can be defined as the determination of the difference between current knowledge/practices (what we are doing) and current Evidence Based Practices (what we should be doing). Gaps can occur in knowledge, skills, or practice.

STEPS TO PERFORMING A GAP ANALYSIS:

1. Find the need- through conducting a Needs Assessment
2. Is the gap a knowledge, skill, or practice? Determine “What is the best practice?”
3. Determine the Purpose of the Activity then develop the learning outcomes to “closing the gap”.

ENDURING MATERIAL:

Materials can be provided to the learner that are **non-live** activities such as pre-recorded audio or webinars or monographs that can be read or reviewed in print, or in an electronic format. This material is considered enduring material. A pilot study, the use of historical data or the use of a merger calculation can be used to determine the number of contact hours to award for enduring material applications. For information on how to calculate contact hours for these activities please see Page 27.

PURPOSE:

Each session requires that a purpose for the activity be submitted. These are written as an outcome statement. The easiest way to do this is to consider, “What do I want the learner to be able to do or achieve after they complete this activity”. As an example, if the nurse planner is performing a session on decreasing sepsis rates in a hemodialysis unit, a possible purpose of the activity is to “increase the knowledge of the nurse in infection control measures to reduce sepsis in our hemodialysis unit”.

OUTCOME MEASURE:

An outcome measure may be applicable to only a particular session within a larger activity (such as a conference) requiring individualized outcome measures or to a grouping of sessions within a larger activity (several different topics related to one global issue). You may have a larger activity that has many sessions where the outcome measures could be individualized, but also do relate to one global issue. In the last instance, the nurse planner decides what the outcome measure(s) will be that best reflect the educational goals/purpose of the material. An example of each of these is provided below. The outcome measure is evaluated by the session attendee/learner on the Disclosure Declaration and Evaluation Form. Outcome measures need to clearly convey what it is expected that the learner of your educational content will achieve. Using the acronym SMART, you can convey to the learner precisely what they should be able to successfully achieve after attending an educational session:

Outcome measures are SMART:

- Specific
What exactly do you want the learner to achieve?
- Measurable
Can you measure the outcome?
- Action
How will we know the learner can do this?
- Realistic
Be realistic about what you hope to accomplish.
- Timeframe
How long will this take?

An Example of an Outcome Measure Using SMART:

- Specific
Nurses versus nephrology nurses
- Measurable
Some nephrology nurses versus Increased by 25% of nephrology nurses
- Action
25% of nephrology nurses will agree
- Realistic
They can educate a patient about home hemodialysis versus they can run a home hemodialysis program
- Timeframe
After a three-hour presentation, 25% of the nephrology nurses in attendance will agree that they feel more comfortable educating a patient about home hemodialysis

You may only need one outcome measure to cover the purpose of your entire conference, or you may use an outcome measure for each individual session.

Example 1: Outcome Measure applies to only one session within a larger activity: As a nurse planner, you are doing an Annual Renal Day conference with topics ranging from Patient Safety in hemodialysis to nursing assessment of heart sounds to appropriate documentation in a peritoneal dialysis patient visit. No one outcome measure covers this content. You decide to have three outcome measures:

Patient Safety in Hemodialysis: The patient outcome is in Patient Safety. All hemodialysis nurses attending this session will be able to improve one aspect of patient safety within their facility within 60 days of attending this session.

Nursing Assessment of Heart Sounds: The professional development outcome is in nursing practice. All nephrology nurses attending this session will feel confident that they can identify an S3 heart sound upon auscultation within their practice within the next month.

Documentation of a Peritoneal Dialysis Visit: The professional outcome is in nursing practice. 80% of peritoneal dialysis nurses attending this session will be able to list three features of documentation that they must include during the peritoneal dialysis visit within their setting in the next 60 days.

Example 2: Outcome Measure includes a group of sessions within a larger activity: As a nurse planner, you are doing an entire 4-hour CE program related to the topic of patient engagement. You have four different presenters, and four different topic areas -but, overall the entire program relates back to this one concept. Outcome Measure:

After attending this conference medical-surgical area nurses will be able to implement one method of patient engagement in their practice within the next two weeks.

Example 3: Larger Activity where you can use one or individualized Outcome Measures: As a nurse planner, you are doing an entire 7-hour day of "Clinical Practice Updates" in nephrology for your local chapter. You do this every year. This is directed towards the Professional Development outcome of Nursing practice. There are different topic areas and different presenters-but, all are practice updates. Outcome Measure:

After attending this 7-hour conference nephrology nurses will be able to: implement one new clinical practice update that they learned in their current practice within 60 days.

Is that the only outcome measure? No -as nurse planner you may consider many different ideas that you'd like for the nurse that attended your conference to be able to either learn (knowledge), implement (skill) or do/change (practice). As the nurse planner, if you prefer, you could develop an outcome measure for each individual session as noted in Example 1 above.

Sure -you can even ask them which idea they are planning to implement in practice within your evaluation. In fact, it is an excellent idea to do so.

RELATED CONTENT

The Related Content is required to be an outline of what is going to be presented, and supports the activity purpose and ensures the content can be covered in the time allowed. When working with speakers, request an outline of the material to be presented to clarify the content area of the ANCC criteria for continuing nursing education. We suggest that you work with your speakers early to educate them on the requirements. Question and answer is not considered content but a teaching strategy.

TIME FRAME

State the time frame for the session. The content of the activity should be allocated a timeframe to complete; state the total number of minutes required to provide the content. The time allotted for the session should be sufficient to allow for real learning. To determine the amount of time that will be

required for each session, planners should consider the content, the difficulty of the material, and the types of teaching strategies that have been chosen. Place an asterisk next to content that is pharmacology related.

Time to complete evaluations (and posttests for non-live activities) should also be considered and documented on the form. As a guideline, add 5 minutes of evaluation time for 1.0 CNE or less, and 10 minutes for all activities 1.1-3.0 CNE, and 15 minutes for activities greater than 3 contact hours in length.

CALCULATION OF CONTACT HOURS

For live activities, most often, the speakers provide timeframes for how much time will be spent on the content. Live activities may also consider historical data, how long this session has taken to present previously. If historical data is used, CEAB may request access to the data to determine appropriateness of contact hours.

For enduring activities, a Pilot Study, Historical Data, or Complexity of content formulas may be used. Complexity of content is a formula that is useful for written materials and takes into account the word count and the level of difficulty of the material using the Fleish-Kincaid scale found in computer software programs.

FACTORS TO CONSIDER

- o One contact hour equals sixty (60) minutes.
 - o The minimum number of contact hours that will be awarded is 0.5
- Contact hours greater than 1.0 will be rounded to one decimal place, unless it is a quarter of an hour. Contact hours are rounded down, e.g., An activity that was calculated as 2.27 hours will be awarded 2.25.
- o FOR LIVE ACTIVITIES, the number of minutes of the session will be the only documentation required to justify the number of contact hours.
 - o FOR NON-LIVE ACTIVITIES, [click here to calculate contact hours](#).

RELATED LINKS

[System for Calculating Contact Hours P&P](#)

PRESENTER/FACULTY

List the presenter(s) for the session. If multiple presenters will repeat the activity continuously within the 2-year approval period, you may simply add a note to “see the attached presenter Conflict of Interest Forms”.

TEACHING STRATEGIES

At least two different Teaching Strategies are required for each session. Teaching strategies (such as case studies, discussion, question & answer sessions, role-playing opportunities, scenarios, demonstrations, and return demonstrations) should serve to enhance the learning process, clarify the content, and acknowledge the principles of adult education that appeal to professional adults. Adult learners tend to favor activities that allow for interaction and collaboration between the presenter and the audience. Adults, like others, retain more information when they can immediately respond to the subject matter and apply what they are learning to specific scenarios. Experiential, inquiry-focused sessions stimulate thinking. Successful teaching strategies for adults will recognize the individual's autonomy and self-direction, life experiences, readiness to learn, and problem-orientation to learning.

CHOOSING APPROPRIATE TEACHING STRATEGIES

Teaching strategies should be carefully chosen to complement the learning activity. Not all teaching strategies are equally effective in every situation.

- o If the purpose of the activity is to offer updated information on trends in health care and nephrology nursing, the most effective choice might be a *lecture followed by discussion (Q & A)*.

- o If the activity has been designed to present specific patient issues and interventions, the most appropriate strategy might be *a lecture followed by a case study*.
- o If the activity explores end-of-life issues such as organ donation, the teaching strategy might begin with a *role-playing scenario*, and follow up with a *discussion*.
- o If the purpose of an activity is to demonstrate a new procedure or diagnostic technique, then the teaching strategy should include the *demonstration and a return demonstration*. (Of course, the presenter and the committee planners should determine in advance that the physical facility could accommodate the demonstration.)

Please note: PowerPoint presentations, and handouts are NOT classified as teaching strategies. However, presenters who utilize these materials to support their teaching strategies should feel free to mention them in course descriptions.

IN SUMMARY, EFFECTIVE TEACHING STRATEGIES WILL STRENGTHEN A LEARNING ACTIVITY BY:

- o Illustrating the content that was presented through case studies, role-playing, or demonstrations. (A session that consists only of a lecture with handouts is not sufficient.)
- o Incorporating adult learning principles.
- o Appealing to the three domains of learning.
 - o Cognitive –Knowledge/mental skills
 - o Affective – Attitude or self-enhancement
 - o Psychomotor –Manual or Physical skills

List evidence based references used for developing the education activity

Materials should include author, date, title, and publication/website info.

TOTAL MINUTES

Add up the minutes in the Time Frame column, which should include time set aside for evaluations (and posttests if activity is non-live) and divide the total number by 60. As a guideline, add 5 minutes of evaluation time for 1.0 CNE or less, and 10 minutes for all activities 1.1-3.0 CNE, and 15 minutes for activities greater than 3 contact hours in length.

Please note – Question and Answer times can also be built into each EDUCATIONAL PLANNING TABLE of individual sessions throughout a program. A Question and Answer Panel at the end of a conference may be awarded contact hours only if an EDUCATIONAL PLANNING TABLE is designed specifically for that session. Question and answer (Q&A) is an important piece of educational rigor whether a program is a live or non-live event.

RELATED LINKS

[System for Calculating Contact hours P&P](#)

PHARMACOLOGY MINUTES

Pharmacotherapy, as defined by ANCC is “That area of practice that is responsible for ensuring the safe, appropriate, and economical use of drugs in patient care”. Content, which is eligible for pharmacotherapeutic credit, includes the following:

- Overview of the disease or disease process for which medication therapy is required. This provides the appropriate context for the use of the medication.
- Scientific rationale or evidence-base of the use of medication therapy for a disease or disease process.
- All content related to prescribing/recommending safe and appropriate use of medication therapy, including cost-effectiveness.
- All content related to the safe administration of medication therapy, including but not limited to dosage, frequency, route, delivery devices, and administration devices.
- All content related to monitoring of medication therapy.
- All content related to special considerations of medication therapy.
- All content related to adjunct therapy that may be used in conjunction with medication therapy.

If the session contains pharmacology content, estimate the number of minutes it will take to cover the pharmacology content. It is best practice to address with the presenter who may have a better idea of how much time will be spent on pharmacology content.

Divide that number by 60 and fill in the numbers at the bottom of the document in the appropriate cells .Place an asterisk next to the pharmacology content being presented.

PANEL PRESENTATIONS

If a panel format is used, there must be an Educational Planning table submitted containing content, outcome measures and teaching strategies. The panel may encourage discussion amongst each other as well as with the audience. A panel moderator will also be present to ensure that the content stated in the Educational Planning table are met. The moderator also needs to be designated on the EDUCATIONAL PLANNING TABLE form. The panel moderator may also be a member of the panel. All members of the panel and the moderator are required to submit a Conflict of Interest Form and must be listed as a presenter on the EDUCATIONAL PLANNING TABLE form.

CONSIDERATIONS:

- A panel consists of two or more individuals knowledgeable about a particular topic as evidenced on their Conflict of Interest Form.
- Patients are encouraged to be panel members. A Conflict of Interest Form will be required for all patients. They should also be listed as presenters on the EDUCATIONAL PLANNING TABLE form.
- If patients are to be a part of a panel, a HIPAA form with the patient signature and date should be included within the submission. ANNA does not provide a HIPAA form, and accepts HIPAA forms that are standardized. The patient needs to acknowledge that they are part of a panel of an educational activity and that they agree to participate as such.

DISCLOSURE DECLARATION MEMORANDUM & EVALUATION FORM

DISCLOSURE DECLARATION MEMORANDUM

Per ANNA's Accrediting Body, ANCC, verbal disclosures of criteria to receive contact hours and potential conflicts of interest are not sufficient; therefore, the Disclosure Declaration Memorandum (or similar form of your design) must be completed and submitted with all other Application forms for approval. The on-line application process requires this as an attached document.

This form must be distributed prior to the beginning of the event. Prior to the start of your program, learners must be made of aware of both the disclosure information as well as the outcome measures of the program. Distributing this form prior to the beginning of your program satisfies this criterion.

Every activity must be evaluated. Most nurse planners of live activities find it easiest to use our evaluation forms, but nurse planners may design their own evaluation form as long as it evaluates the same, required information. [Click here to view a blank Disclosure Declaration Memorandum & Evaluation Form.](#)

PLEASE NOTE:

Providers are responsible for duplicating the approved Evaluation Form for their learners.

ACTIVITY TITLE

List the title of the activity. The title must match the title of the activity listed on page 1 of the Application Form **identically.**

DATE

List the date(s) of the activity. If the activity will be repeated, a separate evaluation form must be created for each program date.

*Each section of the form **must be completed**. For sections B and C if, there is nothing to disclose for a particular item, please indicate as such by stating, "There is no information to disclose".*

(A & A1) NOTICE OF REQUIREMENTS FOR SUCCESSFUL COMPLETION:

- o Planners must indicate how they will notify learners of the requirements for completing the activity. Planners can decide during the planning process whether they want learners to attend all sessions, some sessions, etc. in order to receive CNE credit. Regardless of which method is used, the learner must be notified of the requirements. The CEAB suggests that you require attendees to attend 80% of a session to receive credit for that session – just in case an attendee must slip out for a few minutes to answer a call/page.
- o Examples of requirement: Must attend entire activity b) Must attend 80% of activity. The rationale for the method of selection must be identified by selecting the correct check box. The rationale can relate to requirements of organizations or employers, can be related to the method of evaluation selected, can relate to the importance of the content or application of the content.

(B) COMMERCIAL SUPPORT:

A commercial interest, as defined by ANCC, is any entity producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients, or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients. Exceptions are made for nonprofit or government organizations, non-healthcare-related companies and healthcare facilities.

Commercial support is financial or in-kind contributions given by a commercial interest that are used to pay for all or part of the costs of a CNE activity.

Sponsorship is financial or in-kind contributions from an organization that does not fit the category of a commercial interest and that are used to pay for all or part of the costs of a CNE activity.

- o Funds from a commercial source should be in the form of an educational grant to the provider of the education activity, stating the provider groups name and must be acknowledged in printed material and brochures.
- o Arrangements for commercial exhibits should not influence the planning of or interfere with the presentation of education activities.
- o Learners should be made aware of the nature of all commercial support of all education activities.

Organizations providing commercial support or sponsorship may not provide or co-provide an educational activity. Commercial interest organizations do not take part in the planning of the learning activity including content development or presenter selection.

BOUNDARIES BETWEEN THE COMMERCIAL INTEREST OR SPONSOR AND THE PROVIDER

- o Education activities that present research conducted by commercial interest companies must be designed and presented with scientific objectivity.
- o Chapters may not submit an application on behalf of any Commercial Interest or corporate group.
- o If chapters wish to receive recharter credit for a program sponsored by a Commercial Interest or company, they must do so without ANNA contact hours being offered. Recharter credit can be obtained by submitting a Chapter Meeting Summary Form online after the completion of the activity.

(C) VENDORS:

- o If a commercial interest or company is only purchasing vending/exhibiting space, a commercial support agreement is not necessary; however, the commercial company must still be listed in this section.

NON-ENDORSEMENT OF PRODUCTS:

- o Education activities are distinguished as separate and distinct from endorsements of commercial products.
- o When commercial products are displayed, it must be separated from the educational area of the activity. Learners should be advised that “approved status as a provider” refers only to continuing education activities and does not imply that ANCC-Commission on Accreditation or ANNA endorses any commercial products.
- o Learners will be advised that accredited status does not imply endorsement by the provider, ANCC-Commission on Accreditation, or ANNA of any commercial products displayed in conjunction with an activity. See example for suggested verbiage.

(D) EXPIRATION DATE OF ENDURING MATERIALS:

If the activity is not a live activity, an expiration date must be provided for the learner. The expiration date must be within two years’ timeframe from the initial presentation date.

(E) SUMMATIVE EVALUATION

The American Nurses Credentialing Centers Commission on Accreditation requires that nurse planners determine the impact that their educational activity had long-term by performing follow-up evaluations on those that attended the educational activity. ANNA offers the ability to send a follow-up evaluation to the attendees of your educational event. ANNA utilizes the email addresses and sends a follow-up survey at your request to determine any long-term impact that a session or program may produce. The Nurse planner of the activity will be sent the results after the evaluation period has ended.

Nurse planners have the option to select from alternate methods of follow-up evaluation including post-tests and QI data analysis. ANNA offers the follow-up evaluation as a service to nurse planners to assist in this process. Learners should be made aware that they may receive a survey from ANNA National Office that requests additional evaluation questions be completed to determine if a program made an impact on the learner’s knowledge, skills or practice.

One (1) educational activity annually as submitted by the nurse planner must perform a follow-up evaluation. If the nurse planner implements multiple educational activities within the calendar year, only the first one is required to have a follow-up evaluation.

There is an additional fee required for the Follow-up evaluation for administrative support to provide this service to the nurse planner. Please see the Fee schedule for details.

(F) ACCREDITATION STATEMENT

The accreditation statement is provided on the Disclosure Declaration Memorandum and Evaluation form to ensure that all learners are aware of the accreditation statement prior to the educational session.

CONFLICTS OF INTEREST

*Each section of the form **must be completed**. For sections A and B if there is nothing to disclose for a particular item, please indicate by naming each planning committee member and presenter by name and stating, "There is no information to disclose." If a planning committee member or presenter does have an actual or potential conflict of interest to disclose, it must be listed here.*

Identify and disclose potentially biasing financial relationships on the part of those who have an impact on the content of an educational activity, including planners and presenters. Conflicts of interest also extend to financial relationships that planners and presenters have with family members, such as spouses, siblings, children, or parents. In this section, list the various planners/presenters and their potential conflict of interest that they have marked on their Conflict of Interest Forms.

The resolution of conflicts of interest is resolved during the planning process. It is the responsibility of the activity nurse planner to review and resolve any conflicts prior to submission of the application. The Continuing Education Approver Board member examines the application and notes any conflicts of interest. The CEAB Chairperson or Chairperson Designate will actively involve the activity nurse planner in any unresolved conflicts identified. The resolution of the conflict of interest may include but is not limited to a broader inclusiveness of the topic, removal of any branding information, change of speaker or material related to the specific conflict or the decision to not award contact hours for that activity. Additional materials may be requested of the activity nurse planner and planning committee to insure that the resolution of the conflict results in an unbiased presentation of the topic to the learner. [Click here to view the Conflict of Interest P & P.](#)

STATE THE DESIRED LEARNING OUTCOME

The activity goal(s) must be listed on the Evaluation Form **identically** as listed on page 1 of the Application Form. The desired learning outcome must be listed since it will be evaluated for relevance to the outcome measure. A statement of purpose should appear on the final program, whether in writing or displayed at the beginning of the presentation.

RELATED LINKS

[Purpose/Goal\(s\) Identifying the activity's purpose](#)

GENERAL EVALUATION

The Evaluation Form provides space for three items to be evaluated in the "General Evaluation" box. Five standard items are already listed, and nurse planners have the option of including a sixth item, such as one of the statements listed below.

- The subject matter presented was relevant to my current practice
- The content was balanced (free from commercial bias)
- Conflicts of interest were resolved and disclosed

SESSION SPECIFIC EVALUATION

Enter the presenter and session title of the first session. If the activity contains more than one session, use the following pages of the evaluation form as necessary to enter the information from all CNE sessions.

PRESENTER

Space has been allotted to evaluate one presenter per session. Each presenter must be evaluated separately, so if there is more than one presenter for the same session you must add the necessary row(s) to the document so each presenter is evaluated. (Moderators do not need to be evaluated.) You can insert additional rows for multiple speakers by following the directions on page 47. [Click here for these instructions.](#)

SESSION TITLE

The session title must be identical to the session title listed on the Educational Design Documentation (EDUCATIONAL PLANNING TABLE) Form. The session title should also be consistent with the title listed on the agenda/promotional materials.

Outcome Measures

Each session must be evaluated according to the desired learning outcomes as stated on the education planning table.

Example- If the desired learning outcome statement on the education planning table is:
After attending this conference medical-surgical area nurses will be able to implement one method of patient engagement in their practice within the next two weeks.

The following statements for outcome measure should be as follows:

1. I can implement one method of patient engagement in my practice within the next two weeks.
2. I plan to change my current practice as a result of completing this educational activity today.
3. I plan to share information from this presentation with a professional colleague.

SUMMARIZING THE EVALUATION RESULTS AFTER THE ACTIVITY

The individual learner evaluations must be summarized after each activity and returned to the National Office. Tabulate the individual learner evaluation results and record those results on the green "Summary Evaluation Form" which the National Office e-mails out with the approval materials.

COMMERCIAL SUPPORT AGREEMENT FORMS

Written Agreement Documenting Terms of Support

- The terms, conditions, and purposes of the commercial support must be documented in a written agreement with the entity that includes the provider (Chapter, ESRD Network, Dialysis Unit, etc) and the commercial interest or sponsor.
- The written agreement must specify the entity that is the source of the commercial support.
- Both the entity and the provider must sign the written agreement regarding the support to be provided/accepted.
- CEAB's Commercial Support Agreement form must be used.

AGENDA

If the activity being planned is more than one session long, an agenda listing the time interval for each presentation must be submitted with your application. An agenda helps the reviewers to ensure that the EDUCATIONAL PLANNING TABLE forms total minutes of content match the agenda time listed. In addition, the reviewers also ensure that the application is awarded the optimal amount of contact hours for the program, and that the application submitted for review has been received in its entirety. An agenda does not need to accompany single session activities (such as a dinner activity).

If promotional materials contain an agenda, that is sufficient to meet the requirement; a separate agenda is not necessary.

PROMOTIONAL MATERIALS

TYPE OF ADVERTISING

Most programs are advertised to improve attendance. This can be accomplished through methods such as a flyer, email, or brochure. Alternate methods also may be used. A copy of the advertising materials must accompany the submission of the program for contact hours.

The promotional materials for every activity must be submitted with the application. This includes flyers, brochures, e-mails, online postings, mailers, etc. Proofs of the materials are preferred so revisions can be made before printing.

PROMOTIONAL MATERIALS MUST INCLUDE THE FOLLOWING INFORMATION:

- o The official approval or approval pending statement (listed on the Application Form, pg 3). This statement must match the statement on the Application Form **exactly** (including spacing between sentences).
 - o The accreditation statement must stand alone: Do not include any additional information or alter the accreditation approval statements in any way.
- o The title and date of the activity.
- o The agenda, including breaks (if a multi-session activity).
- o The provider of the activity (example: This continuing educational activity is provided by the Rainbow Ridge Chapter of the American Nephrology Nurses' Association.) Be sure to use the word "provided" and not "sponsored".
- o Please be sure to include the appropriate approval statement on these materials.

Pending Approval: This activity has been submitted to American Nephrology Nurses Association for approval to award contact hours. American Nephrology Nurses Association – Approver is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Approval Statement: This continuing nursing education activity was approved by the American Nephrology Nurses Association – Approver, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. *

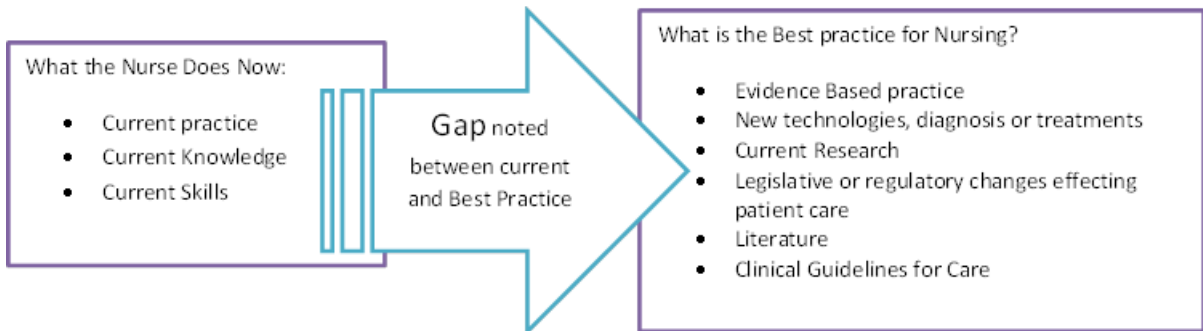
RELATED LINKS

[Publicizing the Educational Activity P&P](#)

A GUIDE TO PERFORMING A NEEDS ASSESSMENT AND A GAP ANALYSIS

A Needs Assessment is: A systematic process of gathering information that is appropriate and sufficient to develop an effective educational program that will address the groups' needs and wants (gap). Methods that are frequently used for determining a needs assessment include the following:

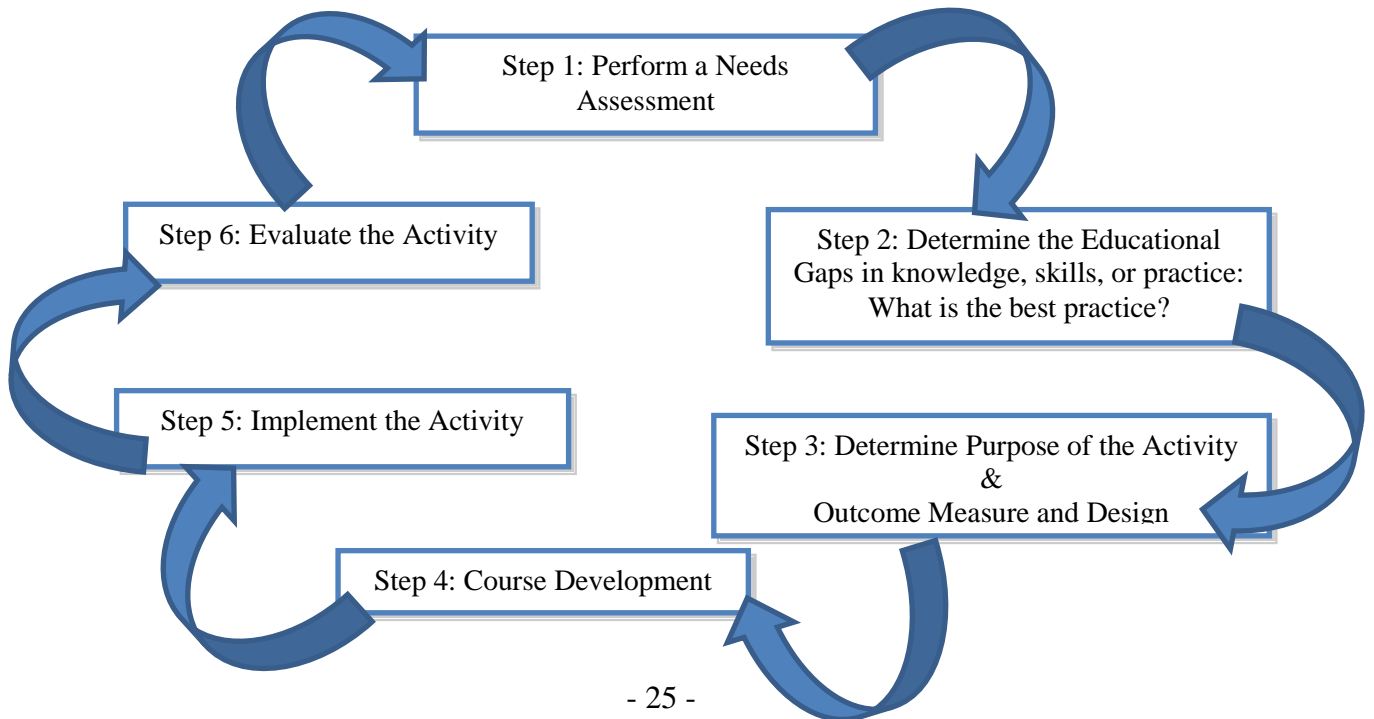
- Membership Learning Needs Survey
- Patient Care Requirements
- Request from Sample of Potential Audience (focus groups)
- Changes in Legislation or reimbursement
- Review of current professional literature
- Evaluation from prior learning activity
- Recent trends in patient population
- Annual event
- Others including QI data, Morbidity and Mortality data, new methods of diagnosis or treatment, new technologies.



A GAP ANALYSIS IS: A gap analysis can be defined as the determination of the difference between current knowledge/practices (what we are doing) and current Evidence Based Practices (what we should be doing). Gaps can occur in knowledge, skills, or practice.

STEPS TO PERFORMING A GAP ANALYSIS:

1. Find the need- through conducting a Needs Assessment
2. Is the gap a knowledge, skill, or practice? Determine “What is the best practice?”
3. Determine the Purpose of the Activity then develop the outcome measures to “closing the gap”.
4. Course Development
5. Implement the Activity
6. Evaluate the Activity



REPEAT EDUCATIONAL ACTIVITIES

Through one application process, a provider may receive permission to repeat its educational activity multiple times within a two-year approval period. The original application fee (minus any late fees) will be applied each time the activity is repeated, even if the activity is repeated twice on the same day. Repeat activity requests must be received at least 30 days prior to each presentation.

Instructions to Repeat an Approved Activity:

Please e-mail the following documents to ceab@ajj.com:

1. Repeat Activity Request Form
2. Disclosure Declaration Memorandum & Evaluation Form
3. Conflict of Interest Form (one for each presenter)
– *if speaker is different than original application, a new speaker COI form and disclosure declaration memorandum must be submitted and approved by the CEAB prior to the presentation by at least the required 30 days prior to the activity date)*
4. Brochure and any advertising materials
5. Agenda (if multiple session activity)

PLEASE NOTE: When repeating an activity, the content must remain identical – use the approved EDUCATIONAL PLANNING TABLE form. Only the venue and date may change. All speakers or presenters require review of the Conflict of Interest Form, disclosure, and Conflict of Interest information by the CEAB.

The approved applications must be repeated within the 2-year approval period and the entire activity must be presented. Providers may not present selected portions of an activity for continuing education credit. The approved content and timeframes of the educational activity cannot be altered.

When all of the requisite materials have been submitted, the ANNA National Office will send the necessary forms for the educational activity to the person who is named on the Repeat Activity Request Form.

RELATED LINKS

[Repeat Activity Request Form Sample](#)

CHAPTER SHARING OF APPROVED CNE ACTIVITIES

ANNA Chapter-approved activities for continuing education credit may be shared for presentation purposes with other ANNA Chapters. The chapter requesting use of an approved activity must acknowledge the chapter that developed the content on all materials. Responsibility for the content remains with the chapter that developed it.

Follow the directions for Repeat Educational Activities to receive approval for your repeat of another chapter's (or your own chapter's) activity.

Speakers must be qualified (have expertise in the content/topic for the program). If repeat documents/materials are submitted, and the speaker(s) are not qualified, the Continuing Education Approval Board will deny your request to repeat the program.

NON-LIVE ACTIVITIES

Online Activities, CD-ROMs, Recorded Audio Conferences, Monographs, etc. are all considered enduring activities and are handled differently than live activities. Non-live activities may include a posttest for learners. If this is the case, the posttest questions and answer form must accompany the CNE application. The answer form is typically combined with the evaluation, which eliminates the need to submit the separate Evaluation Form. Non-live activities have a per person fee in addition to the application fee.

Fees vary depending on the length and complexity of the program. For more information about posting programs in ANNA's Online Library, contact ANNA's Education Department at 888-600-2662 ext. 23.

EVALUATION

As with live programs, non-live programs must be evaluated by learners. Therefore, an evaluation form must be submitted. Please note - the general evaluation questions included on the evaluation form CEAB provides must be included on the evaluation form for any non-live program. Question and answer (Q&A) is an important piece of educational rigor whether a program is a live, or non-live event. Standard Q&A per session will be awarded no more than 10 minutes per 60 minutes of a session.

POSTTEST

Creating a posttest with multiple choice or true/false questions is not required for all non-live activities. There are no rules mandating the number of questions that need to be included. Ten questions per contact hour is often used as a standard rule of thumb, but the focus should be creating clear questions which cover the main points of the material rather than meeting a quota for the quantity of questions. Remember that the learner should be able to find the answer within the material with moderate ease. If a posttest is provided, the answer key is a required element of the application.

CALCULATING CONTACT HOURS

For non-live activities that are pre-recorded audio or webinars conferences, calculate contact hours as normal by taking the total amount of minutes of the activity and dividing by 60. Contact hours greater than 1.0 will be rounded to one decimal place unless it is a quarter hour. Contact hours are rounded down, e.g., An activity that was calculated as 2.27 hours will be awarded 2.25.

For non-live activities that are monographs, a determination of the time required can be established by choosing one of the two methods listed below. Time to complete the evaluation and/or posttest should be considered and documented on the form as well.

1. A computerized word count & Mergener Formula: If the activity is a monograph or article, software programs can compute the word count and Fleish-Kincaid Difficulty Scale level (Microsoft Word has this ability, for example). After the word count has been calculated, use the formula below to determine the number of minutes that can be offered for the activity. After calculating the number of minutes, simply divide that number by 60 to determine the amount of contact hours the activity can be approved for. A computerized version of the Mergener Formula can be used and is readily found to determine the difficulty level of information on the internet. **These calculations must be submitted with application.**

$$\begin{aligned} & [-22.3 + (0.00209 \times \frac{\text{number of words}^*}{\text{number of words}^*}) + (2.78 \times \frac{\text{number of questions}}{\text{number of questions}}) + \\ & (15.5 \times \frac{\text{difficulty of material}^{**}}{\text{difficulty of material}^{**}})] \times 0.9 = \frac{\text{minutes}}{\text{minutes}} \end{aligned}$$

* Exclusive of tables/ charts

** Depends on target audience:

Very easy = 1; Somewhat easy = 2; Moderate = 3; Difficult = 4; Very difficult = 5

2. Using pilot studies: A pilot study relies on peers to evaluate the effectiveness of the learning activity and to report the amount of time it took them to complete the activity.

- o The provider of the activity chooses the pilot testers and determines how many are needed. Although this number varies, the average number of testers is six (6). Even when six testers are chosen, providers should anticipate that only three or four might actually complete the activity.
- o The ideal pilot testers will *not* be experts in the field but will instead represent the target audience.
- o Pilot testers should be encouraged to recommend changes that can be made to the materials prior to their publication. Pilot testing provides a way to compare the responses of the learning audience with a baseline group.
- o The number of contact hours that will be awarded will be determined by the *average amount of time* that it took the pilot testers to complete the activity. Providers will calculate the average time required to complete the activity in one of two ways:
 - 1) By adding up the total hours and then dividing this number by the number of pilot testers
 - 2) By discarding high and low times which are not representative, and then averaging out the remaining times.

Providers are required to explain which of the two methods they used to reach this average time.

The length of time for a learning activity must be expressed in contact hours. Contact hours are based on a sixty-minute (60-minute) hour, so four hours for a learning activity equals two hundred (240) minutes. Contact hours greater than 1.0 will be rounded to one decimal place. Contact hours are rounded down, e.g., An activity that was calculated as 2.27 hours will be awarded 2.25.

POSTTEST/EVALUATION FORM FORMAT

YOUR APPLICATION MUST ALSO INCLUDE THE FOLLOWING:

- 1) Answer Form Key (with the correct responses) if Applicable
- 2) Evaluation
- 3) Activity Code located on top corner of page (ANNA will provide Activity Code)

THE POSTTEST/EVALUATION FORM MUST INCLUDE THE FOLLOWING INFORMATION:

- 1) The title of the activity
- 2) Posttest instructions
- 3) Activity expiration date
- 4) Learner name & full mailing address
- 5) Payment info if learner is required to pay (if in print)
- 6) Activity Goal

Note – if the program is posted online (in ANNA’s Online Library), ANNA will assist the program nurse planner in developing the Posttest/evaluation Format.

ANSWER FORM PROCESSING

ANNA will process the posttests, issue certificates, and keep the records for non-live activities for additional fees. The provider will submit payment towards a ‘pre-paid bank’ of funds. ANNA will deduct the per person processing fee from the pre-paid bank and if/when the pre-paid bank gets low, ANNA will invoice the provider for an additional payment.

- See the Posttest Fees on the [Fee Schedule](#) for the per person fee.

RELATED LINKS

[POSTTEST FEES](#)

CEAB POLICY AND PROCEDURES

RETROACTIVE APPROVAL

POLICY

Retroactive approval is not granted. Approval must be granted prior to the implementation of an educational activity.

PROCEDURE

1. Applications submitted after the activity has been implemented will not be reviewed.
2. The Administrative Coordinator for the CEAB will inform the activity nurse planner that the application cannot be reviewed.

PROVIDER CRITERIA

Policy:

Applications for approval of continuing nursing education activities will be accepted and reviewed from individuals, groups, or organizations that are eligible according to ANCC criteria. The ANNA Continuing Education Approval Board (CEAB) defines specific providers who may apply for approval to provide continuing education in nursing activities. Providers may include these groups:

- ANNA Chapters
- Chapters of Other Nursing Specialty Associations
- Professional Organizations
- Health Care Facilities

Applications will not be accepted from commercial entities. A commercial entity is defined by ANCC as, "one either producing, marketing, reselling, or distributing healthcare goods or services consumed by or used on patients or an entity that is owned or controlled by an entity that produces, markets, resells, or distributes healthcare goods or services consumed by or used on patients."

Exceptions are made for nonprofit or government organizations and non-healthcare related companies. Completion of the Eligibility to use the Approver unit will assist applicants to be aware of their status.

Procedure:

1. Applications for approval to award contact hours are submitted to the ANNA National Office.
2. The application will be reviewed for eligibility during the quantitative review process.
3. The applicant will be provided with directions to refer to the manual to determine eligibility.
4. The applicant will attest that they have read the eligibility criteria and that they are not considered a commercial entity as defined by ANCC.
5. Applications from those deemed not eligible will be discussed with the Approver Unit during conference calls.
6. Those deemed not eligible will be notified via phone/fax/email of their ineligibility. Written communication will be sent to each applicant with an explanation of ineligibility.

DISTRIBUTION OF GUIDELINES

POLICY

The Guidelines for Continuing Education Approval: A Manual for Providers, 11th Edition, based on the 2016 Manual for Accreditation as an Approver of Continuing Education in Nursing, is available to all providers free of charge as an electronic file.

PROCEDURE

1. The Guidelines are published on [ANNA's Web site \(www.annanurse.org\)](http://www.annanurse.org) under Professional Development/Education.

TIME LINES FOR FILING AN APPLICATION

POLICY

Applications for educational activities must be submitted through the on-line process. Applications submitted via e-mail, regular mail or by FAX will **not** be accepted. Payment must be received before CNE credit will be awarded; credit card numbers must include the expiration date. Applications will be marked according to the following criteria:

- o ON TIME if submitted (by midnight ET) 45 days prior to the educational activity.
- o LATE if submitted (by midnight ET) 44-30 days prior to the educational activity.
- o NOT ACCEPTED if submitted (by midnight ET) less than 30 days prior to the educational activity.
- o NOT ACCEPTED if submitted after an activity was held.

PROCEDURE

1. ON TIME APPLICATIONS: When applications are submitted 45 days before the date of the educational activity, the nurse planner will receive notification of the outcome of the review process and contact hour certificates will be shipped before the activity occurs.
2. LATE APPLICATIONS: Applications that are transmitted electronically 44-30 days prior to the educational activity will be assessed an application fee that is three times the cost of the on-time fee. Please follow the activity approval fee schedule. Late applications will be reviewed, and providers will be notified of approval prior to the activity if all criteria are met. When applications arrive late, the CEAB can not guarantee that contact hour certificates and other materials will be delivered to the nurse planner prior to the educational activity. The activity nurse planner will be responsible for distributing contact hour certificates to learners if the certificates arrive after the educational activity has been completed.
3. ON-LINE SUBMISSIONS: All applications will be submitted through the on-line process. Additional documents and forms can be attached to the on-line application itself. Nurse planners can re-enter the application and upload additional documents as requested or required.
4. UNACCEPTABLE APPLICATIONS: It is difficult to provide a review on incomplete applications in a timely manner. Requests for additional information or revisions delays the review process. Please keep in mind that an application will not be considered submitted even if it is on time if it is incomplete. An example of an incomplete application is one that is missing any COI forms, education planning tables or disclosure declaration memorandum/evaluation form.
5. UNACCEPTABLE APPLICATIONS: Applications submitted less than 30 days before the presentation of the educational activity **will not be reviewed**.
6. RETROACTIVE APPROVALS: Retroactive approval is not granted for any application.

PAYMENT OF FEES: CNE credit will not be awarded until the review process has been completed and the fee has been received. The fee may be paid by listing a credit card number and its expiration date on the Application Form or by mailing a check or money order to the ANNA National Office with the application. See the below Fee Schedule Policy and Procedure.

FEE SCHEDULE

POLICY

The application fee depends on the number of contact hours reviewed, the type of provider, and how many days prior to the activity the application was submitted. Refer to the [Fee Schedule](#).

A late fee will be assessed for all applications not submitted 45 days in advance of the activity.

PROCEDURE

1. The appropriate fee must be submitted before CNE credit will be awarded. Payment may be submitted by checks, by money orders made payable to ANNA, or by credit card information including the card expiration date.
2. Fees are not refundable once an application has gone through the review process.
3. A provider who wishes to withdraw an application should refer to the section entitled '[Withdrawal of Application Process](#)'.
4. The late fee will be triple the amount of the on-time application fee. This fee must be paid before CNE credit will be awarded.
5. The base application fee must be paid each time the educational activity is repeated within the two-year approval period, even if the activity is repeated on the same day.

USE OF AMERICAN NURSES CREDENTIALING CENTER –COMMISSION ON ACCREDITATION CRITERIA AND EVIDENCE IN APPLICATION REVIEW

POLICY

The American Nurses' Credentialing Center Commission on Accreditation (ANCC-Commission on Accreditation) Educational Design Criteria will be used to review and approve educational activities.

PROCEDURE

1. To be reviewed and approved, applications must contain the accepted minimum of required information.
2. The application will be reviewed according to the criteria published in the *CEAB Guidelines to Continuing Education Approval: A Manual for Providers*, which is based on ANCC-Commission on Accreditation criteria.
3. Applications that only partially meet the criteria will not be approved.

ACTION THAT MAY BE TAKEN ON AN APPLICATION

APPROVED
APPROVAL PENDING
APPROVAL DENIED
APPROVED

POLICY

To be approved, applications must meet all of the review criteria established by the ANCC Commission on Accreditation

PROCEDURE

1. Two peer reviewers receive each application.
2. The CEAB Chairperson and Chairperson Designate alternatively receive submitted applications.
3. The peer reviewers will rely on the ANCC-Commission on Accreditation criteria for educational activities to review the applications.
 - Peer reviewers will return their completed peer review forms to either the Chairperson or the Chairperson Designate.
 - Applications that only partially meet the criteria will not be approved.
 - The CEAB Chairperson or the Chairperson Designate will communicate with the activity nurse planner for any pended criteria.
 - The CEAB Chairperson or the Chairperson Designate makes the final decision on each application.
4. Copies of the Approver Unit Review Form that include the CEAB peer reviewers' comments will be sent to the activity nurse planner.
5. If the activity is approved, the CEAB Chairperson or the Chairperson Designate will forward notification of approval to the ANNA National Office.
6. The National Office will forward the appropriate materials to the activity nurse planner who will implement the educational activity.

APPROVAL PENDING

POLICY

Applications that do not meet all criteria will be assigned "Approval Pending" status by the CEAB peer reviewer.

PROCEDURE

1. The CEAB Chairperson or the Chairperson Designate will review the application and discuss changes that need to be made with the activity nurse planner.
2. The CEAB Chairperson or the Chairperson Designate will examine the CEAB peer reviewer results.
3. After receiving the Approver Unit Review Form stating that the application has been given "Approval Pending" status, the CEAB Chairperson or the Chairperson Designate will notify the activity nurse planner and explain the rationale for the decision.
4. Activity nurse planners who wish to amend the application must submit a copy of the requested changes directly to the CEAB Chairperson or the Chairperson Designate.
5. After considering the revisions to the application, the CEAB Chairperson will reach one of the following decisions: to approve the activity; to assign "Approval Pending" status; or to submit these changes to the original CEAB reviewers for their comments.
6. If the activity is approved, the CEAB Chairperson or the Chairperson Designate will forward notification of approval to the ANNA National Office.

7. If the activity is pended a second time, the CEAB Chairperson / Chairperson Designate will contact the activity nurse planner and request additional information. This information must be submitted in writing to the CEAB Chairperson within 10 days.
8. After a second unresolved pended decision, the application will be placed in an “Approval Denied” status.
9. The activity nurse planner may appeal the decision by following the procedures outlined in the section entitled ‘Appeals Process’.

APPROVAL DENIED

POLICY

Applications that do not meet all the ANCC-Commission on Accreditation criteria after two unresolved pended decisions will be categorized “Approval Denied”. Every effort will be taken to work with the nurse planner of the activity to meet ANCC criteria.

PROCEDURE

1. The CEAB Chairperson or the Chairperson Designate will make every effort to assist the activity nurse planner with applications that do not fulfill all criteria.
2. If an ‘Approval Pending’ application is not successfully amended, the CEAB Chairperson or the Chairperson Designate will send written notification to the activity nurse planner that the application has been denied. A copy of this correspondence will be forwarded to the National Office.
3. The application will be returned to the provider.
4. The activity nurse planner may appeal this decision by following the procedures as outlined in the section entitled ‘Appeals Process’.
5. The application fee is not refundable.

NOTIFYING APPLICANTS REGARDING THEIR APPLICATION

POLICY

Providers will be notified in writing regarding the outcome of the review process and the decision rendered on the application.

PROCEDURE

1. Once an application has been approved, the CEAB Chairperson or the Chairperson Designate will submit a letter to the activity nurse planner within twenty-one days. This correspondence will state the number of contact hours which will be awarded; notify the activity nurse planner of the expiration date of the approval; and—if records will be filed at the ANNA National Office--include the deadline for returning the learners' records to the ANNA National Office after the activity.
2. When applications are designated as either “Approval Pending” or “Approval Denied,” providers will be given an explanation for the action that was taken and be informed of the correct procedures for the approval process.
3. All applicants will receive a copy of the review forms that includes reviewer comments.

SYSTEM FOR CALCULATING CONTACT HOURS

POLICY

The Continuing Education Approval Board (CEAB) will award contact hours for educational activities based on the 60-minute contact hour as set forth by the American Nurses' Credentialing Center Commission on Accreditation. The session timeframe should be determined in a logical and defensible manner, consistent with the content of the activity, the teaching-learning strategies, and the target audience.

- The contact hour is the acceptable unit of measurement for continuing education activity.
- Contact hours greater than 1.0 will be rounded to one decimal place. Contact hours are rounded down, e.g., An activity that was calculated as 2.27 hours will be awarded 2.25. The minimum number of contact hours that will be awarded is 0.5

What is the difference between a Contact Hour (CH) and a Continuing Education Unit (CEU)?

Contact Hour:

A contact hour (CH) is a unit of measurement that describes 60 minutes of an organized learning activity. One contact hour = 60 min. Contact hour is the unit of measurement used by the American Nurses Credentialing Center (ANCC) accreditation program. Contact hours are provided by organizations that are accredited through ANCC. A nurse's continuing education requirement is measured in contact hours. For example, a state nursing board may require 30 contact hours every 2 years for re - licensure.

CEU:

The CEU is an educational measurement utilizing criteria that are **not** accepted by ANCC

Important DISTINCTIONS:

- o Nursing **does not** use the CEU
- o The terms CEU and CH **are not** interchangeable
- o A CH = **1 hour** of continuing education

PROCEDURE

FOR LIVE ACTIVITIES:

1. A contact hour is defined as sixty (60) minutes of an approved organized learning activity that is either didactic, demonstration, or clinical experience.
2. It is acceptable for several presenters to each deliver 15-20 minute presentations during one contact hour.

Contact hours may be awarded in portions of an hour. For example, 45 minutes of approved learning equals 0.75 contact hours, 90 minutes of approved learning equals 1.5 contact hours; 80 minutes of approved learning would be rounded down to 1.3 contact hours. Contact hours are rounded down.

Time spent for question/answers and evaluation must be included as part of the educational activity. These time segments are eligible for contact hour credit. Time to complete evaluations (and posttests for non-live activities) should also be considered and documented on the form. As a guideline, add 5 minutes of evaluation time for 1.0 CNE or less, and 10 minutes for all activities 1.1-3.0 CNE, and 15 minutes for activities greater than 3 contact hours in length.
3. Time spent for registration, welcoming comments, meals, break time, or viewing exhibits is not considered part of the educational activity and therefore is not eligible for contact hour credit.
4. To determine the number of contact hours that will be awarded, each reviewer calculates the total time in minutes for the activity and divides it by 60 minutes. Contact hours greater than 1.0 will be rounded to one decimal place. Contact hours are rounded down, as example, an activity that is calculated as 2.27 contact hours will be awarded, 2.25 contact hours. An activity that is 145 minutes in length will be awarded 2.4 contact hours.
5. The Chairperson or the Chairperson Designate renders the final decision regarding the number of contact hours that will be awarded. This information will be reviewed with the Nurse Peer Review Leader of the Approver unit.
6. A letter of approval will inform the applicant of the number of contact hours that will be awarded.
7. All educational activities and their status will be provided to the Chairperson, the Chairperson designate and the Nurse Peer Review Leader at least monthly and more frequently if required or requested.

FOR NON-LIVE ACTIVITIES:

1. A contact hour is defined as sixty (60) minutes. Non-live activities may be online modules, written articles, etc, that take the learner time to complete.
 2. Contact hours may be awarded in portions of an hour. (See #3 under live activities)
 3. Time spent to complete the post-test or evaluation must be included.
 4. Time spent registering or setting up the learning activity on the computer etc is not considered part of the educational activity and therefore is not eligible for contact hour credit.
 5. For non-live activities that are pre-recorded audio conferences, or Webinar sessions, calculate contact hours as normal by taking the total amount of minutes of the activity and dividing by 60.
 6. For non-live activity that are written materials or modules, a determination of the time line required can be established by choosing one of the two methods listed below: Time to complete the evaluation and/or post-test should be considered and documented on the form as well.
3. A computerized word count & Mergener Formula: If the activity is a monograph or article, software programs can compute the word count and Fleish-Kincaid Difficulty Scale level (Microsoft Word has this ability, for example). After the word count has been calculated, use the formula below to determine the number of minutes that can be offered for the activity. After calculating the number of minutes, simply divide that number by 60 to determine the amount of contact hours the activity can be approved for. A computerized version of the Mergener Formula can be used and is readily found to determine the difficulty level of information on the internet. **Please note, these calculations must be submitted with application.**

$$\left[-22.3 + \left(0.00209 \times \frac{\text{number of words}^*}{\text{number of questions}} \right) + \left(2.78 \times \frac{\text{number of questions}}{\text{difficulty of material}^{**}} \right) \right] \times 0.9 = \frac{\text{minutes}}{60}$$

* Exclusive of tables/ charts

** Depends on target audience:

Very easy = 1; Somewhat easy = 2; Moderate = 3; Difficult = 4; Very difficult = 5

4. Using pilot studies: A pilot study relies on peers to evaluate the effectiveness of the learning activity and to report the amount of time it took them to complete the activity.
 - o The provider of the activity chooses the pilot testers and determines how many are needed. Although this number varies, the average number of testers is six (6). Even when six testers are chosen, providers should anticipate that only three or four might actually complete the activity.
 - o The ideal pilot testers will *not* be experts in the field but will instead represent the target audience.
 - o Pilot testers should be encouraged to recommend changes that can be made to the materials prior to their publication. Pilot testing provides a way to compare the responses of the learning audience with a baseline group.
 - o The number of contact hours that will be awarded will be determined by the *average amount of time* that it took the pilot testers to complete the activity. Providers will calculate the average time required to complete the activity in one of two ways:
 - 1) by adding up the total hours and then dividing this number by the number of pilot testers
 - 2) by discarding high and low times which are not representative, and then averaging out the remaining times.

Providers are required to explain which of the two methods they used to reach this average time.

The length of time for a learning activity must be expressed in contact hours. Contact hours are based on a sixty-minute (60-minute) hour, so four hours for a learning activity equals two hundred (240) minutes

WITHDRAW OF APPLICATION PROCESS

POLICY

An applicant may withdraw an application.

PROCEDURE

1. A request for withdrawal may be sent to the CEAB Chairperson at any time prior to completion of the application review process. If the review process has not been completed, the application and application fee, less an administrative fee of \$10, will be returned to the provider. If the request for withdrawal is received after the application has been reviewed, the fee will not be returned. The application will be kept on file for the two-year approval period.

APPEALS PROCESS

POLICY

The appeals process will provide recourse to those whose application has received "Approval Denied" status.

PROCEDURE

- 1) Applicants can invoke the appeal process by requesting reconsideration from the Continuing Education Approval Board (CEAB) after their application has been denied a second time.
- 2) The ANNA National President-Elect is the chairperson and directs the appeals process.
- 3) The President-Elect and two individuals who have served on the CEAB within the past two years will conduct the appeals process.
- 4) Appeals must be submitted in writing within ten (10) days of receiving the "Approval Denied" notice from the CEAB. This correspondence must contain copies of all communication to and from the CEAB.
- 5) The appeal must include rationale supporting the applicant's claim that the application met all approval criteria.
- 6) The CEAB Chairperson will provide the appeals process committee with the application, support documents, and correspondence.
- 7) The appeal will be reviewed, and a decision will be made within 10 days.
- 8) The outcome of the appeals process is final.
- 9) The applicant will be notified of the decision in writing.
- 10) If the appeals process has not been completed before the date of the educational activity, the activity may be held. However, it is the responsibility of the nurse planner to notify the learners that contact hours may not be awarded.

REVOCATION OF APPROVAL

POLICY

Revocation of approval will occur under the following conditions: A) If the educational activity did not follow the submitted outline and did not adhere to the Educational Design criteria; B) If an audit reveals that the application misrepresented the material.

PROCEDURE

1. Continuing education records must accurately reflect the educational activity as presented in the application.
 - a. Approved continuing education applications must be on file in the ANNA National Office for all presentations in which ANNA-approved contact hour certificates were distributed.
 - b. All information in the application must be accurate. This information includes, but is not limited to, the name of the activity nurse planner, the names of presenters, outcome measures, presentation times, and co-sponsorship (if applicable).
 - c. Official contact hour certificates supplied by the CEAB must be used, unless the activity nurse planner has received prior approval from the CEAB to design their own certificate.
 - d. Completed summary evaluation forms, attendance sheets, and contact hour certificates must be on file in the National Office within 30 days following each ANNA-approved educational activity.
2. To facilitate an auditing of the educational activity, nurse planners will provide the National Office with handouts and other on-site materials used by learners when requested to do so by the CEAB.
3. The Chairperson of the CEAB and a designated Continuous Quality Improvement (CQI) committee member will review the materials and investigate any complaints or evidence that an approved educational activity has been misrepresented.
4. The activity nurse planner will be notified in writing of the investigation, and the questionable criteria will be listed.
5. The activity nurse planner will have fourteen (14) days to respond before any action is taken.
6. The entire CEAB will review the educational activity and render a decision when the investigation has been completed.
7. If the application is revoked, the activity nurse planner may use the appeals process.
8. If the CEAB revokes its approval, the activity nurse planner will be required to notify all learners, in writing, that the contact hours they earned are not valid.

CONFLICT OF INTEREST

POLICY

A member of the Continuing Education Approval Board (CEAB) who has a current or previous affiliation with a provider will not review an application for any educational activity submitted by this provider.

PROCEDURE

1. A CEAB reviewer, Chair, or Chair Designate will not be assigned to review applications submitted by their current or past affiliated chapter, facility, organization, or corporate group. Nor will they screen applications for activities where they are serving as a presenter or when they have served as a consultant for completing the application.
2. Conflicts of interest will be discussed and disclosed by means of a signed statement submitted during the annual meeting of the CEAB. Should a new conflict of interest arise during the year, the reviewer will notify the Chairperson in writing and discuss the conflict during the next conference call.
3. If the CEAB Chairperson, Chairperson Designate, or peer reviewer identifies a personal conflict of interest with any application they receive, they will:
 - a. First, acknowledge the conflict of interest in the first column of the peer reviewer spreadsheet.
 - b. Return the application to the National Office for re-assignment.

RESOLUTION OF CONFLICTS OF INTEREST

POLICY

The resolution of conflicts of interest is resolved during the planning process. It is the responsibility of the activity nurse planner to identify and resolve any conflicts prior to submission of the application.

When a conflict of interest is noted during the application review process, the CEAB Chairperson or Chairperson Designate will actively involve the activity nurse planner in the resolution of the identified conflict of interest. The Nurse Peer Review Leader may also be requested to participate in the resolution process. The resolution process for any conflict of interest will be identified to the presenter on the Conflict of Interest Form and to the learners on the Disclosure Declaration Memorandum and Evaluation Form.

PROCEDURE

Resolution Process

1. The resolution of conflicts of interest is resolved during the planning process. It is the responsibility of the nurse planner to identify and resolve any conflicts prior to submission of the application.
2. If an activity nurse planner identifies a conflict of interest, the conflict may be resolved by one or more of the following actions:
 - a. The educational activity can be developed more inclusively.
 - b. Potential branding information (advertising, trade names, product-group messages, and logos) may be requested to be removed. Removal of branding information will be requested for any of the following: any educational materials (slides, handouts, abstracts) as well as any promotional materials (flyers, brochures, etc.) or any other items as defined by ANCC criteria.
 - c. If the activity nurse planner is unable to provide educationally sound inclusive material, the activity nurse planner may withdraw the entire application, or the session in conflict.
 - d. The nurse planner will review and sign Conflict of Interest Forms from both the planning committee of the activity and presenters of the sessions within the activity.
 - e. In addition, the content expert may review the activity and materials for evaluation of sound educational content.

3. The following statement will be provided to the speaker on the Conflict of Interest Form and to the Learner on the Disclosure Declaration Memorandum and Evaluation Form:

It is the responsibility of the continuing education division of the American Nephrology Nurses' Association (ANNA) and its accredited body, the American Nurses Credentialing Center-Commission on Accreditation (ANCC-COA), to insure balance, independence, objectivity, and scientific rigor in all its approved CE activities. All faculty and planning committee members participating in an ANNA-approved activity are expected to disclose to the program learners any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter of the CE activity. This pertains to relationships with commercial interests or other corporations whose products or services are may be correlated to the subject matter of the presentation. This policy is not intended to prevent a presenter with a potential conflict of interest from making a presentation. Any potential conflicts will be reviewed by the nurse planner of the activity prior to submission. While all efforts to remove bias will be resolved prior to the activity, the learners will determine for themselves whether the presenter's outside interests may reflect a possible bias in either the exposition or the conclusions presented. This disclosure (see the section below) will be included with the CE application when it is submitted for approval. It is the responsibility of the provider to determine how the learners will be informed.

Presenters who refer to commercial products (off-label, experimental and other) must abide by the following standards.

1. *If an unlabeled use of a commercial product or an investigational use not yet approved for any purpose is discussed during an educational activity, the presenter must disclose that the product is not labeled for the use under discussion or that the product is still under investigation.*
2. *Faculty use of generic names will contribute to a balanced view of therapeutic options. If trade names are used, those of several companies should be used rather than only that a single supporting company.*

The resolution of conflicts of interest is resolved during the planning process. It is the responsibility of the activity coordinator to review and resolve any conflicts prior to submission of the application. The Continuing Education Approver Board member examines the application and notes any conflicts of interest. The CEAB Chairperson or Chairperson Designate will actively involve the activity coordinator in any unresolved conflicts identified. The resolution of the conflict of interest may include but is not limited to a broader inclusiveness of the topic, removal of any branding information, change of speaker or material related to the specific conflict or decision to not award contact hours for that portion of the material. Additional materials may be requested of the activity coordinator and planning committee to insure that the resolution of the conflict results in an unbiased presentation of the topic to the learner.

BY SIGNING THIS DOCUMENT, A PRESENTER ACKNOWLEDGES THAT HE/SHE WILL PRESENT IN AN UNBIASED MANNER

4. The Continuing Education Approval Board (CEAB) has the responsibility of reviewing the application for educational integrity, including any unresolved conflicts of interest
5. Upon reviewing an application for contact hours, a CEAB Peer Reviewer examines the application for conflicts of interest.
6. Any noted conflicts are then reviewed by the CEAB Chairperson or Chairperson Designate.
7. The activity nurse planner will then be contacted by the CEAB Chairperson or Chairperson Designate regarding the potential conflict. The resolution of the conflict may consist of several possible outcomes.
 - a. The educational activity can be developed more inclusively.

- b. Potential branding information (advertising, trade names, product-group messages, and logos) may be requested to be removed. Removal of branding information will be requested for any of the following: any educational materials (slides, handouts, abstracts) as well as any promotional materials (flyers, brochures, etc.) or any other items as defined by ANCC criteria.
- c. If the activity nurse planner is unable to provide educationally sound inclusive material, contact hours can not be offered for that portion of the event.
- d. Once the conflict of interest is identified, the activity nurse planner may withdraw the entire application, or the session in conflict.

Monitoring Process

1. An annual aggregate of current evaluation data will be performed to address the general evaluation Likert Scale item "Conflicts of interest were resolved and disclosed". This data is gathered from the Summary Evaluation Form returned with every application's return paperwork.
2. Once all return paperwork has been received, activities are analyzed on conference calls by the Lead Nurse Peer Reviewer, CEAB Chairperson, CEAB Chairperson Designate, and the CEAB peer reviewers.
3. An ongoing agenda item will be the quarterly analysis of "Conflicts of interest were resolved and disclosed" as located on the Summary Evaluation Form Report.
4. Any activity where the percentage of learner responses less than 3 on the Likert Scale (gathered from the Summary Evaluation Form) is either higher than the annual aggregate or receives an overall rating of more than 1% will be examined.
5. As a part of the Quality Improvement Process, the activity materials will be reviewed by a task force of CEAB peer reviewers, National Office staff and the Nurse Peer Review Leader.
6. The examination process will include a request for materials from the activity nurse planner of the activity. These materials could include any of the following items: slides, handouts, abstracts, flyers, brochures.
7. If a conflict of interest is identified within the presentation materials, a notification letter will be sent to the activity nurse planner.
8. The initial letter will be to inform the activity nurse planner of the identified conflict, as well as to provide recommendations of methods to resolve the identified conflict of interest within any future application.
9. Presentations identified as having a conflict of interest will then need to be re-submitted for approval as a new application demonstrating the resolved conflicts of interest.

VERIFYING PARTICIPATION AND SUCCESSFUL COMPLETION

POLICY

Learners must be informed of the criteria for verifying participation and successful completion prior to the initiation of the activity.

Providers of ANNA-approved educational activities may use the attendance sheets and certificates issued by ANNA or may design their own, as long as these materials are approved by the CEAB and contain the required information.

PROCEDURE

1. Learners must be informed of the criteria that they must meet to receive credit. They may be informed by any or all of these means:

- a. A statement in the preliminary brochure or other promotional materials
- b. A statement on the final agenda or program materials

Statement Examples: 1) To receive credit, you must attend all sessions. 2) To receive credit, you must attend at least 80% of the entire activity, providing the activity is greater than 1.0 CH. 3) To receive credit, you may attend any or all sessions of this activity.

2. If learners wish to receive continuing education credit, their names, & complete addresses must be listed on the attendance sheet.

3. Learners must receive a certificate of completion which contains the following:

- a. Learners name
- b. Successful completion of the educational activity.
- c. The number of contact hours awarded.
- d. The name and address of the provider of the educational activity.
- e. An official accreditation statement that identifies the ANCC-accredited organization that has approved the activity for contact hour credit.
- f. The title and date of the educational activity.

4. If record-keeping services are requested, the provider must submit the following materials within 30 days of the educational activity:

- Attendance Record, complete with full names and addresses of learners.
- Yellow copies of Contact Hour Certificates, along with all unused certificates
- Approval Process Evaluation Form
- Summary Evaluation Form

5. If record-keeping services are not requested, the provider must submit the following materials within 30 days of the educational activity:

- Attendance Record, complete with full names and addresses of learners, and the number of contact hours awarded to each learner.
- All unused certificates
- Approval Process Evaluation Form
- Summary Evaluation Form

CONTACT HOUR CERTIFICATES

POLICY

Providers of ANNA-approved educational activities may use the contact hour certificates supplied by ANNA or may redesign the certificate with the approval of the CEAB.

For certificates to be accepted and considered valid, they must be submitted to the National Office with the attendance sheet within 30 days following the activity. Individual certificates mailed without the attendance record will not be accepted. The title listed on the certificate must correspond to the title listed on the Application Form.

Contact hour certificates will be awarded at the completion of the educational activity, and it is the activity nurse planner's responsibility to make sure that certificates are completed correctly and completely.

PROCEDURE

1. Contact hour certificates must include the following information:
 - a. The title of the educational activity (The title of the educational activity on the certificate must correspond to the title on the application form.)
 - b. The date of the activity
 - c. The provider and its address
 - d. The learner's name & contact information
 - e. The number of contact hours awarded.
 - f. The name of the nurse planner
 - g. Official Accreditation Statement
2. The learner keeps the white portion of the certificate.
3. If the provider has requested ANNA to maintain records (by signing/typing name in the appropriate box on the Application Form), the provider must submit the following information to the ANNA National Office within 30 days of the completion of the educational activity: Yellow copies of the contact hour certificate, original attendance record, Summary Evaluation Form, Approval Process Evaluation Form, and any other requested information.
4. If a provider redesigns a certificate to meet the special needs of the meeting, a proof of the certificate must accompany the application.
5. The activity nurse planner is responsible for verifying that those who received contact hour certificates were registered for and attended the meeting. The nurse planner must also verify that learners completely filled out the certificate.
6. If learners wish to receive continuing education credit, their complete names, and addresses must be listed on the attendance sheet.
7. Learners are responsible for maintaining copies of their continuing education certificates.
8. If learners lose their certificates, they may fill out/return the CNE Certificate/Transcript Request Form ([posted at www.annanurse.org](http://www.annanurse.org)) with the proper payment.

SPONSORSHIP AND COMMERCIAL SUPPORT GUIDELINES

POLICY

All presenters and planning committee members must declare any vested interests.

PROCEDURE

When any form of commercial support has been provided for an educational activity, the provider will maintain control of the educational content and will disclose to the learners all financial relationships, or lack thereof, between the commercial supporter and the provider of presenters.

1. Funding from a commercial source should be in the form of an educational grant to the provider of the education activity and must be acknowledged in printed material such as brochures.
2. Arrangements to view commercial exhibits will not influence the planning of or interfere with the presentation of educational activities.
3. Exhibits will be in an area considered separate and distinct from the educational activities.
4. Learners must be informed in writing when there has been commercial support for their educational activities.
5. Educational activities will be kept separate from endorsements of commercial products. When commercial products are displayed, learners must be advised that the display does not imply ANCC Commission on Accreditation endorsement of any commercial products.
6. Social events or meals at continuing nursing education activities will not compete with or take precedence over the educational event.
7. Learners will not be given money from commercial supporters for any expenses to attend a continuing nursing activity.
8. Education activities that include research conducted by commercial companies will be designed and presented with scientific objectivity.
9. Applicant will document the details of receipt of commercial support.

PUBLICIZING THE EDUCATIONAL ACTIVITY

POLICY

When an ANNA chapter publishes a brochure for an activity that has been approved by ANNA, the chapter name should appear first, followed by the title of the American Nephrology Nurses' Association. For instance, "The Rainbow Ridge Chapter of ANNA presents..." The title of ANNA is listed last since ANNA is not the provider of the educational activity but, rather, the approver.

Non-ANNA Chapters may not use the ANNA logo without written permission.

Financial support or sponsorship of educational activities by corporate contacts should be acknowledged in promotional materials. Reference to specific products is prohibited. Logos from commercial interests or sponsors should not be used in the educational activity brochures, handouts or slide sets.

PROCEDURE

1. When the ANNA is the approver rather than the provider of the educational activity, the chapter's name should be listed first on promotional materials.

Example: The _____ Chapter of the American Nephrology Nurses' Association presents
(Title of the activity).

2. Printed programs should acknowledge any corporate support, making sure to use the correct spelling and complete name of each supporter. Specific arrangements for full or partial support or sponsorship should also be noted.

Examples:

If a commercial interest supports the entire activity, the following needs to be stated:

"This activity is supported by an educational grant from ABC Laboratories, a division of Acme, Inc."

If a commercial interest has provided partial support for an activity, their contribution should be acknowledged with the following statement:

"Partial funding for this activity has been received from HER Corporation."

Specific arrangements might be stated as follows:

"We would like to acknowledge the support of the following exhibitors: (List exhibitors using the complete name and correct spelling of each company exhibiting.) The luncheon has been provided by DEF Corporation."

If monies have been received for a specific presenter, the contributing group should be acknowledged in the program following the presenter's name or specific session.

3. The official Accreditation Statement must appear on all promotional and activity materials. (See the following section entitled, "Accreditation Statement".)
4. A printed agenda which includes the following information should be distributed at the meeting:
 - The official Accreditation Statement.
 - The time and duration of all sessions
 - The outcome measures for the activity or for each session
 - The provider of the activity
 - The names and credentials of presenters
 - The names of exhibiting companies, if applicable

- Special acknowledgments, such as the contributions of a planning committee
- Information related to special meeting activities
- The overall goal(s) and purpose of the activity
- The procedures and requirements for attaining contact hours

ACCREDITATION STATEMENT

POLICY

Providers using the ANNA approval process must acknowledge ANNA as the approver for continuing education on all promotional materials, using the appropriate accreditation statement.

PROCEDURE

After the application has been submitted and a preliminary program has been prepared, but **before** approval has been granted and contact hours have been confirmed, the following statement should appear on advertising brochures regarding the status of continuing education approval:

This activity has been submitted to American Nephrology Nurses Association for approval to award contact hours. American Nephrology Nurses Association – Approver is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

After the application has been approved and the number of contact hours has been set, the following statement should be on all promotional and meeting materials:

This continuing nursing education activity was approved by the American Nephrology Nurses Association – Approver, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

Please note – the accreditation statement must appear exactly as above (verbiage must be identical) on all materials.

CONTINUOUS QUALITY IMPROVEMENT MONITORING OF APPROVED EDUCATIONAL ACTIVITIES

POLICY

Educational activities are monitored for compliance to criteria. The ANNA CEAB may request the ability to audit or review the material provided in an enduring activity, much the way it would audit a live activity.

PROCEDURE

1. Nurse planners of approved activities will submit materials for monitoring purposes as requested by the CEAB.
2. The materials will be reviewed by the CEAB. If audits reveal significant deficiencies, recommendations will be made for corrective action.
3. If the results reveal misrepresentation of the approved material, revocation of approval may be considered.

APPROVER UNIT CONTINUOUS QUALITY IMPROVEMENT

POLICY

Continuous Quality Improvement (CQI) for the CEAB Approver Unit will be monitored at least on a quarterly basis.

PROCEDURE

1. All nurse planners of approved CNE activities will be asked to complete an evaluation of the approval process.
2. During CEAB conference calls, a subcommittee of CEAB will review summary data from all evaluations (meetings, learners, and approval process) using a computerized database.
3. Results will be discussed quarterly.
4. Recommendations from the evaluations will be used for revising the *CEAB Guidelines for Continuing Education Approval*.
5. In compliance with the ANCC-Commission on Accreditation criteria, the *Guidelines* will be reviewed at the Annual CEAB Meeting of the Approver Unit and also throughout the year. Updates and Review of the Guidelines will occur at least every two years.

COMMUNICATION WITH THE ACCREDITED APPROVER

POLICY

The organizations that are eligible to submit applications for continuing education approval will supply information as requested by the accredited approver. The CEAB may request information for monitoring or for quality improvement purposes. These reports should be submitted in a timely fashion.

PROCEDURE

1. All organizations whose activities have received CNE approval will complete the Approval Process Evaluation Form.
2. The nurse planner listed on the CNE application will submit information as requested by CEAB.
3. A penalty of \$25 per week may be assessed until the information has been returned.
4. CEAB may request handouts, presentation materials and other items related to the educational content of a session for monitoring purposes.

RECORD KEEPING

Application records are kept for 6 years. Records must include the following materials:

1. The application forms
2. A documentation of the review process, which includes action taken on each application, such as review sheets
3. A copy of the letter of notification of action taken
4. Any correspondence related to the application/activity process

POLICY

1. ANNA must keep detailed activity records on file for six years. To facilitate this in a timely manner, it is imperative that all providers return their paperwork to ANNA within 30 days following their activity date. By signing the record keeping agreement, nurse planners agree to return the completed Attendance Records including learner full names and addresses, Approval Process Evaluation Form, Summary Evaluation Form, blank CNE certificates, and copies of the CNE certificates to the National Office within 30 days following the activity.
2. If the provider desires to maintain the CNE certificate records for the six-year period, the nurse planner should not sign the Record Keeping Agreement. Nurse planners must issue a statement with the CNE application indicating their record storage procedures highlighting the storage systems, retention of records, confidentiality, filing, storage, and retrieval of records procedures. Providers must also indicate in the letter that they agree to return the following records to the ANNA National Office within 30 days following their activity: completed Attendance Records including full names and addresses of learners **and the number of contact hours awarded to each**, Approval Process Evaluation Form, Summary Evaluation Form, and any blank certificates.

PLEASE NOTE:

- A penalty of \$25 per week may be assessed for up to 4 weeks post the 30-day deadline date. After that date, the provider will be held responsible for record keeping and must issue a statement with the CNE application indicating their record storage procedures highlighting the storage systems, retention of records, confidentiality, filing, storage, and retrieval of records procedures.
- Individual records will not be released without the written permission of the learner. Verification of attendance is not provided to an employer, certification body or licensing agency without the learner's written permission.

RECORD STORAGE SYSTEM

The approver unit has established and maintained a record storage system that assures confidentiality and easy retrieval of records by authorized personnel within the approver unit.

POLICY

A record-keeping system is set up for each CNE application.

To maintain confidentiality, access to these records will be restricted to specific officials.

The National Office will charge a fee for the process of retrieving copies of continuing education records.

PROCEDURE: AS REQUIRED BY THE ANCC-COMMISSION ON ACCREDITATION

1. Hard copies of all applications are filed in the order of their date of implementation.
2. Applicant files are kept in a file cabinet at the desk of the Administrative Nurse planner until all necessary information has been returned after the implementation of the activity.
3. Completed files are kept in a file in the warehouse at the National Office.
4. File access is restricted to the following persons:
 - Executive Director
 - Nurse Peer Review Leader
 - CEAB Chairperson
 - Director of Membership Services
 - Education Services Manager
 - Education Services Assistant

ANNA STORAGE SERVICES

1. When applicants request ANNA record-keeping services, all files and certificates will be kept for a period of six years.
2. A copy of the application(s) will be released only upon written authorization of the nurse planner of the activity. This request must include the activity title, provider of the activity and the date of implementation. There will be a \$15.00 fee for each application retrieved from storage.
3. Copies of contact hour certificates will be released only upon written authorization of the learner. Learners must fill out/return the [Certificate Retrieval Request Form \(posted at www.annanurse.org\)](http://www.annanurse.org). Fees for the retrieval of certificates are different for members and non-members. Members will be charged a fee of \$10.00 for five or less certificate copies and a \$5.00 fee for each additional copy. Non-members will be charged a fee of \$20.00 for five or less certificate copies and a \$10.00 fee for each additional copy.
4. Learner will be notified in writing of any requests of CNE information from employers or state boards of nursing. No information will be released without written authorization of the learner.

CO-PROVIDERSHIP / CO-SPONSORSHIP

POLICY

Activities submitted for approval may not be co-provided with any other party. The approver unit, CEAB, cannot ensure the absence of conflict of interest or commercial support of BOTH of the entities since only one of the entities submits the application.

While activities cannot be co-provided, they can be co-sponsored. **Co-providership refers to shared**

planning of educational content; co-sponsorship refers to shared financial contributions to the activity.

The provider who submits the application determines the members of their planning committee; however, we cannot consider the activity a co-provided event.

SUBMITTING A COMPLAINT

POLICY

Learners and presenters may submit complaint(s) regarding an approved CNE activity.

Complaints must be criteria-based. Non-CNE criteria-based complaint(s) will be returned.

Anonymous complaints will not be recognized. Complaints must be written and signed.

PROCEDURE

1. Criteria-based complaints must be submitted in writing within thirty (30) days of the activity. Complaints may be submitted to the CEAB Chairperson at the ANNA National Office by fax, e-mail, or postal service.
2. Complaints must first reference a specific activity, provider, and activity date, and then explain the specific concern. The complainant should include his/her own name and contact information.
3. Criteria-based complaints will refer to the Educational Design Criteria.
 - **Acceptable complaints** will refer to categories such as these: conflicts of interest that were not resolved prior to the educational activity, the content was inappropriate for the target audience; the content was not provided; the presenters lacked expertise in the field; the teaching strategies were not appropriate for adult education; the process for the verification of attendance was haphazard; learners receiving contact hour certificates left without meeting attendance requirements; the physical facilities were not conducive to learning.
 - **Unacceptable complaints** will focus on non-criteria-based factors: the registration process, food service, or room temperature. These kinds of complaints should be directed to the provider of the activity.
3. Within five (5) days, the CEAB Chairperson will write a response to the complainant, acknowledging the receipt of the complaint and outlining the review process. Non-CE criteria-based complaint(s) will be returned with an explanation and a recommendation.
4. The CEAB Chairperson will send written notification of the complaint to the activity nurse planner, the Chapter President-Elect (or to the President, if there is no President-Elect) and the Regional Chapters Nurse planner.
5. After receiving notification of the complaint(s), the activity nurse planner must send a written response to the CEAB Chairperson via the National Office. This response must be received within fourteen (14) days.
6. If the activity nurse planner fails to respond to the complaint(s) within fourteen (14) days, contact hours for the activity will be revoked, following the procedure starting on page 28.
7. The CEAB Chairperson will supply the CQI committee with the following materials: a copy of the application, the reviews, any other written materials, and the nurse planner's response to the complaint. The CQI committee will base its review on the Educational Design Criteria and then formulate a recommendation.
8. The CQI committee has the authority to revoke the awarding of contact hours, and the decision of the CQI committee is final.
9. The CQI Committee is required to send a written response to the CEAB Chairperson within 10 days.

10. The CEAB Chairperson will forward the written recommendation of the CQI committee to the complainant, the activity nurse planner, the Chapter President-Elect (or the Chapter President, if there is no President-Elect), and the Regional Chapters Nurse planner.
11. During monthly conference calls, the CEAB Chairperson will inform the CEAB only of the nature of a complaint. No other information will be reported to the CEAB during the review process.

APPROVER UNIT

COMMERCIAL SUPPORT OF EDUCATIONAL ACTIVITIES

POLICY

When any form of commercial support has been provided for an educational activity, the activity provider (as stated on page 1 of the Continuing Education Approval Board application) will maintain control of the educational content and speaker selection and will disclose to the learners all financial relationships, or lack thereof, between the commercial supporter and the activity provider and/or the presenters.

PROCEDURE

1. Funding from a commercial source should be in the form of an educational grant to the provider of the educational activity and must be acknowledged in printed materials such as brochures.
2. Arrangements to view commercial exhibits will not influence the planning of or interfere with the presentation of educational activities.
3. Learners will be informed in writing, prior to the activity, of commercial support for their educational activities by a statement in handouts and/or a statement in the program brochure.
4. Product promotion material or product-specific advertisement will not be allowed to be placed in or during a continuing educational activity.
5. Social events or meals at continuing education activities will not compete with or take precedence over the educational event.
6. Educational activities will be kept separate from endorsements of commercial products. When commercial products are displayed, learners must be advised that the display does not imply the activity provider, ANNA, or American Nurses Credentialing Center – Commission on Accreditation (ANCC-Commission on Accreditation) endorsement of any commercial products.
7. Educational activities that include research conducted by commercial companies will be designed and presented with scientific objectivity.
8. All industry-supported activities must be compatible with the ANNA's mission and vision and must not create any conflicts of interest or suggestions of impropriety.

HELPFUL TERMS & TIPS

APPROVAL PROCESS (TIME FRAMES)

STEP 1 – Required documents are submitted through the on-line Application.

The nurse planner will receive notification that application has been received. If you are not notified within two business days that your application has been received, contact the National Office immediately!

STEP 2 – Education Services of National Office reviews quantitatively and requests non-content related revisions.

If quantitative changes are necessary, the National Office staff member will contact you via e-mail with requested updates to your application forms. After these forms are complete, your application will move to step 3.

STEP 3 – Application is sent to two reviewers on CEAB for the qualitative review.

Reviewers have 7 days to review application. They send their review to the CEAB Chair or Chair-Designate who is assigned to that application.

STEP 4 – CEAB Chair or Chair Designate reviews application and requests content related revisions from nurse planner (if necessary).

The Chair or Chair Designate evaluates the results from the reviewers and may ask you for additional revisions to ensure that your application meets all of the ANCC-Commission on Accreditation criteria. Once all of your changes (if needed) are received, your application will move to Step 5.

STEP 5 – Chair or Chair Designate sends National Office the application's approval and revised documents.

STEP 6 – National Office mails your CNE materials to you.

RETURN PAPERWORK

After your educational activity, you are required to submit the following paperwork to the National Office (deadline is 30 days after program):

- Copies of Contact Hour Certificates
- Original Attendance Records
- Summary Evaluation Form
- Approval Process Evaluation Form

Per policy, late fees are issued if materials are not received by due date.

Note – for Non-live programs that include posttests, return paperwork requirements may differ slightly.

PROMOTION OF APPROVED CNE EVENTS ON ANNA'S WEB SITE

Also found on page 8

Approved activities will be posted on the ANNA Web site (www.annanurse.org) free of charge. ANNA will automatically list the title, number of CNEs, city/state, and nurse planner contact information. ANNA includes the nurse planner's email address so that interested individuals may request more information about your activity. To view the current postings, go to www.annanurse.org, Education, CNE Activities.

ANNA will not promote if the program is competitive in time or location to an ANNA event (National Symposium or Fall Meeting).

UN-PROTECTING THE DOCUMENT TO ADD PRESENTER ROWS TO THE EDUCATIONAL PLANNING TABLE AND/OR EVALUATION CRITERIA ROWS TO THE DISCLOSURE DECLARATION/EVALUATION FORM

Word 2003 and earlier versions

1. First, unprotect the document by going to Tools / Unprotect Document.
2. Then, click on the row that says "Presenter".
3. Go to Table / Insert / Row below.
4. Repeat until you have enough rows for your presenters.
5. Add your presenter names, 1 per row.
6. Remember to copy and paste the 5 - 1 numbers in the new row(s).

If using Office 2007:

- 1) Open Document
- 2) Click the "Review" tab on the ribbon
- 3) Click the "Protect Document" button
- 4) Click "Restrict Formatting and Editing"

This will display the task pane (the same as in Word 2003) which will include the Stop Protection command.

NEED MORE HELP??

**Contact Education Services at the ANNA National Office at ceab@ajj.com
or at 888-600-2662 x23. ANNA wants to assist you in providing quality
education to the nephrology community!!**