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Revised Procedure	7/23
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POLICY & PROCEDURE

PROVIDER - USE OF AMERICAN NURSES CREDENTIALING CENTER – COMMISSION ON ACCREDITATION (ANCC-COA) SYSTEM OF AWARDING CREDIT

POLICY

ANNA will use the American Nurses Credentialing Center – Commission on Accreditation (ANCC-COA) system of awarding credit. These guidelines will be followed:

1. Sixty (60) minutes of live activity equals one (1) contact hour.
2. Contact hours will not be awarded for registration time, welcoming announcements, breaks, time between presentations, viewing of exhibits, or business meetings.
3. Contact hours will not be awarded unless the participant learner attends the pre-determined percentage of a live activity determined by the Planning Committee. Contact hours will not be awarded for non-live activities unless the participant submits a completed evaluation and a signed attestation that the activity was completed.
4. Time spent completing the activity evaluation is included in calculating contact hours.
5. Contact hours can be awarded based on ANCC criteria or the Mergener formula.
 - a. ANCC criteria for contact hours are used for all live/recorded (verbal) educational activities.
 - b. Mergener formula is used for all written educational activities.
6. Contact hours may not be awarded retrospectively.
7. The number of contact hours awarded will appear on the certificate of completion.
8. If a relevant financial relationship with an ineligible company cannot be mitigated, contact hours may not be awarded.
9. Speakers, presenters, and authors that have developed the content and/or provided the material in either written, electronic, or verbal formats are ineligible to receive contact hours for Nursing Continuing Professional Development (NCPD) for their own session or the portion of a session that they provided.

PROCEDURE

1. **Live / Recorded Activities** – To calculate the number of contact hours, divide the total number of minutes in the organized learning activity by 60. Contact hours for live / recorded activities will be awarded by rounding to the nearest quarter hour, either up or down. This must be performed or verified by the APPD.
 - a. Contact hours can be awarded based on either the actual number calculated OR in whole number or quarter hour increments (0.25, 0.5, 0.75, 1, 1.25, 1.5, 1.75, 2, 2.25, etc.).
 - b. Examples:
 - (1) 2.33 Contact Hours
Can be rounded DOWN to 2.25 Contact Hours, but not UP to 2.5 Contact Hours
(2.33 is closer to 2.25 than it is to 2.5)
The provider is still able to award 2.33 Contact Hours, but not 2.3 or 2.4 Contact Hours.
 - (2) 4.89 Contact Hours
Can be rounded UP to 5 Contact Hours, but not DOWN to 4.75 Contact Hours
(4.89 is closer to 5 than it is to 4.75).
The provider is still able to award 4.89 Contact Hours, but not 4.8 or 4.9 Contact Hours.
2. **Written Independent Activities** – To calculate the number of contact hours, the Mergener Formula will be used to determine the number of minutes required to complete activity. This must be performed by Provider Unit staff who have been trained to perform this function and verified by the APPD.
 - a. First determine a word count, then, determine the Fleishman-Kincaid readability level.
 - b. Readability Levels:
 - 1 = Very Easy
 - 2 = Somewhat Easy
 - 3 = Moderate
 - 4 = Difficult
 - 5 = Very Difficult
 - c. Mergener Formula:
$$\text{Time (in minutes)} = [-22.3 + (0.00209 \text{ times number of words}^*) + (2.78 \text{ times number of questions}) + (15.5 \text{ times difficulty level}^{**})] \text{ times } 0.9 = \text{Minutes}$$
 - * Exclusive of Tables / Charts
 - ** Readability
 - d. Printed material with a word count of 1,600 words or less that calculates greater than one (1) contact hour using the Mergener formula, will be rounded down to one (1) contact hour.