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POLICY & PROCEDURE

PROVIDER - REQUIREMENTS FOR SUCCESSFUL COMPLETION OF AN EDUCATION ACTIVITY

POLICY

Requirements for successful completion of educational activities will be shared with participant learners via the disclosure process provided to each learner prior to the beginning of the activity. A Contact Hour Certificate is provided for all accredited educational activities after successful completion of the requirements.

PROCEDURE

1. To be eligible for a Contact Hour Certificate, a participant learner must have completed all of the requirements for successful completion of the activity. These requirements are provided to the participant learner prior to the beginning of the learning activity.
2. Successful completion may be achieved by a variety of methods including the following:
 - a. Submission of a written evaluation tool.
 - b. Self-reported level of achievement of the outcomes.
 - c. Return demonstration.
 - d. Evaluation discussion with faculty/content experts, and/or attendance for the determined percentage of the learning activity.
3. To obtain Nursing Continuing Professional Development (NCPD) contact hours:
 - a. Follow instructions provided to learners.
 - b. Information on how to access evaluations in ANNA's Online Library will be provided to participants at the meeting, on the ANNA website, and via email post-conference.
 - c. A certificate may be printed after completing each session evaluation or a transcript may be printed after completing all session evaluations.
 - d. The NCPD record for the session(s) evaluated may be printed as needed from the ANNA Online library for a period of six (6) years.

4. For all ANNA activities the participant must:
 - a. For live activities, attend 90% of each session to receive contact hours.
 - b. For non-live activities, attest to having completed the activity.
 - c. Complete an evaluation form in ANNA's Online Library for EACH session attended prior to the contact hour expiration date.
5. Participants who paid to attend the National Symposium and/or Nephrology Nursing Summit will have an opportunity to complete their NCPD evaluations as part of their registration fees for six (6) weeks after the activity.
6. All members, including participants who did not meet the deadline for completing the NCPD evaluations, may participate in online NCPD activities per the instructions and procedures in place for the Online Library. Standard policies and fees will apply.
7. The Contact Hour Certificate will contain:
 - a. Name of the learner.
 - b. The number of contact hours earned.
 - c. Name and address of ANNA.
 - d. Title and date of the educational activity.
 - e. Current official accreditation statement.