HOW TO USE THIS MANUAL

This manual has been developed to assist you in preparing your application for continuing education approval. In order to ensure that your application is complete, please review all sections of this manual prior to preparing your application.

This manual includes information about the development and application for getting individual activities approved to award contact hours. The criteria is based on the American Nurses Credentialing Center’s (ANCC) Commission on Accreditation criteria for continuing education.

The American Society of PeriAnesthesia Nurses (ASPAN) is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.

Our goal is for you to be successful in completing the Individual Activity Application for contact hours and for you to provide quality nursing continuing education. Please contact at any time during the application process if you have any questions.

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Content of this manual based on the following:
Preface

The American Society of PeriAnesthesia Nurses (ASPAN) was established in 1980 with one of its goals to provide those interested and involved in all phases of perianesthesia care with approved educational offerings. The ASPAN Education Approver Committee works under the operational requirements for nursing continuing education put forth by the American Nurses Credentialing Center’s Commission on Accreditation (ANCC-COA). This Committee shall act as an approver for those interested in promoting education for all phases of perianesthesia nursing through an application for nursing contact hours. The goals/objectives of the approver program are:

1. To promote opportunities for the continuing professional development of all phases of perianesthesia nursing.
2. To develop, maintain and review a continuing education approver system, adhering to ASPAN/American Nurses Credentialing Center Commission on Accreditation (ANCC-COA) operational requirements.
3. To review and act upon applications submitted for continuing education contact hours according to ASPAN/American Nurses Credentialing Center Commission on Accreditation (ANCC-COA) operational requirements.

Eligibility

As a specialty nursing organization, ASPAN is accredited by the American Nursing Credentialing Center Commission on Accreditation (ANCC-COA) to approve continuing nursing education activities for contact hours. **The Education Approver Program is separate from the Education Provider Program.** The education approver process is designed as an open model and adheres to the policy that any ASPAN component, individual or a group providing continuing education and demonstrating the capacity to meet the criteria may apply for continuing education approval.

Application Procedure

Applications submitted less than 60 days prior to the start of the educational activity will NOT be accepted for review.

**PLEASE NOTE:** All applications must be submitted electronically via email to ezeiger@aspan.org. The applicant will be notified that the application has been received and that it has been assigned an ASPAN Approver Number. This number will be used throughout the review and approval process.
APPLICATION REVIEW PROCESS

Once the complete copy of the electronic application has been received at the ASPAN National Office:

**First:** The application will be checked by the ASPAN Education Approver Support Staff to determine that the application is complete. If the application does not contain all required materials for review, the applicant will be contacted to submit the missing information. Handwritten forms will be returned to the applicant. **The application will be returned if grossly incomplete.**

**Second:** If all required information is present, an Education Approver Review Team will be chosen and copies of the application will be emailed to them for review. Both members of the team will review the application utilizing the design criteria established by ANCC-COA.

**Third:** The team member will send feedback regarding the application to the team leader. The team leader will send feedback directly to the Nurse Peer Review Leader who will then do a thorough review of the application. The team leader will work directly with the applicant to correct any deficiencies noted in the application. Deficiencies must be corrected before the application can be approved. **Contact hours cannot be awarded retroactively.**

**Fourth:** Once the application meets the requirements for contact hours, the Nurse Peer Review Leader will notify the ASPAN National Office that the application has been approved, and the applicant will be notified by e-mail and by letter.

**Types of Action**
There are three types of action possible on an application for approval.
1. Approval for two years occurs when your application materials meet all required criteria
2. Decision Deferred Pending receipt of additional information or materials
3. Denial of Approval occurs when the application materials do not meet the ANCC COA accreditation criteria

**Please Note:**
If the requirements for contact hours are not met prior to the date of the educational activity, contact hours will be denied. The team leader will notify the ASPAN National Office and the applicant will be notified by certified mail that the contact hours have been denied. The applicant may withdraw the application at any time during the review process, but the application fee will not be refunded. (In the event of a disagreement between the team members regarding the final dispensation of an application, the Nurse Peer Review Leader will make the final decision.)

Failure to follow ANCC-COA operational requirements after the application has been approved may result in revocation of contact hours awarded; e.g. changing faculty or altering objectives or content and not notifying or resubmitting the information to ASPAN before the program is presented.
APPEAL PROCESS

The applicant may appeal any denial or revocation of contact hours. This appeal must be in writing and postmarked within 15 days of the denial or revocation notification. This letter must include the rationale and justification for the appeal. The Education Approver Committee chairperson will utilize the Appeal Process Policy.

An Appeals Committee, consisting of three members (who are not members of the Education Approver Committee but have an awareness of the Approver process) will be appointed to review the letter of appeal along with the original application. The President and Board of Directors will appoint the three members of the Appeals Committee to work with the Approver Chairperson at such time an Appeals Committee is needed.

Criteria for members of the Appeals Committee will include:
- Appointment at such time when an applicant makes an appeal
- Knowledgeable of the Education Approver process
- Member or past member of the Board of Directors or Past Education Approver Chairperson
- Appointed members by the President/Board of Directors

The decision of the Appeals Committee will be based on the original application as it is on file at the ASPAN National Office. Revisions or additions to this application may not be made during the appeals process. The majority of the Appeals Committee will make the appeal decision. Applicants will be notified in writing of the appeal decision.

APPLICANT RESPONSIBILITIES FOLLOWING PRESENTATION OF THE EDUCATIONAL ACTIVITY

Within 30 days of the presentation of the educational activity the RN identified as being administratively responsible for the activity must send to the ASPAN National Office the following:

- Number of attendees
- List of names and addresses of attendees
- Email address for each attendee
- List of number of contact hours awarded to each attendee
- Evaluation summary analysis
- Copy of completed certificate
- Copy of Outcome Measurement Tool
- Summary of Results of Outcome Measurement

Since the approval for contact hours is good for two years and the educational activity may be presented a number of times during the two-year period, the above information is to be submitted to ASPAN each time the activity is presented.

Failure to submit the documentation required by ANCC-COA operational requirements to the ASPAN National Office within 30 days could result in the revocation of the contact hours awarded.
EDUCATIONAL DESIGN PROCESS

Professional Practice Gap
The process of planning begins with identifying when CNE or IPCE might be a desired intervention to address a change that has been made to a standard of care, a problem that exists in practice, or an opportunity for improvement. Once an educational intervention is determined to be appropriate, a Nurse Planner is engaged to begin the planning process.

The Nurse Planner starts by analyzing data that validate the need for the educational activity. This analysis forms the basis of a professional practice gap, or the difference between the current state of practice and the desired state of practice. It is important to note that a professional practice gap may exist for registered nurses or health care teams regardless of the practice setting. Professional practice gaps are not limited to clinical practice and may also exist in areas of professional work such as administration, education, and research.

Planning Committee
Once the professional practice gap is identified, the Nurse Planner can begin to select individuals to assist with planning the educational activity by forming a Planning Committee, or the Nurse Planner may participate as a member of an interprofessional planning team. The Planning Committee must include at least two registered nurses: the Nurse Planner and a content expert. The Nurse Planner may function as both the Nurse Planner and the content expert; however, two people must be involved with planning each educational activity. Other individuals may be selected, as appropriate, to help plan the activity. The Nurse Planner ensures that the educational activity is developed in compliance with ANCC accreditation criteria.

Planning continues with further analysis of the professional practice gap. The Nurse Planner and Planning Committee evaluate the root cause(s) of the gap, or why the gap exists. If the gap is related to a lack of knowledge, skills, and/or practices of registered nurses, an educational intervention is appropriate. The gap may exist for other reasons, however, and alternative, noneducational strategies may need to be considered.

Underlying Educational Needs
When the professional practice gap has been identified, the Nurse Planner and Planning Committee conduct a needs assessment to determine the underlying educational needs of registered nurses, or members of the health care team, that contribute to the gap. The Nurse Planner and Planning Committee evaluate what registered nurses or members of the health care team do not know (knowledge deficit), do not know how to do (skill deficit), or are not able to do in practice (practice deficit). A backward-planning process, as described by Moore, Green, and Gallis (2009), is a useful method for determining the educational needs and targeting the educational activity appropriately to address the gap.

Target Audience
Once the educational need has been identified, the Nurse Planner and Planning Committee can determine the target audience for the educational activity. The target audience is defined as the specific registered nurse learners or health care team members the educational activity is intended to impact.

Learning Outcome(s)
The Nurse Planner and Planning Committee then develop the desired learning outcome for participants in the target audience. A learning outcome is written as a statement that reflects what the learner will be able to do as a result of participating in the educational activity. The learning outcome must be observable and measurable. The learning outcome addresses the educational needs
(knowledge, skills, and/or practices) that contribute to the professional practice gap, and achieving the learning outcome results in narrowing or closing the gap. A learning outcome may be assessed short term or long term. There may be more than one learning outcome for an educational activity.

**Content for Educational Activity**

Content for the educational activity may be chosen by the Nurse Planner and Planning Committee, or it may be selected by others participating in the educational activity such as individual speakers or authors. It is the responsibility of the Nurse Planner and Planning Committee to ensure that content is based on the most current evidence, which may include, but is not limited to, evidence-based practice, literature/peer-reviewed journals, clinical guidelines, best practices, and content experts’ opinion. If there is concern that content selected is not based on best available evidence or may be biased within the educational activity, the Nurse Planner and Planning Committee may choose to engage a content reviewer. The purpose of a content reviewer is to provide independent and expert evaluation of content to ensure best available evidence is presented, content is balanced, and content is not promotional or biased.

Content that has previously been developed may also be identified as appropriate to include within the educational activity. If previously developed content is incorporated, the Nurse Planner is responsible for ensuring that content meets criteria for best available evidence and is appropriate in relation to the identified practice gap, and that permission to use the content has been obtained as applicable.

**Active Learner Engagement**

As part of the design process, the Nurse Planner and Planning Committee develop ways to actively engage learners in the educational activity. Strategies to engage learners may include, but are not limited to, integrating opportunities for dialogue or question/answer, including time for self-check or reflection; analyzing case studies; and providing opportunities for problem-based learning. Active learner engagement may function as an opportunity for formative assessment during the educational activity by providing the presenter with immediate learner feedback.

**Criteria for Awarding Contact Hours**

During the planning process, the Nurse Planner and Planning Committee determine the criteria that learners must meet to earn contact hours. Criteria should be based on the desired learning outcome(s). Criteria may include, but are not limited to, participation in the activity, attendance for a specified period of time (e.g., 100% of activity, or missing no more than ten minutes of activity), successful completion of a post-test (e.g., attendee must score X% or higher), completion of an evaluation form, or successful completion of a return demonstration.

**Evaluation**

The Nurse Planner and Planning Committee determine the method that will be used to evaluate the educational activity. The evaluation components and method of evaluation should be relative to the desired learning outcome(s) of the educational activity. Evaluation may be formative and integrated within the educational activity. Evaluation is also summative at the conclusion of the educational activity. Evaluation methods include assessment of change in knowledge, skills, and/or practices of the target audience. Change in knowledge, skills, and/or practices may or may not occur based on a variety of factors; however, evaluation should assess for such change. Evaluation may also include collecting data that reflect barriers to learner change. Evaluations may include but are not limited to short and long-term methods.
### EVALUATION OPTIONS

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<td>• Active participation on learning activity</td>
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Following the conclusion of the educational activity, the Nurse Planner and/or Planning Committee review the summative evaluation data to assess the impact of the educational activity and determine how results may be used to guide future educational activities, as applicable.

### Independence from Commercial Interest Organizations

The educational planning process outlined in this chapter is designed to provide independent continuing education firmly rooted in the identification of professional practice gaps and learning needs of registered nurses and/or members of the health care team. In order to fully ensure independence of these CNE/IPCE activities and meet accreditation criteria, actions that ensure there is no commercial influence in the planning and execution of these activities are an important component of the overall process. The next section focuses on conflict of interest, commercial support, and content integrity in the presence of commercial support.

### ENSURING INDEPENDENCE AND CONTENT INTEGRITY

The following is an abbreviated outline of the requirements for ensuring independence and content integrity when planning educational activities. See ANCC Content Integrity Standards for Industry Support in Continuing Nursing Educational Activities, available at http://www.nursecredentialing.org/accreditation for full standard requirements.

### Conflict of Interest

A conflict of interest exists when an individual is in a position to control or influence the content of an educational activity and has a financial relationship with a commercial interest, the products or services of which are pertinent to the content of the educational activity. The Nurse Planner is responsible for identifying and resolving conflicts of interest during the planning and implementation phases of an educational activity. The Nurse Planner may engage the individual with the identified conflict of interest to participate in the resolution process through actions such as having the individual sign a speaker agreement outlining expected practice or submitting/revising presentation materials, but the Nurse Planner must be actively engaged in the resolution process and is ultimately accountable for compliance. The Nurse Planner is also responsible for informing learners of the presence or absence of conflicts of interest for all individuals in a position to control content of the educational activity. If the Nurse Planner has a conflict of interest, he or she should recuse himself or herself from the role of Nurse Planner for the educational activity.

It is critical that all individuals in a position to control content of an educational activity are provided with the definition of a commercial interest organization prior to disclosing relevant relationships.
Identification and Evaluation
The Nurse Planner is responsible for ensuring that all individuals who have the ability to control or influence the content of an educational activity disclose all relevant relationships with any commercial interest, including, but not limited to, members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relationships with commercial interest organizations are considered relevant if they existed within the past twelve months. Relationships of the individual’s spouse/partner may be considered relevant and must be reported, evaluated, and resolved.

- Employees of commercial interest organizations are not permitted to serve as planners, speakers, presenters, authors, and/or content reviewers if the content of the educational activity is related to the products or services of the commercial interest organization.

- Employees of commercial interest organizations are permitted to serve as planners, speakers, presenters, authors, and/or content reviewers if the content of the educational activity is NOT related to the products of the commercial interest organization.

- Individuals who have nonemployee relationships with commercial interest organizations are permitted to serve as planners, speakers, presenters, authors, and/or content reviewers as long as the provider has implemented a mechanism to identify, resolve, and disclose the relationship as outlined in these standards.

Resolution
When an individual has a relevant relationship with a commercial interest organization, the Nurse Planner must implement a process to resolve the conflict of interest. Actions taken to resolve conflicts of interest must demonstrate resolution of the identified conflicts of interest prior to presenting/providing the educational activity to learners. Such actions must be documented in the activity file, and documentation must demonstrate (1) the identified conflict and (2) how the conflict was resolved.

Resolution processes may include but are not limited to the following

- Removing the individual with a conflict of interest from participating in all parts of the educational activity;
- Revising the role of the individual with a conflict of interest so that the relationship is no longer relevant to the educational activity;
- Not awarding continuing education contact hours for a portion or all of the educational activity;
- Undertaking review of the educational activity by the Nurse Planner and/or member of the Planning Committee to evaluate for potential bias, balance in presentation, evidence-based content or other indicator of integrity, and absence of bias, AND monitoring the educational activity to evaluate for commercial bias in the presentation;
- Undertaking review of the educational activity by the Nurse Planner and/or member of the Planning Committee to evaluate for potential bias, balance in presentation, evidence-based content or other indicator of integrity, and absence of bias, AND reviewing participant feedback to evaluate for commercial bias in the activity;
- Undertaking review of the educational activity by a content reviewer to evaluate for potential bias, balance in presentation, evidence-based content or other indicator of integrity, and absence of bias, AND monitoring the educational activity to evaluate for commercial bias in the presentation; and
- Undertaking review of the educational activity by a content reviewer to evaluate for potential bias, balance in presentation, evidence-based content or other indicator of integrity, and
absence of bias, AND reviewing participant feedback to evaluate for commercial bias in the activity.

**Commercial Support**
Commercial interest organizations may provide monetary funding or other support (Commercial Support) for continuing nursing educational activities in accordance with the fundamental principles that
1. Commercial Support must not influence the planning, development, content, implementation, or evaluation of an educational activity; and
2. Receipt of Commercial Support must be disclosed to learners.

Commercial Support may be used to pay for all or part of an educational activity and for expenses directly related to the educational activity, including, but not limited to, travel, honoraria, food, support for learner attendance, and location expenses. Commercial Support may be used to support more than one educational activity at the same time or multiple activities over a period of time.

Commercial Support is:
- Financial Support–money supplied by a commercial interest organization to be used by a provider for expenses related to the educational activity. Financial support may be provided as an unrestricted grant, educational grant, donation, or scholarship.
- “in-kind” Support – materials, space, or other nonmonetary resources or services used by a provider to conduct an educational activity, which may include, but are not limited to, human resources, marketing services, physical space, equipment such as audiovisual components, and teaching tools (for example, anatomic models).

**Ensuring Content Integrity of an Educational Activity in the Presence of Commercial Support**
Commercial interest organizations providing commercial support for continuing educational activities may not influence or participate in the planning, implementation, or evaluation of an educational activity. All of the following requirements to ensure content integrity must be satisfied by the provider when commercial support is accepted.
1. The commercial interest organization and accredited provider must have a written agreement setting forth the terms of the relationship and the support that will be provided. The written agreement will also reflect the requirements set forth in items 2-4, below.
2. All payments for expenses related to the educational activity must be made by the provider. The provider must keep a record of all payments made using Commercial Support funding. Commercial Support funds may only be used to support expenses directly related to the educational activity.
3. The provider is responsible for maintaining an accounting of expenses related to Commercial Support.
4. A commercial interest organization may not jointly provide educational activities.

**EDUCATIONAL ACTIVITY CHARACTERISTICS**

**Types of Activities**
1. Provider-directed, provider-paced: The provider controls all aspects of the learning activity. The provider determines the desired learning outcome based on a needs assessment and gap analysis, selects content based on best available evidence, chooses strategies to facilitate learning, and identifies methods for collecting and analyzing evaluation data. (Examples include live activities and live webinars.)
The ASPAN Approver Unit only accepts applications for Provider Directed Provider Paced Activities.

**Considerations for Live and Enduring Formats**
Live educational activities, whether in-person or web-based, are provider-directed, provider-paced activities. There is no expiration date for a live activity; however, the provider is expected to evaluate repeated activities as needed to determine that the practice gap still exists, that the underlying educational needs are still relevant for the target audience, and that content is still based on current evidence.

**Joint Providership**
Individual Activity Applicants may jointly provide educational activities with other organizations. The jointly providing organization **cannot** be a commercial interest. The Individual Activity Applicant is referred to as the provider of the educational activity; the other(s) is referred to as the joint provider(s). In the event that two or more organizations are approved, one will assume responsibility for adherence to the ANCC criteria and is the provider; the other(s) is referred to as the joint provider(s). Materials associated with the completion, must clearly indicate the approved organization (Provider) awarding contact hours and responsible for adherence to ANCC criteria.

**Awarding Contact Hours**
Contact hours are determined in a logical and defensible manner. Contact hours are awarded to participants for those portions of the educational activity devoted to the learning experience and time spent evaluating the activity. One contact hour = sixty minutes. If rounding is desired in the calculation of contact hours, the provider must round down to the nearest 1/10th or 1/100th (e.g., 2.758 should be 2.75 or 2.7, not 2.8). Educational activities may also be conducted asynchronously and contact hours awarded at the conclusion of the activities.

Time frames must match and support the contact hour calculation for live activities. Evidence may include, but is not limited to, agenda for the activity, outline of content to be delivered in the activity, and/or other marketing materials. Time for breaks and meals should be clearly delineated and not included in total contact hours awarded.

Contact hours may not be awarded retroactively.

**Individual CNE Activities Approval Statement**
Individual Activity Applicants are required to provide the official activity approval statement to learners prior to the start of each educational activity and on each certificate of completion. The official approval statement for Individual CNE Activities must be displayed clearly to the learner and worded according to the most current Accreditation Manual. When referring to contact hours, the term “accredited contact hours” should never be used—contact hours are awarded.

If advertising is released prior to approval **AND** after an application has been submitted, the following statement may be used:

*This activity has been submitted to the [Name of Accredited Approver Unit] for approval to award contact hours. The [Name of Accredited Approver Unit] is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation.*
If the advertising is to be released after approval is received, then use the following statement:

This continuing nursing education activity was approved by [Name of Accredited Approver Unit], an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

Certificate or Documentation of Completion
A certificate or documentation of completion is awarded to a participant who successfully completes the requirements for the individual education activity.

The certificate must include:
- Title and date of the educational activity
- Name and address of the provider of the educational activity (web address acceptable)
- Number of contact hours awarded
- Approval statement
- Participant name

Required Information Provided to the Learner
Learners must receive required information prior to the start of an educational activity. In live activities, required information must be provided to the learner prior to initiation of the educational content. In enduring materials (print, electronic, or web-based activities), required information must be visible to the learner prior to the start of the educational content. Required information may not occur or be located at the end of an educational activity.

Required information for learners includes
- Approval statement of provider responsible for educational activity;
- Notice of requirements to receive contact hours: Learners are informed of the criteria that will be used to award contact hours, which may include, but are not limited to
  - Actual time spent in the educational activity
  - Required attendance time at activity (e.g., 100% of activity, or missing no more than ten minutes of activity);
  - Successful completion of post-test (e.g., attendee must score X% or higher)
  - Completed evaluation form.
- Presence or absence of conflicts of interest for all individuals in a position to control content of the educational activity
  - For individuals in a position to control content who **have** a relevant relationship with a commercial interest organization (conflict of interest is present), the following required information must be provided to learners
    - Name of individual
    - Name of commercial interest
    - Nature of the relationship the individual has with the commercial interest.
  - For individuals in a position to control content who **do not have** a relevant relationship with a commercial interest organization, the activity provider must inform learners that no conflict of interest exists.
- Additional required information, if applicable, includes
  - Commercial support: Learners must be informed if a commercial interest organization has provided financial or in-kind support for the educational activity
  - Expiration of enduring materials: Educational activities provided through an enduring format (e.g., print, electronic, web-based) are required to include an expiration date documenting the time period during which contact hours will be awarded
Joint providership: Learners must be informed of the provider of the educational activity and all other organizations that participated in joint planning of the activity.

REQUIRED FORMS

REQUIRED FORMS: *(The forms are Word documents and must be submitted to ASPAN as Word documents.)*

- **Sample Brochure:** The program Brochure must be pre-approved prior to distribution. The sample indicates required information, not required layout. Once your marketing materials are approved, we will provide a copy of the approver manual. **Please note:** A Save-the-Date flyer is NOT required if all of the information is available to complete your brochure.

- **Eligibility Form:** The **Nurse Planner** must complete the Eligibility Form to verify eligibility requirements to act as the Nurse Planner for the program.

- **Application Form:** The **Nurse Planner** completes the Application Form for the program confirming that all information is consistent with information on the Brochure and other required forms; i.e. all names and credentials must be identical on each form. Please note: if your program has more planners or presenters than there is room to list on this form, please contact the ASPAN office (ezeiger@aspan.org) for a different form.

- **Conflict of Interest Form:** A Conflict of Interest Form must be completed and submitted for **ALL presenters and ALL planners** (Anyone in a position to control content).

- **Educational Planning Table:** Provides timing, content, speaker and learner engagement strategies

- **Evaluation Form Template:** An Evaluation Form must be submitted for the entire program. This sample indicates required layout.

- **Outcome Measure:** An outcome measure, such as a post test, is now required. You listed the outcome that you plan to measure on your brochure/flyer.

- **Sample Certificate:** A sample of the Certificate that will be awarded at the completion of the program must be submitted. **This sample indicates required information, not required layout.**

- **Sample Participant Contact Information Form:** A sample of the form that will be used to collect Participants' information must be submitted. Required information includes unique identifier number for each participant, name, address, city, state, zip, email address, and number of contact hours awarded.

- **Required Handout:** A sample of the Required Handout that will be distributed to each participant at the program must be submitted. The handout must include the schedule, disclosure table and all required disclosure information.

- **Commercial Support Form:** 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.

- **Eligibility Commercial Interest Addendum:** Applicants should only complete this addendum if directed to do so by the Individual Educational Activity Applicant Eligibility Verification or by the Accredited Approver.

PROCESS

- The Brochure should be submitted for review as soon as it is completed. This can be done in advance and separate from the submission of the required forms. The Brochure must be pre-approved prior to distribution.
• All forms must be completed and sent via email on the same day, to ezeiger@aspan.org.

• Applications submitted less than 60 days prior to activity date will no longer be accepted for review.

• An ASPAN Education Approver Team will be assigned to your program for review. The team leader will work with the program Nurse Planner to ensure all ANCC requirements are met.

• An Approval Letter indicating Direct Care (DC) or Indirect Care (IC) designations and number of Contact Hours will be sent to the Nurse Planner when the program is approved.

• The Approval Letter lists the items that are required to be submitted to the ASPAN National Office after the program is held. These items must be received within 30 days of the program date to maintain the approval status. Items required include:
  » Number of attendees
  » Participant Information Form
  » Evaluation summary analysis
  » Outcome evaluation analysis
  » Copy of completed certificate

• Submit fee to the National Office by check or credit card.

PROVIDER DIRECTED PROVIDER PACED ACTIVITY APPLICATION

This section is designed to guide you in completing the Individual Activity Application. Please also review the recording on the ASPAN website that directs you through the completion of the application forms. Please contact at any time during the application process if you have any questions.

Approval Period
The approved activity may be repeated as often as you want during the two year approval period. The program must be presented in exactly the same format and content.

Fee Schedule
Please refer to the Fee Schedule on the ASPAN website.

Submission
In order to provide enough time for review the complete application must be submitted a minimum of 60 days prior to the start of the educational activity.

Marketing Material (Brochure or Flyer)
The program Brochure must be pre-approved by ASPAN prior to distribution. The sample brochure indicates required information, not required layout. Once your marketing materials are approved, we will provide a copy of the approver manual for individual activity applications.

Eligibility Form
The individual activity applicant must have at least one currently licensed registered nurse who functions as the Nurse Planner for the activity. The nurse planner is responsible for ensuring that the educational activity is developed according to the ANCC-COA operational requirements.

The individual activity applicant must meet all eligibility requirements. The ASPAN Accredited Approver unit is responsible for determining if the applicant is eligible to apply. To be eligible to apply for approval of an individual activity the applicant must:
• Be administratively responsible for the entire process of planning, implementing and evaluating the activity
• Have one Nurse Planner with a current, valid and unencumbered license as an RN and who has a Baccalaureate degree or higher in nursing
• Ensure the nurse Planner is an active participant in the planning, implementing and evaluation process of the activity
• Have a planning committee led by the Nurse Planner and one additional RN committee member. The Nurse Planner is knowledgeable of the ANCC COA accreditation criteria and process and is responsible for adherence to all accreditation criteria. One planning committee member needs to have appropriate subject matter expertise for the activity. The Nurse Planner can also be the content expert, but there must be at least two people on the planning committee.
• Ensure the Nurse Planner is responsible for ensuring completion and review of the Conflict of Interest (COI) forms by each planning committee member and each presenter to ensure evaluation of actual or potential COI.
• Not be a commercial interest as described by the ANCC Content Integrity Standards for Industry Support in Continuing Education Activities.
• Be in compliance with all applicable federal, state, and local laws and regulations that affect the ability to meet ANCC-COA operational requirements

Application Form
• The application form has numerous questions that need a response.
• You will be asked to identify a professional practice gap that will be the basis for planning the educational activity.
• Describe the learner’s current state related to the professional practice gap
• Describe the learner’s desired state related to the professional practice gap
• The end of the application form identifies all additional materials that must be submitted as part of the application.

Conflict of Interest Form
A Conflict of Interest form must be completed by all planning committee members and presenters (all persons in a position to influence content for the activity. The Nurse Planner is responsible for review of all of the COI forms. Another member of the planning committee is responsible for reviewing the Nurse Planners COI form.

Educational Planning Table
• The content for the activity is based on the identified gap
• The content is based on the needs of the target audience
• Learner engagement strategies will be used to get the participant actively engaged in the learning
• References should be selected based on the most current available evidence
• The measure of credit is the contact hour where 60 minutes equals one contact hour. A contact hour is 60 minutes of an organized learning activity. The minimum number of contact hours that the ASPAN Approver Unit will accept an application for is 1.0 contact hours. Contact hours may be calculated to the hundredths. Contact hours may not be rounded up.

Evaluation Form with Outcome Measurement
• An evaluation form is required for each activity (see ASPAN Evaluation Template)
• An outcome measurement is required for each activity. The Nurse Planner will determine the type of short term and/or long term outcome measurement
Certificate
- A certificate or documentation of completion is awarded to a participant who successfully completes the requirements for the individual education activity.
- The certificate must include
  - Title and date of the educational activity
  - Name and address of the provider of the educational activity (web address acceptable)
  - Number of contact hours awarded
  - Approval statement
  - Participant name

Participant Contact Information Form
- This form will be used to collect the contact information from each participant
- This information will be submitted to the ASPAN national office with the post conference materials

Required Handout
The Required Handout template is designed to meet all disclosure requirements for the learners. The Required Handout template must be used and provided to each learner.

Required information for learners includes
- Approval statement of provider responsible for educational activity;
- Notice of requirements to receive contact hours: Learners are informed of the criteria that will be used to award contact hours, which may include, but are not limited to
  - Actual time spent in the educational activity
  - Required attendance time at activity (e.g., 100% of activity, or missing no more than ten minutes of activity);
  - Successful completion of post-test (e.g., attendee must score X% or higher)
  - Completed evaluation form.
- Presence or absence of conflicts of interest for all individuals in a position to control content of the educational activity
  - For individuals in a position to control content who have a relevant relationship with a commercial interest organization (conflict of interest is present), the following required information must be provided to learners
    - Name of individual
    - Name of commercial interest
    - Nature of the relationship the individual has with the commercial interest.
  - For individuals in a position to control content who do not have a relevant relationship with a commercial interest organization, the activity provider must inform learners that no conflict of interest exists.
- Additional required information, if applicable, includes
  - Commercial support: Learners must be informed if a commercial interest organization has provided financial or in-kind support for the educational activity
  - Expiration of enduring materials: Educational activities provided through an enduring format (e.g., print, electronic, web-based) are required to include an expiration date documenting the time period during which contact hours will be awarded
  - Joint providership: Learners must be informed of the provider of the educational activity and all other organizations that participated in joint planning of the activity.
Commercial Support Form
• This form is completed if you are receiving any commercial support for the activity

Record Keeping
The applicant is required to maintain a complete copy of the following:
• Individual activity application
• Attendance list with contact information for each participant and the number of contact hours awarded to each
• Summative evaluation
• Approval letter
• All correspondences with the ASPAN Approver unit
The records must be maintained in a retrievable file which is accessible to only authorized personnel for six years.

GLOSSARY OF TERMS

Accredited Approver: An eligible organization credentialed by ANCC-COA after having submitted to an in-depth analysis to determine its capacity to assess and monitor other organizations’ compliance with ANCC accreditation criteria as Individual Activity Applicants and Approved Providers

Approver Unit: Comprises the members of an organization who support the approval of other organizations and/or continuing nursing education activities.

Best Available Evidence
Choosing evidence based on an evidence hierarchy, with higher levels of the hierarchy consistent with a stronger evidence base

Commercial Interest
Any entity producing, marketing, reselling, or distributing health care 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 health care goods or services consumed by or used on patients. Or an entity that advocates for use of the products or services of commercial interest organizations. Exceptions are made for nonprofit or government organizations and non-health-care-related companies.

Commercial Support
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 joint providers of an educational activity.

Commission on Accreditation (COA)
Appointed by and accountable to the ANCC Board of Directors, this body is responsible for development and implementation of the ANCC program for accreditation of CNE. The COA is composed of at least nine members selected from CNE stakeholder communities and represent expertise from across the field of continuing education, including academia, educational companies, domestic and international nursing associations, and governmental organizations.
Conflict of Interest
An affiliation or relationship of a financial nature with a commercial interest organization that might affect a person’s ability to objectively participate in the planning, implementation, or review of a learning activity.

Contact Hour
A unit of measurement that describes sixty minutes of an organized learning activity. One contact hour equals sixty minutes.

Content
Subject matter of an educational activity that is based on the best available evidence and reflects the desired learning outcomes.

Content expert
An individual with documented qualifications demonstrating education and/or experience in a particular subject matter.

Content Reviewer
An individual selected to evaluate an educational activity during the planning process or after it has been planned but prior to delivery to learners for quality of content, bias, and any other aspects of the activity that may require evaluation.

Continuing Education Unit (CEU)
The ANCC Accreditation Program does not utilize this term when referring to the CNE unit of measurement. The CEU is an educational measurement utilizing criteria of the International Association for Continuing Education and Training (IACET).

Continuing Nursing Education (CNE) Activities
Learning activities intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RNs’ pursuit of their professional career goals.

Eligibility
An applicant’s ability to meet the requirements established by ANCC as a prerequisite to evaluation for accreditation or re-accreditation in order to be considered qualified to apply for accreditation.

Gap analysis
The method of identifying the difference between current knowledge, skills, and/or practices and the desired best practices.

Joint Providership
Planning, developing, and implementing an educational activity by two or more organizations or agencies.

Jointly Provided Activities
Educational activities planned, developed, and implemented collaboratively by two or more organizations or agencies.
Marketing Materials
Method of announcing an educational activity. This may include a brochure, flyer, bulletin board announcement, newsletter, memo, email, intranet posting, electronic message, or website.

Needs Assessment
The process by which a discrepancy between what is desired and what exists is identified.

Nurse Peer Review Leader
A registered nurse who holds a current, unencumbered nursing license (or international equivalent) and a graduate degree, with either the baccalaureate or graduate degree in nursing (or international equivalent), who has the authority within the organization to evaluate adherence to the ANCC Primary Accreditation Program criteria in the approval of CNE.

Nurse Peer Reviewer
A registered nurse who holds a current, unencumbered license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) who is actively involved in evaluating each Approved Provider or Individual Activity Applicant to evaluate adherence to the ANCC criteria.

Nurse Planner
A registered nurse who holds a current, unencumbered nursing license (or international equivalent) and a baccalaureate degree or higher in nursing (or international equivalent) who is actively involved in all aspects of planning, implementation, and evaluation of each CNE activity. The Nurse Planner is responsible for ensuring that appropriate educational design principles are used and processes are consistent with the requirements of the ANCC Primary Accreditation Program.

Nursing Professional Development
A specialized nursing practice that facilitates the professional development and growth of nurses and other health care personnel along the continuum from novice to expert.

Outcome
The impact of structure and process on the organization as an approver and the value/benefit to nursing professional development. Also applies to Approver Unit assessment of an approved provider.

Outcome Measurement
The process of observing, describing, and quantifying the predefined indicator(s) of performance after an intervention designed to impact the indicator.

Planning Committee
At least two individuals responsible for planning each educational activity; one individual must be a Nurse Planner, and one individual must have appropriate subject matter expertise (content expert).

Provider-Directed, Provider-Paced
An educational activity in which the provider controls all aspects of the learning activity. The provider determines the learning outcomes based on a needs assessment, and chooses the content of the learning activity, the method by which it is presented, and evaluation methods (examples include live activities, live webinars).

Target Audience
The group for which an educational activity has been designed.
Teaching Strategies
Instructional methods and techniques that are in accord with principles of adult learning.