**Individual Activity Applicant (Provider)**

**Paperwork/Process for Planning a CNE Activity**

The Approver Unit of the Mississippi Nurses Foundation believes that nursing continuing professional education (NCPD) is the professional and ethical responsibility of nurses because of the vital service provided to humankind. The purpose of the Approver Unit is to provide a mechanism of peer review to assure quality continuing education for registered nurses in the enrichment of nursing practice, education, administration, and research for improving health care to the public.

The Mississippi Nurses Foundation is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center Commission’s on Accreditation. As an accredited approver of *nursing continuing professional development (NCPD)*, the Mississippi Nurses Foundation adheres to the standards and guidelines set forth by the American Nurses Credentialing Center.

A **Provider** is an individual or organization that is dedicated to assessing learner needs, planning, implementing, and evaluating an educational activity which adheres to the relevant criteria of the American Nurses Credentialing Center (ANCC) Accreditation Program. According to ANCC (2020), NCPD is defined as “learning activities designed to build upon the educational and experiential bases of the RN for the enhance practice, education, administration, research, or theory development” (p. 37).

**EDUCATIONAL DESIGN**

There are three types of learning activities which can be conducted:

**Provider-directed, driven by the provider (live).** The provider determines the learning objectives, content, evaluation, presentation method, time, and location (examples: live workshops, seminars, conferences, webinars).

**Provider-directed and learner paced (enduring).** The provider determines the learning objectives, content, presentation method, and evaluation. The learner decides on the time and location of the learning activity (examples: print articles, online courses, webinars, e-books, independent studies, modules).

**Learner-directed and learner paced (enduring).** The learner identifies and formulates his/her learning goals, identifies the learning resources, chooses appropriate learning strategies and evaluation outcomes. The learner determines the time and location of the learning activity and if learning will occur alone or with others.

**NCPD APPLICATION/PLANNING PROCESS**

**Step 1 –** **Establish eligibility** **(complete the Applicant Eligibility Verification-Attachment 1**). An ineligible company cannot provide CNE (see Standards for Integrity).

* **Required: Applicant Eligibility Verification Form**



* **Resource: *Standards for Integrity and Independence in Accredited Continuing Education- check the web link for the current document and resources at:***

[Accreditation Council for CME Announces New Standards for Integrity and Independence in Accredited Continuing Education | ACCME](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Faccme.org%2Fnews-releases%2Faccreditation-council-for-cme-announces-new-standards-for-integrity-and-independence%3Futm_source%3Dnewsletter%26utm_medium%3Demail%26utm_content%3DView%2520this%2520announcement%2520on%2520the%2520ACCME%2520website.%26utm_campaign%3DStandards%2520Release&data=04%7C01%7CJennifer.Graebe%40ana.org%7Cc19ba584abc34d76fa1108d89d4ac804%7Cb71490a5752544a9bb2162e89f8db650%7C1%7C0%7C637432291795432372%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4mLZ3j3yJW3dOkNe5lI9pl%2FH0sXd4jd5QB54BFJGHiY%3D&reserved=0)

**Step 2** - **Identify a** **problem in practice** or an opportunity for improvement or the professional practice gap (PPG).

**Step 3 – Identify the planning committee.** The **nurse planner** must be a registered nurse with a current, unencumbered nursing license (or international equivalent); and hold a baccalaureate degree or higher in nursing (or international equivalent). The planning committee must include at least two people: the nurse planner and a content expert (the nurse planner may function as both). Other individuals may be selected, as appropriate, to help plan the activity. The nurse planner is responsible for ensuring with adherence to the ANCC criteria.

**Step 4** – **Analyze the professional practice gap (PPG) to determine what is causing the problem or why is there a need for improvement and gather evidence to validate the PPG.** Is it a **knowledge** gap (nurse doesn’t know something)? Is it a **skills** gap (nurse doesn’t knows how to do)? Is it a **practice** gap (nurse doesn’t know how to apply or implement in practice)?

* **Resource: *Gap Analysis Worksheet***



**Step 5 – Describe the target audience** Registered nurses must be part of the target audience that the educational activity is expected to impact. Other health care members can be part of the target audience.

**Step 6 - Develop measurable** **learning outcome(s)** to identify what is expected of the learners at the end of the activity. The learning outcome(s) flow from the PPG to address the knowledge, skills, and/or practice needs which are action oriented, observable, and measurable. *Learning objectives are no longer required.*

* **Resource: *Tips for Writing Learning Outcomes***



**Step 7 – Select an evaluation method for evaluating the learning outcomes** throughshort-term or long-term options. Explain how you will collect evidence to show change in knowledge, skills and/or practices of target audience at the end of the activity. Examples: **knowledge** (self-report on Likert scale, post-test), **skills** (intent to change practice, demonstration), **practice** (6-month post-program evaluation or observation).

**Step 8 - Choose content for the activity** **based on best available evidenced-based references** that are realistic and achievablealong with **engaging learner activities** (Lecture and PowerPoint do not count), **selection of presenter(s).**

* **Resources: *Guidance for Nurse Planners, Authors, and Faculty: Ensuring that Clinical Content is Valid and Template for Peer Review or Content Review: Ensuring that Clinical Content is Valid* (see ANCC Standards for Integrity Toolkit)**



* **Resources: Guide for Engaging Teaching Strategies and Planning Table**



**Step 9 – Calculate contact hours as the unit of measurement (***NOT CEU).* A contact hour is a 60-minute hour. Contact hours can be rounded to the nearest quarter (i.e., 2.76 hours could be 2.75). Breaks and mealtimes are not included in the calculation of contact hours.

**Step 10 - Decide criteria for awarding contact hours (%attendance, post-test, etc.) -** what the learner must do or achieve to receive contact hours for the activity which relates to the learning outcome(s) and be enforceable for the activity.

**Step 11 - Identify, Mitigate, and Disclose all relevant financial relationships for all individuals in a position to control content (see ANCC Toolkit) for clinical based activities. Please note that the new entitled *Standards for Integrity and Independence in Accredited Continuing Education* (ACCME, 2020) and must be fully implemented fully by July 1, 2022.**

**If the activity is NONCLINICAL in nature (e.g., preceptor development, or leadership), identification, mitigation, and disclosure of financial relationships are NOT required.**

**If the activity is a CLINICAL TOPIC, complete the required forms in the ANCC Toolkit:**

* ***Template for Collecting Information about All Financial Relationships – page 4***
* ***Nurse Planner’s Worksheet for Mitigation of Identified Relevant Financial Relationships – page 5***



**Step 12 – Acknowledge commercial support (if applicable)**

* **Resource: *IAA Commercial Support Agreement***



**Step 13 – Provide required information to the learners before the activity begins (disclosures).** Include the Provider of activity, Joint Providership (if applicable), successful completion requirements, ANCC approval language, commercial support (if applicable), enduring materials expiration date (if applicable) and presence or absence of relevant financial relationships for all individuals in a position to control content, including mitigation (**if applicable**):

* **Resource: Sample Disclosure Statements**



**Step 14 – Award contact hours and validate completion of the activity (certificate).** The Provider must verify attendance and maintain records for six years. The certificate must include:

* + Title and date of educational activity
  + Name and address of the provider of the educational activity (a web address is acceptable)
  + Number of contact hours awarded
  + Activity approval statement as issued by the Accredited Approver
  + Space for participant name

If contact hours are mentioned on **marketing materials** BEFORE APPROVAL, the following statement should be included on all marketing materials **before an activity is approved**:

*This activity has been submitted to the Mississippi Nurses Foundation, Inc for*

*approval to award contact hours. The Mississippi Nurses Foundation, Inc is accredited*

*as an approver of nursing continuing professional development by the American Nurses Credentialing Center’s Commission on Accreditation.*

The ANCC official approval language for awarding contact hours **after the application is approved**:

*The nursing continuing professional development activity was approved by the Mississippi Nurses Foundation, Inc, an Accredited Approver by the American Nurses Credentialing Center’s Commission on Accreditation.*

**Step 15 – Record Keeping** – the Provider is responsible for keeping the activity files (see list of items) for 6 years. All **activity records** are maintained by the Provider for **six years** in a secure and confidential manner.

* **Required:**



**APPLICATION REVIEW AND APPROVAL PROCESS**

Contact the AAPD regarding applicant eligibility. Once eligibility is established, complete the application and payment form. All forms should be **submitted to the MNF office at** [**foundation@msnurses.org**](mailto:foundation@msnurses.org)**. For questions and eligibility, contact the** **Accredited Approver Program Director at** [**foundation@msnurses.org**](mailto:foundation@msnurses.org)**.** The fee depends on the amount of CE hours requested and the number of days that the application is submitted for review before the activity. If the application is submitted less than 20 days before the presentation, there is an additional fee and permission must be sought from the Accredited Approver Program Director (AAPD). There is no retroactive approval. The application fee and late fee (if applicable) can be submitted online at the Mississippi Nurses Foundation website: [www.msnursesfoundation.com](http://www.msnursesfoundation.com) through the donation portal or by mail to: MNF, 31 Woodgreen Place, Madison, MS 39110.

* **Required Forms:**

  

A quantitative review will be conducted to ensure all required components are present. The applicant will be notified of any missing information. Failure to provide additional required information in a timely manner may result in denial of the application. Once the application is complete, all materials will be sent to the nurse peer reviewer(s) for a qualitative review. The AAPD conducts a review and makes a final decision based on adherence to the ANCC Accreditation Criteria. The application can be approved, approved pending, deferred, or denied. The AAPD will send the Provider a letter of notification of the decision rendered through email. The AAPD will guide the Provider through the process and assist with integration of the ANCC Accreditation Criteria.

* A NCPD application may be **approved** (application meets all requirements.) An application is approved for two years after its original approval. A provider may present an activity an unlimited number of times during this period without re-submitting it for MNF approval. A provider must notify MNF of any repeat of an activity at least 30 days prior to that repeat.
* A NCPD application may be **approved-pending** (application is incomplete). MNF notifies the provider within a week after the review of the application regarding the information necessary for approval. This information must be submitted to the Approver Unit prior to the date of the presentation in order to facilitate final approval. The Approver Unit does not approve an application retroactively.
* A NCPD application may be **deferred** (application needs substantial restructuring to comply with the ANCC criteria). A deferred application must be re-submitted to the Approver Unit with necessary revisions. MNF will review an application a maximum of three (3) times. No additional fee is required for the additional reviews.
* A NCPD application may be **denied** meaning the application does not meet MNF/ANCC requirements for approval.

**References:**

American Nurses Credentialing Center. (2020). ANCC Nursing Continuing Professional Development Accreditation Program, Nurse Peer Review Leader Guidebook.

American Nurses Credentialing Center. (2016). *2015 ANCC Primary Accreditation APPROVER Application Manual.* Silver Spring, MD.