**RECORD KEEPING REQUIREMENTS/CHECKLIST FOR CNE ACTIVITIES**

Records must be maintained by the individual activity organization in an easily accessible, confidential manner for six (6) years. The PRIMARY NURSE PLANNER is responsible for maintaining the CNE activity records in one file (this is part of the CNE application/attachments). After completion of the activity, the sign-in sheet and summary of the evaluations must be included.

* Applicant eligibility verification and if applicable: addendum of MFO commercial interest
* Title and location (if live) of activity. Date of live activity presented or, for ongoing enduring activities, date first offered and subsequent review dates
* Type of activity format: Provider-Directed/Learner-Paced/Blended
* Description of the target audience
* Description of the professional practice gap and its validation
* Description of the learning outcome
* Name and credentials of all activity planners
* Role held by each Planning Committee member (must include identification of the Nurse Planner and Content Expert(s))
* Names and titles of activity presenters, authors, and/or content reviewers
* Conflict of interest disclosure statements from planners
* Resolution of conflict of interest for planners, if applicable
* Conflict of interest disclosure statements from presenters, authors, and/or content reviewers
* Resolution of conflict of interest for presenters, authors, and/or content reviewers
* Description of target audience, educational needs, learning outcome(s) and measurement
* Description and evidence of gap in knowledge, skill, and/or practice for the target audience
* Content of activity with calculation of contact hours and supporting references
* Instructional strategies that are learner engaging
* Criteria for judging successful completion
* Number of contact hours awarded for activity, including method of calculation (Activity provider must keep a record of the number of contact hours awarded to each participant. Learner data must be kept safe and secure.)
* Template of evaluation tool(s) used
* Marketing and promotional materials
* Means of ensuring content integrity in the presence of commercial support (if applicable)
* Commercial Support Agreement(s) with signature and date and associated policy (if applicable)
* Joint Provider Agreement(s), if applicable
* Evidence of disclosing to the learner:
	+ Learning outcome statement and criteria for successful completion
	+ Presence or absence of conflicts of interest for all members of the planning committee, presenters, authors, and content reviewers
	+ Commercial support (if applicable)
	+ Expiration date (Learner-Paced materials only)
	+ Joint Providership statement (if applicable)
	+ Documentation of successful completion (Certificate of Successful Completion) must include:

*a. Name and address of CNE provider (web address acceptable)*

*b. CNE activity ID# under the name of the provider*

*c. Name of participant*

*d. Number of contact hours awarded to participant*

*e. Title of activity, day, month, and year of activity presentation (or completion date if Learner-Paced)*

*g. Location*

*h. Correct ANCC approval statement*

* Sign-in sheets, sample certificate, evaluation, and summative evaluation analysis of the activity