

MISSISSIPPI NURSES FOUNDATION
APPLICATION INSTRUCTIONS
For Providing Continuing Education Activities

Provider:

1. Review and comply with the CE application process (See Application Information and Review Process). Select either EDI or EDII continuing education activity. EDI activity is planned and directed by the provider. EDII activity is independent study directed by the learner.
2. Contact the Mississippi Nurses Foundation CE Consultant, Dr. Susan Hart, with any questions at 601-669-0398 or by email at dr.susanhart@gmail.com.
3. Complete and submit the appropriate application and supporting documentation electronically by email to dr.susanhart@gmail.com and kdorr@msnurses.org at least 45 days prior to the scheduled activity. (Alternatively you may submit two legible hard copies of the application and supporting documentation by mail at least 45 days prior to the scheduled activity). Electronic application is preferred.
4. Signatures may be submitted via email or fax documents. However, the provider must keep documentation of correspondence with the planner or presenter. Use a method that provides verifiable proof of that person. For example, if the Attachment A was faxed, keep a copy of the cover sheet with the person's name and phone number.
5. Submit required fee as outlined in fee schedule posted on website to:

Mississippi Nurses Foundation
31 Woodgreen Place
Madison, MS 39110
6. Upon receipt of the application materials and fee, MNF emails verification of receipt and the educational design number to the applicant's contact person.
7. Applications are reviewed the first Tuesday of every month. Applications received less than 10 days before the Committee meets will not be reviewed.
8. The materials are reviewed in the MNF staff for completeness; if all materials are not present, a request for required materials will be made to the Applicant's Contact Person.
9. Qualified reviewers will review the application using criteria required by ANCC. Review results can be "Approved", "Approved Pending" with a request for additional information/clarification, "Deferred" for another review by the committee, or "Denial" of the application.
10. MNF will notify the Applicant of the review results via email and/or letter.
11. Reference the educational design number as assigned by MNF on approval on all correspondence.
12. Return a copy of Evaluation Summary to MNF office within 30 days of the completed activity. Failure to comply with this requirement could jeopardize future educational activity review. Please include the educational design number with this information.