



## Guidelines for Completion of an Application for Prior Approval

### Continuing Education Program

These guidelines are intended to assist providers who are applying to AANA for **prior approval of a continuing education (CE) program they want to present at a future date**. Prior approval cannot be awarded to CE programs that have already been presented. Inservice and provider-directed independent study/home study programs each have their own specific application guidelines which can be viewed along with the 2008 AANA *Continuing Education Program*, on the AANA website at [www.aana.com](http://www.aana.com) by going into Professional Development, Continuing Education and Applications.

#### **Program Coordinator**

The program coordinator is the individual who will be the liaison between the provider and the AANA. This individual receives the AANA approval notice and all correspondence related to the program. It is important to include the following information for the coordinator on the application form: a phone number, fax, or email address where the coordinator can easily be reached by the CE Department during the hours of 8:00 am to 4:00 pm, Central Time.

The name, address, fax, email and phone numbers for the program coordinator will also be used for any paid advertisement in the AANA *Calendar of Events* unless the CE Department is otherwise notified. The coordinator should be sure to mark in the appropriate box if they want their phone, fax, email, or web information included in the paid advertisement. In addition, if the coordinator wants another name to be used as the contact for the advertisement, that information should be submitted with the application.

The CE Department must be notified of any changes affecting its communication with the provider or program coordinator such as a change in the mailing address, telephone number, administrative structure, the individual responsible for coordinating the CE program and recordkeeping, or any other information pertinent to the program.

#### **Application Submission**

Providers are encouraged to submit applications, including all supporting material, 90 days before the first date of presentation to allow time for processing, corrections, and advance publicity. The application for prior approval can be submitted in one of the following ways:

1. **Use an interactive PDF file.** The PDF can be downloaded directly from the AANA website at [www.aana.com](http://www.aana.com) by going into Professional Development, Continuing Education, and Applications. Use the submit button in the lower right hand corner of the application to electronically forward the form to the CE Department. If you are unable to download the form from our website, contact the CE Department via email at [continuingeducation@aana.com](mailto:continuingeducation@aana.com) or by fax at 847-692-7082 to have the PDF sent via email. If completing the form from an email attachment, the completed form can be submitted via email to the email address stated above or printed and faxed to the fax number stated above.
2. **Use an original AANA application form.** The application may be submitted by fax to the CE Department at (847) 692-7082 or by first class mail to the address below. Photocopied applications are accepted only if they are full size on 8-1/2" x 11" paper, clear, legible, and exactly the size of our application form; no reduced size forms or fonts may be used. **Forms that are not completed electronically must be typed.**

The materials to submit with the application can be sent via email attachments to the email address or fax number stated above or mailed to the address below. If faxed or mailed, include a copy of the front page of the application in order to receive a copy of the approval notice. **All of the materials to submit with the application, including the fee, must be received before the application can be approved.**

## **Materials to Submit with the Application**

- A. **Application fee.** \$100 per program for State Associations, accredited Nurse Anesthesia Programs (this does not include clinical sites) and Federal Government sponsors (Military and VAMC). To be eligible for the reduced application fee as a nurse anesthesia school/program, the application shall 1) have the academic affiliate for the nurse anesthesia program be identified as the provider, and 2) have the currently designated nurse anesthesia educational program administrator (program director) listed as the program coordinator. \$200 per program for Corporate and all other sponsors for up to 12 CE credits. \$10 per credit over 12 CE credits. Late fee of \$25 if application is received less than 30 calendar days from program date. Fees can be paid by credit card, check, or money order made payable to the AANA. **The CE payment form must be completed and submitted with the application.** The fee is nonrefundable and nontransferable if the application does not meet the CE requirements or the provider withdraws the application.
- B. **\$75 fee for each month** an ad is requested for inclusion in the AANA Calendar of Events with a duplicate listing on the AANA website.
- C. **Copy of the evaluation instrument** that will be issued which enables all participants to assess the following: (1) learner's achievement of each objective; (2) teaching effectiveness of each faculty member or presenter; (3) relevance of content to objectives; (4) effectiveness of teaching methods; (5) appropriateness of physical facilities; and (6) achievement of personal objectives by learner.
- D. **Program Outline and Documentation Form.** The required information, as listed below, may be submitted using one of the options listed on page one under Application Submission or in any other documents as long as all the required information is included. These materials must be **typed**.
1. The title of each presentation and the name, title and credential of each presenter. For associate (student) member presenters, all educational programs seeking AANA CE approval must, A) list the associate member's proper professional and earned academic credentials (e.g. RN, BSN) in the program outline and documentation form as well as published program materials, and B) provide the name of a specific faculty sponsor or mentor, along with the professional credentials of each sponsor or mentor (i.e. CRNA or Anesthesiologist) for each associate member identified as delivering CE-earning content.
  2. A description or outline of the content to be presented for each lecture.
    - a. Refer to the Content Section from the 2008 *AANA Continuing Education Program* located on [www.aana.com](http://www.aana.com) for information regarding content.
    - b. Tours. An itinerary and schedule should be submitted that show the locations, dates, and times of each presentation. CE credit will be awarded only for the discussion portion and *not for observation or a physical walk-through* of a hospital or other facility included on the tour.
  3. An hour-by-hour breakdown of the program that specifies the begin and end time for each presentation, including breaks. One CE credit is awarded per 60 minutes of lecture and 60 minutes of acceptable content is required per 1 CE. For each 60 minute increment, it is allowable to have up to, **but no more than** 10 minutes of combined discussion, Q/A and/or testing directly related to the 50 minutes of educational/learning content. Fractions of credits are not awarded and partial hours are rounded down to the next whole CE credit. The number of credits reflected in this program schedule **must** match the number of credits requested on the application and the application fee per credit.
  4. All educational content must have a minimum of 1 associated learner objective for each 60 minutes of content. For content less than 60 minutes, 1 learner objective is required per topic. The terms "learner objectives" and "learner outcomes" are used interchangeably. The objectives are to be written as statements that identify the participant's expected mastery after attendance at the program.

- *Example of a correctly written learner objective:* At the conclusion of this presentation, the participant should be able to list the physical properties of Sevoflurane.
  - Presenter's goals are not acceptable learner objectives. For example, "To inform the nurse anesthetist about the latest trends in outpatient surgery" is the goal of the presenter; not a measurable learner objective.
5. Teaching methods. Audio and videocassettes, interactive video instruction, CD-Rom, DVDs, or other similar materials, as well as participation in teleconferences and demonstrations, may be submitted as content only if a moderator or facilitator is present to lead a discussion, answer technical questions relative to the presentation, hand out evaluations, and record attendance. The materials may take the place of an in-person lecturer; they cannot be approved by themselves.
  6. All approved providers must ensure that all continuing education activities are free from bias and all presenters (faculty) must declare vested interests. In the event that any form of commercial support is provided for an education activity, the provider must maintain control of the educational content and disclose to the learners all financial relationships or lack of, between the commercial supporter and the provider or presenters. Relationships that could influence conduct and choices of faculty because of vested interests must be disclosed.
- E. **Copy of the certificate of attendance** to be issued to all participants, including nurse anesthetists - both AANA members and nonmembers - who complete the program. The AANA logo cannot be used on any certificates for programs that are not sponsored by the AANA. Certificates must contain the following information:
1. Name of participant;
  2. AANA ID number;
  3. Name, city, and state of provider;
  4. Name of CE program;
  5. Date of CE program;
  6. Number of CE credits awarded;
  7. AANA code number and expiration date;
  8. Provider signature verifying participation.
- F. **CE content areas on certificate of attendance.** Several state boards of nursing require documented credit in specific content areas in order for a nurse anesthetist to renew their APRN license. Although this is not mandatory, we do suggest that the number of CE credits earned during your program in content areas such as pharmacology, HIV/AIDS or legal issues be designated on the certificate of attendance issued to the nurse anesthetist. This will provide the CRNAs with the documentation they are required to submit without the need to contact you after the program for this information.

### **Receipt of Materials Verification**

For verification of receipt of materials in the CE Department: use overnight mail service. Because of the large volume of mail the CE Department receives, phone, fax and email confirmations for receipt of materials is not possible.

### **Application Processing**

Applications for prior approval are reviewed thoroughly before approval is awarded. Providers will be notified within 30 working days if the application is not complete and given an opportunity to submit additional materials. The information must be received before presentation of the CE program. Prior approval will not be awarded until the application is complete.

The approval will be effective as of the date the application is complete, not the date the application was initially received by the CE Department. If the material is not received before the start of the program, processing will not continue and the application is considered inactive.

### **Prior Approval Notification**

The notification that a CE program has been awarded prior approval contains the assigned AANA code number, the number of CE credits awarded, the date of AANA approval, the program approval and expiration dates, the provider's recordkeeping and attendance recording responsibilities, an AANA attendance record, and all other information pertinent to the approval.

Prior approval is granted only for the date(s) of the presentation the provider indicated on the application. The CE activity may not be presented at any other time unless the CE Department is notified and approval is granted before the start of the presentation. CE programs cannot be offered under the provider's code number once it has expired.

Prior approval will not exceed one year. If the CE activity is approved for more than one presentation within the year, the **identical program** (content, speakers, and format) must be used each time; there can be no substitutions in content and speakers.

The code number is assigned a specific date range and maximum number of credits and can be used only for the date(s) and CE credits shown on the approval notice. It must appear on all correspondence, promotional materials, attendance records, and certificates of attendance. If a provider has a CE program approved for a year and it is offered in multiple locations, the nurse anesthetist will be eligible to receive the maximum number of credits **only one time** under the program's code number.

### **Changes in Prior-Approved Programs**

Minor changes in content can be undertaken without additional committee review, provided they involve improvement and comply with the standards for approval.

The number of CE credits originally prior approved cannot be changed unless the provider receives prior approval from the Continuing Education Department. A portion of a program, rather than the entire program, may not be presented unless prior approval is awarded. For example, if the activity was prior approved for 3 days and assigned 18 CE credits, the provider cannot shorten it to 1 day for 6 credits. Prior approval must be obtained because this is a major change and considered a new program.

### **Advertisement of Prior Approval in AANA Calendar of Events**

Providers who receive prior approval can advertise their CE program in the AANA *NewsBulletin* monthly Calendar of Events for a fee that also includes a duplicate listing on the AANA website. State associations acting as the sole provider are not required to pay the fee for an advertisement. However, if a State Association out sources their meeting planning to another group, a fee is charged to advertise the state meeting. Notices of inservice programs are not published in the calendar.

### **Prior Approval Announcement**

The AANA CE Program **does not award** CE units (CEUs), continuing medical education credits (CMEs), or continuing education points (CEPs). These designations are **not** interchangeable with the terms CE credit or contact hour and are not permitted for use on the certificates of attendance or on any other program materials.

The announcement of AANA prior approval that appears on the certificate of attendance and all other materials must contain the following information:

This program is approved by the American Association of Nurse Anesthetists for XX CE credits; Code Number XXXXX; Expiration Date XX/XX/XX.

The use of any statement such as "AANA approval pending" or "approval applied for," is not permitted on any materials or promotional literature; it is misleading and can be considered false advertising.

### **Provider Recordkeeping Responsibilities**

The provider is responsible for submitting the attendance record and issuing certificates of attendance to all attendees. Nurse anesthetists attend AANA prior-approved programs with the expectation that their CE credits will be recorded in a timely, accurate manner so that their recertification renewal is not delayed. The guidelines for recording attendance and issuing certificates of attendance are sent to the provider with their approval notice.

### **Notice of Denial of Approval**

The CE Committee will notify the applicant in writing if the CE program or any part of the program is denied. The notice will briefly state the reasons for the denial and will advise the applicant of the right to seek reconsideration by the CE Committee.

### **Reconsideration**

An applicant may request reconsideration of a CE Committee decision by submitting a written request within 30 days after the date on the denial notice sent to the applicant. The applicant must provide the CE Committee with the reasons that he or she believes that the denial of approval was inappropriate and a description of modifications made to the program to correct any cited deficiencies. The applicant may appear before the CE Committee, or may submit written materials to the CE Committee to address the identified problem areas.

The CE Committee will notify the applicant of its decision regarding reconsideration of the denial of the applicant's CE program. If the CE Committee affirms the denial of the applicant's CE program, the notice will briefly state the reasons for affirming the denial and will advise the applicant of the right to appeal the decision to the Continuing Education Appeals Panel (the "CEAP"). The applicant may appeal an Adverse Determination only after (a) the applicant has filed a timely request for reconsideration, and (b) the CE Committee has affirmed its initial decision to deny approval. The CEAP does not award CE credit.

### **Failure to Comply with Provider Responsibilities**

If a CE provider fails to comply with the AANA's *Continuing Education Program* standards, or fails to meet any of the recordkeeping responsibilities, the CE Committee may withdraw its approval of the CE activity.

The provider will receive 30 days written notice of the specific charges and the reasons for withdrawal and will have a reasonable opportunity to respond and be heard by the committee. If the CE Committee withdraws its approval, the provider may formally appeal the action to the AANA's Continuing Education Appeals Panel within a 30-day period.