



Continuing
Education
PROGRAM

2004 Continuing Education Application PDF Files

The Continuing Education Department is pleased to provide a way to complete and return selected CE applications by computer using interactive PDF (portable document format) files.

Follow these simple instructions for completing and sending your application by computer:

NOTE: If you have opened this PDF file in **Acrobat Reader**, remember you can fill it out online, but you must print a copy of your completed document. Your document **CANNOT BE SAVED** in the free program.

If you want to **SAVE** the completed PDF document on your computer, you must have the **full version of Adobe Acrobat (at least 5.0)**, not the free Acrobat Reader software.

1. Each application has a separate second page with the directions for completing the application.
2. To complete the PDF form, start by placing the "hand" icon on the line next to the field you want to fill-out and clicking to obtain the cursor. Complete the information for that section and tab to each field in order to fill out the application. Continue typing information and tabbing through the last entry on page 1 of the form.
3. Once the application is filled-out, if you only have **Acrobat Reader**, you must go to "File" menu and select print. You should print two copies, one to send to the CE Department and one to keep for your records.

If you are using the **full version of Adobe Acrobat**, click **SAVE** to keep a copy in your computer file. You can then e-mail this completed PDF form to either Judy Bramlett or Ann Carlson. See the instructions below to identify where to send your form.

4. Attendance Record #2004-1A. This form can be sent by fax or e-mail to Judy Bramlett (847-692-7082 or jbramlett@aana.com).
5. Prior Approval #2004-1 and Program Outline and Documentation Form. This application can be sent by fax or e-mail to Ann Carlson (847-692-7082 or acarlson@aana.com). Remember that you still need to send the remainder of the materials including the approval fee in order for the processing to be completed.

Please note: The following tips are important for completing the prior approval form:

- a. Line 6, "Include in Calendar." You have to tab to this field and then click on Y or N in order to enter a check mark.
 - b. Line 8, "Date." You have to tab off the date after you enter it in order to be able to print the form.
6. Nonprior applications #2004-5 and #2002-8. These applications can be sent by fax or e-mail to Ann Carlson (847-692-7082 or acarlson@aana.com). Remember that each application needs additional materials to be submitted in order for the processing to be completed.

Technical Assistance and Support for the PDF File

The CE Department can not provide technical assistance for this PDF file. For information on obtaining, installing, system requirements, and troubleshooting of the Adobe Acrobat Reader, visit the **Adobe website at: www.adobe.com/products/acrobat, or call 1-800-833-6687.**



Attendance Record
Prior Approval
Form #2004-1A

AANA Code No.

Refer to Directions on Back of Yellow Carbon

Name: _____

Address: _____
(Street)

_____ (City) _____ (State) _____ (Zip)

1. Provider name: _____
2. Date program held: _____
3. City/state of program: _____
4. CE credits awarded: _____
5. E-mail address: _____
6. Day time phone: _____

7. Name of program: _____

- This form may be sent in a WORD document via email to jbramlett@aana.com or submitted by fax to Judy Bramlett at (847) 692-7082.
- If either of these methods are used, do not send a follow-up hard copy of the attendance record. The email and fax documents must be legible.
- For fax and email submissions, provide an email address or phone number where the provider can be contacted if there are any problems.

Name	Membership no.	CE credit	Name	Membership no.	CE credit
1.			26.		
2.			27.		
3.			28.		
4.			29.		
5.			30.		
6.			31.		
7.			32.		
8.			33.		
9.			34.		
10.			35.		
11.			36.		
12.			37.		
13.			38.		
14.			39.		
15.			40.		
16.			41.		
17.			42.		
18.			43.		
19.			44.		
20.			45.		
21.			46.		
22.			47.		
23.			48.		
24.			49.		
25.			50.		

**Directions for Completion
Attendance Record Prior-Approved Programs
(#2004-1A)**

- A. This form may be prepared several ways:
 - Computer generated and sent by regular mail or faxed to Judy Bramlett at (847) 692-7082.
 - Created in a WORD document and sent via email to jbramlett@aana.com.
- B. If either of these methods are used, do not send a follow-up hard copy of the attendance record unless requested by CE Department.
- C. The email and fax documents must be legible. If important information is left off the fax copy, the provider may be requested to resubmit.
- D. For fax and email submissions, provide an email address or phone number where the provider can be contacted if there are any problems with the transmissions.
- E. Regardless of the way attendance records are submitted, all of the following information must appear on the record: AANA code number; date of program; name of CRNA; AANA membership/recertification number; city and state where program held; number of CE credits awarded to each individual; and name of program.
- F. The attendance record may be photocopied but two copies of the record must be submitted so the provider can be notified of the processing.

CE Programs: Please read before completing the form. This form may be copied.

1. Submit an AANA attendance record within **30 days** after the activity for all CRNAs — both **AANA members and nonmembers** — containing their name, AANA membership/recertification number, AANA code number, date of program, and CE credit awarded.
 - Sign-in sheets are not accepted.
2. The number of CE credits awarded to each CRNA cannot exceed the maximum number of CE credits initially awarded for the program. For example, if the program lasted longer than planned, only the number of credits originally assigned for prior approval will be recorded.
3. Names of attendees on the attendance record must be clearly printed or typewritten. Attendance records that contain signatures of attendees will not be processed.
4. Submit 3 copies of certificates of attendance that were actually issued to 3 CRNAs attending the program with the attendance record. Providers are no longer required to submit evaluations with the attendance record.
5. Only CE credits from an AANA attendance record or a copy of the record, will be entered into a CRNA's transcript. Credits will not be entered into a CRNA's transcript from a copy of a certificate of attendance submitted by the provider or CRNA.
6. Keep attendance records for a minimum of 48 months.

Inservice and Provider-Directed Independent Study Programs: Please read before completing this attendance record.

1. Each month submit an AANA attendance record for all CRNA attendees — **both AANA members and nonmembers** — containing their name, AANA membership/recertification number, AANA code number, date of attendance and CE credit awarded.
 - Record must show credits for **one entire month** only, **not** a range of dates greater than one month. Do not submit separate records for each day or week. Only **one** record for the **month** is required.
 - Sign-in sheets are not accepted.
 - If you submit records for more than one month, each month should be on a separate attendance record.
2. The number of CE credits awarded to each CRNA cannot exceed the maximum number of CE credits initially awarded for the program.
3. Names of attendees on the attendance record must be clearly printed or typewritten. Attendance records that contain signatures of attendees will not be processed.
4. At **six-month** intervals, submit 3 copies of certificates of attendance that were actually issued to 3 CRNAs attending the program with the attendance record. Providers are no longer required to submit evaluations with the attendance record.
5. Only CE credits on an official AANA attendance record or a copy of the record, will be entered into a CRNA's record. Credits will not be entered into a CRNA's record from a copy of a certificate of attendance submitted by the provider or CRNA.
6. Keep the attendance records for a minimum of 48 months.

Acknowledgment of receipt of materials. Enclose a self-addressed, stamped postcard or envelope to receive an acknowledgment for receipt of any materials sent to the CE Department.

Please return the completed Attendance Record to:
AMERICAN ASSOCIATION OF NURSE ANESTHETISTS
222 South Prospect Avenue
Park Ridge Illinois 60068-4001
(847) 692-7050, ext. 3095 or 3090