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This year marks the 30th Anniversary of the mandatory AANA continuing education program. This is the eleventh edition of the book that presents the American Association of Nurse Anesthetists (AANA) continuing education approval and recognition program. AANA awards prior approval of continuing education activities for nurse anesthetists, that is, before their implementation, in accord with AANA standards and criteria to assure quality and relevance to practice. The Association also offers nonprior approval (recognition) of continuing education activities that have been approved by another recognized approval or accrediting organization and attended by or participated in by nurse anesthetists.

AANA also recognizes certain activities of individual nurse anesthetists that result in learning and contribute to competent practice and professionalism. Participation in approved and recognized continuing education is necessary for nurse anesthetists in various states to meet professional credentialing and state practice requirements.

The 12 Standards and Criteria for Approval remain the cornerstone of the AANA CE Program. There have been minor revisions to reflect the most current processes for the approval of applications. The Guidelines for Submission of Application Materials for Education and Inservice Programs, Provider-Directed Independent Studies and Research will be sent with the corresponding application to all applicants and appear on the AANA website. This makes it easier to provide the most current procedures for approval in a timely manner, rather than waiting for a reprint of the CE Program Book. In addition, the Provider Recordkeeping Responsibilities have been removed from the book and will be available on the AANA website and will be sent with the prior approval notices.

Since 1988, the AANA has been accredited as a provider of continuing education in nursing by the American Nurses Credentialing Center's Commission on Accreditation (ANCC).

Historical Perspective

In 1967-1968, the Board of Trustees of the American Association of Nurse Anesthetists (AANA) realized the increasing importance of documentation of continuing professional excellence. The Board recognized that continuing education (CE) was essential to maintaining professional competence, that the public and healthcare consumers held the nurse anesthesia profession accountable for the competence of practitioners, and that the profession had the responsibility for establishing standards for CE activities. As a result, the Board of Trustees directed the AANA Education Committee to study CE for nurse anesthetists.

The rapidly changing character and increasing complexity of nurse anesthesia practice demands continuous updating of the practitioner's knowledge, skills, and understanding.

Any improvement in standards and expectations could not be accomplished without the ongoing involvement of knowledgeable and skillful professionals who were engaged in a lifelong growth process.

During the 1969 AANA Annual Meeting, a bylaw amendment was adopted to provide certificates of professional excellence at 5-year intervals to members with documented completion of additional clinical and didactic experiences. Participation in this optional program indicated that a nurse anesthetist was highly motivated to maintain current knowledge and skill for nurse anesthesia practice.

At the 1976 AANA Annual Meeting, the members amended the bylaws to provide for mandatory CE for recertification of active practicing nurse anesthetists. The Continuing Education Program was developed by the CE Committee and adopted on August 22, 1977 by the membership at the AANA Annual Meeting to be implemented August 1, 1978.

Philosophy of the AANA's Continuing Education Committee

The AANA believes that nursing is accountable to the public for promulgating standards of nursing practice that improve the delivery of services and promote quality patient care. As the national professional association for nurses specializing in anesthesia, the AANA holds itself responsible for providing CE activities that help members maintain excellence in practice. It further meets this commitment to society and the profession by establishing standards that foster quality CE activities offered by other providers.

Nurse anesthesia professional development is the lifelong process of active participation in learning activities that assist in developing and maintaining continuing competence, enhancing professional practice, and supporting achievement of anesthesia career goals. Nurse anesthesia professional development begins within the basic nurse anesthesia educational program, continues throughout the career of the nurse anesthetist, and encompasses the educational concepts of CE staff development (SD) and academic education. Staff development consists of employer provider orientation, inservice and continuing education.

The CE Committee believes that CE activities are most effective when the learning needs of participants are considered and when the principles of adult education are applied. It supports these beliefs by developing and upholding standards of CE education that include those basic concepts.

The CE Committee also monitors and appraises the CE activities of other providers to ensure that they adhere to established standards that promote quality CE for nurse anesthetists.

Purpose

The CE Program for Certified Registered Nurse Anesthetists (CRNA) seeks to enhance the professional competence of healthcare providers in the specialty of nurse anesthesia, and thereby, assure a higher quality of healthcare service.

CE is an organized and evaluative process that promotes the enrichment of knowledge toward the goal of maintaining anesthesia expertise.

The AANA's CE Committee, in conjunction with the AANA CE Department, oversees the program and continually monitors the process to ensure that the standards and criteria are met.

The AANA's CE Program includes standards and criteria for the review, approval, and recognition of CE activities for nurse anesthetists for purposes of recertification and is prepared to assist each of its members in achieving that goal.

Goals

The goals of the AANA's CE Program facilitate the promotion of quality CE for nurse anesthetists. They include:

1. Promoting quality continuing education by implementing a review and recognition process that includes standards and criteria for CE providers.
2. Providing a clearly defined application process, as well as procedures for the review and approval process.
3. Assisting state associations and other providers of CE to develop quality CE offerings in nurse anesthesia.
4. Implementing an ongoing process for evaluating the policies, procedures, and criteria of the CE Program to better assess the effectiveness of the services provided.
5. Engaging in activities to ensure the continued growth and viability of the CE Program.

Commercialization, Vested Interest and Protective Actions

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.

Standards and Criteria

The purpose of the AANA CE approval process is to assure that continuing education for nurse anesthetists is appropriate for recertification. The AANA has also established standards and criteria for the CE Program to ensure quality of educational programs for nurse anesthetists. CE credits are required for recertification; therefore, certain criteria have been defined in a manner that recognizes those programs for credit whose content is relevant to the practice of anesthesia or that contribute to the improvement of the nurse anesthetist's practice in education, administration, research, or clinical practice. The AANA has specific parameters upon which to base their CE approval that are directly linked to the recertification process. This enables the Association to carry out its responsibilities to the public with respect to assuring that the continuing education process is a meaningful one for purposes of credentialing in the field of nurse anesthesia and for the highest quality of patient safety and patient care.

These standards and criteria are used to evaluate applications for approval of CE credits. The CE Committee, and the CE Department, work together to approve programs that are appropriate for the continuing education and recertification of nurse anesthetists. All applicants must adhere to the following standards and criteria.

Standard I: Official Application

Providers of CE for nurse anesthetists who request approval from the AANA must submit an appropriate application to the AANA's CE Department.

Criteria

- A. Applications for prior approval must include the following:
1. Application fee.
 2. Date and location of CE activity.
 3. CE credits (contact hours) requested.
 4. Purpose/Goal(s).
 5. Planning.
 6. Needs assessment/target audience.
 7. Learner objectives.
 8. Content.
 9. Teaching methods.
 10. Faculty.
 11. Physical facilities/resources.
 12. Recordkeeping.
 13. Certificate of attendance.
 14. Evaluation.
- B. Applications for nonprior approval must include all required documentation, as specified on the form.
- C. CE activities must be appropriate for nurse anesthetists and their recertification process.

Standard II: Purpose/Goals

Eligible CE activities support and promote quality CE for nurse anesthetists. The program's statement of purpose must include information to substantiate this standard. The purpose/goal(s) is a statement of the "what" and the "why" of the activity.

Criteria

- A. The overall intent for whom, what and why of the CE activity must be described.
- B. The statement of purpose must describe how the CE activity will enhance the quality of care provided by nurse anesthetists.

Standard III: Planning

A planning process for developing, implementing, and evaluating the CE activity must be in place.

Criteria:

- A. The program coordinator responsible for planning and implementing the CE activity must be identified. It is recommended that the program coordinator be a nurse anesthetist or a registered nurse.
- B. The resumes of the program coordinator and members of the planning committee must be available upon request.
- C. The provider must comply with the requirements published in the CE Program.

Standard IV: Needs Assessment/Target Audience

The CE activity must have been developed on the basis of a documented need of the potential target audience.

Criteria:

- A. The target audience for the CE activity must be identified.
- B. The method by which the need for the CE activity was assessed and validated must be described.

Standard V: Learner Objectives

Learner objectives for the CE activity must be stated in behavioral terms.

Criteria:

- A. Objectives must flow from the purpose/goal and be consistent with the identified needs of the target audience.
- B. Objectives must clearly define expected outcomes for the learner.
- C. Objectives must be stated in behavioral terms that are measurable, so that the learner can readily assess the achievement of each objective.

Standard VI: Content

The content provides knowledge, skills, and abilities, beyond the basic level for preparation of nurse anesthetists, while being mindful of the need to periodically relearn, refresh, or update those basic competencies or to adapt them to new practice situations or settings.

Criteria:

- A. The content must not only meet the needs of the participants but also support current practice for nurse anesthetists in education, administration, research, or clinical practice.
- B. The content must flow from learner objectives.
- C. The content must be described in outline form, and an hourly schedule of the content must be set forth to include presentations, meals, breaks, etc. The provider must submit sufficient content to adequately appraise its relevance and value to nurse anesthetists.
- D. The time allotted for the CE activity must be consistent with the learner objectives and appropriate to the content being presented.

Standard VII: Teaching Methods

Teaching methods must be consistent with the content and learner objectives and reflect the use of adult principles of learning which are explained in the glossary of terms at the end of this book.

Criteria:

- A. Teaching methods must facilitate learning and maximize the achievement of identified objectives.
- B. The program coordinator must explain how adult principles of learning are reflected in the teaching methods.

Standard VIII: Faculty

The faculty members for the CE activity must deliver content in an area in which they have knowledge and expertise and must take an active part in planning their presentations.

Criteria:

- A. The program coordinator must describe how the faculty members participate in planning their presentations.
- B. The program coordinator must submit the name, title, and credentials that identify the educational/academic preparation and professional qualifications of each faculty member; short resumes must be provided upon request.
- C. Curriculum vitae information must validate faculty members' content expertise and experience in the subject matter.

Standard IX: Physical Facilities/Resources

The site for the CE activity must be suitable in terms of teaching methods, environmental comfort, and target audience accessibility. Resources allocated for the CE activity must be adequate to provide for a quality CE effort.

Criteria:

- A. The program coordinator must describe the physical facility and its suitability.
- B. The program coordinator must describe the human, financial, and material resources that will be used to implement a quality CE activity.

Standard X: Recordkeeping

Criteria:

- A. The provider must maintain the following information:
- needs assessment;
 - target audience;
 - purpose;
 - planning committee;
 - learner objectives;
 - content;
 - faculty;
 - teaching and evaluation methods;
 - title, date, and site of activity;
 - name of the person responsible for coordinating and implementing the activity (program coordinator);
 - participant roster, with names, AANA ID numbers, and addresses of participants;
 - summary of participant evaluations;
 - the number of CE credits (contact hours) awarded to each participant;
 - verification of attendance process and a copy of the certificate awarded;
 - marketing materials;
 - co-provider/sponsor agreement (if applicable); and
 - documentation, if commercially supported, of how program integrity is maintained and proof of disclaimers or declarations regarding vested interest by each presenter.
- B. This information must be stored securely and be retrievable for at least 60 months.

Standard XI: Verification of Attendance

All participants must receive a certificate of attendance that verifies their participation in or attendance at the CE activity.

Criteria:

- A. The certificate of attendance must include the following information:
1. name of participant;
 2. AANA ID number;
 3. title of CE activity;
 4. date of activity;
 5. city and state for location of CE activity;
 6. AANA code number and expiration date;
 7. number of CE credits (contact hours) awarded to the individual;

8. name, city and state of provider; and
9. signature of provider to verify attendance.

- B. Following the program, the program coordinator must submit the attendance record [m6]in alphabetical order by last name.

Standard XII: Evaluation

There must be a clearly defined method of evaluating the CE activity.

Criteria:

- A. The program coordinator must submit an evaluation instrument that includes an appraisal of the following:
1. the learner's achievement of each objective;
 2. the teaching effectiveness of each program faculty member/presenter;
 3. the relevance of content to objectives;
 4. the effectiveness of teaching methods;
 5. the appropriateness of physical facilities; and
 6. the achievement of personal objectives by the learner.
- B. The program coordinator must state how planners and learners participated in the evaluation and how the results will be used.

General Information

Requirement for Continuing Education

The CE requirement established by the AANA is one of the criteria required for the recertification of nurse anesthetists as set forth in the *Criteria for Recertification* by the Council on Recertification of Nurse Anesthetists.

Forty hours of approved CE credit must be earned within the 2 year period prior to the nurse anesthetist's upcoming recertification date or, if the applicant's recertification period is shorter than 2 years, within the shortened period prior to the applicant's upcoming recertification date. The credits may be earned within any time frame during the recertification period; e.g., within 3 months, 6 months, or 1 year. Excess CE credit cannot be carried over to a subsequent recertification period. For a complete description of the recertification program for certified registered nurse anesthetists, please refer to the *Criteria for Recertification* of the Council on Recertification of Nurse Anesthetists.

Content

The content of CE activities for both prior and nonprior approval must be relevant to nurse anesthesia education, administration, research, or clinical practice.

The content provides knowledge, skills, and abilities, beyond the basic level for preparation of nurse anesthetists, while being mindful of the need to periodically relearn, refresh, or update those basic competencies or to adapt them to new practice situations or settings

The CE provider or nurse anesthetist applying for either prior or nonprior approval must demonstrate clearly how a specific activity relates to the knowledge, skills, and abilities in nurse anesthesia education, administration, research, or clinical practice. This can be achieved by using the program description, objectives, or content outline. Sufficient information must be submitted by the provider or nurse anesthetist for review.

Program content must demonstrate its usefulness in terms of the nurse anesthetist's anesthesia practice. For example, a course in educational methodology may be appropriate for a nurse anesthetist who is teaching in a nurse anesthesia program, whereas a course in management, supervision or administration of an anesthesia department may be appropriate for a nurse anesthetist who has administrative responsibilities.

Applications for approval that contain content which may not appear to be relevant to nurse anesthesia must include a description that clearly indicates the relevance of the topic to improving the practice of anesthesia. A description of the entire program content may be requested for review. Decisions about approval of such content are made on an individual basis and are based on the same criteria as are currently applied to traditional CE activities, including documentation of learner objectives, content, teaching methods, and evaluation.

The following activities are examples of content that are not eligible for CE credit for the recertification of nurse anesthetists: AANA and state association business meetings,

open forums; workshops, such as public relations and media training, how to be a state treasurer or president, meeting planning, and parliamentary procedure. Liberal arts courses, such as music, art, and philosophy are also not eligible. This list is not all-inclusive; other content areas may not meet the criteria for approval for CE credit.

Use of Course Materials Outside of a Provider Directed Independent Study

Course materials should support the continuing education experience. Continuing education credit is not available for programs in which an individual watches movies, listens to presentations via audio and videocassettes, or any other non-interactive media where faculty is not available to interact with the participant, provide technical information and answer content specific questions.

The materials may not take the place of an in-person lecturer and are not approved by themselves for continuing education credit.

Distance learning activities including teleconferences that are interactive may be eligible for CE credit approval.

Learner Objectives

Learner objectives form the basis for determining the content of the CE activity. These objectives must be stated in behavioral terms and deal with attributes that can be measured in the participant. Objectives are messages from the instructor to the participant that specify the proficiency the learner should be able to demonstrate. An example of a learner objective is, "At the conclusion of this activity, the nurse anesthetist will be able to list the physical properties of three new muscle relaxants." An objective beginning with "To understand" is not measurable and should never be used as an outcome. One learner objective is required for each CE credit that is requested for prior approval.

Contact Time

The terms "CE credit" and "contact hour" are used interchangeably; one CE credit equals one contact hour (60 minutes). The definition used for "CE credit" by AANA is consistent with the definition of "contact hour" used by the American Nurses Credentialing Center (ANCC). Fractions of CE credits are not awarded; for example, an individual may be awarded one or two CE credits, not one and one-half. Calculations for credits are rounded down. Continuing education units (CEUs), continuing medical education credits (CMEs), or CE points (CPEs) are not used for a prior approval designation in the AANA CE Program, and are not interchangeable with the terms contact hour or CE credit.

Continuing Education Transcripts

The CE transcript is a computer-generated record that reflects the nurse anesthetist's CE activities as recorded by the AANA. For prior-approved CE activities, it contains the provider's name, title of program, code number, date of activity, and number of CE credits earned. For nonprior approved CE activities, relevant information is included.

An interactive voice response system called C-TACS (Credit and Transcript Automated Communication System) enables

AANA members to access their continuing education credit record 24 hours a day, 7 days a week. By calling (847) 692-7050, ext. 8799, members can gain access to C-TACS and obtain the number of credits on file for their current recertification period or any range of dates. The C-TACS system is also available to nonmembers who use the AANA recordkeeping services. AANA members and nonmembers with recordkeeping services can also view CE credits and print a transcript for their current recertification period on the AANA website at www.aana.com.

Recordkeeping Services

AANA Members. The AANA maintains records of CE credits for its members. At the end of the 2-year recertification period, the AANA forwards documentation of accumulated CE credits to the Council on Recertification of Nurse Anesthetists. The nurse anesthetist must be a current member of the AANA in order to transfer CE documentation to the Council on Recertification. CE credits are recorded during the year from August 1 to July 31.

Nonmembers. For a fee, the AANA will maintain records of CE credits for nonmembers. At the close of the 2-year recertification period, the AANA will forward documentation of accumulated CE credits to the Council on Recertification of Nurse Anesthetists. This service also enables nonmembers to receive a copy of their CE transcript, to have their applications for nonprior approval processed, and to access their CE credits on the AANA website.

It is strongly recommended that each AANA member, as well as nonmembers who use the AANA's recordkeeping service, maintain a personal record of his or her CE credits. In case of a discrepancy, the nurse anesthetist may be required to provide additional documentation about attendance at a CE activity.

Notice of Action Regarding CE Program

During the review of an application submitted for approval, areas that would seriously impede approval may be identified. If this occurs, the provider or individual will be advised of the opportunity to participate in a CE conference to address these problems with the CE Committee.

The conference represents an opportunity for providers or individuals to meet with the CE Committee in an attempt to resolve problems and bring their CE activity into compliance with the CE standards. If the provider or individual does not wish to appear before the Committee, written materials to address the problem areas identified may be submitted. If the provider or individual chooses not to participate in a conference or submit additional written materials, the CE Committee will make its final decision based on the information submitted at the time of the original application. The costs for attending a CE Committee meeting or presenting additional written materials are the responsibility of the provider or individual.

The AANA CE Department shall notify the applicant of the decision regarding approval of the applicant's CE program. If approval for CE credit of the applicant's CE program was denied, in part or in full, 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 decision by filing a request for reconsideration with the AANA CE Department within 30 days after the mailing to the applicant of the denial of approval for all or part of a program. The applicant shall provide the CE Committee with the reasons that the applicant believes that the denial of approval was inappropriate and/or 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 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 (CEAP). The applicant may appeal an adverse determination only after (a) the applicant has filed a timely request for reconsideration, and (b) the Continuing Education Committee (CEC) has affirmed its initial decision to deny approval.

Appeal

Appellate review of an adverse determination of the CE Committee is initiated by the applicant's written notice of appeal which is filed at the following address: Executive Director, American Association of Nurse Anesthetists, 222 South Prospect Avenue, Park Ridge, IL 60068. The notice must be filed within 30 days after the CE Committee's mailing to the applicant of the CE Committee's reconsideration determination and must specify whether an oral presentation is requested. In addition, the notice must specify the grounds for the appeal. A notice of appeal must be accompanied by a filing fee in the amount of \$500, payable to the American Association of Nurse Anesthetists.

The scope of appellate review is limited to the information and documents presented to the CE Committee at the time of its deliberations and the rendering of its decisions. Failure to file a notice of appeal in the manner provided in the appeal document is deemed to be a waiver of the applicant's right to appeal. If affirmed by the CEAP, the denial becomes final; if annulled, the CE Committee will review the program in accordance with the decision of the CEAP. The CEAP cannot award approval.

Appellate actions taken by the CEAP will be considered by the Continuing Education committee no later than its next regularly scheduled meeting after the date of the report from the CEAP.

Statement of Confidentiality

The American Association of Nurse Anesthetists will treat as confidential, non-public information contained in reports, records, or other materials received or generated by the AANA's CE Committee in connection with the approval process for CE credit. Nothing contained in this policy shall be deemed to prevent the AANA from issuing a statement describing an approved applicant or program and indicating that the applicant or program has obtained CE approval, nor to prevent the AANA from making documents available

to the Continuing Education Appeals Panel in the event of an appeal.

New Graduates

New graduates of a nurse anesthesia program accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs, who achieve a passing score on the Certification Examination and are granted initial certification by the Council on Certification of Nurse Anesthetists, are eligible for recertification 2 years after their initial certification. A newly certified nurse anesthetist's eligibility for recertification is based on the date of their initial certification. The nurse anesthetist must comply with the CE requirements for recertification according to the following sample schedule:

Date of Initial Certification	Application is Due for Recertification	Period in Which CE Credits May Be Earned
Jan. 1 – July 31, 2008	July 31, 2010	August 1, 2008 – through July 31, 2010
Aug. 1 – Dec. 31, 2008	July 31, 2010	Date of Initial Certification through July 31, 2010
Jan. 1 – July 31, 2009	July 31, 2011	August 1, 2009 – through July 31, 2011
Aug. 1 – Dec. 31, 2009	July 31, 2011	Date of Initial Certification through July 31, 2011

Credits earned before the time outlined in the sample schedule are not applicable for meeting the recertification requirements. Applicants must also meet other requirements for recertification, as specified in the Council on Recertification of Nurse Anesthetist's publication, *Criteria for Recertification*.

Refresher Program

The AANA Refresher Program is designed for certified registered nurse anesthetists who are not currently engaged in the practice of anesthesia and need to update their knowledge, skills, and abilities of current clinical and theoretical practice in anesthesia to meet the prevailing standards of practice.

The objectives of the AANA Refresher Program are twofold: (1) to foster the acquisition of the current knowledge, skills, and abilities necessary for safe anesthesia practice; and (2) to establish the minimum continuing education and clinical anesthesia experience requirements needed to enable the certified registered nurse anesthetist who is not currently engaged in the practice of nurse anesthesia to become recertified.

The AANA Refresher Program consists of a CE and a clinical component, both of which must be prior-approved and completed within an 18 month period. There are specific requirements for the CE and clinical parts depending on the number of years a certified registered nurse anesthetist has not been substantially engaged in the practice of anesthesia.

Prior Approval Process

The prior approval process is used to review applications and award CE credit in advance of a program's implementation. Prior approval by the AANA signifies that a CE activity has met specific standards and has been awarded CE credit before its actual presentation. In addition, the provider is obligated to assume certain responsibilities for recordkeeping and recording attendance. The program content must be consistent with the overall purpose and goals of AANA's CE Program.

Types of Continuing Education Activities

CE activities that are eligible for prior approval must be relevant to the practice of anesthesia education, administration, research, or clinical practice. Such activities also must relate to professional growth and promote quality anesthesia care. Activities that are acceptable for approval include:

A. Educational Programs. An educational activity is a planned, organized series of sessions (offerings) that have a common theme and an overall purpose. The programs may vary in length, but they are usually a one-time presentation. They may be sponsored by associations or organizations at the local, state, regional, or national level.

Tours. CE credit will be awarded only for the lecture/discussion portion of a tour. It does not include other tour arrangements such as observations, or a physical walk-through of a hospital or any other health facility.

B. Inservice Programs. An inservice activity is a planned, ongoing educational program of an employer other than a departmental orientation or policy meeting, usually held on a regular basis and intended to assist the nurse anesthetist in acquiring, maintaining, and increasing competence in fulfilling assigned responsibilities specific to the expectations of that employer.

C. Provider-Directed Independent Study. Independent study is a self-paced learning activity developed for individual use in which the participant receives program materials through the mail or via computer and completes the required activity outside a formal, organized learning environment. Provider-directed independent study is also known as home study. Each activity submitted for CE approval is evaluated individually to determine the number of credits it will receive. This is inclusive of distance learning options (e.g., on-line, teleconference education and self-directed study options).

D. Research in Anesthesia-Related Fields. Scientific investigation that has an impact on anesthesia practice (clinical, education, research, and administration) is eligible for a maximum of forty (40) CE credits. Twenty (20) CE credits may be awarded for the proposal (up to and including the IRB approval) and twenty (20) CE credits for the completion of the project.

E. Simulation. Simulation exercises provide the certified registered nurse anesthetist with the opportunity to experience critical clinical situations, such as malignant hyperthermia or the difficult airway, in an environment that does not threaten patient safety. Each program

submitted for CE approval is evaluated individually to determine the number of credits it will receive.

Guidelines for the completion of prior approval applications are sent with the corresponding application to all applicants and are available on the AANA website.

Application Submission

Providers are encouraged to submit applications, including all supporting material, 90 days before the first date of presentation. Although the 90-day submission period is not mandatory, it allows time for processing, corrections, and advance publicity. If a program is submitted less than 30 days prior to the scheduled date, a late fee will be assessed.

The application for prior approval can be submitted in the following ways:

1. Use an original AANA application form.
2. Use an interactive pdf file. Contact the CE Department at ce@aana.com to receive this file via email or access the AANA website, under the Professional Development section, Continuing Education, Applications at www.aana.com, to download the interactive pdf file.

Photocopied applications and facsimile (fax) copies of applications are accepted only if they are on 8-1/2" x 11" white paper, clear, typed, and show all the information that is part of the front of an original application in an un-reduced likeness.

For applications submitted by fax or email, all of the information required on the application, including the fee, must be received before the application can be approved.

Receipt of Materials Verification

For verification of receipt of materials in the CE Department, use overnight or certified mail service.

Because of the large volume of mail the CE Department receives, phone, fax, and email confirmations for receipt of materials are not possible.

Fees

A fee must accompany all applications submitted for prior approval. The fee is non-transferable and non-refundable if the application does not meet the CE requirements or the provider withdraws the application. The current application form indicates the fee which may be paid by check or credit card.

Application Processing

Applications for AANA prior approval are reviewed thoroughly before a code number is assigned. Providers will be notified as to the status of the application within 30 working days.

If an application is incomplete, a written request will be sent to the provider for additional information.

Prior approval will not be awarded until the application is complete. In addition, the approval will be awarded as of the date the processing of the application is completed, not the date the application was initially received by the CE Department.

Prior Approval Notification

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

Prior approval is granted only for the date(s) of the presentation the provider indicates on the application. The CE activity may not be presented at any other time unless the CE Department is notified or approval is granted before the presentation.

CE activities that receive prior approval are assigned a code number for use by the provider only for the date(s) and number of CE credits specified on the application. If the provider has a CE program approved for a year and it is offered in multiple locations, the attendees can receive the maximum number of credits only one time. The code number must appear on all promotional materials, certificates of attendance, attendance records, and correspondence sent to AANA's CE Department. CE programs cannot be offered under the provider's code number once it has expired.

When a program receives AANA prior approval, the provider assumes certain responsibilities for submitting attendance records and issuing certificates of attendance. Nurse anesthetists attend programs with the expectation that the provider will send attendance records to the AANA in a timely manner so that during the recertification period, the nurse anesthetist's recertification is not delayed. Failure to meet any of the responsibilities will result in loss of approval.

The process required for recording attendance and issuing certificates of attendance is sent to the provider with the notice of their approval.

Changes in Programs

The number of CE credits originally prior approved cannot be changed unless the provider receives approval from the CE Department. A portion of a program, rather than the entire program, may not be presented unless prior approval is awarded. For example, if a program was prior approved for 3 days and awarded 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.

If the provider wishes to extend, add, or revise dates for a part of the program yet to be presented, the CE Department must approve a written request before the first day of presentation.

Minor changes in content may be undertaken without additional committee review, provided they involve an improvement and comply with the standards for approval. An example of a minor change would be substitution of a presenter who was scheduled to speak on a topic that had been approved for the program. An example of a major change would be substitution of a lecture on financial planning or investing for the nurse anesthetist in place of one on pharmacology. Any questions regarding content

should be addressed to the CE Department. A notice of minor changes can be submitted with the attendance record.

The CE Department must be notified within 30 days of any changes affecting its communication with the provider such as a change in the mailing address, telephone number, administrative structure, the individual responsible for coordinating the CE activity and recordkeeping, and any other information pertinent to the program.

Advertisement of Prior Approval in *AANA NewsBulletin*

Providers who receive prior approval can advertise their CE program in the monthly *AANA NewsBulletin 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. Notices of inservice programs are not published in the calendar.

Prior Approval Statement

The announcement of AANA prior approval is to appear on the certificate of attendance and all other materials in the following format:

This program has been prior approved by the American Association of Nurse Anesthetists for XXX CE credits; AANA Code Number XXXXX; Expiration date XX/XX/XX.

The AANA's CE Program does not award CE units (CEUs), continuing medical education credits (CMEs), or CE points (CEPs). The designations CEU, CME, and CEP cannot be used on certificates of attendance. The term accredit should not be used on the certificate of attendance.

Providers are required to clearly state the overall program objectives in behavioral terms and include a clear, concise description of the content for brochures and other promotional materials. This allows the participants to know in advance exactly what they can expect to gain from participation in or attendance at the CE activity.

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 can 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 request reconsideration by following the procedure in this book under Reconsideration, page 13.

Nonprior Approval Process

Nonprior approval is "recognition" by AANA that certain CE activities have been prior approved by another recognized approval organization. Nonprior approval is used to award CE credit to a nurse anesthetist for attendance at learning activities that have not been prior approved by the AANA but were approved by another recognized approval organization before presentation. This approval or recognition mechanism is initiated by the individual who submits the application. CE credit is not considered until an application and all of the required materials have been submitted.

Types of Continuing Education Activities

A nonprior approved CE activity is one that has not received prior approval from the AANA. Acceptable activities for nonprior approval may include: (1) programs that have received approval or accreditation for CE credit from another recognized professional organization, with the exception of life support courses; (2) college or university courses; (3) publication of an original paper; (4) new clinical anesthesia experiences; and (5) research.

A. Life Support Courses. A program/course that provides theoretical content and hands-on-practice with the therapeutic modalities used in the treatment of life-threatening events according to American Heart Association or other recognized equivalency standards. These programs include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP).

Although it is not necessary for classroom life support courses to be prior approved for CE credit by another recognized professional approval or accrediting organization, an application must be submitted in order for the life support course to be added to an individual's computerized CE transcript that is transferred to the Council on Recertification during the recertification process.

To have the life support course appear on the CE transcript and be eligible for recertification purposes, a completed application and the following materials must be submitted:

Classroom Life Support Courses:

1. Copy of life support card. The applicant must pass the relevant test to receive CE credit.
2. An hourly schedule. Life support textbooks are not required.
3. Copy of certificate of attendance or other materials which identify the provider and city and state where course was held.

Online Life Support Courses:

1. Copy of the life support card.
2. Copy of the certificate of completion from the program provider that includes the number of CE credits awarded.
3. Documentation of approval for CE credit by an approved provider. This is required because an hourly schedule, which is used to calculate credits

for classroom life support courses, is not available. Therefore, validation must be provided that another recognized approval organization reviewed and approved the content for CE credits.

B. Educational Programs. An educational program is a planned, organized series of educational sessions (offerings) that have a common theme and an overall purpose. These programs may vary in length. They may be sponsored by associations or organizations at the local, state, regional, or national level.

To be considered for credit, a completed application and the following materials must be submitted:

1. Professionally printed material that provides a detailed description of the program attended. Include an hourly schedule, and clearly mark all the lectures attended.
2. A copy of the certificate of attendance issued by the provider to verify attendance at or participation in the CE activity. Identify provider and city and state where course was held.
3. Documentation of approval for CE credit by another recognized professional approval or accreditation organization. This material must indicate the number of CE credits awarded.

C. Inservice Programs. An inservice program is a planned, ongoing educational program of an employer, other than a departmental orientation or policy meeting, usually held on a regular basis and intended to assist the professional nurse anesthetist in acquiring, maintaining, and increasing competence in fulfilling assigned responsibilities specific to the expectations of an employer.

To be considered for credit, a completed application and the following materials must be submitted:

1. A description of the content of the inservice programs, e.g., mortality and morbidity (M&M) conferences, journal clubs, grand rounds, patient and clinical conferences, and quality assurance meetings. A summary of the conferences may be submitted by the provider or applicant if information in the conferences is confidential and not for public inspection.
2. A copy of the certificate of attendance issued by the provider to verify attendance identifying provider city and state where course was held.
3. Documentation of approval for CE credit by another recognized professional accreditation or approval organization. The material submitted for approval must indicate the number of CE credits awarded.

D. Provider-Directed Independent Study. Independent study is a self-paced learning activity that has been developed for individual use in which the participant receives program materials through the mail or via computer and completes the required activity outside a formal, organized learning environment. Provider-directed independent study is also known as home study. Each activity submitted for approval is evaluated individually to determine the number of CE credits it will receive. This is inclusive of distance learning options

(e.g. on-line, teleconference education and self-directed study options).

To be considered for credit, a completed application and the following materials must be submitted:

1. A complete packet of all instructional materials sent to subscriber.
2. Material that describes the subscription process, how to use the learning materials, testing, and learner feedback. This information must be in the form of printed material that is created by the provider and not a statement submitted by the applicant.
3. Documentation of one (1) learner objective and ten (10) test questions for each CE credit requested.
4. Evidence of a minimum passing score of 80%.
5. A certificate of attendance issued by the provider.
6. Documentation of approval for CE credit by a recognized professional accreditation or approval organization.

The material must indicate the number of CE credits awarded.

E. College/University Courses. Regardless of the academic degree pursued, only courses or parts of courses that are shown to be relevant to anesthesia practice (education, administration, research, or clinical practice) will be considered for CE credit. The institution must be accredited by an agency recognized by the U.S. Department of Education. The minimum grade eligible for CE credit is a "C" or a "pass" on a pass-fail scale.

Undergraduate courses or parts of courses may not be appropriate for CE credit, because they reflect basic knowledge acquired in the undergraduate nursing or anesthesia program of study. The course content must go beyond the basic educational level of the nurse anesthetist.

CE credit is not awarded automatically because the course is a required part of the curriculum that leads to a specific degree or because it is required by the nurse anesthetist's employer.

To be considered for credit, a completed application and the following materials must be submitted:

1. A description of the college or university course from the college catalog or course syllabus.

Because of the diversity of academic offerings, additional documentation may be required, such as a class schedule for the entire semester or quarter or other materials that describe the weekly outline of classes.
2. A statement of relevance that clearly reflects individual CE needs, e.g., how the course is relevant to the nurse anesthetist's practice. The statement must include: (a) a description of the nurse anesthetist's current practice; (b) areas in the course that are most applicable to the nurse anesthetist's practice; and (c) how the nurse anesthetist will incorporate the new information into practice.

The course's relevance to anesthesia practice must be clearly stated and supported by the material. Additional documentation supporting the material's relevance to anesthesia may be requested by the CE Committee.

3. A college or university transcript with an official seal. Photocopies of transcripts and grade reports or grade slips are not acceptable. It is the responsibility of the individual applying for credit to obtain such a transcript.

CE credit for courses or parts of courses will be awarded as follows:

- a. Semester (16 weeks): A maximum of 16 CE credits for each semester credit hour (e.g., a 3-hour semester course may equal up to 48 CE credits).
- b. Trimester (12 weeks): A maximum of 12 CE credits for each trimester credit hour (e.g., a 3-hour trimester course may equal up to 36 CE credits).
- c. Quarter (10 weeks): A maximum of 10 credits for each quarter credit hour (e.g., a 2-hour quarter course may equal up to 20 CE credits).

The decision to award or not award the maximum number of CE credits for a particular course is at the discretion of the CE Committee.

F. Publication of an Original Paper. Publication or acceptance for publication of an original paper will be eligible for a maximum of twenty (20) CE credits. The publication must be the result of independent laboratory or library research by the author(s). CE credit is awarded based on the date the work was completed or a letter of acceptance from the publisher, not the date of actual publication.

To be considered for credit, a completed application and the following materials must be submitted:

1. The paper in the same typewritten format as was submitted to and accepted by the publisher.
2. Notice of the date the paper was submitted for publication and correspondence from the publisher or editor indicating the decision to accept the paper for publication.
3. Information about when the data were collected.
4. A definition of applicant's role in the preparation of the paper, that is, first author, co-author, etc.

The criteria used for evaluating a non-research paper are as follows:

1. Subject matter: Relevant to the practice of anesthesia — clinical, education, administration, or research.
2. Literature review: Reflects a comprehensive review of the current literature.
3. Presentation: Reflects organization, style, grammatical structure, and clarity.

In evaluating an original research paper, the following areas are reviewed: statement of problem, review of literature, hypothesis, methodology, results, conclusion, and implications for practice.

G. New Clinical Anesthesia Experiences. A new clinical anesthesia experience that did not constitute part of the basic nurse anesthesia curriculum may be eligible for a maximum of five (5) CE credits. A new clinical anesthesia experience is a planned exposure that enables the nurse anesthetist to apply new knowledge and develop proficiency in skills under supervision in a clinical setting. These experiences may include the use of new drugs and anesthetic techniques.

Such an experience must include demonstrations, discussions, lectures, and selected reading before using a new drug or technique. The applicant's preparation, actual use of the new drug or technique, and level of competence must be properly documented and verified by another individual.

The nurse anesthetist should be aware of the following requirements when seeking credit for a new clinical experience:

1. The intent of awarding CE credit for new clinical anesthesia experiences is to recognize that anesthesia is changing and that individuals will be exposed to new experiences and should be able to receive credit for learning about the use of new drugs and techniques that were not available or not part of the individual's basic anesthesia education.
2. The drug or anesthetic technique must be new to anesthesia practice (introduced within the past 5 years) as well as new to the anesthetist. The fact that an individual did not use a particular drug or technique during the basic anesthesia education does not automatically mean that the drug or technique is eligible for CE credit.
3. No CE credit will be given for a single use of a new drug or technique. The applicant must use it in at least seven cases to constitute a new clinical experience.
4. The new experience cannot simply be the modified use of a drug or the modification of a technique that is already in use or that the individual has used before.
5. CE credit will be recorded according to the dates of experience. CE credit may not be awarded more than once for use of the same drug or technique.

To be considered for credit, a completed application and the following materials must be submitted:

1. A written statement that describes and verifies the learning experiences involved. The written statement must include a description of the following items: (a) objectives; (b) observation of and discussions related to the experience; (c) lectures attended; (d) reference material reviewed before the experience; (e) return demonstrations; (f) number of cases performed; (g) method of evaluation; and (h) an indication of the nurse anesthetist's ability to incorporate the new experience into clinical practice.
2. The application must be signed by someone who can clearly attest to the competence achieved and verify that the nurse anesthetist actually performed

what is claimed. Those who can attest to competence include other nurse anesthetists, dentists, and physicians.

H. Research in Anesthesia-Related Fields. Scientific investigation that has an impact on anesthesia practice (clinical, education, administration, research) is eligible for a maximum of forty (40) CE credits. Twenty (20) CE credits may be awarded for the proposal (up to and including the IRB approval) and twenty (20) CE credits for the completion of the research.

To be eligible for credit, the nurse anesthetist must be the principal investigator or a co-investigator of the research.

The following information must accompany the application for CE credits for the IRB approval research proposal:

1. A copy of the research proposal and a statement supporting its relevance to anesthesia practice. The role of the nurse anesthetist in the research must be defined and include tasks and responsibilities.
2. Where applicable, a copy of the approval document or letter of authorization issued by an institutional review committee or its equivalent.
3. Where applicable, a copy of the informed consent form which research subjects must sign for the protection of human rights.
4. Where applicable, a copy of the protocol stating that humane standards concerning the use of animals were used that equal those of the American Physiologic Society.

The following must accompany the application for CE credits for the completed research:

1. A copy of the research protocol.
2. The results of the study which can be submitted in abstract form.
3. Designation of the nurse anesthetist as author or co-author of the research design.

Guidelines for the completion of nonprior approval applications are sent with the corresponding application and are available on the AANA website.

Application Submission

An application for nonprior approval can be submitted in the following ways:

1. Use an original and current AANA application form.
2. Use an interactive pdf file. Contact the CE Department at ce@aana.com to receive this file via email or access the CE section of the AANA website at www.aana.com to download the interactive pdf file.

Photocopied applications or facsimile (fax) copies of applications are accepted only if they are on 8-1/2" x 11" white paper, clear, typed, and show all the information that is part of the front of an original application in an unreduced likeness.

For applications submitted by fax or email, all of the information required on the application must be received before the application can be approved.

Receipt of Materials Verification

For verification of receipt of materials in the CE Department use overnight or certified mail service.

Because of the large volume of mail the CE Department receives, phone, facsimile, and e-mail confirmations for receipt of materials is not possible.

Fees

The application form contains fee information. Applications for which a fee is required will not be processed until the fee is received.

Application Processing

Applications for AANA nonprior approval are reviewed thoroughly before a determination is made regarding approval for CE credit. Applicants will be notified as to the status of the application within 30 working days.

If an application is incomplete, a letter will be sent to the nurse anesthetist requesting additional information. The nurse anesthetist has 90 days in which to return the additional material and complete the processing. If no action is taken in 90 days, the application is considered inactive and will not be processed. However, the application can be reactivated and processed for CE credit when all the materials requested in the original notice have been submitted.

Recognition of Credits from Other Approval Organizations

In addition to submitting an application for nonprior approval, the individual must include a lecture agenda, topic outline, or hourly schedule of the content because it provides the means to evaluate what sessions the nurse anesthetist actually attended and to determine the number of CE credits eligible for recertification purposes.

The number of credits awarded by another recognized approval organization is used only as a guideline. The full number of CE credits awarded by another approval organization is not necessarily what will be recognized within the AANA CE guidelines. Other approval organizations often grant credits for activities that are not eligible under the AANA guidelines, such as visiting with exhibitors, poster sessions, business meetings, tours of facilities with no lectures, and certain content areas.

Many organizations issue certificates of attendance with a total number of CE credits that include every aspect of the program, rather than the actual number an attendee would be able to receive. As an illustration, many programs have multiple concurrent sessions such as panel lectures and discussion, focus sessions, case discussion luncheons, hospital visits, hands-on and interactive presentations, technical exhibits, and research contests. With all of these multiple activities occurring at the same time, it is simply not possible to evaluate what is eligible for CE credit with only a certificate of attendance, thus, the request for program materials.

A program prior approved by another organization must meet certain standards to receive an approval designation. Organizations such as the Accreditation Council for Continuing Medical Education, American Nurses Credentialing Center,

State Boards of Nursing and nursing associations, to name just a few, require providers who receive approval to keep certain documents such as objectives, lecture agendas, hourly schedules, certificates, curriculum vitae, etc. and make them available for retrieval purposes for the participants and audits after the program for a specific period of time.

Glossary

Academic education — Courses taken for undergraduate or graduate credit, in an institution of higher learning, which may or may not lead to a degree. Although nurse anesthesia professional development begins upon entry in the basic nurse anesthesia program, for the purpose of this definition, academic education refers to those courses taken in colleges or university following the basic nurse anesthesia educational program.

Adult learning principles — Approaches to adults as learners based on recognition of the individual's autonomy and self-direction, life experiences, readiness to learn, and problem-solving orientation to learning. Such an approach entails respectful collaboration of teachers and learners in planning, diagnosing needs, formulating objectives, designing sequences, and evaluating learning. Learning activities tend to be experiential and inquiry focused.

Guidelines for adult learning principles:

1. Adult learning experiences promote active learner participation.
2. Adult learning experiences provide feedback to learners about their progress.
3. The design of the learning experience considers the individuality of adult learners.
4. Learning experiences are organized to provide repetition and reinforcement of major concepts and skills.
5. Learning experiences are organized to permit learners to advance from simple to more complex levels of development.
6. Learning experiences are organized and presented to help learners use and apply knowledge and skills acquired from the learning environment in their own work settings.

Appeal — A process that allows the applicant to obtain a redetermination by an appellate panel with regard to an adverse decision made by the AANA CE Committee.

Application fee — A non-refundable, non-transferable sum of money charged for processing applications for CE approval.

Application — A form available from the AANA to be used for submitting information to the AANA CE Committee for approval of CE activities.

Approval — A decision made by the AANA CE Department or AANA CE Committee that an application has met the established criteria and that CE credit will be awarded.

Authorized signature — The signature of the individual which appears on the certificate of attendance verifying the participant's attendance in the approved CE activity.

Certificate of attendance — A form presented to the learner by the provider that validates attendance at the CE activity.

College or university course(s) — Academic course work that, when completed, is entered on an official college or university transcript.

Commercial support — Financial grants provided by industry in support of CE activities.

Competency — Knowledge, skills, and abilities necessary to perform safely at an expected level of expertise, responsibility and domain of professional practice and evidenced by behavior.

Continuing competency — Ongoing professional nursing according to level of expertise, responsibility of practice as evidenced by behavior based (on) knowledge, skills and abilities matched to and in the context of a set of expected outcomes as defined by nurse anesthetists' scope of practice, code of ethics, standards, guidelines, and benchmarks that assure safe performance of professional services.

Content — Subject matter or definitive information about an educational activity that relates to the learner objectives.

Continuing Education (CE) — Professional learning experiences designed to augment the knowledge, skills, and abilities of nurse anesthetists, and therefore enrich the nurse anesthetists' contributions to quality healthcare and their pursuit of professional career goals. Learning activities intended to build on the educational and experiential bases of the professional nurse anesthetist for the enhancement of clinical, educational, administrative, research, or theoretical development to improve the delivery of anesthesia care to the public.

CE Committee — Members of a group that have been vested by the AANA in accordance with the AANA By-laws with the responsibility for formulating criteria for eligibility for recertification which is submitted for evaluation and adoption by the Council on Recertification of Nurse Anesthetists. The committee also supervises the continuing education projects conducted by the AANA, evaluates applications for program approval, and approves refresher courses based upon established criteria.

CE Credit — A unit of measurement that describes 60 minutes of an approved, organized learning experience. AANA awards CE credit in the form of contact hours. One CE credit equals one CE contact hour.

CE Activity — A single, focused educational activity that has a specific purpose and learner objectives designed to meet a pre-assessed educational need. The learner must attend the entire session to receive CE credits.

CE Program — A planned, organized series of educational activities that have a common theme and overall purpose. Learners do not have to attend every session of the program, but earn CE credits only for sessions they attend.

CE Transcript — A computer-generated record that reflects an individual's CE activities, as recorded by the AANA.

Code number — A nontransferable designation assigned to a prior-approved CE activity.

Contact hour — One CE credit equals one CE contact hour; 60 minutes equals one CE credit or one contact hour.

Criteria — Indicators used to measure and evaluate whether an application meets the AANA CE Program standards.

Deferral — A decision made by the AANA CE Department or CE Committee to delay action on an application pending requested revisions or additional information.

Denial — A decision made by the AANA CE Department or CE Committee that an application has substantial deficiencies in meeting the required criteria and is not eligible for CE credit.

Distance Learning — A formal educational activity where the majority of the instruction occurs when the learner and the educator are not in the same place. The instruction may take place either synchronously (at the same time, i.e., interactive video) or asynchronously (at different times, i.e., online/internet or correspondence courses).

Documentation of approval — Material submitted by the provider or individual who is applying for nonprior approval to validate that the CE activity has received prior approval from a recognized professional accreditation or approval organization.

Educational activity — Educational sessions which are planned and organized and sponsored by a provider. The activity is usually a one-time presentation.

Evaluation — The process of determining significance or quality by systematic appraisal.

Evaluation instrument — The form, or method, used by the provider and learner to assess the learning effectiveness of the CE activity.

Faculty — An individual or group of individuals that delivers the content of the CE activities.

Guidelines — Statements of direction for implementing the criteria and policies of the AANA CE Program.

Inservice education — Planned, ongoing education consisting of those learning experiences provided in the work setting for the purposes of assisting staff in performing their assigned functions in that particular employing agency/institution.

Learner needs — Knowledge, skills, or abilities which are lacking but necessary for attainment of an improved level of practice.

Learner objective — An intended outcome of instructions set forth as a specific behavior of the learner that can be measured at the completion of the CE activity.

Learning experience — An interaction between the learner and planned, organized educational activities which results in a change in the learner's knowledge, skills, or abilities.

Life Support Courses — A program/course that provides theoretical content and hands-on-practice with the therapeutic modalities used in the treatment of life-threatening events according to American Heart Association or other recognized equivalency standards. These programs include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP).

Needs assessment — The process of identifying learner needs to ensure that a planned CE activity is relevant to the target audience.

New anesthetic drugs and techniques — A drug or anesthetic technique introduced into anesthesia practice within 5 years and not used by the individual during the basic anesthesia education program.

New clinical anesthesia experience — A planned experience, not a part of the basic anesthesia curriculum, which enables the nurse anesthetist to apply new knowledge and develop proficiency in skills under supervision in a clinical setting.

Nonprior approval (recognition) — The process used to award CE credit to nurse anesthetists for attendance at learning activities that have not been previously approved by the AANA but have been approved for CE credit by a recognized professional accreditation or approval organization before their presentation, with the exclusion of life support courses. This approval mechanism is not automatic; it must be initiated by the applicant.

Nonprior-approval applicant — The individual, association, institution, organization, or agency, responsible for submitting application materials to the AANA CE Department for nonprior approval recognition.

Nonprior-approved program — A CE activity that has not received prior approval from the AANA, but has received approval from a recognized professional accreditation or approval organization before presentation.

Practice — The practice of nurse anesthesia may include clinical practice, nurse anesthesia-related administrative, educational or research activities, or a combination of two or more of such areas of practice. To be nurse anesthesia-related, activities must have as their primary objective and be directly related to, the delivery of anesthesia care to patients or the improvement of delivery of anesthesia care to patients.

Prior approval — The process used to review a CE application based on predetermined criteria and award a specific number of CE credits before the presentation of the CE activity.

Prior-approved program — A planned, organized, CE activity that has received approval from the AANA before it occurs.

Professional development — Lifelong process of active participation by a nurse anesthetist in learning activities that assist in developing and maintaining their continuing competence, enhancing their professional practice, and supporting achievement of their career goals.

Program coordinator — The individual who is responsible for developing, implementing and managing all aspects of the CE activity. The coordinator submits an application on behalf of the provider to the AANA CE Department and generally serves as the contact person.

Program Outline — A document submitted as part of the application process that includes a statement of the process of needs assessment, overall program purpose and a detailed content outline that includes learner objectives, time frames, teaching methods, the faculty for each session of the program, and a description of the method of evaluation.

Provider — An individual, association, institution, organization, or agency that maintains overall responsibility for the development, implementation, evaluation, financing, recordkeeping, and maintenance of a quality assurance mechanism for a CE activity.

Provider-directed independent study — A self-paced, distance learning activity that is developed for individual use through the mail or via computer by a CE provider.

Publication of original paper — An original publication which is the result of independent laboratory or library research by the author(s) or presenter(s).

Recognized professional accreditation or approval organization — An organization that has met predetermined criteria, undergone an extensive evaluation, and been designated to review applications for CE credit. Examples include the American Nurses Credentialing Center, state nursing associations, and physician specialty groups.

Recordkeeping contract — A prepaid service that is available to nonmembers of the AANA for the purpose of maintaining a record of their CE activities.

Standard — A norm that expresses an agreed-upon level of excellence that has been developed to lead to criteria for measurement and provide guidance in achieving excellence in education.

Target audience — A group for which a learning experience has been designed.

Teaching methods — A system of instructional procedures based on educational principles.

Time frame — The total length of time in minutes required for a CE session that includes an hourly schedule, breaks, etc.

