



Guidelines for Completion of an Application for Prior Approval

Continuing Education Program

These guidelines are intended to assist providers who are applying to the AANA for **prior approval of a continuing education (CE) program they want to present at a future date**. A CE Program may consist of a face-to face meeting or a synchronous webinar. 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 *AANA Continuing Education Program*, on the AANA website at www.aana.com by going into CE and Education, Continuing Education, Prior Approval 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

Please progress through this online form at your own pace. Required application materials can be attached to this application during the next steps. This form will not be submitted to AANA until you have reached the end of the application and your additional materials and associated **application fee** have been submitted. Until that time, all of your entered information will be stored on the site, and you will be able to move forward and backward throughout the application process until submission. This application is best used on a PC or Mac—mobile devices are not recommended.

Credit card payment is requested at the end of the application process. The fee applies to each application submitted. NOTE: The fee is nonrefundable and nontransferable.

IMPORTANT: Before starting on the application, click here to read the full set of submission requirements.

Materials to Submit with the Application

- A. **Application fee.** See the CE Payment form located on www.aana.com for fee and payment information. 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. **Advertising fee for each month** an ad is requested for inclusion in the AANA Calendar of Events with a duplicate listing on the AANA website. For an additional fee per month, program providers can have their web address hyperlinked directly to their websites allowing viewers access to company and program information for more exposure and target-directed traffic. See CE Payment form for fees. Calendar of Events fees are nonrefundable and nontransferable.
- C. **Program Outline and Documentation Forms.** The required information, as listed on the forms or 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, DNP, PhD or MD) 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 *AANA Continuing Education Program* located on 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 start and end time for each presentation, including breaks. One CE credit is awarded per 60 minutes of educational content. 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. Partial credits are awarded in 0.25 increments. Partial hours not listed in 0.25 increments are rounded down to the next 0.25 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. For partial credit greater than 1 credit, an additional learner objective is required. For example, if applying for 10.5 CE credits, 11 objectives are required. 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 calculate the appropriate drug dosage for the new anesthetic agent based on the patient's weight.
 - 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. Poster Sessions. Poster sessions are eligible for continuing education (CE) credit and can be categorized as assessed CE credits (Class A) if the prior approval application meets the standards for Assessment (Standard VII) and Evaluation (Standard XIII) and following criteria are met:

- CEs can be awarded for poster sessions that focus on original research or evidence-based practice;
- Poster sessions must be one hour in length at a minimum, and have a minimum of 10 posters per scheduled hour;
- For example: a poster session that is scheduled for three hours and has a total of 50 posters will be awarded 3 CE credits;
- Another example: a poster session scheduled for three hours and has a total of 25 posters will be awarded 2 CE credits.

Attendees for poster sessions can only claim CE credit for each hourly session that they attend.

6. 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.
7. 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.

- D. **Copy of the assessment/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 learning environment; (6) state one item learned that will improve participants nurse anesthesia practice; and (7) state any barriers to implement what is learned.

The assessment/evaluation instrument must also include a field for the participant's name and AANA ID#, as completion of the evaluation tool is required to receive CE credit.

- E. Beginning August 1, 2016 the National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) will require 60 hours of Class A credits over a 4-year recertification cycle. Class A credits are earned from assessed continuing education. An assessment can take many forms, such as multiple choice questions, simulation demonstrations, case studies, or self-assessment.

Assessment Method. Program providers should address their selection of assessment type/format as well and explain how it supports the learning objectives for the activity. Provide a description of the assessment method that will be used to measure the level of learning attained in the program. Examples include: skills check-off, discussion or question/answer session, or post-test. If an assessment instrument is used, a copy must be provided with the prior-approval application.

Criteria:

- a. The assessment method 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. Assessment methods must support and facilitate learner engagement and maximize the achievement of identified objectives.
- c. The assessment for the CE activity must be consistent with the learner objectives and appropriate to the content being presented.
- d. The minimum acceptable form of assessment identifies how the learning activity informs and/or improves practice is self-assessment.

American Association of Nurse Anesthetists

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- F. **Copy of the certificate of completion** to be issued to all participants, including nurse anesthetists - both AANA members and nonmembers - who complete the program and the assessment/evaluation instrument. 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 program provider;
 4. Title of CE program;
 5. Date of CE program;
 6. City and state for location of CE activity;
 7. Number of Class A CE credits awarded to the individual;
 8. AANA code number and expiration date;
 9. Number of Class A CE credits approved by AANA;
 10. Provider signature verifying completion.

Note that items 8 and 9 need to appear in the AANA prior approval statement as shown in the following format:

This program has been prior approved by the American Association of Nurse Anesthetists for XX Class A CE credits; Code Number XXXXXXX; Expiration Date XX/XX/XX.

- G. **CE content areas on certificate of completion.** 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 completion 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. Note: While the AANA approves CE credit, the AANA does not designate content areas for program providers other than AANA.

Random Audits

The AANA CE Department will conduct random and targeted audits to determine compliance with AANA prior approval requirements and provider responsibilities. A program provider audited by the AANA must provide any or all of the documentation stated in Standard XI: Recordkeeping of the AANA CE Program as requested within 30 days of the request. Failure to meet the deadline may result in revocation of approval and no refunds will be made. The AANA reserves the right to deny, revoke or suspend approval based on non-compliance or non-responsiveness of the provider.

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.

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 participation recording responsibilities, an AANA completion 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, completion records, and certificates of completion. 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 completion or on any other program materials.

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

This program has been prior approved by the American Association of Nurse Anesthetists for XX Class A CE credits; Code Number XXXXXXX; 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 completion record and issuing certificates of completion 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 participation and issuing certificates of completion are sent to the provider with their approval notice and is available on www.aana.com by going into CE & Education, Continuing Education and Prior Approval Application.

Notice of Denial of Approval

The CE Department 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.

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