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Safe and effective
anesthesia



for every patient.

AANA Prior Approved Continuing Education Program

Provider Responsibilities

We are pleased that your **continuing education (CE) program** has been awarded prior approval by the AANA. In addition to adhering to the Guidelines for Completion of an Application for Prior Approval, your extended responsibilities as a provider are described below.

Dates of Approval. Prior approval is granted only for the dates of the offering as indicated on the approval notice. The program may not be offered at any other time unless the CE Department is notified in advance and before the expiration date of the program.

Code Number/Course ID. This code number or course ID has been assigned to a specific date range and maximum number of credits and can be used only for the date(s) and CE credits as shown on the prior approval notice. The participants can receive the maximum number of credits **only one time**. The AANA prior approval statement must appear on all correspondence, promotional materials, credit imports, and certificates of completion.

Expiration Date. The expiration date is the last day of the program approval. A new application for approval must be submitted for the program to continue without interruption. Turnover of administrative personnel, or appointment of a new coordinator does not relieve the provider of the responsibility to reapply for approval before the program expires, preferably, 90 days in advance. Retroactive prior approval is not awarded.

Credits Awarded to the Program. The number of Class A CE credits originally approved cannot be changed and a portion of the program, rather than the entire program, may not be provided unless prior approval is obtained. For example, if a live program was originally prior approved for 3 days and awarded 18 CE credits, it cannot be shortened to 1 day for 6 credits. Prior approval must be obtained because this is a major change and considered a new program.

Credit Recording. Nurse anesthetists participate in AANA prior approved programs with the expectation that the provider will report their credits to AANA within the required 30 day time frame. The following steps are required of providers.

AANA CE PORTAL: How to Enter or Upload Credits for an Approved Course

1. Log in to the AANA CE Portal with the program provider's username and password at <http://www.aana.com/ceportal>. For assistance with your username and password, please email continuingeducation@aana.com with your name, business name, address, city and state.
2. Go to the "Completion Records" tab. All approved courses will be listed on that tab. Locate the row for the appropriate Course ID for which you wish to enter credits. Select "Enter CE Credits" on that row.

Example:



The screenshot shows the AANA CE Portal interface. At the top is the AANA logo and navigation tabs for AANA, MY AANA, and MY CE. Below is a search bar and a main navigation menu with links like About Us, Affiliates, Meetings, CE & Education, Resources, Advocacy, News & Journal, Insurance, and Patients. The main content area features the AANA logo, the text 'Continuing Education Portal', and contact information. Below this are buttons for 'Return to CE Home Page', 'Return to AANA Home Page', and 'Logout'. A secondary navigation bar includes 'Application Forms', 'My Applications', 'Completion Records' (which is selected), and 'Application Orders'. At the bottom, a table displays application records with columns for Application #, Course #, Program, Program Coordinator, Start Date, CE Credits, Date Approved, and Action.

Application #	Course #	Program	Program Coordinator	Start Date	CE Credits	Date Approved	Action	Action
7722	1034792	Always Anesthesia	Ruth Coffey	03/10/2017	16	05/23/2017	Enter CE Credits	View Import Log

3. Note: There are two methods to enter credits using the CE Portal: manually (one record at a time) or via import of an Excel (preferred method) or .CSV file (more than one record at a time). If using Excel, versions 97-2003 and up are acceptable.
4. **To enter credits manually:**
 - a. Select "Manually enter CE credits."
 - b. Input the **AANA Member ID #** (This is the AANA ID assigned to the CRNA. Both member and non-member CRNAs will have an AANA ID) Note, a leading 0 is not required and is not included in the AANA ID.
 - c. Input the **Last Name** of the CRNA. This must be the last name of the individual as *it is stored in the AANA database*. Note, usually this field does not include a suffix, such as, Jr, Sr, I, II, etc., unless the CRNA has included it in the last name field in their AANA profile.
 - d. The Course ID # will be prepopulated based on the row selected.
 - e. Select the appropriate Class ID #. The Class ID # identifies each separate occurrence of the course. The ID # and date will be listed for each Class. Select the drop down arrow to view all Class IDs. If the meeting date is not included in the drop down arrow, contact the CE Department at continuingeducation@aana.com. If there is only one class ID for the course, skip this field.
 - f. Enter the CE Credits earned by the CRNA.

- g. Enter the Date the CE Credits were earned.
- h. Select "Add CE Credit" Example:
- i. If the Member ID# and Member Last Name entries are correct, the CE Credits awarded will display in a list as shown below:

Click here to access instructions and import template.

Please select one of the methods to enter CE credits.

Import an CSV or Excel file.

Manually enter CE credits.

Member ID #: Member Last Name: Course ID #: Class ID #: CE Credits: Date Earned: Pharm Credits:

This list shows the credits which have been successfully recorded. [Click here to view import error logs for this course.](#)

Member # ▲	Member Last Name ▲	Course # ▲	Class # ▲	Date Earned ▲	Date Entered ▼	CE Credits ▲	Pharm Credits ▲	Location ▲
66058	Bramlett	1034792	83265	4/10/2017	7/19/2017	1.00	0.00	Park Ridge, IL

To create manual entries for additional participants, select "Manually enter CE credits" and repeat step 4.

Any mistakes must be reported to the Continuing Education Department by sending an email to continuingeducation@ana.com, **as errors must be corrected by AANA CE staff.**

Provide the Course ID number, the Class ID number, the date of the class, the name of the CRNA with their AANA number and the total number of credits earned for the entry. An email confirmation will be sent once corrected. If the entry needs to be deleted, provide the same information.

5. **To enter credits via the Import process:**

- a. It is important to use the AANA template link every time you submit a CE record instead of saving the file and reusing for future records as the file is frequently updated and old versions may cause import failures. The AANA template is available for download in the CE Portal, after selecting "Import an Excel or CSV file."

AANA

Completion Records

Always Anesthesia

Click here to access instructions and import template. ←

Please select one of the methods to enter CE credits.

Import an CSV or Excel file.

Manually enter CE credits.

Please provide a comma delimited or excel file to import the CE credits. Click here to download a template file. →

Browse...

Import

b. Definitions of the fields within the import template:

- **PersonID** – This is the participant's AANA Member ID # (This is the AANA ID assigned to the CRNA. Both members and non-members will have an AANA ID.)
- **PersonFirstName** – This is the **First Name** of the CRNA. This must be the first name of the individual *as it is stored in the AANA database*.
- **PersonLastName** - This is the **Last Name** of the CRNA. This must be the last name of the individual *as it is stored in the AANA database*. Note, usually this field does not include a suffix, such as, Jr, Sr, I, II, etc., unless the CRNA has included it in the last name field in their AANA profile.
- **CourseID** – This is the approved AANA Course ID.
- **ClassID** – This is the Class ID for the occurrence of the course. There may be more than one Class ID for a course, depending on the range and frequency of course occurrence. The Class ID for a course is accessible on the approved course information page in the CE portal, and is provided with the Course ID in the prior approval notice. To view or print the Class ID information, log in to the CE Portal and go to the Tab titled "My Applications" and select the title of the

program. Scroll down on the page that will come up, to see the Class ID(s) in the first column.

- **CreditsEarned** – This is the value of the credit earned for each entry. This value can be stored in as low as .25 increments (representing down to 15 minutes of time, or ¼ of one hour).
- **DateEarned** – This is the date the credit was earned for each entry.
- **PharmCECredits** – This is the value of pharm credit earned for each entry, if pharm credits were included in the approval. Enter 0 or leave blank if pharm credits were not earned.

Example of Template:

	A	B	C	D	E	F	G	H
1	PersonID	PersonFirstName	PersonLastName	CourseID	ClassID	CreditsEarned	DateEarned	PharmCECredits
2	504588	Rebecca	Headrick	1034792	83272	14.00	5/29/2017	3.00
3	66058	Judy	Bramlett	1034792	83272	14	5/29/2017	3
4	122467	Ruth	Coffey	1034792	83272	7	5/29/2017	0
5								
6								
7								
8								
9								
10								

Remember, it is important to use our template and download a fresh copy each time you import a record.

Your document cannot have any blank columns or rows. Data must be consecutively listed as shown above.

- c. Select “Browse...” to locate the file on your computer, attach the file and then select “Import”:

Please select one of the methods to enter CE credits.

Import an CSV or Excel file.

Manually enter CE credits.

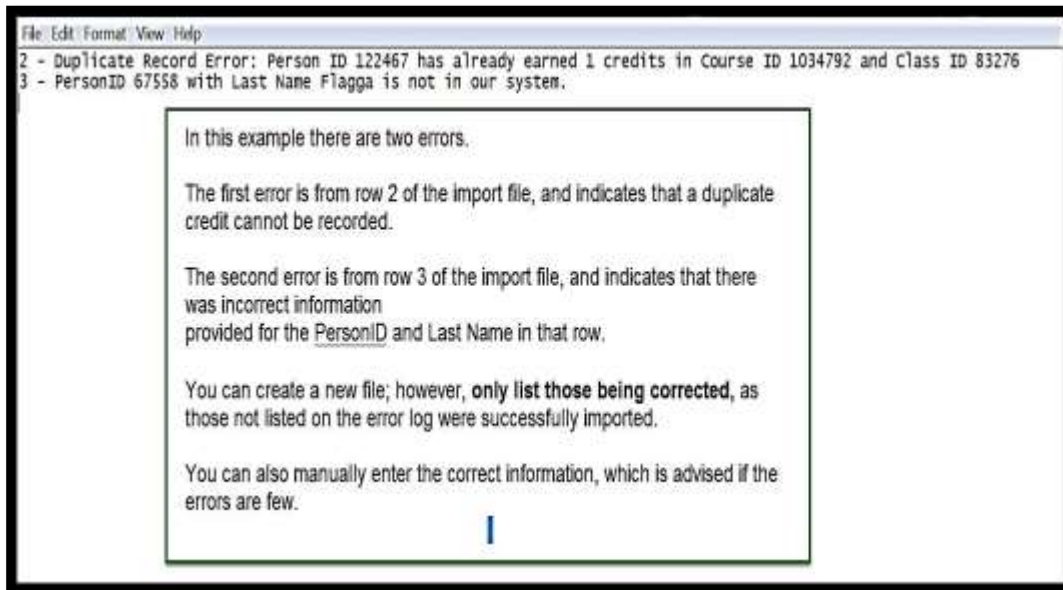
Please provide a comma delimited or excel file to import the CE credits. [Click here to download a template file.](#)

Browse...


- d. It is best to log back in to the CE Portal a few hours after the record is imported to check if the report was imported successfully. The confirmation of an import is found in the Completion Records tab. After selecting the Completion Records tab, follow these steps:
- Select “View Import Log”
 - Scroll down to view the status of the import.
 - If there is an “Error Log”, download it by selecting “Download Error Log”; see screen sample error log on next page.

- If there is not an “Error Log,” scroll to the top of the page and select Enter/View Credits, then scroll down to view the credit entries.

Sample Error Log:





- e. A status of “Pending” indicates that the file has been successfully uploaded, and will be automatically processed within the next few hours. All accurate entries will be recorded as credits, and will be visible on the course after being recorded. However, if the status is still pending, contact the CE Department at continuingeducation@aana.com.
- f. To view credit entries at any time, follow these directions:
 - Go to the tab titled “Completion Records”
 - On the same line the course is listed select “View Import Log” (screen shot on next page)
 - Another page will come up, select “Enter/View Credits” (screen shot on next page)
 - Scroll down to see credit entries



Continuing Education Portal


Application Forms | My Applications | Completion Records

Application #	Application	Course #	Program	Start Date	CE Credits	Date Approved	Action	Action
37	Prior Approval	1031569	Getting Better Sleep	08/31/2015	2	08/04/2015	<input type="button" value="Enter CE Credits"/>	<input type="button" value="View Import Log"/>

Continuing Education

CE Credits Import Log



This list shows the credits which have been successfully recorded. [Click here to view import error logs for this course.](#)

Member # ▲	Member Last Name ▲	Course # ▲	Class # ▲	Date Earned ▲	Date Entered ▼	CE Credits ▲	Pharm Credits ▲	Location ▲
66058	Bramlett	1034792	83265	4/10/2017	7/19/2017	1.00	0.00	Park Ridge, IL
504588	Headrick	1034792	83265	4/10/2017	7/19/2017	1.00	1.00	Park Ridge, IL
510565	Lamitz	1034792	83276	6/26/2017	7/13/2017	1.00	1.00	Park Ridge, IL
122467	Coffey	1034792	83278	7/10/2017	7/11/2017	1.00	0.00	Park Ridge, IL
510565	Lamitz	1034792	83278	7/10/2017	7/11/2017	1.00	0.00	Park Ridge, IL

Issuing Certificates of Completion. All information on the certificate of completion must be typed by the program provider, before being issued to the participant. The participant should not fill in any information on the certificate once received from the provider. The following steps are required of providers:

1. Issue a certificate of completion to all participants who attended the program and completed the evaluation form that contains the following information:
 - a. Name of participant;
 - b. AANA ID number;
 - c. Name, city, and state of program provider;
 - d. Title of CE program;
 - e. City and State for location of CE program;
 - f. Date of CE program;
 - g. Number of Class A CE credits awarded to the individual;
 - h. AANA code number and expiration date;
 - i. Number of Class A CE credits approved by AANA;
 - j. Provider signature verifying completion.

2. The actual date(s) of attendance at the program must be shown on the certificate.

3. 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 for this information after the program.

4. At the request of the nurse anesthetist or AANA, verify completion of the program by confirming that:
 - a. The nurse anesthetist was registered, attended and completed the program;
 - b. The credits have been recorded in the AANA CE Portal.

5. **Rescheduling a meeting.** When rescheduling a meeting send an email to continuingeducation@aana.com and provide the following information:
 - a. Course ID
 - b. Name of the program provider/facility
 - c. Class ID and original date scheduled
 - d. New date

Once the application has been updated, confirmation that the change has been made will be sent via email.

Advertising Prior Approval. The AANA CE Program does not award and does not use the terms CE units (CEUs), continuing medical education credits (CMEs), or continuing education points (CEPs). These designations cannot be used on the certificates. The announcement of AANA prior approval that appears on the certificate of completion and all other materials must appear in the following manner:

“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.”

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.