**Guidelines for Completion of an
Application for Nonprior Approval**

Individual Nonprior Approval

These guidelines are intended to assist nurse anesthetists who are applying to AANA for nonprior approval for attendance at or participation in a learning activity. The individual nonprior application is to be used for MAC Ed CE credit if the activity was not prior approved by the AANA but was approved for CE credit by another accredited approval organization before the start of the program. This requirement is to ensure that the accredited educational activity has an assessment standard that is equivalent to the AANA CE Program and NBCRNA Maintaining Anesthesia Certification (MAC) Program standards. Examples of accrediting bodies include the American Nurses Credentialing Center's Commission on Accreditation (ANCC), Accreditation Council for Continuing Medical Education (ACCME), American Medical Association (AMA), and American Association of Critical Care Nurses (AACN).

Application Submission

The application is located in the CE Portal at www.aana.com/ceportal. Select the Individual application in the Non-Prior Approval Application form section. One application is required per course. Please progress through this online form at your own pace. Required application materials can be attached where requested within the application. This form will not be submitted to AANA for review until you have reached the end of the application and your additional materials and **$60 application fee** have been submitted. Until that time, 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. Remember to **save each page** as you go. 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.

Materials to Submit with the Application

1. **Continuing Education Program**

   a. Professional printed material that provides a detailed description of the program attended. **Include an hourly schedule and clearly mark all the lectures that were attended**. One (1) MAC Ed CE credit per 60 minutes of lecture time is awarded, and excludes non-content periods such as, registration, welcome, breaks and lunch. Partial CE credit is awarded for lecture time in 0.25 increments.

   b. **CRNA statement of relevance** that clearly relates the course to nurse anesthesia practice in administration, education, research or clinical practice. This statement must include:

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(1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.

c. **A copy of the certificate of completion** issued by the provider to verify attendance at or participation in the CE program.

d. **Documentation of approval** for CE credit by another recognized professional approval organization that has an assessment standard and shows the number of CE credits awarded. Examples of accrediting bodies with an assessment standard include the American Nurses Credentialing Center's Commission on Accreditation (ANCC), Accreditation Council for Continuing Medical Education (ACCME), American Medical Association (AMA), and American Association of Critical Care Nurses (AACN).

Note:

With the implementation of the National Board of Certification & Recertification for Nurse Anesthetist's (NBCRNA) Maintaining Anesthesia Certification (MAC) Program, the NBCRNA has instituted a limit of 20 credits for life support courses (any combination of MAC Ed and MAC Dev) per 4-year MAC cycle, which includes both provider and instructor courses. Check your AANA CE transcript before submitting an application for life support credit to be sure you have not exceeded this 20 credit limit.

2. **Life Support Initial and Renewal Courses - American Heart Association** These include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS). Although it is not necessary for these courses to be prior approved for CE credit by another recognized professional approval or accrediting organization, an application must be submitted for the life support course to be added to an individual's CE transcript that is transferred to the NBCRNA 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:

   a. **Copy of the life support card.** This is located within the QR code of the certificate. The applicant must pass the relevant test to receive CE credit.

   b. **Copy of the certificate of attendance** or other materials which identify the provider and city and state where the course was held.

   c. **Maximum Number of CE credits awarded for each core course:**

   Initial BLS Certification: 4 hours
   Renewal BLS Certification: 2 hours
   Initial ACLS Certification: 8 hours
   Renewal ACLS Certification: 4 hours
   Initial PALS Certification: 8 hours
   Renewal PALS Certification: 4 hours

3. **Classroom Life Support Courses - Non American Heart Association**

   a. **Copy of the life support card.** The applicant must pass the relevant test to receive CE credit.

   b. **An hourly schedule.** Life support textbooks are not required.

   c. **Copy of the certificate of attendance** or other materials which identify the provider and city and state where the course was held.

4. **Online Life Support Courses - Non American Heart Association**

   a. **Copy of the life support card.**

   b. **Copy of the certificate of completion** from the program provider that includes the number of CE credits awarded.

   c. **Documentation of approval** for CE credit by a recognized approval organization. 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.

5. **Inservice Program**

   a. A detailed description of the content of the inservice program that includes the presentation date and begin and end times.

   b. **CRNA statement of relevance** that clearly relates the course to nurse anesthesia practice in administration, education, research or clinical practice. This statement must include: (1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.

   c. A copy of the certificate of completion issued by the provider.

   d. Documentation of approval for CE credit by another recognized professional approval organization that shows the number of credits awarded.

6. **Provider-Directed Independent Study (Print, Audio, Online, Response Generated Content, Simulation)**

   Independent study is a self-paced asynchronous learning activity developed for individual use in which the participant receives program materials in print, audible or electronic modes and completes the required activity outside a formal organized learning environment.

   a. A complete packet of all the instructional materials provided to the subscriber. The nurse anesthetist must attach a copy of all the materials to include with the application.

   b. The packet should include program content, an explanation of the subscription process, and how to use the learning materials. This information must be created by the provider and not a statement submitted by the applicant.

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c. Statement of relevance that clearly relates the course to nurse anesthesia in administration, education, research or clinical practice. This statement must include: (1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.

d. Evidence of a minimum passing score of 80% on the post-test or simulation assessment.

e. Documentation of approval for CE credit by a recognized professional accreditation or approval organization. This documentation must indicate the number of CE credits awarded.

f. A certificate of completion issued by the provider. The number of CE credits earned as identified on the certificate will be the number of MAC Ed CE credits awarded to the CRNA applicant providing the application is complete.

Maintenance of Licensure Programs

The AANA awards MAC Ed CE credit for programs that are required for maintenance of licensure, which are eligible for MAC Ed nonprior approval when they meet the AANA prior approved assessment standards and all other application requirements.

International (Non-Domestic) Programs

The AANA awards Nonprior approval for CE programs provided by an international (non-domestic) program provider if the program provider is approved to offer CE credit by or has a reciprocity agreement with a United States approval organization recognized by the AANA and all other nonprior application requirements are met.

Content Eligibility

CE activities that are eligible for nonprior approval must be relevant to the nurse anesthesia practice in administration, education, research or clinical practice. If the relevance of the content to nurse anesthesia practice is not clear, the applicant may be requested to submit additional content and/or a statement addressing the following items: (1) a description of their current practice; (2) areas in the program that are most applicable to their practice; and (3) an explanation of how they will incorporate the new information into practice.

For tours, an itinerary and schedule should be submitted that shows 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.

Incomplete Applications

If an application is incomplete, a request for additional information is sent within 30 business days from the date the application was submitted. The application status in the CE Portal will change to Information Requested, which will allow applicants access to their application to fulfill the request. After modifications have been made to the application, applicants must select "Resubmit" to resubmit the application for further review.

Approval Notification

The applicant will receive an automatic approval notification via email to the email address on file with the AANA. The applicant can also check the status of their application via the CE Portal or by viewing their CE transcript on www.aana.com.

Denial of Approval

The CE staff will notify the applicant in writing if the application for 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 the decision to award credit 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 or other required documents to correct any cited deficiencies. The applicant may appear before the CE Committee or submit written materials to the CE Committee to address the identified problem areas.

If there are any questions or an applicant requires assistance in completing the application, contact Maria Giamarusti at (847) 939-3484 or via email at continuingeducation@aana.com.