AANA
American Association of
NURSE ANESTHESIOLOGY

Continuing Education Program

For the Certified Registered Nurse Anesthetist
Twentieth Edition (2026)

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Overview

Twentieth Edition

This is the twentieth edition of the book that presents the American Association of Nurse Anesthesiology (AANA) continuing education approval and recognition program. AANA awards prior approval of continuing education activities for CRNAs, also referred to as nurse anesthetists or nurse anesthesiologists, that is before (hence prior) to the program's 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 before being reviewed by the AANA CE Department.

AANA also recognizes certain educational activities engaged by individual CRNAs that result in learning and which contribute to competent practice and professionalism. Participation in approved and recognized continuing education is necessary for CRNAs in various states to meet professional credentialing and state practice and/or regulatory requirements.

The 14 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 are available to all applicants and appear on the AANA website under the section dedicated to "CE." The AANA is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation (ANCC). The AANA has maintained its accreditation without interruption since 1988.

Introduction

Historical Perspective

Today, just as in the time of the inception of the profession, 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 professional practice and educational Standards and expectations can't adequately be accomplished without the ongoing involvement of knowledgeable and skillful professionals who are engaged in lifelong learning and professional growth processes.

In 1967-1968, the Board of Trustees of the American Association of Nurse Anesthesiology (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 CRNAs.

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 CRNA 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 CRNAs. 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 CRNA, 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.

In addition to reviewing educational materials prepared and delivered by the association, the CE Committee and department also monitors and appraises the CE activities of other providers to ensure that they adhere to established Standards that promote quality CE for CRNAs.

Role of CE with the MAC Program

On August 1, 2024, the NBCRNA launched the Maintaining Anesthesia Certification (MAC) Program. The MAC program spans a four-year period. Beyond appropriate licensure and practice requirements, the MAC program consists of three components required to maintain certification:

- **MAC Ed:** MAC Ed is prior-approved educational programs directly related to the practice of anesthesia that contain some form of assessment. The assessment should validate the CE activity's stated learning objectives and verify that learning has occurred.

- **MAC Dev:** MAC Dev activities enhance the nurse anesthetist's foundational knowledge of nurse anesthesia practice, support patient safety, or foster the nurse anesthetist's understanding of the broader healthcare environment. MAC Dev activities do not require prior approval and are not required to have an assessment. Excess MAC Ed credits can also be claimed as MAC Dev requirements for renewal. AANA members can self-report MAC Dev activities, along with proper documentation on the AANA website so that their entire record of MAC Ed and MAC Dev requirements can be reported directly to NBCRNA from the AANA for renewal purposes. A complete list of NBCRNA-approved MAC Dev activities can be found on the NBCRNA website.

- **MAC Check:** MAC Check provides a systematic measurement of knowledge required for the practice of nurse anesthesia. MAC Check assesses the four core domains of knowledge needed to safely practice nurse anesthesia (Airway Management, Applied Clinical Pharmacology, Physiology and Pathophysiology, and Anesthesia Equipment, Technology, and Safety) by providing a series of multi-choice and multi-select questions to CRNAs every quarter and issuing remedial MAC Ed requirements if necessary.

Purpose

The CE Program for CRNAs 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 Department, in conjunction with the AANA CE Committee, 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 CRNAs 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 CRNAs. 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 of qualifying educational materials.

3. Assisting state associations and other providers of CE to develop quality CE offerings in and for nurse anesthesia.

4. Implementing an ongoing process of continuous quality improvement for the policies, procedures, and criteria of the CE Program, so as to better assess the effectiveness of the services provided and to take corrective actions as determined necessary or advantageous.

5. Engaging in other activities to ensure the continued growth and viability of the CE Program.

Commercialization, Vested Interest and Protective Actions

All approved providers must ensure that their continuing education activities are free from bias and all presenters (faculty) must declare vested interests and any conflicts in interests (real or potential/perceived). A provider must ensure that the following decisions were made free of the control of a commercial interest: (a) Identification of educational needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the educational activity; (e) Selection of educational methods; (f) Assessment and Evaluation of the activity.

Conflict of Interest: A conflict of interest exists when an individual is in a position to control or influence the content of an educational activity and has a financial relationship with a commercial interest, the products or services of which are pertinent to the content of the educational activity. The provider is responsible for identifying and resolving conflicts of interest during the planning and implementation phases of an educational activity.

Identification and Evaluation: The provider is responsible for ensuring that all individuals who have the ability to control or influence the content of an educational activity disclose all relevant relationships with any commercial interest, including but not limited to members of the Planning Committee, speakers, presenters, authors, and/or content reviewers. Relationships with commercial interest organizations are considered relevant if they existed within the past twelve months.

Resolution: When an individual has a relevant relationship with a commercial interest organization, the provider must implement a process to resolve the conflict of interest. Actions taken to resolve conflicts of interest must demonstrate resolution of the identified conflicts of interest prior to presenting/providing the educational activity to learners. Such actions must be documented in the program file, and documentation must demonstrate both the identified conflict and how the conflict was resolved.

Commercial Interest: A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. A commercial interest is not eligible for AANA CE prior approval. By definition, this does not include most non-profit organizations (however, non-profit organizations that advocate for commercial interest are not eligible for AANA prior approval), government organizations, or non-health care organizations. AANA does not consider providers of clinical service directly to patients to be commercial interests.

Commercial Support: Commercial interest organizations may provide monetary funding, in-kind contributions or other support (Commercial Support) for continuing education activities in accordance with the fundamental principles that:

1. Commercial support must not influence the planning, development, content, implementation, or evaluation of an educational activity.

2. Receipt of Commercial Support must be disclosed to learners.

Content Integrity: Commercial interest organizations providing Commercial Support for continuing educational activities may not influence or participate in the planning, implementation, or evaluation of an educational activity. There must be a clear separation of educational activities and promotion. Commercial exhibits or advertisements must not influence CE content or interfere in any way with the CE presentation or materials, nor can they be a condition that influences commercial support. Product promotion or product-specific advertisement or marketing of any type is prohibited in the same space before, during, or after a CE activity. Education content developed by a commercial interest may NOT be used during a CE activity. This includes distribution of product brochures or product information in conjunction with handouts. Use of a commercial interest or commercial supporter's logo on CE activity materials is prohibited.

Standards and Criteria

The purpose of the AANA CE approval process is to assure that continuing education for CRNAs is appropriate for recertification as a CRNA. The AANA has also established Standards and Criteria for the CE Program to ensure quality of educational programs for CRNAs. Assessed 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 CRNA'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 form the basis of the processes and procedures used to evaluate applications for approval of CE credits. The AANA CE Department and the CE Committee work together to approve programs that are appropriate for the continuing education and recertification of CRNAs. All applicants must adhere to the following Standards and Criteria.

Standard I: Official Application

Providers of CE for CRNAs who request approval from the AANA must submit an application via the AANA CE Portal.

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. Assessment of Learning
10. Teaching methods
11. Faculty
12. Physical facilities/resources
13. Recordkeeping
14. Certificate of completion
15. Evaluation

B. Applications for nonprior approval must include all required documentation as specified on the form.

C. CE activities must be appropriate for CRNAs and their recertification process.

Standard II: Purpose/Goals

Eligible CE activities support and promote quality CE for CRNAs. 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 CRNA or a registered nurse.

B. The curriculum vitae's 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(s) 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 (and MUST be measurable).

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 CRNAs, 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 CRNAs 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 description of proposed content to allow adequate appraisal of its relevance and value to nurse anesthesia.

D. The time allotted for the CE activity must be consistent with the learner objectives and appropriate to the content being presented.

E. Provider-Directed Independent Study providers: For all PDIS programs to be in line with the MAC program, vendors need to submit content outlines and objectives with their applications. Programs may be audited one year after the program start date to be sure of compliance with all PDIS requirements.

Standard VII: Assessment

The program provider will implement a method, appropriate for the specific learning activity, to assess learner engagement and the effectiveness of learning. The goal of this assessment will be to identify how participation in the activity informed and/or improved the learner's practice. Program providers should address their selection of assessment type/format as well as explain how it supports the learning objectives for the activity.

Criteria

A. The assessment method must not only meet the needs of the participants but also support current practice for CRNAs 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 that identifies how the learning activity informs and/or improves practice is self-assessment using a defined 5-point Likert scale or higher form of measurement.

Standard VIII: 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 publication.

Criteria

A. Teaching methods must support and 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 IX: 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; curriculum vitaes must be provided upon request.

C. If requested, curriculum vitae information must validate faculty members' content expertise and experience in the subject matter.

Standard X: Learning Environment/Resources

The educational environment 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 learning environment 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 XI: Recordkeeping

Criteria

A. The provider must maintain the following information:

1. needs assessment
2. target audience
3. purpose
4. planning committee
5. learner objectives
6. content

7. faculty
8. teaching methods
9. evaluation of learning activity
10. assessment of learning
11. title, date, and site of activity
12. name of the person responsible for coordinating and implementing the activity (program coordinator)
13. participant roster, with names, AANA ID numbers, and addresses of participants
14. summary of participant evaluations
15. the number of CE credits (contact hours) awarded to each participant
16. verification of participation process and a copy of the certificate awarded
17. marketing materials
18. co-provider/sponsor agreement (if applicable)
19. documentation, if commercially supported, of how program integrity is maintained and proof of disclaimers or declarations regarding vested interest/conflict of interest by each presenter

B. This information must be stored securely and be retrievable for at least 60 months.

Standard XII: Verification of Participation

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

Criteria

A. The certificate of completion 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 if applicable
6. AANA code number and expiration date

7. number of MAC Ed CE credits approved by AANA
8. number of MAC Ed CE credits (contact hours) awarded to the individual
9. name, city and state of program provider
10. signature of provider to verify completion
11. California Board of Registered Nursing (CABRN) provider statement
    If the program provider does not have a CABRN number, the following
    AANA CABRN statement may be used. "AANA is an approved provider
    by the California Board of Registered Nursing, CEP #10862."

B. Following the completion of the educational program, the program
   coordinator must report the CRNA participant's CE credits into the CE portal.

Standard XIII: Learner Assessment and Program Evaluation

There must be a clearly defined method of evaluating the CE activity
and all participants should be solicited for participation in the
evaluation process. Upon request, evidence of completed evaluations
may need to be submitted in order to prove provider compliance with
the evaluation requirement.

Criteria

A. The program coordinator must submit an assessment/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/or online learning mechanism
   6. the achievement of personal objectives by the learner
   7. state one item learned that will improve the participant's nurse
      anesthesia practice
   8. state barriers to implement what is learned

B. The program coordinator must state how planners and learners
   participated in the evaluation and how the results will be used.

Standard XIV: Testing

Testing to validate learning is an option for any type of continuing education engagement, at the discretion of the program provider. Testing is mandated, however, only for Provider Directed Independent Study (PDIS) programs, which are defined as learning activities where there is a separation in time and/or space between the learner and the CE provider. PDIS programs are self-paced learning activities developed for individual use in which the participant receives program materials through the mail, or digitally, and completes the required activity outside a formal, organized learning environment.

Criteria

A. All applicants for PDIS programs must submit the following with regard to testing:

1. A statement that describes the testing mechanism and feedback for the learner.
2. A statement that the passing score is at least 80%.
3. A statement that there is no retesting for participants who score less than 80% on programs unless the programs are computer interactive or administered on a website with multiple testing opportunities.
4. If the programs are computer interactive or administered on a website with multiple testing opportunities, the program provider may allow for no more than three testing attempts per PDIS course, with no more than 50% of identical questions delivered across attempts.
5. A minimum of one (1) learner objective and number of test questions for amount of CE credit requested as identified below:
   - one (1) learner objective and five (5) test questions for each whole CE credit requested
   - one (1) learner objective and two (2) test questions for a quarter (.25) of a CE credit requested
   - one (1) learner objective and three (3) test questions for a half (.50) of a CE credit requested
   - one (1) learner objective and four (4) test questions for three-fourths (.75) of a CE credit requested
6. Although CE credit is awarded based on the number of objectives and test questions, each full CE credit requires on average, 60 minutes to complete which includes the post-test and evaluation. Partial CE credit in .25 increments requires at least 15 minutes to complete.

General Information

Requirement for Continuing Education

Educational content should be evidenced-based whenever possible, currently accepted in practice and periodically reviewed and revised to ensure relevance. The CE requirement established by the AANA is one of the criteria required for the recertification of CRNAs as set forth in the Maintaining Anesthesia Certification (MAC) Programs by the NBCRNA.

The NBCRNA requires 60 hours of MAC Ed credits over a 4-year MAC cycle. MAC Ed 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 CRNAs 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 forms and/or improves practice is self-assessment.

For a complete description of the Maintaining Anesthesia Certification (MAC) Program, please refer to the NBCRNA at nbcrna.com/certification-programs/mac.

Content

The content of CE activities for both prior and nonprior approval must be directly related to nurse anesthesia and relevant to one of the four areas of nurse anesthesia practice: Education, administration (work as an administrator), research, or clinical practice.

The content provides knowledge, skills, and abilities, beyond the basic level for preparation of CRNAs, 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 CRNA 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 CRNA for review.

Program content must demonstrate its usefulness in terms of the CRNA's anesthesia practice. For example, a course in educational methodology may be appropriate for a CRNA 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 CRNA who has administrative responsibilities.

Applications for approval that contain content that 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. This description may be requested for any program at the discretion of the CE Department or CE Committee. Additionally, 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.

Pharmacology and Therapeutics Content

The CE Provider submitting programs containing pharmacology and therapeutics content may request pharmacology designated credit when applying for AANA prior approval. Along with the core content requirements as mentioned in the Content section, pharmacology content will provide a means to integrate advanced knowledge of pharmacology, pharmacokinetics, and pharmacodynamics content across the lifespan and prepare the CRNA to initiate appropriate pharmacotherapeutics safely and effectively.

Examples of pharmacology content eligible for credit include the following:

- drug specific information
- safe prescribing practices
- safe medication administration
- prescribing methodologies
- new regulations

Learner objectives provided for pharmacology content must explicitly identify how the content will meet the learning objectives. An example of a pharmacology learner objective is, "Develop pharmacologic measures for administration to reverse neuromuscular blockade to industry standards and best practices."

Presenters of pharmacology content must have content expertise in pharmacology.

When a program is prior approved with a pharmacology credit designation, the Certificate of Completion must include the following designation statement:

> The American Association of Nurse Anesthesiology designates this program as meeting the criteria for up to XX CE credits in Pharmacology & Therapeutics.

Disclaimer: There are education programs that were prior approved for continuing education credit (CE) that do not have explicit Pharmacology credit designated by AANA, as the programs were either approved before AANA began designating pharmacology credit or the program provider opted to not apply for pharmacology credit. If the CRNA is required to submit Pharmacology CE for authority to prescribe and the program does not appear in the Pharmacology CE field on their AANA CE transcript, the CRNA should verify with their Board of Nursing that it will accept pharmacology content that is approved for CE from the program description to meet the requirements for renewal of authority to prescribe licensure.

Pain Management Content

The CE Provider submitting programs containing Pain Management content (inclusive of but not limited to acute surgical pain management, non-surgical pain management, chronic pain management) may request Pain Management designated credit when applying for AANA prior approval. Along with the core content requirements as mentioned in the Content section, Pain Management content will provide a means to integrate advanced knowledge of assessment, diagnosis, treatment and procedural safety involved in Pain Management therapies/procedures to prepare the CRNA to initiate appropriate Pain Management therapies safely and effectively throughout the lifespan. This content area should be developed to maintain and improve the knowledge, competency, and performance in the science and practice of the CRNA who provides care to patients with acute/surgical pain and/or chronic/nonsurgical pain.

Examples of pain management content eligible for credit include the following:

- Clinical Practice Guidelines related to pain management
- Current research findings related to pain management, pharmacology, anatomy and physiology
- Latest technologies and techniques related to pain management
- Concepts related to regional anesthesia and/or pain management therapies in the clinical setting
- Legal, ethical, and professional issues related to surgical and/or non-surgical pain management
- Psychosocial, spiritual, and cultural aspects of pain management
- Non-allopathic considerations for pain management
- Assessment and evaluation of the patient with acute surgical pain and/or chronic pain
- Foundations of initiating an acute pain service
- Business fundamentals in acute and/or chronic pain management

Acceptable activities and support materials include the following:

- Presentations (in person or virtual)
- Research abstracts/posters
- Journal access
- Consensus guidelines
- Video tutorials
- Simulation/Cadaver Labs

Learner objectives provided for pain management content must explicitly identify how the content will meet the learning objectives. Course/Activity objectives should use a general format, clearly stating the intended, measurable outcomes. The following are examples of a pain management learner objectives:

> Describe and develop clinical practice measures for use of regional anesthesia in orthopedic surgery to industry standards and best practices.

> In the simulated setting, demonstrate competence in the performance of advanced techniques of regional anesthesia.

> Describe the psychosocial and cultural aspects of pain management among different groups of patients within the geographical area of Southwestern United States.

> Create the basic elements of a business plan for establishing an acute and/or chronic pain service.

Presenters of pain management content must have content expertise in the specified aspect of pain management topic designated for the continuing education. Examples of content expertise include, but are not limited to, recent experience lecturing on the topic area, completion of a fellowship in acute/chronic pain management, and active sub-specialty certification in Non-Surgical Pain Management (NSPM) from the NBCRNA.

When a program is prior approved with a Pain Management credit designation, the Certificate of Completion must include the following designation statement:

> The American Association of Nurse Anesthesiology designates this program as meeting the criteria for up to XX CE credits in Pain Management.

Disclaimer: There are education programs that were prior approved for continuing education credit (CE) that do not have explicit Pain Management credit designated by AANA, as the programs were either approved before AANA began designating pain management credit or the program provider opted to not apply for Pain Management credit. If the CRNA is required to submit Pain Management CE for authority to perform pain management therapies/procedures and the program does not appear in the Pain Management CE field on their AANA CE transcript, the CRNA should verify with their Board of Nursing or regulatory body, it will accept Pain Management content approved for CE from the program description to meet the requirements for renewal of authority to perform Pain Management therapies/procedures.

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 recordings, 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 can include, but are not limited to: Synchronous and asynchronous webinars and teleconferences that are interactive. Other educational content may be eligible for CE credit approval based on the learners ability to evidence participation, and if required, the successful completion of an end of activity assessment/test as defined later in this document.

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 of the learner that can be measured. Objectives are messages from the instructor to the participant that specify the proficiency the participant should be able to demonstrate. An example of a learner objective is, "At the conclusion of this activity, the CRNA will be able to list the physical properties of three new muscle relaxants." All educational content must have a minimum of one associated learner objective for each 60 minutes of content. For content less than 60 minutes, one learner objective is required per topic.

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). Calculations for credits are rounded down to the nearest quarter credit. Continuing education units (CEUs), continuing medical education credits (CMEs), or CE points (CEPs) 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 that have been recorded. For prior-approved CE activities, it contains the provider's name, title of program, code number, date of activity, number of MAC Ed CE credits earned, and number of AANA designated pharmacology credits earned. For nonprior approved CE activities, relevant information is included.

AANA members can view CE credits and print a transcript for their current 4-year MAC cycle, or any range of selected dates on the AANA website at www.aana.com.

Recordkeeping Services

The AANA maintains records of CE credits for its members. At the end of the member's 4-year MAC cycle, the AANA forwards documentation of accumulated MAC Ed CE and MAC Dev credits to the NBCRNA. The CRNA mustbe a current member of the AANA in order to transfer CE documentation to the NBCRNA for CRNAs.

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 revise their application so as to address these problems.

This represents an opportunity for providers or individuals to resolve problems and bring their CE activity into compliance with the CE Standards. If the provider or individual does not wish to work with the CE Committee, they may revise their application and submit revisions to the CE Department. Written materials will be submitted to the CE Committee for decision. 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. Alternatively, a provider or individual can request to appear before the CE Committee at one of their regularly scheduled meetings. If their request is approved, any 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: Chief Executive Officer, American Association of Nurse Anesthesiology, 10275 W. Higgins Road, Suite 500, Rosemont, IL 60018. 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 Anesthesiology.

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 Anesthesiology 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.

Newly Certified Nurse Anesthetists

New graduates of a nurse anesthesia program who receive a passing score on the National Certification Exam administered by the NBCRNA, will be enrolled into the Maintaining Anesthesia Certification (MAC) Program.

The MAC Program supports lifelong learning and the strong CRNA credential, protecting your ability to continue practicing as a CRNA, and is designed to meet the APRN regulatory requirements of every state Board of Nursing. MAC is a four-year program and has three components: MAC Ed, MAC Dev and MAC Check, which is a self-paced, dynamic online platform that uses a longitudinal assessment approach.

Re-entry Program

The Re-entry Program is a self-directed program for CRNAs whose certification and/or license or authority to practice nurse anesthesia has lapsed for four or more years and who wish to reestablish their eligibility for certification and reenter nurse anesthesia practice. The Re-entry Program is available to a CRNA who has lost their certification for less than four years if that loss was a result of failing to comply with any of the renewal components on or before the end of their renewal cycle. The Re-entry Program provides the opportunity for a CRNA to obtain current knowledge and skills necessary for safe nurse anesthesia practice and enables the CRNA to restore their eligibility for certification.

Requirements of the Re-entry Program are specified by the NBCRNA at www.NBCRNA.com.

Prior Approval Process

The prior approval process is used to review applications and award MAC Ed CE credit in advance of a program's implementation and content delivery. Prior approval by the AANA signifies that a CE activity has been reviewed, has met specific Standards and has been awarded MAC Ed 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 directly relevant to the practice of anesthesia in at least one of four ways: 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 (educational 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 organized and delivered by individuals, 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.

   Poster Sessions. Poster sessions are eligible for continuing education (CE) credit and can be categorized as assessed CE credits (MAC Ed) 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 2.5 CE credits.

B. **Inservice Programs.** An inservice activity is a planned, ongoing educational program provided by an employer, usually held on a regular basis and intended to assist the CRNA in acquiring, maintaining, and increasing competence in fulfilling assigned responsibilities specific to the expectations of that employer. An inservice approved for MAC Ed CE credit IS NOT a departmental orientation or policy review meeting.

C. **Provider-Directed Independent Study.** Independent study is a self-paced asynchronous 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 an enduring activity. Each learning 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). Content recorded during a hybrid meeting to be offered at a later date will be classified as PDIS and must be approved as this category.

D. **Response Generated Content.** The AANA encourages innovation in CE programing with the understanding that there is compliance with the minimum standards of clearly articulated learning objectives, assessment and program evaluation. Approvals for non-traditional provider directed independent studies with design focused on response generated content may be made with the approval of the Continuing Education Committee on an application by application basis.

E. **Simulation.** Simulation exercises provide the CRNA 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.

F. **Recorded Webinars held Synchronously.** Recorded webinars held synchronously are scheduled interactive recorded webinar programs that are completed online outside of a formal learning environment with a live moderator who is a content expert.

Application Submission

Providers are encouraged to submit applications, including all supporting material, at least 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 and guidelines are available on www.aana.com/ceportal.

Fees

The CE fees are available in the CE Portal. Payment is the final step in the application process before the application is submitted for review. The fee is non-transferable and non-refundable if it is determined that the application does not meet the CE requirements or if the provider withdraws the application.

Application Processing

Applications for AANA prior approval are reviewed thoroughly and must be approved before a unique program code number is assigned. Providers may check the status of their application in the CE Portal.

If an application is incomplete, a request will be sent to the provider for additional information within 30 business days from the date the application was submitted. No additional processing will be undertaken until all missing materials are received and the application is complete. Prior approval will not be awarded until the application is complete and reviewed.

Prior Approval Notification

The notification that a CE activity has been awarded prior approval contains the AANA prior approval statement, the provider's recordkeeping responsibilities, participation recording instructions, and all other information pertinent to the approval.

Prior approval is granted only for the date(s) (or date range) of the presentation(s) 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 additional presentation is delivered. If prior approval is granted for a Hybrid Session (both in person and virtual attendance is allowed) and the session is recorded for viewing at a later date/time it falls under the Provider Directed Independent Study (PDIS) category.

CE activities that receive prior approval are assigned a unique 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 multiple times, the attendees can receive the maximum number of credits only one time. The code number must appear on all promotional materials, certificates of completion, completion records, and correspondence sent to AANA's CE Department. CE programs cannot be offered under the provider's code number once it has expired. The exact approval language provided by the AANA CE Department must be used when advertising or promoting any AANA prior approved program. That language appears in a following section titled Prior Approval Statement, as well as in the prior approval notice the program provider receives after the program has been approved.

When a program receives AANA prior approval, the provider assumes certain responsibilities for entering CRNA's CE credits into the CE Portal at www.aana.com/ceportal, which are transferred to the CRNA's MAC transcript, and issuing certificates of completion. CRNAs attend programs with the expectation that the provider will submit CE credits to the AANA timely so that during the MAC cycle, the CRNA's MAC renewal is not delayed. Failure to meet any of the responsibilities may result in loss of approval.

CE Content Areas on Certificate of Completion

Several state boards of nursing require documented credit in specific content areas in order for a CRNA 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 CRNA. 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.

The process required for recording completion and issuing certificates of completion 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, a written request from the program provider must be submitted before the first day of presentation to be approved by the CE Department.

Minor changes in content may be undertaken without additional review, provided they involve an improvement and comply with the Standards for approval. An example of a minor change requiring review would be the 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 requiring review would be the substitution of a lecture on Understanding Nurse Anesthesia Educational Standards in place of one on pharmacology. Any questions regarding content should be addressed to the CE Department. A notice of minor changes and requests for major changes can be submitted to the CE Department.

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, email 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 Publications

Providers who receive prior approval can advertise their CE program in the monthly CE Calendar of Events for a fee. 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. Calendar of Events fees are non-refundable and non-transferable.

Prior Approval Statement

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

> This program has been prior approved by the American
> Association of Nurse Anesthesiology for XX MAC Ed CE credits;
> Code Number XXXXXXX; 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 completion. The term accredit should not be used on the certificate of completion.

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.

Audit

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.

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 AANA 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 explain their actions.

If the AANA withdraws its approval, the provider may request reconsideration by following the procedure in this publication under the section titled Reconsideration.

Nonprior Approval Process

The NBCRNA requires 60 MAC Ed CE Credits and 40 MAC Dev Credits for the 4-year MAC cycle. Under these provisions, the nonprior approval process will apply to activities that were not prior approved by the AANA, but were approved for CE credit by another accredited approval organization before the start of the program, as well as to Life Support Courses submitted using the Individual or Group Nonprior Approval Application and College/University Courses using the College/University Course Nonprior Approval Application. The requirements to accompany each application are shown below.

Continuing Education Program

1. 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 welcomes, breaks and lunch. Partial CE credit is awarded for lecture time in 0.25 increments.
2. A 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 CRNA's current practice; (2) information on areas of the course that are most applicable to the CRNA's practice; and (3) an explanation of how the CRNA plans to incorporate the new information into practice.

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

4. 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 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).

Life Support Courses. To qualify for nonprior approval, the course must provide 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 Provider (ACLS), Pediatric Advanced Life Support Provider (PALS), and other advanced life support topics.

Although it is not necessary for classroom life support provider 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 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 maximum of 20 life support credits (between MAC Ed and MAC Dev combined) are permitted per 4-year MAC cycle):

Life Support Courses – AHA:

1. Copy of life support card. The applicant must pass the relevant test to receive CE credit.
2. Copy of certificate of attendance or other materials which identify the provider and city and state where course was held.
3. Maximum Number of CE awarded for each core course below:

   - 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

Classroom Life Support Courses – Non AHA:

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 – Non AHA:

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.

Inservice Programs

An inservice program is a planned, ongoing educational program of an employer, other than a departmental orientation or policy meeting, typically held on a regular reoccurring basis and intended to assist the CRNA in acquiring, maintaining, and increasing competence in fulfilling assigned responsibilities specific to the expectations of an employer.

To be considered for nonprior 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. Include an hourly schedule and mark the presentations that were attended.
2. A copy of the certificate of completion issued by the provider to verify attendance at or participation in the CE program.
3. 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.

4. 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).

Provider-Directed Independent Study

Independent study is a self-paced asynchronous learning activity developed for individual use in which the participant receives program materials in print or electronic modes and completes the required activity outside a formal organized learning environment. Each activity submitted for approval is evaluated individually to determine the number of MAC Ed CE credits it will receive. To be considered for nonprior credit, a completed application and the following materials must be submitted:

1. A complete packet of all the instructional materials provided to the subscriber.
2. 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.
3. 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 CRNA's current practice; (2) information on areas of the course that are most applicable to the CRNA's practice; and (3) an explanation of how the CRNA plans to incorporate the new information into practice.
4. Evidence of a minimum passing score of 80% on the post-test or simulation assessment.
5. Documentation of approval for CE credit by a recognized professional accreditation or approval organization. This documentation must indicate the number of CE credits awarded.
6. 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 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.

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.

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 CRNA.

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 CRNA's employer.

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

1. 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 CRNA's practice. The statement must include: (a) a description of the CRNA's current practice; (b) areas in the course that are most applicable to the CRNA's practice; and (c) how the CRNA will incorporate the new information into practice. The course's relevance to anesthesia practice must be clearly stated and supported.

3. A college or university transcript with an official seal. Photocopies of transcripts and grade reports or grade slips are not acceptable. E-transcripts sent directly from the school registrar to the AANA CE Department are accepted. It is the responsibility of the individual applying for credit to request the transcript from the school. CE credit for courses or parts of courses will be awarded based upon the number of weeks of study and the number of hours of study per week not to exceed 45 CE credits. The following are examples for illustrative purposes only:

- Semester (typically 15 weeks): A maximum of 15 CE credits for each semester credit hour (e.g., a 3-hour semester course may equal up to 45 CE credits)
- Trimester (typically 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)
- Quarter (typically 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 final decision to award or not award the maximum number of CE credits for a particular course is at the discretion of the CE Committee.

Application Submission

The application for nonprior approval is available on www.aana.com/ceportal.

Fees

The CE fees are available in the CE Portal. Payment is the final step in the application process before the application is submitted for review. The fee is non-transferable and non-refundable if it is determined that the application does not meet the CE requirements or if the applicant withdraws the application.

Application Processing

Applications for AANA nonprior approval are reviewed thoroughly before a determination is made regarding approval for CE credit. Applicants can check the status of the application in the CE Portal within 30 business days from the date the application was submitted.

If an application is incomplete, a notice will be sent to the applicant requesting additional information.

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.

Assessed Continuing Education — Identifies how participation in the activity informed and/or improved the learner's practice.

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

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 Committee — Members of a group that have been vested by the AANA in accordance with the AANA bylaws with the responsibility for formulating criteria for eligibility for recertification which is submitted for evaluation and adoption by the NBCRNA. 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 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.

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

Code number — A nontransferable designation assigned to a prior approved 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 support provided by industry in sustained 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 CRNA's 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 CRNAs, and therefore enrich the CRNA's 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 CRNA for the enhancement of clinical, educational, administrative, research, or theoretical development to improve the delivery of anesthesia care to the public.

Contact hour — One CE credit equals one 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.

International (Non-domestic) program — CE Credit program provided by a program provider that is not based in the US or its protectorates or territories.

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 Provider 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. Examples of these programs include Advanced Cardiac Life Support Provider (ACLS), Pediatric Advanced Life Support Provider (PALS).

MAC Ed CE credits — Assessed, prior-approved education programs related to anesthesia care that are recognized by the NBCRNA (nbcrna.com/certification-programs/mac/mac-ed). Examples include: Various educational formats, such as online, meetings, webinars, journal, and live events with various assessment types, as recognized by the approving agency, such as self-evaluation; polling; written post-test; electronic post-test; or demonstration of skills in a workshop or simulation. AANA is a recognized approver of assessed CEs by NBCRNA, and AANA is an accredited provider of continuing educational activities by the American Nurses Credentialing Center (ANCC).

MAC Dev requirements — Any activity that results in the enhancement of the CRNA's foundational knowledge of nurse anesthesia practice, supports patient safety, or fosters the CRNA's understanding of the broader healthcare environment.

MAC Dev activities include: MAC Ed CE credits over the required 60 CEs; Non-Prior Approved and/or Non-Assessed CEs; Academic Credits if not claimed as MAC Ed CE credits; presentations; publications; teaching in the clinical setting; clinical administrative duties; clinical subspecialty activities; integration of a new clinical technique into a CRNA's personal practice; and professional service whether elected or appointed. See (nbcrna.com/certification-programs/mac/mac-dev) for details.

Maintenance of Licensure programs — Programs that are required for maintenance of licensure.

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

Nonprior approval (recognition) — The process used to award CE credit to CRNAs 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.

Pain Management — Provides a means to integrate advanced knowledge of assessment, diagnosis, treatment and procedural safety involved in Pain Management therapies/procedures to prepare the CRNA to initiate appropriate Pain Management therapies safely and effectively throughout the lifespan.

Pharmacodynamics — The study of the biochemical and physiological effects of drugs and the mechanisms of their actions, including the correlation of their actions and effects with their chemical structure.

Pharmacokinetics — Pharmacokinetics includes the study of the mechanisms of absorption and distribution of an administered drug, the rate at which a drug action begins and the duration of the effect, the chemical changes of the substance in the body and the effects and routes of excretion of the metabolites of the drug.

Pharmacology — The science of drugs including their origin, chemistry, composition, pharmacokinetics/dynamics, therapeutic use, and toxicology; the properties and reactions of drugs especially with relation to their therapeutic value.

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.

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.

Response Generated Content — A self-paced, distance learning activity that is developed for individual use where the content is generated from participant responses within the activity.

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.

Synchronous Recorded Webinar — Scheduled interactive recorded webinar programs that are completed online outside of a formal learning environment with a live moderator who is a content expert.

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.

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