

**INDIANA STATE NURSES ASSOCIATION
CNE ACTIVITIES**

The Indiana State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

In 2009 the American Nurses Credentialing Center (ANCC) published new criteria and guidelines for approval of continuing nursing education activities. The Indiana State Nurses Association's Committee on Approval (ISNA-COA) implements the ANCC-directed policies and procedures and approves continuing education activities.

An applicant must submit an application to obtain approval of a continuing nursing education (CNE) activity. The CNE activity needs to be related to professional development. A CNE activity may be but is not limited to live activities (such as conventions, seminars, workshops, lecture series; distance learning activities such as teleconferences and audio conferences) or packaged programs (such as web based, paper/pen, etc.) Knowledge and use of adult learning principles should be reflected in all aspects of the educational design; i.e. objectives, content, teaching methods, etc.

SUBMISSION:

Four (4) copies of the application are to be submitted unless it is submitted online. The fee must accompany the application. To provide adequate time for review, it is required that applications be submitted eight (8) weeks in advance. Applications submitted after the eight-week deadline will be assessed an additional fee.

FEES:

The non-refundable fee for review of individual activity applications submitted eight weeks in advance of the presentation is:

1 - 5 contact hours	\$200
5.1 – 10.9 contact hours	\$225
11+ contact hours	\$300

Checks in payment of review fees for applications that are withdrawn before the start of the review cycle will be returned less \$75. An additional fee of \$100 will be charged if the application is submitted less than 8 weeks and more than 45 days in advance. An additional \$250 will be assessed if submitted only 45 - 30 days in advance. No applications will be accepted when received less than 30 days prior to the event.

Checks should be made payable to the Indiana State Nurses Association. If paying by credit card, to ISNA's secure site, www.IndianaNurses.org and click on make a payment at the top of the page or call the ISNA office 317/299-4575. **No application will be reviewed without receipt of the correct fee.**

APPROVAL PERIOD:

Activities are approved for two (2) years. The activity may be presented as often as desired during that period provided no substantial changes are made. (The objectives, content, and overall time frame must remain the same.) ISNA is to be notified of any changes to the application.

APPLICATION FORM

Use the application form ISNA 2009 REVISION [Workshop and Independent Study Application – Form #1]. Be sure to completely fill in all the information requested and to attach all the appropriate forms. The material must be submitted to the Indiana State Nurses Association in the format provided.

ELIGIBILITY

Any individual, institution, organization, or agency in Indiana responsible for the overall development, implementation, evaluation, and quality assurance of continuing nursing education is eligible to seek approval.

SYSTEM OF AWARDING CREDIT – Calculating contact hours

Effective January 1, 2007, the continuing education credit which is awarded for approved activities is the 60-minute contact hour. The Continuing Education Unit (CEU) system is NOT authorized by the ANCC Commission on Accreditation. Therefore, the term “CEU” is NOT to be used for ISNA approved educational activities.

- A contact hour is 60 minutes of an organized learning activity which is either a didactic or clinical experience.
- The minimum number of contact hours to be awarded is 0.5 (30 minutes).
- The formula for calculating contact hours: number of minutes divided by 60 equals number of contact hours.
- Welcomes, introductions, breaks, orientation, and viewing of exhibits are not included in the calculation of contact hours. Evaluation is considered part of the learning activity and should be included in the calculation of the contact hours. Poster sessions may also be included if there are specific goals for the sessions and the availability to evaluate each separate poster session.

When calculating hours, include any pre- and post-tests, practice, discussion, and evaluation. **The calculation of contact hours may be carried to two (2) decimal points. It may be round down but never rounded up. For instance 5.667 would be 5.66 contact hours.**

Example of calculation of contact hours for a workshop:

8-8:10 a.m.	Welcome/Introductions	10 minutes (not applicable)
8:10-8:30	Pre-Test	20 minutes
8:30-9	Presentation No. 1	30 minutes
9-9:20	Discussion	20 minutes
9:20-10:10	Case studies	50 minutes
10:10-10:25	Break	15 minutes (not applicable)
10:25-11:15	Supervised Practice	50 minutes
11:15-12:15	Lunch & Exhibits	60 minutes (not applicable)
12:15-1:55	Panel Discussion	100 minutes
1:55-2:10	Break	15 minutes (not applicable)
2:10-3	Presentation No. 2	50 minutes
3-3:15	Questions & Answers	15 minutes
3:15-3:30	Evaluation	15 minutes
Total	350 minutes divided by 60 = 5.83 contact hours	

[WORKSHOP AND INDEPENDENT STUDY POLICIES AND PROCEDURES]

In the case of a prepackaged activity, it will be the responsibility of the provider to substantiate the rationale for determining the number of contact hours to be awarded. This may occur by means of a pilot test, calculation of number of pages/words, etc.

RETROACTIVE APPROVAL

Approval must be granted prior to presentation of an educational activity. Retroactive approval is NOT authorized in the ISNA approval system. Therefore, approval will not be granted for contact hour credit of an educational activity after that activity has been presented.

RECOGNITION OF THE ISNA APPROVAL SYSTEM

Continuing nursing education activities approved by the Indiana State Nurses Association must include a statement which identifies the source of their approval on all appropriate communications and marketing material.

Materials published prior to receiving ISNA approval should contain the following statement:

An application has been submitted to the Indiana State Nurses Association for approval of (No.) contact hours.

ISNA is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Once approval has been obtained from the Indiana State Nurses Association, the following statement **must** be used on all materials where appropriate. Note that a blank line must be above and below the statement.

“This continuing nursing education activity was approved by the Indiana State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.”

“Approval valid through [date] (ISNA No. CNE xx-xx)”

SKILL-BASED NURSING EDUCATION (see Appendix A)

The Indiana State Nurses Association Committee on Approval will not approve BLS, Tuberculosis Skin Test Certification Courses, and other skill-based training courses for contact hour credit. These courses are designed to increase proficiency in a specific skill and are not considered continuing education.

Experienced Provider ACLS Programs and S.T.A.B.L.E., ACLS, PALS courses are eligible for contact hour credit for the initial course. Renewal courses are not eligible.

Basic CPR and CPR Instructor Courses also are NOT eligible for contact hours from the Indiana State Nurses Association.

An institution may wish to present certificates of attendance to those nurses who complete skill-based or other inservice activities; however, CNE contact hours may NOT be awarded for basic skill-based activities or others which are required education or which disseminate information specific to the

employer or sponsoring institution. **To be eligible for contact hours, continuing nursing education must be elective and not a job-specific requirement.**

APPLICATION PROCESS

1. Complete the Application (ISNA CNE Form #1 is available with this material).
2. Applications should be postmarked at least eight (8) weeks prior to the implementation date of the continuing education activity.
3. Preparing the Application
 - a. Applicants should prepare five (5) sets of application forms and supporting documents. Only one copy is needed if submitting online.
 - b. Applicants should retain one copy of the application form and supporting documents.
 - c. Applicants must include all information specified in the criteria and use the proper application forms.
4. Submitting the Application
 - a. Paper application
 - i. Send four (4) copies of the application Form #1 (including all supporting documents/forms) together with the required fee to:

*Director of Continuing Nursing Education
Indiana State Nurses Association
2915 North High School Road
Indianapolis, IN 46224-2969*
 - ii. Each page must be numbered and each copy of the application must be securely stapled or bound.
 - b. On-line application
 - i. Send application in MSWord or rich text format and all supporting documents/forms to: ce@indiananurses.org
Material should be submitted in four individual folders.
 1. Folder No. 1 will contain the Application (ISNA CNE Form #1);
 2. Folder No. 2 will contain the content documentation outline form (ISNA CNE Form # 3 or #4);
 3. Folder No. 3 will contain all the biographical data forms (ISNA CNE Form #2); and
 4. Folder No. 4 will hold the remaining documents (agenda, evaluation form, contact hour certificate, advertising material, etc.)
 - ii. Note: Not all email programs will support attachment of folders. Please contact ISNA if you have any questions.
5. Staff Actions
 - a. Upon arrival at ISNA headquarters, applications will assigned a number.
 - b. The Director of Continuing Nursing Education will acknowledge receipt of the application in writing-

[WORKSHOP AND INDEPENDENT STUDY POLICIES AND PROCEDURES]

- c. Applications are considered confidential and only those persons directly involved with the process will have access to them.
 - d. Staff will review the application and determine if the submission is complete and/or eligible.
 - e. Staff may request additional information prior to sending the application to the volunteer reviewers.
 - f. Applications which are ineligible for approval will be returned with the fee minus \$75 and a letter stating the reason(s) for ineligibility. The Director of Continuing Nursing Education may consult with the Chairperson of ISNA-COA or his/her designee in determining eligibility.
6. Withdrawing Applications
- a. The applicant has the right to withdraw an application without prejudice to any future application prior to the initiation of the review process.
 - b. The applicant must notify the Director of Continuing Nursing Education in writing (via US Mail or e-mail) of the decision to withdraw the application.
 - c. One copy of the application and support documents will be kept on file. All other documents and/or copies and the review fee minus \$75 will be returned to the applicant **if** the application is withdrawn prior to the start of the review process.
7. Resubmission of Application. An application that has been denied or withdrawn may be submitted at any time as a new application.
8. Review and Decision Process
- d. The Director of Continuing Nursing Education shall review the application and select appropriate reviewers who shall consist of:
 - i. One (1) member of the Committee on Approval
 - ii. Two (2) volunteer reviewers.
 - e. The application and a review form will be mailed to selected reviewers along with a deadline date for return of the forms to the ISNA Office of Continuing Nursing Education. Online applications will be e-mailed to reviewers with review form and a deadline date for response.
 - f. The Director of Continuing Nursing Education summarizes the results of the reviews (recommendations of the reviewers) and, on the basis of the summary, notifies the applicant of the decision
9. Types of Action
- a. Approval for the maximum allowable period of two (2) years.
 - b. Approval pending receipt of additional substantiating material.
 - c. Denial.
10. Notification of Decision
- a. A letter summarizing the action will be prepared for the signature of the Chairperson of the Committee on Approval.
 - b. The COA Chairperson or designee will review and sign the notification letter.
 - c. The sponsor of the continuing education activity will be notified of the action.

11. A list of the continuing education activities approved by the ISNA Committee on Approval will be published on ISNA's web site (www.indiananurses.org).

12. Reporting of Data

- a. Within thirty (30) days of conclusion of the continuing education activity the sponsor is required to supply the Director of Continuing Nursing Education with the following information each time the continuing education activity is conducted (use ISNA CNE Form #7):
- b. The title, educational activity number, type of activity (live or prepackaged), dates of presentation, and contact hours awarded.
- c. The number of participants and whether RN, LPN, or other.
- d. A summary of the participants' evaluations of the activity.
- e. One copy of the completed Certificate of Attendance awarded to participants.
- f. Upon request from ISNA, additional materials must be provided to verify continuing compliance with ISNA criteria.

13. Maintaining Approval Status

- a. Objectives, content, time frame, method of presentation, and presenters/faculty for approved educational activities must remain the same each time the educational activity is repeated.
- b. Unexpected or unplanned changes must be reported immediately by telephone to the ISNA Office of Continuing Nursing Education. The telephone notification must be followed up with written documentation of the changes by mail, e-mail, or facsimile transmission.
- c. The Director of Continuing Education will review the statement of change and determine if the change(s) meet ISNA criteria and what action should be taken.

14. Individual activity approval may be revoked as a result of

- a. Violation of the criteria.
- b. Verification by the Committee on Approval of complaints or charges.
- c. Refusal to comply with the request for reporting data for verification and failure to provide notification of changes made in the educational activity.