November 7, 2016

To: Individual Educational Activity Applicants

From: Deborah Shields, RN, PhD, CCRN, QTTT, AHN-BC
       AHNA Nurse Peer Review Leader
       AHNA Education Approver Committee (EAC)

Subject: NEW 2015 ANCC Criteria for CNE Activity Applications

Welcome to the AHNA Education Approver Committee website where you will find the documents required to submit your Application for Approval of an Individual Educational Activity for review for AHNA approval to award Continuing Nursing Education (CNE). Supporting resource materials are housed on this site to assist you in completing the application. We are delighted that you are submitting your application, and we recognize the time and attention required to complete this process.

CURRENT FORMS 2013 ANCC CRITERIA
Applications utilizing the current 2013 ANCC criteria will be accepted and supported through December 31, 2016 at 11:59 PM (CST).

NEW FORMS FOR 2015 ANCC CRITERIA
The NEW application forms for the 2015 ANCC Criteria for CNE Activities will be accepted for review immediately, and will be fully implemented beginning January 1, 2017 12:00 AM, after which only applications completed on the NEW forms will be accepted for review.

If you have already started completing the current forms, those applications must be submitted to AHNA by 11:59 PM CST on December 31, 2016, or they will be rejected for review. All applicants are encouraged to begin using the NEW forms immediately. However, we recognize that if extensive time has already been invested, it should not be wasted, but be mindful of the 12/31/16 submission deadline.

The EAC believes that you will find the NEW application documents and process have been streamlined and affords applicants the opportunity to clearly communicate how their individual educational activity contributes to professional nursing development, as required by ANCC.

Please take the time to review the forms that must be completed. Note that items 1-3 are required for all applications, items 4-5 only are required when applicable to the activity:

1. Individual Educational Applicant Eligibility Application
2. Individual Educational Activity Application 2015 ANCC Criteria
3. Conflict of Interest Form 2015 ANCC Criteria
4. Individual Activity Applicant Commercial Support Agreement (if applicable)
5. Individual Activity Applicant Joint Provider Agreement (if applicable)

The following resources are or will be available on the AHNA’s website:

1. Gap Analysis Worksheet for Individual Educational Activities
   - This is a tool for assisting with development of the documentation required in Section 9 of the new application form. It is optional and is not required to be submitted for review.
2. Resource and Instruction Manual for Individual Educational Activity Applicants
This document provides directions and answers to common questions about the 2015 ANCC Criteria Application. It is currently in its final revisions and will be available soon on the AHNA website.

The EAC is committed to supporting you as you complete the application process, and implement and evaluate your continuing education activity. You can direct questions and concerns to Danielle Fienhage, AHNA Education Assistant at approval@ahna.org or 800-278-2462, or Deb Shields, Nurse Peer Review Leader at DEBSHIELDS@aol.com. We are happy to support you and will respond to your communication within three business days.

Again, we welcome you to the AHNA Education Approver Committee website! We wish you peace on the beautiful fall days and moments to deeply nurture yourself.

in peace and loving kindness

Deb

Deb Shields