2015 Criteria Individual Activity File Requirements:

This is a list of the items that are required to be maintained in your Activity files for long term record keeping (7 years from date of expiration)

- Title and location of activity
- Type of activity format: Live or Enduring
- Date live activity presented or, for ongoing enduring activities, date first offered and expiration date.
- Description of professional practice gap
- Evidence that validates professional practice gap
- Educational need that underlies the professional practice gap
- Description of target audience
- Desired learning outcome(s)
- Description of evidence based content with supporting reference or resources
- Learner engagement strategies used
- Description of how the philosophy of holism is foundational to and integrated within this educational activity (unique AHNA criteria)
- Criteria for awarding of contact hours (Successful Completion Requirements)
- Description of evaluation method (Evidence that change in knowledge, skills, &/or practices of target audiences was assessed)
- Names and credentials of all individuals in a position to control content (must identify who fills the roles of Nurse Planner and content expert(s)).
- Conflict of interest disclosure documentation from all individuals in a position to control content (planners presenters, faculty, authors, &/or content reviewers)
  - Name of individual
  - Past 12 months
  - Spouse/significant other
- Evidence of a resolution of process, if applicable
- Number of contact hours awarded for activity & method of calculation (Note: Provider must keep a record of the number of contact hours earned by each participant. If the activity is longer than 3 hours, agenda was provided for the entire activity.)
- Documentation of completion &/or certificate must include:
  - Title and date of the educational activity
  - Name and address of provider of the educational activity (web address acceptable)
  - Number of contact hours awarded
  - Activity approval statement
  - Participant name
- Evidence of disclosing to the learner:
  - Activity approval statement
  - AHNA non endorsement of modality statement (unique AHNA criteria)
  - Criteria for awarding contact hours
  - Presence or absence of conflicts of interest for all individuals in a position to control content (planning committee, presenters, faculty, authors, &/or content reviewers)
  - Commercial support (if applicable)
  - Expiration date (enduring material only)
  - Joint Providership (if applicable)
- Materials associated with this activity (marketing materials, advertising agendas, and certificates of completion) must clearly indicate the Provider awarding contact hours and responsible for adherence to the ANCC criteria
- Commercial Support Agreement with signature and date (if applicable)
  - Name of the Commercial Interest Organization (CIO)
  - Name of the Provider
  - Complete description of all the CS provided, including both financial and in-kind support
• Statement that the CIO will not participate in planning, developing, implementing or evaluating the educational activity
• Statement that the CIO will not recruit learners from the education activity for any purpose
• Description of how the CS must be used by the Provider (unrestricted use &/or restricted use)
• Signature of a duly authorized representative of the CIO with the authority to enter the binding contracts on behalf of the CIO
• Signature of a duly authorized representative of the Provider with the authority to enter the binding contracts on behalf of the Provider
• Date on which the written agreement was signed
  ○