



Guidelines for Completion of an Application for Nonprior Approval

College/University Courses

These guidelines are intended to assist nurse anesthetists who are applying to AANA for nonprior approval for a college/university course. Continuing education credit (CE) is awarded for academic coursework that, when completed, is entered on an official college/university transcript. For attendance at CE activities sponsored by a college or university in which CE credit is awarded rather than college credit, the AANA application for individual nonprior approval should be used.

- Regardless of the academic degree involved, the college/university course must be relevant to nurse anesthesia in administration, education, research, or clinical practice.
- The relevance of coursework to nurse anesthesia practice must be clearly stated and supported by the material. Additional documentation that supports the relevance of the material to nurse anesthesia practice may be requested.
- 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 nurse anesthetist.
- Clinical courses including an internship, clerkship, or residency are not eligible for CE credit.

Application Submission

The application is located in the CE Portal at www.aana.com/ceportal. Select the College University Course application in the Non-Prior Approval Application form section. One application is required per course. Please progress through this online form at your own pace. Required application materials can be attached to this application during the next steps. This form will not be submitted to AANA until you have reached the end of the application and your additional materials and **\$60 application fee** have been submitted. Until that time, your entered information will be stored on the site, and you will be able to move forward and backward throughout the application process until submission. Remember to **save each page** as you go. This application is best used on a PC or Mac — mobile devices are not recommended.

Credit card payment is requested at the end of the application process. The fee applies to each application submitted. **NOTE: The fee is nonrefundable and nontransferable.**

Materials to Submit with the Application

1. **A description of the college/university course from the college catalog or course syllabus that includes documentation of the duration of the course in weeks.** Because of the diversity of academic offerings, additional documentation may be required, such as the class schedule for the entire course or other materials that describe the weekly outline of classes.
2. **A statement of relevance** that clearly relates the course to nurse anesthesia in administration, education, research, or clinical practice. This statement must include: (1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.
3. **A college/university transcript with an official seal.** Photocopies of transcripts and grade reports or grade slips will not be accepted in place of an official college/university transcript with a seal. E-transcripts sent directly from the school registrar to the AANA CE Department are accepted. It is the applicant's responsibility to request the transcript from the school. Please request the college/university to email an official school transcript to the Continuing Education Department at continuingeducation@aana.com or send via mail to the AANA CE Department at 10275 West Higgins Road, Suite 500, Rosemont, IL 60018.

How CE Credit is Determined

The decision to award or not award the maximum number of CE credits for a course is at the discretion of the CE Committee. CE credit is not awarded automatically simply because a course is a required component of the curriculum or because the nurse anesthetist is required by an employer to take a course.

CE credit for courses is 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 credit is recorded according to the end date of the courses only after the credit is recorded with the university registrar. The following are examples for illustrative purposes only.

1. **Semester** (15 weeks): A maximum of 15 CE credits for each semester credit hour, not to exceed 45 credits for any course.
(a 3-hour semester course may equal up to 45 CE credits).
2. **Trimester** (12 weeks): A maximum of 12 CE credits for each trimester credit hour.
(a 3-hour trimester course may equal up to 36 CE credits).
3. **Quarter** (10 weeks): A maximum of 10 CE credits for each quarter credit hour.
(a 2-hour quarter course may equal up to 20 CE credits).

Incomplete Applications

If an application is incomplete, a request for additional information is sent within 30 business days from the date the application was submitted. The application status in the CE Portal will

change to Information Requested, which will allow applicants access to their application to fulfill the request. After modifications have been made to the application, applicants must select “Resubmit” to resubmit the application for further review. The applicant has 90 days in which to return the additional material. If the material is not submitted within 90 days, the application is inactive and will be deleted from the CE Portal.

Approval Notification

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

Denial of Approval

The CE Department will notify the applicant in writing if the college course or any part of the course is denied. The notice will briefly state the reasons for the denial and will advise the applicant of the right to seek reconsideration by the CE Committee.

Reconsideration

An applicant may request reconsideration of a CE Committee decision by submitting a written request within 30 days after the date on the denial notice sent to the applicant. The applicant must provide the CE Committee with the reasons that he or she believes that the denial of approval was inappropriate. The applicant may appear before the CE Committee or may submit written materials to the CE Committee to address the problem areas.

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