**Guidelines for Completion of an
Application for Nonprior Approval**

Group Nonprior Approval

These guidelines are intended to assist nurse anesthetists who are applying to AANA for nonprior approval for attendance at or participation in a learning activity. The group nonprior application is to be used for continuing education (CE) credit if the activity was not prior approved by the AANA, but was approved for CE credit by another recognized approval organization before the start of the program. This requirement is to insure that the accredited educational activity has an assessment standard that is equivalent to the AANA CE Program and NBCRNA CPC Program standards. 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).

Application Submission

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 associated **application fee** have been submitted. Until that time, all of 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. 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. NOTE: The fee is nonrefundable and nontransferable.

Program Coordinator

The program coordinator is the individual who will be the liaison between the program provider and the AANA. This individual receives the AANA approval notice and all correspondence related to the program. It is important to include the following information for the coordinator on the application form: a phone number and email address where the coordinator can easily be reached by the CE Department during the hours of 8:00 am to 4:00 pm, Central Time.

Materials to Submit with the Application

1. **Application fee.** The application fee is determined based on the number of Class A CE credits requested and is automatically calculated in the CE portal. The fee structure is $360 for up to 12 Class A CE credits requested and $18 per Class A CE credit over 12 that is requested. The payment is the last step in the application process before the application is submitted for review and is payable via

credit card. If paying by check, select the pay by check option and an invoice will be immediately available to you in the CE portal. The invoice must accompany the check when submitting to AANA. The fee is nonrefundable and nontransferable if the application does not meet the CE requirements or the provider withdraws the application.

2. **CE Educational Programs**

   a. Professional printed material that provides a detailed description of the program attended. **Include an hourly schedule.** One (1) CE credit per 60 minutes of lecture time is awarded, and excludes non-content periods such as, registrations, welcomes, breaks and lunch. Partial CE credit is awarded for lecture time in 0.25 increments.

   b. **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.

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

   d. **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).

Note:

With the implementation of the National Board of Certification & Recertification for Nurse Anesthetist's (NBCRNA) Continued Professional Certification (CPC) program, the NBCRNA has instituted a limit of 20 credits for life support courses (any combination of Class A and Class B credits) per 4-year CPC cycle, which includes both provider and instructor courses. Check your AANA CE transcript before submitting an application for life support credit to be sure you have not exceeded this 20 credit limit.

3. **Life Support Initial and Renewal Courses - American Heart Association** These include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS). Although it is not necessary for these courses to be prior approved for CE credit by another recognized professional approval or accrediting organization, an application must be submitted 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. **Copy of the life support card.** This is located within the QR code of the certificate. The applicant must pass the relevant test to receive CE credit.

   b. **Copy of the certificate of attendance** or other materials which identify the provider and city and state where the course was held.

c. **Maximum Number of CE credits awarded for each core course:**

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

4. **Classroom Life Support Courses - Non American Heart Association**

a. **Copy of the life support card.** The applicant must pass the relevant test to receive CE credit.

b. **An hourly schedule.** Life support textbooks are not required.

c. **Copy of the certificate of attendance** or other materials which identify the provider and city and state where the course was held.

5. **Online Life Support Courses - Non American Heart Association**

a. **Copy of the life support card.**

b. **Copy of the certificate of completion** from the program provider that includes the number of CE credits awarded.

c. **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.

6. **Inservice Program**

a. A detailed description of the content of the inservice program that includes the presentation date, and begin and end times.

b. **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.

c. A copy of the certificate of completion issued by the provider.

d. Documentation of approval for CE credit by another recognized professional approval organization that shows the number of credits awarded.

7. **Provider-Directed Independent Study (Home Study)**

a. A complete packet of all the instructional materials provided to the subscriber. If the program is offered online, the program provider must attach a copy of all of the materials to the application.

b. The packet should include program content, an explanation of the subscription process, how to use the learning materials, the testing mechanism, and the provisions for learner feedback. This information must be created by the provider and not a statement submitted by the applicant.

c. Documentation of learner objectives and test questions for amount of CE credit requested from the program materials as identified below:

- one (1) learner objective and ten (10) test questions for each whole CE credit requested.
- one (1) learner objective and eight (8) test questions for three-fourths (.75) of a CE credit requested.
- one (1) learner objective and five (5) test questions for a half (.50) of a CE credit requested.
- one (1) learner objective and three (3) test questions for .25 of a CE credit requested.

d. 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.

e. Evidence of a minimum passing score of 80%.

f. A certificate of completion issued by the provider.

g. Documentation of approval for CE credit by a recognized professional accreditation or approval organization. The material must indicate the number of CE credits awarded.

CE Credit Recording

Program providers are responsible for entering credits for attendees in the CE Portal after the program has been approved. Detailed instructions for credit recording are included in the automatic approval notification that is emailed to the person listed as the program coordinator within the application.

Maintenance of Licensure Programs

The AANA awards Class A CE credit for programs that are required for maintenance of licensure, which will be eligible for Class A nonprior approval as long as they meet all of the prior approved assessment standards and all other application requirements are met.

International (Non-Domestic) Programs

The AANA awards Nonprior approval for CE programs provided by an international (non-domestic) program provider as long as the program provider is approved to offer CE credit by or has a reciprocity agreement with another domestic approval organization recognizable by the AANA and all other application requirements are met.

Content Eligibility

CE activities that are eligible for nonprior approval must be relevant to the practice of nurse anesthesia in administration, education, research or clinical practice. If the relevance of the content to nurse anesthesia practice is not clear, the applicant may be requested to submit additional content and/or a statement addressing the following items: (1) a description of their current practice; (2) areas in the program that are most applicable to their practice; and (3) an explanation of how they will incorporate the

new information into practice.

Audio and videocassettes, interactive video instruction, CD-Rom, DVD, or other similar materials, as well as participation in teleconferences and demonstrations, may be submitted as content only if a moderator or facilitator was present to lead a discussion, answer technical questions relative to the presentation, hand out evaluations, and record attendance. The materials may take the place of an in-person lecturer; they cannot be approved by themselves.

For tours, an itinerary and schedule should be submitted that shows the locations, dates, and times of each presentation. CE credit will be awarded only for the discussion portion and *not for observation or a physical walk-through* of a hospital or other facility included on the tour.

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.

Approval Notification

After a review of the material submitted with the application, a decision to award or not award CE credit is at the discretion of the CE Committee. The applicant can 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 application for the CE program or any part of the program 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 and 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 the CE Committee to address the identified problem areas.

If there are any questions or an applicant requires assistance in completing the application, contact continuingeducation@aana.com.