

Educational Activity Applications

The first step in submitting an educational activity application is to purchase the PSNA Continuing Education Manual. This manual contains important information on the American Nurses Credentialing Center's Commission on Accreditation (ANCC-COA) guidelines as well application materials and examples.

Submitting the Application

A complete application includes:

- The activity application
- Planning table
- BIO/COI forms for all planning committee members and presenters
- Examples of Disclosures
- Examples of Advertisements
- Example Certificate
- Evaluation
- Commercial Interest Support agreements, if applicable

Applications for educational activity approval must be received a minimum of eight (8) weeks, prior to the first date the educational activity is to be reviewed at the regular fee. Applications received in less than the eight-week minimum timeframe but at least four (4) weeks before the first date of the activity can only be reviewed through the accelerated review process and must follow the accelerated fee.

Retroactive approval is not authorized by the ANCC-COA and will not be granted by the Pennsylvania State Nurses Association (PSNA).

Fees are based on the total number of contact hours being awarded. Fees submitted for CE review are not refundable unless the submission deadlines are not met.

Submission Timetable and Fee Schedule

Contact Hours	Regular Fee	Accelerated
0.5 - 5.0	\$120.00	\$240.00
5.1 - 10.0	\$150.00	\$300.00
10.1 - 15.0	\$180.00	\$360.00
15.1 - 20.0	\$210.00	\$420.00
20.1 - 25.0	\$240.00	\$480.00
25.1 - 30.0	\$300.00	\$600.00
30.1 - 35.0	\$360.00	\$720.00
35.1 - 40.0	\$415.00	\$830.00
40.1 and greater	\$480.00	\$960.00

Submission Timetable and Fee Schedule

Educational Activity Applications

Applications for educational activity approval must be received a minimum of eight (8) weeks, i.e., 56 days prior to the first date the educational activity is to be conducted. Applications received in less than the eight-week minimum timeframe will not be reviewed and the application fee will be returned to the applicant. The normal approval process is eight weeks. However, we offer an accelerated option, which is explained below.

Accelerated Program

PSNA is pleased to present an option for continuing nursing education activity approval. PSNA implemented an accelerated program that approves an

application in four weeks for double the standard fee (see fee structure above).

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