

The Application Process

Anyone looking to apply to become an approved provider must first purchase the PSNA Continuing Education Manual which includes criteria, application materials, and examples of documents.

What is an Approved Provider?

- Approved Providers are organizations that provide frequent continuing education programs. These providers have strict educational processes around the development, implementation, and evaluation of their programs. They only provide their own education and do not **APPROVE** programs.

Who is eligible to apply for Approved Provider status?

To be eligible to apply for Approved Provider status, an organization must:

- Be one of the following types of organizations:
 - C/SNA of ANA
 - College or University
 - Healthcare Facility
 - Health-Related Organization
 - Multidisciplinary Educational Group
 - Professional Nursing Education Group
 - SNO
- Be administratively and operationally responsible for coordinating the entire process of planning, implementing, and delivering CNE
- Identify one Nurse Planner who will act as the Primary Nurse Planner and serve as the liaison between the ANCC Accredited Approver and the Approved Provider unit
- Have a Primary Nurse Planner who holds a current, valid license as an RN and a baccalaureate degree or higher in nursing
- Have a Primary Nurse Planner who has authority within the organization to ensure compliance with the Accredited Approver criteria in the provision of CNE
- Have a Primary Nurse Planner who is responsible for the orientation of all Nurse Planners and key personnel in the organization to the Accredited Approver criteria
- Ensure that all other Nurse Planners in the Approved Provider unit hold current, valid licenses as RNs with a baccalaureate degree or higher in nursing
- Ensure that each CNE activity has a qualified Nurse Planner who is an active participant in the planning, implementing, and evaluation process

- Be operational for a minimum of six months prior to application
- Initial applicants must have assessed, planned, implemented, and evaluated at least three separate educational activities provided at separate and distinct events with the direct involvement of a Nurse Planner; that adhered to the Accredited Approver criteria ; that were each a minimum of one hour (60 minutes) in length (Contact hours may or may not have been offered); and that were not co-provided.
- Not be a commercial interest entity
- Marketing the majority (> 50%) of their CNE activities to nurses in their local geographic region; if marketing > 50% of their CNE activities to nurses in multiple regions, or in states other than those within or contiguous to a single region, they may not be an Approved Provider and must apply to ANCC as an Accredited Provider through the accreditation process (based on the DHHS regions: www.hhs.gov/about/regions)
- Be in compliance with all applicable federal, state, and local laws and regulations that affect the organization's ability to meet Accredited Approver criteria
- Disclose previous denials, suspensions, and/or revocations

Providers that offer the majority of educational activities to nurses outside their region or state adjoining their region - use the Department of Health and Human Services regions must apply to be accredited providers through ANCC.



How do I apply?

- 1.** Initial Provider Unit Applicant – please submit an Intent to Apply 6 months prior to when you want to be functioning as an Approved Provider Unit. You will also be asked to complete an Eligibility form once PSNA has received your Intent to Apply. The Intent to Apply form is located in the R 2013 Continuing Education manual. You must have 3 individual Educational Activities approved through PSNA before applying to become an Approved Provider Unit.
- 2.** Current Approved Provider Units applying for renewal – please submit an Intent to Apply for Current Provider Unit. This form can be found in the Continuing Education manual.

Education Design

Q. Can only the Lead Nurse Planner plan education?

A. No, the Lead Nurse Planner is responsible for ensuring overall adherence of the Provider Unit to accreditation criteria. However, for every educational activity awarding contact hours, there must be at least one Nurse Planner and one other planner to plan each educational activity. The Nurse Planner is knowledgeable about the CNE process and is responsible for adherence to ANCC criteria. One planner needs to have appropriate subject matter expertise for the educational activity being offered. There is no limit to the number of additional individuals who may help plan the activity.

Commercial Interest Companies

Q. Can commercial interest companies apply for approval?

A. No. Nor can they apply to have their activities approved. However, the Nursing Skills Competency Program offers course accreditation for programs that utilize both knowledge-based testing and skill observation methods of participant outcomes in nursing skills.

Q. What is a commercial interest company?

A. Commercial interest companies include:

- Any entity either producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients;

OR

- Any entity owned or controlled by an entity that produces, markets, re-sells, or distributes health care goods or services consumed by, or used on, patients.