

## **The Application Process**

Anyone looking to apply to become an approved provider must first purchase the PSNA Continuing Education Manual which includes criteria and application information.

### **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 one educational activities provided 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 do not have to be awarded); 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](http://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.
2. You will also be asked to complete an Eligibility form once PSNA has received your Intent to Apply.

## **Education Design Process**

**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 Entities**

**Q.** Can commercial interest entities apply for approval?

**A.** No nor can they apply to have their activities approved.

**Q.** What is a commercial interest entities?

**A.** Commercial interest entities 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, resells, or distributes health care goods or services consumed by, or used on, patients.