

Individual Activity Applications

The first step in submitting an individual 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.

How do I apply?

- Initial Applicant – please submit an Intent to Apply, which can be found on the PSNA website.

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

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, which can be found in the manual.