

NCPD Activity File Requirements

- Title of activity
- Location of activity
- Type of activity format (e.g., live vs. enduring)
- Nurse Planner name and credentials
- Date live activity was presented OR for ongoing enduring activities, date first offered and subsequent review dates
- Identify the target audience
- Description of professional practice gap **(EDP1)**
- Evidence that validates the professional practice gap **(EDP1)**
- Educational need(s) that underly the professional practice gap (knowledge, skill, and/or practice) **(EDP2)**
- The established professional competency(ies) and the professional source that developed the competency(ies) **(EDP3)**
- Desired learning outcome(s) **(EDP4)**
- Description of the assessment method **(EDP5)**
- Active learning strategies used **(EDP6)**
- Description of the evidence-based content **(EDP8 Standard 1)**
- References or resources used to support the evidence-based content **(EDP8 Standard 1)**
- Attestation that the activity meets the expectations of all three elements of Standard 2 **(EDP8 Standard 2)**
- Number of contact hours awarded for the activity, including the method of calculation
 - If the activity is longer than three hours, an agenda must be provided for the entire activity
- Documentation of completion and/or certificate:
 - Title of the educational activity
 - Date of the educational activity
 - Name and address of the provider of the educational activity (web address or email address is acceptable)
 - Number of contact hours awarded
 - Approval statement
 - Space for learner's name

- Demonstration of identification and mitigation of financial relationships with ineligible companies for all individuals in a position to control content (planners, presenters, faculty, authors, and/or content reviewers) **(EDP8 Standard 3)**
 - If applicable, include:
 - Name of individual
 - Evidence that the individual is provided with the definition of an ineligible company
 - A list of financial relationships, within the past 24 months, in any amount that exists between the individual and the ineligible company (if any)
 - If not applicable (due to exceptions outlined in the Standards for Integrity and Independence in Accredited Continuing Education Standard 3):
 - Include a statement in planning documentation that financial relationships were not identified and mitigated because the educational activity was exempt
 - Provide a list of the names and credentials of all individuals in position to control
- Evidence of mitigation of relevant financial relationships with ineligible companies (if applicable) **(EDP8 Standard 3)**
- Commercial support agreement with date (if applicable) **(EDP8 Standard 4)**
- Evidence of disclosures to learners:
 - Approval Statement of the provider awarding contact hours
 - Criteria for awarding contact hours statement
 - Presence or absence of relevant financial relationships for all individuals in a position to control content (if applicable) **(EDP8 Standard 3)**
 - Expiration date statement (if applicable, for enduring education only)
 - Joint Providership statement (if applicable)
 - Commercial Support (if applicable) **(EDP8 Standard 4)**
- Summative Evaluation **(EDP7)**
 - Note: A summative evaluation is not required for Individual Activity Applicants.