

MOST FREQUENTLY ASKED QUESTIONS

1. I am interested in obtaining CEU's to do a program. What do I have to do?
 - The correct terminology is contact hours not CEU. Continuing Education Units (CEUs) are used in the International Association of Continuing Education and Training (IACET) system - NOT the ANCC system
 - You need to purchase NJSNA's Continuing Education Approval Manual that includes the 2007-2008 criteria and application. Please note that the new manuals are a white binder with a beige 2007 cover sheet

2. What is the cost of this manual?
 - The cost of the manual is \$55 for members of NJSNA; \$75 for non-members of NJSNA.

3. Where do I send my check and who is the check payable to?
 - Make check payable and mail to New Jersey State Nurses Association, 1479 Pennington Road, Trenton, NJ 08618, Att: Debra L Harwell, Associate Director.

4. Is there an application available on the NJSNA website?
 - Once the criteria manual is purchased you can contact the Education Department and the application (only) can be e-mailed to you.

5. Why am I told that the term CEU is not the correct terminology?
 - CEU is not a generic term. Continuing Education Units (CEUs) are used in the International Association of Continuing Education and Training (IACET) system.

6. What is ANCC?
 - ANCC stands for the American Nurses Credentialing Center. The ANCC system for accreditation of continuing nursing education is a voluntary recognition process in which an organization submits an in-depth self-study to determine the capacity of the organization to approve quality continuing education activities over an extended period of time. The New Jersey State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

7. Once the manual is purchased, are there any additional fees?
 - Yes, as noted in our criteria, there is an application fee. Note the following fee schedule that includes late fees for the educational activities as well as the approved provider:

			<u>Late Fees – 30-59 Days</u>		<u>Late Fees - 5-29 Days</u>	
	<u>Member</u>	<u>Non-Member</u>	<u>Member</u>	<u>Non-Member</u>	<u>Member</u>	<u>Non-Member</u>
1 - 3 Contact Hours	\$100	\$150	\$100	\$150	\$200	\$300 (1-8 CH)
> than 3 - 7 CH	\$175	\$265	\$150	\$225	\$300	\$450
> than 7 – 16 CH	\$200	\$300	\$200	\$300	\$400	\$600 (> than 8-16 CH)
> than 16 CH	\$280	\$420	\$200	\$300	\$400	\$600 (> than 16 CH)
						(Approved Providers)

Application Fees continued

APPROVED PROVIDER FEES

	<u>Member</u>	<u>Non-Member</u>
• For one non-profit organization with one Central CE Structure	\$1,500	\$2,250
• For two non-profit organizations with one Central C.E. Structure	\$2,250	\$3,375
• For more than two non-profit organizations with one Central C.E. Structure	\$3,750	\$5,625
• For one for-profit organization	\$3,000	\$4,500

8. How long will I be approved for?

- If you are applying for contact hours for an educational activity, the approval period is for two years. If you are applying as an Approved Provider, the approval period is for three years.

9. How do you calculate contact hours?

- The appropriate measure by which an approved learning activity is awarded credit is the contact hour. A contact hour is 60 minutes of an approved, organized learning activity. Credit is **NOT** given for introduction, breaks or meals. Credit is given to question and answer periods and scheduled evaluation time. The minimum number of contact hours to be provided is .5.

10. Who reviews the application?

- Our Review Team members. Review Teams are volunteers who are members of the New Jersey State Nurses Association and who have demonstrated expertise in adult learning. They come from a wide variety of nursing specialties.

11. How often do the Review Teams meet?

- Our meetings are held every month. NJSNA has three regional Review Teams that each meet quarterly. Review Team I meets in North Jersey, Review Team II meets in Central Jersey, and Review Team III meets in South Jersey.

12. I have a program that is less than a month away, can I get approval for this program?

- As per our criteria, all applications must be submitted 60 days prior to their presentation dates. This allows sufficient turn around time for our review process. NJSNA will do whatever it can to grant approval for an educational activity. Due to the numerous number of educational activities received, it makes it easier for our review process if the 60-day criteria are followed. There is a late fee for applications that arrive after the 60-day deadline. All efforts will be made, within reason, to accommodate late applications. Applications that are received 5 business days or less before the date of presentation will be returned.

13. I am a nurse consultant who was hired by a company to run their educational component. At the present time, I am the only person responsible. Am I able to apply for contact hours?

- An educational activity is planned by at least one (1) registered nurse with a baccalaureate degree or higher and at least one other who has relevant content expertise and/or represents the target audience.

14. I am not located in the State of New Jersey and wish to give contact hours to nurses in New Jersey. Am I able to do this?
- Contact hours may be awarded to nurses in NJ that are given for continuing nursing education activities that are provided by an organization that is accredited by the American Nurses Credentialing Center's Commission on Accreditation as an approver of CNE or by an approved provider.
15. As an approved provider through NJSNA, I was recently asked if I could approve a program of an outside agency. Am I able to do this?
- No - providers provide but do NOT approve activities. Providers can only provide activities in which the provider unit planner (s) assume(s) an active role in the entire process, from planning through evaluation. **PROVIDERS CAN NEVER APPROVE PROGRAMS.**
16. I have physicians, social workers, and nurses attending one of my educational programs. Can I give a certificate to all in attendance?
- NJSNA approves contact hours for nurses. You may give the certificates to other professionals. They can present this certificate to their certifying agency, and it will be up to the agency to determine if they will accept the certificate as proof of professional education.
17. My hospital has recently merged with another hospital. Both of our hospitals were approved providers and our educational departments are one. Our provider status ends soon and the approval period of the other hospital ends during 2008. How do we handle this?
- Since both hospitals have merged it is not necessary to have two provider units. You may use the provider status of one hospital. Sixty days before the provider status of this hospital has lapsed you will need to submit an application to ensure that there will be no break in provider status. Please note that the provider application fee would be for two non-profit organizations with one Central CE Structure. **You MUST contact NJSNA regarding changes related to the administration of your provider unit within 60 day.**
18. If NJSNA is part of an Advisory Committee, why can't they be responsible for the educational component of the organization?
- NJSNA is part of several Advisory Committees. When they are part of an Advisory Committee, the sponsoring agency remains responsible for applying for contact hours. Please note that approval of a continuing nursing education activity for contact hours DOES NOT imply co-providership or co-sponsorship of the activity by the New Jersey State Nurses Association. No statements regarding co-providership or co-sponsorship can appear on any marketing materials without written permission.
19. Why has the criterion changed?
- The American Nurses Credentialing Center's Commission on Accreditation is concerned about the professional growth of the registered nurse. Changes affecting nursing practice require registered nurses to engage in a life-long process of active participation in learning activities. The criteria presented are standards or requirements that guide nurse educators in designing and providing continuing nursing education. The criteria is developed and revised by the American Nurses Credentialing Center.
20. What is the difference between the new criteria and the old criteria?
- Though there are standard procedures that must be followed, the new criteria facilitates a more creative and flexible approach to educational activity planning, implementing and evaluating.

21. I am interested in offering an Independent Study and there is no application?
- Independent studies are referred to as learner paced activities in the ANCC system. You need to complete the Educational Activity application found in the manual. Please note that just as with provider paced activities, contact hours must be determined in a logical and defensible manner, consistent with the objectives, content, teaching-learning strategies and target audience. You need to determine the basis for awarding the number of contact hours offered. One way to do this is by pilot testing.
22. If I am reapplying for approved provider status under the new criteria what must I do in regards to the application?
- You must abide by the "Criteria for Approval as an Approved Provider." The three samples of individual educational activities provided in the application must be submitted following the new criteria in order to be approved.
23. Do I have to use the standard evaluation form given in the new criteria packet?
- As per the new criteria, the evaluation procedures have changed. There is a sample evaluation form in the manual but it is not required that you use this form. Please note that evaluations still have to be documented if you create your own tool. This information is explained further in the 2007 *NJSNA Continuing Education Approval Manual*.
24. How long should I keep my records?
- All records must be kept on file for six years, as per the approved provider criteria.
25. Who needs to sign a Vested Interest/Speaker Agreement form?
- ALL planners, speakers and presenters must sign a Vested Interest/Speaker Agreement Form. (This form can be found in the 2007 manual. It is suggested that this is completed early in the planning process.) Vested interest forms must be signed yearly for ongoing programs.
26. If I use a speaker who has presented for me in the past, does this speaker still need to fill out a Vested Interest/Speaker Agreement form if I hire them to teach a different activity?
- Vested interest forms must be completed for EACH different educational activity.
27. I have a CNE activity that was approved by NJSNA. How many times can it be presented?
- You can present your activity as many times as you wish during your approval time period. Once the approval period is over, you will then submit a new application and receive approval for this application. The only thing that will change is your approval number given to you by NJSNA. As part of the application process, we ask if this is an ongoing activity. If so, you will need to note those changes throughout the year, provide evidence that material has been updated and document those changes.
28. What has to be included on the Organizational Chart for Approved Providers?
- The organizational chart needs to show the Provider Unit's linkage with the parent organization, if applicable. You need to identify the Provider Unit's lines of authority and organizational structure.
29. Am I able to seek support for my educational activities?
- Yes. Funds from a commercial source should be in the form of a restricted educational grant to the provider of the education activity and must be acknowledged in all printed materials and brochures. The money received must go directly to the provider who then pays all expenses, including presenters. The CNE provider must maintain control of the educational content and disclose to the learners all financial relationships or lack of, between the commercial supporter and the provider or presenters. **(This information is provided in detail in the manual).**

30. What type of courses can and cannot be awarded contact hours?
- Contact hours may be awarded for CNE. Continuing nursing education involves, “learning activities designed to augment the knowledge, skills and attitudes of nurses and therefore enrich the nurses’ contributions to quality health care...” (ANA, 2004, p.24)
 - Contact hours may be awarded for ACLS, PALS, Intravenous Therapy Courses, and RN refresher courses... Contact hours cannot be awarded for BCLS except for the teaching modality content only of the classroom based BLS instructor course.
 - Accredited providers and approved providers cannot award ANCC contact hours for the course offered online or on CD ROM by AHA as these formats preclude the involvement of the accredited/approved continuing education unit in the planning or implementation of the activity.
 - What CNE is NOT - Information that is considered basic – that information that all of us learn in our undergraduate education programs – for example – CPR.
 - Information that is considered “in-service” – for example – what to do in the event of a fire in your institution.
 - Nonnursing information – for example – a symposium on retirement information for women
31. Can students receive certificates for contact hours?
- Yes. Students can keep them in their personal professional records.
32. What if my organization provides a review course for nurses?
- Please call NJSNA! We receive calls frequently from nurses asking where review courses are provided, and we would be happy to refer them to your organization. You can also advertise this information on our website as well as our monthly newsletter, *NJ Nurse*.
33. Where can my organization advertise CNE programs?
- You can advertise your CNE programs on our NJSNA website under our educational component. You may also advertise in NJSNA’s monthly newsletter, the *NJ Nurse*. (There may be a fee involved.)
34. Can I use NJSNA’s contact hours for re-certification?
- Yes, at least 51% of the continuing education credits submitted for certification must be approved by an accredited approver (includes CH, CMEs, others – refer to your specific certification requirements).
35. My approval period expired and I had a scheduled educational activity. Can I give contact hours?
- No. Contact hours cannot be awarded retroactively or after the end of the approval period. You can distribute a “Certificate of Attendance.” This includes the name of attendee, title of program, date and location. Any reference to approval/NJSNA cannot be put on the certificate. Sometimes certifying bodies accept these certificates – again, refer to your specific requirements.
36. What is the difference between co-sponsor and co-provider?
- **Co-Providershhip:** Planning, developing, and implementing an educational activity by two or more organizations or agencies. ANCC Accreditation criteria require that the accredited organization be responsible for particular aspects of the process to assure adherence to all the ANCC criteria. A written co-provider agreement is completed.
 - **Sponsorship:** Support (monetary or ‘in kind’) furnished to the provider of the education activity. Sponsorship must be acknowledged to learners. A written agreement is completed. When an educational activity is supported by more than one entity, each entity is a co-sponsor. Sponsors and co-sponsors do NOT participate in planning, developing and implementing the educational activity.
 - These definitions can be found at <http://www.nursecredentialing.org/ContinuingEducation/Accreditation.aspx>

37. Can a power point presentation be used as part of the application process?
- Yes. You must have appropriate objectives that relate to the content area of the power point presentation. It also must be organized.
38. What is the correct marketing statement to place on marketing material for approved providers?
- (Approved Provider Name) is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.
39. If a program is being sponsored, can vendors be in the education room?
- No. All vendors must be located in a separate room.
40. If I attend an educational activity and have to leave early, will I be able to get partial credit for the portion of the program attended?
- If the decision is made by the CNE provider to offer partial credit they must have an instituted "Policy on Partial Credit" and participants must be notified in advance that partial credit will be awarded.
41. Is it possible to have a program part learner pace and part provider pace?
- Yes.
42. How do you give contact hours for poster sessions?
- Contact hours can be given for posters as long as they are continuing nursing education and all documents are completed using ANCC criteria as described in the NJSNA manual. Calculate 5 to 7 minutes per poster, depending on content.
43. The "Resources Criterion" as a provider asks for human, material and financial resources. If we have a line item in the budget is this acceptable?
- Yes, you do not need to provide specific information about the amount of money in your budget.
44. A presenter will be discussing non FDA approved use for a drug and this is noted in the vested interest form. Do my responsibilities as the provider end there?
- No! Participants must be informed if non FDA approved use of a drug or device is discussed during a CNE activity.
45. I just calculated the contact hours for an activity and it goes out 3 decimal places. Can I round up?
- No - It is the position of the Commission on Accreditation that the determination of an appropriate number of contact hours *may not* be reached by "*rounding up*". This would imply that the learner attended more hours of continuing nursing education that s/he actually did. Contact hours *may* be awarded in increments. Fractions of contact hours may be awarded up to two decimal places.