

# **AANP Approved Continuing Education Provider Application**



## AMERICAN ACADEMY OF NURSE PRACTITIONERS APPROVED CONTINUING EDUCATION PROVIDER APPLICATION

The AANP Approved Provider program is designed for entities which have demonstrated the ability to design, implement, and evaluate continuing education (CE) programs appropriate for NPs. AANP Approved Providers are able to develop an unlimited number of CE programs bearing AANP credit, without individual program approval by the AANP CE department and providing that the Approved Provider complies with all AANP regulations concerning NP CE. An AANP Approved Provider is not granted authority to approve programs of others.

AANP defines NP CE as: as a systematic and structured educational activity designed to enhance the knowledge and skills of NPs to provide patient-centered and evidence-based care within the milieu of the healthcare environment and to ultimately promote positive outcomes. CE excludes activities designed for promotion of specific products, services, or devices.

**AANP Approved Provider Application Process:** AANP does not require that a specific format or sequence be followed in submitting application for approved provider status, other than completion of the application cover pages (see pp 8 & 9). However, copies of specific documents and requested information are required and will be considered during the review process to determine the applicant’s ability to design, implement, and evaluate continuing education programs for NPs. The following table lists the documents that must be provided. The table is repeated on the application cover pages, to facilitate reviewers’ locating the information in the absence of a rigid format. **Detailed policies and standards are described in the AANP CE Policy Handbook.** The Policy Handbook may be accessed at [aanp.org](http://aanp.org).

<b>Provider must submit copies of the following:</b>
general description of the applicant/organization identifying: philosophy of NP educational activities, experience in delivering CE programs, organizational structure, relationship between applicant and qualified NP(s) responsible for planning and oversight of educational activities
plan for storage, retrieval, and confidentiality of educational activity records
policy specifying the records/details maintained for each program
policy regarding cancellations, non-attendance, and refunds
policy identifying program planners approval authorities and credentials of each
policy identifying content areas appropriate for NP continuing education
policy regarding need analysis for target audience
policy identifying qualifications of program faculty/persons implementing programs
the formula or process used to determine number of contact hours/approval period for programs
policy regarding verifying participation and criteria for determining successful program completion
policy regarding awarding partial credit
policy regarding program evaluation
policy regarding commercial support
policy regarding resolution of potential conflict of interest
policy regarding controlling all content to include avoiding slides or content provided by industry
policy regarding co-providership of activities
policy on identifying accreditation status
policy regarding program accessibility

In addition to the above policies and procedure statements, the applicant must sign to indicate understanding and intent to comply with AANP CE requirements, and must submit the following information with the application:

- Curriculum vitae or resume of program administrator
- Curriculum vitae or resume of nurse practitioner program planner(s)
- Sample co-provider LOA
- Sample faculty and sample planner disclosure forms
- Sample form to be used to document NP involvement in program planning and evaluation
- Sample of outcomes, practice improvement, or other evaluation tools used
- Sample Certificate of Completion (see sample page 11)
- Examples of previously implemented and planned future CE programs
- Acknowledgement of review of AANP CE Policy Handbook

After reading the enclosed material carefully, complete the application cover pages (pages 8 & 9 of this packet) and attach copies of all required documents. Applicants must submit an original of the application and all required policies, statements, and documents. All requested details must be included and the content keyed so that requested details may be easily located. The review fee must accompany the packet and is non-refundable.

A member of the AANP CE staff promptly reviews all packets received. If there are questions about your application, you will be contacted promptly to provide any added information or clarification needed for the review process. Applications with significant deficiencies will be returned to the applicant, along with a list of the identified deficiencies.

Once all deficiencies have been corrected, the packet can be submitted once more without incurring additional review fees. The AANP Continuing Education packet review will be completed within one month of the time that the **complete** application is received. Based on review your program will be “approved”, “approved pending receipt of some specific documentation”, or “not approved”. If approval is denied, the applicant will be informed which of the criteria were not met. An Appeals Process can be requested, in writing, within 30 days of denial; only the **original** application will be reviewed during an appeal.

**The following information is provided from AANP policies related to continuing education programs and approved providers, to assist in completing the application:**

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**Approved Providers:** Approved providers are individuals or groups who have demonstrated the ability to design, implement, and evaluate continuing education programs for nurse practitioners without constant or close supervision. Prior to being granted approved provider status, an application packet, submitted with the appropriate review fee, has undergone external review by AANP Continuing Education Department, been judged to meet all established AANP CE criteria, and been granted a unique provider number. Approved providers are permitted to develop and provide an unlimited number of NP CE programs during the approval period. Approved providers may include individuals, associations, organizations, educational institutions, and other bodies.

**Initial Provider Approval Period:** The Initial Provider Approval Period is the two-year period from the date of initial approval, during which an approved provider offers continuing education for nurse practitioners as an AANP approved provider. During this time, the approved provider demonstrates the ability to comply with AANP procedures. At the end of the first and second years, the provider will submit to AANP a list of all provided continuing education programs. AANP may elect to randomly

select some number of programs from the list to review. On request, the provider will submit summary copies of all information maintained on the select programs within 30 days. Failure to comply with AANP policies and/or to maintain appropriate records may result in a variety of sanctions. For instance, AANP may rescind Provider status and/or program credit. AANP credit cannot be awarded for any educational activities presented prior to notification of provider status.

**Initial Provider Approval Application Fee and Submission Date:** The application for Approved Provider Status will be reviewed with the appropriate review fee, which is non-refundable. The fee for review of an initial provider approval packet is \$2500.00. The application must be submitted at least eight (8) weeks prior to the date on which the provider would like to provide the first educational activity as an AANP approved provider.

**Renewal Applications:** *Following the initial approval period, subsequent provider approval periods typically are for four years. There is a separate application for renewals. Providers will be sent the renewal information 90 days prior to the end of their approval period. The application for renewal will then be due at least six weeks prior to the end of the initial provider approval period, in order to ensure adequate time for review and redesignation so that the provider can continue offering CE activities as an AANP approved providers.*

**Provider Criteria:**

- The applicant must demonstrate experience in planning, implementing, and evaluating continuing education activities appropriate for NPs, and a philosophy of continuing education consistent with NP education.
- The approved provider candidate must demonstrate (through organizational chart, mission statement, and/or job description) the relationship between the provider applicant and one or more individuals qualified to plan and oversee a continuing education program for NPs and a system in place to document the NP's role in each program. At least one master's or doctorally prepared NP should be involved in the planning and evaluation of every program bearing AANP credit. The qualifications of this individual(s) must be further established through submission of a curriculum vita. Applicants must demonstrate through written policies and/or statements a philosophy of continuing education committed to principles of adult learning and enhancing the nurse practitioner's practice. There should be a statement specifying the appropriate content for NP continuing education and commitment that the content should exceed the learner's basic NP education. While NPs may attend a variety of educational activities related to their non-professional interest, these are not considered continuing nurse practitioner education, which should be designed to contribute to NP patient care and/or practice and, ultimately, enhance patient outcomes.
- The applicant must demonstrate, through written policies and procedures, means to efficiently implement a continuing education program, adhering to AANP standards and criteria for continuing education, as well as defined provider accountability. The specific policies/procedures must address, at a minimum, those items listed on page 2 of this package.
- The provider must demonstrate familiarity with the guidance provided by the FDA, OIG, PhRMA, and ACCME on industry-supported, accredited activities.

**Provider Program Evaluation:** In addition to evaluating individual educational activities, approved providers must have a plan in place through which the overall continuing education program is evaluated, at least annually. The policy identifying the method(s) used to evaluate the overall program must include indications of how evaluation outcome will be used to revise policies and procedures and to improve the future program.

**Program accreditation period:** The standard accreditation period for any NP CE program is two years. With justification that the content is unlikely to change, credit can be specified for three years, with evidence of current content review at appropriate intervals.

**Avoidance of Commercial Promotion/Influence:** AANP recognizes the contribution of commercial funding in supporting professional continuing education, including NP CE. However, it is crucial that commercial support have no influence on the determination of specific program need, development of objectives, specification of content, selection of faculty, or otherwise manipulate or shape CE activities. CE credit may not be awarded for programs designed to promote products and CE programs cannot be influenced by commercial entities. Each provider must have a process in place through which to identify and result any potential conflict of interest prior to the implementation of programs. Individuals serving on an industry speakers bureau may be considered as faculty for AANP-accredited CE programs on clinical areas other than the general focus of their speakers bureau activities. For topics in the same clinical area as their speakers bureau activities, faculty may be considered for content limited to areas such as disease prevalence, risk factors, diagnosis, and pathophysiology, i.e. not including therapeutic options beyond incidental mention of broad classes of drugs. As always, all conflicts of interest must be resolved prior to accreditation.

Product advertising or other promotional materials may not be exhibited or circulated during CE activities or in the immediate CE activity space. For enduring activities, this means on adjacent pages or on content web-pages. **AANP approved providers are responsible for maintaining this standard.** Activities provided as continuing education must provide a fair and balanced coverage of all topics addressed. Product advertising is prohibited in enduring educational materials. If disclosures (see below) suggest potential conflict of interest and/or potential introduction of bias, the provider must be resolved prior to implementation of programming. The evaluation forms for all CE activities should include an item to assess whether learners perceived any commercial bias or other lack of balance in the program's content. If perceived commercial bias is detected, the provider must document actions taken to prevent perceived bias in future programs. When sponsorship/grants are received from product manufacturers or vendors, it is the provider's responsibility to ensure that the program complies with the current guidances concerning industry-supported accredited activities.

**Disclosure of Significant Support or Financial Relationship(s):** Providers are required to disclose to program participants any current or prior (12 months) significant financial support or relationships between the provider, planner(s), or faculty/presenter(s) and commercial groups. Commercial support for any aspect of an educational program (meal service, honoraria, etc) must be disclosed to learners. However, acknowledgements must be free of product-specific information.

**Disclosure of Off-Label Discussion:** Faculty must disclose any discussion of off-label, experimental, or investigational use of drugs or device, along with a description of the evidence in support of the use.

**Required Program Components:**

- Didactic/Traditional CE Programs--The following components must be considered and identified during the planning phase:
  - the basis for need
  - course outline, including objectives, content summary, related time periods, teaching methods and total number of contact hours approved.
  - date, time, and site of each presentation
  - name and credentials of each speaker/faculty member
  - disclosures for each faculty member and program planner
  - statement of COI resolution, if indicated
  - form documenting NP involvement in program planning and evaluation

- course evaluations tool
- any co-providership arrangement
- any commercial or third-party funding/programs support
- Self/Independent Study CE Programs--When self-study courses are planned, the above information must be identified and maintained, as well as a statement regarding how the number of contact hours provided was determined, e.g. Mergener formula, or results of a pilot test. For print activities, the Mergener formula is the recommended method for determining credit. For pilot tests, at least three individuals not involved in planning or developing the activity must complete the activity and document their time. The names, credentials, and times should be maintained in the program file. If credit is included for preparation and/or review of content, in addition to the time spent actually completing the study kit, there must be a statement regarding the “value-added” for added preparation/review time, with rationale for applying credit to this time. The method for verifying successful completion must be evident.

**Required Record Maintenance:** Records of the required program components must be maintained for a period of at least six years on each program provided. When a program is provided on multiple occasions, records for all iterations must be maintained at least six years after the last presentation.

**Determination/Award of CE Credit:** AANP CE credit is awarded on an hour for hour basis. One contact hour is awarded for every 60 minutes of learning. As a rule, CE programs should be at least one hour in length. However, when justified and supported by the program plan, programs less than one clock-hour in length are permitted. CE activities should not be less than 15 minutes (.25 contact hour) in length. No credit is awarded for time spent in introductions, breaks, meals, commercial exhibits, or program evaluation. Credit may be awarded for time spent in question/answer sessions following a presentation and, with adequate support/rationale (statement concerning the value added), credit may be considered for time spent in a post-test completion. Credit may not be awarded for partial attendance, which does not permit the participant to achieve all stated objectives for that activity. Credit for PI or other nontraditional activities must be consistent with the learning time and supported with justification. AANP does not allow “extra credit” for completing a series of activities beyond the credit justified for each aspect of the program.

**Notification/Announcements of AANP Approved Provider Status:** All potential and actual participants of educational activities implemented by an AANP approved provider must be notified of the provider’s status as an approved provider. The designated statement should be included in all advertisements and program documents, along with the provider’s AANP provider number. Approved providers will receive a copy of the AANP logo, to accompany the following statement: **“Provider Name is accredited by the American Academy of Nurse Practitioners as an approved provider of nurse practitioner continuing education. Provider number: XXXXXX.”** The notification should be located in the accreditation statement, simply identifying the provider's designation as an approved provider. The provider statement should be followed by program specific notification. **“This program is accredited for XX contact hour(s) which includes XX hour(s) of pharmacology. Program ID #XXXXXX”.** These two statements must appear together on each program.

However, providers must avoid any implication that AANP is involved in an individual program in any way (co-sponsor, partner, etc). **AANP approved providers are responsible for maintaining this standard.**

**Notification of Provider Changes:** AANP must be notified within 30 days of any significant changes in the accredited approver organization/entity. Examples of significant changes include, but are not limited to, change in ownership, administrator, address, NP planner(s), or change in other provider status.

**Financial Considerations:** By submitting the application for provider status, the applicant indicates adequate financial resources to plan, implement, and evaluate continuing education programs for nurse practitioners, as well as to maintain required records. Additionally, there must be a policy specifying:

- how participants will be notified in the event of a course cancellation
- method by which refunds will be made in cases of non-attendance
- time period in which refunds will be made—full and partial refunds
- how prospective participants will be made aware of this policy

It is expected that there be an identified and reasonable period of time during which persons registering for a program can cancel attendance and receive full or partial refund.

**Co-Providership:** AANP Approved Providers may ONLY provide programs that they design and implement, including those involving co-providerships, as outlined in the policy submitted as part of their application. A co-provider agreement specific to the individual program must be in place and document the responsibilities of each party. In order to qualify as a program's co-provider, there must be evidence of the provider's involvement in determining the need and selecting faculty; planning, implementation, and evaluation of the educational activity; determining and awarding credit; and maintaining all records associated with the activity. AANP approved providers may NOT approve CE activities of others.

AANP CE Policies are specified in the AANP Continuing Education Policies Handbook.

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**Required Sample Program Summaries and Plans:** In addition to the required policies and procedures, applicants must submit:

- Summary information on three continuing education programs designed for a target audience that included nurse practitioners and implemented within the 12-month period preceding application. All components identified under "Required Program Components", above, must be included.
- Three examples of outlines/program plans for continuing education activities planned for nurse practitioners within the first year of the initial approval period, including all details noted under "Required Program Components" above.

**Note:** Applicants seeking approval as a provider of both didactic and independent/self-study programs must include at least one example of each type (didactic and self-study) program previously implemented and at least one example of each type (didactic and self-study) future program.

AMERICAN ACADEMY OF NURSE PRACTITIONERS  
CONTINUING EDUCATION PROVIDER APPLICATION COVER SHEET

Name of Applicant Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Organization's Website URL: \_\_\_\_\_

Name and Title of Person Responsible for Application: \_\_\_\_\_

Contact of Responsible Person (if different from above):

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Which of the following types of programs will be provided, if approval is granted?

Didactic/traditional CE programs only \_\_\_\_\_ Independent/self-study CE programs only \_\_\_\_\_

Both Didactic/tradition and independent/self-study CE programs \_\_\_\_\_

Which, if any, of the following accreditations does your organization hold?

ACCME \_\_\_\_\_ AAFP \_\_\_\_\_ ANCC \_\_\_\_\_ APhA \_\_\_\_\_ Other (specify) \_\_\_\_\_

By signing the application, it is affirmed that the applicant organization's administrator understands and will ensure compliance with all AANP CE Approved Provider standards and that the application is complete. If approval is granted, the applicant agrees to submit a summary report listing the programs submitted at the end of each year and agrees that program records may be randomly reviewed by AANP.

\_\_ I have read, understand, and will comply with the AANP CE Policies

\_\_ I agree to include AANP credit and acknowledge our AANP Provider status for all programs with an NP audience

\_\_ I understand that we cannot approve the work of other education companies, organizations, or other types of providers

\_\_ I agree to inform AANP of any changes within our organization

\_\_\_\_\_  
Signature of Program Administrator

\_\_\_\_\_  
Date

Mail or FAX original and 2 copies of the application, along with full payment, to: AANP, Attention: Stormy Causey, CE Coordinator, PO Box 12846, Austin, TX 78711

For overnight delivery address, please contact Stormy Causey at: (512) 442-4262

\_\_\_ Enclosed is my check, payable to: American Academy of Nurse Practitioners  
\_\_\_ Charge my credit card: \_\_ Visa \_\_ MasterCard \_\_ American Express Card #: \_\_\_\_\_  
Exp. \_\_\_\_\_ Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_

Attach this page, identifying the location of the following required documents/statements in your application packet.

Name of Applicant Organization: \_\_\_\_\_

<b>Provider must submit copies of the following**:</b>	<b>Location</b>
General description of the applicant/organization: identifying philosophy of NP educational activities, experience in delivering CE programs, organizational structure, relationship between applicant and qualified NP(s) responsible for planning and oversight of educational activities	
Plan for storage, retrieval, and confidentiality of educational activity records	
Policy specifying what records/details will be maintained for each program	
Policy regarding cancellations, non-attendance, and refunds	
Policy identifying program planners and approval authorities and credentials of each	
Policy identifying content areas appropriate for NP continuing education	
Policy regarding need analysis for target audience	
Policy identifying qualifications of program faculty/persons implementing programs	
Policy identifying course identification system and (if appropriate) classification	
The formula used to determine number of contact hours/approval period for programs	
Policy regarding verifying of participation and criteria for determining successful program completion	
Policy regarding awarding partial credit	
Policy regarding program evaluation	
Policy regarding endorsement of commercial products, support by vendors	
Policy regarding co-providership of activities	
Policy on notification of prospective/actual participants of AANP approval status	
Policy regarding response to third parties requesting review/approval of programs	
Policy regarding notification of AANP of any changes in their organization	
Policy regarding program accessibility	
Curriculum vitae of program administrator	
Curriculum vitae of nurse practitioner program planner(s)	
Records from three (3) programs implemented within the past 12 months	
Sample plans for three (3) programs to be implemented during initial approval year	
Sample of co-provider LOA	
Sample of faculty disclosure form	
Sample form used to document NP role in program planning and evaluation	
Sample of outcomes, PI, or other evaluation tools used	
Sample of planner's disclosure form	
OTHER: List any additional materials included and the location in packet	

\*\*If any of the above documents do not apply to the applicant, a statement to this effect must be included. It is insufficient to indicate “not applicable” on this form. For example, if there is no intent to participate as a co-provider in educational programs and no related policy exists, include a statement specifying that there will be no co-providership of CE programs and note the location of this statement on the above table so that reviewers can locate the statement.

Review Form:

<b>The following requirements are documented:</b>	<b>Yes/No</b>
General description of the applicant/organization: philosophy of NP educational activities, experience in delivering CE programs organizational structure relationship between applicant and qualified NP(s) responsible for planning and oversight of educational activities	
Plan is in place for storage, retrieval, and confidentiality of educational activity records	
Policy provided specifying what records/details will be maintained for each program	
Policy provided regarding cancellations, non-attendance, and refunds	
Policy identifies program planners and approval authorities and credentials of each	
Policy identifies content areas appropriate for NP continuing education	
Policy provided regarding need analysis for target audience	
Policy identifies qualifications of program faculty/persons implementing programs	
Policy identifies course identification system and (if appropriate) classification	
Appropriate formula used to determine number of contact hours/approval period for programs	
Policy provided regarding verifying of participation and criteria for determining successful program completion	
Policy regarding awarding partial credit	
Policy regarding program evaluation	
Policy regarding endorsement of commercial products, support by vendors	
Policy regarding co-providership of activities	
Policy on notification of prospective/actual participants of AANP approval status	
Policy regarding response to third parties requesting review/approval of programs	
Policy regarding notification of AANP of any changes in their organization	
Policy regarding program accessibility	
Curriculum vitae of program administrator	
Curriculum vitae of nurse practitioner program planner(s)	
Records from three (3) programs implemented within the past 12 months	
Sample plans for three (3) programs to be implemented during initial approval year	
Sample of co-provide LOA	
Sample of faculty disclosure form	
Sample form used to document NP role in program planning and evaluation	
Sample of outcomes, PI, or other evaluation tools used	
Sample of planner's disclosure form	
OTHER: List any additional materials included and the location in packet	

# CONTINUING EDUCATION CERTIFICATE

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This is to certify that

(Name of participant or attendee)

has attended and successfully completed the educational activity

## **Title of Program**

This program has been granted \_\_\_\_ contact hours of continuing education (which includes \_\_\_\_ pharmacology hours) by the American Academy of Nurse Practitioners. Program ID # \_\_\_\_\_

This program was planned in accordance with AANP CE Standards and Policies and AANP Commercial Support Standards.

*Participant: Please claim only the portion of this program that you attended/successfully completed. \_\_\_\_ Contact hours.*

Location: (city, state)

Date: (of program)

\_\_\_\_\_  
Coordinator: (Name of person coordinating program)

Sponsor/Provider: