

# 2022

## Approved Provider Application Resource Handbook

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American Association of  
NURSE PRACTITIONERS®

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# INTRODUCTION AND REQUIREMENTS

To determine the applicant's ability to design, implement and evaluate continuing education (CE) activities for nurse practitioners (NPs), the American Association of Nurse Practitioners® (AANP) requires submission of the applicant's policy manual and activity information, which will be considered during the review process.

**Applicants must upload the following supporting policies, statements or documents to the AANP Approved Provider Application.**

## **Policy Handbook**

Submit a policy handbook that includes the following items:

1. A philosophy of CE that is committed to the principles of adult learning and enhancing NP practice.
2. A policy specifying the appropriate content for NP CE and a commitment that the content should exceed the learner's basic NP education. At a minimum, the CE should include information to assess, diagnose, manage and treat multiple illnesses and conditions in primary care and specialty areas; wellness; prevention; health promotion; legislative or policy issues affecting health care and practice; conversational foreign language relevant to health care; and business or practice management topics. Self-improvement and exercise or stress-reduction technique topics must be supported by measurable objectives that describe how the content will ultimately benefit or improve patient outcomes. The content must not include personal finance and life support courses, including basic life support (BLS), neonatal resuscitation program (NRP), pediatric advanced life support (PALS) and advanced cardiac life support (ACLS), as they are not acceptable for NP CE credit
3. An organizational chart, mission statement or a job description that demonstrates the relationship between the applicant and one or more individuals who are qualified to plan and oversee a CE activity for NPs. This must include at least one NP.
4. A policy or policies specifying the storage, retrieval and confidentiality of educational activity records.
5. A policy specifying cancellations, nonattendance and refunds, including:
  - How participants will be notified in the event of a course cancellation.
  - The method by which refunds will be made in cases of nonattendance.
  - The time period in which refunds will be made for both full and partial refunds.
  - How prospective participants will be made aware of this policy.
6. A policy that demonstrates how the provider identifies the activity planners and their credentials. This must demonstrate how you will determine whether they are qualified.
7. A policy identifying qualifications of the faculty who will be implementing the CE activities. This must demonstrate how you will determine whether they are qualified. Include an example of the faculty disclosure.
8. A policy regarding the completion of a needs analysis to determine content for the target audiences. How did you determine the need for this education or the educational gap of knowledge?

9. A policy that identifies the activity identification system and (if applicable) classification. How does the organization track and store the activities presented and information related to each activity?
10. A policy or policies that define a contact hour and how contact and pharmacology hours are determined. Also, this must include specific policies for:
  - Minimum credit.
  - What constitutes credit.
  - Credit for live activities.
  - Credit for poster sessions.
  - Credit for enduring print.
  - Credit for enduring online.
  - Credit for posttest completion.
  - Pharmacology credit.
11. A policy regarding awarding partial credit.
12. A policy regarding activity evaluations. This will need to include the four required AANP questions and may include learner outcome questions or a posttest for virtual presentations.
13. A policy regarding awarding certificates of completion.
14. A policy or policies on commercial promotion or influence.
15. A policy specifying the understanding of joint providership as an AANP Approved Provider.
16. A policy specifying how AANP Approved Provider accreditation status will be communicated to current and prospective participants.
17. A policy that demonstrates a process for resolving conflict of interest (COI) concerns and ensuring fair and balanced coverage of the activities.
18. A policy regarding controlling all content of the activity, which should include avoiding slides or content provided by industry.
19. A policy regarding appropriate responses to third-parties that request you review or approve CE activities. This should include how your organization would respond to another entity requesting that you accredit an activity they have developed or begun developing.
20. A policy regarding how AANP will be notified of any changes in your organization. Please note the updated change in ownership policy.
21. A policy regarding activity accessibility for all participants.
22. A curriculum vitae (CV) of the activity administrator.
23. A CV of the NP activity planner(s).

### **Items to Submit With the Application**

Provide summaries of three CE activities implemented during the reaccreditation period preceding the application. Include the following information:

- Basis for educational need.
- Course outline — objectives, content summary, related time periods and teaching methods.

- Total numbers of contact hours and of pharmacology hours.
- Date, time and site of each presentation.
- Name and credentials of each speaker or faculty member.
- Disclosures for each faculty member and activity planner(s).
- Statement of COI resolution, if indicated.
- Form documenting NP involvement in activity planning and evaluation.
- Course evaluation tool.
- Any commercial or third-party funding or activity support.
- Any joint providership arrangement.
- The method used to determine contact hours for enduring and self-study activities.
- Posttest questions — for live webinars, enduring activities and virtual activities.
- Certificate of completion.
- Evaluation summary.

All AANP Approved Providers who jointly provide activities must submit all jointly provided activities to the online Joint Provider Application yearly.

## APPLICATION SUBMISSION

**Reaccreditation Applications:** Current AANP Approved Providers will be sent reaccreditation information 90 days prior to the end of their approval period. The application for reaccreditation will then be due at least six weeks prior to the end of the 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 Provider.

**Joint Provider Mid-Accreditation Review:** All AANP Approved Providers who jointly provide activities must submit all activity information as requested during the approval month on an annual basis. Submit complete examples of the activities provided by each joint provider and that have been accredited with AANP credit. This includes all planning, evaluation and post-test (if used) summaries, rosters and CE certificates awarded. There will be a nonrefundable review fee due at the time of submission.

Complete AANP Approved Provider applications must be submitted electronically via the [CE Accreditation webpage on the AANP website](#) under the “About Approved Providers Accreditation” tab and must be accompanied by the appropriate fee.

## FEES

Fee Type	Review Fee	Approval Fee	Other
Reaccreditation Applicant (valid for two years)	\$500 (nonrefundable)	\$3,500	
Joint Provider Mid-accreditation Review	\$500 (nonrefundable)		
Report or Reaccreditation Extension			\$1,000 once only per report or reaccreditation year
Failed Report or Audit			\$1,000 once only per report or reaccreditation year
Suspension Reinstatement			\$1,000

## PAYMENT INFORMATION

### Follow the steps below:

1. Upload and submit your application in the online application system.
2. Once received by AANP accreditation staff, you will be notified via email that your application has been assigned an ID number and you will be provided with the instructions to pay your review fee.
3. Once you have paid the nonrefundable review fee, your application will undergo the review process.
4. Approved provider reaccreditation approval fees are due to AANP prior to the expiration of the current reaccreditation period.
5. AANP accepts online credit card payment (preferred method) or overnight check. AANP no longer accepts faxed payments or payment over the phone.

### Instructions for online payment:

You will receive an email notification containing the link to pay online. You will receive this email twice during the reaccreditation process. The first notification will be for the nonrefundable review fee, and the second will be for the remaining approval fee or any other outstanding fees.

**Instructions for overnight mailed payment:**

When submitting your application, you must email AANP, enabling read receipt, to notify AANP accreditation staff that the application will be paid with a check. You must pay the nonrefundable review fee for the review process to begin. Do not send the approval payment until you are notified by AANP of your application's final status – approval or denial. The final amount will include the approval fees and any other outstanding fees.

**Mail overnighted checks to:**

American Association of Nurse Practitioners  
Attention: Education and Accreditation Department  
5901 Vega Avenue, Suite 200  
Austin, TX 78735





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