

2021

Accreditation Policy Handbook

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American Association of
NURSE PRACTITIONERS®

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1.0 INTRODUCTION

The American Association of Nurse Practitioners® (AANP) is a professional membership organization and a continuing education (CE) accrediting body. As such, AANP CE is not affiliated with or accredited by any other organization. AANP CE activity approval indicates that an educational activity has been reviewed by AANP Accreditation staff and independent reviewers, if applicable, who deem it educationally sound, relevant to nurse practitioner (NP) practice and consistent with all AANP accreditation requirements. AANP Accreditation Standards are consistent with the philosophy of Accreditation Council for Continuing Medical Education (ACCME) standards. AANP-approved activities must be fair and balanced (unbiased). In addition to planning balanced content on proposed topics, commercial funding and faculty-industry relationships must be disclosed to learners. The ACCME, U.S. Food and Drug Administration (FDA), Office of Inspector General (OIG) and Pharmaceutical Research and Manufacturers of America® (PhRMA) have established guidance for industry-supported scientific and educational events. The implementation of AANP-approved activities must be consistent with this guidance.

AANP accreditation of individual activities **does not** imply partnership or sponsorship of the activity. Use of the AANP logo is not permitted, as AANP is acting as the accreditor or approver, not the provider. Accreditation by AANP does not imply an agreement regarding the implementation of the activity or management of funds for activities approved for CE credit.

2.0 PURPOSE

The purpose of AANP Accreditation is to establish and maintain a standard approach to reviewing and approving CE activities and thereby granting accreditation for CE activities.

3.0 DEFINITIONS

The following terms are beneficial to enhancing one's understanding of this policy:

Accreditation Criteria: The requirements that must be met to be approved for AANP accreditation.

Accreditation Review: The review process for AANP accreditation is performed by staff in the AANP Education and Accreditation Department.

Accreditation Statement: The standard statement that must appear on all AANP-accredited CE activities and associated materials. There are two variations of the AANP Accreditation Statement, one for the activities for which approval is pending and one for the activities that have received approval. For more information, see sections 8.0 and 9.0.

Accreditor: An organization that awards CE credit for an educational activity, if approved.

Activity: A CE activity is an educational offering that is planned, implemented and evaluated in accordance with the AANP Accreditation Criteria, Standards and Accreditation Policies.

Activity Sponsor or Provider: AANP defines the accreditation applicant as the activity's sponsor or provider, which is the institution or the organization providing the CE activity. When activities receive commercial or other external funding, the grantor is designated as the funder or supporter, not sponsor or provider. An ineligible entity (commercial interest) may not serve as the sponsor or provider of an AANP-approved activity.

Blended On-demand Activity: An activity offered live or as a live webinar on a specific date, recorded and offered to participants for up to one month after the live presentation. This activity may not be repeated.

Commercial Support: Monetary or in-kind contribution given by an ineligible entity (commercial interest) for the support of an education activity or project.

Conflict of Interest: AANP considers financial relationships (in the 24 months immediately preceding the date of the proposed activity) to create conflicts of interest in CE when individuals have both the opportunity to influence the content of a CE activity and have a financial relationship with an ineligible entity (commercial interest). AANP requires anyone able to influence or control the CE content to disclose any financial relationships with an ineligible entity (commercial interest) in the 24 months preceding the date of the proposed activity (not the submission date).

Contact Hours: The AANP contact hour of CE (1.0 CH) is equivalent to 60 minutes of learning. Contact hours and CE units (CEUs or CME) or CME are **not interchangeable or synonymous; the terms “CEU” and “CME” should not be used in relation to AANP-approved CE credit.**

CE Series: Multi-component activity where all pieces build on one another or are specific to a single disease process. The same set of learners would be enrolled for the entirety of the program. Examples include specialty certificate programs and NP fellowship or residency programs. This activity would have a single AANP-assigned activity ID with one CE certificate.

Eligibility of Entities (previously termed Commercial Interest): To ensure that accredited CE has scientifically justified recommendations and is fair, balanced and free of commercial bias, AANP has aligned with the ACCME Standards. AANP reserves the right to determine which entities and activities are awarded AANP accreditation.

Entities that may be accredited (eligible entities) or that participate in accredited activities include those whose mission and function include incorporate providing clinical services directly to patients; educating health care professionals; or serving as a fiduciary to patients, the public or population health; and other entities that are not otherwise ineligible. Examples include:

- Ambulatory procedure centers.
- Blood banks.
- Diagnostic labs that do not sell proprietary products.
- Electronic health records companies.
- Government or military agencies.
- Group medical practices.
- Health law firms.
- Health profession membership organizations.
- Hospitals or health care delivery systems.
- Infusion centers.
- Insurance or managed care companies.
- Nursing homes.
- Pharmacies that do not manufacture proprietary compounds.
- Publishing or education companies.
- Rehabilitation centers.

- Schools or universities with NP programs.
- Software companies.

Ineligible entities (commercial interests) that **may not** be accredited include those whose primary business is producing, marketing, selling, reselling or distributing health products used by or on patients. Examples include:

- Advertising, marketing or communication firms whose clients are ineligible entities.
- Bio-medical startups that have begun a governmental regulatory approval process.
- Compounding pharmacies that manufacture proprietary compounds.
- Device manufacturers or distributors.
- Diagnostic labs that sell proprietary products.
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements.
- Manufacturers of health-related wearable products.
- Pharmaceutical companies or distributors.
- Pharmacy benefit managers.
- Reagent manufacturers or sellers.

Owners and Employees of Ineligible Entities (Commercial Interest): The owners and employees of ineligible entities are considered to have unmitigable financial relationships and must be excluded from participating as planners or faculty and must not be allowed to influence or have any control of the educational activity planning, delivery or evaluation.

Enduring Activities: Enduring activities are activities that are accessible over an extended period, allowing for independent study. Enduring activities may stand alone; those developed from a live meeting **must** have a separate application. Applications involving enduring activities must include a statement and supporting documentation regarding how the credit request was determined (see Section 6.0). Examples include monographs, journal supplements, CDs or online activities.

Evaluation: A formal evaluation of each CE activity is essential for maintaining or improving the quality of future activities. Measures of evaluation need to be developed during the planning of the activity and linked to the objectives. Methods used to evaluate the learner's achieved outcome level may include:

- commitment to change – learner reflection or identification of planned change or
- another instrument designed to collect data on changes in learner knowledge or performance attributed to the activity.

Faculty or Speaker: 1) A qualified activity's faculty member or speaker must have expertise based on education and experience on the topic and population covered. For example, a gerontological provider should not be faculty on a topic specific to pediatric patients. 2) Pharmacology content must be presented by a prescriber (e.g., NP, PA, MD, DO, ND), Pharm.D., pharmacist or pharmacologist. 3) Employees of ineligible entities (commercial interests) may not serve as faculty or planners if the content the employee controls relates to the business lines or products of the commercial interest employer. An employee of an ineligible entity (commercial interest) may be allowed to serve as faculty or planner if the content controlled by the employee is not related to the business lines or products of the ineligible entity (commercial interest employer). 4) Faculty includes moderators and poster presenters.

Independent Peer Review: A documented critical evaluation performed by a peer that who is a qualified expert in the same content area that is being reviewed. **The peer reviewer must not be associated with the provider or the planning committee and must be independent of the activity being reviewed. The peer reviewer must have no conflict of interest.** Independent peer reviewers must provide documentation that supports their qualification as an expert in the content area and must meet other requirements, such as submitting a completed disclosure form.

NP CE: Providing CE for NPs is a systematic, structured, accredited educational process designed to enhance the knowledge and skills of NPs and influence professional performance and evidence-based practice. NP CE goes above and beyond basic NP academic education to assist the NP as they continue to learn. CE excludes activities designed for the promotion of specific products, services or devices. **No promotional activities may occur during CE events. This includes the distribution of product brochures or product information in conjunction with handouts. No slides or handouts developed by an ineligible entity (commercial interest) may be used during presentations.**

NP CE Content: Acceptable content for NP CE includes 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. 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. Personal finance and life support courses, to include Basic Life Support (BLS), Neonatal Resuscitation Program (NRP), Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS), are not acceptable for NP CE credit.

Objectives: Learning objectives must be written in observable, measurable terms to allow the learner to precisely assess their proficiency in achieving knowledge immediately after the completion of the activity. A minimum of two to three learning objectives for a session lasting up to one hour, with more objectives for longer sessions, are required for accreditation. Objectives for pharmacology credit must indicate more than incidental mention of drugs (please review the information in the Pharmacology content section below).

Pharmacology Content: Pharmacology CE is designed to enhance the learner's ability to prescribe and monitor patients on pharmacotherapy. It includes topics such as pharmacokinetics and clinical applications of drugs. Pharmacology credit must be supported by an activity's objectives and detailed content. Incidental mention of drugs or a pharmacological treatment does not qualify for pharmacology credit. Pharmacology content must be presented by appropriate faculty (review information about faculty or speaker above).

Post-test: This can be used, although it is not mandatory, as a determination of learning at the end of an activity. It is a set of questions successfully answered by the participant at the end of the activity and prior to completing the evaluation. The post-test should include one or two questions per measurable objective. The activity's host organization will determine the pass rate for the post-test using the AANP pass rate of 70% as a guide.

Relevant Financial Relationship(s): AANP adopts the ACCME's definition of a relevant financial relationship to be financial relationships in which the individual benefits by receiving any amount of compensation that creates a conflict of interest and that occurred in the 24-month period preceding the time that the individual accepted a role influencing or controlling the content of an AANP-accredited activity. Benefits from the financial relationship(s) include salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds) or other financial benefit(s). These financial benefits are usually associated with employment, management

position, independent contractor (including contracted research) consulting, public speaking, teaching, participation on an advisory committee or review panel, board membership and other activities from which remuneration is received or expected.

Speakers' Bureau: Promotional speaking for a pharmaceutical or medical device company to promote the company's product(s). This type of speaking is considered marketing by the FDA. The presentation consists of using materials or content created or prepared by the company and may include specific training on the product as part of the participation. This differs from accredited education, in which the educational content must be independent of ineligible entity (commercial interest) influence and must be fair and balanced without promotion of specific products or services.

Supporter: See eligibility of entities (commercial interest), commercial support and activity sponsor or provider.

Virtual or On-demand: Activities that are accessible over a short period of time and are accessible online have the same requirements as enduring activities.

Webinar: A webinar is a virtual activity that is presented at a specific time and may be repeated. It may be live or prerecorded.

4.0 ACCREDITATION STANDARDS

AANP Accreditation Standards are consistent with guidance from the ACCME, FDA, OIG and PhRMA.

Standard 1: Independence

- 1.1 CE providers must ensure that decisions regarding the following are made completely free of ineligible entity (commercial interest) control or influence: 1) determination of educational need; 2) determination of objectives; 3) selection of individuals or organizations that will be in a position to control or influence the content (e.g., faculty, content experts, activity chair and planners); 4) content development; 5) selection of educational method or content delivery; and 6) evaluation of the activity.
- 1.2 The use of an educational activity or material developed by an ineligible entity (commercial interest) is prohibited.
- 1.3 An ineligible entity (commercial interest) cannot serve as a partner in a joint provider relationship.
- 1.4 An ineligible entity (commercial interest) is not eligible for AANP accreditation.

Standard 2: Fair and Balanced Content

- 2.1 All activities bearing AANP accreditation must be designed and implemented to provide a fair and balanced coverage of the topic, with content presented from more than one perspective.
- 2.2 The educational activity must not promote the specific business interest of an ineligible entity (commercial interest). Faculty may not promote or sell products or services during their presentation that serve their professional or financial interests.
- 2.3 Generic names must be used throughout the educational activity. If a brand or trade name is used in print, the generic name must also be included. For example, Generic (Trade). Pharmacologic content must include a balanced range of therapeutic options or identify that it is the only option available.

- 2.4 Any planned discussion of off-label, experimental or investigational use of drugs or devices must be disclosed; this information must be repeated at the time the actual discussion occurs within the activity.
- 2.5 Activity evaluations must include measurement of any perceived commercial or other bias related to the educational activity.

Standard 3: Disclosure Related to Potential Conflict of Interest

- 3.1 Any individual who is in a position to influence or control of the educational content must disclose any relevant financial relationships (see definition of relevant financial relationships) prior to the approval of AANP CE credit.
- 3.2 Learners must be informed of relevant financial relationships; in the absence of any financial relationship, learners must be informed that no financial relationship exists.

Standard 4: Mitigation related Related to Conflict of Interest

- 4.1 CE providers must have a mechanism in place to identify and appropriately mitigate all conflicts of interest prior to the implementation of the educational activity.
- 4.2 CE providers must document that anyone who is in a position to control the educational activity content has disclosed all relevant financial relationships to the CE provider prior to the implementation of the educational activity.
- 4.3 If any individual who is in a position to control the content of the education activity refuses or fails to disclose relevant financial relationships, the individual must be disqualified, and a replacement identified.

Standard 5: Appropriate Use of Commercial Support

- 5.1 CE providers must make all decisions regarding the use and disbursement of commercial support independently, free from commercial influence.
- 5.2 A written, signed agreement detailing the terms, conditions and purposes of the commercial support, which adheres strictly to the rules and restrictions governing commercial support as outlined in this handbook, must exist between the commercial supporter and the CE provider, as well as between any additional educational partners and the CE provider, if applicable. Ineligible entities are prohibited from engaging in joint providership for accredited activities. Joint providership enables eligible entities to work with other eligible entities to deliver accredited CE.
- 5.3 CE providers must have policies and procedures in place governing the appropriate use and disbursement of commercial support to include honoraria and reimbursement of out-of-pocket expenses for planners, faculty, joint providers and partners, if applicable.
- 5.4 Social events or meals must be conducted appropriately without competing with or taking precedence over the educational events.

Standard 6: Acknowledgment of Commercial Support

- 6.1 All commercial support or other support (financial or in-kind) must be acknowledged to the learners prior to education content delivery.
- 6.2 Acknowledgment of the support must be included on any activity announcements, invitations or marketing materials. Should funding be pending at the time of printing or publishing these materials, a statement regarding the potential funding must be included (e.g., This educational activity may receive support through an educational grant from a commercial interest). Appropriate acknowledgment of any commercial support received will be provided at the time of the education activity, if applicable.

Standard 7: Separation From Promotion

- 7.1 Commercial exhibits or advertisements must not influence CE content or interfere in any way with the CE presentation or materials, nor can they be a condition that influences commercial support.
- 7.2 Product promotion or product-specific advertisement or marketing of any type is prohibited in the same space before, during or after a CE activity.
- 7.3 During accredited activities presented digitally or online, learners must be able to engage in the accredited material presented without having to click through, watch, listen to or be presented with product promotion or product specific advertisement.
- 7.4 Educational content developed by an ineligible entity (commercial interest) **may not** be used during a CE activity. This includes the distribution of product brochures or product information in conjunction with handouts.
- 7.5 Use of an ineligible entity (commercial interest) or commercial supporter's logo on CE activity materials is prohibited.

5.0 ACCREDITATION CRITERIA

Certain criteria are universally expected by AANP, as well as by certification and regulatory bodies, when considering the appropriateness and quality of an educational activity. For accreditation application, the following information should be made evident, regardless of the format used:

- Understanding of the AANP Standards must be evident and followed.
- The educational activity must be based on an identified NP need for CE.
- The educational activity must be appropriate for the target audience.
- The educational activity must be planned and implemented without ineligible entity (commercial interest) influence.
 - Faculty and speakers must disclose all relevant financial relationships and must include the clinical area. This information must be provided to AANP with the application.
 - Activities with faculty, speakers or planners serving on an ineligible entity (commercial interest) speakers' bureau in related clinical areas will be considered, **provided the educational activity content is included for AANP review with the accreditation application.**
 - Employees of ineligible entities (commercial interests) **may not** serve as faculty, speaker or planner if the content the employee controls relates to the business lines or products of the ineligible entity (commercial interest) employer.
 - Activities with a faculty, speaker or planner employed by an ineligible entity (commercial interest) may be considered if the content controlled by the employee is not related to the business lines or products of the ineligible entity (commercial interest) employer and **the educational activity content is included for AANP review with the accreditation application.**
- For any potential source of bias or conflict identified, the activity planner(s) must take measures to ensure that content is fair and balanced and must provide a notation to describe the measures taken. AANP reviewers also assist in the process of ensuring fair and balanced content, as they consider the proposed content and faculty or speaker details and make recommendations, when warranted. Options for conflict resolution include:

- Limit the speaker and session to content that does not include therapeutic options (must send us revised objectives).
- Add a second speaker (without any commercial relationships) to present the content on therapeutic options (include bio and disclosure).
- Replace the speaker with another qualified individual who is free of commercial relationships.
- Submit education activity content for an AANP review to verify content is fair and balanced.
- Provide the educational session as an unaccredited activity.
- The content of the educational activity must demonstrate an enhanced level of learning and, in clinical topics, promote improvements in the quality of health care established by evidence-based practice.
 - The faculty or speaker presenting accredited activity will possess the appropriate education level and experiential knowledge in the topic presented (see definition for “Faculty”).
- The educational activity must include measurable participant learning objectives describing an anticipated change in knowledge, skills or attitude.
 - For activities with multiple sessions, units, chapters, etc., the objectives should be specific for each.
 - For requested pharmacology credit, measurable objectives related to the pharmacology content (see definition for pharmacology content) and the amount of time in minutes devoted to the pharmacology content must both be included with the submission.
 - All activities must have an evaluation tool measuring knowledge gained as a result of the activity.
- The CE provider must acknowledge any commercial support and have policies in place to appropriately manage commercial support.
- The educational activity must maintain a separation from promotion.
- The evaluation plan or method must include the required evaluation of:
 - Whether learning objectives were met.
 - Faculty or speaker demonstrated experiential knowledge.
 - Any perceived commercial bias.
 - A fair and balanced coverage of the topic, in which content is presented from more than one perspective.
- Advertisement or marketing materials directed toward the attendees must not state AANP accreditation approval prior to receiving final approval. A statement referring to pending status may be used (see Section 8.0).
- A copy of the certificate of completion for AANP CE credit must be provided for participants who complete the CE activity. Certificates of completion must not be issued to the participants until the conclusion of the AANP-accredited activity. The content on the certificate should include:
 - Name of the participant.
 - Title of the educational activity.
 - Location of the educational activity.
 - Date of the educational activity.

- Name of person coordinating the activity.
- Sponsor or provider name.
- Total contact hour(s).
- Applicable pharmacology hours.
- The following statement: “This activity is approved for XX contact hour(s) of continuing education (which includes XX hour(s) of pharmacology) by the American Association of Nurse Practitioners®. Activity ID# xxxxxxxx. This activity was planned in accordance with AANP Accreditation Standards and Policies.”

6.0 CE Credit

- 1. Contact Hours:** The AANP contact hour of CE (1.0 CH of CE) is equivalent to 60 minutes of learning. Contact hours and CE units (CEUs) or continuing medical education (CME) are not interchangeable or synonymous; the terms CEU and CME should not be used in relation to AANP-approved CE credit.
- 2. Minimum Credit:** An AANP CE activity will not provide fewer than 0.25 contact hours (15 minutes of learning).
- 3. What Constitutes Credit:** Credit is awarded only for the educational presentation and for time devoted to questions and answers, which allows for open dialogue on the topic. AANP credit is not awarded for time spent on introductory remarks, breaks, product exhibits or post-activity evaluation.
- 4. Credit Breakdown:** AANP credit is based on a maximum total of contact hours that one individual can earn for the educational activity. Pharmacology contact hours, if requested, will also be included. A credit breakdown is a helpful resource and will be provided at no additional cost.
- 5. Credit for Live Activities:** The recommended length for a live (in-person) AANP-approved CE activity is equivalent to at least 30 minutes (0.50 contact hours) of learning. The number of credits will be based on the actual amount of time spent on eligible content. When no breaks are designated, AANP will deduct 15 minutes per segment of educational content exceeding four hours, as well as 30 minutes for a meal break for activities that are six or more hours in length.
- 6. Credit for Poster Sessions:** CE credit may be approved for poster sessions held in conjunction with live or virtual activities of at least 1.0 contact hour in duration. The formula used to determine poster session credit awards 0.1 contact hour per two posters (i.e., three minutes per poster). There should be at least six posters (0.3 CH) submitted for credit. Poster credit applications must include each poster’s title, the presenter(s) name and credentials and the objective(s). Poster presenters are considered faculty and must complete a faculty bio and disclosure.
- 7. Credit for Print Enduring:** Credit for printed pieces must be based on the Mergener formula (preferred) or an alternate formula. A [Mergener formula calculator](#) is located online.
- 8. Credit for Webinar, Virtual, On-demand and Enduring Activities:** Credit for online activities must be based on the actual time it takes an individual to reasonably complete each required component of the activity, plus the time to complete the post-test. If a post-test is used, the hosting organization must determine the passing score for the post-test and number of questions per session objective. Post-test questions are to be based on the session objectives and may be true/false, multiple choice or narrative, per the organization’s choice. There must

be one or two questions per session objective. The level of difficulty should be at least at the application level of Bloom's Taxonomy or Depth of Knowledge 3 (DOK3) of Webb's Depth of Knowledge.

- 9. Credit for Post-test Completion:** Although post-test questions provide a final opportunity to reinforce learning on an enduring or live webinar CE activity, post-test questions are intended as a method to validate participation in an activity, not to be a primary learning tool. Therefore, the amount of credit that can be awarded for time spent in any post-test assessment is limited to no more than one-and-a-half minutes per question. The amount of credit awarded for post-test completion should represent no more than 25% of the time required to otherwise complete the activity or 15 minutes per activity, whichever is less. Successful completion by the participant will be determined by the host organization (applicant). The host organization must have a pass rate of at least 70% but may be more stringent.
- 10. Pharmacology Credit:** Upon request, pharmacology CE credit will be identified. **The online application must indicate the amount of pharmacology credit requested, and pharmacology content must be clearly identified in the activity description and supported by an activity's clearly defined objectives.** If pharmacology credit is requested after a submitted activity has been reviewed and approved, a revised application, with the same time allowances for the review and applicable fees, will be required.
- 11. Claimed Credit:** Learners should claim credit only for the portion of the activity they attended and successfully completed. The credit claimed must be for the entire session but does not have to be the whole activity if it has multiple separate sessions. Learners must complete evaluations and post-test (if required) to obtain credit within the time frame designated by the hosting organization. This time may be no greater than six months after the end of the activity. If the learner has not completed the evaluation and post-test in the allotted time, credit cannot be awarded to that learner.
- 12. Withdrawal of Credit:** AANP reserves the right to withdraw or rescind credit once approved. If credit is rescinded, the provider must contact learners and inform them that the CE is not valid. Examples for which credit may be withdrawn include, but is not limited to, the following:
 - a. Failure of the planners or faculty to disclose a relationship with an ineligible entity (commercial interest).
 - b. Failure of the planner or faculty to disclose funding, support or other assistance received for the activity.
 - c. Changes in the educational objectives, content, faculty or methodology.
 - d. Evaluations indicating strong bias in content.
 - e. Major changes to approved educational content or faculty without notifying AANP.
 - f. Promotional activities being included in the same space as the CE activity.

7.0 ACCREDITATION APPLICATION PROCESS

AANP prefers to be as environmentally friendly as possible and has adopted the AANP Online Accreditation Application system. For potential alternatives, please contact ceapps@aanp.org. For a more detailed process and additional details regarding fees, see the AANP Application Process Guide.

7.1 Online Application Process

A complete application and review fee is required to begin the review process. Applications submitted more than 90 calendar days prior to the activity's start date and applications submitted after the start date will not be accepted. Refer to the 2020 AANP Application Process Guide for complete details.

- All the following information is required to complete the online application:
 - Submission of the sponsor or provider name and demographic details.
 - General information regarding the activity (e.g., date, location, title, etc.).
 - Name and email contact of the party responsible for payment.
 - Names and email addresses for all planners and faculty involved in the activity.
 - Agenda or schedule.
 - Activity Detail Form (Excel spreadsheet).
 - Activity evaluation questions.
 - Certificate of completion.
 - Samples of any related educational activity material such as announcements and marketing pieces (draft copies accepted). These materials must include:
 - Pending accreditation statement.
 - Acknowledgment of any commercial support, if applicable.
 - Any activity content (i.e., slide presentations to resolve potential conflict of interest) requiring AANP review.
 - Any activity content to validate requested contact hours for virtual, on-demand or enduring activities (i.e., length of the video or recording, Mergener formula results, post-test questions, etc.).
- Payment must be received prior to the full review of the application. Instructions for payment will be emailed to the application contact person after AANP accepts the application for review.

8.0 APPLICATION REVIEW PROCESS

1. The review process for accreditation at AANP involves the following steps. **Note: Applications submitted more than 90 calendar days prior to the activity's start date will not be accepted.**
 - a. **Preliminary Review** – AANP Accreditation staff will review the initial application for completeness. If all criteria and requirements for submission are not met, the applicant will be notified that additional information is needed.
 - b. **Accepted for Full Review** – When the application appears complete (determined in preliminary review), the application is accepted for full review. This does not imply the educational activity is approved. The applicant will be notified of this status.
 - c. **Full Review** – AANP Education and Accreditation Specialists will conduct a full review and determine if the activity is approved for accreditation. During this review, the specialists may

discover a need for additional information or materials that are required to complete the review.

2. Once an application is accepted for full review, the applicant can **expect the full review process to take 15 business days to 20 business days.**
3. **Expedited Reviews:** A 10- to 14-business-day expedited review can be requested (and is automatic if the submission is made fewer than 15 business days prior to the activity) by completing the expedite request inquiry in the online application and completing the entire submission process. An additional fee is required for an expedited review. AANP reviews all expedite requests on a case-by-case basis, and requests are granted at AANP's discretion. Approval or denial for an expedited review will be made within one business day of the emailed request. This expedited review does not guarantee approval. If additional information or materials are required during the full review, a more extended review period may result.
4. If additional materials are required to complete the full review, the application will be considered incomplete and will result in the review process being placed on hold. Additionally, a longer review process time for a second full review must be expected as a potential delay.
5. Applicants will be notified if their application for accreditation is not approved. If not approved, the review fee is not refunded. Examples of reasons for non-approval include, but are not limited to:
 - a. AANP standards not being followed.
 - b. The educational activity did not meet the definition of NP CE.
 - c. The faculty or speaker is not qualified to deliver the content.
 - d. The educational activity is deemed to be promotional in whole or in part.
 - e. The AANP Criteria requirements were not met.
6. Applicants may appeal the determination of non-approval by submitting a written request to AANP within 15 days of denial. The request must detail the basis for the appeal.
7. AANP reserves the right to deny reviewing any application for accreditation.
8. The following are appropriate AANP Accreditation Statements to be used before or during the review:
 - a. Prior to submission of the application, the following statement may be used in educational activity materials: "This education activity will be submitted to the American Association of Nurse Practitioners® for approval of up to XX contact hours of accredited education."
 - b. Once accepted for review, the following statement can be used in educational activity materials: "This education activity is pending approval by the American Association of Nurse Practitioners® of up to XX contact hours of accredited education."

9.0 ACCREDITATION APPROVAL

Approval Period: The approval period for an accredited activity is three months, six months or one year. This period begins from the initial start date of the activity and concludes the last day of the month of the approval period, providing that no changes are made. If an enduring activity has expired but a learner has begun the activity prior to the expiration date, providers of enduring activities may allow learners 30 calendar days to complete the activity.

- AANP must be notified of all changes to the original approved educational activity before they are implemented.

- This includes, but is not limited to, changes in faculty or speaker(s), session topic(s), objective(s) and times allowed for each objective, session added or dropped and date or venue changes.
- Approved changes will be noted and saved in the original application file. If the requested change(s) is **not approved**, then the activity must remain as originally submitted until the change request is approved or the activity accreditation will be withdrawn until it is resolved.
- When an activity's content must be updated, AANP requires the following steps be completed:
 - Submit to AANP any changes related to the original activity as soon as you are aware of the changes.
 - Any additions or major changes to an approved activity will require a **new application, and applicable fees** will apply. Contact AANP prior to resubmitting a new application.
 - **Live Activity Repeat:** An approved live educational activity may be presented twice without additional fees and may be presented up to 25 times total within the approval period (see item 9.3 below).
 - **Live Repeat Fees and Limits:** An approved, live activity may be presented up to 25 times total during the approval year, based on the tier selected with the initial approved application.
- **The activity may only be presented as the approval states on the official approval letter. No additional repeat presentations may occur over the approved tier.**
- Post-activity reporting for each repeated presentation will follow the live activity reporting schedule, as outlined in Section 10.0.
- For additional presentations over the selected tier, the applicant will be required to follow the AANP Application Process, as outlined in Section 7.0 of this policy.
 - **AANP Accreditation Stamp:** Activities approved for AANP CE credit will receive a digital version of an “Accredited by AANP” stamp, which may be used in the activity materials. The stamp may only be used in materials associated with the approved activity.
 - **AANP Logo:** The AANP logo **may not** be used on AANP-approved activities for which AANP is not acting as an accrediting provider or partner. All logo use must be approved in advance, including those activities for which AANP is an accrediting provider or partner.
 - **Approval Language:** Once the CE activity has been approved, providers may use the following statement: “This activity is approved for XX contact hour(s) of continuing education (which includes XX hour(s) of pharmacology) by the American Association of Nurse Practitioners®. Activity ID# xxxxxxxx. This activity was planned in accordance with AANP Accreditation Standards and Policies.”

10.0 POST-ACCREDITATION APPROVAL

1. **Record Maintenance:** Providers must maintain records for at least six years. Records should include a copy of the approved activity, any related announcement(s), the activity date and time, a participant roster, the amount of credit awarded, an evaluation summary, a copy of the CE certificate and any related documents. Records may be maintained as hard copies or in an electronic format.
2. **Submission of Post-activity Documents:** Within one month of the end of the activity, a summary of the activity evaluation and, if used, the post-test with the pass rate for your organization and copy of the attendance roster must be submitted to the AANP application

system for review. **Timely submission of the post-activity documents is required for review of any subsequent applications, and AANP reserves the right to deny applications due to a failure to submit post-activity reports.**

- a. Rosters must include a count for total participants, the total number of NP participants and a unique identifier (no SSN) for each individual. Additionally, the report must include:
 - i. A statement validating that any speaker conflicts of interest and off-label information was disclosed to the participants (completed when the documents are uploaded in the application system).
 - ii. Rosters containing participants from multiple disciplines must clearly identify those who are NPs.
 - b. The evaluation report must be in a summary format, not the actual evaluation forms.
 - i. The evaluation questions must be the exact evaluation questions approved with the accreditation application.
 - ii. The same questions must be asked of all attendees.
 - iii. For the required bias question, the actual number or percentage of affirmative and negative answers is required.
 - c. If a post-test is used as part of the evaluation tool, the post-test summary must be in summary format.
 - i. The post-test questions must be the exact post-test questions approved with the accreditation application,
 - ii. The same questions must be asked of all attendees.
 - iii. The pass rate identified in the application must be listed.
 - iv. Identify the number of attendees who passed and who failed.
 - d. For any live activity that is repeated, the above report is due one month after the repeated date.
 - e. For any virtual or on-demand activity, the above report is due one month after the end of the approval period.
 - f. For any enduring activity, the above reports are due one month after the start date, with a final cumulative report due at one year.
- 3. Release of Attendee Information:** No information regarding attendees should be released to third parties without permission of the learners.



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