AANP CONTINUING EDUCATION (CE) APPLICATION TIPS

General Information

Please keep in mind that, even if you do not request an expedited application, if your application is submitted less than 15 BUSINESS days (about three weeks) prior to the activity start date, you will be automatically charged an expedite fee. Submissions received fewer than 15 business days prior to the activity start date are accepted on a case-by-case basis.

For AANP NP Organization members (NPOs): Please be advised that expedite fees are not included in your NPO member benefits. Please remember to include your NPO ID number.

> **Clicking reset in any part of the application will delete or remove all information in that task or section. The information — including disclosures — cannot be recovered. You will be required to enter or request this information again.**

Activity Information

- Types of Activity:
  - Seminar or Symposium — Activity with a single session.
  - Workshop — Activity with hands-on session(s). Could be live or digital (via a screen-sharing program).
  - Conference — Activity with multiple sessions, possibly taking place over multiple days (could be live or digital).
  - Webinar — Activity that is hosted in a digital format. Could be live or recorded.
- Presentation of Activity:
  - Live — The activity will be presented one time or with repeat dates. It will **not** be hosted on a website for participants to access at will.
  - Virtual/On Demand — Activities that are hosted online for three or six months. The participant must complete the entire activity to claim credit.
  - Enduring — Activity that is hosted online for one year. The participant must complete the entire activity to claim credit.
  - Blended On Demand: Offered live (in person or webinar) then on-demand for 1 month.
  - CE Series: Multi component activity with pieces build on each other or specific to a disease process.
- Activity Role:
  - The person completing the application is considered the main planner and needs to complete the planner disclosure. If the person completing the application is also the speaker, moderator or poster presenter, then they would indicate that and complete the faculty disclosure only.
  - Please list the planners in this task.
  - For planners who are speakers (faculty): The applicant will request that the speaker complete the faculty disclosure, named recommendation in the application system. **Please note that, unfortunately, the application system cannot change the name from recommendation to disclosure.**

Disclosures (Recommendations)

Planners — Anyone who assisted with choosing the topics, objectives, and speakers for the activity.

CE providers' staff members who are completing the application are considered planners and must complete the planner disclosure (i.e., recommendation).

Planners who are also serving as faculty must complete the faculty disclosure, not the planner disclosure.

Faculty, Moderators and Poster Presenters — Must complete the faculty disclosure (recommendation).

If the planners, speakers or faculty experience difficulty receiving emails from AANP due to spam, junk or other filters, please try using a different email address. If they are still having trouble, the applicant can contact ceapps@aanp.org for assistance.

When the planners, speakers or faculty sign in, they should not sign in with Facebook, Twitter or Google. They must simply scroll down further to see the request to create a password or reset their password.

When the planners, speakers or faculty sign in to complete the disclosure, the applicant should remind them to use the link sent to them and the email address used by the applicant. Also remind them that they are a recommender, not an applicant.

If you have more than one application within two to three months with the same planners or speakers, you can download the disclosure and upload it to the new application. If there are no new faculty for the application, please contact AANP at ceapps@aanp.org, and we can assist with the application.

Marketing Materials

Please make sure you use the pending accreditation statements in your marketing until your activity is approved. Please upload the entire marketing information for the activity — you can use screenshots if they are legible.

Agenda

For one-session activities, you can upload marketing materials or a Word document with the activity date, time, and title.

For activities with multiple sessions, please include the same information you are providing to the participants about what will take place during the activity.

Certificate of Completion

Activity ID — This is the ID number assigned by AANP, not the ID in the application system itself. This number is sent to you when the application is accepted.

Evaluation

Please make sure to check the Process Handbook to see the four mandatory questions for which the reviewer will be looking for. There are also examples of questions that can be used in place of a posttest for activities that are not in person.

This evaluation must be used for all participants, and the summary of the responses will be a part of the post-activity reporting.

Overall Session Detail Form

Please make sure to complete this with the requested information, including the times, faculty names, session objectives and time requested for pharmacology credit.

- **Session Times** — Critical in determining credit for the activity. If the sessions are recorded, indicate the length of the recording.
- **Faculty Names** — Note all faculty who might be a part of this session. This is especially important for the repeat activities.
- **Session Objectives** — Please list the objectives for each session. It is recommended to have two to three objectives per one-hour session.
  - Pharmacology credit — The objectives must include information to enhance the learner's ability to prescribe and/or monitor patients on pharmacotherapy. This includes topics such as pharmacokinetics and clinical applications of drugs.
  - Keep in mind that, for the post-test (all virtual, digital, or enduring activities), you will need one to two questions per session objective. Unless you choose to use evaluation questions to determine learner outcomes.

Post-test

Post-tests are mandatory if approved evaluation questions are not used for all activities that are not offered in a live, in person format. This includes live webinars and webcasts. The post-test can be uploaded with the evaluation or in theAdditional Materials task.

Speaker Slides

These are requested if there are any disclosures by faculty and can be uploaded by faculty when they complete their disclosure. Alternatively, you can request faculty submit slides to you first to review for copyright or conflict of interest before uploading them to the application.

- If the speaker uploads their slides along with their disclosure, the main planner can view and download the slides.
- Slides can also be requested by the reviewer at any time.
- Slides must not contain commercial interest logos or be prepared on speaker's bureau slide templates.
- Slides can be uploaded to the Additional Materials task.