

AANP

American Association of
NURSE PRACTITIONERS®

2020

**AANP Approved Provider
Application Resource
Handbook v.2020.1**

Approved Provider Application Resource Handbook

AANP requires submission of the applicant's policy manual and activity information and will be considered during the review process to determine the applicant's ability to design, implement, and evaluate continuing education activities for NPs.

Applicants must upload the following supporting Policies, Statements, or documents to the Approved Provider Application:

1. Demonstrate a philosophy of continuing education committed to principles of adult learning and enhancing the nurse practitioner's practice.
2. Provide a policy specifying the appropriate content for NP continuing education and commitment that the content should exceed the learner's basic NP education:
3. Demonstrate, through organizational chart, mission statement, and/or job description, the relationship between the applicant and one or more individuals qualified to plan and oversee a continuing education activity for NPs.
4. Provide policies specifying storage, retrieval, and confidentiality of educational activity records:
5. Share policies specifying cancellations, non-attendance, and refunds:
 - a. How participants will be notified in the event of a course cancellation
 - b. Method by which refunds will be made in cases of non-attendance
 - c. Time period in which refunds will be made for both full and partial refunds
 - d. How prospective participants will be made aware of this policy
6. Submit a policy that demonstrates how the provider identifies the activity planners and their credentials.
7. Submit a policy identifying qualifications of the faculty implementing the activities.
8. Present a statement specifying the which content areas are appropriate for NP continuing education.
9. Present a statement regarding a needs analysis for determining target audiences.
10. Share a policy that identifies the activity identification system, and (if applicable) classification.
11. Submit the policies that define a contact hour, and how contact and pharmacology hours are determined. Also, include specific policies for:
 - a. Minimum credit
 - b. What constitutes credit
 - c. Credit for live activities
 - d. Credit for poster sessions
 - e. Credit for print enduring
 - f. Credit for online enduring
 - g. Credit for post-test completion
 - h. Pharmacology credit.
12. Submit a policy regarding awarding partial credit.
13. Present a policy regarding activity evaluations.
14. Present a policy regarding awarding certificates of completion.
15. Submit policies on commercial promotion/influence
16. Present a statement specifying the understanding of joint providership as an AANP Approved Provider
18. Submit a policy on identification of AANP Approved Provider accreditation status to current/prospective participants.
19. Demonstrate a process for resolving conflict of interest and ensuring fair and balanced coverage

of the activities.

20. Submit a policy regarding controlling all content of the activity, to include avoiding slides or content provided by the industry.
21. Submit a policy regarding response to third parties requesting review/approval of activities.
22. Submit a policy regarding notification of AANP of any changes in their organization.
23. Submit a policy regarding activity accessibility to all participants.
24. Submit a Curriculum vitae (CV) of activity administrator.
25. Submit a Curriculum vitae (CV) of the nurse practitioner activity planner(s);
26. Provide summaries on three (3) CE activities implemented in the reaccreditation period preceding the application with the following information.
 - Basis for educational need
 - Course outline: objectives, content summary, related time periods, and teaching methods
 - Total number of contact hours/pharmacology hours
 - Date, time, and site of each presentation
 - Name and credentials of each speaker/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 evaluations tool
 - Any commercial or third-party funding/activity support
 - Any joint-providership arrangement
 - Method used to determine contact hours for enduring/self-study activities
 - Post test questions—live webinars/enduring/virtual activities
 - Certificate of completion
 - Evaluation Summary
27. All AANP Approved Providers who Joint Provide activities must submit all jointly provided activities to the online Joint Provider Application yearly.

APPLICATION SUBMISSION

Reaccreditation Applications: Current 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 (6) weeks prior to the end of the provider approval period, to ensure adequate time for review and re-designation so that the provider can continue offering CE activities as an AANP approved providers.

Complete Approved Provider applications must be submitted electronically via the link at <https://www.aanp.org/education/ce-accrreditation> under the “About Approved Providers Accreditation” tab and accompanied by the appropriate fee.

FEES

Fee Type	Review Fee	Approval Fee	Other
Reaccreditation Applicant (valid for 2 years)	\$500.00 (non-refundable)	\$3500.00	
Report or Reaccreditation Extension			\$1000.00: once only per report/ reaccreditation year
Failed Report/Audit			\$1000.00: once only per report/ reaccreditation year
Suspension Reinstatement			\$1000.00

PAYMENT INFORMATION

Follow the steps below:

1. Upload/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 provided the instructions to pay your review fee.
3. Once you have paid the non-refundable review fee your application will begin 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. We will no longer accept faxed payments or payment over the phone.

Instructions for **ONLINE** payment:

You will receive 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 non-refundable Review Fee and the second will be for the remaining Approval Fee or any other outstanding fees.

Instructions for **OVERNIGHT MAILED** payment:

You must email (enable read receipt) to notify us with **application submission** that the application will be paid with a check. You must pay the non-refundable Review Fee for the review process to begin. Do not send the approval payment until notified of final status (approval or denial) by AANP. The final amount will include the Approval Fees and any other outstanding fees.

Overnight Check Address:

American Association of Nurse Practitioners

Attention: Education and Accreditation Department
5901 Vega Avenue, Suite 200
Austin, TX 78735