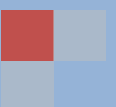


2018



# AANP Accreditation Policy Handbook

v 2018.4



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## 1.0 INTRODUCTION

AANP is a continuing education accrediting body. As such, AANP continuing education (CE) is not affiliated with or accredited by any other organization. AANP CE activity approval indicates that an educational activity has been reviewed by the 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 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, FDA, OIG, and 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. AANP Accreditation does not imply an agreement regarding implementation of the activity and/or management of funds for activities approved for CE credit.

## 2.0 PURPOSE

To establish and maintain a standard approach to reviewing and approving continuing education activities and thereby granting AANP CE Accreditation approval.

## 3.0 DEFINITIONS

The following terms are beneficial to the 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 performed by staff in the AANP education 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 section 8.0 and 9.0.

**Accreditor:** An organization that grants continuing education 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/Provider:** AANP defines the accreditation applicant as the activity's sponsor and/or provider, the institution or 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. A commercial interest may not serve as the sponsor or provider of an AANP-approved activity.

**Commercial Interest:** AANP adopts the ACCME definition of commercial interest which is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. This does not include most non-profit organizations (non-profit organizations that advocate for commercial interest are not eligible for AANP accreditation), government organizations, or non-health care organizations. AANP does not consider providers of clinical service directly to patients to be commercial interests. A commercial interest is not eligible for AANP accreditation. **A commercial interest is not eligible for AANP accreditation and in no manner, interfere with a CE activity.** AANP identifies the following types of organizations or individuals affiliated with the organization to be eligible for accreditation:

- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- Hospitals
- Rehabilitation centers
- Nursing homes
- Blood banks
- Diagnostic laboratories

AANP reserves the right to request additional information regarding the organization to determine eligibility, as well as modify this list of eligible organizations without notice.

**Commercial Support:** Monetary or in-kind contribution given by a commercial interest for the support of an education activity or project.

**Conflict of Interest:** AANP considers financial relationships (in the immediately preceding 12 months from the date of the proposed activity) to create conflicts of interest in continuing education when individuals have both the opportunity to influence the content of a CE activity and have a financial relationship with a commercial interest. AANP requires anyone able to influence or control the CE content to disclose any financial relationships with commercial interest of their own and/or their spouse/partner in the preceding 12 months from the date of the proposed activity (not the submission date).

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

**Continuing Education Series:** 1) Multi-component activity where all pieces build on one another or are specific to a single disease process; or 2) an activity that is repeated but remains the same in content for each offering.

**Enduring Materials:** Enduring materials are activities that “endure” and are accessible over an extended period, allowing for independent study. Enduring materials which are developed from a live meeting must have a separate application. Applications involving enduring materials must include a statement and supporting documentation regarding how the credit request was determined (see Section 6.0). Examples include monographs, journal supplements, CD or online activities.

**Faculty/Speaker:** 1) A qualified NP activity faculty member/speaker must have expertise based on education and experience on the topic and/or population covered. For example, a gerontological NP 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, Pharm.D., or pharmacist/pharmacologist). 3) Employees of commercial interests may NOT serve as faculty or planners if the content the employee controls relates to the business lines and/or products of the commercial interest employer. An employee of a 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 and/or products of the commercial interest employer. 4) Faculty includes moderators and poster presenters.

**Independent Peer Review:** A documented critical evaluation performed by a peer that 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, as well other requirements such as a completed disclosure form.

**NP CE:** Continuing education (CE) for NPs is a systematic and structured accredited educational process designed to enhance the knowledge and skills of NPs to influence professional performance and evidence-based practice. NP CE goes above and beyond basic NP academic education to assist the NP to continue to learn. CE excludes activities designed for promotion of specific products, services, or devices. **No promotional activities may occur during CE events. This includes distribution of product brochures or product information in conjunction with handouts. No slides or handouts developed by a 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/policy issues affecting healthcare and practice; conversational foreign language relevant to healthcare; and business/practice management. Self-improvement and exercise or stress reduction technique-topics must be supported by measurable objectives which describe how the content will ultimately benefit or improve patient outcomes. Personal finance and Basic Life Support (BLS) courses are not acceptable for NP CE credit.

**Pharmacology Content:** Pharmacology CE is designed to enhance the learner's ability to prescribe and/or 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.

**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 twelve-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. These financial benefits are usually associated with roles such as employment, management position, independent

contractor (including contracted research), consulting, speaking, and teaching, advisory committee or review panel participation, 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 Food and Drug Administration. The presentation consists of using materials created/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 commercial interest influence and must be fair and balanced without promotion of specific products/services.

**Supporter:** See commercial interest, commercial support, and activity sponsor/provider

## 4.0 AANP 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 commercial interest control or influence: 1) determination of educational need; 2) the determination of objectives; 3) selection of individuals or organizations which 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/content delivery; and 6) evaluation of the activity.
- 1.2 The use of an educational activity and/or material developed by a commercial interest is prohibited.
- 1.3 A commercial interest cannot serve as a partner in a joint provider relationship.
- 1.4 A 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.
- 2.2 The educational activity must not promote the specific business interest of a commercial interest.
- 2.3 Generic names must be used throughout the educational activity. If a brand/trade name is used in print, the generic name must also be included. Pharmacologic content must include a balanced range of therapeutic options.
- 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 have 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 continuing education 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: Resolution related to Conflict of Interest**

- 4.1 CE providers must have a mechanism in place to identify and appropriately resolve all conflicts of interest prior to the implementation of the educational activity.
- 4.2 CE providers must document that anyone that is in a position to have control of the education activity content has disclosed all relevant financial relationships to the CE provider prior to the implementation of the education activity.
- 4.3 If any individual that 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 set forth 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.
- 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 education 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 Acknowledgement 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 education activity may receive support through an educational grant from a commercial interest*). Appropriate acknowledgement 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 Education content developed by a commercial interest may NOT be used during a CE activity. This includes distribution of product brochures or product information in conjunction with handouts.
- 7.4 Use of a commercial interest or commercial supporter's logo on CE activity materials is prohibited.

**5.0 AANP 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:

1. Understanding of the AANP Standards must be evident and followed.
2. The educational activity must be based on an identified continuing education need for nurse practitioners.
3. The educational activity must be appropriate for the target audience.
4. The education activity must be planned and implemented free of commercial interest influence.
  - a. Faculty/speakers must disclose all relevant financial relationships and must include the clinical area. This information must be provided to AANP with the application.
  - b. Activities with faculty/speaker or planner serving on a commercial interest speakers' bureau in related clinical areas will be considered **provided the education activity material is included for AANP review with the accreditation application.**
  - c. Employees of commercial interests may NOT serve as faculty/speaker or planner if the content the employee controls relates to the business lines and/or products of the commercial interest employer.
  - d. Activities with a faculty/speaker or planner employed by a commercial interest may be considered if the content controlled by the employee is not related to the business lines and/or products of the commercial interest employer and **the education activity material is included for AANP review with the accreditation application.**
5. 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 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/speaker details and make recommendations, when warranted. Options for conflict resolution include:
  - a. Limit speaker and session to content not including therapeutic options (must send us revised objectives).
  - b. Add a second speaker (without any commercial relationships) to present the content on therapeutic options (send us bio and disclosure).
  - c. Replace the speaker with another qualified individual who is free of commercial relationships.
  - d. Submit education activity materials for an AANP review to verify content is fair and balanced.
  - e. Provide education session as an unaccredited activity.
6. The content of the educational activity must demonstrate an enhanced level of learning and, in clinical topics, promote improvements in the quality of healthcare established by evidence-based practice.
  - a. Faculty/speaker presenting accredited activity will possess the appropriate education level and experiential knowledge in the topic presented (see definition for "Faculty").
7. The educational activity must include measurable, participant learning objectives describing anticipated change in knowledge, skills, or attitude.
  - a. For activities with multiple sessions, units, chapters, etc., the objectives should be specific for each.
  - b. For requested pharmacology credit, measurable objectives related to the pharmacology content as well as the amount of time in minutes devoted to the pharmacology content must both be included with the submission.
8. The CE provider must acknowledge any commercial support and have policies in place to appropriately manage commercial support.
9. The educational activity must maintain a separation from promotion.



10. The evaluation plan/method must include the required evaluation of:
  - a. Whether learning objectives were met
  - b. Faculty/speaker knowledge for each faculty
  - c. Any perceived commercial bias
  - d. A fair and balanced coverage of the topic
11. 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).
12. 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:
  - a. Name of the participant
  - b. Title of the educational activity
  - c. Location of the educational activity
  - d. Date of the educational activity
  - e. Name of person coordinating the activity
  - f. Sponsor/provider name
  - g. Total contact hour(s)
  - h. Applicable pharmacology hours
  - i. 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 AANP CE CREDIT

1. **Contact Hours:** The AANP contact hour of continuing education (1.0 CH of CE) is the equivalent to 60 minutes of learning. Contact hours and continuing education units (CEUs) are not interchangeable or synonymous; the term “CEU” should not be used in relation to AANP-approved CE credit.
2. **Minimum credit:** AANP CE activity will not provide less 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 in 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 for those activities with concurrent sessions.
5. **Credit for Live Activities:** The recommended length for a live AANP-approved CE activity is equivalent to at least one (1.0) contact hour of learning. Exceptions should be supported by the activity description. The maximum number of credits will be based on 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 (4) hours.
6. **Credit for Poster Sessions:** CE credit may be approved for poster sessions held in conjunction with “live” activities of at least 1 contact hour in duration. The formula used to determine actual poster session credit awards 0.1 contact hour per 2 posters (i.e. 3 minutes/poster). There should be at least

- 6 posters submitted for credit. Poster credit application must include each poster's title, presenter(s) name/credentials, and objective(s).
7. **Credit for Print Enduring:** Credit for print-pieces must be based on the Mergener formula (preferred), an alternate formula, or a pilot-test. A Mergener formula calculator is located online at <http://touchcalc.com/calculators/mergener>. Additionally, a paper version with the formula is located as Attachment 3 of the document located at: <http://www.fda.gov/downloads/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDER/ManualofPoliciesProcedures/UCM263362.pdf>. Alternatively, a pilot test may be done and must include the timed results from at least three learners who have not been involved in the activity's planning or development and are part of the intended audience. Identification of pilot participants by educational and professional credentials is required. Documentation of results and process by each pilot member must be included with application.
  8. **Credit for Online Enduring:** 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.
  9. **Credit for Post-Test Completion:** Although post-test questions provide a final opportunity to reinforce learning on an enduring 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 1.5 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.
  10. **Pharmacology Credit:** On request, pharmacology CE credit will be identified. **The cover sheet or online application must indicate the amount of pharmacology credit requested and pharmacology content 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.
  12. **Withdrawal of Credit:** AANP reserves the right to withdraw or rescind credit once approved. In the event that 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:
    - a. Failure of the planners or faculty to disclose relationship with a commercial entity
    - 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 education content or faculty without notifying AANP
    - f. Promotional activities were included in the same space as the CE activity

## 7.0 AANP ACCREDITATION APPLICATION PROCESS

The AANP Online Accreditation Application is the preferred method for all submissions beginning January 1, 2018. A 90-day transition period will be provided to all applicants to continue submitting applications to AANP via email without incurring a hard-copy handling fee. Beginning April 1, 2018, all

applications that are not submitted online will incur a hard-copy handling fee (this includes emailed, faxed, scanned, and mailed submissions). See the basic process for online submissions (section 7.1) and hard-copy submissions (section 7.2) below. For a more detailed process and additional details regarding fees, see the 2018 AANP Application Process Guide.

## 7.1 Online Application Process

**A complete application and review fee is required to begin the review process. Applications submitted greater than 90 calendar days prior to the activity's start date will be rejected.** Refer to the 2018 AANP Application Process Guide for complete details.

1. All the following information is REQUIRED to complete the online application:
  - a. Submission sponsor/provider name and demographic details
  - b. General information regarding the activity (date, location, title, etc.)
  - c. Name and email contact of responsible party for payment
  - d. Names and email addresses for all Planners and Faculty involved in the activity
  - e. Agenda and/or schedule
  - f. Activity Detail Form
  - g. Activity evaluation questions
  - h. Certificate of completion
  - i. Samples of any education activity related material such as announcements and marketing pieces (draft copies accepted). These materials must include:
    - i. Pending accreditation statement
    - ii. Acknowledgement of any commercial support, if applicable;
  - j. Any activity material (i.e., slide presentations to resolve potential COI) requiring AANP review;
  - k. Any activity material to validate requested contact hours for enduring materials (i.e., documentation of pilot test results and process by each pilot member, Mergener formula results).
2. Payment must be received prior to full review of the application. Instructions for payment will be emailed to the application contact person after AANP accepts the application for review.

## 7.2 Hard-Copy Application Process

**A complete application and review fee is required to begin the review process. Applications submitted greater than 90 calendar days prior to the activity's start date will be rejected.** Applications must be submitted to [CEApps@aanp.org](mailto:CEApps@aanp.org) only to be accepted. AANP reserves the right to require the use of specific AANP forms to provide efficiency and consistency to the review process. If this creates a significant challenge related to the provider's process (i.e., faculty disclosures are completed online), please contact the education department to discuss potential options. **Refer to the 2018 AANP Application Process Guide for complete details.**

1. All the following information is REQUIRED for a hard-copy submission. AANP requires that select AANP forms must be used. The AANP forms that must be used are marked with an asterisk (\*) in the following list. Required submission documents and/or information includes:
  - a. AANP's Cover Sheet\*
  - b. Agenda and/or schedule

- c. AANP Planner disclosure form for each planner \*
  - d. AANP Planner List\*
  - e. Faculty/Speaker bio-sketch form. CV's are not accepted.
  - f. AANP Faculty/Speaker disclosure form for each faculty/speaker and moderator\*
  - g. Activity Detail Form (single session OR multi session) \*
  - h. Activity evaluation questions
  - i. Certificate of completion
  - j. Samples of any education activity related material such as announcements and marketing pieces (draft copies accepted). These materials must include:
    - i. Pending accreditation statement
    - ii. Acknowledgement of any commercial support, if applicable
  - k. Any activity material (i.e., slide presentations to resolve potential COI) requiring AANP review
  - l. Any activity material to validate requested contact hours for enduring materials (i.e., documentation of pilot test results and process by each pilot member, Mergener formula results).
2. Payment must be received prior to full review of the application. Instructions for payment will be emailed to the application contact person after a preliminary review.

## 8.0 AANP APPLICATION REVIEW PROCESS

1. The review process for accreditation at AANP involves the following steps. **Applications submitted greater than 90 calendar days prior to the activity's start date will be rejected.**
  - 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/accreditation specialists will conduct a full review and determine if the activity is approved for accreditation. During this review, the specialist may discover a need for additional information/materials is required to complete the review.
2. Once an application is accepted for full review, the applicant can **expect the full review process to take 15-20 business days.**
3. Expedited Reviews:
  - a. **For online submissions:** A 10-14 business-day expedited review can be requested by completing the expedite request inquiry in the online application and completing the entire submission process, for an additional fee. AANP reviews all expedite requests on a case-by-case basis and requests are granted at the discretion of the Accreditation Department. Approval or denial for an expedited review will be made within 1 business day of the emailed request. This expedited review does not guarantee approval. If additional information/material is required during the full review, a longer review period may result
  - b. **For hard-copy submissions:** A 10-14 business-day expedited review can be requested in writing with a complete application and sent to CEApps@aanp.org for an additional fee. AANP reviews all expedite requests on a case-by-case basis and requests are granted at the discretion of the Accreditation Department. Approval or denial for an expedited review will be made within 1 business day of the emailed request. This expedited review does not

- guarantee approval. If additional information/material is required during the full review, a longer 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 "on hold" and 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 education activity did not meet the definition of NP continuing education
    - c. The faculty/speaker is not qualified to deliver the content
    - d. The education 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 the AANP Education Department 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 AANP 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 education activity materials: *This education activity will be submitted to the American Association of Nurse Practitioners for approval of up to \_\_\_\_\_ contact hours of accredited education.*
    - b. Once accepted for review, the following statement can be used in education activity materials: *This education activity is pending approval by the American Association of Nurse Practitioners of up to \_\_\_\_\_ contact hours of accredited education.*

## 9.0 AANP ACCREDITATION APPROVAL

1. **Approval Period:** The approval period for an accredited activity is one year. This period begins from the date the official approval letter is provided and concludes the last day of the approval month the following year, 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 material may allow learners 30 calendar days to complete the activity. All accredited activities prior to January 1, 2018 will maintain a two-year accreditation period as specified on the approval letter.
  - a. AANP must be notified of all changes to the original approved education activity before they are implemented.
    - i. This includes, but is not limited to: changes in faculty/speaker(s); session topic(s); objective(s) and times allowed for each objective; session added or dropped; and date or venue changes.
    - ii. 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.
  - b. When an activity's **content** must be updated, AANP requires the following steps be completed:
    - i. Submit to AANP any changes to the original activity as soon as you are aware of them.
    - ii. Any additions or major changes to an approved activity will require a **new application** and **applicable fees** will apply. Contact AANP prior to re-submitting a new application.

2. **Live Activity Repeat:** An approved live education activity may be presented twice without additional fees and may be repeated 25 times within the approval period (see item 9.3 below).
3. **Live Repeat Fees and Limits:** An approved live activity may be repeated up to 25 times based on the tier selected with the initial approved application.
  - a. The tier must be selected based on confirmed dates and locations only, and these confirmed presentation dates and locations must be provided with the initial application for review.
  - b. If future dates/locations are not yet confirmed when the application is submitted, the applicant must provide emailed notice to ceapps@aanp.org as these dates/locations are confirmed.
  - c. Should the applicant go over their initially selected tier, AANP reserves the right to charge the difference of the next appropriate presentation tier for continued accreditation of the activity. Failure to remit payment could result in loss of approval and/or the need to rescind credit.
  - d. Post activity reporting for each repeated presentation will follow the live activity reporting schedule, as outlined in Section 10.0.
  - e. For additional presentations over 25, the applicant will be required to follow the Application Process as outlined in Section 7.0 of this policy.
4. **AANP Accreditation Stamp:** Activities approved for AANP 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.
5. **AANP Logo:** The AANP logo may NOT be used on AANP approved activities for which AANP is not acting as an accrediting provider/partner. All logo use must be approved in advance, including those activities for which AANP is an accrediting provider/partner.
6. **Approval language:** Once 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. POST AANP ACCREDITATION APPROVAL

1. **Record Maintenance:** Providers must maintain records for at least 6 years. Records should include a copy of the approved activity, any related announcement(s), activity date/time, participant roster, credit awarded, evaluation summary, certificate copy, and any related documents. Records may be maintained in hard- or electronic-format.
2. **Submission of Post-Activity Documents:** Within 1 month of the activity, a summary of the activity evaluation and copy of attendance roster must be submitted to AANP for review. **Timely submission of Post-Activity Documents is required for review of any subsequent applications; AANP reserves the right to deny applications due to failure to submit post-activity reports.**
  - a. Rosters must include a count for total participants, total NP participants and a unique identifier (no SSN) for each individual. Additionally, the roster must include:
    - i. A statement validating that any speaker COI and off-label information was disclosed to the participants.
    - 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 vs negative answers is required.
  - c. For any live activity that is repeated, the above report is due at 1 month from the repeated date.
  - d. For any enduring activity, the above reports are due at 1 month with a cumulative report due at 1 year.
3. **Release of Attendee Information:** No information regarding NP attendees should be released to third parties, without permission of the learners.

End of policy.