

**North Carolina Nurses Association
Continuing Education Approver Unit**

FREQUENTLY ASKED QUESTIONS

Once accepted as an approved provider unit, how long is the approval period?

The approved provider designation is for three years, from date of approval to the same date three years hence. For example, 10/01/09 through 10/01/12, with 10/02/12 as the expiration date for the AP unit, if it is not renewed. (Posted 10/12/09)

Will there be a reminder notice sent to approved providers before the expiration date? Yes, a reminder notice is sent six months before expiration of the AP unit designation. Six months before expiration, the APUs are notified that they need to submit the renewal application in three months. This provides the peer reviewers three months to complete reviews, for their feedback to be given to the APUs and for the APUs to clarify and correct items requested from the review prior to the expiration date. (Posted 10/12/09)

What is the timeframe for individual activity approval? Individual activities have a two-year period for contact hour approval. During that time, the activity can be conducted for credit at any time, for any fee which the planners decide to charge. After two years, the activity expires and the contact hours are no longer valid. The activity provider would then need to submit a new application for another two years of contact hour approval. (Posted 10/12/09)

Does NCNA notify the individual activity providers of the expiration date? When NCNA sends a letter to the individual activity providers notifying them of the contact hour approval, the expiration date is indicated. There is no follow up letter to remind of that expiration. (Posted 10/12/09)

Please explain who may apply to be an approved provider through NCNA.

When the ANCC released their new Guidelines in April 2009, the conditions and qualifications to apply were modified. If the applicant targets a majority (>50%) of their activities to nurses from states within HHS region IV (please see the map at www.hhs.gov/about/regions), OR from within the region where the activity is to be provided or a state contiguous to it, the applicant may apply to NCNA to become an approved provider. (Posted 10/12/09)

Why do we need to disclose to the participants during our activities that we will not be discussing FDA products, or that the planners and presenters do not have a financial or commercial tie?

ANCC requires that all elements of the suggested disclosures be presented. (Please see a sample disclosure statement at www.ncnurses.org/CEAUdocs/Statement_of_Disclosure.doc) Activity planners need to provide a statement which addresses the **presence or absence** of commercial support, financial connections and FDA on and off-label uses. This complete statement must be presented to the participants before the start of the activity so that the participants can determine for themselves whether there is or is not a bias or potential of perception of bias in the activity. (Posted 10/12/09)

Do we have to use the exact wording of the disclosures sample provided by NCNA? No, the providers may generate their own disclosures statement or use the sample and adapt it to the circumstances of their unit or activities. (Posted 10/12/09)

What is the activity evaluation summary? The activity evaluation summary is generated from synthesis of information from 1) the learner input from the evaluation tools completed by them at the end of the activity, 2) feedback from the planners and presenters. The planners and presenters use the information synthesized to improve the next presentation of the activity, or if the activity is a one-time presentation, the synthesis will serve to inform future activities which the planners may decide to conduct. (Posted 10/12/09)