



Guidelines for Completion of an Application for Nonprior Approval

Individual Nonprior Approval

These guidelines are intended to assist nurse anesthetists who are applying to AANA for nonprior approval for attendance at or participation in a learning activity. The individual nonprior application is to be used for continuing education (CE) credit if the activity was not prior approved by the AANA, but was approved for CE credit by another recognized approval organization before the start of the program.

Application Submission

Please progress through this online form at your own pace. Required application materials can be attached to this application during the next steps. This form will not be submitted to AANA until you have reached the end of the application and your additional materials and **\$50 application fee** have been submitted. Until that time, all of your entered information will be stored on the site, and you will be able to move forward and backward throughout the application process until submission. This application is best used on a PC or Mac—mobile devices are not recommended.

Credit card payment is requested at the end of the application process. The fee applies to each application submitted. NOTE: The fee is nonrefundable and nontransferable.

IMPORTANT: Before starting on the application, click here to read the full set of submission requirements.

Materials to Submit with the Application

1. Continuing Education Program

- a. Professional printed material that provides a detailed description of the program attended. **Include an hourly schedule, and clearly mark all the lectures that were attended.** One (1) CE credit per 60 minutes of lecture time is awarded, and excludes welcomes, breaks and lunch. Partial CE credit is awarded for lecture time in 0.25 increments.
- b. **A statement of relevance** that clearly relates the course to nurse anesthesia in administration, education, research or clinical practice. This statement must include: (1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.
- c. **A copy of the certificate of completion** issued by the provider to verify attendance at or participation in the CE program.
- d. **Documentation of approval** for CE credit by another recognized professional approval organization that shows the number of CE credits awarded.

2. Classroom Life Support Provider and Renewal Courses. These include Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation Program (NRP).

Although it is not necessary for these courses to be prior approved for CE credit by another recognized professional approval or accrediting organization, an application must be submitted in order for the life support course to be added to an individual's computerized CE transcript that is transferred to the NBCRNA during the recertification process.

American Association of Nurse Anesthetists

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To have the life support course appear on the CE transcript and be eligible for recertification purposes, a completed application and the following materials must be submitted:

- a. **Copy of the life support card.** The applicant must pass the relevant test to receive CE credit.
- b. **An hourly schedule.** Life support textbooks are not required.
- c. **Copy of the certificate of completion** or other materials that identify the program provider.

3. **Online life support courses.**

- a. **Copy of the life support card.**
- b. **Copy of the certificate of completion** from the program provider that includes the number of CE credits awarded.
- c. **Documentation of approval** for CE credit by a recognized approval organization.

4. **Inservice Program**

- a. A detailed description of the content of the inservice program with the hourly schedule.
- b. **A statement of relevance** that clearly relates the course to nurse anesthesia in administration, education, research or clinical practice. This statement must include: (1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.
- c. A copy of the certificate of completion issued by the provider.
- d. Documentation of approval for CE credit by another recognized professional approval organization that shows the number of credits awarded.

5. **Provider-Directed Independent Study (Home Study)**

- a. A complete packet of all the instructional materials sent to the subscriber. If the program is offered online, the nurse anesthetist must print out a hard copy of all the materials to include with the application. The CE Department will not print materials from a CD, DVD, or go to a website to print the content for any home study materials.
- b. The packet should include program content, an explanation of the subscription process, how to use the learning materials, the testing mechanism, and the provisions for learner feedback. This information must be in the form of printed material that is created by the provider and not a statement submitted by the applicant.
- c. Documentation of learner objectives and test questions for amount of CE credit requested from the program materials as identified below:
 - one (1) learner objective and ten (10) test questions for each whole CE credit requested.
 - one (1) learner objective and three (3) test questions for a quarter (.25) of a CE credit requested.
 - one (1) learner objective and five (5) test questions for a half (.50) of a CE credit requested.
 - one (1) learner objective and eight (8) test questions for three-fourths (.75) of a CE credit requested.
- d. A statement of relevance that clearly relates the course to nurse anesthesia in administration, education, research or clinical practice. This statement must include: (1) a description of the nurse anesthetist's current practice; (2) information on areas of the course that are most applicable to the nurse anesthetist's practice; and (3) an explanation of how the nurse anesthetist plans to incorporate the new information into practice.

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- e. Evidence of a minimum passing score of 80%.
- f. A certificate of completion issued by the provider.
- g. Documentation of approval for CE credit by a recognized professional accreditation or approval organization. The material must indicate the number of CE credits awarded.

Maintenance of Licensure Programs

The AANA awards CE credit for programs that are required for maintenance of licensure, which will be eligible for Class A nonprior approval as long as they meet all of the prior approved assessment standards or Class B if the CRNA wants to self-report.

Non-Domestic Programs

The AANA awards Nonprior approval for CE programs provided by a non-domestic program provider as long as the program provider is approved to offer CE credit by another domestic approval organization recognizable by the AANA and all other application requirements are met.

Content Eligibility

CE activities that are eligible for nonprior approval must be relevant to the practice of nurse anesthesia in administration, education, research or clinical practice. If the relevance of the content to nurse anesthesia practice is not clear, the applicant may be requested to submit additional content and/or a statement addressing the following items: (1) a description of their current practice; (2) areas in the program that are most applicable to their practice; and (3) an explanation of how they will incorporate the new information into practice.

Audio and videocassettes, interactive video instruction, CD-Rom, DVD, or other similar materials, as well as participation in teleconferences and demonstrations, may be submitted as content only if a moderator or facilitator was present to lead a discussion, answer technical questions relative to the presentation, hand out evaluations, and record attendance. The materials may take the place of an in-person lecturer; they cannot be approved by themselves.

For tours, an itinerary and schedule should be submitted that shows the locations, dates, and times of each presentation. CE credit will be awarded only for the discussion portion and *not for observation or a physical walk-through* of a hospital or other facility included on the tour.

Incomplete Applications

If an application is incomplete, a request is sent for additional information within 30 working days. The applicant has 90 days in which to return the additional material. If the material is not submitted within 90 days, the application is inactive and processing will be continued only when all of the materials requested in the original notice are returned.

Approval Notification

After a review of the material submitted with the application, a decision to award or not award CE credit is at the discretion of the CE Committee. The applicant can check the status of their application via the CE Portal or by viewing their CE transcript on www.aana.com.

Denial of Approval

The CE Committee will notify the applicant in writing if the application for the CE program or any part of the program is denied. The notice will briefly state the reasons for the denial and will advise the applicant of the right to seek reconsideration by the CE Committee.

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Reconsideration

An applicant may request reconsideration of a CE Committee decision by submitting a written request within 30 days after the date on the denial notice sent to the applicant. The applicant must provide the CE Committee with the reasons that he or she believes that the denial of approval was inappropriate and a description of modifications made to the program to correct any cited deficiencies. The applicant may appear before the CE Committee, or may submit written materials to the CE Committee to address the identified problem areas.

If there are any questions or an applicant requires assistance in completing the application, contact Dale Lamitz at (847) 939-3484.

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