



## Approved Provider Crosswalk 2013 to 2009

**KEY:** CR Criterion  
 KE Key Element  
 OO Organizational Overview  
 SC Structural Capacity  
 EDP Educational Design Process  
 QO Quality Outcomes

2013 Criteria	2013 Criteria Requirements	2009 Criteria
<b>Organizational Overview</b>		
OO1. Demographics	Submit a description of the features of the Provider Unit, including but not limited to scope of services, size, geographical range, target audience(s), content areas, and the types of educational activities offered. If the Provider Unit is part of a multi-focused organization, describe the relationship of these scope dimensions to the total organization.	CR1, KE1
OO2. Lines of Authority and Administrative Support	Submit a <b>list</b> including names and credentials, positions, and titles of the Primary Nurse Planner, other Nurse Planner(s) (if any), and all key personnel in the Provider Unit. Submit <b>position descriptions</b> for the Primary Nurse Planner, other Nurse Planners (if any) and all key personnel in the Provider Unit. Submit a <b>chart</b> depicting the structure of the Provider Unit, including the Primary Nurse Planner, other Nurse Planner(s) (if any), and all key personnel. If part of a larger organization, submit an organizational chart, flow sheet, or similar image that depicts the organizational structure and the Provider Unit's location within the organization.	CR1, KE2 CR3, KE1 CR3, KE2 Language change Lead Nurse Planner to <u>Primary</u> Nurse Planner
OO3. Data Collection and Reporting	Submit the completed Demographic Information Form; and Submit the completed <b>Approved Provider Continuing Education Summary</b> of all CNE offerings provided in the past 12 months, including, at a minimum, activity dates; titles; target audience; total number of participants; number of contact hours offered for each activity; activity type; co-provider status; and any sponsorship or commercial support, including monetary or in-kind contributions;	Application for Provider CR3, KE2

	<p>And</p> <p>Submit brief narrative report accompanies the annual report form, which includes annual summary of the extent to which the provider unit complies with requirements regarding Quality Outcomes. These criteria include the following:</p> <ol style="list-style-type: none"> <li>1. A brief summary of the provider unit’s annual goals for the previous year.</li> <li>2. The list of quality outcomes measures that the provider units collects, monitors, and evaluates that are specific to nursing professional development (i.e., measures that evoke clinical outcomes, nursing practice and role)</li> <li>3. Examples of how the evaluation process for the provider unit resulted in the development or improvement of an identified quality outcome measure.</li> <li>4. Examples can be of a qualitative or a quantitative nature. Some guidance on the number of examples required annually: <ol style="list-style-type: none"> <li>a. Provider units which offer 1-25 programs annually are required to provide one example.</li> <li>b. Provider units which offer more than 25 programs are required to provide one example for every 25 programs.</li> </ol> </li> </ol>	New requirement
OO4. Evidence	<p>List the Provider Unit’s strategic goals with respect to CNE for the past 12 months.</p> <p>Submit a list of the quality outcome measures the Provider Unit collects, monitors, and evaluates specific to the <b>Provider Unit</b>.</p> <p>Submit a list of the quality outcome measures the Provider Unit collects, monitors, and evaluates specific to <b>Nursing Professional Development</b>.</p>	<p>CR4, KE4</p> <p>New requirement</p> <p>New requirement</p>
<b>Structural Capacity</b>		
SC1	The Primary Nurse Planner’s commitment to learner needs, including how Provider Unit goals are revised based on data.	New requirement
SC2	If the Provider Unit is part of a larger organization, how the organization’s leadership is committed to supporting	CR3, KE2

	the goals of the Provider Unit.	
SC3	How the Primary Nurse Planner ensures that all Nurse Planners and key personnel of the Provider Unit are appropriately oriented/trained to understand and adhere to the ANCC accreditation criteria.	CR2, KE2 CR3, KE1
SC4	How the Primary Nurse Planner is accountable for resolving issues related to providing CNE.	New requirement
SC5	How the Primary Nurse Planner ensures that every Nurse Planner maintains accreditation standards and guides the Planning Committee or team for an individual educational activity.	CR2, KE2 CR3, KE1
SC6	How the Primary Nurse Planner advocates for resources to ensure that the Provider Unit achieves its goals related to quality outcome measures.	CR3, KE2
<b>Educational Design Process</b>		
EDP1	The Nurse Planner's methods of assessing the current learning needs of the target audience.	CR2, KE1 CR2, KE3
EDP2	How the Nurse Planner uses data collected to develop an educational activity that addresses the identified gap in knowledge, skills, and/or practices.	CR2, KE1 CR2, KE3
EDP3	The process used to select a planning team/committee for an educational activity, including why an individual member was chosen.	CR2, KE2
EDP4	The process used to identify all actual and potential conflicts of interest for all members of the Planning Committee, presenters, authors, and content reviewers.	CR2, KE9
EDP5	The process for resolution of an actual or potential conflict of interest and the outcome achieved.	CR2, KE9
EDP6	The process utilized during the <b>planning phase</b> of the educational activity to determine how participants will successfully complete the learning activity.	CR2, KE3
EDP7	How measurable educational objectives are developed that address the change in nursing practice or nursing professional development.	CR2, KE1 CR2, KE3
EDP8	How the content of the educational activity is selected based on best-available current evidence	CR2, KE1 CR2, KE3
EDP9	How content integrity is maintained for CNE activities, including what precautions are taken to prevent bias and how those precautions are implemented.	CR2, KE1 CR2, KE2 CR2, KE3 CR2, KE9
EDP10	In the presence of commercial support/sponsorship, what additional precautions are taken to maintain content integrity for CNE activities, including what precautions are taken to prevent bias and how those precautions are implemented.	CR2, KE1 CR2, KE2 CR2, KE3 CR2, KE8
EDP11	How teaching methods were chosen that are appropriate to achieve the purpose and objectives of the CNE activity.	CR2, KE1 CR2, KE2 CR2, KE3
EDP12	How summative evaluation data for an educational activity were used to guide future activities.	CR2, KE5

EDP13	How evaluation data were collected to measure change in nursing practice or nursing professional development.	New requirement
<b>Quality Outcomes</b>		
QO1	The process utilized for evaluating effectiveness of the Provider Unit in delivering quality CNE.	CR4, KE1
QO2	How the evaluation process for the Provider Unit resulted in the development or improvement of an identified quality outcome measure. (Refer to identified quality outcomes list in OO4.)	New requirement
QO3	Why the Provider Unit selects specific stakeholders to participate in the evaluation process.	CR4, KE2
QO4	How input from stakeholders resulted in development of or an improvement in quality outcome measures for the Provider Unit. (Refer to identified quality outcomes list in OO4.)	CR4, KE3
QO5	How, over the past 12 months, the Provider Unit has enhanced nursing professional development. (Refer to identified quality outcomes list in OO4.)	New requirement
<b>Awarding Contact Hours</b>		
<p>Contact hours are determined in a logical and defensible manner. Contact hours are awarded to participants for those portions of the educational activity devoted to the learning experience and time spent evaluating the activity. One contact hour = 60 minutes.</p> <p>No fewer than 0.5 contact hours can be awarded for an educational activity. If rounding is desired in the calculation of contact hours, the provider must round down to the nearest 1/10th or 1/100th. Educational activities may also be conducted “asynchronously” and contact hours awarded at the conclusion of the activities.</p> <p>Contact hours may <b>not</b> be awarded retroactively except in the case of a pilot study.</p> <p>Participants in the pilot study assist in determining the length of time required for completing an educational activity in order to calculate the number of contact hours to award. Those participants may be awarded contact hours once the number is determined.</p>		<p>No change</p> <p>0.5 contact hours is the minimum number of hours to be awarded</p>
<b>Accreditation Statement</b>		
<p>All communications, marketing materials, certificates, and other documents that refer to the provider’s ANCC-accredited status must contain the official accreditation statement, begin and end on a line separate from other text, and be written as follows:</p> <p><i>(Name of Approved Provider) is an approved provider of continuing nursing education by New Jersey State Nurses Association, an accredited approver by the</i></p>		<p>No change</p> <p>Please note the accreditation statement is spelled out.</p>

<p><i>American Nurses Credentialing Center's Commission on Accreditation.</i></p> <p><b>Note:</b> First-time applicants should prepare and submit a sample certificate of completion containing the accreditation statement to be used once accreditation is attained.</p>	
<p><b>Documentation of Completion</b></p>	
<p>The Provider Unit is responsible for ensuring that participants are given written verification of their successful completion of an activity, which includes, at a minimum:</p> <ul style="list-style-type: none"> <li>• Title and date of the educational activity</li> <li>• Name and address of provider of the educational activity (Web address acceptable)</li> <li>• Number of contact hours awarded</li> <li>• Accreditation statement</li> <li>• Participant name</li> </ul>	<p>No change</p>
<p><b>Commercial Support and Sponsorship</b></p>	
<p>The Provider Unit must adhere to the American Nurses Credentialing Center's <i>Content Integrity Standards for Industry Support in Continuing Nursing Education Activities</i> at all times.</p> <p>The Provider Unit must have a written policy or procedure and a signed, written agreement if commercial support or sponsorship is accepted.</p> <p>Organizations providing commercial support or sponsorship may not provide or co-provide an educational activity.</p>	<p>Change from ACCME Standards of Commercial Support to ANCC's <i>Content Integrity Standards for Industry Support in Continuing Nursing Education Activities</i></p>
<p><b>Conflicts of Interest</b></p>	
<p>The Nurse Planner is responsible for evaluating the presence or absence of conflicts of interest and resolving any identified actual or potential conflicts of interest during the planning and implementation phases of an educational activity.</p> <p>If the Nurse Planner has an actual or potential conflict of interest, he or she should recuse himself or herself from the role as Nurse Planner for the educational activity.</p>	<p>No change</p>
<p><b>Disclosure Responsibilities</b></p>	
<p><b>Disclosures in the <i>Planning Process:</i></b></p> <p><b>Biographical/Conflict of Interest Form.</b> All planners, presenters, faculty, authors, and content reviewers must disclose any conflicts of interest related to the planning of an educational activity. Forms must be signed and dated. Disclosure must be relative to each educational activity. If a potential or actual conflict is identified, the planning process must include a mechanism for resolution.</p>	<p>No change</p>

<p><b>Disclosures provided to the Learner:</b> Learners must receive disclosure of required items prior to the start of an educational activity. In live activities, disclosures must be made to the learner prior to initiation of the educational content. In enduring print materials or Web-based activities, disclosures must be visible to the learner prior to the start of the educational content. Required disclosures may not occur or be located at the end of an educational activity. Evidence of the disclosures to the learner must be retained in the activity file. If a disclosure is provided verbally, an audience member must document both the type of disclosure and the inclusion of all required disclosure elements.</p> <p>Disclosures <b>always</b> required include:</p> <ul style="list-style-type: none"> <li>● <b>Notice of requirements for successful completion of the educational activity:</b> Prior to the start of an educational activity, learners must be informed of the <b>purpose and/or objectives</b> of the educational activity and the <b>criteria used to determine successful completion</b>, which may include but are not limited to: <ul style="list-style-type: none"> <li>○ Required attendance time at activity</li> <li>○ Successful completion of post-test</li> <li>○ Completed evaluation form</li> <li>○ Return demonstration</li> </ul> </li> <li>● <b>Presence or absence of conflict of interest for planners, presenters, faculty, authors, and content reviewers.</b> Any influencing relationships, or lack thereof, of planners, presenters, faculty, authors, and content reviewers in relation to the educational activity.</li> </ul>	<p>No change</p> <p>Change from purpose <i>AND</i> objectives to purpose <i>AND/OR</i> objectives</p> <p>No change</p>
<ul style="list-style-type: none"> <li>● Individuals must disclose: <ul style="list-style-type: none"> <li>○ Name of individual</li> <li>○ Name of commercial interest</li> <li>○ Nature of the relationship the individual has with the commercial interest</li> </ul> </li> </ul> <p>Disclosures <b>required, if applicable</b>, include:</p> <ul style="list-style-type: none"> <li>● <b>Commercial Support-</b> Learners must be informed if a commercial interest has provided financial or in-kind support for the educational activity, including how content integrity is maintained and bias prevented.</li> <li>● <b>Sponsorship-</b> Learners must be informed if an entity has provided financial or in-kind support for the educational activity, including how content integrity is maintained and bias prevented.</li> <li>● <b>Non-Endorsement of Products-</b> Learners must be informed that accredited status does not imply endorsement by the provider of the educational activity or by ANCC of any commercial products discussed/displayed in conjunction with the educational activity.</li> <li>● <b>Expiration of Enduring Materials-</b> Educational activities provided through an enduring format (e.g., print, electronic, Web-based) are required to include an expiration date documenting how long contact hours will be awarded. This date must be visible to the learner prior to the start of the educational content. The period of expiration of enduring material should be based on the content of the material but cannot exceed three years. A review of each enduring material must be done at least once every three years, or more frequently if indicated by new developments in the field specific to the enduring material. Upon review of enduring material for accuracy and current information, a new expiration date is established.</li> </ul>	<p>No change</p> <p>No change</p> <p>No change</p> <p>No change</p> <p>Off-label use disclosure requirement removed</p>

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**Recordkeeping for Provider Units**

Activity file records must be maintained in a retrievable file (electronic or hard copy) accessible to authorized personnel for six years. The criteria delineated under the Educational Design Process must be followed consistently during the period of accreditation, and the recordkeeping files must include evidence in the form of:

- Title and location (if live) of activity
- Type of activity format: live or enduring
- Date live activity presented or, for ongoing enduring activities, date first offered and subsequent review dates
- Description of the target audience
- Method of the needs assessment
- Findings of the needs assessment
- Names, titles, and expertise of activity planners
- Role held by each Planning Committee member (must include identification of the Nurse Planner and content expert(s))
- Names, titles, and expertise of activity presenters, faculty, authors, and/or content reviewers
- Conflict of interest disclosure statements from planners
- Resolution of conflict of interest for planners, if applicable
- Conflict of interest disclosure statements from presenters, faculty, authors, and/or content reviewers
- Resolution of conflict of interest for presenters, faculty, authors, and/or content reviewers, if applicable
- Purpose of activity
- Objectives of activity
- Evidence of gap in knowledge, skill, or practice for the target audience
- Content of activity: an Educational Planning Table or other documentation showing content
- Instructional strategies used
- Evidence of learner feedback mechanisms
- Rationale and criteria for judging successful completion
- Method or process used to verify participation of learners
- Number of contact hours awarded for activity, including method of calculation (Provider must keep a record of the number of contact hours earned by each participant.)
- Template of evaluation tool(s) used
- Marketing and promotional materials

No change except for the following:  
 Removal of category of evaluation  
 Removal of requirement for disclosure of off-label use

<ul style="list-style-type: none"> <li>• Means of ensuring content integrity in the presence of commercial support (if applicable)</li> <li>• Commercial support agreement with signature and date (if applicable)</li> <li>• Means of ensuring content integrity in the presence of sponsorship (if applicable)</li> <li>• Sponsorship agreement with signature and date (if applicable)</li> <li>• Evidence of disclosing: <ul style="list-style-type: none"> <li>○ Purpose and/or objectives and criteria for successful completion</li> <li>○ Presence or absence of conflicts of interest for all members of the Planning Committee, presenters, faculty, authors, and content reviewers</li> <li>○ Sponsorship or commercial support (if applicable)</li> <li>○ Non-endorsement of products (if applicable)</li> <li>○ Expiration date (enduring materials only)</li> <li>○ Evidence of verbal disclosure (if applicable)</li> </ul> </li> <li>• Documentation of completion must include: <ul style="list-style-type: none"> <li>○ Title and date of the educational activity</li> <li>○ Name and address of provider of the educational activity (Web address acceptable)</li> <li>○ Number of contact hours awarded</li> <li>○ Accreditation statement</li> <li>○ Participant name</li> </ul> </li> <li>• Summative evaluation</li> <li>• List of participant names with unique identifier. The provider must maintain all participant data in a safe and secure manner.</li> <li>• Division of responsibilities among co-providers (if applicable)</li> <li>• Co-provider agreement with signature and date (if applicable)</li> </ul>	
<b>Co-Providing Activities for Continuing Nursing Education</b>	
<p>The Provider Unit is referred to as the provider of the educational activity. The other organization(s) are referred to as the co-provider(s) of the educational activity. The co-providing organization may <b>not</b> be a commercial interest or sponsor. The Provider Unit’s Nurse Planner must be on the planning committee and is responsible for ensuring adherence to the ANCC accreditation criteria.</p> <p>When an educational activity is co-provided, the Provider Unit’s Nurse Planner is responsible for:</p> <ul style="list-style-type: none"> <li>• Signed co-provider agreement</li> <li>• Ensuring that the Provider Unit’s name is prominently displayed in all marketing materials and certificate</li> <li>• The name(s) of the organizations acting as the co-provider(s)</li> <li>• Statement of responsibility of the provider, including: <ul style="list-style-type: none"> <li>○ Determining educational objectives and content</li> <li>○ Selecting planners, presenters, faculty, authors, and content reviewers</li> <li>○ Awarding of contact hours</li> <li>○ Recordkeeping procedures</li> <li>○ Developing evaluation methods</li> </ul> </li> </ul>	No change



- Managing commercial support or sponsorship
- Name and signature of the individual legally authorized to enter into contracts on behalf of the of the Provider Unit
- Name and signature of the individual legally authorized to enter into contracts on behalf of the of the co-provider(s)
- Date the agreement was signed

In the event that two or more organizations are Approved Providers, one will act as the provider of the educational activity and the other(s) will act as the co-provider(s).

If collaborating providers are all NJSNA Approved, one is designated to retain the provider responsibilities by mutual, written agreement. The Approved Provider designated to retain these responsibilities is referred to as the provider, and the other collaborating providers are referred to as co-providers.