



NJSNA CONTINUING NURSING EDUCATION (CNE) APPLICATION PROCESS

New Jersey State Nurses Association is accredited as an approver, with distinction, of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

The NJSNA CNE Application process is outlined below, these are the steps that are needed in order for you to be able to give a program and award contact hours.

NJSNA Application Process:

This is the application process for you to offer courses and award contact hours to the RNs attending your course. Below is the application process broken down into steps to get the 2015 CE Manual and application.

1. Complete the Individual Activity Eligibility Verification and CE Manual Order Form:

Cost: \$100.00 NJSNA Members \$200.00 Non-Member

The cost above relates to the **Primary Nurse Planner's NJSNA MEMBERSHIP STATUS**

2. SEND A COMPLETED COPY OF THE ELIGIBILITY FORM AND PAYMENT TO KJackson@njsna.org. Please copy education@njsna.org as well.
3. The actual application will be sent upon verification of the Eligibility form.
4. The Application fee is based on the number of contact hours applied for and the Membership Status of the Primary Nurse Planner. Below is the fee schedule:

NJSNA 2016 FEE SCHEDULE

(MEMBER/NON-MEMBER FEE REFERS TO PRIMARY NURSE PLANNER OF THE APPLICATION)

	<u>NJSNA MEMBER</u>	<u>NON-MEMBER</u>
CE MANUAL	\$100	\$200

INDIVIDUAL EDUCATIONAL ACTIVITY FEES (Two (2) Year Approval)
(ALL APPLICATIONS REQUIRE 90 DAYS FOR PROCESSING)



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<u>Contact Hours (CH)</u>	<u>NJSNA Member</u>	<u>Non-Member</u>
.5 – 5.9	\$150	\$200
6 – 10.9	\$225	\$325
11-20.9	\$275	\$375
21 – 50.9	\$325	\$475
> than 51 CH's	\$525	\$775

INDIVIDUAL EDUCATIONAL ACTIVITY LATE FEE SCHEDULE

(LATE FEE INCURRED IF APPLICATION RECEIVED LESS THAN 90 DAYS PRIOR TO THE PROGRAM—THIS FEE IS IN ADDITION TO THE APPLICATION FEE)

<u>45-89 DAYS</u>		
<u>Contact Hours (CH)</u>	<u>NJSNA Member</u>	<u>Non-Member</u>
.5 – 8.9	\$250	\$350
9.0 – 16.9	\$350	\$500
> than 17	\$450	\$650
<p>1. ALL APPLICATIONS RECEIVED LESS THAN 45 DAYS PRIOR TO THE PRESENTATION DATE WILL INCUR THE ABOVE LATE FEE</p> <p>2. PAYMENT OF LATE FEE DOES NOT GUARANTEE THE APPROVAL OF CONTACT HOURS FOR YOUR PROGRAM</p>		

APPROVED PROVIDER CONTINUING NURSING EDUCATION APPLICATION PROCESS

- In order to apply to become an Approved Provider: three (3) individual activity applications must have been submitted and approved prior to applying to become an Approved Provider. In addition, the provider unit must have been operational for a minimum of 6 months.
- (The approval process for the three (3) Individual Applications will constitute the 6-month timeframe – this includes approval of the program, time to offer it and time for the Provider to revise based on participant feedback.)



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APPROVED PROVIDER APPLICATION FEES (Three (3) Year Approval)**

NJSNA MEMBER	NON-MEMBER	
\$1,850	\$2,850	for one non-profit Provider Unit with one campus/hospital
\$2,600	\$3,600	for one non-profit Provider Unit with two non-profit campuses/hospitals under one central C.E. structure
\$3,350	\$4,350	for one non-profit Provider Unit with three non-profit campuses/hospitals under one central C.E. structure
\$4,100	\$5,100	for one non-profit Provider Unit with four non-profit campuses/hospitals under one central C.E. structure
\$5,100	\$6,100	for one non-profit Provider Unit with five non-profit campuses/hospitals under one central C.E. structure (\$1000 additional for each additional campus/hospital with same central C.E. structure)
\$6,100	\$7,100	for one for-profit organization (\$1000 additional for each additional unit/institution/campus with same central C.E. structure)

APPROVED PROVIDER LATE FEE SCHEDULE

(LATE FEE INCURRED IF APPLICATION IS RECEIVED AFTER THE REQUIRED SUBMITTAL DATE BASED ON THE 4-MONTH GRID SCHEDULE)

	NJSNA MEMBER	NON-MEMBER
Approved Provider	\$500	\$700

4-MONTH GRID 2016 – 2019 QUARTERLY REVIEW CYCLES

- **December 2016 Review Cycle**
 - **Approved Providers** – Approved Providers whose status expires between the months of April, 2017 through June, 2017 must have their applications postmarked and submitted by December 31, 2016.
 - **USE THE 2015 CRITERIA**



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- **March 2017 Review Cycle**
 - **Approved Providers** – Approved Providers whose provider status expires between the months of July, 2017 through September, 2017 must have their applications postmarked and submitted by March 31, 2017.
 - **USE THE 2015 CRITERIA**
- **June 2017 Review Cycle**
 - **Approved Providers** – Approved Providers whose provider status expires between the months of October, 2017 through December, 2017 must have their applications postmarked and submitted by June 30, 2017.
 - **USE THE 2015 CRITERIA**
- **September 2017 Review Cycle**
 - **Approved Providers** – Approved Providers whose status expires between the months of January, 2018 through March, 2018 must have their applications postmarked and submitted by September 30, 2017.
 - **USE THE 2015 CRITERIA**
- **December 2017 Review Cycle**
 - **Approved Providers** – Approved Providers whose status expires between the months of April, 2018 through June, 2018 must have their applications postmarked and submitted by December 31, 2017.
 - **USE THE 2015 CRITERIA**
- **March 2018 Review Cycle**
 - **Approved Providers** – Approved Providers whose provider status expires between the months of July, 2018 through September, 2018 must have their applications postmarked and submitted by March 31, 2018.
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Educational Activity Application

What is an "Educational Activity?"

An "Educational Activity" is an individual application. This application is used if you wish to offer a program for contact hours. As the RN planner and/or person administratively responsible for the program, you have the opportunity to assure the continued success of these standards by advocating and promoting quality continuing education programs.

NJSNA's Continuing Education Manual incorporates criteria mandated by the American Nurses Credentialing Center's Commission on Accreditation. Our step-by-step application process is provided in the "NJSNA Continuing Education Approver Manual" under the "Criteria for Educational Activities" and makes the application process much easier.

Terms of Approval:

Individual Educational Activity Application - Two (2) years

Approved Providers – Three (3) years

Types of Action:

Approval - A decision made by the accrediting approver that the criteria for approval of the activity has been met
Deferral - A decision made to delay action on an application.

Denial - A decision made by an accredited approver not to approve an application. NJSNA is committed to working with individuals to ensure approval. Application are only denied if the program is not "Continuing Nursing Education"

Withdrawal - Termination of an application, without prejudice to any future applications, prior to the date on which an official decision is made.

Appeal Process - An appeal process is available to an application to contest the decision made by the Approver Unit to deny approval. An appeal must be submitted in writing to the NJSNA Approver Unit Nurse Peer Review Leader within 30 days after the applicant received written notification of the denial decision.

NOTE:

1. All applications must be submitted a minimum of ninety (90) days prior to their presentation date to allow sufficient turnaround time for review.
2. Four (4) copies of your completed application will need to be sent on flash drives using the PDF Bookmarking guide.



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3. All pages of the application must be numbered in consecutive order. Application not numbered will not be reviewed.
4. All applications including any and all forms must be typed.
5. All applications go through a review process There is NO "Retroactive Credit" Approval of educational activity that has already taken place -RETROACTIVE APPROVAL" IS NOT AUTHORIZED BY NJSNA OR THE AMERICAN NURSES CREDENTIALING CENTER'S COMMISSION ON ACCREDITATION SYSTEM.

Applications are submitted to:

**NJSNA's Approver Unit
Attn: Education Department Administrative Assistant
1479 Pennington Road
Trenton, NJ 08618**