

CE ACTIVITY LATE FEES

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

45-89 DAYS

CONTACT HOURS	MEMBER	NON-MEMBER
0.5 – 8.9	\$250	\$350
➤ than 9.0 – 16.9	\$350	\$500
➤ than 17.0	\$450	\$650

All applications received less than 45 days prior to the Individual Activity presentation date will be returned
PAYMENT OF LATE FEE DOES NOT GUARANTEE THE APPROVAL OF CONTACT HOURS FOR YOUR PROGRAM

APPROVED PROVIDER FEES

Three (3) Year Approval

MEMBER	NON-MEMBER	EXPLANATION
\$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 FEES

(Late fee incurred if application is received after the required submittal date based on the 4-month grid schedule)

APPROVED PROVIDER	MEMBER	NON-MEMBER
	\$500	\$700

Please check www.njsna.org for the most up to date fees and information

APPROVED PROVIDER CONTINUING NURSING EDUCATION APPLICATION PROCESS

- 1. 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.**
2. (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.)

4-MONTH GRID QUARTERLY REVIEW CYCLES

- **December Review Cycle**
 - **Approved Providers** – Approved Providers whose status expires between the months of *April* through *June* must have their applications postmarked and submitted by December 31.
- **March Review Cycle**
 - **Approved Providers** – Approved Providers whose provider status expires between the months of *July* through *September* must have their applications postmarked and submitted by March 31.
- **June Review Cycle**
 - **Approved Providers** – Approved Providers whose provider status expires between the months of *October* through *December* must have their applications postmarked and submitted by June 30.
- **September Review Cycle**
 - **Approved Providers** – Approved Providers whose status expires between the months of *January* through *March* must have their applications postmarked and submitted by September 30.

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 Primary Nurse Planner 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 Nursing Continuing Professional Development Approval 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 Nursing Continuing Professional Development 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 NJSNA's Approver Unit that the criteria for approval of a learning activity or provider unit have been met.

Deferral (Individual Applicant) - a decision made by NJSNA's Approver Unit to delay action on an application until additional evidence and materials are submitted and reviewed.

Provisional (Approved Provider) – a decision made by NJSNA's Approver Unit for a one-year approval. Additional evidence needed to earn additional two-year approval.

Denial - a decision made by NJSNA's Approver Unit that insufficient evidence of adherence to criteria

Withdrawal – applicant's decision to withdraw an application, without prejudice to any future applications, this must be made in writing prior to the date on which an official decision is made. If application fee is still owed, though request has been received to withdrawal, application fee is still due.

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.

3. All pages of the application must be numbered in consecutive order. Applications 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**