



Memorandum

TO: Primary Nurse Planners
FROM: NJSNA Education Department
SUBJECT: Updates
DATE: June 1, 2022

IMPORTANT INFORMATION

DEAR PRIMARY NURSE PLANNERS:

The purpose of this memo is to inform you that ANCC Commission on Accreditation for Nursing Continuing Professional Development has completed a review of the 2015 criteria and requirements for all Approved Providers and Individual Applicants. The COA-NCPD has approved a non-substantive revisions of the 2015 ANCC criteria and requirements. Revisions address the repeated concerns regarding documentation burden and need for clarification within the 2015 criteria and a desire to continue to maintain alignment among accreditors of continuing education in the health professions.

All applicants may begin to implement the revised requirements immediately. Full implementation of the revised criteria and requirements is required by *July 1, 2022*.

- The ANCC Content Integrity Standards will now align with the ACCME Standards for Integrity and Independence in Accredited Continuing Education. **(New)**
 - Biographical/Conflict of Interest Form has changed to “Identification, Mitigation and Disclosure of Relevant Financial Relationships from Planners, Faculty, and Others Form”
 - Tools for identifying, mitigating, and disclosing relevant financial relationships - attached
- Tips and hints have been added to the application and planning forms.
- Examples have been provided for some of the criteria.
- Approval Statements clarification: *(effective date 1/1/2021)*
 - ***The appropriate terminology for approved providers is:***
 - [Name of Approved Provider] is approved as a provider of nursing continuing professional development by New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

- ***The appropriate terminology for approval of individual educational activities is:***
 - This nursing continuing professional development activity was approved by New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- ***The appropriate terminology for individual educational activities pending approval is:***
 - This activity has been submitted to the New Jersey State Nurses Association for approval to award contact hours. The New Jersey State Nurses Association is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

Clarifications and More

- All applications must be PDF Bookmarked according to the revised Bookmarking guidelines – see attached
- **New** – 2 Flash drives per application
 - Please ensure the application is on the flash drive
 - Passwords must be provided, if flash drive is protected
 - Properly bookmarked
 - If not, flash drives will be returned to applicant
- Eligibility Form – has been updated with payment information
- Sign in sheet – not needed as part of application submission
 - These are for your reference only
- **NO HANDWRITTEN FORMS**
 - Applications will be returned to the applicant
- Applications should not be submitted to the Accredited Approver Program Director
 - All applications must follow the approval process
 - Applications cannot be submitted via email
 - They will be returned
- All checks submitted – should note on the memo line what Applicant's/Provider Unit's name
 - If invoice is needed – please request ahead of time
 - If invoice is provided, place invoice number on check

Attached are the updated applications/planning documents that are to be used immediately and implemented by July 1, 2022.