Continuing Education Guidelines

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NAPNAP Continuing Education Guidelines

Appendices- You may download the appendices from Quick Downloads for Continuing Education Providers

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I. Overview

A. The National Association of Pediatric Nurse Practitioners' (NAPNAP) Continuing Education mission is to provide lifelong learning opportunities to support pediatric-focused advanced practice registered nurses in promoting optimal health for children.

NAPNAP is pleased to offer the service of accreditation to those providers of continuing nursing education who wish to offer NAPNAP contact hours. Adoption of the NAPNAP contact hour is voluntary. Use of the NAPNAP contact hour conveys a standard mark of quality for learning activities prepared for pediatric-focused advanced practice registered nurses (APRNs). These educational opportunities provide pediatric-focused APRNs who provide health care to children and families with the ongoing knowledge and skills needed for professional development and the provision of optimal patient care.

NAPNAP offers continuing education (CE) contact hours for programs that meet the following criteria:
1. Content is relevant to pediatric-focused APRNs
2. Content demonstrates balance, independence, objectivity, and freedom from commercial bias.
3. Adult learning principles are used to plan and implement the learning activity.
4. Content utilizes a systematic means for program development, content delivery and records maintenance.
5. Qualified faculty is used to facilitate the learning process.
6. The opportunity for evaluation is provided.

B. The NAPNAP CE contact hour is recognized as the gold standard for continuing nursing education for pediatric-focused APRNs.

NAPNAP's Continuing Education logo, , is used to indicate a NAPNAP accredited educational program. Accreditation is determined by NAPNAP's Continuing Education Committee. This logo must be placed in close proximity to NAPNAP's CE accreditation statement on all marketing materials and Certificates of Attendance. NAPNAP CE Contact Hour accreditation does *not* entitle the provider to use the NAPNAP corporate logo. NAPNAP's CE logo may only be used after official notification that the NAPNAP CE Committee determines that a program meets NAPNAP's Continuing Education criteria and conforms to NAPNAP's CE Guidelines.

C. The NAPNAP contact hour is recognized in all states that require continuing education for re-licensure. However, it is important to confirm this is applicable and current in your state. The American Nurses Credentialing Center (ANCC) includes NAPNAP in the list of accepted agencies providing formally approved continuing education hours. Additionally, NAPNAP approved continuing education is universally accepted by all Nurse Practitioner certifying bodies.

NAPNAP's Continuing Education Chair, a pediatric-focused advanced practice registered nurse, works with NAPNAP senior education staff to maintain the integrity of NAPNAP's Accreditation program by assuring that all NAPNAP accredited programs have been reviewed by the NAPNAP Continuing Education Committee (CEC). The NAPNAP CEC ensures that each program has assessed learner needs, and has been planned, implemented and evaluated while adhering to the NAPNAP CE Guidelines. The NAPNAP Continuing Education Chair and the NAPNAP Continuing Education Co-Chair:

- Develop, implement, monitor and evaluate the NAPNAP Continuing Education Program.
- Participate in the NAPNAP CE accreditation process per the NAPNAP CE Guidelines
- Work closely with NAPNAP senior education staff to award NAPNAP CE Contact Hours.
- Consult with NAPNAP senior education staff on various continuing education related questions.
- Review and approve continuing education reports
- Ensure that committee activities are reported to the Executive Board.
- Maintain relationships with other organizations to promote mutual recognition of CE mechanisms and expand CE opportunities for NAPNAP members.

The NAPNAP President appoints a maximum of 12 CEC members. The CEC is responsible for the rigorous review of all individual, chapter, SIG and agency applications. The CEC also ensures that the NAPNAP CE Guidelines are carried out in all continuing education programs that offer the NAPNAP contact hour and assures the overall integrity of the NAPNAP CE Accreditation Program. All CEC members are required to complete NAPNAP's Conflict of Interest Avoidance and Disclosure Policy at the beginning of their appointment to the committee.

Florida Board of Nursing
NAPNAP is approved as a provider of nursing continuing education by the Florida Department of Health, Division of Quality Assurance, BON Accreditation (CE Provider #: 50-8626).

California Board of Nursing
NAPNAP is approved as a provider of nursing continuing education by the State of California Board of Registered Nursing, Department of Consumer Affairs. License number CEP16770

Statement of Evidence-based Content
Educational activities that assist advanced practice registered nurses in carrying out their professional responsibilities more effectively and efficiently are consistent with the NAPNAP definition of continuing education (CE). NAPNAP accredited programs have been reviewed to ensure that all content and any recommendations, treatments, and manners of practicing health care are current, scientifically-based, valid, and relevant to the advanced practice of nursing. NAPNAP and approved NAPNAP Providers are responsible for validating the content of the CE activities they provide. Specifically, all recommendations addressing the health care of patients must be based on evidence that is scientifically sound and recognized as such within the profession. NAPNAP is not liable for any decision made or action taken in reliance upon the information provided through a NAPNAP accredited activity.

II. Levels of NAPNAP Accreditation

There are three levels of NAPNAP CE contact hour accreditation.
A. Agency Accreditation

Organizations that offer continuing education credit are eligible to apply to be accredited providers of NAPNAP CE Contact Hours. Once accredited, the agency receives a Certificate of Accreditation and is granted permission to offer NAPNAP CE Contact Hours for a three-year period. The individual agency must provide certificates of attendance to the participants. The agency must maintain the course files for all programs offered during the three-year accreditation period. The fee for an agency application is based on the number of participants who receive NAPNAP CE Contact Hours during the three-year accreditation period. Agency Provider status only enables the accredited agency to offer

NAPNAP CE Contact Hours for their programs; the agency cannot accredit continuing education programs for other organizations.

Agency application review fees are:

Number of Participants	Fee
< 100 participants	$600
100 – 199 participants	$1,200
200 – 299 participants	$2,400
300 – 399 participants	$3,600
400 – 499 participants	$4,800
> 500 participants	$6,000
Children's Hospitals	Special rates available, call NAPNAP for more info.

*Agency providers should understand that in the event the accredited agency registers more participants than noted in the tiered agreement, the additional amount will be billed at the end of the third year or earlier as warranted.

Three-Year Accreditation Process
Prospective NAPNAP CE Contact Hour providers must submit one (1) Agency Provider Accreditation Application with attachments and three (3) separate original continuing education outlines to the NAPNAP National Office for review and evaluation. Applications for new Agency Providers can include future original continuing education programs as long as **all** required information is included. Applications for renewing Agency Providers should include continuing education outlines for CE activities that took place during the most recent three-year term.

Provider Status/Guideline Compliance
NAPNAP accredits Agency Providers for a period of three (3) years. During this time, no further program applications need be submitted. It is recommended that the agency contact person complete the CE Program Planning Checklist (Appendix A) after each CE activity to ensure that all necessary documents have been collected.

Provider accreditation is not retroactive. Agency providers must adhere to the NAPNAP CE Guidelines throughout the three-year period. Provider accreditation status is dependent on compliance with the Guidelines. NAPNAP reserves the right to conduct periodic compliance and quality reviews at any time during the 3-year period. Provider status may be withdrawn at any time if NAPNAP determines that adherence to the CE Guidelines has not been maintained. Providers must maintain a summary of the programs offered during the 3-year period. *(Please see Appendix B for a sample of a Three-Year Summary)*

Provider Number Assignment
NAPNAP assigns all accredited agency providers a provider number. The assigned number may only be used by the designated provider and must appear on all correspondence sent to NAPNAP and on each advertised program conducted during the accreditation period.

Contact Person
Each accredited agency must have one designated individual who is accountable for the quality of educational programs and ensures that all aspects of the NAPNAP CE Guidelines are followed. If the contact person is not a pediatric-focused APRN, a pediatric-focused APRN consultant must be designated to provide input into the overall program planning and evaluation process. If the contact person changes during the three-year accreditation period, the agency must notify NAPNAP. If an agency is unable to locate a pediatric-focused APRN consultant to serve as a planner/reviewer, NAPNAP will designate a qualified pediatric-focused APRN to fulfill this role. The fee for this assistance is $500 per course (courses up to 8 hours). Fees for courses longer than 8 hours are determined on an individual basis.

Pending Accreditation
An agency that applies for provider status, but has not yet been accredited, may not advertise the pending accreditation.

Certificates of Attendance
Agency providers must develop a Certificate of Attendance for all courses that includes the following eleven (11) items:

1. Provider information (to include): provider name, NAPNAP provider number, provider full address.
2. NAPNAP name and address as follows: National Association of Pediatric Nurse Practitioners (NAPNAP), 5 Hanover Square, Suite 1401 New York, NY 10004
3. Name of participant, address of participant and license number (not required in all states)
4. Program title
5. Program location (facility), including city and state
6. Date(s) of offering
7. Number of NAPNAP CE Contact Hours awarded, with pharmacology (Rx) contact hours designated
8. The following notation: "Keep this certificate for your records for six (6) years. Request for duplicates certificates should be made to the [Agency Provider]"
9. Signature of current designated educational agency contact person
10. NAPNAP CE logo (may be printed in color or black/white format)
11. Accreditation statement - "This program is accredited for ___ NAPNAP CE contact hours of which ___ contain pharmacology (Rx) content, (___ related to psychopharmacology) (___ related to controlled substances), per the National Association of Pediatric Nurse Practitioners Continuing Education Guidelines." (See Appendices C1 and C2 for sample certificates)

A Certificate of Attendance must be issued to each participant who completes an accredited program. Special attention must be paid to only award credit for the time the participant attended the program. The agency must keep a participant roster on file along with one sample certificate for each program for six (6) years.

Provider Record Requirements

The agency provider must retain the following information on each program for at least six (6) years:

1. Copy of a completed sign-in roster including name and address of participants, license number of participants (not required in all states), date, title of program, and number of contact hours and Rx hours awarded (See appendix D1 for sample participant roster).

2. Identity of co-sponsors of offering (if applicable).
3. Learning outcomes/educational objectives, subject matter outline, bibliography/references, teaching methodologies, method of evaluation and faculty qualifications.
4. Faculty conflict of interest forms.
5. Verification that all disclosures were shared with the participants.
6. Summary of evaluations.
7. Sample certificate.

In addition, the agency provider is required to complete a three-year summary of courses offered (including contact hours), and number of participants (See Appendix B).

B. Chapter and Special Interest Group (SIG) Accreditation

Individual NAPNAP Chapters and Special Interest Groups (SIGs) may become accredited NAPNAP CE Contact Hour providers. Accredited NAPNAP chapters and SIGs receive a Certificate of Accreditation and have permission to offer NAPNAP CE Contact Hours for continuing education programs for a three-year period. The chapter or SIG is responsible for providing certificates of attendance to the participants and maintaining course files for all programs offered during the accreditation period. The fee for a Chapter or SIG Provider application is $350 for three years. Accredited chapters and SIGs may offer NAPNAP contact hours for their own chapter or SIG programs only. The chapter or SIG cannot accredit continuing education programs for other organizations, chapters or SIGs.

*Chapters and SIGs that are not Accredited Providers and desire accreditation for a single program are eligible for individual program accreditation. See page 9 for Individual Program Accreditation.

Three-Year Process
The Chapter or SIG desiring to be an accredited Chapter or SIG Provider of NAPNAP CE Contact Hours must submit one (1) Chapter/SIG Provider Accreditation Application with attachments and three (3) separate original continuing education outlines to the NAPNAP National Office for review and evaluation. Applications for new chapter or SIG providers can include future original continuing education programs as long as **all** required information is included. Applications for renewing chapter or SIG providers must include continuing education outlines for CE activities that took place during the most recent three-year term.

Provider Status/Guideline Compliance
NAPNAP accredits chapter and SIG providers for a period of three (3) years. During this time, no further program applications need be submitted. It is recommended that the Chapter or SIG contact person complete the CE Program Planning Checklist (Appendix A) after each CE activity to ensure that all necessary documents have been collected.

Provider accreditation is not retroactive, though NAPNAP does support chapters in an effort to avoid gaps in accreditation status. Chapter and SIG providers must adhere to the NAPNAP CE Guidelines throughout the three-year period. Provider accreditation status is dependent on compliance with the CE Guidelines. NAPNAP reserves the right to conduct periodic compliance and quality reviews at any time during the 3-year period. Provider status may be withdrawn at any time if NAPNAP determines that adherence to the CE Guidelines has not been maintained. Providers must maintain a summary of the programs offered during the 3-year period. *(Please see Appendix B for a sample of a Three-Year Summary)*

Provisional Approval Status

Chapter and SIG Providers that are unable to comply with the NAPNAP CE Guidelines, will be placed on provisional approval status. The CEC will temporarily approve the accreditation application with conditions set forth for improvement. This may require the chapter to provide additional program documentation to demonstrate adherence to NAPNAP CE Guidelines. Fulfilment of the conditions will result in approval, and the chapter will be removed from provisional status. Provisional status may also be used to assist a new chapter in gaining CE accreditation. The new chapter may complete the main application for review by the CEC. Upon approval, the new chapter must complete a continuing education program outline for the first three CE events offered by the chapter as the three sample programs. After the third sample program outline has been submitted and reviewed by the CEC, the provisional status will end, and the chapter will receive full approval. The date of their original provisional status approval will remain their approval start date, with a term lasting three years from that date.

Provider Number Assignment

NAPNAP assigns all accredited chapter and SIG providers a provider number. The assigned number may only be used by the designated provider and must appear on all correspondence sent to NAPNAP and on each advertised program conducted during the accreditation period.

Contact Person

Each accredited chapter or SIG must have one designated individual who is accountable for the quality of educational programs and ensures that all aspects of the NAPNAP CE Guidelines are followed. If the contact person is not a pediatric-focused APRN, a pediatric-focused APRN consultant must be designated to provide input into the overall program planning and evaluation process. If the contact person changes during the three-year accreditation period, the chapter or SIG must notify the NAPNAP National Office. New Chapter CE chairs should reach out to NAPNAP in advance of their application deadline for questions and to avoid lapses in accreditation. If a chapter or SIG is unable to locate a pediatric-focused APRN consultant to serve as a planner/reviewer, NAPNAP will designate a qualified pediatric-focused APRN to fulfill this role. The fee for this assistance is $500 per course (courses up to 8 hours). Fees for courses longer than 8 hours are determined on an individual basis.

Pending Accreditation

A chapter or SIG that applies for provider status, but has not yet been accredited, may not advertise the pending accreditation.

Certificates of Attendance

Chapter and SIG providers must develop a Certificate of Attendance for all courses that includes the following eleven (11) items:
1. Provider information (to include): provider name, NAPNAP provider number, provider full address
2. NAPNAP name and address as follows: National Association of Pediatric Nurse Practitioners (NAPNAP), 5 Hanover Square, Suite 1401 New York, NY 10004
3. Name of participant, address of participant and license number (not required in all states)
4. Program title
5. Program location (facility), including city and state
6. Date(s) of offering
7. Number of NAPNAP CE Contact Hours awarded, with pharmacology (Rx) contact hours designated

8. The following notation: "Keep this certificate for your records for six (6) years. Request for duplicate certificates should be made to the [Chapter/SIG Provider]"
9. Signature of current designated educational chapter or SIG contact person (this can be an FNP)
10. NAPNAP CE logo (may be printed in color or black/white format)
11. Accreditation statement - "This program is accredited for ___ NAPNAP CE contact hours of which ___ contain pharmacology (Rx) content, (___ related to psychopharmacology) (___ related to controlled substances), per the National Association of Pediatric Nurse Practitioners Continuing Education Guidelines." (See Appendices C1 and C2 for sample certificates).

A Certificate of Attendance must be issued to each participant who completes an accredited program. Special attention must be paid to only award credit for the time the participant actually attended the program. The Chapter or SIG must keep a participant roster on file along with one sample certificate for each program for six (6) years.

Provider Record Requirements
The Chapter or SIG Provider must retain the following information on each program for at least six (6) years (It is crucial to store information in a manner where it is accessible to subsequent CE chairs/coordinators at the time of application renewal, e.g., electronic files):

1. Copy of a completed sign-in roster including name and address of participants, license number of participants (not required in all states), date, title of program, and number of contact hours and Rx hours awarded (See appendix D1 for sample participant roster).
2. Identity of co-sponsors of offering (if applicable).
3. Learning outcomes/educational objectives, subject matter outline, bibliography/references, teaching methodologies, method of evaluation and faculty qualifications.
4. Faculty conflict of interest forms.
5. Verification that all disclosures were shared with the participants.
6. Summary of evaluations.
7. Sample certificate.

In addition, the chapter or SIG provider is required to complete a three-year summary of courses offered (including contact hours), and number of participants (See Appendix B) before the expiration date. This summary should be stored with the chapter's other program information for the renewal period.

C. Individual Program Accreditation

An individual organization, chapter or SIG desiring to provide NAPNAP CE Contact Hours for an individual CE program [to be given one time only (or for multiple presentations)] may have the individual program reviewed for eligibility for NAPNAP CE Contact Hours. The fee for review of an individual program is based on the length of the program. Review of a standard individual program application takes six weeks and must take place in advance of the individual program date. **NAPNAP will not begin the review of an individual program application until all application items have been received.**

Individual program application review fees are:

Number of NAPNAP CE Contact Hours	Fee
1.0 – 5.0 NAPNAP CE Contact Hours	$75

5.1 – 10.0 NAPNAP CE Contact Hours	$125
10.1 – 20.0 NAPNAP CE Contact Hours	$175
20.1 or more NAPNAP CE Contact Hours	$250
Additional expedited review fee: For review of packets submitted with less than 4 weeks required turnaround time.	$50

Once accredited, the NAPNAP Agency will serve as the provider for the individual program. NAPNAP will provide one electronic copy of the certificate of attendance to the individual organization, chapter or SIG for duplication and distribution at the program.

Additionally, any organization, chapter or SIG who has been granted individual program accreditation must submit an electronic list (in Excel or csv format) of participants to the NAPNAP National Office for recording. *(Please see Appendix D2 for a sample participant roster).* NAPNAP maintains individual course files at the National Office.

NAPNAP charges an administrative recording fee to record the participants into the NAPNAP database and to maintain the program files at the National Office. The recording fee schedule is below.

Recording Fees	Member	Nonmember
Chapter or SIG Individual Program	$0	$0
Organizational or Industry Sponsored Individual Program	$15	$15
Journal of Pediatric Health Care Pharmacology (Rx) CE Programs	Free (online post-test)	$10 (online post-test)

All individual programs must be recorded by NAPNAP. NAPNAP CE Contact Hours are not awarded until the required records and the recording fees are submitted.

Accreditation Process
NAPNAP CE Contact Hour providers must submit the Individual Program Application and one (1) original continuing education outline for the prospective individual program to be given one time only (or for multiple presentations).

Note: If NAPNAP does not accredit a provider, NAPNAP will return the Provider Application with a list of areas needing improvement and a request for the submission of missing items, if applicable. Applicants may submit a revised application.

Contact Person
Each accredited chapter or SIG must have one designated individual who is accountable for the quality of educational programs and ensures that all aspects of the NAPNAP CE Guidelines are followed. If the contact person is not a pediatric-focused APRN, a pediatric-focused APRN consultant must be designated to provide input into the overall program planning and evaluation process. If the contact person changes during the three-year accreditation period, the chapter or SIG must notify the NAPNAP National Office.   New Chapter CE chairs should reach out to NAPNAP in advance of their application deadline for questions and to avoid lapses in accreditation. If a chapter or SIG is unable to locate a pediatric-focused APRN consultant to serve as a planner/reviewer, NAPNAP will designate a qualified pediatric-focused APRN to fulfill this role. The fee for this assistance is $500 per course (courses up to 8 hours). Fees for courses longer than 8 hours are determined on an individual basis.

Pending Accreditation

If a provider applies for individual program accreditation and it is necessary to print and distribute promotional materials for the program before receiving accreditation, NAPNAP provides the following verbiage for use by providers: "This program is pending accreditation by the National Association of Pediatric Nurse Practitioners (NAPNAP) for NAPNAP CE contact hours, of which _____ is/are pharmacology (Rx) content, (___ related to psychopharmacology) (___ related to controlled substances)." Not all programs are approved for accreditation. It is appropriate to use the CE logo **only after** receiving official notification of individual program accreditation.

Certificates of Attendance

NAPNAP keeps a sample certificate for each program for six (6) years. NAPNAP provides one electronic copy of the certificate of attendance to the individual organization, chapter or SIG for duplication and distribution to each participant who attends. Special attention must be paid to only award credit for the time the participant attended the program. (See Appendices C1, C2, Sample Certificate of Attendance)

Provider Record Requirements

For individual programs, NAPNAP is the agency provider and will maintain the required records.

Post Program Materials

Individual Providers must submit their post program materials due 4 weeks after their CE event
Post program materials include:
- Participant List with NAPNAP ID (if applicable),
- Evaluation Summary
- Copy of the certificate that was distributed.

D. Refund Policy

Fees submitted to NAPNAP with CE applications are non-refundable. Any questions about this policy should be addressed prior to application submission.

III. The NAPNAP CE Contact Hour

Accredited programs provide NAPNAP CE Contact Hours. One NAPNAP CE Contact Hour equals sixty (60) clock minutes. The CEU (Continuing Education Unit) is not used by NAPNAP. The terms contact hour and CEU are not interchangeable. *Please assure that all continuing education credit is identified as contact hours, not CEUs.*

A. *Calculating contact hours*: The number of contact minutes (minutes spent engaged in an educational activity – see *Educational activities and Contact Hour Eligibility* below) should be totaled and divided by 60 to determine the number of contact hours.

B. *Partial hours*: A contact hour is defined as 60 minutes. If an entire educational activity is equal to less than 60 minutes, partial contact hours may be awarded. The minimum number of contact hours that may be awarded for educational activities is 0.25 (15 minutes). Contact hours are to be awarded in units using two decimal places or less. If rounding is necessary to reach a one or two-decimal figure, the contact hours should be rounded DOWN to avoid credit being awarded for time not spent in education.

Examples:

- One-quarter (0.25) contact hour equals a minimum of fifteen (15) minutes.
- One-half (0.5) contact hour equals a minimum of thirty (30) minutes.
- Three-quarter (0.75) contact hour equals a minimum of forty-five (45) minutes.
- One (1) contact hour equals a minimum of sixty (60) minutes.

Contact hours should not be awarded to participants who only attend a portion of an educational activity.

C. Educational activities and Contact Hour eligibility:
Eligible for contact hours: Introduction to course learning outcomes/educational objectives, classroom time led by faculty or time spent participating in a non-instructor led course and time allotted to the learning assessment and evaluation processes (if distributed onsite). The educational activity must include education relevant to the continuing education of pediatric-focused APRNs. If a poster session occurs during a lunch break, calculate only the time allotted for viewing posters (see how to award poster session credit on page 22 under Poster Sessions. *Ineligible for contact hours:* Small breaks, lunches and meetings.

D. Pharmacology (Rx) content: Pharmacology contact hours must be clearly identified in the program description. Learning objectives should clearly reflect the educational activity that contains pharmacology content. (See Appendix E1 for an example of how to document). The program planner must carefully review the content to ensure the amount of pharmacology content is accurate. Minimum pharmacology content can be offered in increments of 15 minutes or 0.25 contact hours. **The amount of program pharmacology content should be indicated on the CE certificate and on advertising materials**. The pharmacology content indicates the portion of the total program that focuses on pharmacology content and **should not** be added to the contact hours awarded for the whole program. For example: a 60-minute presentation with 15 minutes of pharmacology content, would be accredited for 1.0 contact hour, of which 0.25 contains pharmacology (Rx) content. The 0.25 is not added to the 1.0 contact hour, but actually represents a portion of the total program.

Psychopharmacology hours (Ψ) must also be identified when a portion of the pharmacology content relates to psychotropic agents. To qualify for this designation, content must focus on opportunities related to the use of medications and other substances utilized for their effect on behavior and the mind, particularly in the context of treatment of mental disorders, and the indications, contraindications, use, dosing, monitoring and adverse effects.

Note: The psychopharmacology content indicates the portion of the pharmacology content that focuses on psychotropic agents and **should not** be added to the contact hours awarded for the whole program. Learning objectives should clearly reflect the educational activity's psychopharmacology content. (See Appendix E1 for an example of how to document). Continuing education that includes learning opportunities related to the use of medications and other substances utilized for their effect on behavior and the mind, particularly in the context of treatment of mental disorders, and the indications, contraindications, use, dosing, monitoring and adverse effects of those medications are examples of content that could be approved for psychopharmacology contact hours.

Controlled Substance hours (Ⓢ) must also be identified when a portion of the pharmacology content relates to controlled substances. To qualify for this designation, content must focus on the use of controlled substances, management of patients receiving controlled substances (including side effects and drug interactions) and ethical and regulatory issues pertinent to the prescribing of controlled substances.

Note: The controlled substance content indicates the portion of the pharmacology content that focuses on prescribing controlled substances and **should not** be added to the contact hours awarded for the whole program. Learning objectives should clearly reflect the educational activity's controlled substance content. (See Appendix E1 for an example of how to document). Controlled substance continuing education includes learning opportunities related to Schedule I-V controlled substances https://www.dea.gov/drug-scheduling

See appendix E1 for content that could be approved for pharmacology, psychopharmacology and controlled substance contact hours.

IV. Program Requirements
A. Needs Assessment/Program Topics

Educational programs must respond to identified learning needs. Learners' needs must be assessed, and educational programs developed to meet these needs. Learning needs represent a void between existing knowledge and skills and/or desired knowledge and/or skills. Examples of systematic methods for assessing learning needs are: "As part of the evaluation form for a CE program there was a question about future learning needs" "An annual member survey suggest the need for…". The educational program/learning objectives should reflect the identified gap.

B. Announcement of NAPNAP CE Contact Hour Programs

All NAPNAP providers are expected to provide promotional material for educational activities. For the learner to determine if the educational activity is appropriate for their learning needs, the promotional material must contain the following items: *Program Title, Date and Time, Location, Speaker (with credentials), Learning Outcomes/Educational Objectives, NAPNAP's CE logo and Disclosure of any Course Sponsors (refer to page 17 on Sponsored Programs).*

NAPNAP provides the CE logo to accredited programs, agencies, chapters and SIGs. In the program announcement, this logo must be placed in close proximity to NAPNAP's CE accreditation statement and include the number of contact hours. This statement should be listed as:

"This program is accredited for ___ NAPNAP CE contact hours of which ___ contain pharmacology (Rx), (___ related to psychopharmacology) (___ related to controlled substances), content per the National Association of Pediatric Nurse Practitioners Continuing Education Guidelines."

See page 11 for a statement regarding pending accreditation.

All promotional materials must provide contact information to obtain additional information about the program (i.e., phone number, email, etc.).

C. <u>Learning Outcomes/Educational Objectives</u>

Providers are required to submit learning outcomes/educational objectives with the accreditation application. When applying for accreditation of a single topic presentation, the learning outcomes/educational objectives must correspond to the submitted presentation. When applying for accreditation of a multi-session conference, the learning outcomes/educational objectives for each presentation may be submitted, or alternatively, the overall conference learning outcomes/educational objectives may be submitted. The course outline must be guided by learning outcomes/educational objectives. Specific learning outcomes/educational objectives help determine learning experience expectations.   Learning outcomes/educational objectives should include four major elements.

1.   Audience: A description of the person(s) for whom the objective is intended (who is the learner?).
2.   Behavior: A description of the observable actions/behavior that the learner is to perform or exhibit (what will be accomplished?).
3.   Conditions: An outline of the conditions under which the students will perform or exhibit the actions/behavior or the factors affecting them (when will it be accomplished?).
4.   Degree: Specification of the level of achievement indicating acceptable performance (how well will it be done?).

(For additional information and examples of measurable outcomes/objectives, see Appendix E)
It is recommended to use The Educational Planning Table for the accreditation application, see Appendix E2

D. <u>Subject Matter</u>

Continuing education must provide professional learning experiences that are developmental to strengthen knowledge, clinical skills, and professional facets of the participants, which will lead to the participant's ability to provide quality health care. Continuing education content is not organization specific and can be applied in a variety of practice and professional settings. Continuing education must meet the following criteria to be eligible for awarding NAPNAP contact hours:
- Content must be beyond basic knowledge.
- Content must be able to be generalized regardless of employment or professional setting.
- Content must enhance the professional development and/or performance of the participant.

NAPNAP continues to expand its commitment to evidence-based, pediatric-focused advanced practice registered nursing education. Continuing education for clinical topics must be based on the best available evidence. Evidence can include research, integrative reviews, practice guidelines, quality improvement data and case studies. Evidence-based learning requires teaching-learning in the cognitive, psychomotor and affective domains to transmit the necessary critical thinking and other skills to maximize patient care. (Shultz, C. (2012). *Building a Science of Nursing Education: Foundation for Evidence-Based Teaching-Learning.* Lippincott Williams & Wilkins).

Continuing education for professional development topics must aim to enhance professional and leadership skills. Topics in leadership theory, ethics, fiduciary responsibilities, research methodology and quality improvement are examples of the types of topics that are eligible for awarding NAPNAP contact hours.

The outline of the subject matter must correspond to each outcome/objective and be appropriate for the continuing education of pediatric-focused APRNs. Each content section should support the intended learning outcomes/objectives. Material outlined must be consistent with the time allotted to meet the outcomes/objectives. Sufficient information needs to be in the outline for a member of the CEC not attending the program to be assured that the objectives could be met within the presentation. Currency and accuracy of the subject matter should be documented by references/bibliography within five (5) years of publication (except for classic or seminal references).

E. Faculty Expectations

It is important that faculty is well trained in the subject matter. Faculty **must** provide a current curriculum vitae or biographical sketch as evidence that they have academic preparation and/or experience in the subject matter/topic area. These documents must accompany the signed faculty disclosure form. Faculty must understand the purpose of the educational activity and be able to effectively communicate with their audience.   Organizers should select or approve a sufficient number of faculty (authors or speakers) to ensure the activity can be conducted adequately. If a person is not necessary to complete the activity, they should not be approved for participation by the organizer.
1. All faculty must refer to the current evidence relevant to the topic.
2. Faculty are expected to identify the type and strength of evidence available to support the practice recommendations included in their presentations.
3. The focus of most presentations should be the application of current evidence to practice and implications for practice changes.
4. Evidence must be clearly cited on slides, handouts and reference lists so that members of the audience may access the evidence at a later date.

F. Teaching Strategies

Adult learning principles must guide teaching strategies. Strategies include:
1. Goal–orientation, with content organized by clearly defined elements
2. Relevant, including knowledge acquisition that applies to the learner's work or is of value to them.
3. Practical, including respect for the learner. Instructors must acknowledge the wealth of experiences that adult participants bring to the program.
4. Instructional methods that appeal to diverse learning styles.
5. Active involvement of learners, including the opportunity to process learning and receive feedback.

G. Faculty/Compensation

It is appropriate for faculty at conferences or meetings to accept reasonable honoraria and to accept reimbursement for reasonable travel, lodging and meal expenses. When travel is required, reimbursement should be given only to cover a length of stay that is commensurate with the amount of time the faculty's presence is required. It is also appropriate for consultants who provide genuine services to receive reasonable compensation and to accept reimbursement for reasonable travel, lodging and meal expenses. The payment of honoraria to faculty of the organizer's sponsored activities will be tailored based on the amount of work expected from the faculty. In addition, other criteria such as the specialty of the faculty and their national prominence should be considered.

H. Faculty Contact Hours

Presenters and authors may earn contact hours for their preparation of a presentation if they approach this as an independent learner directed activity. An independent learner directed activity is where the learner takes the initiative, with or without the help of others, in assessing their learning needs, formulating learning goals and objectives, identifying materials and resources for learning, choosing and implementing appropriate learning strategies and evaluating learning outcomes. The formula for granting such credit is 2 *NAPNAP Contact Hours* per hour of interaction (or a 2:1 ratio). Like other *NAPNAP Contact Hours* awarded based on time metrics, credit can be designated in 15-minute increments.

Policy for calculating faculty contact hours
1. Faculty may be awarded two (2) NAPNAP Contact Hours for each hour of content developed for a live or online activity.
2. Faculty may not claim simultaneous credit as learners for sessions at which they present; however, they may claim participant credit for other sessions they attend as learners at a designated live activity.
3. Credit may only be claimed once for initial presentation/activity.
4. Repeated or archived presentations are not eligible for credit.
5. Credit may only be applied for after participant credit for the presentation/activity has met all requirements and subsequently has been approved.

I. Venue

NAPNAP CE Contact Hour providers must provide an environment that is conducive to learning. Venue selection should be based on meeting/conference facilities and not based on the social amenities available.

J. Identifying and Resolving Conflicts of Interest

NAPNAP providers must be responsible for choosing faculty and approving CE content. To assure that all educational activities have balance, independence, and objectivity, all faculty presenters are required to complete a faculty declaration form and disclose to participants the presence of significant relationships with commercial companies whose products are discussed in their presentations. This disclosure requirement should be reported for at least two years beyond the termination of any consultant or speaker arrangement. Significant relationships include receiving research grants, consultancies, honoraria and travel, or other benefits from a company or having a self-managed equity interest in a company. NAPNAP CE providers must ensure that learners are aware of commercial support provided in the form of educational grants and any relevant financial relationship(s). Faculty must include the name of the individual, the name of the commercial interest(s) and the nature of their relationship with each commercial interest. For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist. 'Disclosure' must never include the use of a trade name or a product-group message. Presenter must disclose the presence or absence of significant relationships to learners prior to or at the beginning of the educational activity. (See appendices F, F1 and F2)

Additionally, all those involved in the planning of, or those who are in a position to control the content of a CNE activity, must disclose all relevant financial relationships with any commercial interest.

Any individual who refuses to disclose relevant financial relationships is disqualified from being a planning committee member, faculty or an author of the program. They also cannot have control of, or responsibility for, the development, management, presentation or evaluation of the educational activity.

Should a NAPNAP provider determine that a conflict of interest exists because of a financial relationship a planner, author or presenter, or their spouse/partner may have, the provider must resolve the conflict prior to the offering. The activity and review of the content must conclude that content is unbiased, scientific and objective. Circumstances that create a conflict of interest occur when an individual has an opportunity to affect CNE content about products or services of a commercial interest with which there is a financial relationship.

Each faculty member's conflict of interest will be resolved on an individual basis.

K. <u>Sponsored Programs</u>

When there is commercial support for an educational activity, the commercial supporter's role is to facilitate conduct of the activity by providing funding. The commercial supporter cannot take the role of non-accredited partner in a joint sponsorship relationship. The NAPNAP Provider (individual organization, chapter, SIG or Agency) may receive financial support for some CE activities in the form of educational grants. The terms, conditions, and purposes of the commercial support must be documented in a fully executed, written agreement between the commercial supporter that includes the provider and its educational partner(s), if applicable. The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support. Any such support for a CE activity will be prominently and clearly disclosed in advance to participants. If required by the Funder, NAPNAP can sign the Letter of Agreement (LOA) as the Accredited Provider of the educational activity, if NAPNAP is amendable to all components of the letter. NAPNAP provides the service of reviewing and approving the LOA as the accredited provider for a fee of $150 for NAPNAP Chapters and SIGs. For other NAPNAP providers, the fee is based on the funding amount.

The NAPNAP accredited provider is responsible for content and scientific integrity of all accredited CE activities. NAPNAP staff and the CEC review such programs to assure that discussion of data regarding products of a company providing the educational grant are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on their products and any alternative products. A NAPNAP provider cannot be required by a supporter with a commercial interest to accept advice or services concerning teachers, authors, steering committee members or other education matters, including identification of CE needs, determination of educational objectives, selection of content and educational methods, and evaluation of the activity, from a commercial supporter as conditions of contributing funds or services. Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CE activities. Product-promotion material or product-specific advertisement of any type is prohibited in or during CE activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CE.

NAPNAP requires all CE activities to comply with the *AdvaMed Code of Ethics on Interactions with HCPs* that governs the interactions between medical technology companies and the individuals or entities that provide healthcare services to patients or that purchase, lease, recommend, use, or

prescribe medical technologies in the United States. NAPNAP was the first nursing organization to sign the **Council of Medical Specialty Societies (CMSS) Code for Interactions with Companies,** pledging to be more transparent in dealings with pharmaceutical and medical device manufacturers and other for-profit companies in the health care field. The societies that are adopting the CMSS Code for Interactions with Companies agree to establish and publish conflict of interest policies as well as policies and procedures to ensure separation of program development from sponsor influence. The Code for Interactions with Companies is available on the CMSS Web site at https://cmss.org/code-signers-pdf/.

NAPNAP requires all CE activities to comply with the Pharmaceutical Research and Manufacturers of America (PhRMA) *Code on Interaction with Healthcare Professionals* to guide NAPNAP providers in our understanding regarding how to properly interact with Industry Sponsors:
- Any financial support should be paid to the NAPNAP accredited provider, which can use the funding to reduce the overall CE registration fee for all participants.
- The NAPNAP provider should follow standards for commercial support established by the Accreditation Council for Continuing Medical Education (ACCME) or other entity that may accredit the CE.
- The sponsoring company may not offer direct or indirect financial support to cover the costs of travel, lodging or other personal expenses of non-faculty Health Care Providers (HCPs) attending CE.
- Financial assistance for scholarships or other educational funds to permit nurse practitioner students and other HCPs in training to attend carefully selected educational conferences may be offered so long as the selection of individuals who will receive the funds is made by the academic or training institution.
- Providing HCPs with items that do not advance disease or treatment education is not appropriate, even if these items are practice-related items of minimal value, such as clipboards, pens, mugs or similar items with or without company logos or product names printed on them.

For more information on the most recent PhRMA Code on Interactions with Healthcare Professionals, please visit https://www.phrma.org/en/Codes-and-guidelines/Code-on-Interactions-with-Health-Care-Professionals.

Printed Materials:
The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind", the nature of the support must be disclosed to learners. 'Disclosure' must never include the use of a trade name or a product-group message.   Commercial support of promotional and program material should be identified as follows: "This program is supported by an educational grant from XYZ Corporation".

Print or electronic information distributed about the non-CE elements of a CE activity include information that is not directly related to the education of the learner, such as schedules and content descriptions, may include product promotion material or product-specific advertisement. Advertisements and promotional materials shall not be interleafed within the pages of the CE content. Advertisements and promotional materials may face the first or last pages of printed CE content if these materials are not related to the CE content they face **and** are not paid for by the entities with commercial interests in the CE activity.

Computer-based Materials:
Advertisements and promotional materials shall not be visible on the screen at the same time as the CE

content and shall not be interleafed between computer 'windows' or screens of the CE content.

Audio and Video Recorded Materials:
Advertisements and promotional materials shall not be included within the CE. There should be no 'commercial breaks.'

Live Events:
The following policy governs all in-person, sponsored NAPNAP CE Contact Hour activities:
- NAPNAP retains ultimate control of a CE activity and all participant generation functions related to the activity.
- Representatives of commercial supporters may attend the activity but may not engage in sales activities while in the same room where the CE activity takes place.
- Commercial supporter may *never* waive or pay the participants' registration fee or use the activity as a means of detailing products or discussing non-FDA approved or investigational use of any drugs or products.
- Commercial supporter distributors may not offer potential participants any monetary or gift incentives to generate participation in a CE activity.
- No commercial promotional materials shall be displayed or distributed in the same room where a CE activity takes place either prior to, during or immediately following the activity.

In sponsored, live programs, it is important to ensure that neither the sponsors, nor their representatives, are using these activities to influence organizers, faculty, participants or others in a position to generate business for the sponsor or to control the content of the program. Commercial exhibits and advertisements are promotional activities and not continuing nursing education. Social events or meals at CE activities cannot compete with or take precedence over the educational presentation or events.

The content or format of a CE activity or its related materials must promote improvements or quality in health care and not a specific proprietary business interest of a commercial supporter. Presentations must give a balanced view of therapeutic options. Use of generic names contributes to this impartiality. Educational materials that are part of a CE activity, such as slides, abstracts and handouts, shall not contain any advertising, trade name, or a product-group message. If the CE educational material or content includes trade names, when available, trade names from several companies should be used, not just trade names from a single company.

L. **Evaluation Tools**

NAPNAP providers are required to develop a tool that requests the participants to evaluate at least the following items:

1. Ability to meet the course learning outcomes/educational objectives.
2. Accuracy and/or currency of the subject matter.
3. Effectiveness of the teaching method selected.
4. Faculty's ability to present the material in an understandable manner.
5. Appropriateness of the educational level of the program.
6. Effective use of time (evaluation of home study courses must request participants to document the actual time spent in completing the program).
7. Degree to which the program met the learner's professional educational needs.
8. Evaluation of the physical learning environment.

9. Assessment of perceived commercial bias and conflict of interest
10. Verification that relevant financial relationships (or lack of relationships) and commercial support were disclosed.

Additional information that may help the NAPNAP provider to determine the projected change in behavior from participation in the program. The evaluations should be reviewed and summarized by the program coordinator at the end of the program. Information from the evaluations should be considered when planning future programs. [See attached Appendix G1: Evaluation for program with multiple speakers; Appendix G2: Evaluation for single topic presentation]

M. <u>Long Range Plan/Ongoing Evaluation</u>

NAPNAP providers must have a long-range plan for evaluating their continuing education program. There should be a mechanism to ensure the following:

1. An assessment of learner needs, and program development based upon need assessment.
2. A planning process that includes analysis of needs assessment data and goal setting.
3. A designated procedure for implementing programs. The procedure should include how faculty are selected and contracted, and how content and bibliography are determined.
4. A mechanism to evaluate content, faculty and the learning process. Information from the evaluations should be shared with the faculty and incorporated into course revisions.
5. NAPNAP providers must have a committee, group or individual who is responsible for developing and administering the continuing education activities.

V. <u>Registration Guidelines</u>

NAPNAP providers are required to register each participant attending the program. Registration information should include:

- Participant's name and full credentials
- Participant's contact information, including mailing address, phone number and e-mail address

VI. <u>Self-Paced or Self Study Continuing Education Programs</u>

Non-traditional learning alternatives may be implemented. Examples of self-study programs include journal articles, video recorded programs (CD, DVD) and online continuing education.

<u>Procedure for determining number of contact hours</u>

For programs where participants learn and progress at their own pace, the NAPNAP provider is required to establish a standard number of contact hours to be awarded for all participants. A provider desiring to introduce a self-study program must have a minimum of five (5) individuals complete the course and record the length of time to complete the learning activity. Time includes review of the content, completion of post activity assessment and provision of feedback. A provider should keep a record of the name and credentials for each individual serving as a reviewer. Contact hours awarded for the program should be determined by averaging the length of time for the sample group. The NAPNAP provider must maintain records of the data used in deciding the number of contact hours to be awarded for participating in an activity. Alternatively, to calculate recommended contact hours, the following factors can be considered:

1. Word count (a general rule of thumb is 6,000 words equals 1.0 hour of instruction)
2. Test Questions (generally, a minimum of 6 questions are required for 1.0 contact hour)
3. Content difficulty (may increase/decrease contact hours even if it does/does not meet the standards listed above)

NAPNAP providers should include a question in their participant survey that asks participants to report the amount of time spent on an activity. Providers should continue to monitor the amount of time it takes participants to complete the program and adjust contact hours as necessary. For programs where there is participation in a timed activity (e.g., watching a video or completing a timed online program) the actual amount of time required to complete the activity should be used to calculate the contact hours.

Procedure for evaluating learning

In self-study programs, there must be a mechanism to evaluate when learning has been completed. Usually, a post-test with a minimum required score is used to document learning. NAPNAP recommends a minimum of 6 – 8 questions for every contact hour with a passing score of at least 70%. Participants are allowed three attempts to achieve a passing score.

Procedure for issuing a Certificate of Attendance

Once the self-study program is completed, the provider must have a mechanism to issue a certificate of attendance and to document course completion.

Policy for length of time the participant is granted to complete a course

All self-study programs must have a policy that states how long the participant may have to complete the course. The deadline for completion must be documented in the course materials.

Policy for updating the course

All self-study programs need to be reviewed for currency, accuracy and completeness on a regular basis, with revision as needed. Usually, program content is not relevant for more than one year. For topics where there are frequent changes (i.e., immunizations, pharmacology) the one-year revision period may be too long. For topics where there is little change (i.e., growth and development), a longer period may be appropriate. The NAPNAP provider is responsible for having a policy for revising and updating courses as appropriate.

Teleconferences/Video Conference

Teleconferences are not considered a self-paced or self-study course. Because the course is given in real time and the participant can interact with the faculty and ask questions, it is considered a live program. However, if the course is not in real time (i.e., prerecorded), then it is considered self-study and requires a post evaluation process. Read more about virtual conferences with an on-demand listening option under Virtual Conference.

Virtual Conference

NAPNAP accredited providers may host continuing education presentations (e.g., webinars, conferences) in a virtual format when necessary and offer NAPNAP CE contact hours. It will be necessary to collect all the same required continuing education information for virtual presentations. Providers have the option of selecting from many available virtual platforms and hosts (e.g., Zoom, GoToMeeting, etc.). NAPNAP does not require or recommend any specific virtual partner or platform.

- **Safety**-NAPNAP recommends that Providers review safety and security tips shared by their virtual partner to avoid any issues with hackers or uninvited guests during their event. It is recommended that pre-registration RSVPs are collected, so that only those pre-registering may receive the invitation and direct link to the event platform.
- **Track attendance**- Providers may track attendance in a variety of ways depending upon the platform selected. If the virtual partner can provide analytics on the activity of individual participants during the event, this data can be used to demonstrate participation in a virtual setting. Participant lists displayed during the virtual event may also be used to verify attendance. It is not required that participants show their video, because not all virtual platforms offer this option to attendees. The CE Contact Person may choose to be in attendance and record all participants that are present during the event, and for this reason the Provider should suggest that participants display a screen name or participant name that will help identify them during the event.
- **On-Demand period**- When a continuing education presentation is offered as a live virtual event, and then recorded to be accessed by additional participants during a time-limited on-demand period, it is not required to administer a post-test to the participants. Post event surveys/evaluations are still required to award CE contact hours to virtual participants.
- **Certificates**- Providers may distribute certificates to participants after completion of the post event survey/evaluation using various methods (e.g., survey monkey with downloadable certificate). Providers may also use capabilities available within the virtual platform to distribute certificates, if available.
- **Record keeping**- Agency and Chapter Providers are responsible for maintaining all continuing education records pertaining to the virtual presentation, outlined in the CE Guidelines. Individual Program Providers are responsible for submitting all continuing education records for the approved virtual presentation to NAPNAP as outlined in their letter of approval.

Poster Sessions

NAPNAP CE Contact Hours may be approved for poster sessions only if there is a determined method to evaluate learning and monitor time spent in participation. To be awarded poster session credit, the session must include complete information for each poster to be presented including: Title, Presenter's qualifications and Learning Outcomes/Educational Objectives (Note: Objectives can be individualized for each poster, or alternatively a set of objectives for the entire poster session may be provided.) An evaluation form must be provided to evaluate the poster session. Based on an estimate a learner takes approximately six minutes (0.1 contact hour) to review a poster. A poster session must offer an overall minimum of .25 contact hour. The provider must continue to monitor participants about the length of time for their completion of the poster CE activity.

Medical Mission Trips

NAPNAP does not provide accreditation for medical mission trips. If a medical mission trip includes classroom learning time, the policy can be reviewed on an individual basis.

Preceptorships

NAPNAP does not provide accreditation for precepting students.