



A Community of Exceptional Nurses

Continuing Education Policy Supplement for California AACN Chapter

AACN Program Approval Department

Email: programapproval@aacn.org

Continuing Education Policy Supplement: California AACN Chapter

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AACN Statement

Chapters are an integral part of the American Association of Critical-Care Nurses; therefore, AACN approves AACN Chapter programs presented in California. AACN is approved by the California Board of Registered Nursing, Provider Number CEP1036. Non AACN Chapters are not eligible for California approval.

California Chapter programs must meet all ANCC defined criteria as outlined in the [Continuing Education Policy for Individual Activity Applicants](#), as well as all additional requirements outlined in this policy supplement. This policy supplement is to address requirements unique to California AACN Chapters.

Eligibility

Course Content Requirements

All programs must be at least one hour (60 minutes) in length, with at least 50 minutes of instruction in an organized learning environment. Hours may NOT be rounded for programs presented in California. The content of all continuing education courses must be relevant to the practice of registered nursing and must be related to the scientific knowledge and/or technical skills required for the practice of nursing, or related to direct and/or indirect patient/client care. Learning experiences are expected to enhance the knowledge of registered nurses at a level above that required for licensure.

For acceptable topics, see [Acceptable Course Content](#). For unacceptable topics, see [Unacceptable Course Content](#).

Presenter Requirements

Registered nurse instructors need to have a current valid license, be free from any disciplinary action by the Board, and be knowledgeable, current and skillful in the subject matter as demonstrated by a baccalaureate or higher degree from an accredited college or university and validated experience in the subject matter, or experience in teaching similar subject material within the past two years, or at least one year's experience within the last two years in the specialized area in which they are teaching.

Non-nurse instructors must be currently licensed or certified in the area of expertise if appropriate and show evidence of specialized training in the subject area and have at least one year's experience within the past two years in the practice of teaching of the specialized area to be taught.

Individual Activity Approval Statements

Advertisement Requirements

All advertisement documents must include:

- The policy regarding refunds (including time lines) for non-attendance by the registrant.
- A clear, concise description of the course content, objectives, or both.
- The provider's name as on file with the CA BRN: The American Association of Critical-Care Nurses.
- The appropriate approval statements as outlined below.

If advertising is released prior to approval and after an application has been submitted and paid to AACN, the following statements must be used:

- *The American Association of Critical-Care Nurses is approved by the California Board of Registered Nursing, Provider Number CEP1036.*
- *This activity has been submitted to the American Association of Critical-Care Nurses for approval to award contact hours. The American Association of Critical-Care Nurses is accredited as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.*

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If the advertising is to be released after approval is received, the following statements must be used:

- *The American Association of Critical-Care Nurses is approved by the California Board of Registered Nursing, Provider Number CEP1036 for ___ contact hours.*
- *This nursing continuing professional development activity was approved by the American Association of Critical-Care Nurses, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*
- *Approval refers to recognition of continuing education only and does not imply AACN or ANCC approval or endorsement of the content of this educational activity.*

Submitting Your Program

Submission

Prior to approval, applicants must submit the following additional documents with their online application:

- All course instructor curriculum vitae or resumes.
- Example advertisement documents with the California specific requirements listed above.
- A document outlining the following:
 - Refund policy regarding non-attendance.
 - Notification process if course is canceled.
 - Time period within which the full or partial registration fee will be refunded.

When entering sessions descriptions into the online application, the course objectives must be included. This is separate than the ANCC requirement for overarching learning objectives. For California programs, both must be documented.

TIP SHEET

OUTCOMES vs OBJECTIVES

Outcomes and objectives are often confused and used interchangeably in developing NCPD activities and providing documentation. These terms are not interchangeable and have different implications in educational design.

OUTCOMES	OBJECTIVES
A statement describing the overall goal for learners at the end of the educational activity.	Defines the content of an educational activity.
Must be quantifiable and able to be measured.	Highlights the topics that will be discussed during the presentation.
Is based on the professional practice gap and underlying educational need.	Is focused on content delivery.

Completing Your Program

Certificate of Completion

The Chapter is responsible for filling in ALL information on certificates. Distributing blank certificates is not permitted. Certificates must be distributed within ninety (90) days. A copy of **every** certificate distributed must be submitted as part of the Post Activity Report.

The certificate or document MUST include:

- Title and date of the educational activity
- Name and address of provider of the educational activity (web address or full mailing address)
- Number of contact hours awarded
- Participant name
- Participant RN license number
- Signature of instructor or provider designee
- The following THREE statements:
 - *This nursing continuing professional development activity was approved by the American Association of Critical-Care Nurses, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*
 - *The American Association of Critical-Care Nurses is approved by the California Board of Registered Nursing, Provider Number CEP1036.*
 - *This document must be retained by the licensee for a period of four years after the course concludes.*

Credit for completing part of a course may NOT be granted. Thus if a person attending the course leaves before the course is over, they are not to be issued a certificate of completion. It is recommended for multiple day courses that the course be broken into several segments and provide contact hours for each segment successfully completed.

Post Activity Report

As part of the Post Activity Report, applicants must submit the following additional documents:

- Copies of **ALL** certificates issued to **ALL** Registered Nurse attendees **with** license number or other identification of RNs taking the course.
- If a program is repeated within the 2-year approval period, the applicant must notify AACN of each time and place the program is given, and submit ALL certificates issued to ALL Registered Nurse attendees.