

# AACN Chapter Agreements |

Commercial Support Agreement vs. Chapter Business Contract

Not sure which you need? You may need both.

These are two **separate** documents that serve very different purposes. Both may be required for the same event — one does **not** replace the other.

## Commercial Support Agreement

Governs the relationship between an ineligible company and a CE Contact Hour activity.

### ✓ When you need it

- CE Contact Hours are being approved through AACN Program Approval AND an **ineligible company** is providing support.
- Must be submitted before CE Contact Hours can be approved.

### ✗ When you don't need it

CERP-only programs.

A vendor or local agent is awarding the CEs.

Support is coming from an **eligible company**.

### ! Does NOT

- Protect the chapter financially or legally.
- Apply to eligible companies.

### ■ Program Approval impact

REQUIRED — CE Contact Hours will not be approved without it on file.

## Chapter Business Contract

Protects the chapter financially and legally any time money or services are exchanged.

### ✓ When you need it

- Any time the chapter accepts money or services from any company, organization, or individual.
- Applies to **ALL** activity types:
  - CE Contact Hours, CERP, and vendor-provided activities.

### → How to get it

- Available via the Chapter website.
- Must be approved by Johnathan Koyama — allow 2–3 weeks prior to your event.

### ■ Program Approval impact

NONE — completely separate from AACN Program Approval.