



A Community of Exceptional Nurses

CERP Policy For Medical Device Companies

AACN Program Approval Department

Email: programapproval@aacn.org

CERP Policy: Medical Device Companies

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AACN Statement

The American Association of Critical-Care Nurses (AACN) is committed to educational and professional development activities that help nurses care for high acuity and critically ill patients and their families. Medical Device Companies ongoing contributions to education and professional development benefit our community in a variety of ways.

To ensure that product focused content can be delivered by medical device companies, AACN offers Continuing Education Recognition Points (CERPs) so that a wider range of learning activities that otherwise would be restricted.

CERP Program

What are CERPs? How do they differ from CE Contact Hours?

Continuing Education Recognition Points (CERPs) are recognized by the AACN Certification Corporation, our credentialing arm, to encompass a wide spectrum of continuing education activities performed by nurses in high acuity and critical care and fulfill educational requirements for certification. Synergy CERP is a program exclusive to AACN for nurses wishing to recertify through AACN. Please review the [Synergy CERP Brochure](#) or our [Certification Website](#) for more details.

Some state boards of nursing and other certification organizations **may** recognize CERPs as meeting CE Contact Hour requirements. We recommend nurses consult with their state board or credentialing organization before submitting CERPs to fulfill CE Contact Hour requirements.

By awarding CERPs instead of traditional CE Contact Hours, medical device companies can offer a wider range of sessions that do **not** qualify for CE Contact Hours.

CERP Calculation

One CERP equals 60 minutes of education (30 minutes = 0.5 CERP)

Program Types

Acceptable presentations will contain educational concepts that relate to the following:

- Technology
- Equipment
- Products
- In-service

Acceptance Criteria

- Applications must be from a Medical Device Company.
- All presentations must adhere to AACN's criteria for CERPs.
- The presentation must demonstrate the application of concepts and principles as they relate to critical care nursing practice or patient care issues.
- Presentations cannot be less than 30 minutes in length, with a maximum of 16 hours.
- Presentations may include a question and answer period.
- Presenters must be knowledgeable and able to handle specific content and/or technical questions.
- May use a wide range of formats that include lectures, hands-on demonstrations, video presentations, computer-assisted self-learning, web-based training, online self-paced WebEx or webinars.

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Planning Your Program

Approval Period

Presentation approval is granted for one year, which begins on the first presentation date. During this period, the same presentation may be repeated as a single program an unlimited number of times.

Use of AACN Logo

Medical Device Companies may **NOT** use the AACN logo.

Advertising Language

A program must be approved by AACN before any advertising of AACN approval can occur. There are no exceptions. Statements such as “Approval is pending” or “This program has been submitted to AACN for CERP approval” may NOT be used.

Medical Device Companies may publish the following statement only after approval has been granted:

“This program has been approved by the American Association of Critical-Care Nurses (AACN) for _____ CERPs, Synergy CERP Category _____, File Number _____. Approval refers to recognition of continuing education only and does not imply AACN approval or endorsement of the content of this educational activity, or the products mentioned.”

Certificate of Participation

The CERP certificate is essential to verify attendance and should be awarded to all individuals attending an approved presentation. Medical Device Companies may use the [Medical Device CERP certificate template](#) or their own certificate for awarding CERPs. A template may be found in the Resources section of the Medical Device Company Program Approval Website.

The certificate must contain the following items:

- Name of the participant
- Title and date of the program
- Name of the Medical Device Company providing the education
- The full mailing address or website of the Medical Device Company providing the education
- The official approval/endorsement statement (which stands alone on a separate line).

“This program has been approved by the American Association of Critical-Care Nurses (AACN) for _____ CERPs, Synergy CERP Category _____, File Number _____. Approval refers to recognition of continuing education only and does not imply AACN approval or endorsement of the content of this educational activity, or the products mentioned.”

Record Keeping

For each presentation, the following documentation must be maintained by the Medical Device Company in a secure and confidential manner for four years:

- Location and date of the presentation
- Name of presenter
- Sample certificate of participation
- List of participants with unique identifier (employee ID, License number, etc.)

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Audits

AACN may perform random quality audits during the four year period in which the Medical Device Company maintains educational records. If the applicant is selected for audit, records are to be submitted to AACN upon request. AACN may revoke or withdraw approval for non-compliance based on routine audits. Approval may also be denied or revoked if programs are not aligned with AACN's Mission, Vision and Values.

Submitting Your Program

Submission

When completing the CERP Program Approval online application, the following information must be available:

- Company name
- Company address and phone number
- Name and contact information of instructor or program coordinator
- A list of potential presenters*
- Agenda if program is ≥ 3 CERPs in length
- Examples of advertising materials with approval statements to be used *after* approval
 - If no advertisement used, provide statement on how learner's will be recruited
- Links to websites and/or social media where program will be advertised
- Copy of the certificate of participation to be used

*If for any reason your presenter(s) change, please ensure your records are updated. You are not required to notify AACN Program Approval of presenter changes. Do not include presenter CVs or resumes with your online program application. These records must be maintained by the Medical Device Company.

Multiple Submissions

If you have multiple applications, please submit them individually.

Fees and Payments

Application Fees

Fees are based on the number of CERPs per program application. Do not combine programs or count repetition of the same session when calculating CERPs. Count concurrent or overlapping sessions (those occurring same day/time) once.

Fee Schedule:

CERP Hours (60min=1.0)	Fee
0.5 – 8.0	\$330
8.1 – 16.0	\$500

Fee schedule updated March 2025

Submission Deadlines

A complete application and corresponding fees must be submitted within the following timeframes to be eligible for review and approval:

The online application must be completed, submitted and paid **20 business days** prior to the presentation date of the educational activity.

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Rush Service Submission

The online application must be completed, submitted, and paid 10 business days prior to the presentation date of the educational activity. There is an additional \$130.00 fee for rush service. Programs greater than 8.1 CERP hours are ineligible for rush service. *To request Rush Service for your program, email programapproval@aacn.org PRIOR to submitting your application.*

Processing Fee Payment Options

The processing fee is required at the time your program application is submitted online.

Online Payment

Our secure website offers the convenience of paying online and receiving an instant receipt for records and reimbursement. We accept Visa, MasterCard, American Express and Discover.

Once the review process has begun, the fee is nonrefundable. The review process begins when AACN staff begins the initial review process. Activity application fees relate to the cost of conducting peer review and administrative costs. Payment of program approval application fee does not guarantee approval.

Checks

If paying by check, please mail invoice from submitted online application along with payment to:

AACN
Attn: Program Approval
27071 Aliso Creek Road
Aliso Viejo, CA 92656-3399

Please note: If paying by check, your submitted online application **will not be reviewed** until payment has been received.

Application Status

Application Status

The applicant will receive an email confirmation from AACN when an online application is submitted and paid. Applicants may also check on the status of their application by signing in with their customer ID and password at www.aacn.org, click on the arrow next to their name in the top right corner of the screen and select Submissions. The applicant may also print an invoice for their records.

If an application is incomplete or contains errors, applicant will be notified by email. The review process cannot proceed until required revisions have been made. Lack of response from the applicant may delay the review, and therefore initial review deadline may not be met. It is suggested that applicants respond to email requests within two business days to ensure that the review process remains efficient.

Should there be a situation where the Nurse Peer Reviewer has noted areas of deficiency in the application, and satisfactory response to correct the deficiency is lacking after the second request, an additional \$50 fee for evidence review will be assessed.

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Program Approval Department Schedule

Our business hours are 8:00am to 4:00pm Pacific Standard Time, Monday through Thursday.

Our offices are closed on the following holidays:

New Year's (Eve and Day)

Martin Luther King Jr. Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Holiday (Thursday and Friday)

Christmas Holiday (Eve and Day)

*There is no longer a blackout period surrounding AACN's annual National Teaching Institute (NTI) Conference.

Notice of Results

If an application has met all requirements, we will send an approval notification via email to the contact person noted in the online application.

Incomplete Application

If an application is incomplete, applicants will be notified via email to submit the missing information.

To avoid processing delays, please verify all program information has been included when submitting your online program application.

Denied Application

AACN reserves the right to deny in its sole discretion any individual activity application. If an application is denied approval, applicants will be notified via email. Activity application fees relate to the cost of conducting peer review and administrative costs. Payment does not guarantee approval.

Cancellation of Activity

An application withdrawal or cancellation of an activity may be requested via email to AACN at any time. If the request for withdrawal is after the review has begun, or after activity has been approved, a refund will not be issued. If an activity is canceled for any reason after receiving approval, the applicant must notify AACN staff immediately. The applicant can reschedule the activity for a later date for no additional fee.