



A Community of Exceptional Nurses

Fees for Individual Activity Applicant AACN Chapters

AACN Program Approval Department

Email: programapproval@aacn.org

Fees for Individual Activity Applicant: AACN Chapters

This is a supplement to the Continuing Education Policy. By submitting an online program application and paying the application fee, individual activity applicants agree to the fee structure set forth.

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 fee does not guarantee approval.

Contact hours may be adjusted by AACN for inaccuracies due to, but not limited to, lack of evidence of the correct hours, incorrect calculations, and/or repetition of the same session. 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 situations where a 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.*

Application Fees:

For Chapters the fees are based on the number of contact hours. For all programs, calculations are on a 60-minute contact hour.

Fee Schedule:

Contact Hours	Fee
0.25 – 8.0	\$35
8.1 – 16.0	\$50
16.1 – 24.0	\$65
24.1 +	\$80

Fee schedule updated April 2025

Complete applications and corresponding fees must be submitted within the following timeframes to be eligible for review and approval:

Programs 0.25 – 8.0 Contact Hours

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

Programs 8.1 – 24.1+ Contact Hours

The online application must be completed, submitted and paid **30 business days** prior to the presentation date of the educational activity.

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 \$80.00 fee for rush service. Programs greater than 8.1 CE contact hours are ineligible for rush service.

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Processing Fee Payment Options

Online payment

Our secure website offers the convenience of paying online when you submit your Individual Activity Applicant Application and receiving an instant receipt for records and reimbursement. We accept Visa, MasterCard, American Express and Discover.

Checks

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

AACN

Attn: CE 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.