NAPNAP Continuing Education Guidelines

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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 learning activities 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 to provide optimal patient care.

NAPNAP offers continuing education (CE) contact hours for programs that meet the following criteria:
1. Content of programs is relevant to pediatric-focused APRNs
2. Program has balance, independence, objectivity, and is free of commercial bias.
3. Programs use principles of adult learning to plan and implement the learning activity.
4. NAPNAP providers have a systematic means for program development, delivery and records maintenance.
5. Qualified faculty is used to facilitate the learning process.
6. Programs include the opportunity for evaluation and/or self-evaluation of knowledge attained.

B. The NAPNAP CE contact hour is recognized as the gold standard for continuing nursing education for pediatric-focused APRNs who provide health care to children. 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).
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:

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 100 participants</td>
<td>$600</td>
</tr>
<tr>
<td>100 – 199 participants</td>
<td>$1,200</td>
</tr>
<tr>
<td>200 – 299 participants</td>
<td>$2,400</td>
</tr>
<tr>
<td>300 – 399 participants</td>
<td>$3,600</td>
</tr>
<tr>
<td>400 – 499 participants</td>
<td>$4,800</td>
</tr>
<tr>
<td>&gt; 500 participants</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

*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 G) 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.”

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 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,
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.
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 G) after each CE activity to ensure that all necessary documents have been collected.

Provider accreditation is not retroactive. 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)

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. 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 duplicates 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.”

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:

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,
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.
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).

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:**

<table>
<thead>
<tr>
<th>Number of NAPNAP CE Contact Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – 5.0 NAPNAP CE Contact Hours</td>
<td>$75</td>
</tr>
<tr>
<td>5.1 – 10.0 NAPNAP CE Contact Hours</td>
<td>$125</td>
</tr>
<tr>
<td>10.1 – 20.0 NAPNAP CE Contact Hours</td>
<td>$175</td>
</tr>
<tr>
<td>20.1 or more NAPNAP CE Contact Hours</td>
<td>$250</td>
</tr>
<tr>
<td>Additional expedited review fee: For review of packets submitted with less than 4 weeks required turnaround time.</td>
<td>$50</td>
</tr>
</tbody>
</table>

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 C 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.

<table>
<thead>
<tr>
<th>Recording Fees</th>
<th>Member</th>
<th>Nonmember</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter or SIG Individual Program</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Organizational or Industry Sponsored Individual Program</td>
<td>$13</td>
<td>$15</td>
</tr>
<tr>
<td>Journal of Pediatric Health Care Pharmacology (Rx) CE Programs</td>
<td>Free (online post test)</td>
<td>$10 (online post test)</td>
</tr>
</tbody>
</table>

**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.

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 actually attended the program. (See Appendix H, Sample Certificate of Attendance)

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

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 actually 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 (1) contact hour equals a minimum of sixty (60) minutes.
- One-half (0.5) contact hour equals a minimum of thirty (30) minutes.
- One-quarter (0.25) contact hour equals a minimum of fifteen (15) 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:_ Educational activities eligible for contact hours include 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.

_D. Pharmacology (Rx) content:_ Pharmacology content contact hours must be clearly identified in the program educational activity description and be reflected in learner objectives. 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. Learning objectives should clearly reflect the educational activity pharmacology content.

 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. 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 (C) 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. Controlled substance continuing education includes learning opportunities related to Schedule I-V controlled substances; e.g. I - marijuana, heroin & Ecstasy; II - morphine, codeine, opium, meperidine, amphetamine, Ritalin; III - hydrocodone, ketamine and anabolic steroids; IV - valium, Xanax, Ativan, Versed; and V - cough preparations such as Robitussin and Phenergan with codeine.

See appendix A 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. The educational program/learning objectives should reflect the identified void.

B. Announcement of NAPNAP CE Contact Hour Programs

All NAPNAP providers are expected to provide promotional material for educational activities. In order 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 16 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. Learning Outcomes/Educational Objectives

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 A)

D. Subject Matter

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 in order 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 in order 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. Currency and accuracy of the subject matter should be documented by references/bibliography within five (5) years of publication (with the exception of classic or seminal references).

**E. Faculty Expectations**

It is important that faculty is well trained in the subject matter, and faculty must provide evidence that they have the academic preparation and/or experience in the subject matter. The faculty must understand the purpose of the educational activity and be able to effectively communicate with their audience. The faculty’s curriculum vitae or biographical sketch should reflect appropriate experience and background in the topic area. The organizers should select or approve a sufficient number of faculty (authors or speakers) to ensure the activity can be conducted adequately. In essence, 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 will 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 and including knowledge acquisition that applies to the learner’s work or is of value to them.
3. Practical, including the 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 $2 \text{ NAPNAP Contact Hours per hour of interaction (or a 2:1 ratio).}$ Similar to 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. In order 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.

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 as a result 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. Sponsored Programs**
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 [www.cmss.org/codeforinteractions.aspx](http://www.cmss.org/codeforinteractions.aspx).

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 [http://www.phrma.org/about/principles-guidelines/code-interactions-healthcare-professionals](http://www.phrma.org/about/principles-guidelines/code-interactions-healthcare-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 interleaved within the pages of the CE content. Advertisements and promotional materials may face the first or last pages of printed CE content as long as 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 interleaved 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. Their ability to meet the course learning outcomes/educational objectives.
2. Their accuracy and/or currency of the subject matter.
3. The effectiveness of the teaching method selected.
4. The ability of the faculty to present the material in an understandable manner.
5. The appropriateness of the educational level of the program.
6. The effective use of time (evaluation of home study course must request participants to document the actual time spent in completing the program).
7. The degree to which the program met their professional educational needs.
8. An evaluation of the physical learning environment.
9. Assessment of perceived commercial bias in the program.
10. Verification that relevant financial relationships (or lack of relationships) and commercial support of program were disclosed.

Additional information that may help the NAPNAP provider to determine the projected change in participant 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 E: Evaluation for program with multiple speakers; Appendix F: Evaluation for single topic presentation]

M. Long Range Plan/Ongoing Evaluation

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

1. Learners needs have been assessed and programs are developed based on learners needs.
2. There should be a planning process that includes analysis of needs assessment data and goal setting.
3. There should be a designated procedure for implementing the programs. The procedure should include specifics about how faculty are selected and contracted and how content and bibliography are determined.

4. There should be a mechanism to evaluate content, faculty and the learning process. Information from the evaluations should be 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. Registration Guidelines

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. Self-Paced or Self Study Continuing Education Programs

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

Procedure for determining number of contact hours

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. 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 required to document learning. NAPNAP recommends a minimum of 6 – 8 questions for every contact hour with a passing score of at least 70%.

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.

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.) Based on an estimate that is takes the learner approximately 6 minutes to review a poster, the usual amount of contact hours for a poster session is 0.1 contact hours for each poster, with an overall session minimum of .25 contact hours. 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.
Appendix A

Developing Learning Outcomes/Educational Objectives

Outcomes/objectives reflect what the participant should know or be able to do at the end of an educational activity. Outcomes/objectives should be realistic and obtainable and should define desired outcomes. Stating outcomes/objectives is essential for planning, implementing and evaluating continuing education activities.

Outcomes/objectives should be written **AFTER:**
- needs are assessed.
- the target audience is determined

but **BEFORE**
- teaching methods are determined
- an evaluation tool is selected

Outcomes/objectives may be introduced by the following statement, “Upon completion of this (session, course, workshop, etc) participants should be able to”.

The following words are examples that can be used in learning outcomes/educational objectives:

<table>
<thead>
<tr>
<th>Cognitive Domain*</th>
<th>Psychomotor Domain</th>
<th>Interpersonal Domain</th>
<th>Affective Domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cite</td>
<td>Calculate</td>
<td>Advocate</td>
<td>Attend to</td>
</tr>
<tr>
<td>Classify</td>
<td>Conduct</td>
<td>Criticize</td>
<td>Determine</td>
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<tr>
<td>Construct</td>
<td>Connect</td>
<td>Defend</td>
<td>Develop</td>
</tr>
<tr>
<td>Compare</td>
<td>Construct</td>
<td>Express</td>
<td>Display</td>
</tr>
<tr>
<td>Defend</td>
<td>Demonstrate</td>
<td>Generalize</td>
<td>Exemplify</td>
</tr>
<tr>
<td>Define</td>
<td>Diagnose</td>
<td>Inform</td>
<td>Listen</td>
</tr>
<tr>
<td>Differentiate</td>
<td>Form</td>
<td>Object</td>
<td>Maintain</td>
</tr>
<tr>
<td>Discuss</td>
<td>Maintain</td>
<td>Offer</td>
<td>Participate</td>
</tr>
<tr>
<td>Evaluate</td>
<td>Operate</td>
<td>Produce</td>
<td>Recognize</td>
</tr>
<tr>
<td>Explain</td>
<td>Perform</td>
<td>Propose</td>
<td></td>
</tr>
<tr>
<td>Express</td>
<td>Produce</td>
<td>Reflect</td>
<td></td>
</tr>
<tr>
<td>Identify</td>
<td>Speak</td>
<td>Request</td>
<td></td>
</tr>
<tr>
<td>Illustrate</td>
<td></td>
<td>Suggest</td>
<td></td>
</tr>
<tr>
<td>List</td>
<td></td>
<td>Summarize</td>
<td></td>
</tr>
<tr>
<td>Measure</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Quote</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State (or Restate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tabulate</td>
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</tbody>
</table>

*Most learning outcomes/educational objectives for continuing education are in the cognitive domain.

Avoid these verbs, as they are open to various interpretations and are not measurable:

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- Appreciate
- Believe
- Learn
- Know
- Understand
- Analyze

Sample Outcomes/Objectives:

1. Upon completion of the seminar, the participant will describe three (3) appropriate antibiotics for a child with a culture-positive strep pharyngitis.
2. Following a demonstration of a new technique for strapping a strained muscle, the participant will correctly perform a return demonstration.
3. Upon completion of this course, the participant will be able to list the diagnostic criteria for Kawasaki Disease.

Learning objectives should clearly reflect the educational activity’s pharmacology, psychopharmacology and controlled substances content. The following list gives examples of content that could be approved for pharmacology, psychopharmacology and/or controlled substances contact hours.

<table>
<thead>
<tr>
<th>• Evaluating between pharmacologic and non-pharmacologic therapy or the appropriate combination of modalities.</th>
</tr>
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<tbody>
<tr>
<td>• Determining the most appropriate and specific agent based upon assessment of the individual’s current needs and underlying health problem.</td>
</tr>
<tr>
<td>• Monitoring for therapeutic and adverse effects of drug therapy.</td>
</tr>
<tr>
<td>• Preventing and minimizing adverse drug effects and, when necessary, appropriately treating these reactions.</td>
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<tr>
<td>• Providing information to patients/families in order to assist with adherence to the medication and therapeutic regime.</td>
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<td>• Understanding and complying with state and federal regulations.</td>
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<td>• Recognizing when consultation and referral are necessary related to prescribing.</td>
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<td>• Prescribing practices, patterns and recommendations.</td>
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<tr>
<td>• Impact of pharmaceutical industry drug promotion and marketing and the related responsibilities of HCPs.</td>
</tr>
<tr>
<td>• Complementary and alternative medications and approaches to treatment.</td>
</tr>
</tbody>
</table>
### Appendix B

**Agency Three Year Summary: Agency Number: A-«Agency #»**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Date</th>
<th># of Contact Hours</th>
<th># of Rx hours</th>
<th># of Participants</th>
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<tbody>
<tr>
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<td>NAPNAP National Members</td>
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<td></td>
<td>Total</td>
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<td>Total:</td>
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</table>

**Total Numbers of Programs:**

Due by: Four Weeks after Agency Expiration Date: «Accreditation End_Date»
Appendix C1 (Individual Program)
Participant Roster

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>E-mail address</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Total CE Credits</th>
<th>RX Hours</th>
<th>NAPNAP Member (Yes or No)</th>
<th>NAPNAP Member ID#</th>
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</table>

Total Participants: 0

Please include recording fee of $13/member and $15/nonmember.
Note: There are no chapter/SIG recording fees for individual programs.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>E-mail address</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>License Number</th>
<th>Total CE Credits</th>
<th>Pharmacology Hours</th>
<th>Psychopharmacology Hours</th>
<th>Controlled Substances Hours</th>
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</table>

**Total Participants:**

Agency/Chapter/SIG must keep this roster on file with one sample certificate
Appendix D
NAPNAP Conference Faculty Policy & Conditions

The National Association of Pediatric Nurse Practitioners (NAPNAP) has standards and guidelines to ensure that all CE activity content is independent, free of commercial bias and that any information regarding commercial products/services are based on scientific methods generally accepted by the medical community. When discussing therapeutic options, it is NAPNAP’s preference that only generic names are used. If it is necessary to use a trade name, then those of several companies must be used. Presentations including discussion of any unlabeled or investigational use of a commercial product, must be disclosed to participants. Should you determine that you or participating faculty cannot comply with these requirements, please contact the program coordinator as soon as possible. The disclosure of a significant relationship does not suggest or condone bias in any presentation. Disclosure is to provide participants with information that might be of potential importance to their evaluation of a presentation.

Disclosure of Author Relationships
It is NAPNAP’s policy to assure that its educational mission and CE activities in particular, are not influenced by special interests of individuals associated with these programs. Having an interest in, or an affiliation with, any corporate organization does not necessarily influence an author’s course, but the relationship will be made known in the course article, in advance, to course participants in accordance with the Standards of the Accreditation Council for Continuing Medical Education. Individuals participating in CE activities have the right to be informed of faculty’s current and past (within two years) relationships with commercial companies that could potentially affect the information presented. All faculty are required to complete a speaker declaration form and disclose to participants the presence of significant relationships with commercial companies related directly or indirectly to their CE activity content that might be reasonably perceived as a potential conflict of interest. Significant relationships include receipt of research grants, consultancies, honoraria and travel, or other benefits from a company or having a self-managed equity interest in a company within the last two years. This also includes financial interests, arrangements, or affiliations with companies or other organizations whose products or services are discussed in the activity. Any such disclosures by the authors of CE courses are indicated as notes on the title page of the course article.

Disclosure of Food and Drug Administration (FDA) Status
CE activities may include discussion of investigational or “off-label” use of drugs or medical devices. Although NAPNAP encourages course faculty to disclose such “off-label” uses, it is the responsibility of each provider to be aware of the approval status of drugs and devices before using them in clinical practice. Any such discussion of investigational drugs or medical devices must be clearly indicated in the course content and disclosure material.

Disclosure of Editor and Nurse Planner Relationships
All individuals involved in the development of a CE activity, including editors, nurse planners, review committee members, reviewers, and others are required to provide the same disclosure information as the course faculty.

For CE activities with a syllabus or other formal written materials given to the audience, disclosure information must be presented in one section of the materials. When written materials are not distributed, the companies with which there are significant relationships must be announced to participants. The moderator will make this announcement as part of the introduction or will ask you to include this information as part of your opening remarks. Documentation of verbal disclosure must be provided to NAPNAP’s National Office.

Each faculty at a NAPNAP CE activity must warrant and represent that:
- he or she is the sole author of the presentation materials;
- the presentation materials are original (except for any pre-existing versions of the presentation materials and for any material from previously copyrighted works obtained by permission or assignment);
- the presentation materials have not been previously published in their current form,
- the presentation materials are not in the public domain and do not infringe upon any statutory copyright or
upon any common law right, proprietary right, or any other right;
- he or she is the sole and exclusive owner of the rights herein conveyed to NAPNAP;
- he or she is entitled to all the rights herein granted;
- he or she has full right and power to enter into this Faculty Agreement;
- he or she has not in any manner previously granted, pledged, assigned, otherwise encumbered or disposed
of any of the rights herein granted to NAPNAP or any rights adverse to or inconsistent therewith;
- entering into this Agreement is not a violation of any other agreement, understanding or obligation of the
speaker;
- there are no rights outstanding that would diminish, encumber or impair the full enjoyment or exercise of the
rights herein granted to NAPNAP;
- the presentation materials contain no matter that is scandalous, obscene, libelous, in violation of any right of
privacy, or otherwise contrary to law.

Each faculty shall indemnify and hold NAPNAP, any seller of the presentation materials and NAPNAP’s
licensees harmless from any liabilities, losses, damages, costs or expenses, including reasonable attorneys’
fees, in connection with any claim, action or proceeding arising out of a breach or alleged breach of the
speaker’s warranties, representations and agreements herein contained, subject to the provisions
below. NAPNAP shall have the right to extend the faculty’s warranties to third parties (such as purchasers or
licensees of subsidiary rights granted to NAPNAP herein and/or any seller of the presentation materials). The
faculty shall be liable to the same extent as if such warranties were originally made to such third parties.

Each faculty warrants that their presentation shall be of professional quality, conforming to generally accepted
industry standards and practices for educational course presentations and that he or she has the requisite
expertise and ability to deliver all services required hereunder.
NAPNAP Faculty Declaration Form

Presentation Title: ____________________________________________________________

Presenter Name(s): ___________________________________________________________

☐ In the last two years, neither I nor any member of my immediate family has had a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

Signature: ______________________________________________________________________
Date: __________________________________________________________________________

(OR)

☐ In the last two years, I or an immediate family member have had a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

Affiliation/Financial Interest Name of Organization(s)

Honorarium: _________________________________________________________________
Grant/Research Support: _______________________________________________________
Consultant: __________________________________________________________________
Speakers’ Bureau: ____________________________________________________________
Major Stock Shareholder: ______________________________________________________
Employee: __________________________________________________________________
Other Financial or Material Support: _____________________________________________

Signature: ______________________________________________________________________ Date: ______________________________________________________________________

Discussion of ‘Off-Label’ Use

☐ I will be discussing/demonstrating any “off-label” use of drugs or medical devices.

(OR)

☐ I will not be discussing/demonstrating any “off-label” use of drugs or medical devices.

If yes, please list what “off-label” use of drugs or medical devices will be discussed/demonstrated:

_____________________________________________________________________________

_____________________________________________________________________________

Signature: ______________________________________________________________________
Date: __________________________________________________________________________
Faculty Qualification Record

Title of Presentation______________________________________________________________

Name of Presenter_______________________________________________________________

Address________________________________________________________________________

City__________________________________________________________State_______Zip_____

Telephone (_______)___________________________________ FAX (_____)__________________

EMAIL___________________________________________________________________________

Credentials (list all degrees and certifications earned)____________________________________

Field of Specialization_____________________________________________________________

________________________________________________________________________________

Current Position and Title____________________________________________________________

________________________________________________________________________________

Place of Employment_______________________________________________________________

Qualification for presenting session content, including publications or previous seminars conducted, if pertinent.

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Your cooperation in complying with these guidelines is appreciated. Please return this form by
_______________ (due date) to__________________________________________(name and contact info).
Organization Name

Appendix E: Continuing Education Evaluation for program with multiple presenters

In order to assist the continuing education committee to improve the educational process, please complete the evaluation by responding to each comment.

Program Title: ___________________________ Date: ___________________________

<table>
<thead>
<tr>
<th>Presenter: Smith</th>
<th>N/A</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learning outcomes/educational objectives for this session were met.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I will be able to use this information in future practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The presenter was interesting and held my attention.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The presenter was knowledgeable in the content area</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The audiovisual aids were useful</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The audiovisual handouts were useful</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The presenter disclosed all relevant relationships.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter: Jones</th>
<th>N/A</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learning outcomes/educational objectives for this session were met.</td>
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</tr>
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<td></td>
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</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter: Taylor</th>
<th>N/A</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The learning outcomes/educational objectives for this session were met.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I will be able to use this information in future practice.</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>The presenter disclosed all relevant relationships.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OVERALL EVALUATION

| I would recommend this program to a colleague. |     |                   |          |       |                |
| The program was well organized. |     |                   |          |       |                |
| The program met my learning needs. |     |                   |          |       |                |
| The program had balance, independence, and objectivity. |     |                   |          |       |                |

*Additional comments and suggestions for future educational topics are welcome:
Appendix F: Continuing Education Evaluation for single topic presentation

In order to assist the continuing education committee to improve the educational process, please complete the evaluation by responding to each comment.

Title of Program: ___________________________________________ Date: ______________

Speaker:

<table>
<thead>
<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The learning outcomes/educational objectives were met.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>I will be able to use this information in future practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>The presenter was interesting and able to hold my attention.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The presenter was knowledgeable in the content area.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>The audiovisual aids were helpful.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>The environment was conducive to learning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>I would recommend this program to a colleague.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>The program was presented with balance, independence, and objectivity and free from commercial bias.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments and suggestions for future educational topics may be written on the back.
### NAPNAP Program Planning Checklist

<table>
<thead>
<tr>
<th>PRE-PROGRAM</th>
<th>Did you remember to …</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify title of program</td>
</tr>
<tr>
<td>2</td>
<td>Identify purpose of program (What is the learning need?)</td>
</tr>
<tr>
<td>3</td>
<td>Identify date and start/end times of program</td>
</tr>
<tr>
<td>4</td>
<td>Identify length of program in hours and minutes</td>
</tr>
<tr>
<td>5</td>
<td>Identify contact hours, including pharmacology contact hours, psychopharm, controlled substance</td>
</tr>
<tr>
<td>6</td>
<td>Collect learning outcomes/behavioral objectives</td>
</tr>
<tr>
<td>7</td>
<td>Collect subject matter outlines</td>
</tr>
<tr>
<td>8</td>
<td>Collect bibliography/references</td>
</tr>
<tr>
<td>9</td>
<td>Identify teaching strategy (methodologies and learning activities)</td>
</tr>
<tr>
<td>10</td>
<td>Collect Faculty Qualification Form or CV and Declaration Form for each faculty</td>
</tr>
<tr>
<td>11</td>
<td>Prepare course promotional tool</td>
</tr>
<tr>
<td>12</td>
<td>Prepare method of evaluation (evaluation tool)</td>
</tr>
<tr>
<td>13</td>
<td>Identify co-sponsors of offering (if applicable)</td>
</tr>
</tbody>
</table>

**For Self-Study/Self-Paced Courses Only**

| 14 | Maintain records of the data used in deciding the number of contact hours to be awarded for participating in an activity. |
| 15 | Identify the procedure for issuing a Certificate of Attendance by specifying when the form will be sent to the participant and how it will be assigned. |
| 16 | Identify your policy for the length of time the participant is granted to complete the course. |
| 17 | Identify your policy for revising (updating) course (frequency, criteria, and methods). |
| 18 | Maintain a copy of the entire course that you wish to offer for contact hours. |

<table>
<thead>
<tr>
<th>POST-PROGRAM</th>
<th>Did you remember to …</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Maintain a copy of a completed sign-in roster</td>
</tr>
<tr>
<td>20</td>
<td>Maintain a summary of evaluations</td>
</tr>
<tr>
<td>21</td>
<td>Maintain a sample certificate</td>
</tr>
<tr>
<td>22</td>
<td>If not done pre-program, collect bibliography/references</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At End of Three-Year Period</th>
<th>Did you remember to ..</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Complete a three-year summary of courses offered (including contact hours) and number of participants</td>
</tr>
</tbody>
</table>

Rev
5/2016
Certificate of Attendance

By awarding this certificate, providers assure that the participant has successfully achieved the continuing education objectives of the program.

Name: ____________________________________________________________

☐ National NAPNAP Member Number: ________________________ ☐ Nonmember: ________________________

RN State: ________________________ License Number: ________________________

Address: ___________________________________________________________

City: ________________________ State: ________________________ Zip: ________________________

Program Title: _______________________________________________________

Program Location and Date(s): __________________________________________

Awarding Institution: Provider Information: ________________________

NAPNAP (Full Name and Address)  _______________________________________

5 Hanover Square, Suite 1401  New York, NY

Chapter/SIG/Agency/Program #: _______________________________________

This course is accredited for NAPNAP Contact Hours of which _______ are pharmacology.

Susan Ringstaff, MSN, RN, CPNP
NAPNAP Continuing Education Chair

NOT VALID UNLESS SIGNED. KEEP COPY FOR YOUR PERSONAL RECORDS FOR SIX (6) YEARS