



## Emergency Nurses Association Approver Unit Application Process—General Instructions



*The Emergency Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*

The ENA Approver Unit reviews and approves continuing nursing education activities. Through a peer review process, ENA evaluates the quality and appropriateness of education activities that are of benefit to emergency nurses.

### Regular Submission

- ❖ Applications and all supporting materials should be submitted at least six weeks prior to the start date of the activity (to avoid a late fee). Applications must be submitted via email to [CNE@ena.org](mailto:CNE@ena.org). An application should be received greater than 2 weeks from the activity to ensure a timely review
- ❖ Please ensure that the application is complete as only complete applications can be processed in the allotted time period.
- ❖ Applications must be received by 4:30 pm CDT or will be logged in for the next business day. Please remember to allow extra time around holidays.
- ❖ When submitting your application, please remember to:
  - ❖ Follow consistent file naming conventions, such as **2.0 Conflict of Interest\_Jones**, **2.0 Conflict of Interest\_Smith**, **3.0 Education Planning Table\_Jones**, etc.
  - ❖ Keep all application documents in their original format. Do not handwrite on forms, save Word docs as PDFs, scan or fax application documents.

### Expedited Review Submission

- ❖ ENA has an expedited review process for applications received less than or equal to two weeks prior to activity date:
  - ❖ Applications accepted for expedited review will have an additional rush fee added to their fee.
  - ❖ To be accepted for expedited review, your application must meet the following criteria:
    - ❖ Submit the application via email to [CNE@ena.org](mailto:CNE@ena.org)
    - ❖ The application must be fully completed including all supporting materials with only minor changes required (as determined by the ENA staff).
    - ❖ Applicant must be available to make any required changes within 24 hours after initial review and then again after reviewer decision.
- ❖ If you are interested in having your application reviewed via this process, please contact us at [CNE@ena.org](mailto:CNE@ena.org), including details about the activity: date, number of contact hours, number of planners and presenters.

### Application Fee/Payment

- ❖ Fees are based upon the type of organization (ENA vs. Non ENA) submitting the application and the number of contact hours. The CNE fee schedule is posted on the website.
- ❖ Contact the ENA Approver Unit if you are unsure of your application fee.
- ❖ You may provide payment upon submission of your application or ENA staff will email you an invoice.
- ❖ Notify the ENA Approver Unit staff about how you will be making payment.
  - ❖ Credit card payment: Please call ENA at 847-460-2625.
  - ❖ Check: Send an email to [CNE@ena.org](mailto:CNE@ena.org) that a check has or will be sent. Please send payment: to the ENA Approver Unit, Attn. Accreditation Specialist, 915 Lee Street, Des Plaines, IL 60016.) Checks should be made payable to the Emergency Nurses Association.

### Review Process

- ❖ All applications are considered confidential. All files are kept in password protected files and are available only to those who are members of the ENA Approver Unit.
- ❖ Initial review:
  - ❖ An e-mail confirmation will be sent within 1 business day notifying applicants that their application has been received.
  - ❖ Applications are screened for completeness upon receipt. If the application is incomplete or contains errors, applicants will be notified about the deficiencies that must be corrected before the application can be forwarded to the reviewers. The application process cannot proceed until all required revisions have been provided.
  - ❖ Complete applications are forwarded to the ENA nurse peer reviewers. Applicants will be given a time line of completion of review.

### Post Review Process

- ❖ Types of action taken on applications include approval, pending approval or denial. Applicants will be notified of action taken on their application by e-mail
- ❖ Approved: Applications that do not require additional edits are approved. Applicants receive an approval letter with instructions for follow-up documentation requirements.

- ❖ Pending approval: Applications that need additional clarification or edits are considered pending approval.
- ❖ The applicant will receive an e-mail that includes a list of deficiencies that must be addressed before approval.
  - ❖ Clarifications and edits requested in the e-mail must be submitted via email to [CNE@ena.org](mailto:CNE@ena.org) at least two business days before the activity is to begin.
  - ❖ Common reasons applications are pending approval include missing or incomplete conflict of interest forms, inadequate documentation of content, missing advertising materials, incomplete information about commercial support, and inconsistencies between the content outline and evaluation form.
- ❖ Denied applications: Applications with significant deficiencies that cannot be corrected before the scheduled activity will be denied. Applicants will receive an e-mail that includes a list of deficiencies that led to the determination of denial.
  - ❖ Activities that have been denied cannot award nursing contact hours to their attendees.
  - ❖ Resubmission of a denied application is handled the same as a new application. The applicant must correct deficiencies and resubmit the application with an additional application fee for review as a new activity. The standard submission deadlines apply.
  - ❖ Applicants who wish to appeal their denial must notify the ENA approver unit by e-mail or letter postmarked within 10 days of the date of letter of denial. NOTE: The denial appeal process takes at least two weeks to complete.

### **Withdrawing an Application/Cancellation of Activity**

- ❖ An applicant may request via e-mail that an application be withdrawn at any time.
- ❖ If the request for withdrawal is received prior to approval, then a refund will be returned to applicant (or a credit can be applied to the applicant, if they intend to submit the same application at a later date).
- ❖ If the request for withdrawal is after the 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 the ENA staff immediately. The applicant can reschedule the activity for a later date for no additional fee.

### **Program Approval and Expiration**

- ❖ Retroactive approval after a program has begun cannot be granted.
- ❖ Activities are approved one time unless otherwise noted on application.
  - ❖ A one-time approved activity can be repeated for one year from original date of approval by submitting a repeat activity request form. There is no limit to the number of repeat offerings in a one year period.
- ❖ Non ENA Organization—Repeated Activities are approved for **one** or **two** years.
  - ❖ The expiration date of the program will be identified in the approval letter.
  - ❖ Once the approved activity has expired, the applicant will need to resubmit the entire application and fee as if it were a new program.

### **Record Keeping**

- ❖ All correspondence, a complete copy of the application, attachments and corrections, records of attendance including the number of contact hours awarded to each participant, and summative evaluation(s) must be maintained by the nurse planner and/or person submitting the application in a retrievable file that is accessible only to authorized personnel for **six** years.

### **Certificates**

- ❖ Providers (applicants) of ENA-approved continuing education will issue a certificate to participants to verify attendance and award contact hours.
- ❖ If not using an ENA provided certificate, submit a copy of the certificate with the application.

### **Post-Activity Requirements**

- ❖ For one-time or repeat programs, the following materials must be submitted to ENA within one month of the activity.
  - ❖ A list including the name, mailing address and/or e-mail address of each participant, unique identifier, number of contact hours awarded to each participant
  - ❖ A summative evaluation completed by participants including all comments written on the evaluation form.
- ❖ For ongoing programs (e.g. online programs, that can be accessed on an ongoing basis), the above information must be submitted on a monthly basis (unless otherwise noted in your activity approval).
- ❖ Applicants who do not submit these materials in a timely fashion may have future activities denied and/or revoked by ENA.

### **Changes in Activity After Approval**

- ❖ If any change occurs in the content of an activity, the activity must be resubmitted as a new application with application fee.
- ❖ Changes in the coordinating staff or faculty must be submitted via updated conflict of interest form prior to the beginning of the activity. No additional fee will be charged.

### **Revocation of Approval**

- ❖ The Nurse Peer Review Leader may revoke an approval decision and deny continuing education credit if a provider does not adhere to the criteria by which the educational activity was originally approved.