



## 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 integrity, 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 ensure a timely review and 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 6 weeks prior to the activity to ensure a timely review
- ❖ 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.
- ❖ Please ensure that the application is complete as only complete applications can be processed in the allotted time period.
- ❖ 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 Word 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:
    - ❖ 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 peer reviewer decision.
  - ❖ If you are interested in having your application reviewed via this expedited process, please contact the Approver Unit 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 will only be available to those that are members of the ENA Approver Unit and peer reviewers.
- ❖ Initial review:
  - ❖ An email 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 peer 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 email
- ❖ 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, materials, or edits are considered pending approval.
- ❖ The applicant will receive an email that includes a list of deficiencies that must be addressed before further review and approval.
  - ❖ Clarifications and edits requested in the email 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 email 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 that wish to appeal their denial must notify the ENA approver unit by email 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 email 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 the 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. However, the activity must be repeated with the same content and speakers as previously approved\*.
- ❖ Continuously Repeated Activities are approved for **one** or **two** years. The continuously repeated program must maintain the same content and speakers during approval\*.
  - ❖ 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.

*\*Changes to an educational program that would necessitate a new activity to be developed and submitted for review include any of the following:*

- a. Change in the speaker(s)*
- b. Change in the program outcome*
- c. Change in the content (topic added/removed)*
- d. Change in professional practice gap*

### 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.
  - ❖ Certificate and/or documentation of completion must include the following:
    - Title and date of activity
    - Name and address of provider (applicant) of activity (web address is acceptable)
    - Number of contact hours awarded
    - Approver statement
    - Participant name
    - ***This continuing nursing education activity was approved by the Emergency Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.***
- ❖ If not using an ENA provided certificate, submit a copy of the certificate with the application.

### Post-Activity Requirements

- ❖ At the completion of your program, you may compile a roster and program evaluation summary for your records. Those documents do not need to be submitted to ENA post activity.
- ❖ Continuously Repeated Activities (*live activities only*) must submit the provided *Monthly Report Form* to [CNE@ena.org](mailto:CNE@ena.org) as outlined in their approval.

### 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 the 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.

### Resources

- ❖ [CNE Application FAQs](#)
- ❖ [Professional Practice Gap & Learning Outcomes Examples](#)