



VNA Accredited Approver Individual Activity Application

Important: For full PDF functionality, complete this application in Adobe rather than in a web browser.

Please acknowledge the following:

- ☐ I have reviewed the [resources for submitting an Individual Activity Application](#) prior to application submission.
- ☐ I have submitted the [Individual Activity Applicant Eligibility Verification Form](#).
- ☐ I have attached all required application documents.
- ☐ I understand that VNA must receive payment before this application is eligible for review. The application and payment are submitted via the [Individual Activity Application Portal](#).

Application Fees:

[Individual Activity Application fees are listed here](#). These fees cover the review of the submitted activity and are non-refundable once the application is submitted. Once your application and payment have been received, your application will be assigned for review. You will receive an email from VNA's Accredited Approver Program Director (AA-PD) notifying you of the review timeline.

Helpful Tips:

- This application is intended to guide the planning of your educational activity. You will find it much easier to complete the application if it is used to facilitate the development of your activity rather than completing it after you plan the activity.
- For enduring activities (or live activities repurposed as enduring), the planning team must demonstrate appropriate learning outcomes, evaluation methods, learner engagement strategies, and disclosures that align with each delivery method.
- If advertising prior to approval, include this statement on marketing tools: **"This activity has been submitted to the Virginia Nurses Association for approval to award contact hours. The Virginia Nurses Association is accredited with distinction as an approver of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation."**
- Once approved, the activity may be offered multiple times within the two-year approval period, provided no significant changes are made.
- Keep secure, confidential records of this activity for at least 6 years. Records must include the application file, evaluation summary, and a roster of all participants with the contact hours awarded.
- Submit a summative evaluation within 30 days of the activity (or by January 15 for on-demand/enduring activities) using the [Summative Evaluation Portal](#).
- **Questions?** Contact VNA's AA-PD, Kate Hildreth at khildreth@virginiannurses.org.

Basic Activity Information

Applicant Name (Organization or Individual):

Physical Address or Web Address of Organization:

Is this activity being Jointly Provided? ☐ No ☐ Yes, the name of the Joint Provider is:

Is this learning activity intended to build upon the educational and experiential bases of the professional RN for the enhancement of practice, education, administration, research, or theory development, to improve the health of the public and RNs' pursuit of their professional career goals?

☐ Yes

☐ No

Activity Title:

Activity Type:



Activity Location (city & state, if held in-person):

Date(s) of Activity:

Expiration Date (if enduring):

- Enduring content must be up-to-date and relevant. Review it at least every two years, or sooner if new information becomes available. If updates are needed, take the content down until it's revised.

Target Audience:

- ☐ Registered Nurse (includes APRNs) **(required)**
- ☐ LPN/LVN
- ☐ PA
- ☐ Social worker(s)
- ☐ CNA
- ☐ MD
- ☐ Other (describe):

Number of contact hours awarded:

- If the educational activity is 3 hours or longer, a copy of the agenda must be attached.

Method used to calculate contact hours:

Live:

- ☐ Time Based (60 min = 1 contact hour)

Enduring:

- ☐ Time Based (60 min = 1 contact hour)
- ☐ Mergener Formula
- ☐ Pilot Study
- ☐ Historical Data
- ☐ Other:

Nurse Planner Contact Information

The Nurse Planner must be a registered nurse who holds a current, unrestricted nursing license (or international equivalent) AND holds a baccalaureate degree or higher in nursing (or international equivalent) AND must be actively involved in planning, implementing and evaluating this NCPD educational activity. The nurse planner is accountable for all information provided in the application.

Name with license and degree credentials:

Email address:

Please note: VNA will use this email address for all communication regarding the status of this application.

Phone number:

Educational Design Process

Each element of the educational design process must be aligned to ensure that every component of the educational activity consistently addresses the identified professional practice gap. The nurse planner and planner(s) must collectively review these elements to confirm that the activity is designed to address the gap and includes a clear plan for assessing its impact on the learner's professional practice.

Professional Practice Gap (PPG)

- What problem, need, or opportunity is this education meant to address for your target audience? Please explain in 1–2 sentences.

Evidence that Validates the PPG

- Share an analysis of the data and/or trends that support the need for this activity and demonstrate the gap exists for the target audience.

Please provide a response below for each selected gap.

Underlying Educational Need(s) - What is the educational need that underlies the identified gap? - It is possible to have more than one, but your activity should address all that are selected.	☐ Gap in Knowledge (the learner does not know)	☐ Gap in Skills (the learner does not know how)	☐ Gap in Practice (the learner does not do)
Professional Competency(ies) - Competency statements must come from professional sources and should align with the overall goal of the activity. - Identify a competency statement for each underlying educational need selected. To view a list of professional organizations with established competencies, please click here. <i>Example: Standard 13. Education - Participates in continuing professional development activities related to nursing and interprofessional knowledge bases and professional topics. (ANA Scope and Standards of Practice, 4th Edition)</i>			

Desired Learning Outcome(s) • What do you want the learner to know, be able to do, or apply in practice after participating in the activity? • The desired learning outcome should be measurable and must align with the identified gap and underlying educational need. • Identify a desired learning outcome for every underlying educational need that is selected. • This is not a listing of objectives. • <i>Examples:</i> ◦ 100% of participants will demonstrate knowledge of basic arrhythmia interpretation by passing a post-test with a score of 80% or higher. ◦ 75% of learners will identify 1 piece of knowledge related to patient engagement that they will use to change or enhance their practice. ◦ 75% of participants will demonstrate skill with de-escalation through participation in a simulation.			
Assessment Method(s) • How will you know the learner gained knowledge, achieved skill, or applied something in their practice? • This description should not simply state the method(s) that will be used but should describe how the assessment method will measure achievement of the desired learning outcome.			
Active Learning Strategies • Active learning goes beyond just keeping learners engaged. They help learners to actively build knowledge and/or skills. • Strategies should fit the activity format, meet learning needs, and occur during the activity. • For repurposed or blended activities, include strategies for both the live and enduring content. • <i>Examples: discussions, reflection, hands-on practice, case studies, role play, simulations, games, polling, etc.</i>			

Standards for Integrity and Independence in Accredited Continuing Education

The ANCC has adopted the [Standards for Integrity and Independence in Accredited Continuing Education](#). Individual Activity Applicants are required to adhere to these standards. While the standards use the term "accredited," it is important to note that the education offered as an Individual Activity Applicant is categorized as "approved," not "accredited."

Standard 1: Description of Evidence-Based Content

- Please provide a paragraph description or outline of the evidence-based content.
- If this is a conference, explain how the sessions will help meet the overall learning outcome—no need to describe each session separately.
- If the activity is 3 hours or longer, please attach an agenda for the activity. The agenda must specify the time allocations to provide evidence to support the number of contact hours that can be awarded.

Standard 1: References that Support Evidence-Based Content

- It's best to use references that were published within the last 5–7 years.
- If you're using a content expert as a source, be sure to include at least one additional evidence-based reference to support the material.
- While APA format is not required, each reference should include enough detail—such as the author, title, publication date, and page number—so it can be easily found.
- You do not need to provide a full list of every resource used, just the key ones that support your content.

Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education

Accredited continuing education must protect learners from commercial bias and marketing.

1. The provider must ensure that all decisions related to planning, faculty selection, delivery, and evaluation of accredited education are made without any influence or involvement from the owners and employees of an ineligible company.
2. Accredited education must be free of marketing or sales of products or services. Faculty must not actively promote or sell products or services that serve their professional or financial interests during accredited education.
3. The provider must not share the names or contact information of learners with any ineligible company or its agents without the explicit consent of the individual learner.

☐ I attest that this activity meets the expectations of all three elements of Standard 2.

Standard 4: Commercial Support (if applicable)

Does this activity receive commercial support?

- ☐ No, this activity did not receive commercial support.
- ☐ Yes, this activity received commercial support.
 - If yes, must provide the dated commercial support agreement and include evidence of the disclosures to learners of commercial support.

Standard 5: Ancillary Activities (if applicable)

- Applicants are responsible for ensuring that education is separate from marketing by ineligible companies, including advertising, sales, exhibits, and promotion, and from nonaccredited education.
- This applies only when there is marketing by ineligible companies or nonaccredited education is offered in conjunction with the approved continuing education.

Does this activity have ancillary activities (i.e., exhibits from ineligible companies) offered in conjunction with the approved continuing education?

- ☐ No, this activity does not have ancillary activities.
- ☐ Yes, this activity has ancillary activities.
 - If yes, attach any marketing materials associated with the activity in which advertising or marketing for or on behalf of ineligible companies is permitted **OR** attach evidence to demonstrate that the approved education is separated in space and/or time from non-accredited ancillary activities (i.e., exhibits, vendors, or non-accredited education).

Required Attachments

☐ **Certificate of Completion – REQUIRED**

The certificate must include the following:

- ✦ Title and date of the educational activity
- ✦ Name and address of the provider of the educational activity (web address is acceptable)
- ✦ Space for participant name
- ✦ Number of contact hours awarded
- ✦ Activity approval statement: *This nursing continuing professional development activity was approved by Virginia Nurses Association, an accredited approver with distinction by the American Nurses Credentialing Center's Commission on Accreditation.*

☐ **Evidence of Disclosure to Learners - REQUIRED**

Learners must receive educational disclosures **prior to the start** of the educational activity. Disclosures can be provided via printed materials, verbally, presentation slide, registration email, website, etc. Two sets of educational disclosures are required if the live activity will be repurposed as an enduring activity. The VNA logo is not approved for third-party use.

Educational disclosures must include the following:

- ✦ **Activity approval statement:** *This nursing continuing professional development activity was approved by Virginia Nurses Association, an accredited approver with distinction by the American Nurses Credentialing Center's Commission on Accreditation.*
- ✦ **Criteria for successful completion in order to be awarded contact hours**
- ✦ **Statement regarding the presence or absence of relevant financial relationships (if applicable)**
 - If the activity is **non-clinical**, no disclosure statement is required.
 - If the activity is **clinical and no relevant financial relationships were identified**, please use the following disclosure statement: *There are no relevant financial relationships with ineligible companies for those with the ability to control the content of this activity.*
 - If the activity is **clinical and relevant financial relationships were identified**, the disclosure statement must include the following information:
 - The names of individuals with relevant financial relationships
 - The names of the ineligible companies with which they have a relationship
 - The nature of the financial relationships
 - A statement that all relevant financial relationships have been mitigated
 - *Example: Dr. John Doe, faculty for this educational event, has received a research grant from ABC pharmaceuticals. The relevant financial relationship listed for this individual has been mitigated and there are no other relevant financial relationships with ineligible companies for those with the ability to control the content of this activity.*
- ✦ **Expiration date for enduring material (if applicable)**
- ✦ **Statement regarding the receipt of commercial support (if applicable)**
 - If the educational activity received commercial support, there must be a disclosure to learners of the names of the ineligible companies that gave the support and the nature of the support.
 - No logos, trade names, or product group messages for the organization can be provided in the disclosure.
 - *Example: ABC Pharmaceuticals has provided an unrestricted educational grant for this event.*
- ✦ **Statement regarding joint providership (if applicable)**
 - If the activity is jointly provided, there should be a statement that demonstrates that two or more groups were involved in the planning and development of the activity.
 - *Example: This activity is being jointly provided by [Insert Individual Activity Applicant Name] and [insert Joint Provider Organization's name].*

Additional Attachments (if applicable)

- ☐ **Agenda – For activities 3 or more hours in length:** Attach an agenda specifying the time allocations to provide the evidence to support the number of contact hours that can be awarded.
- ☐ **Financial Disclosure Form – For CLINICAL activities only:** Attach the form, tool, or mechanism used to collect information regarding financial relationships for all individuals in a position to control content. This can be a copy of a form or a completed form. Only one is required to be attached.
- ☐ **Commercial Support Agreement, if received:** Attach the fully executed (prior to the approved education) commercial support agreement(s) that demonstrates that the education remains independent from the ineligible company.
- ☐ **Evidence of Ancillary Activities, if offered:** Attach marketing materials associated with the activity in which advertising or marketing for or on behalf of ineligible companies is permitted **OR** attach evidence to demonstrate that the approved education is separated in space and/or time from non-accredited ancillary activities (i.e., exhibits, vendors, or non-accredited education).