

VNA Accredited Approver Individual Activity Application

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 application documents within this PDF application. *For directions on how to attach a document within the application, please watch this [video](#).*
- ☐ 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](#).
 - 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 notifying you of the review timeline.
 - If you have questions or need assistance with this process, please email khildreth@virginiannurses.org.

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. Please note that applications will not be reviewed until payment has been received.

Helpful Tips:

- This application should 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 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](#). This evaluation should include whether the learning outcome was achieved, key insights from the evaluation data to inform future planning, total number of participants, total number of RNs, any commercial support received and plans to repeat the activity.

Basic Activity Information

Applicant Name (Organization or Individual):

Physical Address or Web Address of Organization:

Is this activity being Jointly Provided?

- ☐ Yes, the name of the Joint Provider is:
- ☐ No

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:

- *Live activity examples: course, conference, webinar*
- *Enduring activity examples: recorded webinar, online module, journal article*
- *Blended activity examples: combining a live activity with an enduring activity*

Activity location (if held in-person):

Date(s) of activity:

Expiration date (if enduring):

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

Target Audience: The target audience **must** include the registered nurse but may also include other healthcare team members.

- ☐ 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 longer than 3 hours, a copy of the agenda must be attached as **Attachment 2**.
- The agenda **must** specify the time allocations to provide evidence to support the number of contact hours that can be awarded.

Method used to calculate contact hours:

Live:

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

Enduring:

- ☐ Time Based (60 mins = 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:

Professional Practice Gap

The educational planning process must be aligned to ensure that every component of the educational activity consistently addresses the identified professional practice gap. The nurse planner and learner(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.

Description of the professional practice gap: *What problem, need, or opportunity is this education meant to address for your target audience? Please explain in 1–2 sentences.*

Evidence to validate the professional practice gap: *What evidence shows that the gap exists? Share any data or trends that support the need for this activity and show there's a gap for your target audience.*

Please provide a response below for the selected gap(s).

| Underlying education need(s): <i>Must relate to the professional practice gap</i> | <input type="checkbox"/> Knowledge | <input type="checkbox"/> Skill | <input type="checkbox"/> Practice |
|--|------------------------------------|--------------------------------|-----------------------------------|
| Established professional competency(ies): <i>Must align with the identified professional practice gap and underlying educational needs and the professional source that developed the competency(ies).</i> | | | |

| | | | |
|---|--|--|--|
| Desired learning outcome(s): <i>Must be measurable learning outcome statements that are aligned to the professional practice gap, underlying educational need(s) (knowledge, skill, and/or practice), and identified competencies</i> | | | |
| Assessment method(s): Used to measure changes in learner knowledge, skills, and/or practice expected from participating in the educational activity | | | |

Active Learning Strategies

Identify the appropriate active learning strategies to promote learning and actively engage learners in educational activities. *Examples include discussion, reflection, skills practice, case studies, role play/simulations, gaming etc. For blended activities, be sure to include strategies for both the live and enduring components.*

Check the appropriate professional practice gap(s) identified on the previous page and provide active learning strategies for selection.

| | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Knowledge | <input type="checkbox"/> Skill | <input type="checkbox"/> Practice |
| | | |

Standards for Integrity and Independence: Activity Planning Requirements

The ANCC 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

You can do this as a paragraph, outline, abstract, agenda, or planning table. Be sure to list the presenters, authors, or content developers for each part of the activity. If this is a conference, explain how the sessions will help meet the overall learning outcome—no need to describe each session separately.

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 3: Identification and Mitigation of Relevant Financial Relationships:

Is this activity clinical or non-clinical?

☐ This activity is **NON-CLINICAL**.

- Complete the table below for all individuals in a position to control content, including the Nurse Planner.
- Please type N/A in the last three columns for each individual.
- Financial Disclosure Forms are not required.

☐ This activity is **CLINICAL**.

- Complete all columns of the table below for all individuals in a position to control content, including the Nurse Planner.
- Attach the form, tool, or mechanism used to collect information regarding financial relationships for all individuals in a position to control content in **Attachment 4**.
- Include evidence of the disclosures to learners of the presence or absence of relevant financial relationships in **Attachment 3**.

[illegible]

If you run out of space in this table, please attach a document showing the assessment of additional individuals in a position to control of the activity.

Standard 4: Commercial Support (if applicable)**Does this activity receive commercial support?**

☐ Yes, this activity received commercial support.

- If yes, provide the dated commercial support agreement as **Attachment 5**.
- If yes, include evidence of the disclosures to learners of commercial support in **Attachment 3**.

☐ No, this activity did not receive commercial support.

Standard 5: Ancillary Activities (if applicable)

Individual Activity Applicants are responsible for ensuring that education is separate from marketing by ineligible companies—including advertising, sales, exhibits, and promotion—and from nonaccredited education offered in conjunction with accredited continuing education.

- Standard 5 **applies only** when there is marketing by ineligible companies or nonaccredited education associated with the accredited continuing education.

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

☐ Yes, this activity has ancillary activities.

- Ensure marketing materials associated with the activity in which advertising or marketing for or on behalf of ineligible companies is permitted are included as **Attachment 6**.

OR

- Upload evidence to demonstrate that the accredited education is separated in space and/or time from non-accredited ancillary activities (i.e., exhibits or non-accredited education) as **Attachment 6**.

☐ No, this activity does not have ancillary activities.

Required Attachments☐ **Attachment 1 - Attach the certificate of completion or learner transcript, including:**

- Title of the educational activity
- Date of the educational activity (if enduring, include a certificate with a date that a learner has completed the activity)
- Name and address of the provider of the educational activity (web address or email address is acceptable)
- Number of contact hours awarded
- Activity approval statement: *This nursing continuing professional development activity was approved by the Virginia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*
- Space for participant name

☐ **Attachment 2 - If the educational activity is longer than 3 hours:**

- Attach an agenda for the educational activity, specifying the time allocations to provide the evidence to support the number of contact hours that can be awarded.

☐ **Attachment 3 - Attach evidence of disclosure statements that are provided to learners, including:**

- Activity approval statement: *This nursing continuing professional development activity was approved by the Virginia Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*
- Criteria for awarding contact hours
- Presence or absence of relevant financial relationships (*if applicable*) (*EDP8 Standard 3*)
- Expiration date for enduring material (*if applicable*)
- Commercial Support (*if applicable*) (*EDP8 Standard 4*)
- Joint Providership (*if applicable*)

☐ **Attachment 4 - If the activity is clinical:**

- Attach the form, tool, or mechanism used to collect information regarding financial relationships for all individuals in a position to control content (*EDP8 Standard 3*)

☐ **Attachment 5 - If the activity received commercial support:**

- Attach the fully executed (prior to the accredited education) commercial support agreement(s) that demonstrate that the education remains independent from the ineligible company (*EDP8 Standard 4*)

☐ **Attachment 6 - If the accredited activity included ancillary activities (i.e., advertising, sales, exhibits, or promotion):**

- Upload marketing materials associated with the activity in which advertising or marketing for or on behalf of ineligible companies is permitted.

OR

- Upload evidence to demonstrate that the accredited education is separated in space and/or time from non-accredited ancillary activities (i.e., exhibits or non-accredited education). (*EDP8 Standard 5*)