

**Continuing Education
Program Approval Policy
for AVA Networks**



AVA Statement

The Association for Vascular Access is committed to educational and professional development activities for our members. Our Networks ongoing contributions to education and professional development benefit our members.

Programs may provide participants with contact hours for:

- (1) Voluntary certification or recertification requirements
- (2) Institutional continuing education requirements
- (3) Renewal of licensure (check with your state Board of Nursing)

Continuing Education

Continuing Education (CE)

Continuing Education means a variety of forms of learning experiences, including, but not limited to lectures, conferences, academic studies, and in service education undertaken by registered nurses. The content of all courses must be relevant to the practice of registered nurses and must be:

1. Related to the scientific knowledge and/or technical skills required for the practice of nursing, or
2. Related to direct and/or indirect patient/client care.

Ineligible Course Content

- Courses which focus upon self-improvement, changes in attitude, self-therapy, self-awareness, weight loss, and yoga.
- Economic courses for financial gain, e.g., investments, retirement, preparing resumes, and techniques for job interviews, etc.
- Courses designed for lay people.
- Orientation programs - orientation meaning a specific series of activities designed to familiarize employees with the policies and procedures of an institution.
- Courses which focus on personal appearance in nursing
- CPR, BLS, basic EKG/dysrhythmia and IV therapy courses that are similar to those used to certify licensed vocational nurses to start IV's.

Planning Your Program Application

All Applications and supporting information will be accepted electronically only. Please allow 10 business days for approval.

Submit all materials to NetworkCE@avainfo.org

Prior to approval you must provide:

1. Application
2. CV or resume for each instructor
3. Copy of advertising or brochure
4. Copy of speaker slides

Advertising Language

AVA must approve a program before any advertising of AVA CE can occur. There are no exceptions.

Networks may publish the following statement after approval has been granted:

"Provider approved by the California Board of Registered Nursing, Provider Number CEP12371
for _____ contact hours

Statements such as "Approval is pending" or "This program has been submitted to AVA for CE approval," may NOT be used.

All advertising must include:

1. The statement "Provider approved by the California Board of Registered Nursing, Provider Number CEP12371 for _____ contact hours, do not use "pending" or "applied for"
2. Provider policy on refunds in cases of non-attendance by the registrant
3. A clear, concise description of the course content and or 3 objectives
4. Provider name as officially on file with the Board "Association for Vascular Access"

Commercial Content

The network meeting planner must assure that the program does not provide continuing nursing education credits when content is specific to a branded product. Commercial exhibits or advertisements cannot influence planning or interfere with any educational activity. Product material or product-specific advertisement of any type is prohibited in or during the presentation. Educational materials such as abstracts, slides, or handouts that are part of the CE activity cannot contain any advertising, company or trade names. The program's educational content must be overwhelmingly (> 95% of presentation) reflective of nursing practice, independent of commercial interest to gain approval for CE.

Content geared toward the use of a medical devices, equipment, technology, products, or in-service education is not eligible for CE.

Written and verbal communication containing disclosure information about CE activities supported by companies must be given to the audience. The supporting company who has significant relationships must be announced to participants **prior** to the presentation and when written materials are displayed outside of the room. The network meeting planner must assure that the moderator makes this announcement as part of the program introduction.

Unrestricted Educational Grants

An unrestricted education grant from a vendor is a financial contribution the vendor provides directly to AVA and/or its Networks. The vendor's support is acknowledged in fliers/brochures as "Supported by *vendor name+." AVA and/or its Networks may use the unrestricted grant to pay for expenses of a specific education session.

Audits

During the four-year period in which the network maintains educational records random audits may occur to assist AVA in monitoring activity quality. Records must be submitted to AVA upon request. Networks must also be able to provide participants with duplicate certificates upon request. AVA may revoke or withdraw approval for non-compliance based on routine audits. Approval may also be denied or revoked if programs are not aligned with AVA's Mission, Vision or Values.

Use of AVA Logo

AVA Networks may use the AVA logo on program materials.

CE Certificate

The network planner is responsible for validating attendance and distributing certificates to each registrant at the conclusion of the program in return for a completed program learning evaluation.

AVA requires a participant of any educational activity to attend the full day of sessions offered in order to earn CE contact hours. CE should not be awarded to a participant who attends partial or a limited number of sessions offered per day.

A complete certificate must contain the following items before distributed by the Network:

1. The name of the participant.
2. The name/address of the provider.
3. The title/date of the educational activity.
4. The number of contact hours awarded.
5. The official accreditation statement (which stands alone on a separate line).

AVA will provide the network with a certificate for use.

Restrictions

AVA approval is not an implied endorsement of the educational content. Under no circumstances will programs be granted tentative approval. Applications cannot be approved retroactively

Submission Policies

Submission Deadlines

Applications must be submitted at least 10 business days prior to the program. **Please submit all materials in one e-mail**

Submit all materials to NetworkCE@avainfo.org

Submission Types

Complete applications must be received in order to begin processing and review. Application must be received a minimum of 10 business days prior to the program.

Application Status

Due to the high volume of applications, it is difficult for us to respond to repeated requests for an application's status. Please expect processing to take the requisite 10 business days and plan programs accordingly.

Notice of Results

If an application has met all requirements, we will notify the contact person by email and supply the CE certificate.

Contact Hours and Calculation

Contact hours are calculated in 50 minute increments.

One contact hour is equal to 50 minutes of program or class time. Class time is calculated by minutes, divided by fifty (50), and rounded down to the nearest tenth (1.2, 1.3, etc.)

Example: 260 minutes of class time divided by 50 = 5.2 CE

Class time does not contain question and answer period, so if your program is 60 minutes long and 10 of those minutes are question and answers you will receive 1 CE

Record Keeping

The Network is responsible for keeping all records to include sign in sheets, evaluations, applications, and certificates for a period of four (4) years following the program.

A copy of the sign-in sheets must be sent to AVA after the completion of the program. Sign-in sheets must contain the name and RN license number for each participant. Submit to NetworkCE@avainfo.org or fax to 801-601-8012. Include network name and date of event when submitting.

Random audits will be performed

Planning Your Program FAQ's

Q: Are debates eligible for CE?

A: Yes, talking points for the debate must be outlined in the Program Information area of your application.

Q: Is testing eligible for CE?

A: If appropriate, testing is eligible and should be included with the program. It must be a preplanned event and part of the outline.

Q: Are case studies eligible for CE?

A: Yes, the case study must be outlined in the Program Information area of your application.

Q: Why are the contact hours on my approval letter different than what I requested on the application?

A: We calculate the contact hours based on information provided on the Program Information form. Check to be sure that all of your eligible contact hours were listed on this form.

Q: Can I award CE credit if an attendee does not stay for a program that has more than one speaker?

A: No, partial credit is not allowed. Participants are required to attend a complete program in order to be eligible for CE.

Q: What are the requirements for program speakers?

A: All program presenter credentials must be carefully considered and evaluated by the network. Speakers must be educationally prepared and have content area expertise.

Q: I have multiple speakers. Do I need to include each speaker outline within the Program Information form that I am requesting CE credits for?

A: Yes, we require all presentation outlines that you are requesting CE credit for to be included in the form. This will allow us to validate the requested contact hours, program content and speaker expertise.

Q: Do you have a list of the states that currently accept AVA CE approved programs for contact hours?

A: No, please refer to your state board of nursing to learn what continuing education they recognize for license or certification maintenance.

Submitting Your Program for Approval

Q: Can I request that my application be reviewed sooner than the specified turnaround time?

A: Due to the high volume of applications, we cannot accommodate special turnaround requests.

Q: When does the processing period actually begin?

A: If your application is complete, we begin processing your application the business day following receipt.

Q: Can I submit an application after a program has been held?

A: No, we do not grant retroactive approval.

Q: How will I be notified of the results of my application?

A: We will notify the primary contact of their submission status via email.

Q: How will I know if there are any problems with my submission?

A: We will email the contact person noted on the application if there are any questions or concerns.

Q: Can we list the date of our program "To Be Announced" on the application if a date has not been confirmed?

A: No, we require a date

Q: Can I submit other documentation in lieu of the Program Approval application forms?

A: No, we will only process applications that are on our required forms. Due to the high volume of submissions, these forms help us process the applications quickly for all of our customers.

Q: Can I print out the forms and handwrite the information?

A: No, handwritten applications are not accepted.

Recordkeeping

Q: Our network will partner with a local hospital; can they keep the educational records?

A: No, if the CE application was submitted as a network event, the network is responsible for keeping educational records for four (4) years.

Q: Our speaker is being paid an honorarium. Does the speaker need to sign a W9?

A: Yes, you must have the speaker sign a W9 if you're paying them an honorarium. The W9 is an IRS form.