

Individual Activity Application Fees and Submission Timelines

Individual Activity Application Fees

ALL Review fees are non-refundable.

All review fees are based on the total numbers of hours (in your individual application) to be reviewed.

Fee schedule ... \$100.00 administrative fee plus \$15.00 per contact hour or fraction thereof.

Number of Contact Hours To be Reviewed	Amount
0.5 - 1.0 contact hour	\$115.00
1.1 - 2.0 contact hours	\$130.00
2.1 - 3.0 contact hours	\$145.00
3.1 - 4.0 contact hours	\$160.00
4.1 – 5.0	\$175.00
Etc.	

Continue adding **\$15.00 per contact hour or portion of an hour**. Click on the fee structure link below to see a more detailed fee structure

[Click Here to Access the Detailed Individual Activity Fee Structure](#)

Submission Timelines

Type/Size of Individual Activity	Submission Timeline (When Application should be Received by TNA)
Small Activity (0.5 – 15.0 hrs.)	No less than 45 Calendar Days prior to the date of first presentation
Large Activity**	No less than 60 Calendar Days prior to the date of first presentation

Expedited Individual Activity Review Services

We offer Expedited services if your individual activity application submission is less than the timelines outlined above.

- Expedited Fee Based on the size and when the activity is submitted to TNA for review (in addition to the regular review fee)

Type or size of Individual Activity	Submission Timeline <i>(# of days before first presentation date for the activity)</i>	Expedited Fee <i>(in addition to the regular application fee)</i>
Small Activity (0.5 – 15.0 hrs.)	30 to 44 days	\$200
	15 to 29 days	\$350
	6 to 14 days	\$550
Large Activity** (15.1 hrs. and above)	45 to 59 days	\$400
	35 to 44 days	\$550
	15 to 34 days	\$750

Send E-mail to: CNE@texasnurses.org

E-mail: Subject: **Individual Activity Expedited Service Request**

**** LARGE ACTIVITY APPLICATIONS:**

Does your activity meet one of the following?

1. Is it multi-disciplinary?
2. Is it greater than two (2) days in length?
3. Is it more than 15.0 contact hours?
4. Does it have multiple presenters?
5. Are there multiple breakout sessions?

6. Is it a conference (at local or national level)?

If yes to any of the questions above, this a large activity.

These types of activities present a special challenge to both the individual activity organization and the Nurse Peer Review team responsible for assuring that the activity meets ANCC/TNA criteria

In an effort to facilitate successful application and review process, the following is now required –

- The Nurse Planner must have a pre-application/submission discussion with the TNA Director of Education.
- This discussion should take place early in the activity development process, not at the end.
- The activity application must be submitted at least 60 days prior to the date of first presentation. This is to allow sufficient time for the review process to be completed and, if necessary, provide time for any revisions or additional information that may be needed.

To schedule a pre-application meeting with the TNA Director of Education, send e-mail to CNE@texasnurses.org.

How to Submit Individual Activity Application:

1. Before submitting your individual activity application, read the Individual Activity Application Guidelines and Criteria.

[Click here to Download the Individual Activity Guidelines and Criteria.](#)

2. Submit all applications electronically in either Word or PDF format

3. Attach all your **Individual Activity Application documents as one continuous file, to an email and send to: CNE@texasnurses.org**

4. All submission must be received by TNA no later than the timelines listed above for each type of activity application. See submission timelines above.

Use the Individual Activity Application Checklist to make you have addressed all the required areas of the activity application. See IA Application Checklist link below. Once you have deemed the application complete, submit application via e-mail to CNE@texasnurses.org

[Click here to Download the Individual Activity Application Checklist](#)

5. Complete the application in full and submit necessary supplemental material as required. Do not leave any area blank. **INCOMPLETE APPLICATIONS WILL DELAY THE REVIEW PROCESS** and may incur extra fees.

[Click here to download the Individual Activity Application Form](#)