

MNA Application Process FAQ's

How do I know if I should complete an Individual Activity application or an Approved Provider Application?

Individual Activity Application

Applicants who wish to submit their activities to an accredited provider for review and approval to award contact hours for their activities. This application is for those who want to provide contact hours for a single or a few continuing nursing education activities. The applicant will have a planning committee with at least 2 members, one of which is an RN with a BSN or higher. The Nurse Planner is responsible for ensuring the appropriate educational design principles and processes are consistent with the requirements of the ANCC Accreditation Program.

Approved Provider Application:

Applicants who wish to submit their activities to their own, already established, identifiable, internal provider unit for review to provide contact hours for numerous activities they provide on a regular basis. This application is for those who want to provide contact hours for several continuing nursing education activities on a regular basis and would therefore have a provider "unit" established and in operation for a minimum of six (6) months. The Provider Unit will have an identifiable and conceptual framework for delineating how the provider unit operates under the ANCC/MNA Approved Provider criteria. Additionally, the applicant would have successfully planned, implemented, and evaluated at least three (approved) educational activities that (1.) directly involves a primary nurse planner and (2.) adheres to the ANCC/MNA Approved Provider criteria. Please note that by the time you apply to become an approved provider all 3 activities must have already taken place (as ANCC approved activities), had post-tests and participant evaluations returned and you must provide evidence to show the entire process of planning, implementing, presenting and reviewing the success of these activities from feedback has taken place.

Who calculates contact hours?

Applicants calculate the fee for the application based upon the number of contact hours and partial credit being requested and send a check or company voucher for the full amount made to the "Maryland Nurses Association." Visa or Mastercard credit card payments are also accepted. Reviewers will confirm the amount of contact hours when reviewing the packet and fees may be adjusted based upon their calculations.

Can I use the term CEU when referring to credits for nurses?

The term **CEU is not a generic term**. The definition differs from that of a contact hour and should not be used when referring to credits for nursing educational activities.

"**Contact Hour**" is a unit of measurement that describes 60 minutes of an organized learning activity that is either a didactic or clinical experience. This term is used by the American Nurses Credential Center's Commission on Accreditation (ANCC) to define a unit of nursing continuing education in nursing.

"**CEU**" is a specific, standard measure (ten (10) clock hours) of educational achievement used by many universities and professional organizations. The International Association for Continuing Education and Training (IACET) is the founder of the term CEU and determines the criteria for awarding CEUs, not ANCC. Therefore, The ANCC Accreditation Program does not utilize this term when referring to a continuing nursing education unit of measurement and does not award CEU's.



What parts of my educational activity are eligible for contact hours?

Eligible	Not Eligible
Classroom or clinical learning activities	Welcome & Introductions
Panel or other discussion	Breaks
Evaluation of the learning activity	Viewing exhibits
Pre and post tests or practice	Meals
Questions and Answers	Tours
Posters	Announcements

Note: Participants of the pilot study for the activity may also receive contact hours, for participating in the pilot study.

Can approval be requested for an activity that has already taken place?

Approval is not granted retroactively for activities that have already been presented.

Once an activity is approved, how long does the approval period last?

An approved application for an individual activity is valid for two years. The valid approval period is established by the Maryland Nurses Association. After the two year period expires, a new application must be submitted. The expiration date for the activity must be displayed upon completion documentation and for learner-paced activities, upon advertising materials and completion documentation.

Once an application to be an Approved Provider is approved, how long does the approval period last?

An approved provider status is valid for three years. The valid approval period is established by the Maryland Nurses Association. After the three year period expires, a new application must be submitted.

Why is the review time of 2-8 weeks for an Individual Activity applications and 2-3 months for Approved Provider application reviews so long?

Applications are reviewed in the order in which they are received. Many variables impact the review process.

- 1.) Complex, incomplete, or poorly written applications tend to be more time consuming and require a longer time to review than a well-prepared application.
- 2.) Requests for additional information delays the application process.
- 3.) The availability of committee members to process application reviews. All of the committee members who review our applications are nurses who volunteer for the association. Additionally, the majority of these volunteers are still employed full time in their nursing professions. Our volunteers do their best to provide application reviews during their busy schedules and accept them when they are available.



Review actions:

Following a review of the application, the Continuing Education Approver Committee designates one of the following actions:

Approval: The application meets ANCC criteria

Approval Pending: Additional information is needed before approval criteria is met

Approval Denied: The application does not meet ANCC criteria. The applicant is given the reasons for the denial of contact hours

