

Application Information and Review Process

A Provider of nursing continuing education is an individual, institution, organization, or agency responsible for development, implementation, evaluation, finances, record keeping and quality of nursing continuing education activities. The Provider submits an application (EDI or EDII) to the Mississippi Nurses Foundation for each educational activity.

Approval Information

Each educational activity is approved for 2 years and may be repeated as many times as desired within that two-year period.

The Foundation utilizes the "contact hour" as its unit of continuing education approval. Each contact hour represents **60** minutes of learning. The Foundation does not award "CEUs" (continuing education units). Contact hours are carried to the hundredth decimal place (Example: 1.65 contact hours).

Application forms for Providers are available through the Foundation office in hard copy, diskette, or CD.

Providers must maintain records of all CE endeavors for a period of **six (6) years**.

The Foundation's Approver Unit reciprocates CE credit on educational endeavors provided by other states or organizations if the agency is accredited by the American Nurses Credentialing Center. Contact the Foundation for further information.

Fees are subject to change. Providers will be given a 30-day notice.

The Foundation maintains an Appeals Policy that enables a Provider to appeal a decision made by the Approver Unit.

The Foundation maintains a Withdrawal Policy that allows a Provider to withdraw an application submitted for approval. The Foundation CE Consultant is available by appointment for on-site consultation by contacting the Foundation office.

Application Review Process

1. The Foundation's Approver Unit meets the first Tuesday of each month to review Provider applications submitted for nursing CE approval.
2. CE applications (**one signed original AND one copy**), along with the appropriate fee, must be received in the Foundation office forty-five (45) days prior to the presentation date of the educational activity. Meeting this deadline ensures that the Approver Unit has ample time to preview the application and make contact for any necessary revisions prior to the Approver Unit review date.
3. Exceptions may be made if unusual circumstances prevent submission within this 45-day requirement. A "letter of exception" explaining the nature of the circumstances preventing compliance with the 45-day requirement must be attached to the completed application. A \$45.00 late fee must also accompany each application not in compliance with the 45-day deadline.
4. Applications not meeting the 45-day requirement must meet the final Application Review Deadline to be reviewed. Applications, along with the \$45 late fee, must be in the Foundation office at least ten (10) days prior to the Approver Unit meeting date. Applications not in compliance with the 10-day Review Deadline will not be reviewed until the next monthly meeting.

*Notes: Applications will **not** be approved retroactively. If the date for the educational activity has passed, or if application submission deadlines are not met, approval will not be granted.*

Application Review Actions

Educational Design I (designed for classroom instruction) and Educational Design II (self-paced learning activity) applications may be:

1. **Approved:** *Application meets all requirements.*
 An application is approved for two (2) calendar years from the original date of presentation. A Provider may present the approved EDI or ED II an unlimited number of times during the two (2) calendar years without resubmitting the application for approval.

 A Provider must notify the Foundation office of all repeats of an educational activity at least 30 days prior to the repeat. Notification of a repeat must include the Foundation approval number and an Attachment A for any changed faculty. If there are changes other than date, location or faculty, the application must be submitted as a new application.
2. **Approved Pending:** *Application is incomplete.*
 The Foundation will notify the Provider within five (5) working days after the Approver Unit meets regarding the pending information necessary for approval. Pending information must be in the Foundation office within one (1) week prior to the provider’s presentation date in order to be approved. Upon receipt of the pending information, the CE Consultant has the authority to approve the application.

 If pending information is received after this deadline, the application will be denied contact hour credit. The application must be resubmitted for review.
3. **Deferred:** *Application needs substantial restructuring in order to comply with the requirements.*
 A deferred application must be resubmitted to the Approver Unit after necessary revisions have been made. An application will be reviewed a maximum of three (3) times.
4. **Denied:** *Application does not meet continuing education requirements for registered nurses.*

EDI – Educational Design I involves participation and Attendance. The Provider determines the schedule and plans the activity. A complete application includes the following:	ED II – Educational Design II is developed for the learner to complete independently, at the learner’s time and pace. A complete application includes the following:
EDI Application Form	EDII Application Form
EDI Attachment A	EDII Attachment A
EDI Attachment B	EDII Attachment B
EDI Evaluation	EDII Evaluation
EDI Evaluation Summary	EDII Evaluation Summary
Verification of Attendance form	Verification of Attendance form
EDI Checklist	EDII Checklist