



November 1, 2018

Dear ANNA Chapter Officer:

The ANNA Continuing Education Approval Board (CEAB) is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center - Commission on Accreditation (ANCC-COA). Over the past many years, CEAB has provided a valuable service for members, colleagues, and other organizations interested in providing quality nursing education for contact hour credit. Unfortunately, over the past several years CEAB has experienced a significant decrease in the use of its service.

As a result, the ANNA Board of Directors felt it was necessary to carefully review CEAB's services, including all staff and operational expenses. To assess the use and value of CEAB, ANNA conducted several surveys among stakeholders. The data affirmed that CEAB provides outstanding services for ANNA's chapters, members, and other organizations. However, we also found the overall use of CEAB's services continues to decline, while the cost of providing the service is not decreasing.

Under outstanding leadership and volunteer support, CEAB has worked hard to be as cost effective as possible. But, during recent years, external factors have caused a steep decline in the number of local chapter programs. The biggest factor is the unavailability of corporate sponsorship of educational programs that provide contact hours due to changes in regulatory and pharmaceutical guidelines for programs. After much discussion and debate about the pros and cons for keeping CEAB operational, ANNA's Board of Directors arrived at the conclusion that it is no longer financially feasible to continue this service.

The ANNA Board of Directors has decided to discontinue the CEAB effective April 15, 2019. Enclosed is a "Frequently Asked Questions" document that provides additional details about the transition plan going forward. Important dates for your future planning are:

- The last date that CEAB will accept "on-time" applications (received 45 days or more prior to the educational event) will be March 1, 2019. Applications will be processed and serviced at the normal application fees.

- The final date for submission of “late” applications (submitted 44-30 days prior to the educational event) will be March 15, 2019. The standard late fees will be applied to these applications.

Options and Resources

Several options and resources are available for ANNA chapters to apply for contact hour approval of future educational programs:

1. Request to use a hospital approved program with whom your chapter can co-provide contact hours.
2. Apply to other ANCC Approver Units. The full list can be found on the ANCC website following this link: <https://www.nursingworld.org/organizational-programs/accreditation/find-an-accredited-organization/> Follow the directions and you will find approver units near your area.
3. Many State Nursing Organizations (SNO) have approver units, all of which can be found on the link above. However, you can also get information about SNOs from their website or from state newsletters. Each state has their own time frames for submission of applications.
4. The Ohio Nurses Association has an application process that is very similar to the one used by CEAB. Information can be found at <http://www.ohnurses.org/education/#activityapproval>. The application process is online, requires six (6) weeks for application/review/approval, has staff available for support, and has a similar fee schedule. They have a user-friendly site, online videos to assist you in the application process, and staff members who are willing to talk with you.
5. Chapters can apply to become a provider of CE with the California Board of Registered Nursing (BRN) at <https://www.rn.ca.gov/applicants/cep-lic.shtml>. Approval by the California BRN enables your chapter/organization to provide continuing education activities for two (2) years without needing to apply for contact hours each time. Some of ANNA’s chapters already use this service.
6. American Association of Critical Care Nurses (AACN) has an approver unit that is well-known within the nursing community. Their information is available at <https://www.aacn.org/education/program-approval>.

Availability of Grants from ANNA to Assist with the Transition

We know that CEAB was a cost-effective service for chapters. During 2017 and 2018, 36 chapters took advantage of the CEAB services. If/when ANNA chapters incur higher than previous expenses for contact hour approval during the 2019 transition year, ANNA has established a grant program to help chapters offset the increased fees. Chapters may apply for the grant by sending proof of their application and payment made to another approver (e.g. California Board of Nursing, AACN, Ohio, etc.).

ANNA will provide reimbursement up to \$250 per chapter to cover the difference of application fees that are more expensive than the previous fees charged by CEAB. Also, please note, this is a one-time offer to help chapters during the transition year of 2019. Details and the grant application forms will be available on the ANNA Website in March 2019.

Repeat Programs and Record Keeping


CEAB will continue to operate and provide services through April 15, 2019. All approved programs are valid for delivery and/or repeat for up to two (2) years from the date of approval, even for activities that are conducted after April 15, 2019.


As noted on your approval letters, if you opted to keep your own records, please save these for six (6) years, as required by ANCC. As a part of ANNA's ongoing services and requirements with ANCC, ANNA will maintain records for programs that were assigned to us. In the meantime, through this transitional period, we will be asking those of you who submitted programs for approval to complete the evaluation forms and audits that will be sent to you in the future.

On behalf of ANNA and CEAB, we appreciate the opportunity to have served you over the past years. We will be happy to assist you in any way we can with this transition process. Please contact Sally Russell, Director of Education Services (Sally.Russell@annanurse.org), or Jackie Myers, Education Services Coordinator (Jackie.Myers@annanurse.org), if you have any questions or concerns. Thank you.

Sincerely,


Sally Russell
Director of Education Services


Lynda Ball
National President


Tammie Kear
National President-Elect

Enclosure: FAQs about CEAB Transition