



CONTINUING  
EDUCATION PROGRAM

## How to Resolve Problems with a CE Transcript

**If CE credits that you earned are not listed on your CE transcript on the AANA website (login to the member section on [www.aana.com](http://www.aana.com) and click on CE transcripts) or on your CTACS record at (847) 692-7050 ext. 8799, simply take the steps listed below to resolve the problem.**

- **For CE programs that were prior approved by the AANA.** CE credits for these meetings may not be recorded on your transcript or be listed on CTACS for up to 45 days after a meeting. The CE providers have 30 days after the date the program concludes in which to submit their attendance records to the CE Department for processing.

**If it has been more than 45 days since you attended a meeting, do not send a Certificate of Attendance, just follow steps 1 and 2 below:**

**Step 1.** Contact the provider to make sure that: 1) they submitted the attendance record; 2) you are identified as a CRNA; and 3) your name and correct AANA ID# were on the attendance record.

**Step 2.** If the provider omits your name on the attendance record, a corrected attendance record must be submitted by the CE provider. Credits will not be entered into a CRNA's CE transcript from a copy of a certificate of attendance submitted by either the CRNA or provider. Only CE credits submitted on an official AANA attendance record, or a copy of the record, will be recorded on your CE transcript. There are no exceptions.

- **For CE programs that were not prior approved by the AANA.** You must submit an AANA application for nonprior approval for review and approval before the course appears on the CE transcript; do not send Certificates of Attendance without this application.
  1. Applications for nonprior approval are available in a pdf file that can be downloaded from the AANA website at [www.aana.com](http://www.aana.com). To locate the application, go into Professional Development, Continuing Education and Applications.
  2. **Do not submit certificates of attendance, college transcripts, program brochures, ACLS cards, or any other materials without the appropriate AANA application for nonprior approval.** The following activities may be eligible for nonprior approval: (a) attendance at a program that was prior approved by another approval organization; and (b) college courses, new clinical anesthesia experiences, or publication of an original paper.
  3. For Life Support Courses (BLS, ACLS, PALS, NALS, and NRP) taken in a classroom, all of the following materials **must be included with the application**:
    - a. Hourly schedule;
    - b. Copy of life support card; and
    - c. Copy of certificate of attendance or other material that identifies the program provider.

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For Life Support Courses (BLS, ACLS, PALS, NALS, and NRP) taken on-line, all of the following materials **must be included with the application**:

- a. Copy of life support card;
- b. Copy of certificate of completion or other material that includes the number of CE credits awarded and identifies the program provider; and
- c. Documentation of approval for CE credit by an approved provider because an hourly schedule which is used to calculate credits is not available for on-line courses.

**American Association of Nurse Anesthetists**

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