

## **CE Documentation Guidelines - Applicants without AANA Credit Transfer**

Individuals who do not have automatic transfer of continuing education (CE) credit from the AANA to the NBCRNA must report credits directly to the NBCRNA as part of the CPC application process. Applicants must report and document completion of a minimum of 100 credits earned within the relevant 4-year period.

Note: Of the 100 credits, a minimum of 60 Class A is required; the remaining 40 credits may be comprised of Class A or Class B credits.

During the application process, you will:

- 1) enter a record of all Class A/Class B credits earned; and
- 2) upload acceptable CE documentation to validate credits that have been entered.

Documentation for Class A credits is required at the time of application; documentation for Class B credits at the time of application is recommended, but not required. If an application is selected for random audit, Class B documentation will be requested at that time if it has not already been uploaded.

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### **DOCUMENTATION FOR CLASS A AND CLASS B CREDITS MUST BE SUBMITTED TO THE NBCRNA IN ACCORDANCE WITH THE FOLLOWING REQUIREMENTS**

#### **CLASS A CREDIT DOCUMENTATION**

##### **1. AANA Prior-Approved CE Programs**

Submit:

- A copy of the official certificate of attendance or completion issued and signed by the provider that includes your name, provider name, program name, dates of program, CE credit awarded, and documentation that the program was approved by the AANA for continuing education credit.

##### **2. Programs approved by a recognized approval organization (other than the AANA). Such programs must meet NBCRNA criteria for Class A credit.**

Criteria for Class A Credit:

- Relevant to nurse anesthesia practice
- Includes an assessment (i.e., post-test, self-assessment)
- Approved for CE credit by an accredited organization that is authorized to approve continuing education (e.g. ANCC, ACGME)

○ **Lecture or classroom programs**

Submit:

- A copy of the certificate of attendance issued and signed by the provider that includes your name, provider name, program name, dates of program, CE credit awarded, and documentation of approval for CE credit by a recognized professional approval organization.

○ **Provider-Directed Independent Study (Home Study)**

Submit:

- One complete packet of all instructional materials sent to the subscriber. This material should include an explanation of the subscription process, how to use the learning materials, the testing mechanism, and provisions for learner feedback. There must be a passing score of at least 80%. This material must be professionally printed, not a statement submitted by the individual.
- Specific learner objectives and test questions (or documentation of the number of test questions required by the vendor for the credit earned). A minimum of one learner objective and 10 test questions are required for each CE credit requested.
- A copy of the certificate of completion issued and signed by the provider that includes your name, provider name, program name, dates of program, CE credit awarded, and documentation of approval for CE credit by a recognized professional approval organization.

**Note:** The documentation for approval and the number of CE credits awarded may appear either on the certificate or on the printed instructional materials.

○ **Online Life Support Courses – BLS, ACLS, PALS, NALS and NRP**

Submit:

- A copy of the certificate of completion that shows the credits awarded or indicates contact hours.
- A copy of the life support card (both sides). You must pass the relevant test to receive CE credit.

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**CLASS B CREDIT DOCUMENTATION (Optional at time of application)**

Refer to the Class B Activity Table located on the [NBCRNA website](#) for a description of required documentation specific to each Class B credit category.

**If you have any questions, please contact the NBCRNA at: [cpc@nbcrna.com](mailto:cpc@nbcrna.com)**