

CE Documentation Guidelines

CPC Applicants without AANA Credit Transfer

Individuals who do not have automatic transfer of continuing education (CE) credits to NBCRNA through active AANA membership must report their credits directly to the NBCRNA within their CPC application at the time of submission for CPC Compliance.

Applicants must report and document completion of a minimum of 100 total credits earned within the relevant 4-year period. Of the 100 credits, at least 60 must be Class A (including Core Modules); the remaining 40 credits may be comprised of Class A or Class B or a combination of the two.

During the CPC application process, you are required to:

- 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.

Tip: Although you must enter and identify each Core Module separately, when entering multiple credits from the same Class A provider, it is acceptable to make a single entry of the total credits by provider. You may make a single upload of all certificates as a continuous document or submit a CE transcript from a Class A CE provider.

Documentation for Class A credit is required at the time of application submission; documentation for Class B credit at the time of application is recommended, but not required.

If an application is selected for random audit, Class B documentation will be required if it has not already been uploaded. Therefore, the NBCRNA recommends retaining the CE documents for one (1) year beyond the current CPC renewal period.

Documentation for reported Class A and Class B credits must be submitted 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 or contact hours 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 (e.g., ANCC, ACCME, ACGME, AMA, AHA, State Boards of Nursing). 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, ACCME, ACGME, AMA, AHA, State Boards of Nursing).

Submit:

- A copy of the 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 or contact hours, and documentation of approval for CE credit by an accredited organization that is authorized to approve continued education.
- If submitting Life Support credits (maximum of 20 allowable) a copy of the life support card (both sides) is required in addition to the certificate.

NOTE: LIFE SUPPORT COURSES THAT DO NOT MEET THE CRITERIA FOR CLASS A CREDIT WILL BE CATEGORIZED AS CLASS B.

CLASS B CREDIT DOCUMENTATION (Optional at time of CPC application submission)

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: support@nbcrna.com