



BOARD/GOVERNANCE POLICY

Title: Continuing Nursing Education Policy	Number:
Cross Reference:	
Approved by: Illinois State Council Board of Directors	Origination Date: 8/10/2017
Revised by:	Approval Date: 10/5/2017
	Revision Date:

Consistency with the continuing nursing education (CNE) process is important to meeting the educational needs of members, and compliance with CNE approver requirements.

POLICY:

- 2.1 Provider
 - 2.1.1 CNE activities are submitted to the Emergency Nurses Association, an approved provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation, as the primary means for CNE approval.
 - 2.1.2 Illinois ENA abides by ENA CNE requirements and guidelines and ANCC Accreditation criteria, including the ANCC Content Integrity Standards for Support in Continuing Nursing Educational Activities.
 - 2.1.3 Other CNE approvers may be utilized with permission of the board of directors for extenuating circumstances.
- 2.2 Fees and Payments
 - 2.2.1 Illinois ENA submits timely applications to avoid late fees whenever possible.
 - 2.2.2 The treasurer is copied on CNE application submission and subsequent communication to ensure timely remittance of payments.
 - 2.2.3 The CNE nurse planner requests payment for approved CNE applications from the treasurer or other authorized officer.
- 2.3 Evaluations and Certificates
- 2.4 CNE participants have 30 calendar days upon completion of the CNE activity to complete and submit an evaluation form via the approved method for each activity prior to receiving a CNE certificate.
- 2.5 Requests for participant CNE certificates after 30 calendar days upon completion of the CNE activity will be evaluated by the CNE nurse planner in conjunction with the committee chair or member of the board of directors. The CNE nurse planner in conjunction with the committee chair or member of the board of directors reserves the right to issue CNE certificates to participants only upon completion of the evaluation tool during extenuating circumstances.
- 2.6 Post-Activity

- 2.7 Post-activity CNE forms are submitted to ENA within 30 business days upon completion of the CNE activity.
- 2.8 Late evaluations are submitted to ENA as soon as possible. Upon the request of the ENA Approver Unit, the CNE nurse planner resubmits the post-activity summary form and other requested documents.
- 2.9 Records
 - 2.9.1 CNE records, including those required by ENA, including but not limited to all correspondence, a complete copy of the application, attachments and corrections, records of attendance including the number of contact hours awarded to each participant, and summative evaluation(s), are maintained by the hosting committee or board of directors for a period of no less than seven (7) years. Records are archived using the Illinois ENA approved vendor and are accessible only to authorized personnel.
- 2.10 Concerns
 - 2.10.1 Concerns related to the CNE process are directly reported to the ENA Approver Unit at cne@ena.org by the nurse planner. Unresolved concerns are brought to the attention of the president who will notify the board of directors.