**Nursing Credit Requirements**

Accreditation Services works with the Montana Nurses Association (MNA) to provide nursing credits for activities. The following information is required to apply for nursing credits and needs to be entered in your [online abstract application](https://aap-education.smapply.org/).

**Nurse Planner**

A nurse planner needs to be involved in all steps of planning, implementing, and evaluating the activities for which you are submitting applications. While it is not a requirement that the nurse planner complete the application, there is a section which serves as an attestation by the individual completing the application that the nurse planner has reviewed all documents and has been appropriately involved in the planning process. This is a requirement of ANCC. If we discover discrepancies after any approval has been made, there will need to be a corrective action plan which may include reversing the approval decision and requiring a new planning process to meet the required involvement of the nurse planner.

Your nurse planner must have a minimum of a baccalaureate degree in nursing and have a current, unrestricted nursing license. Please provide the following on the online abstract application:

* Name of Nurse
* Nurse’s credentials
* Nurse’s Employer and Title
* Email and Phone Number
* State in which the nurse is licensed

In addition, you will need to:

* Provide overall course objectives
* Provide current references supporting the need for this education (within the past 5- 7 years)
  + **EXAMPLE:** Hoffmann JA, Pergjika A, Liu L, et al. Standardizing and Improving Care for Pediatric Agitation Management in the Emergency Department. Pediatrics. 2023;152(1):e2022059586
* All disclosures must be collected PRIOR to submission from all faculty, planners, and staff to apply for nursing credits. Disclosures must also be reviewed by the nurse planner as well as Dr. Haftel.

**MNA will invoice you directly for the application fees. Usually, you will receive approval of nursing credits once the application fee is paid.**

**CE Fees:**

***Effective January 1, 2023***  
a. Up to 4 contact hours $150  
b. More than 4 – 8 contact hours $300  
c. More than 8 – 16 contact hours $500  
d. More than 16 – 30 contact hours $600

 A late fee will be charged for applications submitted to MNA less than 20 business days  
prior to the scheduled start of the activity: $200 + application fee as noted above

If applying for an enduring material, nursing credit is valid for up to 2 years (CME is 3 years).

**Post Activity Submission Requirements:**

* **NURSING credit requirements:**
  + Final number of RNs who attended: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Number of other learners who attended: #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + **Summary Evaluation**: A summary evaluation is your perception of how the event went, subjectively and objectively and based on evaluation data, but not the specific learner evaluation data itself-specifically, were your desired learning outcomes met, and how do you know?