

Process for ICNE to Provide a Program with Contact Hours

- 1) A Nurse Planner, who represents the intended target audience of the proposed program, will complete the **ICNE Program Request Form** and then e-mail to the ICNE Nurse Planner at least **six (6) weeks** prior to the activity date. If the activity will be advertised to the public, the ICNE Nurse Planner needs to be notified **four (4) weeks** prior to the release of any advertising materials to ensure compliance with ANCC marketing regulations; this includes, but is not limited to, brochures, posters, flyers, e-mails, web-page ads, etc.

- 2) The ICNE Nurse Planner will contact the requesting program Nurse Planner to discuss the proposed program topic, purpose, target audience, and method of determining educational need.

- 3) If the proposed program qualifies as continuing nursing education (CNE), then the ICNE Nurse Planner will work directly with the program Nurse Planner(s) or the planning committee to ensure the correct process is followed for planning, implementing and evaluating the event.

- 4) Once the program planning is complete, the ICNE Nurse Planner will provide the following hard copy documents for the program to the Activity Nurse Planner:
 - Program Roster
 - Program Certificate with designated Contact Hours
 - Program Evaluation
 - Cover letter for the record

- 5) Within **one (1) week** after the program/activity has occurred, the following materials must be completed and sent via IO mail to **Tracie Wildner, OTD, JH417:**
 - The Original Roster(s) – **Photocopying or sharing participant information by unauthorized individuals is strictly forbidden**
 - Evaluation Summary of all participant evaluations with scores and all comments on a blank evaluation sheet from that program.
 - Any remaining certificates