

Appeals Process Policy

If the applicant is denied approval, the applicant may appeal the decision in writing. The applicant must submit a written request for appeal to the DNA Continuing Education Committee within thirty (30) days of receipt of the denial letter.

An Appeals Committee will be appointed by the Chair or Co-Chairs of the Continuing Education Committee. The Appeals Committee will consist of DNA Nurse Peer Reviewers who have not reviewed the application. The Appeals Committee will review the application and notify the applicant of the decision in writing within thirty (30) days of receipt of the appeal request.

If the applicant is not satisfied with the decision of the Appeals Committee, a written appeal may be submitted to the DNA Executive Committee (or the designees) within thirty (30) days of its notification from the CE Appeals Committee. Any member of the Executive Committee who is also a member of the DNA Continuing Education Committee or who has a conflict of interest will be replaced by another member of the DNA Board of Directors.

Upon receipt of a request for a second level appeal, the DNA Executive Committee schedules a meeting within thirty (30) days and notifies the applicant and the Continuing Education Committee in writing. The CE Committee Chair or Co-Chairs and the applicant may be present at this appeal meeting. No additional materials may be submitted. A decision is rendered by the DNA Executive Committee and sent to the Continuing Education Committee and the applicant in writing, no later than fifteen (15) days following the meeting. This decision is final.

In the event that the applicant chooses to have legal representation at any stage of the appeal, DNA must be notified of this intent in writing prior to the meeting.

CONTINUING EDUCATION COMMITTEE

The DNA Continuing Education Committee has demonstrated to ANCC with distinction the ability to assess and monitor other organizations' compliance to ANCC criteria that support the provision of quality CNE activities as well as approve individual educational offerings of other organizations or individuals.

Approval policies and procedures for individual and provider applications must be followed.

Information such as manuals, forms and fees for both application types can be found on the DNA website.