

Submission Policy

- Applications for approval of continuing nursing education and provider applications will only be accepted on current DNA approved forms. Forms from other accredited bodies will not be accepted.
- Payments must accompany application. Review will not begin until payment is received. DNA will bill the provider fees over the course of the 3 year approval period.
- Late fees paid for approval of individual or provider applications does not guarantee approval by the requested date. Late applications will only be accepted if two peer reviewers are available.

Individual Application Submission policy

- For activities of less than 12 contact hours, applications must be received in the DNA office 45 days prior to the presentation date or start.
- Applications for 12 or more contact hours must be received 60 days prior to presentation or start.

Provider Application Submission policy

- Renewal applications for current approved providers must be received in the DNA office at least 8 weeks before the expiration of the current approval. If a renewal application is received less than 8 weeks before expiration, the provider must request an extension in writing.
- New provider applicants must meet the eligibility requirements and submit three separate educational activities that have been approved by the DNA Continuing Education Committee within 12-months of submitting provider application.

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.