Texas State Council

Obtaining Continuing Nursing Education (CNE) Completion of the ENA Individual Activity Application

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Nursing educational opportunities should provide evidence-based knowledge/skills which keep nurses abreast of changes in the profession enhancing their ability to provide safe, quality care. Such education should also assist nurses meet licensure and certification requirements as well as support their professional development.

To ensure the quality and usability of a nursing educational event, the host organization can submit the program to a nationally recognized nursing education accreditation agency for approval. Such agencies have formulated strict guidelines to determine if an educational content is acceptable as evidence-based nursing education. When approved by such an agency the hours of continuing nursing education or contact hours (CNEs) are recognized/accepted by boards of nursing and credentialing organizations across the United States and in some cases internationally.

The Emergency Nurses Association (ENA) is one of these accrediting organizations. Affiliated with the American Nurses Credentialing Center (ANCC), a nationally recognized accreditation agency, the ENA can approve an educational event for contact hours (CNEs) when the content meets the ANCC's established criteria.

The following is a review of the components needed to successfully complete the ENA's Individual Activity Application and submit it for consideration of continuing nursing education contact hours.

Pre-Application Requirements:

Once the decision is made to have an educational event the host organization's ability to plan the event is key to the success of the program. Some of the basic organizational steps are:

Planning Committee:

The formation of a Planning Committee brings together diverse skills and ideas, ensures effective coordination and management of tasks, enhances communication, helps address the various components of the event, leading to a more successful outcome. The host organization should identify members of the committee based on their interest, nursing experience, skills and ability to complete assigned tasks. The size of the Planning Committee should be manageable to ensure discussions are efficient and the work can be done without overwhelming the planning process.

1. **ENA Requirements:**
    a. The Planning Committee **must** consist of at least **2 members**.
    b. One of Planning Committee **must be identified as the Nurse Planner**.
    c. Each Planning Committee members **must** complete the ENA's Disclosure of Financial Relationship form https://www.ena.org/cne-application
2. **Nurse Planner** – is responsible for ensuring the educational event's content and the Individual Activity Application meet the ENA/ANCC requirements:
    a. Criteria:
        i. Must be at least a BSN
        ii. Adheres to ANCC 'Integrity Statement' https://www.ena.org/sites/default/files/2026-04/Standards-for-Integrity-and-Independence-in-Accredited-Continuing-Education.pdf

iii. Adheres to ANCC guidelines https://www.ena.org/sites/default/files/2026-04/ANCC-3375-NCPD-APPROVER-MANUAL-2025_FNL2_EDP%20criteria%201.pdf
iv. Is knowledgeable about ENA's CNE application process

b. Responsibilities:
v. Ensure all educational components of the event meet the ANCC guidelines
vi. Reviews and verifies all application documents adhere to guidelines and quality
vii. Monitors speaker documents for:
1) Potential bias
2) Relationships with ineligible companies
viii. Identifies strategies to mitigate speaker / committee members' potential bias based on identified relationships with ineligible companies, if any
ix. Monitors presenter's lecture/skills station/panel discussion, etc. content to ensure integrity and lack of bias

3. **Point of Contact:** Is an optional position on the Planning Committee which is utilized if Nurse Planner does not act as the primary contact between the host organization and the ENA's CNE Office regarding the educational event's CNE application. Point of Contact responsibilities:
a. Acts as a liaison between ENA's CNE Office and the host organization regarding the application
b. Is knowledgeable about CNE application process
c. Completes the Individual Activity Application
d. Organizes/obtains all required documents associated required by the application
e. Submits the application and associated documents to the Nurse Planner to review and authorize its submission to the ENA
f. Submits the application and all required documents to the CNE Office once the Nurse Planner has approved it
g. Corrects any errors or deficiencies in the application/associated documents when notified by the CNE Office to do so.

4. **Other committee members:** Keep committee size manageable
a. Duties as assigned - examples
i. Identify speakers
ii. Ensure activity fee is paid on time and receipt received https://www.ena.org/sites/default/files/2025-01/fee-schedule.pdf
iii. Promote event through various forms of advertising
b. Registration
i. Organize attendees' information
ii. Formulate sign-in sheets
iii. Verify participant attendance – monitor sign-in, log-on
c. Completes Certificate of Completion as applicable by criteria
d. Ensure attendees awarded CNE information is stored and is accessible:
i. For 6 years
ii. Courses which fulfil 1-time Texas Board of Nursing (TBON) requirement, ex. Forensic – records should be kept indefinitely, if possible

***Education content*:**

The education provided at the event should be selected based on two key factors; what is the level of the target audience and will the education enhance the practice/skills of the attendees. The two factors must match for the education to be beneficial to the participants. Example: An educational event planned for clinic nurses, but which only presents information on equipment

used in the ICUs is a total mismatch and will not enhance the practice/skills of the target audience.

Once the target audience has been identified:

1. Education content should be based on:
    a. Specific updates in practice, i.e. new research results, changes in policies/procedures, new equipment, etc.
    b. Hot topics in the profession.
    c. Changes in legislation
    d. Requests for specific topics by nurses. Identified by such things as:
        i. Needs survey
        ii. Requests during previous educational events
        iii. Direct requests by nurses to the host organization for specific education
    e. Required education, i.e. TBON required continuing education competencies; Forensics, Geriatrics, Nursing Jurisprudence/ethics, Human Trafficking, etc.
    f. General education of nurses
2. Education components - examples
    a. Lectures
    b. Panel discussions
    c. Skills stations
    d. Simulations
    e. Combination

Speakers/Presenters/Panel Discussion members, etc.:

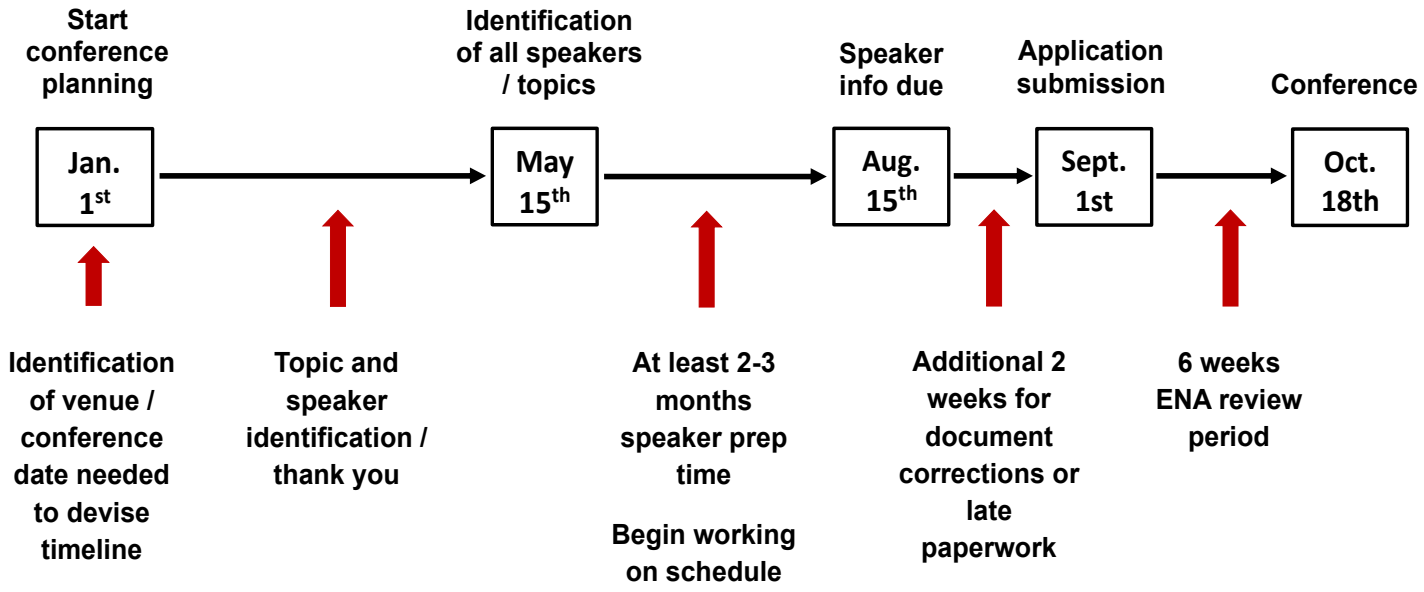
1. Identification based on:
    a. Chosen topics
    b. Expertise
    c. Experience and quality as presenter
    d. Promotion of new speaker
    e. Agreed to present
2. Confirmed Speakers/presenters/panel discussion members, etc.:
    a. ENA requirement – Each confirmed speakers/presenters/panel discussion members, etc. must complete the ENA's Disclosure of Financial Relationship form https://www.ena.org/cne-application
    b. Committee should request (information is utilized in the application):
        i. Educational content (lecture, etc.) outline
            1) Major content headers – at minimum
        ii. Learner Objectives
        iii. Duration of content including Q&A
        iv. Learner strategies
        v. References
            1) **ENA requirement** - No older than 5-7 years
            2) At least 3-5 references. More would be better
        vi. Up to date CV / Resume
        vii. Completed Disclosure of Financial Relationship
        viii. Headshot picture - for advertisement / website (optional)

Timeline

A timeline for the educational event is essential to ensure all tasks are completed on schedule, from setting objectives and budgeting to confirming speakers and finalizing logistics. This structured approach reduces stress and keeps everyone involved accountable throughout the planning process.

1. Key points:
    a. **ENA Individual Activity Application requirement:**
        i. **Must be submitted 45 days prior to event (approximately 6 weeks)**
        ii. Late submission = increased cost and/or potential failure to obtain approval
    b. Start planning early:
        i. As soon as you know you will be holding the event
        i. If annual event - immediately after the end of the last event
    c. The timeline can be developed prior to knowing topics or speakers
    d. Determine date of event:
        i. Identify the general date/month of the event
        ii. Venue availability may determine specific date
    e. Continuing to develop the timeline as more is known re event
    f. The more complex the event (large number of speakers, multi-track event) the more involved the timeline
    g. Add additional time to allow for late paperwork or required revisions
    h. Keep to the timeline
        1) Closely monitor submission of documents from speakers/presenters
        2) Submit the application on time or early if possible

Timeline Example: Conference timeline for a 1-day, single track event scheduled for October 18th:



Individual Activity Application - Continuing Education Application

The following are explanations, examples and suggestions of how to complete the ENA's Individual Activity Application for continuing nursing education (revised January 2026) https://www.ena.org/cne-application

Basic information:

1. Verify the application is the newest version of the form for each educational event - https://www.ena.org/cne-application
2. Submit the application and associated documents at least 45 days prior to the event (approximately 6 weeks) - CNE@ena.org
    a. Early is better
3. Submitted documents must be in Microsoft Word format
    a. No PDF documents will be accepted

Section 1: Demographic Data

1. **Name of Organization** – use official chapter/state council/organization name. No abbreviations or initials, ex. San Antonio Emergency Nurses Association not SAENA
2. **Applying organization**:
    a. Address – should be the official address of the organization
    b. Website – if any. If none can leave blank or put N/A
3. **Primary Point of Contact**: Who does the ENA contact regarding the submitted application? Should be the Nurse Planner or an identified member of the Planning committee who will complete and submit the application.
    a. Name
    b. Credentials – must include
    c. Address
    d. Email address
4. **Nurses Planner** – Person on the Planning Committee who has final approval of the application prior to submission to ENA.
    a. Name
    b. Credentials – must include
    c. License number and state issued – if Texas license can go to TBON website to determine license number. https://txbn.boardsofnursing.org/licenselookup
    d. Email address

Section 2: Ineligible Company Exemption – Is your organization permitted to submit the application?

1. ENA chapters/state councils should check 'Health professional membership organization'
2. If you can't find your organization type or have questions, contact the ENA at cne@ena.org

Section 3: Statement of Understanding

1. **Identification of submitting organization acknowledging of understanding**
    a. Type the official name of the submitting organization in the 6 identified red slots. You can copy / paste the information to save time
2. **Organization *must* maintain the application and associated documents for 6 years in either electronic or hard copy folder**.
    a. Organization should have a centralized mechanism, either electronic or hardcopy, to store the documents related to the educational event's application, registration and awarded contact hours for at least 6 years.
    b. Attendees can contact the host organization to obtain copies of the completion certificate, if needed

3. **Signature of Nurse Planner, credentials** – verifies the content of the completed Statement of Understanding paragraph and the need to maintain the records for 6 years.
4. **Activity Title** – put the official title of the educational event here.
    a. The title must be the same wherever it appears in the application and in any associated document
    b. Use the same wording and formatting including capitalization and punctuation.
5. **Activity Type**:
    a. Live (in-person or virtual) – this includes hybrid events being presented both in-person and virtually at the same time.
    b. Enduring – Usually means a recorded event nurses can access on the internet for an identified amount of time after the original event.
        i. Requirements and cost for this type of event may be different than a Live only event.
    c. Blended with pre-live course work. Like the TNCC and ENPC courses where attendees are required to complete online course work prior to the main education.
        i. Requirements and cost for this type of event may be different than a Live only event.
6. **Activity Location** (city and state or virtual) –
    a. Live event – enter the name of the city and state where the event will be held if attended only in-person.
    b. Virtual event - identify the platform being used; ie. Zoom, Teams, etc
    c. Hybrid event - enter the name of the city and state and virtual platform being used. Ex. San Antonio, Texas and Zoom
    d. Enduring event – enter the browser address of the event
    e. Blended event – enter the browser address of the pre-event education and the location and browser address (if different) of the main education event.
7. **Date(s) of Activity** – The date or dates the event will be held live or virtually
8. **Expiration Date (if enduring)** – Only applicable to enduring education. Enter the date the material/course will no longer be available.
9. **Target Audience** – *must check at least RN* and any other category of the targeted attendees
10. **Is this activity being Jointly Provided?** Is the event is being hosted by more than one organization, i.e. San Antonio ENA and San Antonio Chapter of the American Association of Critical Care Nurses; San Antonio ENA and Tarrant County ENA. Can be more than two organizations organizing the event.
    a. Yes – check the Yes box and type in the official name of additional organization(s)
    b. No – check the No box
11. **Number of contact hours to be awarded**. Enter the maximum number of contact hours the *attendee can earn* by the end of the event.

    NOTE: Contact hours earned may be different than the total number of contact hours applied for.
    a. **Activity with multiple concurrent sessions must indicate the maximum number of contact hours *to be approved***.
        i. Explanation: Concurrent sessions = more than one lecture/skills station/panel discussion, etc. is being held at the same time. Also known as a multi-track event.
        ii. Enter the *total* number of contact hour(s) being applied for, for the *entire* educational event; each and every lecture/skills station/panel discussion, etc.

1) Add up the contact hours for ***each*** lecture/skills station/panel discussion, etc. held during the entire event regardless of the number of sessions being taught at the same time.
2) Attendees can't be in two places at once so they can only earn the contact hours for 1 lecture/skills station/panel discussion, etc. held during each time slot.
3) If you don't identify and apply for all the sessions with their associated contact hours, the event will be short contact hours.

12. If the educational event is longer than 3 hours, a copy of the agenda must be attached as 'Attachment 2'.

a. Must specify the time allocations to prove number of contact hours to be awarded.
   i. The event schedule can be utilized as the basis of the agenda since it already has the times of the sessions on it
   ii. Can use the actual time of the lecture, i.e. 8am – 9am; 0800-0900 or the total amount of time for the lecture, i.e. 45 minutes, 60 minutes
b. Must clearly show the calculation of the contact hour(s)
   i. Calculation of contact hours total for entire education required – see Example 1
   ii. Calculation for maximum number of contact hours attendees can obtain for sessions attended during event (awarding commensurate with participation). See Example 2

Example 1: Attachment 2 – Calculation of contact hours for a 1-day, single track event
In this case the total number of contact hours for event = the maximum number of contact hours an attendee can earn during the event.

ATTACHMENT 2 - AGENDA

San Antonio Emergency Nurses Association

San Antonio Chapter

Concepts in Emergency and Critical Care Nursing – 2026

Schedule of Events

August 27, 2026

Contact Hour (CH) Calculation		
	0645 – 0730	Registration, Breakfast and Visit with the Exhibitors
	0730 – 0745	Welcome
60 min = 1 CH	0745 – 0845	2026 Stroke Guidelines: Frontiers and Paradigm Shifts *Dr. Rachel Mehendale, MD*
	0845 – 0850	Speaker Transition
60 min = 1 CH	0850 – 0950	Recognition of and Prompt Stabilization of Pediatric Sickle Cell Crises in the Emergency Room *Dr. Patricia A. Clarke, DNP, APRN, CPNP-PC, CPHON*
	0950 – 1005	Break with the Exhibitors
60 min = 1 CH	1005 – 1105	Caring for the Psychotic Suicidal Patient: Emergency Nursing Strategies That Save Lives *Dr. Daniel Lovasz, DHA, MSN, RN, CNE, PMH-BC*
	1105 – 1150	Lunch and visit with the vendors. Exhibitor Prizes and Raffle
60 min = 1 CH	1150 – 1250	Care of the Patient with Left Ventricular Assist Devices *Lt. Col Serafim Perdikis, MD, USAF*
	1250 – 1255	Speaker Transition
60 min = 1 CH	1255 – 1355	How to Conduct an Active Shooter Drill *Bruce Parkes, RN, BSN*
	1355 – 1400	Speaker Transition
60 min = 1 CH	1400 – 1500	Leading Multigenerational Team: How to Survive and Thrive *Chris Chizek, MEd, BSN, RN, NPD-BC, CCRN, CEN, TCRN, CPEN*
	1500 – 1505	Speaker Transition
60 min = 1 CH	1505 – 1605	Traumatic Circulatory Arrest *Dr. Stephen Harper, MD, MPH*
Total Contact Hours 420 min = 7 CH	1605 +	Closing / Visit ENA Member table

Example 2: Attachment 2 B Calculation of Contact Hours for a 1-day, multi-track event with concurrent sessions. (Track A and Track B) Total contact hours being applied for are *different* from maximum number of contact hours an attendee can earn during the event.

EMERGENCY NURSES ASSOCIATION
SAFE PRACTICE, SAFE CARE
San Antonio Chapter

ATTACHMENT 2 B – AGENDA
(Multi-track Event – Concurrent Sessions)
Concepts of Emergency and Critical Care Nursing – 2015
Henry B. Gonzalez Convention Center
September 9, 2015

Contact Hours (CH) Calculation				
07:00 – 09:00	Breakfast With the Exhibitors – Provided by the SAENA	HBGCC 217 B & C		
Lecture Time:	Lecture Title and Speaker:	RM#	CNE	Cat.
07:30 – 08:30	Session 15.02.01			
60 minutes = 1 CH	A. 'Treatment Modalities: Considerations post sexual assault' Jamie Ferrell, BSN, RN, DABFN, CA/CP SANE, SANE-A, SANE-P, CMI-III, CFN, DF-IAFN	HBGCC 217 A	1	C
60 minutes = 1 CH	B. 'Neonate Sepsis' Dr. Jason Wright, MD, Board Certified Pediatrics & Neonatal Perinatal Medicine	HBGCC 217 D	1	P
09:00 – 10:00	Session 15.02.02			
60 minutes = 1 CH	A. 'The Impact of Sexual Assault' Kindra Clark, MSN, RN, FNP-C, AFN-BD, SA-SANE	HBGCC 217 A	1	C
60 minutes = 1 CH	B. 'Burn Center Referral Criteria' Clayton Collins, BSN, RN	HBGCC 217 D	1	C
10:15 – 11:15	Session 15.02.03:			
60 minutes = 1 CH	A. 'Informatics Competencies Required for ED Nurses' Dr. Azizeh K. Sowan PhD, RN	HBGCC 217 A	1	O
60 minutes = 1 CH	B. 'Providing Cultural Proficient Care for the Transgender Patient' Keith Wichenski MSN, RN, PMC, FNP-C, NCT	HBGCC 217 D	1	C
11:15 – 12:30	Lunch with the Exhibitors – lunch will be provided	HBGCC 217 B & C		
12:30 – 13:30	Session 15.02.04			
60 minutes = 1 CH	A. 'Sit. Stay. Smile: Therapy Dogs in the Critical Care Setting' Brenda Rath, MSEd, RN, Ped CCRN and Debbie Sinks, BSEd, Therapy Dog Examiner/Observer	HBGCC 217 A	1	C
60 minutes = 1 CH	B. '20 Items to Consider as You Start a New or Renovated ED Design Project' John Huddy, March, AIA, NCARB	HBGCC 217 D	1	O
14:00 – 15:00	Session 15.02.05			
60 minutes = 1 CH	A. 'Recognizing Victims of Human Trafficking in the ED' Shelly Botello, BSN RN CA-SANE, SANE-A, SANE-P	HBGCC 217 A	1	C
60 minutes = 1 CH	B. 'Disaster on Monday' Bruce Parkes, RN	HBGCC 217 D	1	C
15:30 – 16:30	Session 15.02.06			
60 minutes = 1 CH	A. 'Neonates Presenting with Critical Illnesses in the ED' Dr. Jason Wright, MD, Board Certified Pediatrics & Neonatal Perinatal Medicine	HBGCC 217 A	1	P
60 minutes = 1 CH	B. 'Critical Incident Stress Management for Staff In the ED' Steven Jewell, BSN, RN, CEN, CPEN	HBGCC 217 D	1	C
16:45 – 17:45	Session 15.02.07			
60 minutes = 1 CH	A. 'Chasing Squirrels and Taming 12 Leads' Speaker: Angelica Requenez, RN, CCRN, CEN	HBGCC 217 A	1	C
60 minutes = 1 CH	B. 'Hyperglycemic Crisis' Michael Moon, PhD, RN, CNS-CC, CEN, FAEN	HBGCC 217 D	1	C
Lecture Categories: C = Clinical P = Pediatrics T = Trauma O = Other				

Total Contact Hours for event:
840 minutes = 14 Contact Hours

Maximum number of Contact Hours attendee can earn for event = 7

13. Method used to calculate contact hours

a. Live – check Time Based (60 min = 1 contact hour) – for live in-person, virtual or hybrid events
b. Enduring – check appropriate box
    i. Time Based (60 min = 1 contact hour)
    ii. Mergener formula - a mathematical model designed to estimate the duration of eLearning courses. This method takes into account various factors that influence how long a learner might spend on a course.
    iii. Pilot Study
    iv. Historical Data
    v. Other

Professional Practice Gap

NOTE: ENA has provided an educational video, free to members, which explains the changes in this section of the CNE application. ***Accreditation Criteria Update: Successful Activity Documentation.*** It is approved for 1 CNE.

To access this video:

- Log on to the ENA website at www.ena.org ,
- Click on My Account
- Click on My Courses (left side of screen)
- Click on Free Member CE Bundle
- Scroll down the CE listings until you find the course name
- Click on the course and follow the instructions.

1. Description of the professional practice gap (statement of what nurses don't know, know how (to do), don't do)

a. Statement which identifies what the gap is. This is a high-level reason why there is a gap in participants' knowledge / skills, etc.
    i. Single session, i.e., 1 lecture – needs information specific to the topic
    ii. Multi-course event – needs 1 statement which broadly covers all the topics
    iii. 'Because education is required' is *not* an acceptable gap statement. i.e. 'TBON requires the course' – is not an acceptable statement

Example: Professional gap statement for multi-course event with forensics, geriatric, nursing jurisprudence / ethics and human trafficking lectures

Advancements in medical research and legislation result in changes in treatment modalities, clinical practice and state / federal laws related to Forensics, Geriatrics, Nursing Jurisprudence and Human Trafficking. Nurses need to continually refresh and update their knowledge / skills to stay abreast of these developments.

2. Evidence to validate the professional practice gap (how do you know the gap exists).

A lower-level statement regarding why there is a problem and how it can be resolved.

a. Acceptable validation
    i. Stakeholder feedback – direct input from nurses, educators, other stakeholders identifying a problem that demonstrates nurses don't know, can't do, etc. Ex. Nurses are not consistently applying triage protocols
    ii. Published research – which identifies a gap in nursing practice. Can be facility identified or beyond the local setting.
    iii. Policies and/or Technology changes – new policy or practice changes which have not been widely disseminated.
b. Type of statement
    i. Single course event – evidence statement specific related to the lecture/skills station/panel discussion, etc.

ii. Multi-course event
    1) Generic evidence statement covering all topics – saves time/effort
    2) Statement for each session, i.e. lecture/skills station/panel discussion, etc. This method is acceptable but isn't recommended since it is time consuming

c. Information in the Learner Objectives provided by the presenter can be a starting point for this statement
d. Contact CNE Office cne@ena.org for clarification if needed
e. Review video identified above.

Example: Evidence to validate professional practice gap statement for a nursing jurisprudence and ethics lecture. Statement is about this specific course.

Legal issues which impact nurses continue to occur, ex. the RaDonda Vaught case in 2022 and changes in the state's abortion law 2023. Nurses must keep abreast of these issues and changes in the law. In addition, nurses must be aware of the issues adversely impacting their practice, strategies to avoid such events, and have proficiency in the documentation and reporting of potential legal situations.

3. **Educational need(s) that underlie the professional practice gap. (knowledge and/or skills.) *CHECK* appropriate gaps**
    a. Check the box that corresponds with why the content of the lecture/skills station/panel discussions are being proved.
        i. Check Knowledge box – Knowledge increase is usually the purpose of providing education
        ii. Skills –
            1) Sessions that teach a particular skill automatically require this box to be checked, i.e. skills station on intraosseous IVs.
            2) If there are no skills practiced, return demonstration, etc. in the session/conference then don't check this box

4. **Identify the established professional competency(ies) that align with the identified professional practice gap and underlying educational needs (knowledge and/or skill) and the professional source that developed the competency(ies) (include cite source)**

    This section is new to the application as of January 2026.

    a. Check the type of competency(ies) for the appropriate professional gap; either Knowledge, Skills, or both. If there are no skills stations or return demonstrations check only Knowledge.
    b. List the competencies appropriate to the type of competency(ies)
        i. Competencies for both knowledge and skills can be found in the various Scope and Standards of Practice documents published by the various nursing organizations
        ii. The target audience should determine which scope and standards of practice document should be utilized, examples:
            1) Emergency nurses – the latest edition of the *Emergency Nursing Scope and Standards of Practice* published by the ENA
            2) Pediatric nurses – ex. the latest edition of the *Pediatric Nursing: Scope and Standards of Practice* published by the ANA and multiple pediatric organizations.
            3) General nurses – ex. the latest edition of the ANA's *Nursing Scope and Standards of Practice*
            4) If there is a mixed group of nurses;

a) Use the reference related to the majority of the expected audience
b) Can use multiple references if no predominate group is attending

ii. Identify the competency(ies) by reviewing the Scope and Standards of Practice for each type of competency checked.
1) May be more than one competency statement for each type
a) Identify a few appropriate ones for the event content and used those
2) Suggestion: Add the Standard # indicating which competency statement it is for easy verification

c. Cite the source of the competency(ies)
i. References are not required to be provided in APA format. However, references should include adequate detail to ensure that the information referenced can be located (i.e., page number, date, standards number)

5. Desired learning outcome(s) must be ***measurable* learning outcome statement that are aligned to the professional practice gap, underlying educational need(s) (knowledge and/or skill), and identified competency(ies) (See examples below ANCC Assessment Method table.)**

a. A measurable and achievable goal
i. Be realistic when setting achievement goal(s).
ii. 100% success is rarely, if ever, achievable.
b. The intent to change practice is not an acceptable short-term or long-term assessment

6. Identify the assessment method(s) used to measure changes in learner knowledge and/or skills expected from participating in the education activity.

a. Determine what assessment method will be utilized to determine the participants' gained knowledge.
i. Method may differ if:
1) Different types of competencies have been identified, i.e. knowledge vs. skill vs. practice
2) Participants can be observed after education and/or results of work can be reviewed
ii. The intent to change practice is not an acceptable short-term or long-term assessment method for measuring impact or change in practice.

ANCC Assessment Methods

KNOWLEDGE	SKILLS	PRACTICE ASSESSMENT METHODS
• Polling • Multiple Choice • True or false • Verbal response • Written tests • Self-report	• Return demonstration • Case study • Role play • Simulation • Essay demonstrating application of knowledge and skill • Computer-based simulation scenarios	• Long-term report of actual change in practice • Change in quality outcome measure • Observation of performance in practice

ANCC Provider Manuel 2025: Chapter on Assessment Methods, page 56.
https://email.nursingworld.org/hubfs/ANCC%20Organizational%20Credentialing/NCPD/ANCC-3375-NCPD-PROVIDER-MANUAL-2025_FNL10.pdf

Examples of Learning Outcome statements and assessment methods:

1. Desired Learning Outcome assessment method – Post Test
   Measurable statement which is achievable:
   80% of the participants will pass the XYZ test with a grade of 85%

2. Desired Learning Outcome assessment method – Self-Report
   Measurable statement which is achievable:
   80% of the participants will be able to self-report 3 areas of increased knowledge or changes/improvements in practice based on the lecture content and/or discussions during lectures.

3. Desired Learning Outcome assessment method – Return Demonstration
   Measurable statement which is achievable:
   85% of the participants will be able to correctly demonstrate all steps in XYZ skill.

4. Desired Learning Outcome assessment method – Observation of performance in practice
   Measurable statement which is achievable:
   1 week after the course, a review of charts will demonstrate 90% compliance with the new triage protocol.

Standards for Integrity and Independence: Activity Planning Requirements

1. **Standard 1: Description of evidence-based content**
   Outline, abstract, agenda, behavioral objectives, etc.:
   ANCC Provider Manual, 2025. Page 59
   a. Use one of the above methods to describe evidence-based content. Information can be based on
      i. Individual lecture/skills station/panel discussion, etc.
      ii. Overall content of event
   b. Requesting information from each speaker regarding an outline of content and learner objectives prior to completion of application is extremely helpful
2. **Standard 1: References that support evidence-based content: <u>APA formatting is required</u>**
   <u>ANCC Provider Manual, 2025. Page 59</u>
   a. References should:
      i. Come from speaker/presenter/instructor
      ii. Be no older than 5-7 years
      iii. Be findable using the reference citation provided
      iv. Be grouped by lecture/skills station/panel discussion, etc.
   b. References should be verified by the Planning Committee prior to submitting the application
   c. If the reference can't be located using the provided citation, the Planning Committee can:
      i. Request the speaker/presenter/instructor correct the citation
      ii. Search for the reference themselves and if found amend the provided citation
         1) Links can be added to the citation to facilitate locating

iii. Discard the reference.

d. Number of references is up to speaker/presenter/instructor
   i. Committee needs to be comfortable with the number of references provided, if not, ask for more
   ii. 3 - 5 references has previously been accepted by the ENA as sufficient

3. **Standard 2: Prevent Commercial Bias and Marketing in Accredited Continuing Education**
   ANCC Provider Manual, 2025. Page 59
   a. Accrediting continuing education must protect learners from commercial bias and marketing.
   - Definition: *Ineligible company*: A company whose primary business is producing, marketing, selling, reselling, or distributing healthcare products used by or on patients. (Accreditation Council for Continuing Medical Education (ACCME), 2020). See ANCC Provider Manual 2025, page 58**.**

   Review the 3 statements provided.

   i. We attest that this activity meets the expectations of all three elements of Standard 2 - Check the box if the Planning Committee has met the three conditions.

   Suggestions:

   1) Ineligible companies should not have any input into the planning or content of the educational event.
      a) Ineligible company representatives cannot be members of the Planning Committee.
   2) Faculty (speaker/presenter/instructor) must not promote any specific product(s) of/or ineligible company(ies) during their presentation, in their slides or in their handouts.
   3) If a product is being discussed, the type of product can be identified but not the name of the manufacturer, i.e.
      a) Acceptable – a LVAD does XYZ
      b) Not acceptable – ABC's LVAD does XYZ
   4) Lectures/skills stations/panel discussions, etc. provided by a representative(s) of ineligible companies, i.e. employees of an ineligible company, will not be approved for contact hours due to the perceived product/company bias of the lecture.
      a) This includes a physician/nurse who is hired by/works with the company
   5) Exhibitors/exhibits must be separated from the educational area, i.e. cannot be in the same room as the lectures.
      a) If there are limited space or questions, contact the ENA (cne@ena.org) for potential solutions.
   6) The Planning Committee cannot distribute the names/email address/contact info of the attendees, i.e. to vendors, exhibitors, etc., without the permission of the attendees.
      a) If the attendee provides their name/email address/contact info to a vendor/exhibitor that is acceptable since it is their choice

4. **Standard 3: Identification and Mitigation of Relevant Financial Relationships**
   ANCC Provider Manual 2025. Pages 59 – 61**.**
   - Definition: *Relevant Financial Relationship*: When an individual has a financial relationship with an ineligible company and the educational content is related to the business lines or products of the ineligible company. (Accreditation Council for

Continuing Medical Education (ACCME), 2020). See ANCC Provider Manual 2025, page 58**.**

a. Identify type of activity: Non-Clinical and/or Clinical
   i. Non-clinical – Check the box
   ii. Clinical – Check the box
   iii. May have components of both types – Check both boxes
b. Identify the strategy(ies)/mechanisms use to mitigate (prevent) individuals with relevant financial relationships from introducing bias into the educational content. Strategies/mechanisms including:
   a. Excluding ineligible individuals
   b. Reviewing content by Planning Committee to ensure:
      a) Clinical recommendations are evidence-based and free from bias
      b) Content is:
         a) Unrelated to the ineligible company's business lines or products
         b) Limited to basic science research without care recommendations indicating a specific named product
         c) Teaches the safe use of generic medical devices without making recommendations for use of a specific named product
c. Complete the Financial Relationship table based on the instructions. Include:
   i. All members of the Planning Committee
   ii. All lecturers/skills station instructors/panel discussion members, etc.

   Note: In this version of the application, the table does not expand to add more lines. If there are more entries than the number of lines, continue the list on a separate sheet. Suggestion: Use the last line in the table to indicate there are additional names and what the list is titled, ex. Attachment 7: Financial Relationship Table, continued.

5. Standard 4: Commercial Support (if applicable)

ANCC Provider Manual, 2025. page 61- 62

Definitions:

- *Financial Commercial Support*: Money supplied by an ineligible company to be used by a provider for expenses related to an educational activity. Financial support may be provided as an unrestricted grant, an educational grant, a donation, or a scholarship. Accreditation Council for Continuing Medical Education (ACCME), 2020). See ANCC Provider Manual 2025, page 58.

  Note: An ineligible company paying a fee for the use of a table in the exhibit hall is not considered Financial Commercial Support.

- *In-kind Commercial Support*: Materials, space, or other non-monetary resources or services from an ineligible company used by a provider to conduct an educational activity, which may include but are not limited to human resources, marketing services, physical space, equipment such as audiovisual components, and teaching tools (for example, anatomic models). Accreditation Council for Continuing Medical Education (ACCME), 2020). See ANCC Provider Manual 2025, page 58.

  Note: An ineligible company providing lunch in exchange for the use of a table in the exhibit hall is not considered Commercial Support.

a. Does this activity receive commercial support?

i. **Yes, this activity received commercial support** – If Yes,check the box
   1) **Provide the dated commercial support agreement as Attachment 5** (see Required Documentation to be Included in the section identified as Attachment 5 at the bottom of the application form)

a) Must have a separate commercial support agreement for **each** ineligible company which provides commercial support:
   i) If the education event obtains commercial support with an ineligible company after the application submission, send the signed commercial support agreement form and the updated Disclosure to Learner forms to the CNE Office of the ENA with an explanation as to why the forms are late.
   Suggestion: If the host organization is working on obtaining commercial support for their educational event but has not finalized the agreement when the application is submitted, include that information in the initial application submission email to the CNE Office.

b) Commercial Support form: ENA and ANCC do **not** have a specific commercial support agreement form on their websites, only descriptions of the information the form should include.
   i) There are copies of commercial support agreement forms used by other nursing organizations on the internet. Example: Wound and Ostomy and Continence Nursing Society https://cdn.ymaws.com/member.wocn.org/resource/resmgr/rainfo/commercial_support_template.pdf
   ii) Suggestions:
      (1) Use one of the forms from the internet that has already been approved.
      (2) If unsure: Submit the draft commercial support agreement form to the ENA CNE Office cne@ena.org for approval prior to using it.

2) **Include evidence of the disclosure to learners of commercial support Attachment 3** (see Required Documentation to be Included in the section identified as Attachment 3 at the bottom of the application form for required content)
   a) ENA and ANCC do not have a specific Disclosure to Learn form on their websites.
   b) Information the form should include
      i) Activity approval statement
      ii) Criterial for awarding contact hours
      iii) Presence or absence of relevant financial relationships, it applicable
      iv) Expiration date of enduring material
      v) Commercial Support, if applicable
      vi) Joint Providership, if applicable
   c) Do not have to include Learner Outcomes but may wish to do so if the educational event is only one or a few lectures/skills stations/panel discussions
   d) Devise your own form including all the required information
   Suggestion: If unsure: Submit the draft Disclosure to Learner form to the CNE Office for approval prior to application submission.

ii. **No, this activity did not receive commercial support** – If NO, check the box
   1) Must include a Disclosure to Learner form

iii. **ENA Requirement:** Disclosure to Learner form **must** be given to the participants prior to the event.

1) While Standard 4 does not indicate the Disclosure to Learner is needed if there are not commercial support agreements; Attachment 3 information, at the bottom of the application, says the Disclosure to Learn is required for all events.
2) Suggestions on distribution of the Disclosure to Learner form:
    a) Hand out when participants sign in to event
    b) Add to the back of a post course evaluation form handed out when the participants sign in to the event
    c) Send form to participants when confirming register, if form is completed
    d) Include form when sending the last email reminder regarding the event
    e) Include with the information provided in the conference registration brochure/bag, if any

6. **Standard 5: Ancillary Activities** (if applicable)
ANCC Provider Manual, 2025. page 62.

Applies only when there is marketing by ineligible companies or nonaccredited education associated with the accredited continuing education. Accredited Providers are responsible for ensuring that education is separate from marketing by ineligible companies – including advertising, sales, exhibits, and promotion – and from nonaccredited education offered in conjunction with accredited continuing education. Accreditation Council for Continuing Medical Education (ACCME), 2020). See ANCC Provider Manual 2025, page 62. (see Required Documentation to be Included in section Attachment 6 at the bottom of the application form for content required)

Note: Nonaccredited education associated with the accredited continuing education is considered an ancillary activity. Example: The SAENA advertised and held a pre-conference dinner sponsored by an ineligible company the night prior to the start of the conference. The event was held in a restaurant 2 miles from the conference site. Since it was 'nonaccredited education' associated with the conference's accredited continuing education, it was considered an Ancillary Activity.

a. Does this activity have ancillary activities offered in conjunction with the accredited continuing education?

i. **Yes** – If Yes, check the box
    1) Include marketing materials associated with the activity in which advertising or marketing for or on behalf of ineligible companies is permitted are included as Attachment 6
    2) Examples – flyer and/or schedule announcing ancillary activity
    3) Include evidence to demonstrate accredited education is separate in space and/or time separate from non-accredited activity as Attachment 6.
        a) Floor plan – shows accredited and non-accredited in different locations, example – education site and Exhibit Hall
            i) If space is limited ask CNE Office for potential solutions
        b) Agenda – shows 30-minute gap before or after.
            i) The time is this long to accommodate the distance between accredited education and non-accredited activity
            ii) If accredited education and non-accredited activity are close together a shorter timeframe may be used

(1) If unsure, ask the CNE Office if the proposed time frame is acceptable prior to submitting application

ii. **No** – If No, check the box

Required Documentation to be Included

1. **Attachment 1:** Certification of Completion (see examples below)
   a. **Not using ENA provided certificate** – using the host organization's devised certificate **Note**: There isn't a Yes check box for this section. The CNE Office has said they will correct this in the future.
      i. Layout of document is decision of host organization
         1) Must contain required information identified below
      ii. Certificate may be formatted to indicate:
         1) Attendance at entire educational event – the number of contact hours applied for is the number of contact hours the attendee can earned
            a) May have additional information included, ex. list of educational content; identification of category of education – Trauma, Clinical, Pediatric, Non-Clinical
         2) Credit awarded commensurate with participation
            a) Participant may attend all or some of the educational content
            b) Contact hours are awarded based on attendance/participation
               i) Certificate must be completed by a member of the host organization indicating the number of contact hours earned
               ii) Participants cannot complete the number of contact hours awarded
               iii) Certificate should have a statement on it indicating the host organization completed the certificate and awarded the contact hours, ex. The San Antonio Emergency Nurses Association completed this certificate and awarded the identified contact hours
            c) May identify individual educational content and associated contact hours
               i) Indicates which of the content the participant attended
            d) May have additional information included ex. identification of category of education – Trauma, Clinical, Pediatric, Non-Clinical
   b. Required information on certificate
      i. Title of the educational activity – must match title used in application and all other documents
      ii. Date of educational activity
         a) Live event – date of the event
         b) Enduring Product – date participant completed education
      iii. Name and address of provider (Host organization) - choices
         a) Email address
         b) Web address
         c) Full postal address
      iv. Number of contact hours awarded (total number of contact hours awarded)
      v. Activity approved statement - This nursing continuing professional development activity was approved by the Emergency Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
      vi. Space for participant's name – should be full name, no nicknames or initials

Note: The SAENA's most recent approved application included an ENA Approval Code. It is not known if this code will be required on the Certificate of Completion in

the future or not. Until a decision is made, it would be prudent to include this code in the form.

c. **Using ENA certificate** – If yes, check the box
    i. ENA's certificate indicates
        1) Attendance at the entire educational event - the number of contact hours applied for is the number of contact hours the attendees earned
        2) Does not indicate what the courses/contact was
        3) Can not be distributed if attendee(s) did not attend the entire event

    NOTE: The CNE Office stated they would be reformatting this box to indicate the record of all individuals awarded the certificate and the number of contact hours should be kept for **6 years**. This timeframe is applicable if the host organization uses their own form or uses the ENA form.

d. **Completed by Nurse Planner and credentials**: Type in name, credentials and date.
    i. Nurse Planner must sign here regardless of which certificate was used; ENA's or host organization's

2. **Attachment 2 (if over 3 hours):** See Section 3: Statement of Understanding, #11 above
    a. Attach agenda
    b. Indicate calculation of contact hours on agenda

3. **Attachment 3 Disclosure to Learner**
    See Standards for Integrity and Independence, Standard 4 Commercial Support above

4. **Attachment 4 (If clinical)**: Financial Relationship form – See Standards for Integrity and Independence, Standard 4 Commercial Support above

5. **Attachment 5 (if received commercial support):** See Standards for Integrity and Independence, Standard 4 - Commercial Support above

6. **Attachment 6 (if ancillary activities)**: See Standards for Integrity and Independence, Standard 5 – Ancillary Activities above

Resources

1. ENA Application and Approval Process
    Activity Approval Process (CNE) https://www.ena.org/cne-application
2. Planning Your CNE Activity https://www.ena.org/sites/default/files/2025-01/cne-planning.pdf
3. American Nurses Credentialing Center https://www.ancccert.org/
4. ENA CNE Office: cne@ena.org

Documents Examples:

Example 1: Official ENA Certificate of Completion form:

CERTIFICATE

THIS CERTIFIES THAT

XXXXXX

HAS COMPLETED

Concepts of Emergency and Critical Care Nursing - 2024

Awarded 7.0 contact hours

Activity Date
August 22, 2024

Nurse Planner
Yvonne Moseley, MSN, RN, CEN

Activity Location
901 N Loop 1604 W Access Rd, San Antonio, TX 78232

San Antonio Emergency Nurses Association
P.O. Box 680103
San Antonio, Texas 78238

For questions regarding this certificate contact the San Antonio Emergency Nurses Association at www.sanantonioena.org

This nursing continuing professional development activity was approved by Emergency Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

Example 2: Modified Certification of Completion Form – Devised by host to fit an 'all or some courses' completed event.

- ✓ = ENA Required information on form below
- Awarded / total contact hours must be completed by host organization
- Must have statement the host organization complete certificate and awarded contact hours

San Antonio Chapter

Certificate

This Certifies That

_____ ✓ Attendee's full name completed by host organization

has completed

'Concepts of Emergency and Critical Care Nursing – 2026' ✓ Title of event

August 27, 2026 ✓ Date of event

Time	Course	Category	Contact Hours	Awarded Contact Hours
07:45 - 08:45	1. 2026 Stroke Guidelines: Frontiers and Paradigm Shifts *Dr. Rachel Mehendale, MD*	C	1	
08:50 – 09:50	2. Recognition of and Prompt Stabilization of Pediatric Sickle Cell Crises in the Emergency Room *Dr. Patricia Clarke, DNP, APRN, CPNP, CPHON*	P	1	
10:05 – 11:05	3. Caring for the Psychotic Suicidal Patient: Emergency Nursing Strategies That Save Lives *Dr. Daniel Lovasz, DHA, MSN, RN, CNE, PMH-BC*	C	1	
11:50 – 12:50	4. Care of the patient with Left Ventricular Assist Devices *Lt. Col Serafim Perdikis, MD, FACC, USAF*	C	1	
12:55 – 13:55	5. How to Conduct an Active Shooter Drill *Bruce Parkes, RN, BSN*	C	1	
14:00 – 15:00	6. Leading Multigenerational Team: How to Survive and Thrive *Christine Chizek, MEd, BSN, RN, NPD-BC, CCRN, CEN, TCRN, CPEN*	O	1	
15:10 – 16:10	7. Traumatic Circulatory Arrest *Dr. Stephen Harper, MD, MPH*	T	1	
	August 27th Total Earned Contact Hours			✓

✓ Total Contact Hours Awarded

Participant can earn a maximum of 7.0 Contact Hours, as documented on this certificate.

✓ The San Antonio Emergency Nurses Association completed this Certificate and awarded the identified contact hours.

Statement indicating host organization completed form

Category: C = Clinical T = Trauma P = Pediatric O = Other

ENA Approval Code: 08.27.26_SanAntonioENA — New Approval Code

Activity Date: August 27, 2026

Activity Location: San Antonio, Tx and via Zoom.com ✓ Hybrid event - both sites identified

Activity Provider: San Antonio Emergency Nurses Association ✓ Host name and address
Address: P.O. Box 680103
City/State/Zip: San Antonio, Texas 78268 2014

For questions regarding this certificate contact the San Antonio ENA at www.sanantonioena.org

This nursing continuing professional development activity was approved by the Emergency Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation. ✓ ENA Accreditation Statement

Example 3: Speaker Post Course Evaluation Form:

- Format / questions are host determined.
- Identification information (ex. top 4 lines) should be completed by host prior to distributing to participants.
- Red X = the actual learning outcomes.

Post Course Evaluation

Activity Title:	
Date:	

Presenter:				
Presentation Title:				
Use the following scale to determine your rating:	4-Strongly Agree	3-Agree	2-Disagree	1-Strongly Disagree
• The session content was relevant to the learner outcome				
• The presenter was knowledgeable				
• Teaching method was effective				
• The content was free from bias				
State if the following Learning Outcome(s) were met: XXXXXXXXXXXXXXXXXX	Yes __ No __ Please explain why not			
Identify at least one change in your nursing practice you intend to make as a result of attending this educational activity:				
Open comments:				

Example 4: Overall Conference Course Evaluation Form – Used to assess the entire event. Format / questions are host organization's to determined. Information used for evaluation this event and planning future events.

San Antonio Emergency Nurses Association

3 for Texas Nurses: Required Nursing Education

Overall Activity Evaluation

February 25, 2026

Use the following scale to determine your rating:

4 – Strongly Agree, 3 – Agree, 2 – Disagree , 1 – Strongly Disagree	Mark/Circle your rating				N/A
The conference met my educational needs.	4	3	2	1	
The quality of the speaker was excellent:					
Lisa King (Forensics)	4	3	2	1	
Yvonne Moseley (Geriatrics)	4	3	2	1	
Muriel Lanford (Human Trafficking)	4	3	2	1	
The content of the lecture was excellent:					N/A
Forensics	4	3	2	1	
Geriatrics	4	3	2	1	
Human Trafficking	4	3	2	1	
Zoom was an appropriate venue for the conference	4	3	2	1	
The conference registration process was easy to do.	4	3	2	1	
The conference log on process went smoothly.	4	3	2	1	
The breaks between the lectures were an appropriate length.	4	3	2	1	
The SAENA was responsive to any conference problems I experienced	4	3	2	1	
I would attend another conference hosted by the San Antonio ENA.	4	3	2	1	

ANSWER REQUIRED: Identify 1-2 areas of increased knowledge or changes/improvements in practice based on lecture content.

Open Comments Regarding the Conference/Speakers/Lectures:

How did you hear about the conference?

What topics would you like to hear in the future?

Example 5: Participant Roster (sign-in sheet) In-person or hybrid events
The information contained on the sign-in sheet is determined by the host organization.

- Verification of attendance
  - Signature of in-person attendee
  - Host verifies and notes virtual attendee
- Basic information required:
  - Event name and date
  - Full name of the participant
  - Signature of in-person attendee
  - Verification of virtual attendee log on if hybrid event and only one sign-in sheet
    - Completed by the host
- Other demographic information collected is helpful
  - Ensure proper identification of the attendee
  - Provides contact info of participant
  - ENA # allowed for verification of membership when need, ex. for membership discount
  - Cred = credentials (RN, LVN, APRN, EMT, etc.) is used to identify participant groups and for planning future events.

2025	4 for Texas Nurses: Required Nursing Education					10-Apr-25					
Full Name	Last Name	First Name	ENA #	Email	Cred	Address	City	State	Zip Code	Phone #	Signature

Example 6: Participant Roster with of number of CNEs awarded.
This form is a slightly modified version of Example 5. A space was added to record the total number of CNEs awarded to each participant for the event. It does not provide information on which lecture was attended or the number of CNEs awarded for each course.

2025	4 for Texas Nurses: Required Nursing Education					10-Apr-25						
Full Name	Last Name	First Name	ENA #	Email	Cred	Address	City	State	Zip Code	Phone #	Signature	CNE #

Example 7: Participants Roster - Virtual Attendance and CNEs awarded for 'all or some' event

- Identifies
  - Who registered for a specific course,
  - Who attended
  - Contact hours awarded for each course
  - Total contact hours awarded
- Allow calculations of:
  - Participant's total CNEs
  - Number of people registered for a specific course
  - Number of attendees for each course
- Use of a spreadsheet program is extremely helpful
  - Automatic calculations
  - Movement of data columns

4 for Texas Nurses: Required Nursing Education		2025										
Full Name	Last Name	First Name	CNE #	Reg for Forensics	ATTEND	Reg for Geriatrics	ATTEND	Reg for Juris	ATTEND	Reg for Hum Traff	ATTEND
Jane Doe	Doe	Jane	7.5	x	2	x	2	x	2	x	1.5
John Doe	Doe	John	0.0	x				x			
Peter Nurse	Nurse	Peter	2.0					x	2		
Ima Nurse	Nurse	Ima	3.5	x	2	x				x	1.5
Jane Smith	Smith	Jane	4.0			x	2	x	2		
John Smith	Smith	John	3.5	x	2			x		x	1.5
				4	3	3	2	5	3	3	3

Example 8: Verification of Virtual Attendees

Form identifies who is registered for a specific course and the participant's attendance. Courses were 1.5 – 2 hours long; host decided to verify attendance twice per course. Attendance can be taken using the computer format or as hard copy form by placing ✓ or other mark in appropriate time slot.

		4 for Texas Nurse: Required Nursing Education April 10, 2025											
First Name	Last Name	Reg Fore	830	930	Reg Geri	1030	1130	Reg Jursis	1330	1430	Reg Hum Traff	1530	1615
Jane	Doe				X								
John	Doe										X		
Ima	Nurse	X			X			X					
Peter	Nurse	X			X			X			X		
Whosa	Nurse							X					
Jane	Smith	X			X			X			X		
John	Smith				X								