



Policy for Documenting Adherence to Criteria

Each educational activity must involve an Academy's staff member who will participate in its development and delivery to ensure compliance with the ACCME's Essentials, Policies, and Criteria (if offering physician credit), ANCC's accreditation criteria and standards (if offering nursing credit), ACPE's Standards for Continuing Pharmacy Education (if offering pharmacy credit), and/or CDR's Standards for dietitian continuing education (if offering dietitian credit). Any activity providing CNE must also be reviewed by the Academy's Lead Nurse Planner to assure compliance with ANCC standards and criteria.

The Academy staff member/Lead Nurse Planner will document the activity by completing Academy's CE Planning Document. All responses on the form will be validated with back up documentation in the activity file (either in electronic format or print). The Academy staff member who signs the CE Planning Document verifies that the activity is in full compliance.