



AANN CE Application FAQs

Updated January 2021

General Information

How long is my approval good for?

The application fee covers a 2-year approval period, during which applicants can offer the activity as many times as they would like. All content must remain the same to continually offer the activity. If any information changes, please contact the AANN Education Team to discuss what documentation or information is needed to continue to offer the activity through the end of the approval period.

I am not an AANN member. How do I log in?

You will need to create an AANN account to log in. Creating an account does **not** make you a member. Click the purple button that says, "Sign In or Create an AANN Account," then click "Create an Account" under the Login button.

I'm having technical difficulties. Who do I reach out to?

Please reach out to Rita Wirth at rwirth@aann.org with specific details of the issues you are experiencing. AANN staff will troubleshoot and contact the vendor site, if necessary.

What is ANCC? Why is the criteria from 2015?

ANCC (American Nurses Credentialing Center) is the credential board that allows AANN to approve continuing education. You can visit the [ANCC website](#) for more information. The latest version of the criteria that ANCC published was created in 2015.

Submitting an Application

Can I start the application and come back to it?

Yes, you can start and stop as many times as you would like. You can skip questions and pages and come back to them. The application will not let you submit until all required fields are filled out.

Can I go back in and edit my application after I submit it?

Once you click "Finalize and Submit" at the end of the application, you are not able to make any edits until the reviewers have requested corrections. If you have urgent edits, please email Rita Wirth at rwirth@aann.org. You can see your application and print a PDF copy after you submit.

What do questions with asterisks (*) mean?

The questions with asterisks are required questions, meaning you must fill out the field in order to submit the application. The application will not let you submit until all required fields are filled out.

I am offering several activities under the same topic. Do I need to fill out an application for each activity?

If all the content is related under one topic, you can submit the activity as a series and list each activity or module, shown in the example below. When you submit outcomes, you can submit overall outcomes

that cover all modules, or you can take 1 or 2 outcomes from each module and list them for the overall activity. The number of hours you are applying for should be for the total number of hours a learner *could* receive. Learners can be awarded partial credit based on how many modules or sessions they attend. 1 contact hour = 60 minutes.

Example:

Activity Title: Components of Eye Assessment

Session 1: Visual Acuity

Session 2: Fundoscopic Examination

Session 3: Extraocular Movements

Do I need to submit anything in addition to the application?

No, all information you need to submit will be requested in the application. The system will ask for payment at the end of the submission form.

Do I have to send in any materials to AANN once the activity is completed?

No, you do not have to send in any materials, but the Nurse Planner is responsible for keeping the rosters and evaluations on file for 6 years after the start date of the activity.

What do I need to submit if there is a speaker change?

If the content remains the same, you will only need to collect a conflict of interest form and bio from the speaker. You do not need to send the information to AANN. Please ensure the Nurse Planner reviews the COI form. If any other information changes, such as content, please email Rita Wirth at rwirth@aann.org to discuss what information you will need to supply.

How long is a typical review cycle? What should I expect during this process?

The time from submission to approval is typically one month, depending on how many rounds of corrections are needed to submit the required information. Once the application is submitted, a team of 2-3 reviewers look at the information included and determine if they need more or different information. The reviewers will request the changes needed and applicants will have 7-10 days to go back into the application to change or add requested information from the reviewers. Once all information has been collected and approved by the reviewers, AANN will send you an approval letter with an approval code to use on learner certificates.

What if my activity starts in less than 45 days?

Please email Rita Wirth at rwirth@aann.org to see if AANN will be able to review and approve your activity in the allotted time frame.

I'm an international group or organization. Are there any different requirements?

The differing requirement for international organizations is that the Nurse Planner must either have a US baccalaureate degree or higher in nursing or an approved international equivalent and must also hold a current unencumbered nursing license or an approved international equivalent. Please contact Rita Wirth at rwirth@aann.org if this applies to you.