



CE TYPE I

Application 2018

Supporting a Learning Experience Beyond Basic Midwifery Education.

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The Continuing Education Section of ACNM accepts Continuing Education Units approved by the following organizations:

- ACCME (Accreditation Council for Continuing Medical Education) Category 1
- AMA (American Medical Association) PRA Category 1
- AAFP (American Academy of Family Physicians)
- AANP (American Academy of Nurse Practitioners)
- NPWH (National Association of Nurse Practitioners in Women's Health)
- ACPE (Accreditation Council for Pharmacy Education)

ACNM is the provider and approver of ACNM CE credit.

I. INTRODUCTION

This application packet is for a Program Sponsor Type I Application to the American College of Nurse-Midwives (ACNM) for program approval of Continuing Education (CE). The ACNM is the professional association for the Certified Nurse-Midwife (CNM) and Certified Midwife (CM). The complexity of knowledge and skills in today's midwifery practice make it essential for CNMs and CMs to have continuing education following their initial certification.

ACNM Definition of Continuing Education

Continuing education is defined by the ACNM as a learning experience beyond basic midwifery education, intended for CNMs/CMs. ACNM approved CEs are those officially recognized by the ACNM. This does not imply individual state recognition for nursing CEs.

Continuing education is considered formal education programs/activities for professional development and training, or for credentialing, for which academic credit is not awarded. The educational experience should be designed to enlarge upon and go beyond the professional knowledge and skills learned in a midwifery education program, refresher course or internship, and/or to be outside of or in addition to routine professional obligations and responsibilities. Continuing education activities should promote professional goals for increased competency and excellence and should be characterized by programs designed to introduce newly emerging concepts, principles, theories and research in health care.

ALL CE PROGRAMS MUST:

- X Go beyond the current ACNM Core Competencies for Basic Midwifery Practice, or
- X Show new learning AND
- X Have appropriate documentation of REFERENCES, 3/4 OF WHICH MUST BE CURRENT WITHIN THE PREVIOUS 5 YEARS, IN PEER REVIEWED JOURNALS)

Documents you may find useful in developing programs for midwives are:

- X *ACNM Core Competencies for Basic Midwifery Practice*
- X *ACNM Standards for the Practice of Midwifery*
- X *Philosophy of ACNM*

These documents are available online at <http://www.midwife.org>

II. **GUIDELINES FOR ACNM APPROVAL OF PROGRAMS FOR CE**

The ACNM Continuing Education Section follows *The Continuing Education Criteria and Guidelines* for the IACET, including the ten criteria that represent the minimum requirements for awarding CEs:

1. The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities.
2. The sponsor has a review process in operation that ensures that CE criteria are met.
3. The provider has a system in place to identify learners who meet requirements for satisfactory completion. The sponsor maintains a complete record of each individual's participation and can provide a copy of that record upon request for a period of at least seven (7) years.
4. The sponsor provides an appropriate learning environment and support services.
5. Each activity is planned in response to educational needs that have been identified for a target audience.
6. Each activity has clear and concise written statements of intended learning outcomes.
7. Qualified instructional personnel are involved in planning and conducting each activity.
8. Content and instructional methods are appropriate for the intended learning outcomes of each activity.
9. Procedures established during event planning are used to assess achievement of the learning outcomes.
10. Each learning activity is evaluated by the participants.

Activities not intended to receive CE according to IACET include: academic credit courses; association membership and leadership activities; committee meetings; entertainment and recreation; individual scholarship; mass media programs; some meetings, conventions, exhibitions; travel; unsupervised study; work experience; youth programs.

The Continuing Education Section grants CE for programs on advanced suturing, foreign language programs that focus on medical terminology in a foreign language, computer usage specifically designed to increase access to professional information, and other activities in accordance with ACNM position statements.

Pharmacologic Content

ACNM encourages program sponsors to specifically indicate all continuing education hours dedicated to pharmacologic content within a given activity. Please be advised that although pharmacologic content should be indicated on your application and the participants' certificate of attendance, ACNM will not be awarding a separate pharmacologic CE outside of the basic ACNM CE.

III. THE ACNM CE APPROVAL PROCESS

Your application must be approved by at least two volunteer CNM/CM members of the ACNM Continuing Education Section Reader Panel. The readers have the following options for determining whether the application meets the guidelines for approval:

Accepted: The program application is complete and clearly meets all the guidelines for ACNM approval of CE.

Rejected: The program application is complete but clearly does not meet all the guidelines for ACNM approval of CE.

Conditionally Accepted: The program application appears to meet all the guidelines for ACNM approval of CE but does not have enough information to make a clear determination. Approval will be granted pending receipt requested information.

Partial Program Accepted: Only certain sessions or sections of the program clearly meet the guidelines for ACNM approval for CE while the remaining sessions or sections clearly do not meet the guidelines.

The readers' names are never released to the program applicant. Program applicants can appeal approval decisions in writing to the Continuing Education Section Chair c/o ACNM.

Program Approval

ACNM CE are valid for two years from the date of approval notification. The program sponsor does not need to notify ACNM if the program is going to be repeated during the two-year time period.

Program sponsors may not award CE for individual sessions repeated independently of the entire program if the session was approved as a part of a program and not as an independent program without permission from ACNM.

Issuing Certificates of Attendance & Record Maintenance

The certificate should include the following information:

- the ACNM program number;
- name and address of the sponsor; individual's name;
- title of the course and activity; completion date of the activity; and
- number of ACNM approved CE hours awarded.

If pharmacologic content is included, the number of hours dedicated to this topic should be stated separately on the certificate of attendance. A certificate of attendance may not be considered a substitute for maintaining a record of participants' attendance. Attendees should only claim contact hours equal to the time actually spent in the activity.

In compliance with the IACET criteria for granting CE, it is the program sponsor's responsibility to maintain for 7 years a record of CNM/CM program participants including the information listed above and an identifying number for the participant such as the participant's certification number. It is not necessary to send to ACNM an attendance list or program evaluation form upon its completion. The ACNM does not maintain a database of program participation for individual CNMs/CMs.

Determining the Number of CEs To Be Awarded

One continuing education unit (CE) is awarded for each 60-minute clock hour.

1 contact hour (60-minute clock hour) = 1 Contact hour
10 contact hours = 10 CE

When the fractional part of an hour is at least 5/6 (50 minutes or more) the fractional portion should be counted as one whole hour. Any portion of an hour between 30 and 49 minutes should be counted as 30 minutes. Any part of an hour less than 30 minutes should be discarded.

ACNM CE cannot be awarded retroactively.

Calculating CE for Alternative Delivery Methods

The growing trend of delivering courses and programs to learners independent of a live instructor raises questions about how CE should be calculated. Examples of such delivery methods include independent study packages, computers, video, tapes, field and laboratory experiences, and assigned work outside of class. In most cases the amount of time required for the completion of learning activities with these delivery formats varies from one learner to another. For more information about calculating CE for alternative activities, please contact the education department at (240) 485-1835.

IV. SUBMITTING A PROGRAM SPONSOR TYPE I APPLICATION

For your program to be considered by the ACNM for CE approval, you must submit:

- The application is comprised of: the processing cover form, session format outline, checklist, sample program evaluation tool, program brochure or other promotional material (if available)
- Application fee
- Please send to: Manager, Continuing Education and Meetings
 American College of Nurse-Midwives
 8403 Colesville Rd., Suite 1550
 Silver Spring, MD 20910-6374

For programs 1 to 2 hours in length, the application packet and fee must be received 45 days prior to the start of the program. **For programs longer than 2 hours**, the application and fee must be received 60 days prior to the start date of the program. This will ensure notification of program approval status before the program begins. Applications received after the deadline will not be processed and will be returned at the submitter's expense.

LANGUAGE FOR PROMOTIONAL BROCHURES:

Sponsors may **NOT** indicate in brochures, announcements or other printed matter that ACNM CE is pending; the proper designation should state "ACNM specialty credit has been applied for."

Submitting applications that are incomplete will delay the approval process and may result in having the application rejected for CE approval. Applications returned to sponsors because they are incomplete or incorrect in format must be re-submitted 45 days prior to the start of the program for programs 1 to 2 hours in length and 60 days prior to the start of the program for programs longer than 2 hours in order to be considered

for CE approval. *Returned applications can be avoided by thoroughly completing the checklist on page 11 of this application.*

Application Fees – Please read carefully.

Applications received without the appropriate fee will not be processed until the fee is received at the ACNM national office. Checks and money orders should be made payable to the ACNM.

Programs 1 day or shorter in length

Commercial and Profit-making Corporations	\$250.00
Non-Profit Organizations*	\$200.00
ACNM Affiliates, Regions or Accredited Nurse-Midwifery Education Programs	\$50.00

**Non-Profit Organizations must provide their tax-exempt ID number on the application after the Sponsoring Organization name.*

Additional days

\$75 each

For example: an ACNM Chapter that is hosting a 3-day continuing education program would pay \$50 (fee for first day) + \$75 (day 2) + \$75 (day 3) = \$200

The Session Format Outline

Each session must contain all outlined parts:

Part 1-Session Title

Part 2-Session Length in Minutes

The following activities should not be included when calculating contact hours for CE: breaks, meals, socials (presentation germane to the course during a meal function may be counted); meeting time devoted to business or committee activities, question/answer time, announcements, introductions, welcoming speeches, reports, etc.; time for study, travel, assigned reading, or related activities outside the classroom or meeting schedule unless the activity is monitored and/or assessed and the learner receives feedback.

Part 3-Teaching/Delivery Methods

Examples of teaching methods are lecture, home-study, on-line, panel discussion, etc.

Part 4-Behavioral Objectives

The behavioral objectives serve to clearly outline what the participant will learn as a result of attending this session. Each objective must be stated in terms of

learner outcome. i.e. At the end of the session the participant should be able to demonstrate the following knowledge and/or skills.

Part 5-Content Outline of Session

The outline should be relevant to each objective. The outline, objectives, and reference list must support each other and be directly related. For each content area, be sure to indicate time allocated. Please indicate if pharmacologic content exists.

Part 6- Bibliography/Reference List

Each session must include a reference list/bibliography to support the session topic. 3/4 must be current within the previous 5 years, in peer-reviewed journals.

EXAMPLE:

- *1-hour presentation should contain at least 3-5 references;*
- *4-hour presentation should contain between 5-10 references; and an*
- *8-hour presentation should contain between 10-15 references.*

Noted classics will be accepted. Articles published by the presenter may be included. This criterion is not optional and non-submission of this information will result in an incomplete application that will only be reviewed upon receipt of the reference list.

Part 7-Faculty Bio sketch

Faculty examples include: presenters, authors, editors, moderators, etc. The bio sketch may be submitted in the narrative form and should include the faculty's credentials and educational background, work experience and publications/presentations relevant to the current topic and should not exceed 2 pages.

Part 8-Prior/Other CE Approval

If any session currently being submitted for approval has received approval previously, please indicate this below and include the ACNM program number.

If the program is comprised of more than one session, each session must be presented separate from each other. For example, a program contains three sessions. The information for session #1 would be presented in its entirety and then the information for session #2 would be presented and then session #3.

V. ADDITIONAL INFORMATION

Questions? Call the ACNM CE Department at (240) 485-1835 or email ksmith@acnm.org

If you would like to notify the ACNM membership of upcoming continuing education activities, our online CE calendar can assist in this notification. All activities advertised on the online calendar must be approved for ACNM CE. Please indicate on the application whether you would like to be included in the online CE calendar.

VI. ACNM Program Sponsor Type I Application Processing Cover Form

Program Title

Level of Expertise of Audience

Sponsoring Organization

Contact Person

Address

Phone

Fax

Site of Presentation

Date of Presentation

If independent study, please check one of the following:

home-study audio/video multi-media other

Do you want this program advertised on the online CE calendar?

Yes No

Number of separate sessions being considered for CE approval for this program

Total Number of Contact Hours (CE) for the Entire Program

Maximum Number of Contact Hours (CE) a Participant May Receive

Is Pharmacologic content included in the program? Yes No

Total Number of Pharmacology Hours for the Entire Program

Method of recording and verifying attendance (attach sample copy):

Sign-in Sheet Post Test Questions Other

Attachments: (1) Program Evaluation (sample copies required)

(2) Brochure or other promotional material (attach copies if available)

Please complete a Session Format Outline on **each** session you are requesting CE approval.

VII. THE TYPE I APPLICATION CHECKLIST

Please review the following checklist to ensure that all of the required items are included. Incomplete applications will not be accepted.

- Application Fee
- Completed Processing Cover Form
- Program Evaluation Tool
- Promotional brochure (if available)
- PDF file for **each** session being submitted for approval:
 - Session title
 - Session length in minutes
 - Teaching Delivery Methods
 - Behavioral Objectives
 - Content outline of session
 - Bibliography/Reference list
 - Bio sketch of presenter(s)
 - Prior session approval (if applicable)
- All programs must provide a balanced view of therapeutic options, use generic drug names and/or trade names of the products of several companies, be objective in reporting research and disclose unlabeled use of commercial products. Programs cannot promote a business or financial endeavor of the presenter.

Please sign and date below. Signing the checklist ensures that every application requirement has been met. **Please include the signed checklist with the application material being submitted for approval.**

PROGRAM SPONSOR/COORDINATOR

DATE