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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 Units (CEUs). The ACNM is the professional association for Certified Nurse-Midwives (CNMs) and Certified Midwives (CMs). 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. Since 1988 the ACNM has followed the guidelines established by the International Association for Continuing Education and Training (IACET).

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 CEUs are those officially recognized by the ACNM. This does not imply individual state recognition for nursing CEUs.

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 CEU PROGRAMS MUST:

Χ   go beyond the current ACNM Core Competencies for Basic Midwifery Practice, or
Χ   show new learning
Χ   and have appropriate documentation of REFERENCES, 3/4 OF WHICH MUST BE CURRENT WITHIN THE LAST 5 YEARS, (PREFERABLY IN PEER REVIEWED JOURNALS)

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

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

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

II.   GUIDELINES FOR ACNM APPROVAL OF PROGRAMS FOR CEUs
The ACNM Continuing Education Section follows *The Continuing Education Unit Criteria and Guidelines* for the IACET, including the ten criteria that represent the minimum requirements for awarding CEUs:

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 CEU 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 CEUs 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 CEUs for programs on advanced suturing, foreign language programs, especially 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 CEU outside of the basic ACNM CEUs.

III.   **THE ACNM CEU 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 CEUs.

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

Conditionally Accepted: The program application appears to meet all the guidelines for ACNM approval of CEUs 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 CEUs 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 CEUs 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 CEUs 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 CEUs and contact 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 CEUs, 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 CEU To Be Awarded
According to the IACET, one continuing education unit (CEU) is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity.

> **1 contact hour (60-minute clock hour) = 0.1 CEU**
> **10 contact hours = 1.0 CEU**

While CEU are normally expressed in tenths of a CEU, sponsors may use *hundredths to* express a one-half hour increment. For example, a program of three and one-half hours may be expressed as .35 CEU. Hundredths are not to be used to express any portion of an hour other than a half-hour.

When the fractional part of an hour is at least 5/6 (50 minutes or more) the fractional portion should be counted as a 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 CEUs cannot be awarded retroactively.

Calculating CEU For Alternative Delivery Methods
The growing trend of delivering courses and programs to learners independent of a live instructor raises questions about how CEU 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 CEU for alternative activities, please contact the education department at (240) 485-1846.

IV.   **SUBMITTING A PROGRAM SPONSOR TYPE I APPLICATION**
For your program to be considered by the ACNM for CEU approval, you must submit:

%   Four (4) complete typed copies of the entire application and supporting materials that adhere to the format requirements. 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)

OR a CD (with the application in 3 files: 1 for the CVs/biosketches, 1 for the processing form and checklist and 1 for all other requirements) plus one (1) hard copy

%   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 CEUs are 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 CEU 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 CEU 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 Chapters, 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
CEU: breaks, meals, socials (presentation germane to the course during a meal
function may be counted); meeting time devoted to business or committee*

activities, 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 and the objectives 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 last 5 years, preferably in peer-reviewed journals. A 1-hour presentation should contain at least 5 references; a 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 Resumes
Faculty examples include: presenters, authors, editors, moderators, etc. The resume 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. Be sure to list all the faculty for each session.

Part 8-Prior/Other CEU Approval
If any session currently being submitted for approval has received approval previously, please indicate this below and include the ACNM program number.

The session format outline must be:
%   typed in 12-point font with 1" margins

%   consecutively paginated, properly collated and appropriately bound

%   may be single or double-sided

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) 485-1846 or email
mbush@acnm.org

If you would like to notify the ACNM membership of upcoming continuing education activities, our online CEU calendar can assist in this notification. All activities advertised on the online calendar must be approved for ACNM CEUs. Please indicate on the application whether you would like to be included in the online CEU 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   CD-ROM   audio/video   multi-media   other

Do you want this program advertised on the online CEU calendar?
   Yes   No

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

Total Number of Contact Hours/CEUs for the Entire Program

Maximum Number of Contact Hours/CEUs 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 CEU 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

Four (4) complete copies of the entire application (For programs 1 to 2 hours in length, it must be received by ACNM 45 days prior to 1st day of event. For programs longer than 2 hours, it must be received by ACNM 60 days prior to the 1st day of event.)

OR CD (with the application in 3 files: 1 for the CVs/biosketches, 1 for the processing form and checklist and 1 for all other requirements) plus one hard copy

Application is properly collated and bound (i.e. stapled, GBC bound, 3-ring binder, etc)

Completed Processing Cover Form

Program Evaluation Tool

Promotional brochure (if available)

Complete session outline 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
Biosketch or CV 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.

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**