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I. INTRODUCTION

This application packet is for a CCA Participant Type II Application to the American College of Nurse-Midwives (ACNM) for program approval of Continuing Education Units (CEUs). The complexity of knowledge and skills in today's midwifery practice make it essential for Certified Nurse-Midwives (CNMs) and Certified Midwives (CMs) to continue their education after their initial certification from the ACNM or ACNM Certification Council (ACC). Recognizing the need for continuing education as well as the need to assure the public that CNMs and CMs are practicing with a current knowledge base, the ACNM Board of Directors initiated the Continuing Competency Assessment (CCA) program. One option for participants enrolled in the CCA program is to accrue ACNM approved CEUs or ACCME Category I approved Continuing Medical Education (CMEs) hours.

Since 1988 the ACNM has followed the guidelines established by the International Association for Continuing Education and Training (IACET) located in Washington, DC (formally the Council for the Continuing Education Unit). ACNM CEUs are recognized by the National Certification Corporation (NCC) of Obstetrical, Gynecological and Neonatal Nursing.

Before completing this application, verify with the program sponsor that:

A Program Sponsor Type I Application has not been submitted to ACNM for CEU approval

That this program does not have Accreditation Council for Continuing Medical Education (ACCME) Category I approval

If the answer to either of these is yes, you do not need to apply to the ACNM for CEU approval

As of March 1, 1989 the Continuing Education Section of ACNM has granted reciprocity status to the ACCME for Category I offerings that are relevant to midwifery.

ACNM DEFINITION OF CONTINUING EDUCATION

Continuing education for CNMs and CMs is defined by the American College of Nurse-Midwives as a learning experience beyond basic midwifery education, intended for CNMs and CMs. The ACNM, in its concern for the continuing education efforts of its members, has developed several mechanisms to approve continuing education programs for the purpose of granting Continuing Education Units (CEU). ACNM approved CEUs are those officially recognized by the ACNM. This does not imply individual state recognition for nursing CEUs.

**The formula for determining the number of
CEUs to award is:
60 minutes = 1 contact hour = .1 CEU**

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

Other documents you may find useful in determining if a program is appropriate for ACNM CEUs are the Philosophy of ACNM and the Guidelines for the Incorporation of New Procedures into Nurse-Midwifery Practice. These documents are available through the ACNM Resource Catalog. You may request a catalog by calling ACNM at 240/485-1800.

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. Each activity is planned in response to educational needs which have been identified for a target audience.
2. Each activity has clear and concise written statements of intended learning outcomes.
3. Qualified instructional personnel are involved in planning and conducting each activity.
4. Content and instructional methods are appropriate for the intended learning outcomes of each activity.
5. Participants must demonstrate their attainment of the learning outcomes.
6. Each learning activity is evaluated by the participants.
7. The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for developing and administering learning activities.
8. The sponsor has a review process in operation which ensures that CEU criteria are met.
9. 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.
10. The sponsor provides an appropriate learning environment and support services.

Activities not intended to receive CEUs according to IACET (but may be eligible as alternative in lieu of CEUs toward CCA credit) 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.

In addition, 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.

ACNM encourages program participants 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, 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 are given the following options for determining if the application has met 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 is incomplete or does not have enough information to make a clear determination. Approval will be granted pending receipt of the following information, which you would then list as it applies to each program.

Partial Program

Accepted: The program application is complete but 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. Please list or indicate which sessions or sections are accepted for CEUs.

The readers' names are never released to the Type II applicant. Type II applicants can appeal decisions about approving a program for CEUs in writing to the Continuing Education Section

Chair c/o
ACNM.

PROGRAM APPROVAL vs SESSION APPROVAL

A program is defined as a planned learning experience. A session is defined as dealing with one issue or subject. Although an entire program may be devoted to one issue or subject, when a session is approved as part of a program, it is evaluated for content and how it relates to other sessions in the program. Each session you are requesting CEU approval of in a program must have its required information presented in its entirety but separate from the subsequent sessions in the program.

VARIOUS CONTINUING EDUCATION ACTIVITIES

There are various forms of continuing education activities being offered to CNMs and CMs. Some of the more traditional activities include annual meetings, local workshops, or conferences where attendees participate in on-site educational offerings and accrue CEUs. Determining CEUs earned at such an offering can be determined by using the CEU formula below. Other non-traditional activities include multi-media, CD-ROM, audio, or home-study to name a few. These activities take place outside of the traditional conference/workshop setting. The Type II applicant would use the same CEU formula to determine CEUs accrued by including the estimated time frame one could complete such an independent activity.

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 = 0.1 CEU
10 contact hours = 1 CEU

The number of contact hours of instruction and appropriate CEU to be awarded are determined prior to conducting a learning experience and only after the purpose and intended learning outcomes, requirements for satisfactory completion, content and content level, format, instructional staff, and time schedule have been established. A decision to award CEU is not made after the program or activity has been offered. The IACET recommends the following guidelines in computing CEUs.

COUNTING HOURS TOWARD CEU

When calculating the number of CEU for a course, the number of contact minutes should be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours should then be divided by 10 to obtain the number of CEU. CEU may be expressed in tenths of a CEU; that is, 17 contact hours equates to 1.7 CEU; a three contact hour program converts to .3 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 $\frac{5}{6}$ (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.

MINIMUM HOURS FOR A COURSE

A course should not be less than one hour in length to be calculated for CEU. Sessions within a course, however, may be of any length. Courses of short duration, one or two hours, often do not warrant the degree of planning required by the criteria. Caution should be exercised with shorter length courses to ensure their adherence to the criteria.

ACTIVITIES TO INCLUDE WHEN CALCULATING CEU

The following learning activities are examples of types of activities to include when calculating contact hours for CEU: classroom or meeting session time led by an instructor and/or discussion leader; activities in which a learner is engaged in a planned program of learning whereby the learner's progress is monitored and the learner receives feedback. Examples include independent study, computer assisted instruction, interactive video, and planned projects; field trips, projects, and assignments which are an integral part of a course or program; learner assessment and program evaluations.

ACTIVITIES NOT INCLUDED WHEN CALCULATING CEU

The following activities should not be included when calculating contact hours for CEU: breaks, meals, socials (A 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.

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.

<p>IV. SUBMITTING A CCA PARTICIPANT TYPE II APPLICATION</p>
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THIS APPLICATION MUST BE SUBMITTED PRIOR TO ATTENDING THE PROGRAM.

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

- % Four complete **TYPED** copies of the entire application and supporting materials that adhere to the format requirements
- % The \$25.00 application fee

The Type II applicant is responsible for using the most current ACNM application and format.

Please mail all materials and the application fee to:

Assistant Education Manager
American College of Nurse-Midwives
8403 Colesville Rd., Suite 1550
Silver Spring, MD 20910-6374

- % **We recommend the complete application packet and fee be submitted to the ACNM at least 60 days prior to the date of the program** to ensure notification of program approval status before the beginning of the program. Large application packets, such as for a conference with multiple education sessions, may take longer to review.
- % Your complete application and fee must be received at ACNM during normal business days (M-F) and hours of operation (9am-5pm Eastern time) and at least **24-hours prior to the first day of the program to be considered for ACNM CEU approval.**
- % **Applications will not be accepted if submitted by fax or electronically, such as via electronic mail, to the ACNM National Office.**
- % Continuing education activities such as independent home-study or activities presented via CD-ROM, audio or multi-media must submit the CCA Participant Type II application and supporting material prior to the participant engaging in the activity. Though these activities are considered independent study, it is imperative that the continuing education section review all materials prior to the participant taking part in the activity.

% Please follow the CCA Participant Type II Application format when requesting ACNM approval for CEUs. Submitting a format other than what is outlined on the CCA Participant Type II application may result in a delay in receiving ACNM approval or rejection of the program for ACNM approval. In completing the CCA Participant Type II Application begin with the information in the program brochure. For additional information contact the program sponsor and ask to speak with the program coordinator. This person should be willing to share with you the specific information on session objectives, content, time sequencing, evaluation methods, and how they will record and verify attendance. We do not want an extended resume on each speaker, but relevant speaking engagements, publications and education are necessary. **Submitting applications that are incomplete or insufficiently completed will delay the approval process and may result in having the application rejected for CEU approval.**

APPLICATION FEES

The \$25.00 application fee must be received with the four copies of the completed CCA Participant Type II Application. **Applications received without the appropriate fee will not be processed until the fee is received at the ACNM National Office.**

% If the program start date passes and the application fee has not been received at the ACNM National Office, the entire application will be returned without processing and will be ineligible for CEU approval. Checks and money orders should be made payable to the ACNM.

ACNM approval of CEUs for a CCA Participant Type II Application may only be applied to the CCA cycle of the CNM named on the application form. If two CNMs are attending the same continuing education program they may submit the CCA Participant Type II Application with both their names listed on it and one \$25.00 application fee. No more than two CNMs may be listed on one Type II application.

THE CCA PARTICIPANT TYPE II APPLICATION FORMAT REQUIREMENTS

Submitting a complete application that adheres to the most current format is required to ensure that the program is given full consideration regarding approval for CEUs. The CCA Participant Type II Application is comprised of three sections: the application processing cover form, the session format outline, and the checklist. The format requirements include the following:

THE APPLICATION PROCESSING COVER FORM

The CCA Participant Type II cover form should be completed in its entirety to provide the staff and volunteers with all the pertinent program and program participant information. It is important to include the complete mailing address and phone number of the contact person because the contact person receives all correspondence regarding the program application being received and approved.

Make sure the application accurately reflects the total number of continuing education hours and pharmacology hours being presented in the program.

THE SESSION FORMAT OUTLINE

The session information portion of the application allows the Continuing Education Section to review each individual session that will be held during the program. The format for the session information is important and provides uniformity to ensure that the volunteers will be provided with easy-to-read applications. The format is as follows:

- % all information must be typed**
- % the font size is 12-point**
- % margins are 1" around**
- % all information must be consecutively paginated**
- % copies of the application material can be submitted single or double-sided**
- % the applications must be properly collated**

% each application must be appropriately bound (i.e. stapled, GBC bound, 3-ring binder, etc)

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.

In addition to the format above, each session must contain all outlined parts:

- X Part 1-Session Title
- X Part 2-Session Length in Minutes
- X Part 3-Teaching/Delivery Methods
- X Part 4-Behavioral Objectives
- X Part 5- Content Outline of Session
- X Part 6-Bibliography/Reference List
- X Part 7-Faculty Biographies
- X Part 8-Prior/Other CEU Approval

Every part of the session information must be submitted. If any part is omitted from the application, it will delay the approval process and could result in the return of the application to the Type II applicants.

THE APPLICATION CHECKLIST

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The checklist serves as a final evaluation for the program sponsor to verify that all required information has been included. The application should not be submitted if any one of the requirements have not been met. The checklist must be signed, dated and submitted with the application.

Nota Bene: The ACNM no longer requires session information be submitted on a specific “form.” The outline format is designed for ease of preparation of the application.

V. ADDITIONAL INFORMATION

It is imperative that all the information presented in this packet is read carefully prior to submitting the CCA Participant Type II Application. If you have further questions about the ACNM CEU approval process or how to complete the CCA Participant Type II Application Form, please do not hesitate to contact the ACNM Education Department at (240) 485-1846. If you need copies of the CCA Participant Type II Application Form, you may request it through the ACNM home page at <http://www.midwife.org>, or by calling the ACNM Education Department.

Other documents you may find useful in developing programs for midwives are the ACNM Core Competencies for Basic Midwifery Practice, ACNM Standards for the Practice of Nurse-Midwifery, Philosophy of ACNM and the Guidelines for the Incorporation of New Procedures into Nurse-Midwifery Practice. These documents are available through the ACNM Resource Catalog. You may request a catalog by visiting the ACNM home page at <http://www.midwife.org>, or call ACNM at 240/485-1800.

VI. ACNM CCA Participant Type II Application Processing Cover Form

Program Title

Sponsoring Organization

Applicant Name (s)

Applicant ACNM Certification Number

Applicant Address

Applicant Phone Numbers (h) _____ (w)

Type of Presentation

If independent study, please check one of the following:

home-study CD-ROM audio/video multi-media other

Site of Presentation

Date of Presentation

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

Total Number of Contact Hours/CEUs for program

Is Pharmacologic content included in the program? Yes No

Total Number of Pharmacology Hours for the Entire Program

Method of recording and verifying attendance:

Sign-in Sheet Post Test Questions Other

Attachments: Brochure or other promotional material (attach a copy)

Please complete a Session Format Outline on each session you are requesting CEU approval.
(See attached format outline)

VII. SESSION FORMAT OUTLINE

The following session format outline represents the information that **must** be submitted to ACNM to undergo the continuing education approval process. Please submit **all** required information for each session together but separate from the subsequent sessions in the program. For example, the first session information sheet should include session title, length of time, presenter's information, objectives, outline, reference list, and resume. All additional sessions should have their information presented separately in this fashion. The session format outline is a guideline detailing what needs to be included when submitting session information. The explanations provided should clarify what each part of the outline is expected to contain. Due to the various types of continuing education activities being sponsored, not all of these outline explanations will specifically address the presentation method of the program. These explanations should serve as a guide.

PART 1 - SESSION TITLE

List the title of the session that is being reviewed for approval.

PART 2 - SESSION LENGTH

Include the length of the session in minutes.

EXPLANATION

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**

List the type of teaching method used

EXPLANATION

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

PART 4 - BEHAVIORAL OBJECTIVES

EXPLANATION

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. Please indicate if pharmacologic content exists. 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**

EXPLANATION

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

EXPLANATION

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. If possible, the applicant is encouraged to attempt to obtain this information prior to attending the meeting. ACNM does understand that often times reference lists are not obtained until attending the program and receiving the syllabus. The Continuing Education Section will review the application with the understanding that the reference list will be forth coming. If the reference lists cannot be secured prior to the meeting, please submit the application noting that the references will be forwarded at a later date.

PART 7 - PRESENTER
INFORMATION

EXPLANATION

List the names and all known credentials, relevant education, professional experience, for all presenters for this session.

PART 8 - PRIOR/OTHER SESSION
APPROVAL

EXPLANATION

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

QUESTION: Has this session been approved by the ACNM Continuing Education Section previously? **YES** **NO**

If yes, please provide the approval program code #

Also, indicate any other organizations that have approved this session and when the approval was granted. **If you have Accreditation Council for Continuing Medical Education (ACCME) Category I approval for your program it is not necessary to apply to the ACNM for CEU approval. As of March 1, 1989 the Continuing Education Section of ACNM has granted reciprocity status to the ACCME for Category I offerings that are relevant to midwifery.**

<p>VIII. THE TYPE II APPLICATION CHECKLIST</p>

Please review the following checklist to ensure that all of the required items are included in the application material. Since every item is required, any omission of information will result in an incomplete application. Incomplete applications will not be accepted or reviewed by the Continuing Education Section.

\$25.00 Application Fee

Four (4) complete & typed copies of the entire application

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

Complete Type II application cover sheet

Promotional brochure (if available)

Complete session information 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

included with application

will forward after attending program activity

Prior session approval (if applicable)

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 PARTICIPANT

DATE