

**American Nurses Credentialing Center
ANCC Accredited Nursing Skills Competency Program
Course Accreditation Application**

Initial Application for Course Accreditation

Reapplication for Currently Accredited Course

Section 1: Demographic Information

Applicants interested in submitting a course for accreditation by the ANCC Accredited Nursing Skills Competency Program must complete the *Course Accreditation Application* and submit all required documentation. Forms received for courses that do not meet the Eligibility Requirements will be rejected without substantive review. Applicants must be adhering to the most current ANCC Nursing Skills Competency Program criteria, available at the date of application, and answer the following questions:

Name of Applicant

Web Address

Street Address

City

State

Zip/Postal

Country

If applicant is part of a larger organization, provide name of organization

Primary Point of Contact: Name and Credentials

Title/Position

Telephone Number

E-mail Address

Section 2: Eligibility

- Has the applicant ever been denied course accreditation, or had a course accreditation suspended or revoked?

Yes

No

If yes, provide date (Month/Day/Year): _____

Action (circle one): Denial Suspension Revocation

Provide a brief description:

- Applicant is in compliance with all applicable Local, State, Federal and International Laws and regulations.
 Yes No If no, Applicant is not eligible for course accreditation

(For ANCC Use Only)
Section 2 -Reviewer's Comments:

Section 3: Qualified Course Developer(s), Individual(s) Delivering Course Content and Individual(s) Evaluating Performance:

Please complete the table below for the course developer(s), individuals delivering course content and individuals evaluating performance including: name, credentials, and expertise related to course.

Name	Credentials	Role
		Select one.
		Select one.
		Select one.
		Select one.

A. Course Developer must have documented qualifications that demonstrate education and/or experience in course development. Expertise in subject matter is evaluated by education, professional achievements, credentials, work experience, honors, awards, professional publications, etc. Qualifications must address how the individual is knowledgeable about course development and how expertise has been gained.

- ___ Relevant course development expertise
- ___ Experience in course development
- ___ Knowledge and expertise in educational design as it relates to adult learning principles and competency-testing programs.

Describe and provide supporting documentation of the expertise of the Course Developer.

- B. Individuals delivering course content must have documented qualifications that demonstrate education and/or experience in the course content area they are presenting. Expertise in subject matter is evaluated by education, professional achievements, credentials, work experience, honors, awards, professional publications, etc. Qualifications must address how the individual is knowledgeable about the topic and how expertise has been gained. Presenters do not have to be nurses, but nurses should address nursing care and nursing implications, as applicable.

- ___ Relevant content expertise for teaching the skill/skill set
- ___ Experience in the application of the skill/skill set in the clinical setting
- ___ Knowledge and expertise in educational design as it relates to adult learning principles and competency-testing programs.

Describe and provide supporting documentation of the expertise of the Individual(s) delivering the course content.

- C. Individuals evaluating participant's performance in the skill or skill set in the clinical setting must have documented qualifications that demonstrate their education and/or experience. Expertise in subject matter is evaluated by education, professional achievements, credentials, work experience, honors, awards, professional publications, etc. Qualifications must address how the individual is knowledgeable about the topic and how expertise has been gained.

- ___ Relevant content expertise for teaching the skill/skill set
- ___ Experience in the application of the skill/skill set in the clinical setting
- ___ Experience/expertise in skills evaluation

Describe and provide supporting documentation of the expertise of the Individual(s) evaluating performance

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Section 3 -Reviewer's Comments:

Section 4:

- A. Course Title: _____
- B. Purpose: Identify the skill/skill set to be validated by successful completion of the course: _____

C. Description of practice setting where the skill/skill set will be used: _____

(The Nursing Skills Competency Course Outline should be completed and attached for items D, F, and G.)

D. **Course Objectives:** Objectives for each component of the course will be clearly defined - knowledge, skill (performance) and professional behaviors. Each objective should specify what the learner will know or do once the objective has been completed (the outcome of attaining the objective).

E. **Course Content.** Describe current references used to develop course content:

(Check all that apply.)

____ Evidence-Based

____ Professional Standards

____ Professional Practice

____ Clinical Guidelines

____ Regulatory Documents

____ Other: Describe: _____

____ Reference list used to develop course content is attached.

F. **Content and time frames:** List the content for **each** objective on the Nursing Skills Competency Course Outline. Content must be congruent with purpose and objectives. Content must be more than a restatement of objectives and must flow from the objective. Numbering must be consistent with the related objective. A time-frame is included for each element of course content.

G. **Teaching-Learning Strategies:** The teaching-learning strategies used to deliver content will be matched to each element of course content.

Section 4 –Applicant (include description of references used to develop course content):

(For ANCC Use Only)
Section 4 -Reviewer’s Comments:

Section 5: Evaluation

Method of testing validation of a skill or skill set must include the three components of knowledge, skills (performance) and professional behaviors.

A. Knowledge Component

- Written test
- Case Study
- Discussion Group
- Other - _____

Describe process to be used and rationale for testing method chosen to include the following:

1. Validity (examples – content validity, face validity, item analysis)
2. Pilot testing with results
3. Changes made as a result of pilot testing results

B. Skill Component

- Laboratory:
 - Live (checklists/tools)
 - Simulation
 - Computer-based
- Return Demonstration
- Clinical Evaluation
- Other - _____

Describe process to be used and rationale for testing method chosen to include the following:

1. Evidence of validity and reliability
2. Inter-rater reliability if applicable
3. Checklists or tools

C. Professional Behavior

- Safety
- Cultural Awareness/Sensitivity
- Ethical Behaviors
- Other - _____

Describe process to be used and rationale for testing method chosen:

(For ANCC Use Only)

Section 5 -Reviewer's Comments:

Section 6: Documentation of Completion.

Participants successfully completing the accredited course receive documentation titled, "ANCC Accredited Nursing Skills Competency Program" and must include:

- Name of participant
- Course name
- Course date
- Contact information of course provider (Name, address and phone number, or email)
- Expiration date for the participant (**Maximum** of 3 years from the date of successful completion)
- Accreditation statement: " (Title of Course) is accredited as an ANCC Nursing Skills Competency Program."

____ Copy of **completed** certificate to be awarded to participants is **attached**.

(For ANCC Use Only)

Section 6 -Reviewer's Comments:

Section 7: Content Integrity

A. Content integrity has been/will be maintained by: (Check all that apply)

- ____ The content integrity policy/procedure has been discussed with all individuals planning, developing, and presenting course content.
- ____ The content integrity policy/procedure has been shared in writing with all individuals planning, developing, and presenting course content.
- ____ Individuals delivering course content have been informed of the content integrity policy/procedure and agree not to sell or promote products or entities with a financial interest in the content.
- ____ In conjunction with above, the session will be monitored and violators of policy will not be asked to present again.
- ____ Other - Describe: _____

B. The following precautions have been taken to prevent bias in the course content: (Check all that apply).

- ____ Content Integrity and bias has been discussed with each individual delivering course content.
- ____ Each individual delivering course content has signed a statement that says s/he will present information fairly and without bias.
- ____ Sessions will be audited to evaluate for bias
- ____ Participants will be asked to evaluate bias in presentation of the course
- ____ In conjunction with the above, violators of policy will not be asked to present again
- ____ Other - Describe: _____

Describe how content integrity will be maintained including precautions taken to prevent bias:

(For ANCC Use Only)

Section 7 -Reviewer's Comments:

Section 8: Disclosures Provided to Participants

The course developer(s) must address each item, A-C, in the **planning** process. Participants must receive written disclosure for items A-C prior to beginning the course. Attach documents and describe the methods used to inform participants of:

- A. **Successful Course Completion:** Purpose, objectives and criteria for successful course completion for **initial** and **re-validating** participants, as applicable.
(**Note:** Not applicable or n/a is not an acceptable response)
 Information on advertising material
 Written information on handouts for course (Attach copy)
 Other - Describe: _____ (Attach copy)
- B. **Non-Endorsement of Products by ANCC in conjunction with this course:**
 No products are being displayed. (No statement needed.)
 Information provided in advertising (Attach copy)
 Information provided in handouts. (Attach copy)
 Information provided in print at the start of the course. (Attach copy)
 Other - Describe: _____ (Attach copy)
- C. **Expiration Date of the Accredited Course:**
 Participants notified of the course expiration date on **advertising (Maximum of 3 years)**. (Attach copy)
 Participants notified of the 3 year expiration date on handouts at the start of the course. (Attach copy)
 Other - Describe: _____ (Attach copy)

(For ANCC Use Only)

Section 8 -Reviewer's Comments:
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Section 9: Clinical Effectiveness Outcomes

- A. **Initial** Course Accreditation - Applicants must develop a plan to evaluate clinical effectiveness outcomes for the course and include:
- Frequency of evaluation
 - Types and methods of learner/participant feedback
 - Types and methods of faculty feedback
 - Types and methods of feedback from customers in the clinical setting where the skill/skill set has been implemented ("customer" to be defined by applicant based on content of the course)

Include a description of the plan to evaluate clinical effectiveness including all required components listed above.
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- B. **Reaccrediting** a Course – Applicants must submit the following at mid-cycle and at reaccreditation:
- Summary of all evaluations from past 18 months (Attach Summary)

- Description of what modifications (if) any were made to the course
- Empirical evidence to demonstrate clinical effectiveness of the accredited course

Describe plan to evaluate the clinical effectiveness of the course as well as any modifications made to the course. Include empirical evidence that demonstrates clinical effectiveness of the accredited course.

(For ANCC Use Only)

Section 9 -Reviewer's Comments:

Section 10: Recordkeeping

Record keeping requirements for each accredited course must include:

_____ All correspondence including a copy of this application

_____ Documentation related to the course must include:

- Name and credentials of course developer
- Individuals who deliver course content
- Individuals who evaluate performance of the skill or skill set
- Content expertise of course developer, individuals who deliver course content and individuals who evaluate performance of the skill or skill set
- Description of skill or skill set
- Requirements for successful completion of course
- Table including objectives, content, time frame and teaching/learning strategies
- All course content
- All testing materials
- Validity and reliability data
- Pilot testing results with documentation of changes made as a result of pilot testing
- Reference list and updates to reference list, if applicable
- Standards or guidelines, if applicable
- Date, time and location of course
- Empirical evidence collected to validate clinical effectiveness
- Analysis of evidence collected to validate clinical effectiveness
- All records will be maintained for a minimum of six (6) years.

_____ Course File to be stored at (list location): _____

(For ANCC Use Only)

Section 10 -Reviewer's Comments:

Section 11: Statement of Understanding

I attest, by my signature below, that I am duly authorized by (Insert name of applicant) to submit this application for course accreditation offered by the American Nurses Credentialing Center (ANCC) and to make the statements herein. On behalf of (Insert name of applicant), I have read the accreditation eligibility requirements and criteria. I understand that (Insert name of applicant) is subject to all eligibility requirements and criteria for course accreditation. I understand that accreditation depends on successfully meeting eligibility requirements and NSCP course accreditation criteria and that continued course accreditation is dependent upon continued compliance. If the course is accredited, (Insert name of organization)'s name and course title will be included in the official listing of ANCC's Nursing Skills Competency Programs accredited course list.

On behalf of, (Insert name of applicant), by my signature below, I authorize ANCC staff and the Commission on Accreditation to make whatever inquiries and investigations that they, in their sole discretion, deem necessary to obtain or verify information submitted with or necessary for review of this application.

On behalf of (Insert name of applicant), I expressly acknowledge and agree that information accumulated by ANCC through the accreditation process may be used for statistical, research, and evaluation purposes and that ANCC may enter into agreements to release anonymous and aggregate data to third parties. Otherwise, subject to the mailing list authorization, all information will be kept confidential and shall not be used for any other purposes without (Insert name of applicant)'s permission.

On behalf of (Insert name of applicant), I hereby certify that the information provided on and with this application is true, complete, and correct. I further attest, by my signature on behalf of (Insert name of applicant), that (Insert name of applicant) will comply with all eligibility requirements and course accreditation criteria throughout the entire accreditation period, including all reapplication periods, and that (Insert name of applicant) will notify ANCC promptly if, for any reason during, (Insert name of applicant) does not maintain compliance. I understand that any misstatement of material fact submitted on, with or in furtherance of this application for accreditation shall be sufficient cause for ANCC to deny, suspend or terminate (Insert name of applicant)'s course(s) accreditation and to take other appropriate action against (Insert name of applicant).

(Applications received without a signature incur a delay in processing which will cause a delay in the review of the NSCP course accreditation application.)

An "X" in the box below serves as the electronic signature of the individual completing this NSCP Course Accreditation Application and attests to the accuracy of the information contained.

Electronic Signature (Required) **Date** _____

Completed By: Name and Title

Please complete and electronically return to Accreditation@ana.org.