Accreditation Statement:
University of Texas at Austin School of Nursing is approved as a provider of nursing continuing professional development by Texas Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation.

All eligibility documentation requirements must be met prior to approval of the activity. Information requested during this provider application process is the minimum required to meet the Texas Nurses Association (TNA) and the American Nurses Credentialing Center’s Commission on Accreditation (ANCC COA) criteria for continuing nursing education. In addition, the objectives and content must meet the definition and criteria for continuing nursing education as established by the Texas Board of Nursing (BON). The definition is found in the Texas Administrative Code, TITLE 22 EXAMINING BOARDS, PART 11 TEXAS BOARD OF NURSING, CHAPTER 216 CONTINUING COMPETENCY, Rule 216.1 Definitions, (9) Continuing Education (CE). It reads as follows: “Programs beyond the basic nursing preparation that are designed to promote and enrich knowledge, improve skills and develop attitudes for the enhancement of nursing practice, thus improving health care to the public.”

Criteria for what is not CNE can be found in Rule 216.6 – “Activities which are not acceptable as Continuing Education”:

The following activities do not meet nursing continuing education requirements:

- Basic Life Support (BLS) or cardiopulmonary resuscitation (CPR) courses.
- Inservice programs. Programs sponsored by the employing agency to provide specific information about the work setting and orientation or other programs which address the institution’s philosophy, policies and procedures; on-the-job training; basic cardiopulmonary resuscitation; and equipment demonstration are not acceptable for CE credit.
- Nursing refresher courses. Programs designed to update knowledge or current nursing theory and clinical practice, which consist of a didactic and clinical component to ensure entry level competencies into professional practice are not accepted for CE credit.
- Orientation programs. A program designed to introduce employees to the philosophy, goals, policies, procedures, role expectations and physical facilities of a specific work place are not acceptable for CE credit.
- Courses which focus upon self-improvement, changes in attitude, self-therapy, self-awareness, weight loss, and yoga.
- Economic courses for financial gain, e.g., investments, retirement, preparing resumes, and techniques for job interview.
- Courses which focus on person appearance in nursing.
- Liberal art courses in music, art, philosophy, and others when unrelated to patient/client care.
- Courses designed for lay people.

UT Austin School of Nursing Approved Provider Unit (UT SON APU) - CONTACT HOUR PROCESS STEP BY STEP

1. All applications for CNE must be completed by a registered nurse (UT SON APU provides this person) who is directly involved with the initial development phase of the activity. No applications for activities in which the planning has already been completed will be accepted. For first-time CNE applications, you must complete the initial online document (CNE Application Document) to determine if we can accept your application request.
2. The request form must be submitted 30 days prior of the proposed event date. If you are applying less than 30 days prior to the event, this application may or may not be accepted, at the sole discretion of the UT SON APU.

3. All UT and non-UT CNE will be initially provided as one-time CNE. No recurring (enduring) CNE is permitted. However, you may apply for a repeat CNE activity if you want to provide the same activity, with no changes to content, again within the 2-year period in which the CNE has not expired using this form.

4. Fee schedule:
   - $100.00 administrative fee plus $10.00 per contact hour or fraction thereof.
   - 0.5 - 1.0 contact hour $110.00
   - 1.1 - 2.0 contact hours $120.00
   - 2.1 - 3.0 contact hours $130.00
   - 3.1 - 4.0 contact hours $140.00 etc.
   - Continue to add $10.00 per portion of a contact hour up to a maximum of $500.00. When calculating the fee, round the number of contact hours up to the next whole number. Fees are non-refundable.
   - Add $50 administrative fee for applications submitted less than 30 days prior to the event, if the event is officially accepted by the Nurse Planner.
   - Entities within the UT SON and its community partners, non-profit entities, or organizations providing events at low-cost or no-cost to participants may be exempt from payment. This will be subject to individual review by UT SON personnel.
   - Upon receipt of a completed application, applicants will be invoiced by The University of Texas Austin School of Nursing. Balance is due within 60 days of invoice.

5. Application requests make take up to five business days to review.

6. All applications to The University of Texas School of Nursing for CNE must be developed with and reviewed by CNE Nurse Planner, Lisa Costa, BSN, RN, (UTSON_CNE@austin.utexas.edu) then reviewed by the CNE committee before final approval. Applicants must work with the nurse planner throughout the application process and be responsible for timely return of any requested revisions. No completed educational activities can be submitted to UT SON APU. We are not approvers of completed CNE. We are providers of CNE, and we must be involved in any activity from the beginning phases of development.

7. Upon approval of application, a Nurse Planner will be assigned to your CNE event and provide you with the documentation such as activity number, sign-in sheet, evaluation, etc. required for compliance with TNA. The Nurse Planner will work with applicant to provide oversight as required by Texas Nurses Association (TNA) and American Nurses Credentialing Center’s Commission on Accreditation (ANCC COA). The Nurse Planner is responsible for attending planning meeting for event and if unable to attend, must be included via email confirming verbiage. The Nurse Planner will provide approval of advertising, contact hour related handouts (monitoring documentation completion), all planning forms (education design & biographical), disclosures, evaluation summary, and copy of scanned roster.

8. All commercial sponsors, non-commercial sponsors, and vendors must meet TNA/ANCC regulations for separation of educational content from sponsorships and must fill out this agreement prior to acceptance.

9. UT Austin School of Nursing Approved Provider Unit is responsible for determining educational objectives, content, evaluation methods and categories, retention, and for management of any commercial support. The applicant must provide TNA with a written notification of any changes made to any of the above categories within seven business days.

The University of Texas at Austin School of Nursing Approved Provider Unit works under the authority and guidance of:

TEXAS NURSES ASSOCIATION
4807 Spicewood Springs Rd, Bldg 3, Austin, Texas 78759
Phone: (512) 452-0645  Fax: (512) 323-5379  E-mail: cne@texasnurses.org
Web site: www.texasnurses.org