

## Key Responsibilities of WNA CEAP Approved Provider Units

1. Use the WNA criteria for planning CNE activities. The criteria are outlined in the WNA Approved Provider Manual. (Contact WNA's Nurse Peer Review Leader [NPRL] at [wna-nprl@metastar.com](mailto:wna-nprl@metastar.com) to obtain a copy of the current manual.)
2. Use **current** Activity Record Forms to document your use of the WNA criteria in the CNE planning process.
  - Check the WNA website often for form updates.
  - Read instructions to prevent doing rework.
  - Review the "Resources" page on the WNA website for helpful information that will prevent you from doing rework in your documentation and application writing processes.
3. Participate in the WNA Approved Provider webinars held the second Tuesday of every other month (Jan, March, May, July, September, November) at noon CST.
4. Participate in a pre-application call 4 – 6 months before your Approved Provider Renewal date.
5. Establish and constantly improve Provider Unit Outcomes related to the structure and processes of your Provider Unit and related to Nursing Professional Development. (See WNA Resources Page for help writing Approved Provider Unit Outcome Measures.)
6. Evaluate your Approved Provider Unit on a regular basis, including progress on meeting and improving outcome measures and other data.
7. Report any changes in your Approved Provider Unit staff to the WNA office.
8. Ask for help if you have questions or if you have concerns about your Approved Provider Unit.
9. Report your CNE activity in the ANCC NARS system. See the WNA website "Approved Provider" page for instructions and resources.
10. Pay annual fees and renewal fees as required.