




CONTINUING EDUCATION APPROVAL PROGRAM (CEAP)

Wisconsin Nurses Association is accredited with distinction as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

Individual Education Activity (IEA) Applicants

Process for Submitting IEA Applications

1. Three copies of the IEA Application *with all attachments* must be sent hard copy to:
WNA CEAP Committee
Attn: Megan Leadholm
2820 Walton Commons – Suite 136
Madison, WI 53718
2. The applications must be received in the WNA office by the application submission deadline (click [here](#) for more information regarding submission deadlines).
3. Applications are not accepted via fax or *email.
4. **Number all pages of the application in sequential order from the beginning of the application to the end.** Hand-write the page numbers if necessary. IEA Applications without sequential page numbers will not be processed. It's necessary for our volunteer reviewers and applicants to refer to specific page numbers when communicating. If the WNA office needs to place page numbers on your application, this takes time and adds additional cost to the review process.
5. Complete each section of the application **and attach all additional materials** wherever you see this symbol: . Incomplete applications will not be processed.
6. A Table of Contents is not required, but may be helpful, especially for larger applications.
7. Please contact megan@wisconsinnurses.org for questions about payments and invoices.

* We hope to launch a new online IEA application in the coming months. Additional information will be available on the "Process for Submitting IEA Applications" web page when this occurs.