

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

Key Responsibilities of WNA CEAP IEA Applicants

1. Use the WNA criteria for planning Continuing Nursing Education (CNE) activities. The criteria are outlined in the application instructions. You are responsible for reading and understanding the information in the instructions.
2. **Read the application instructions.** If you do not read and follow the instructions for writing the IEA application, your application will probably be denied, or you will have a lot of rework to do.
3. 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.
4. Do not try to write the application without the active involvement of a Nurse Planner. The volunteer WNA CEAP Nurse Peer Reviewer will communicate with your organization's Nurse Planner for the activity.
5. Ask questions while writing the application (before you submit it to WNA) if you don't understand something. Contact the WNA Nurse Peer Review Leader at wna-nprl@metastar.com.
6. Review the "Resources" page on the WNA website for helpful information that will prevent you from doing rework.
7. If revisions are requested by your review team representative, you must provide the revisions within one week or by the date indicated to you by the WNA CEAP Nurse Peer Reviewer.
8. Be sure a Nurse Planner with a BSN or BAN is actively involved in planning the CNE activity. The Nurse Planner's Bachelor of Science, Baccalaureate, or Bachelor of Arts degree **MUST BE IN NURSING**.
9. Understand the concept of "conflicts of interest" (see application instructions). **EMPLOYEES OF A COMMERCIAL INTEREST MAY NOT SPEAK FOR CONTACT HOURS** and may not participate on CNE planning committees.
10. Report any changes in your activity to the WNA office.
11. **Report required information post-session into the WNA IEA online collection system by the deadlines required.** The link is provided in your "WNA Approval Letter" email that you receive upon approval of each activity.
12. Know that we appreciate your desire to offer continuing education credits to nurses for your educational activity!