

## **WNA CEAP IEA Applicants: Frequently Asked Questions (FAQs)**

### **Application Writing and Submission Process**

Can I email the required three copies of my application to you?

- No. See “Process for Submitting IEA Applications” on the IEA webpage.

Does WNA have an online application submission feature?

- No. However, we have plans to build an online IEA application in the future and will update the WNA website when this occurs.

What is the deadline for submitting IEA applications?

- See ‘Application Submission Deadlines and Application Fees’ on the IEA webpage.

Can I pay my review fee by credit card?

- Yes. See ‘Application Submission Deadlines and Application Fees’ on the IEA webpage.

When will I know if my activity is approved or not?

- In general, we try to finalize review decisions two weeks prior to your activity date. This may vary depending on the volume of applications our volunteer reviewers are working through, the number and type of revisions needed, timing of the application submission, and other factors. If you have not heard two weeks prior to your activity date if your application is approved, contact [megan@wisconsinnurses.org](mailto:megan@wisconsinnurses.org) and [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org).

How long is my activity approved for without any changes in content, speakers, etc.?

- Activity approvals are valid for two years provided there are no changes to outcomes, content, speakers, etc. If changes will occur, contact [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org).

I need to ‘renew’ an activity approved 18 months ago before the approval expires (two years after the approval date). Can I use the same forms I used two years ago?

- No. As part of the process for reviewing/updating a previously approved activity and resubmitting before approval expires, you must submit the application on the most current IEA forms, located on the WNA website.

We offered a live activity and now we want to present it online, on-demand. What do I need to do?

- Contact [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org) or [megan@wisconsinnurses.org](mailto:megan@wisconsinnurses.org) for instructions.

How do I find the link to complete my required 60-day post session report to WNA CEAP for the ANCC NARS system?

- See ‘[Required 60 Day Post-Session Reporting](#)’ on the IEA webpage.

### **Responding to the Application Questions**

I can’t find a sample application. Why don’t you have this?

- Completed sample application responses to use as a guide are included in each section of the WNA IEA Application Instructions.

Can I promote my learning activity before it occurs and mention that credits have been applied for?

- You can do this using a very specific statement approved by WNA. This statement may be found in the IEA Application Instructions on the WNA website.

Do I need to submit Educational Planning Tables (“EPTs”)?

- No. The current application instead asks for a general description of the content. You may use these forms if they are helpful to communicate with speakers. Do not include the EPTs in your application.

Do I need to submit biographical data forms?

- No. IEA applicants are expected to vet their own planners and speakers for content expertise, planning expertise, and/or presentation abilities. Forms are no longer required for this. You may use these forms if they are helpful to communicate with speakers. Do not include biographical data forms in your application.

Do I need to submit conflict of interest (“COI”) forms?

- You need to assess, identify, evaluate, resolve (if needed) and disclose conflicts of interest for each person in control of content. Using the WNA Conflict of Interest Form is an easy way to satisfy this requirement.

We are having an activity that is being offered for CME as well. Do I need to send WNA COI forms out to planners and speakers if I already have these from CME?

- If you have an activity that is being approved for CME, compare the forms to the WNA forms. Does the CME form provide the definition of a “commercial interest?” Does it ask similar questions to the WNA Conflict of Interest Form? You probably do not need to obtain additional COI forms from each speaker and planner. Contact [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org) to be sure.

How do I know if someone has a conflict of interest, and why is it important?

- CNE activities must be free from commercial bias. Therefore, relevant relationships with a commercial interest must be assessed for each person in control of content. To determine if someone has a conflict of interest, read the “IEA Application Instructions” carefully and follow the steps. [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org) if you have questions about conflicts of interest.

I have a panel of presenters who are just doing Q&A – do I need to assess conflicts of interest for panelists?

- Yes. They are in control of educational content.

I have a patient presenting – do I need to assess conflicts of interest for patients?

- Yes. Everyone in control of content needs to be assessed to determine if they have a relevant relationship with a commercial interest.

A DME company offered to give us funding if we used a speaker they recommended. Is this okay?

- No. If an ANCC defined “commercial interest” organization provides funding for education, it cannot have any contingencies and no requests or demands can be made by the funder. Please contact [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org) for further information.

What are common reasons for rework and denial of applications?

- Not placing sequential page numbers on your application
- Not following submission, payment, and deadline instructions
- Skipping answer boxes in the application
- Not reading the directions:
  - in the IEA application
  - in the links on the WNA IEA web page, especially “Tips for Completing the Application”

- not referring to the WNA “IEA Application Instructions” for help and sample answers to application questions
- not contacting WNA with questions while you are writing your application if you can’t find the answer in the instructions
- Incorrect procedures and documentation of conflicts of interest, especially that employees of a commercial interest can’t speak for contact hours in most cases
- Incorrectly managing commercial support

*Have additional questions not listed here? We want you to be successful. Please contact [megan@wisconsinurses.org](mailto:megan@wisconsinurses.org) or [WNANPRL@wisconsinurses.org](mailto:WNANPRL@wisconsinurses.org) for further help.*