

### **Key Responsibilities of WNA Approved Providers**

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 [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org) 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.
  - 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 Thursday of every other month (Jan, March, May, July, September, November) at noon CST.
4. Participate in a pre-application call approximately four months before your Approved Provider renewal application due date.
5. Establish and constantly improve upon Provider Unit Outcomes related to the structure and processes of your Provider Unit and Nursing Professional Development.
6. Evaluate your Approved Provider unit on a regular basis, including progress on meeting and improving outcome measures and other data. (Contact WNA's Nurse Peer Review Leader [NPRL] to obtain resources on writing APU outcomes.)
7. Report any changes in your Approved Provider unit staff to the WNA office immediately, including changes in Primary Nurse Planners.
8. Ask for help if you have questions or if you have concerns about your Approved Provider unit. Contact Megan at [megan@wisconsinnurses.org](mailto:megan@wisconsinnurses.org) or Mary Kay at [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org).
9. Report your CNE activity in the ANCC NARS system annually by February 28<sup>th</sup>. See the WNA website "Approved Provider" page for instructions and resources.
10. Pay annual fees and renewal fees as required.