



CONTINUING EDUCATION APPROVAL PROGRAM (CEAP)

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

Getting Started: Process and Timeline for Becoming an Approved Provider

If your organization offers several continuing education activities per year and you want to take the next step in pursuing excellence in nursing education, you may want to consider becoming a WNA Approved Provider.

High-level Steps and Timeline:

Amount of Time Relative to Submitting Your WNA Approved Provider Self-Study Application:	Steps to Complete:
> 10 months prior	<ul style="list-style-type: none"> Ensure that you have organizational support to become an Approved Provider Unit, including resources. Review all "Potential New Providers" information on WNA website. Contact WNA Nurse Peer Review Leader (NPRL) to schedule one to two conference calls.
10 months prior	Discuss with WNA Nurse Peer Review Leader: <ul style="list-style-type: none"> Verification of Eligibility Approved Provider Unit responsibilities (including reporting) Educational activity development responsibilities Primary Nurse Planner (PNP) responsibilities Planning / submitting applications for three Individual Educational Activities before applying to be an Approved Provider Criteria for planning educational activities, IEA Application form, and resources
9 months prior	<ul style="list-style-type: none"> Submit Verification of Eligibility Form / Intent to Apply. Continue process if notified that your organization is eligible to become a WNA Approved Provider.
6 to 9 months prior	<ul style="list-style-type: none"> Read WNA manuals (includes criteria for Approved Providers). Develop position descriptions, policies, and infrastructure. Assign PNP and nurse planner roles. Set outcomes for your educational unit.
6 months prior	<ul style="list-style-type: none"> Be fully functioning as if your educational unit was an Approved Provider. Schedule conference call with WNA Nurse Peer Review Leader to discuss self-study application process.
5 to 6 months prior	<ul style="list-style-type: none"> Discuss the WNA Approved Provider self-study process / application with WNA NPRL. Start writing the self-study application.
2 to 6 months prior	<ul style="list-style-type: none"> Submit three Individual Educational Activity applications that are successfully approved by WNA.
2 months prior	<ul style="list-style-type: none"> Evaluate and document your educational unit progress using your outcome measures.
0 months prior	<ul style="list-style-type: none"> Submit WNA self-study application during March, June, September, or December application cycle.
2 to 3 months post-submission	<ul style="list-style-type: none"> Receive decision. If approved, continue process.
Within 1 month after decision	<ul style="list-style-type: none"> Schedule two to three calls with WNA NPRL to review responsibilities and detailed instructions on using the Nursing Activity Reporting System (NARS) for ongoing reporting.
On-going	<ul style="list-style-type: none"> Plan and document activities using the ANCC criteria as adopted by WNA. Use NARS for ongoing reporting. Evaluate your Approved Provider Unit at least annually and document this self-evaluation. Monitor and improve Provider Unit outcome measures. Participate in educational opportunities (e.g., bi-monthly Provider calls, in-person Provider Workshops). Pay fees and observe other Approved Provider deadlines. Report changes in Approved Provider Unit to WNA.