

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

## APPROVED PROVIDER APPLICATION – REVIEW FEES

In 2018, ‘tier pricing’ for all new and renewal Approved Provider applicants was implemented to be in alignment with other ANCC-accredited approvers and to meet the expectations of the WNA Board of Directors. The fee structure is as follows:

### FEE STRUCTURE – NEW AND RENEWAL APPROVED PROVIDER APPLICANTS

	TIER	REVIEW FEE	DESCRIPTION
<b>Single Agency Provider</b>	1	\$1,650.00 (no change)	A single agency provider may be part of a larger corporate system. However, the single agency/hospital is only providing continuing education for the agency/hospital named in the application. A single agency/hospital provider does not act as the provider of continuing education for multiple agencies/hospitals.
<b>System Provider (2-5 facilities)</b>	2	\$1,800.00	A system provider is a multi-agency/hospital/health care system providing health care services through two or more agencies/hospitals that share a common mission and/or purpose. The system is a corporation with a central administration providing services to all agencies/hospitals within the corporate structure. A system provider has in place at the corporate level a centralized staff development and/or continuing education department responsible for planning and implementing a system wide continuing education program. All agencies/hospitals in system must be named in the application and remain unchanged throughout approval period.
<b>Large System Provider (6 or more facilities)</b>	3	\$2,000.00	A large system provider is a multi-agency/hospital/health care system providing health care services through six or more agencies/hospitals that share a common mission and/or purpose. The system is a corporation with a central administration providing services to all of the agencies/hospitals within the corporate structure. A system provider has in place at the corporate level a centralized staff development and/or continuing education department responsible for planning and implementing a system wide continuing education program. All agencies/hospitals in system must be named in the Application and remain unchanged throughout approval period.

Organizations will be invoiced the appropriate application review fee when the reminder email is sent indicating when the application packet is due. The fee may be paid by check (payable to the Wisconsin Nurses Association) or credit card (American Express, Visa, or Master Card).

**For current Providers, applications not received by the required submission date will be assessed an additional late fee of \$500.00.**

## APPROVED PROVIDER APPLICATION – SUBMISSION DEADLINES

Applications to WNA CEAP for Approved Provider status are accepted in March, June, September, and December.

**For first time Provider applicants**, three copies of the completed WNA CEAP *Approved Provider Application*, including all attachments, should be received in the WNA office according to the application submission schedule that follows. Contact Megan at the WNA office at [megan@wisconsinnurses.org](mailto:megan@wisconsinnurses.org) or 800.362.3959, ext. 203 with questions regarding the timeline.

**For current Providers**, three copies of the completed WNA CEAP *Approved Provider Application*, including all attachments, should be received in the WNA office by the application due date (March 1, June 1, September 1, or December 1).

*Important: If your application is not received by the due date it's possible your organization's approval could lapse resulting in a gap in time during which your organization cannot award nursing contact hours for any educational activities. Organizations who lapse in maintaining Approved Provider status will receive a letter indicating the organization is no longer a WNA CEAP Approved Provider and it cannot offer contact hours for educational activities provided by the organization. Remember that retroactive approval is not permitted in the ANCC accreditation system.*

<b>MARCH REVIEW CYCLE</b>		
WNA Office	Send reminder to Approved Provider with date 'intent' and 'application' are due and invoice for provider application review fee <b>(for current providers only)</b>	September 1
Applicant	'Intent to Apply' due in WNA office	November 1
Applicant	Participate in pre-application call	November
Applicant	Provider application due in WNA office <i>Applications not received by the required submission date will be assessed an additional late fee of \$500.00.</i>	March 1

<b>JUNE REVIEW CYCLE</b>		
WNA Office	Send reminder to Approved Provider with date 'intent' and 'application' are due and invoice for provider application review fee <b>(for current providers only)</b>	December 1
Applicant	'Intent to Apply' due in WNA office	February 1
Applicant	Participate in pre-application call	February
Applicant	Provider application due in WNA office <i>Applications not received by the required submission date will be assessed an additional late fee of \$500.00.</i>	June 1

<b>SEPTEMBER REVIEW CYCLE</b>		
WNA Office	Send reminder to Approved Provider with date 'intent' and 'application' are due and invoice for provider application review fee <b>(for current providers only)</b>	March 1
Applicant	'Intent to Apply' due in WNA office	May 1
Applicant	Participate in pre-application call	May
Applicant	Provider application due in WNA office <i>Applications not received by the required submission date will be assessed an additional late fee of \$500.00.</i>	September 1

<b>DECEMBER REVIEW CYCLE</b>		
WNA Office	Send reminder to Approved Provider with date 'intent' and 'application' are due and invoice for provider application review fee <b>(for current providers only)</b>	June 1
Applicant	'Intent to Apply' due in WNA office	August 1
Applicant	Participate in pre-application call	August
Applicant	Provider application due in WNA office <i>Applications not received by the required submission date will be assessed an additional late fee of \$500.00.</i>	December 1