

### **WNA CEAP IEA – Key Responsibilities for IEA Applicants**

1. Use the criteria for planning nursing continuing professional development (“NCPD” or “CNE”) activities. The criteria are outlined in the WNA CEAP IEA Application Instructions. Please contact WNA’s Nurse Peer Review Leader at [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org) for help with understanding the criteria.
2. **Please read the application instructions.** If you do not read and follow the instructions for writing the IEA application, your application may be denied, or you will have rework writing revisions during the review process.
3. Use **current** IEA application 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/plan an activity without the active involvement of a Nurse Planner. The volunteer WNA CEAP Nurse Peer Reviewer will communicate directly with your organization’s Nurse Planner for the activity.
5. Be sure a Nurse Planner with a BSN, BAN, or higher degree in nursing 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.**
6. 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 [WNANPRL@wisconsinnurses.org](mailto:WNANPRL@wisconsinnurses.org). If this is your first IEA application, you must contact WNA before submitting the application for review.
7. Review the “Resources” page on the WNA website for helpful information.
8. If revisions are requested by the WNA CEAP Nurse Peer Reviewer, it is crucial to meet the revision deadline.
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 in most cases.
10. Report any changes in your activity to the WNA office.
11. **Report required post-session information into the WNA IEA online collection system by the deadlines required.** The link is provided in the “WNA Approval Letter” (email) you receive upon approval of each activity.
12. Know that we appreciate your desire to offer nursing continuing professional development to nurses for your educational activity!