

**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 and 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.
* Approval timeframes may be less than two years for emerging clinical topics.

## 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 or 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?

* Contact WNANPRL@wisconsinnurses.org to discuss.

## Can I promote my learning activity before it occurs and mention that contact hours 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. Specific forms in the application are no longer required for this. You may use these forms if they are helpful to communicate with speakers or as a vetting tool for the planning committee. Do not include biographical data forms in your application. WNA will contact you if any additional planner or speaker information is needed.

## Do I need to submit Disclosure Forms?

* You need to assess, identify, mitigate, and disclose relevant financial relationships for each person in control of content. Using the WNA Disclosure Form is an easy way to satisfy this requirement.
* The language around this process has changed. We no longer refer to “Conflicts of Interest.” See resources on the WNA website for more information.

## We are having an activity that is being offered for CME as well. Do I need to send WNA Disclosure 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 an “Ineligible Company”? Does it ask similar questions to the WNA Disclosure Form? You do not need to obtain a second set of Disclosure Forms from presenters, planners, or others in control of content.

## How do I know if someone has a relevant financial relationship, and why is it important?

* Nursing Continuing Professional Development (NCPD) activities must be free from commercial influence. Therefore, relevant relationships with ineligible companies must be assessed for each person in control of content. To determine if someone has a relevant financial relationship, read the “IEA Application Instructions” carefully and follow the steps.

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

* Yes. They are in control of educational content.

## I have a patient presenting – do I need to assess for relevant financial relationships patients?

* Yes. Everyone in control of content needs to be assessed to determine if they have a relevant relationship with an ineligible company unless their presentation content is non-clinical.

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

* No. If an ineligible company provides funding for education, it cannot have any contingencies and no requests or demands can be made by the funder.

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 IEA Instructions Manual
* 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@wisconsinnurses.org* *or* WNANPRL@wisconsinnurses.org *for further help.*