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**Key Responsibilities of WNA Approved Providers**

1. Use the ANCC criteria as adopted by WNA for planning all Nursing Continuing Professional Development (NCPD) activities. The criteria are outlined in the “[Writing to the ANCC NCPD Accreditation Criteria for Approved Provers, Version 1.0, 11.1.21 © American Nurses Credentialing Center (ANCC).](https://www.wisconsinnurses.org/wp-content/uploads/2022/11/ANCC-2935-NCPD-Providers-Writing-Guide-FINAL-v.1.0-11.2.2021.pdf)” Found on the [WNA Resources webpage](https://www.wisconsinnurses.org/education/ceap/resources/).
2. Use the [ACCME Standards for Integrity and Independence in Accredited Continuing Education](https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/) (as adopted by ANCC and used by WNA) to plan NCPD activities.
3. Use **current** [Activity Record Forms](https://www.wisconsinnurses.org/current-wna-ceap-approved-providers/) to plan and document your use of the ANCC criteria in the NCPD activity planning process. Check the WNA website for form updates as instructed. Document activities as you are planning them!
4. Participate in the regularly scheduled WNA Approved Provider Primary Nurse Planner webinars and in the annual “APU Updates” education for APUs. Contact WNA for additional information.
5. Participate in a WNA “Pre-application” live or recorded webinar at least six months before your every-three-year Approved Provider Self-Study application due date. Earlier viewing is encouraged.
6. Evaluate your Approved Provider Unit (APU) on a regular basis, examining progress on meeting and improving APU outcome measures and other data you collect on your APU effectiveness.
7. Establish and constantly improve upon Approved Provider Unit (APU) Outcomes related to the structure and processes of your Provider Unit and Nursing Professional Development. Use the video and toolkit on the WNA resources page for reference.
8. Report any changes in your Approved Provider Unit to the WNA office.\*
9. Ask for help if you have questions or if you have concerns about your Approved Provider Unit. Contact megan@wisconsinnurses.org for direction.
10. Report your CNE activity in the ANCC NARS system annually in February. See the [NARS webpage](https://www.wisconsinnurses.org/nars-mandatory-reporting-system-for-approved-providers/) for information.
11. Pay annual fees and renewal fees as required.

\* Approved Providers are required to notify WNA CEAP in writing within seven business days of any changes that may impair the Approved Provider unit’s ability to function. Other changes must be reported to WNA CEAP, in writing, within 30 days of the change.

REV: 10/1/23