



Application for Contact Hour Units

Application Date: _____ Submitting Chapter: _____

Program Title: _____

Location: _____ Date and Time: _____

Name of NP on Planning Committee: _____

Number of contact hours requested: _____

(1 contact hour = 650 minutes of instruction. Excluded are introductions, breaks, evaluation, exhibits)

Primary Contact Person: _____ Title: _____

Address: _____

Phone: _____ E-mail: _____

Required Materials Prior to Event:

- ☐ CE Program Outline Form – outline with behavioral objectives, statement of need, speaker bio(s),
- ☐ Disclosure Statement from each presenter
- ☐ Disclosure Form from NP Planner

Requirements During Event:

- ☐ Attendance must be taken – all attendees must sign in.
- ☐ Disclosure statement must be included in slides and stated verbally

Requirements After Event:

- ☐ Provide National Office with attendee list

Application Process:

1. Required: A Nurse Practitioner must participate on the Program Planning Committee
2. Submit application for continuing education units with all required materials **four weeks** in advance of program
3. Required materials are available through the national office by contacting Mariel Snyder (msnyder@pcna.net)
4. Applications will be reviewed by PCNA and you will be notified of approval within three weeks

The Preventive Cardiovascular Nurses Association is an approved provider of nurse practitioner continuing education programs through the American Academy of Nurse Practitioners – provider number 030602.

As a chapter program provider, I verify that the content of this continuing education program and all related marketing and print materials support PCNA's mission and goals and meet all continuing education standards set by AANP.

Signature of Chapter Program Provider

Printed Name

Date

Please submit original application and all materials to the PCNA National Office:

Preventive Cardiovascular Nurses Association
Attention: Mariel Snyder, Membership and Chapter Coordinator
613 Williamson Street, Suite 200, Madison, WI 53703
Tel: (608) 442-3441 E-mail: msnyder@pcna.net