

Developing Chapter Continuing Education (CE)

Introduction

AACN and ABTC (American Board of Transplant Coordinators) have approved the International Transplant Nurses Society (ITNS) as a provider of CEU / ABTC credits from their organizations. Under this providership we are able to provide continuing educational credits for ITNS educational offering in both local and national setting. Under the set guidelines set by AACN and ABTC, we are able to grant recognition to programs that meet established standards based on predetermined criteria. Approval assures participants that programs need professional continuing education standards, and provides participants with continuing education credit for:

- Renewal of licensure
- Rectification requirements for both AACN and ABTC
- Institutional continuing education requirements

How to Apply for Program Approval

- Submit program approval application
- Submit one copy of each required documentation listed in the Requirements for Program Approval
- Enclose check or credit card information for processing fee
- Programs will not be granted approval if any required documentation is missing or if the required fee is unpaid

Processing Timeline

Completed applications, documentation, and fees must be received at least six weeks prior to the date of the presentation. Materials sent by fax and express mail will still require six weeks for processing, from the date of receipt. Applications must be received before the program is presented; retroactive credits are not awarded.

Approval Notification

Notification of program approval and the number of contact hours to be awarded to the registrants will be sent from ITNS office to the applicant and mailing address stated on the application. Notification by email is also available.

Application Documentation

The following information is needed when applying for both ABTC and AACN CEU credits. All of the information must be present when submitting the application.

- Date, time, place, and title of educational offering
- Program description – i.e. workshop or chapter meeting speaker
- Program schedule and content outline
- Behavioral objectives for the educational offering
- Title for each session with name of speaker, (2) behavioral objectives and (2) clinical references
- CV for each speaker and planning committee chairperson

After the educational offering has been completed, a list of all attendees with their addresses and a copy of the evaluations must be sent to the ITNS CEU Coordinator for documentation.

Program Approval Fees

Up to 4 contact hours: \$125
4.5 - 12 contact hours: \$250
12.5 - 20 contact hours: \$350