

Steps for Success:

Planning continuing nursing education

1. Start early! Submit your application 40+ calendar days BEFORE your event (cost effective).
2. Assemble your planning committee
 - a. Assign a Key Contact, minimum of 2 members, and one member with a BSN degree
 - b. Plan time to review the AORN and ANCC criteria (on the website)
3. Discuss and select a presentation based on one or more of these:
 - a. Identification of Gaps: in nursing knowledge?, skills?, or practice?
 - b. Literature review (eg, peer reviewed evidence-based journal articles/textbooks/websites)
 - c. Member requests
 - d. Quality and outcome data
 - e. Trends in literature, law, and healthcare
4. Develop goals, objectives, and learner's outcomes based on your needs assessment.
 - a. Discuss, "at the end of the presentation, the perioperative RN will be able to (do what?)" "How will this educational activity enrich the RN's contributions to quality nursing care?"
5. Select your Presenter based on his or her:
 - a. Clinical expertise, professional achievements, work experience, education
 - b. Experience in the content and presenting the content
6. Discuss with the Presenter
 - a. Goals, objectives, and learner's outcomes
 - b. Evidence-based resources for the content
 - c. Length of program
 - d. Request the presenter's demographic information and statements of expertise in the content to be presented
 - e. Teaching methods and AV equipment needs
 - i. (eg) Lecture format, slide presentation, include 5-10 minutes for questions/answers
 - ii. Arrange AV needs (laptop/slide projector, handouts?)
 - f. Presence or absence of conflict of interest/commercial interest related to this topic
7. Submit the online application.
 - a. Include any flyers/brochures/marketing materials

- b. Credit card payment
- 8. Your application is reviewed by AORN colleagues on the Continuing Education Approval Committee (CEAC) and the AORN Approval Unit team.
- 9. You may be asked to provide more or clarify information before the final approval. The Key Contact will be notified. The status is called “Pending Approval” and is to ensure AORN has the required information for AORN and ANCC criteria.
- 10. Waiting for the Approval Letter
 - a. The regular review process is 3-4 weeks and rush reviews are available (see fee schedule).
- 11. Approved applications
 - a. The Key Contact will be notified via email.
 - b. You can print your certificates and evaluations.
 - c. All applications are approved for 2 years
- 12. After the Event: Submit your post activity report online.

For more information and for technical assistance, email approvalunit@aorn.org or call 1-800-755-2676, ext. 456. The AORN Approval Unit team is available to help you: Ellice Mellinger MS, BSN, RN, CNOR emellinger@aorn.org , Kim Simkins ksimkins@aorn.org, and Susan Bakewell MS, RN-BC sbakewell@aorn.org.