



# Joint-providing an ANPD Certification Preparation Course

The Nursing Professional Development Certification Preparation Course is a two-day course designed to prepare nurses to take the American Nurses Credentialing Center (ANCC) generalist certification examination in nursing professional development. The course is also a great introduction to the staff development curriculum. It includes the following topics: Education, Leadership, Communication, Ethical/Legal, Practice & Process Improvement, Technology, and Program & Project Management. In addition, all participants have the opportunity to take a pre-test and post-test at no extra charge.

## **Joint-provider responsibilities:**

- Payment of joint-provider fee of \$6,500\* if a non-affiliate, and \$6,000\* if an affiliate (*\*an additional charge of \$1,00 will be applied if the joint-provider makes a special request for a specific faculty member who is not the closest instructor geographically*)
- Arrange for a facility in which to hold the two-day program, including AV (screen and projector)
- Determine registration fees
- Develop a promotion flyer and submit to ANPD for approval (template provided)
- Distribute promotional flyer after ANPD approval
- Arrange food and beverage (optional)
- Manage all aspects of attendee registration
- Collaborate with ANPD faculty to arrange lodging and local transportation
- Provide copies of the course materials to participants upon receipt of master files from the ANPD National Office
- On-site coordination for the course including daily sign-in
- Provide flip chart, markers, and index cards (at least five index cards per participant)
- Direct participants to evaluation survey link where they will obtain their CNE certificate
- Communicate pre- and post-test information to participants, and provide names and email addresses of participants to ANPD ten days prior to the course so participants can be enrolled in the pre- and post-test
- Provide the following to ANPD within three days of the course: participants names, email address, mailing address

## **ANPD responsibilities:**

- Determination of the educational content
- Selection of the content specialist planner and faculty unless joint provider makes a special request and pays an applicable fee.
- Selection and coordination of the faculty schedule and payment
- Provision of master handout materials for duplication
- Awarding of contact hours
- Record keeping
- Evaluation of each course
- Management of sponsorship or commercial support, if applicable
- Promotion of the course in every available issue of *TrendLines*
- Posting the course dates on the ANPD calendar within the ANPD Website (ANPD.org)
- Promotion of the course in an email to ANPD members in the region

## **Scheduling**

To schedule an ANPD Certification Preparation Review Course, complete the application on page two. Once the course has been approved, faculty selected, and the joint-provider and ANPD have agreed upon dates, ANPD will send you a contract, joint-provider agreement, and invoice.

## **Continuing Nursing Education (CNE)**

*Association for Nursing Professional Development is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*



## Application to Joint-provide an ANPD Certification Preparation Course

Name of Joint-provider: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address of Joint-provider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Three potential dates in order of preference. The course is held over two consecutive full days.  
(8AM – 5PM)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

ANPD selects instructors according to availability and geographical location. If you would like to request a specific instructor, who is not the closest instructor geographically, an additional charge of \$1,000 is incurred to cover additional travel expenses. While ANPD attempts to accommodate preferences, all instructor assignments are at the discretion of ANPD.

Special Faculty Request (*Instructors name*):  
\_\_\_\_\_

Please submit the completed application the ANPD National Office. Fax to 312.673.6835 or email to [info@anpd.org](mailto:info@anpd.org)