Consideration for Adding the Emergency Nurses Association (ENA) to the List of Approved CE Providers on BON's CE Brochure

Summary of Request:

ENA has requested to be listed as an approved provider of nursing Continuing Education (CE) on the BON's CE Brochure. Their processes for approval of CE are equivalent to that of TNA, ANCC and other providers currently listed on the informational brochure. Staff seek the Board's approval to add this organization to the list of approved CE Providers as requested by ENA.

Historical Perspective:

Until 9/1/07, the BON recognized continuing nursing education programs as either Type I or Type II CE. SB993 abolished Type II CE, however, programs must still meet criteria to count for nursing CE. Approval for a specified number of CE credits is determined by an approved CE Provider. The following excerpt from the BON's CE brochure called "*The 1-2-3's of CE*" shows the current list of recognized credentialing agencies on the brochure:

> American Nurses Association/American Nurses Credentialing Center
> American Academy of Nurse Practitioners
> American Association of Critical-Care Nurses
> American Association of Nurse Anesthetists
> American College of Nurse Midwives
> Texas League of Vocational Nurses
> Licensed Vocational Nurses Association of Texas
> National Association of Practical Nurse Education and Service (NAPNES)
> National Federation of Licensed Practical Nurses (NFLPN)
> Continuing Medical Education (for APNs only)
> National Association of Pediatric Nurse Associates and Practitioners
> Colleges and Universities; and
> Other State Boards of Nursing

These approved providers review applications submitted to them, and determine the amount of CE credit to be earned through completion of a specific continuing education offering. The above list on the BON brochure does not restrict a nurse to only completing offerings approved by the specific organizations on the list.

Other nursing specialty organizations or companies whose business it is to provide nursing CE, are accredited by the American Nurses Association through the American Nurses Credentialing Center (ANCC).   The full list of ANCC accredited CE Providers is accessible at http://www.nursecredentialing.org/accred/getall.cfm. A CE program approved by one of these agencies would also be accepted for CE in Texas provided the program completed is one that otherwise meets the requirements for nursing CE set forth in Rule 216 *Continuing Education* for the specific nurse's license. For example, an Advanced Practice Nurse must complete CE targeted for the APN's authorized role and speciality, and must be at the advanced practice level. CE targeted to RNs and/or LVNs would not be acceptable CE for an APN.

The ENA application guideline requirements to obtain CE approval from ENA are included in Attachment A: *ENA Continuing Education contact Hours (CECH) Guidelines, 7ᵗʰ Edition (January 2007).* Those familiar with the application requirements for TNA/ANCC CE programs will note the extreme similarity between the two approval processes.

Pros & Cons:

        Pros: Listing this organization would not alter any processes currently ongoing at the BON in relation to CE credit, but would provide clarification for nurses that CE approved through ENA will meet BON requirements.

        Cons: None noted.

Staff Recommendations:

Move to approve the addition of the Emergency Nurses Association (ENA) to the Board's Continuing Education brochure as an approved provider of continuing education for nurses.

CONTINUING EDUCATION CONTACT HOURS (CECH) GUIDELINES

7TH EDITION
(JANUARY 2007)

Educational Services Department
915 Lee Street   Des Plaines, Illinois 60016
Telephone: (847) 460-4116   Fax: (847) 460-4005

This is the seventh edition of the Emergency Nurses Association, *Continuing Education Contact Hours Guidelines.* These guidelines have been designed to ease the process of applying for CECH while keeping in compliance with the specifications established by the Education Committee.

TABLE OF CONTENTS_____

MISSION / VISION_____

ENA's Mission and Value Statements:

ENA is a professional member organization recognized internationally for promoting excellence in emergency nursing through leadership, research, education, and advocacy. (2005)

ENA's Mission Objectives
ENA exists to:
- Promote the specialty of emergency nursing.
- Promote the interests of ENA's members and improve the professional environment of the emergency nurse through education and public awareness.
- Promote ethical principles as defined in the ENA Code of Ethics for Emergency Nurses and the American Nurses Association Code of Ethics.
- Actively collaborate with other health-related organizations to improve emergency care.
- Be the primary resource for emergency nursing leadership, education, and research.
- Define standards that serve as a basis for emergency nursing practice.
- Develop, disseminate, and evaluate emergency nursing education and research.
- Encourage interaction and mentorship among emergency nurses.
- Identify and disseminate information on key trends affecting, and pertinent to, emergency nursing.
- Serve as an advocate for the public regarding emergency care.

ENA's Vision Statement:

"ENA leads the way in knowledge, resources, and responsiveness for emergency nurses, their patients and families." (2006)

PURPOSE / GOALS
Purpose of Continuing Education:

ENA recognizes the dynamic and evolving roles of emergency nurses in providing quality nursing care to patients in emergency care settings. The Association assists the emergency nurse in meeting these changing roles, by promoting quality emergency nursing care and improvement of health care through the provision of continuing education activities. ENA believes that health care delivery can be improved through the provision, and approval, of quality continuing education programs.

Goals of Continuing Education:

1. To promote knowledge, attitudes and skills necessary to maintain competency in emergency nursing through continuing education activities.

2. To provide educational activities which enhance the professional growth of emergency nurses.

*KEY ELEMENTS OF THE APPLICATION PROCESS*_____

1. Continuing education activities are developed in response to and with consideration for the unique educational needs of the target audience.

2. Each educational activity must be planned collaboratively by at least one designated nurse planner and one other planner. The nurse planner must be a registered nurse, hold a graduate degree (baccalaureate or graduate) in nursing, and be involved in the entire process of the provision of continuing education activity.

3. Each educational activity is developed with:
    a. An identified purpose and explicit educational objectives for the learner.
    b. Content congruent with the activity's purpose and educational objectives.
    c. Teaching and learning strategies congruent with the activity's objectives and content.
    d. Criteria for judging successful completion of an activity.
    e. A method determined for verifying participation in an activity.

4. Contact hours associated with the official accreditation statement are awarded to participants for those portions of the educational activity devoted to didactic or clinical experience or to evaluating the activity. One continuing education contact hour (CECH) = 60 minutes. The change from a 50-minute to 60-minute credit hour is effective January 1, 2007.

    For programs repeated in 2006 and 2007 (such as TNCC or ENPC), the following statement would be used on the CECH certificate: "This activity has been approved for 19.1 CECH if offered in 2006 and for 15.33 CECH if offered in 2007."

    Written verification of successful completion of the activity will reflect the appropriate number of CECH associated with the activity at the time the activity is provided. In other words, if the activity was provided in 2006, the written verification of successful completion will reflect CECH calculated using a 50-minute credit hour. If the activity is provided in 2007, the written verification of successful completion will reflect CECH calculated using a 60-minute credit hour.

    The number of CECH for time-open educational activities, those in which learners set the pace according to no predetermined starting or ending times, should be calculated by pilot study or another logical and defendable mechanism (such as word count, number of post-test questions, or text difficulty analysis for journal articles that offer CECH). Individuals acting as "learners" for the purpose of a pilot study may receive CECH for that educational activity when the appropriate number of contact hours has been established.

    Programs will not be awarded CECH retroactively.

5.   A clearly defined method, which includes learner input, is used to evaluate the effectiveness of each educational activity.

6.   Participants receive written verification of their successful completion of an activity, which includes at a minimum:
      a.   The name of the participant learner
      b.   The name and address of the provider unit
      c.   The title and date of the educational activity
      d.   The official accreditation statement, and
      e.   The number of CECH awarded

7.   Commercial support, exhibits, or the presentation of research conducted by a commercial company shall not influence the design and scientific objectivity of any educational activity. Commercially-supplied funds for an educational activity that are given in the form of an educational grant or in-kind assistance shall be acknowledged in the brochures and/or printed material for the continuing education activity. Read Appendix A for a complete statement of ENA's Commercial Support Policies for Continuing Education Activities. These policies need to be followed for each approved CECH activity.

8.   Conflict of interest disclosure statements shall be obtained from all planners and presenters to identify and resolve any potentially biasing financial relationships on the part of those who have an impact on the content of an educational activity. Refer to Appendix A and the Conflict of Interest Disclosure Statement in Forms.

9.   Learners shall receive the following information regarding each educational activity:
      a.   Notice of requirements for successful completion: Learners are informed in advance of the criteria to be used to determine successful completion of an educational activity.
      b.   Conflicts of interest: Learners are informed of any influencing financial relationships or lack thereof disclosed by planners or presenters.
      c.   Commercial support: Learners are made fully aware of the nature of any commercial support related to an educational activity.
      d.   Non-endorsement of products: Learners are advised that approving CECH does not imply endorsement by the ENA of any commercial products displayed in conjunction with an activity.
      e.   Off-label use: Learners are notified when an educational activity related to any product use for a purpose other than that for which it was approved by the Food and Drug Administration.

10.   For each educational activity, the following documentation is kept in a secure and confidential manner for six years: A completed application, including conflict of interest disclosure statements from planners and presenters and resolutions of conflict of interest, as appropriate, marketing and promotional materials, all evaluation tools used, including an evaluation summary, participant names and addresses, and a sample certificate of completion. It is the Activity Coordinator's responsibility to keep this

information. The Activity Coordinator may be audited and requested to provide ENA with this information during the six-year period.

11. Co-providerships
   When educational activities are co-provided, one of the providers is designated as the primary provider and retains the following responsibilities.
   a. Determination of the educational objectives and content
   b. Selection of the content specialist planners and activity presenters
   c. The awarding of CECH
   d. Record keeping procedures, and
   e. Evaluation methods

APPLICATION CATEGORIES_____

ENA Chapter or State Council Programs:

These are traditional education programs which are offered at an ENA Chapter or State Council meeting or sponsored by the local chapter or state council. The accreditation is valid for a one-time presentation of the program. The application fee corresponds to the number of CECHs.

Non-ENA Programs:

These programs are not sponsored, or offered, by an ENA Chapter or State Council. The accreditation is valid for a one-time presentation of the program. The application fee corresponds to the number of CECH.

Repeat Programs:

Programs can be repeated within a one-year period from the approval date for a nominal fee. ENA Chapter or State Council Programs are assessed a repeat fee of $25. Non-ENA Programs are assessed at $50. The Activity Coordinator is required to submit a letter, six weeks prior to the repeated program, indicating the program title, activity code, repeat date, and location. Content, timeframes and speakers may not be altered. Any revisions to the program require submission of a new application.

Corporate Programs:

These programs may be offered repeatedly during a twelve-month period (commencing with the date of approval) and accreditation is valid for each offering. There is a one-time application fee of $500. The content and timeframes cannot be altered. Speakers, however, may be substituted. Biographical Data forms must be re-submitted for each speaker substitution. A new application and fee must be submitted if there any alterations to the content or timeframes. Accreditation expires one year from the date of approval.

Independent Study and Internet-based Programs:

Independent study and Internet-based programs are unmonitored learning experiences. See Appendix B for CECH Guidelines for these programs.

*APPLICATION PROCESS*_____

Applications must be submitted a minimum of six (6) weeks prior to the date of the program. Incomplete applications will not be reviewed until all documents are received. Late applications may be denied CECH. It is the Activity Coordinator's responsibility to confirm ENA's receipt of the application. CECH will not be awarded retroactively.

1.   Application and supporting documents must be typed. A timeline for developing a CECH program is outlined in Appendix C.

2.   Submit two (2) copies of the CECH Application and supporting documents.

3.   A Program / Presentation Module is required for each program. If there are multiple presentations in the program, a Program / Presentation Module must be completed for each presentation. Program / Presentation Modules must include at least three objectives and timeframes. There are two formats available for this form. The blank Program / Presentation Module may be utilized for typing. If using a word processor, refer to the *Sample* Program / Presentation Module for appropriate format.

4.   Biographical Data forms and Conflict of Interest Disclosure statements are required for the Activity Coordinator, each Planning Committee Member and each Speaker. Curriculum vitae and/or résumés are not acceptable.

5.   An Evaluation Tool must be submitted if you have developed your own. If you are using ENA's Evaluation Tool (see Forms for sample), be sure to indicate this on the Application.

6.   A sample Certificate of Completion must be submitted if you have developed your own. If you are using ENA's Certificate (see Forms for sample), be sure to indicate this on the Application. Certificate of Completion should include the following statement listing ENA Continuing Education Provider numbers.

> The Emergency Nurses Association is an Approver of Continuing Education.
> ENA's standards meet the required criteria for most State Boards of Nursing.
>
> The Emergency Nurses Association is recognized as a provider of continuing education in nursing.
> Alabama Continuing Education Provider #ABNP0026
> California Continuing Education Provider #CEP2322
> West Virginia Continuing Education Provider #WV2002-0426RN
> Florida Continuing Education Provider #50-4354-1
> Washington, DC Continuing Education Provider #50-4354

7.   The program brochure, pamphlet or flyer (marketing tool) must be submitted with the Application. If it is still in developmental stages, your most recent draft is acceptable. All written material related to the educational activity will identify ENA as the approving organization. Prior to receiving approval, promotional material may state, "ENA Continuing Education Contact Hours have been applied for." When approval is received, promotional material may state, "program has been approved by ENA for (insert #) Continuing Education Contact Hours.

8.   The Application Fee must accompany the completed Application (refer to Fee Information to calculate the appropriate fee). ENA accepts personal checks, corporate / business checks, MasterCard, Visa, American Express, Discover or money order.

9.   A Program Evaluation must be provided to ENA within ten (10) business days after the event.

10. ENA reserves the right to deny a request which may be in direct conflict (a period of 30 days prior to or following the date of event) with educational offerings sponsored, or presented, by the Emergency Nurses Association or its affiliates.

11. Applications submitted using previous versions of the CECH Guidelines (Version 6 or prior) will not be reviewed.

12. ENA reserves the right to decline a program for review if submitted less than 2 weeks prior to the program date. This includes programs that were previously received earlier than the 2-week deadline, but were deemed incomplete, and continue to remain incomplete 2 weeks prior to the program date.

*CHECKLIST*_____

***All of the following documents must be submitted in duplicate.
Request for CECH must be received a minimum of six (6) weeks prior to the date of the program. Incomplete applications will not be reviewed until all documents are received. Late applications may be denied CECH. CECH will not be awarded retroactively.***

Attach this checklist to the front of your application.

❑ CECH Application

❑ Program / Presentation Module including timeframes (one form for each presentation in the program)

❑ Biographical Data form and Conflict of Interest Disclosure statement for Activity Coordinator (résumé or curriculum vitae not acceptable)

❑ Biographical Data form and Conflict of Interest Disclosure statement for each member of Planning Committee (résumé or curriculum vitae not acceptable)

❑ Biographical Data form and Conflict of Interest Disclosure statement for each Speaker (résumé or curriculum vitae not acceptable)

❑ Evaluation Tool (if not using ENA's)

❑ Certificate (if not using ENA's)

❑ Marketing Pamphlet / Brochure   (including timeframe for each presentation)

❑ Payment for Application Fee

*FEE INFORMATION*_____

Fee Calculation:

The application fee is determined by the total number of requested Continuing Education Contact Hours (CECH) for each program.

Fee Structure:

There are two primary fee structures: ENA Chapter or State Council and Non-ENA.

ENA Chapter or State Council Programs:

When an ENA Chapter or State Council offers a traditional education program at a meeting and the program will be less than two hours in length, the fee for CECH is $10.00. Programs that are over two hours in length, the ENA Chapter or State Council Fee Schedule is to be used. ENA-sponsored programs use the ENA Chapter or State Council Fee Schedule.

Non-ENA Programs:

Programs that are not sponsored, or offered, by an ENA Chapter or State Council use the Non-ENA Fee Schedule.

Repeat Programs:

The fee for submitting a repeat program is $25 for ENA Chapters or State Councils. Non-ENA programs are assessed at $50.

Corporate Programs:

The fee is $500 for the initial application. There is no fee for substituting speakers at future meetings. Alterations to content require the application process to be repeated with the assessed $500 application fee.

Late Fee:

Applications received less than six weeks prior to the date of the program are considered "late". Late applications are required to pay an additional processing fee. Late applications may be denied CECH.

If a program is submitted 2 weeks or less from the program date, a $250.00 flat fee would be added to the "less than 6 weeks" deadline fee.

Calculating CECH:

Effective January 1, 2007 one (1) CECH is equal to 60 minutes lecture time.

To calculate the number of CECH, divide the total number of lecture minutes of all presentations by 60 (i.e., a program has a total of 75 lecture minutes; divide 75 by 60, equaling 1.25 CECH).

Programs / presentations which are two hours (120 minutes), or greater, in length are required to incorporate one ten-minute break for every sixty minutes (i.e., a two-hour lecture would have two ten-minute breaks and 100 minutes of actual lecture time; to calculate CECH, 100 minutes, divided by 60, equals 1.7 CECH).

Fee Schedule:
All programs received 2 weeks or less to program date will be charged $250, in addition to the After Deadline Fee.

Estimated CECH	*Before* Deadline (more than 6 weeks prior to program date)	*After* Deadline (less than 6 weeks prior to program date)	*Before* Deadline (more than 6 weeks prior to program date)	*After* Deadline (less than 6 weeks prior to program date)
	ENA Chapter or State Council Fee	ENA Chapter or State Council Fee	Non-ENA Fee	Non-ENA Fee
0 – 4	$25	$75	$100	$200
5 – 10	$50	$125	$200	$400
11 – 15	$75	$175	$300	$600
16 – 20	$100	$225	$400	$800
21 – 25	$125	$275	$500	$1,000
26 – 30	$150	$325	$600	$1,200
31 – 35	$175	$375	$700	$1,400
36 – 40	$200	$425	$800	$1,600
41 – 45	$225	$475	$900	$1,800
46 – 50	$250	$525	$1,000	$2,000

Programs over 50 CECHs will be assessed on an individual basis and must have verbal consent from ENA's Director of Education before submitting for review.

*REVIEW PROCESS*_____

Applications are received by the Education Department at the Emergency Nurses Association Headquarters in Des Plaines, Illinois. ***It is the Activity Coordinator's responsibility to confirm ENA's receipt of the application.*** Applications are thoroughly examined to ensure they are complete and supporting documents present. One copy is retained in the ENA office and one is forwarded to a member of the Education Committee for review and approval. All members of the ENA Education Committee are registered nurses with at least a baccalaureate degree in nursing and possess the relevant knowledge and experience to participate in the peer review process.

The reviewer will make every effort to assist the Activity Coordinator with revisions if they are necessary. The reviewer may contact the Activity Coordinator by telephone, e-mail or traditional mail should revisions be required.

Upon approval, the Activity Coordinator will be contacted and informed of the total CECH awarded and the breakdown of Clinical and Other CECH. This information will be confirmed in writing. If the program is utilizing ENA's certificates, an original will be provided with the confirmation letter. It is the Activity Coordinator's responsibility to duplicate and distribute certificates to the attendees.

Evaluations (or summary of evaluations) and the attendance roster for the educational activity must be retained for six (6) years. It is the responsibility of the Activity Coordinator to maintain these records. ENA reserves the right to audit these records at any time during the six-year period.

A Program Evaluation will be submitted within 30 days of the completion of the program to ENA Headquarters for every program offering CECH (see Program Evaluation form in Forms Section).

Forms_____

(All forms may be reproduced but not altered)

CECH Application

Biographical Data

Conflict of Interest Disclosure Statement

Program / Presentation Module

Sample Program / Presentation Module – Form

Sample Program / Presentation Module – Word Processing Format

Participant Roster

Participant Program Evaluation

Participant Speaker Evaluation

Program Evaluation Summary

CECH APPLICATION
(Application must be typed)

Check appropriate application category:
☐*ENA Chapter or State Council* ☐ *Non-ENA* ☐*Corporate* ☐*Repeat* ☐*Independent Study*

Continuing Education Activity:

Title:

Date(s):

Has this activity been previously submitted to ENA for review in the past two years?

If yes, date of last presentation:

Sponsoring Organization *(Organization, State Council or Chapter sponsoring the program):*

Name:

Address:

Daytime Phone: (   )   **Fax:** (   )

E-Mail Address:

Web Address:

Co-Sponsoring Organization *(shares responsibilities and financial profits with primary organization)*:

Name:

Address:

Daytime Phone: (   )   **Fax:** (   )

E-Mail Address:

Continuing Education Activity Coordinator:

Name:

Address:

Daytime Phone: (   )   **Evening Phone:** (   )

Fax: (   )

E-Mail Work: **E-Mail Home:**

Planning Committee *(Minimum of one member must be a registered nurse-ENA preferred):*

Name: **Title:**

Name: **Title:**

Name: **Title:**

Name: **Title:**

Target Audience:

☐ED Nurse   ☐ MD   ☐ EMT / EMT- P   ☐ Other

Comments:

Needs Assessment (Check all that apply):

☐ **Expressed Needs** (written / verbal)   ☐ **Institutional Policy**

☐**Regulatory Requirements**   ☐ **Recommendations from QA**

☐ **Previous Program Evaluation Summaries**   ☐ **Other**

Activity Purpose:
To educate health care professionals in regard to:

_____

Estimated Number of Participants:

Course Location (Site, City, State):

Description of Facilities: ☐Classroom (desks)   ☐Theatre (seats only)

☐ Breakout (small groups)

☐ Other (specify)

Teaching Methods (check all that apply):

☐ Lecture   ☐ Skill practice sessions
☐ Small group sessions   ☐ Clinical application
☐ Audiovisuals   ☐ Question and answer sessions
☐ Simulations   ☐ Handouts
☐ Role-playing   ☐ Games

Evaluation Tool: ☐Using ENA's   ☐ Submitting form to be used

Certificate: ☐ Using ENA's   ☐ Submitting form to be used

Web Posting:

Would you like to post your program on the ENA Continuing Education Calendar located on the ENA Web site? ☐Yes   ☐ No

Contact Information for Web

Name:

Sponsoring Organization:

Location Address:

Registration Deadline:

Daytime Phone: (   )   **Fax:** (   )

E-Mail Address: **Web site:**

BIOGRAPHICAL DATA

(Form must be typed)
(This form must be completed for all Speakers, Committee Members and Activity Coordinator)
(Résumés or Curriculum Vitaes may not be submitted)

Name: **Credentials:**

Position:

Employer:

Education:

Degree / Major	Institution	Year

Summarize your professional experience related to the presentation:

Speaker (only): List qualifications <u>specific to presentation</u> (i.e. previous presentations, published articles related to topic, clinical expertise related to topic, etc.)

Participation in this program includes (check all that apply):

Development of: ☐ **Objectives**   **Selection of:** ☐ **Teaching Methods**

☐ **Content**   ☐ **Handouts/Bibliography**

☐ **Evaluation Tools**   ☐ **Other:**

☐ **Other:**

CONFLICT OF INTEREST DISCLOSURE STATEMENT

(This form must be completed and signed for all Speakers, Committee Members and Activity Coordinator)

☐**Activity Coordinator**　　　☐**Planning Committee Member**　　　☐**Speaker**

Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved. In order to ensure balance, independence, objectivity and scientific rigor at all programs, the planners and faculty must make full disclosure indicating whether the planner, faculty, or content specialist and/or his/her spouse/partner have any relevant financial relationships within the past 12 months with sources of commercial support, e.g., pharmaceutical companies, biomedical device manufacturers and/or corporations whose products or services are related to pertinent therapeutic areas. All planners, faculty, and content specialists participating in CECH activities must disclose to the audience any:

A.　　Relationship with companies who manufacture products used in the treatment at the subjects under discussion.
B.　　Relationship between the planner, faculty, or content specialist and commercial supporter(s) of the activity and/or
C.　　Intent to discuss unlabeled uses of a commercial product, or an investigational use of a product not yet approved for the purpose.

All information disclosed (including the lack of any relevant financial relationships) must be shared with the audience either on the program handouts, advertising, and/or audiovisual presentation.

A.　　Is there a relationship with companies who manufacture products used in the treatment of subjects under discussion: _____ YES　　　_____ NO　 If yes, complete the following information.

Commercial Interest	Nature of Relevant Financial Relationship (Include all those that apply)	
	What was received	**For What Role?**
Example: Company 'X'	*Honorarium*	*Speaker*
☐ **I do not have any relevant financial relationships with any commercial interests.**		

Name (please print) _____

Signature _____

Date _____

Example terminology

What was received: Salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. ENA does NOT want to know how much you received.

Role(s): Employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and 'other activities (please specify).

B.   Is there a discussion of unlabeled uses: _____   YES   _____   NO
      If yes, you must disclose this information during your presentation. How will you do this?
      _____ 1. Verbal statement during the presentation
      _____ 2. Information provided on handouts
      _____ 3. Information provided in audiovisuals (slides, overhead, PowerPoint, etc.)
      _____ 4. Other   Describe:

C   How will any conflict of interest be resolved?

_____
Please Print Name

_____   _____

Signature   Date

PROGRAM / PRESENTATION MODULE

(If there are multiple presentations in the program, a Program / Presentation Module form must be completed for each presentation.)
(For assistance in completing this form – see sample form.)

Presentation Title: **Speaker:**   **Date of Presentation:**

Objectives (Describe learner outcomes. State measurable objectives. Describe action or behavior which will occur (refer to Bloom's Taxonomy-Appendix D) on completion of program. Objectives must be realistic and achievable.	Outline Each objective must have a corresponding content outline (in outline format). Each item must be specific enough to describe the content.	Time State total number of minutes for each objective. Total time of presentation must correspond with time listed in brochure.	Speaker List speaker's name. (Attach bio for ALL speakers.)	Method List teaching method (i.e., lecture, work group, etc.) and audio-visual tools.
		Total Minutes:		

Sample   PROGRAM / PRESENTATION MODULE   *Sample*

(If there are multiple presentations in the program, a Program / Presentation Module form must be completed for each presentation.)
(For assistance in completing this form–see sample form.)

Presentation Title: Emergency Nursing   **Speaker:** Deborah Smith, RN   **Date of Presentation:** July 14, 2006

Objectives (Describe learner outcomes. State measurable objectives. Describe action or behavior which will occur (refer to Bloom's Taxonomy) on completion of program. Objectives must be realistic and achievable.	Outline Each objective must have a corresponding content outline (in outline format). Each item must be specific enough to describe the content.	Time State total number of minutes for each objective. Total time of presentation must correspond with time listed in brochure.	Speaker List speaker's name.	Method List teaching method (i.e., lecture, work group, etc.) and audio-visual tools.
1. Describe the history of emergency nursing from the 1800's through current day practice.	I. History of emergency nursing. A. 1800's B. 1900's	10 minutes	D. Smith	Lecture
2. List four roles of the emergency nurse.	II. Roles of an emergency nurse. A. Triage B. Educator C. Major Care D. Trauma	20 minutes	D. Smith	Slides
3. Outline at least three job categories within emergency nursing.	III. Various roles in emergency nursing. A. Staff Nurse B. Educator	20 minutes	D. Smith	Lecture

3. Identify two examples of each formal and informal emergency nursing educational opportunity.	IV. Education
	A. Formal
	B. Informal
	   1. TNCC
	   2. ACLS
		10 minutes	D. Smith	Lecture Handouts

		Total Minutes: 60		

Sample   PROGRAM / PRESENTATION MODULE   *Sample*

(If there are multiple presentations in the program, A Program / Presentation Module form must be completed for each presentation.)

Presentation Title: Emergency Nursing   **Speaker:**   D. Smith, RN
Date of Presentation: July 14, 2006   **Method:** Lecture / Slides / Handouts

Objectives:
1. Describe the history of emergency nursing from the 1800's through current day practice.
2. List four roles of the emergency nurse.
3. Outline at last three job categories within emergency nursing.
4. Identify two examples of each formal and informal emergency nursing educational opportunities.

Outline:	**Time:**

I. History of emergency nursing
   A. 1800's
   B. 1900's
	10 minutes

II. Roles of an emergency nurse
   A. Triage
   B. Educator
   C. Major Care
   D. Trauma
	20 minutes

III. Various roles in emergency nursing
   A. Staff Nurse
   B. Educator
   C. Manager
	20 minutes

IV. Education products in emergency nursing
   A. Formal
   B. Informal
     1. TNCC
     2. ACLS
	10 minutes

TOTAL MINUTES	***60 Minutes***

PARTICIPANT ROSTER

(It is the Activity Coordinator's responsibility to keep the Participant Roster for a minimum of six years.)
(ENA reserves the right to audit these records at any time during the six-year period.)

Program Title: **Date of Program:**   **ENA Activity Code:**

Participant Name	Mailing Address (street, city, state, zip code)	RN License Number (Required)	CECH Awarded "Clinical"	CECH Awarded "Other"

PARTICIPANT'S EVALUATION OF PROGRAM

(It is the Activity Coordinator's responsibility to keep the Program Evaluation for a minimum of six years.)
(ENA reserves the right to audit these records at any time during the six years.)

Evaluations are the most effective way for the Speaker, Planning Committee, and Emergency Nurses Association to determine whether or not your learning needs were met. It also provides insight as to whether program alterations may be necessary. Check the column that most closely corresponds to your feelings about each statement. Please return this form to the Speaker / Monitor.

Program Title: **Date of Program:**   **ENA Activity Code:**

	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
1. This program achieved its goal.					
2. The program met my educational needs.					
3. The physical facilities were conducive to learning.					
4. The overall quality of the speaker(s) was excellent.					
5. The overall quality of the program was excellent.					
6. What did you like most about this course?					

PARTICIPANT'S EVALUATION OF SPEAKER

(It is the Activity Coordinator's responsibility to keep the Program Evaluation for a minimum of six years.)
(ENA reserves the right to audit these records at any time during the six years.)

Evaluations are the most effective way for the Speaker, Planning Committee, and Emergency Nurses Association to determine whether or not your learning needs were met. It also provides insight as to whether program alterations may be necessary. Please return this form to the Program Coordinator.

Program Title: Date of Program: ENA Activity Code:

Use the following scale to determine your rating: 1 – Strongly Agree   2 – Agree   3- Disagree   4 – Strongly Disagree

	Speaker	Speaker	Speaker	Speaker	Speaker	Speaker	Speaker	Speaker	Speaker
1. The speaker was knowledgeable.									
2. The presentation objectives were achieved.									
3. The information was current.									
4. The education level was appropriate.									
5. The teaching method was effective.									
6. The presentation met my educational needs.									
7. The information was pertinent to my practice.									

ENA EMERGENCY NURSES ASSOCIATION   ***Program Evaluation***

This form must be completed and returned to the Emergency Nurses Association, Education Department, 915 Lee Street, Des Plaines, Illinois 60016, within 10 business days of completion of the program.

Program Title:
Date of Program: ENA Activity Code:

Total Number of Participants:

Participants (by credentials): RN   LPN   EMT   MD   Other

Number of Presentations: Number of Speakers:

Program Evaluation *(Summarize data from participants' evaluations.)*

Program achieved its goal:

Strongly Agree   Agree   Disagree   Strongly Disagree

Program met educational needs:

Strongly Agree   Agree   Disagree   Strongly Disagree

Speaker Evaluation *(Summarize data from participants' evaluations. Complete this section for each speaker. Duplicate form if necessary.)*

Speaker's Name:

Speaker was knowledgeable:

Strongly Agree   Agree   Disagree   Strongly Disagree

Information was current:

Strongly Agree   Agree   Disagree   Strongly Disagree

Teaching methods were effective:

Strongly Agree   Agree   Disagree   Strongly Disagree

Presentation met my educational needs:

Strongly Agree   Agree   Disagree   Strongly Disagree

Appendix A: ENA's Commercial Support Policies for Continuing Education Activities

This policy was developed using the Standards from the Accreditation Council for Continuing Medical Education (ACCME), which articulates the policies for disclosure and commercial support.

I.   Independence

    A.   ENA defines an entity that has "commercial interest" as any proprietary entity producing health care goods or services, with the exception of non-profit or government organizations. Commercial Support is financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CECH activity.

    B.   To maintain the independence of the Emergency Nurses Association (ENA) as a continuing education (CE) provider, the following decisions regarding CE activities must be made free of control of any commercial interest:

        1. Identification of CE needs
        2. Determination of educational objectives
        3. Selection and presentation of content
        4. Selection of all persons and organizations that will be in positions to control the content of the CE activity
        5. Selection of educational methods
        6. Evaluation of the activity

    C.   Independence of ENA as a CE Provider must be stipulated in the Commercial Support Letter of Agreement.

    D.   All parties to the Commercial Support Letter of Agreement must agree to comply with ENA's Commercial Support Policies.

    E.   ENA must make all decisions regarding the disposition and disbursement of commercial support.

    F.   ENA shall not be required by a commercial interest to accept advice or services concerning speakers, authors, or participants or other education matters, including activity content and format, from a commercial interest as conditions of contributing funds or services. ENA may seek suggestions from the commercial interest regarding faculty members, content, and other aspects of the CE activity. However, the commercial interest cannot make the acceptance of advice or services concerning speakers, authors, participants, or other education matters, including content, a condition of support.

G. A commercial interest cannot take the role of a non-accredited partner in a joint sponsorship of a CE program.

II. Resolution of Personal Conflicts of Interest

A. Each individual, including planning committee members, speakers, presenters, editors, and authors, who is in a position to control the content of an education activity must disclose all relevant financial relationships with any entity with a commercial interest in the activity by completing a Conflict of Interest Disclosure statement.

B. ENA defines "financial relationships" as those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include 'contracted research' where the institution gets the grant and manages the funds and the individual is the principal or name investigator on the grant. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ENA considers relationships of the person involved in the CE activity to include financial relationships of a spouse or partner.

ENA considers financial relationships in any amount occurring within the past 12 months as "relevant" in terms of creating a conflict of interest.

C. Completed Conflict of Interest Disclosure statements must be received in ample time to be reviewed and discussed by the appropriate monitoring group (e.g., staff, planning team, editor). Planners, speakers, and authors shall receive clear and unambiguous instructions stating that failure to return the form by the stated deadline may result in disqualification from participating in the CE activity. Individuals failing or refusing to complete the disclosure form in ample time to be reviewed by the monitoring group or omitting pertinent disclosure information may be disqualified as a planning committee member, speaker, or author. If omissions are discovered after the fact, the individual may be disqualified from future participation as a planning committee member, speaker, or author.

D. ENA defines a "conflict of interest" as when an individual has an opportunity to affect CE content with products or services from a commercial interest with which he or she has a financial relationship.

ENA considers "an opportunity to affect CE content" to include content about specific agents/devices, but not necessarily about the class of agents/devices, and not necessarily content about the whole disease class in which those agents/devices are used.

E.   ENA shall resolve all conflicts of interest prior to presenting the educational activity, which may include a review of presentation slides, abstract, or article. A conflict of interest can be resolved by sufficiently modifying either of the two factors that create the conflict:
1. Alter the relationship with the commercial interest so that the individual or individual's spouse (or family member or domestic partner) no longer has a financial relationship; or
2. Alter the individual's control over CE content about the products or services of the commercial interest so that the individual no longer controls content relevant to the commercial interest.

III.   Appropriate Use of Commercial Support for Continuing Education Activities

A.   All commercial support associated with a CE activity will be given with the full knowledge and approval of ENA. Acknowledgment of the commercial support may state the name, mission, and areas of clinical involvement of the company or institution and may include corporate logos and slogans, if they are not product-promotional in nature.

B.   ENA must make all decisions regarding the disposition and disbursement of commercial support. ENA defines "commercial support as financial, or in-kind, contributions given by a commercial interest, which is used to pay all or part of the costs of a CE activity.

C.   No additional funds or in-kind support will be provided to the planning committee members, speakers, or authors beyond those defined in the budget.

D.   ENA cannot be required by an entity with a commercial interest to accept advice or services concerning teachers, authors, or other education matters, include content, from the entity as conditions of contributing funds or services.

E.   All commercial support expenditures must be documented and, upon request, provided to the commercial supporter.

F.   The Letter of Agreement shall define the terms, purposes, and conditions of the grant and shall be signed by the commercial interest, ENA, and/or its affiliates. The originating source of the funds shall be considered the commercial interest for purposes of signing the agreement and acknowledgment.

G. Expenditures for an individual providing CE
1. Planners, speakers, and authors shall be paid reasonable and customary honoraria rates and out-of-pocket expenses for travel-related expenses as per ENA's Financial Policy.
2. If speakers are listed on the agenda as faculty or conducting a presentation or session who participate in the remainder of an educational event as learners, their expenses can be reimbursed and honoraria can be paid for the presentation role only.
3. The authorization for a joint sponsor or other educational partner to pay honoraria or out-of-pocket expenses shall be documented between ENA and the joint sponsor and/or educational partner.
4. All funds to be paid to the planners, speakers, authors, or joint sponsors shall be stipulated in the Commercial Support Letter of Agreement and other documentation as applicable and paid directly by ENA.
5. Commercial support may be used to pay for ENA-approved travel, lodging, honoraria, or personal expenses for employees and volunteers of ENA or educational partner.

H. Scholarships to permit emergency nurses to attend educational conferences are permissible as long as participant selection is made by ENA or its affiliates through an application process. ENA or an affiliate is solely responsible for the criteria and selection of recipients of all of its awards.

I. Social events at CE activities
1. Meals and receptions are appropriate social events at CE activities and shall not compete with or take precedence over the educational events. The budgets for these activities are based on local standard prices.
2. Social events must satisfy three criteria: a) The value of the event to the participant should be modest; b) The event should facilitate discussion among attendees and faculty members; and c) The educational part of the conference should account for a majority of the total time accounted for by the educational activities and social events together.
3. Meals, receptions, or other social events must not be the focus or the primary inducement to attend the CE activity, nor should information about them in activity invitations give the impression that they are more important than the content of the CE activity.

IV. Appropriate Management of Associated Commercial Promotion within Continuing Education Activities

A. Arrangements for commercial exhibits or advertisements cannot influence planning of or interfere with the presentation, nor can they be a condition of the provision of commercial support for CE activities.

B. Product-promotion materials or product-specific advertisements of any type are prohibited in or during CE activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CE activities.

1. For printed CE, advertisements and promotional materials will not be interleaved within the pages of the CE content. Advertisements and promotional materials may face the first or last pages of printed CE content as long as these materials are not related to the CE content they face and are not paid for by the commercial supporters of the CE activity.
2. For computer-based CE, advertisements and promotional materials will not be visible on the screen at the same time as the CE content and not interleaved between computer windows or screens of the CE content.
3. For audio and video recordings, advertisements and promotional materials will not be included within the CE. There will be no 'commercial breaks.'
4. For live, face-to-face CE, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CE activity. Representatives of commercial interests are not permitted to engage in sales or promotional activities while in the space or place of the CE activity.

C. Educational materials that are part of a CE activity, such as slides, abstracts, handouts and monographs, cannot contain any advertising or product-group messages, or use trade names exclusively or inappropriately.

D. Print or electronic information distributed about the non-CE elements of a CE activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product-promotion material or product-specific advertisement.

E. ENA cannot use a commercial interest as their agent providing a CE activity to learners (e.g., distribution of self-study CE activities, arranging electronic access to CE activities).

F. Representatives of commercial interests may attend CE activities based on space availability as determined by ENA. Expected behavior includes, but is not limited to the following:
1. Cannot engage in detailing.
2. Cannot distribute product-promotional materials.
3. Cannot pay directly any speaker or author honoraria or reimbursement of out-of-pocket expenses.

4. Cannot provide any other payment to the planners of the activity, planning committee members, speakers, or authors, joint sponsor, or any others involved with the supported activity.
5. Must register with onsite activity planners and pay registration fee, if required.
6. Cannot participate by asking or answering questions or inducing participants to ask questions during the activity.
7. Cannot develop their own invitations.
8. Cannot pay registration and expenses for attendees.
9. Cannot transport faculty members to or from the activity.
10. Cannot have access to program rosters.

G. Commercial support representatives cannot distribute CE enduring materials or journal reprints under commercial support agreements. These business transactions must occur via separate agreements from the commercial support agreement.

H. No enduring materials in the form of Internet activities shall be posted on a pharmaceutical or device manufacturer's product web site.

I. Links from CE activity web sites to pharmaceutical and device manufacturers' product web sites are permitted at the beginning or end of the educational content of a CE activity, but shall not be embedded in the educational content of the CE activity.

J. Advertising of any type is prohibited within the educational content of CE activities on the Internet, including, but not limited to, banner ads, subliminal ads, and pop-up window ads.

K. Exhibits
1. Exhibits must be placed in a space separate from the educational activity space.
2. Live CE activities may be offered in the exhibit hall as long as participants do not have to walk past exhibit booths to get to it.
3. A separate contract will be used for exhibit arrangements. That contract will contain the terms, conditions, and prohibitions regarding exhibits associated with the education activity.
4. Exhibit income will be accounted for separately from commercial support income.

V. Content and Format without Commercial Bias

A. The content or format of a CE activity or its related materials must promote improvements or quality in health care and not a specific proprietary business interest of an entity with commercial interest.

B. Presentations must give a balance view of therapeutic options. Use of generic names will contribute to this impartiality. If the CE educational

material or content includes trade names, the trade names from several companies should be used, not just trade names from a single company. At the first occurrence, the generic name is listed followed by the trade name in parenthesis as indicated in the ENA Style Manual.

C. Colors or other design elements that are part of a product-promotional campaign shall not be used in the promotional or educational materials for a CE activity discussing that product.

VI. Disclosures Relevant to Potential Commercial Bias

A. The following information regarding relevant financial relationship(s) of all individuals in a position to control CE content will be disclosed to learners in writing in activity materials.

1. Name of the individual
2. Name of the commercial interest(s) with which the relationship exists
3. Nature of the relationship that the individual has with each commercial interest.

B. For an individual with no relevant financial relationship(s), the learners will be informed that no relevant financial relationship(s) exist.

C. The source(s) of all commercial support for the CE activity will be disclosed to learners in writing. When commercial support is "in-kind," the nature of the support must be disclosed to learners.

"Disclosure" must never include the use of a trade name or a product-group message.

D. All disclosure information will be provided to learners prior to the beginning of the educational activity. If disclosure information changes after the printing deadline, the faculty member must verbally disclose relevant financial relationships at the live activity prior to his or her presentation.

VI. Developing Continuing Education Activities Without Commercial Bias

A. The content or format of a CE activity or its related materials must promote improvements or quality in health care and not a specific proprietary business interest of a commercial interest.

B. CE activity content and format shall comply with the ENA CECH Guidelines.

ENA Board Approved: September 12, 2006

Appendix B: CECH Guidelines for Independent Study Programs

Key Elements of the Application Process must be followed for Independent Study or Internet-based Programs.

Procedures specific to Independent Study or Internet-based Programs follow.

1. Activity coordinator will complete the CECH application, including a Program / Presentation Module. Biographical data forms and Conflict of Interest Disclosure statements must be submitted for each member of the Planning Committee.

2. The pilot study must be completed. Pilot studies require a minimum of three (3) nurses to complete the entire program. Determination of the amount of CECH to be awarded will be based on the average recorded time from the pilot group. If this length of time appears inaccurate or inappropriate, a second pilot study will be required.

3. The following information must be submitted with the CECH application for an independent study or Internet-based program:

    a. Post test questions: The questions must be the same questions used for both the pilot study and actual program. The post-test questions are used to verify attainment of the objectives.

    b. The scores on the post test for each member of the pilot group.

    3. Evaluations of the pilot group with the time to complete each section/ module of the program (use the evaluation form included in this section.)

4. Because the nature of independent study is an un-monitored learning experience, there must be a mechanism in place to determine that objectives were met and learning occurs. Therefore, all independent studies must include post test questions for the participant to answer.

    a. For every one (1) CECH awarded, there must be ten (10) questions. Portions of that amount are acceptable for more than one (1) CECH. For example, if the independent study verified by the pilot study takes 1.5 hours to complete, the program submitted for CECHs must include fifteen (15) questions. These questions must address the objectives.

    b. In an independent study, it is necessary that feedback be given to the participant. This can be accomplished through item analysis of tests, bibliographic references of areas underachieved, etc.

INDEPENDENT STUDY PARTICIPANT'S EVALUATION OF PROGRAM

(It is the Activity Coordinator's responsibility to keep the Program Evaluation for a minimum of six years.)
(ENA reserves the right to audit these records at any time during the six years.)

Evaluations are the most effective way for the Speaker, Planning Committee, and Emergency Nurses Association to determine whether or not your learning needs were met. It also provides insight as to whether program alterations may be necessary. Check the column that most closely corresponds to your feelings about each statement. Please return this form to the Activity Coordinator.

Program Title: **Date of Program:**
Name:

	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
1. This program achieved its stated objectives.					
2. The program met my educational needs.					
3. The content was relevant to my clinical practice.					
4. The content was current and updated.					
5. The overall quality of the program was excellent.					
6. What did you like most about this course?					

<u>Activity Coordinator Use Only</u>

Time: **Score**:

Appendix C: Timeline for Developing a CECH Program

20 Weeks Prior to Program Date:
- ✓ Select lecture topics.
- ✓ Select and contact potential speakers.
- ✓ Order audiovisuals.
- ✓ Select and reserve room space.
- ✓ Place catering order.
- ✓ Request mailing labels from ENA.
- ✓ Solicit vendors to "advertise" at your program.

16 Weeks Prior to Program Date:
- ✓ Obtain required material needed for CECH approval from speakers (objectives, outlines, biographical data, and conflict of interest disclosure statements).

12 Weeks Prior to Program Date:
- ✓ Prepare all documents for CECH approval.
- ✓ Mail marketing tool to target audience.

8 Weeks Prior to Program Date:
- ✓ Contact speakers or committee members who have not returned required forms for CECH approval (fax or e-mail may be used to expedite receipt).
- ✓ Reconfirm audiovisual needs and room configuration.
- ✓ Obtain handout materials from speakers.
- ✓ Confirm catering order with vendor.

7 Weeks Prior to Program Date:
- ✓ Mail CECH Application to ENA and confirm ENA has received the application.

2 Weeks Prior to Program Date:
- ✓ Confirm travel arrangements for speakers.
- ✓ Reconfirm all reservations (hotels, vendors, caterers, etc.).
- ✓ Duplicate all handouts.

Appendix D: Bloom's Taxonomy

This is an excellent reference if one is unsure of writing behavioral objectives. Simply determine what it is that you would like your participant to accomplish, find an appropriate verb in the listings below, use that verb to begin your statement and you have a behavioral objective. Different verbs can verify different products. If you want to verify knowledge, use a verb from the knowledge list, comprehension from that particular group, etc. Also included are a few samples of general objectives.

Category	*Verb*	*Example*
Knowledge: Knowledge involves the rather elementary skill of recalling or remembering specific information or experiences.	to select, describe, define, state, identify, explain, name and list	Describe the stages of the so-called scientific "method." Define the term "light." State the relationship between temperature and pressure.
Comprehension: Comprehension involves understanding or perceiving. It includes taking in, grasping, insight and as such is highly stressed in school learning. Three subcategories of comprehension are recognized: translation, interpretation and extrapolation.	Transform, predict, interpolate, extrapolate, interpret, translate, draw, illustrate, rearrange, reorder, explain and associate	Interpret the following situation. Illustrate what is really meant by a warranted and unwarranted conclusion. Give two examples of the above rule.
Application: Application involves using something in a specific manner. As such it includes relevancy, as well as the capacity for close attention to detail. The skill of application underlies a great part of school learning, and is intimately concerned with some of the primary objectives.	plan, record, employ, use, revise, formulate, apply, show, demonstrate, investigate, perform, relate, develop, transfer, construct, and infer	Apply the principle of resistance to a novel situation in aerodynamics. Transfer the concept of a field of force from physics to human behavior. Infer the appropriate principle behind each of the following reactions.
Analysis: Analysis involves the breaking down or separation of a whole into its component parts. In its simplest form, analysis includes a simple listing of elements.	analyze, separate, break down, discriminate, detect, distinguish, categorize, compare, contrast and diagram	Analyze this topic into its component parts. Distinguish the literary and stylistic techniques used in the following poem. Categorize the relationship between the phenomena list above.
Synthesis: Synthesis is the opposite of analysis. It involves combining together a number of elements in order to form a coherent whole.	combine, restate, related, summarize, generalize, conclude, derive, design, organize, deduce, classify, formulate, propose and compose	Summarize the normal cycle of erosion for streams and rivers. Design a module describing the concept of the sonnet. Proposed three ways in which a hypothesis might be tested.
Evaluation: Evaluation is concerned with making judgments about value.	evaluate, judge contrast, criticize, defend, support, attack, avoid, seek out, reorder, weigh, modify, verify, and decide	Evaluate a curriculum in terms of its announced aims and agreed objectives. Contrast two major theories accounting for the formation of volcanoes. Decide the several advantages for using a taxonomy of educational objectives.

Appendix E: General Information About ENA

CECH Guidelines:

ENA's Continuing Education Contact Hour (CECH) Guidelines, 7th Edition can be obtained by logging onto the ENA web site at www.ena.org; selecting *Education and Conferences*, click on *CECH & Continuing Education* and then selecting the *CECH Application & Guidelines* button; or by contacting:

Emergency Nurses Association
Educational Services Department
915 Lee Street
Des Plaines, Illinois 60016
(847) 460-4116

Mailing Labels:

Mailing labels can be purchased from ENA. For more information contact:

Infocus
800/ 708-LIST ext. 3243
E-mail: sbeerbower@infocusnet.com
4245 Sigler Road
Warrenton, VA 20187
Fax: 540/ 878-2208

Promoting Your Programs:

If you would like to have your program listed on the ENA Web site, be sure to mark the *web site* box on the application.

Each CECH Application will be reviewed on an individual basis to ensure that it meets the specifications established by the Education Committee of the Emergency Nurses Association.

Emergency Nurses Association encourages and promotes continuing education at all levels of professional development. However, there may be occasions when Continuing Education Contact Hours (CECH) are denied. ENA reserves the right to deny a request which may be in direct conflict (a period of 30 days prior to or following the date of event) with educational offerings sponsored, or presented, by the Emergency Nurses Association or its affiliates.

ENA's Leadership Conference	*ENA's Annual Conference And Scientific Assembly*
February 22-25, 2007 Boston, MA	*September 26-29, 2007 Salt Lake City, UT*
February 28 – March 3, 2008 Honolulu, HI	*September 24-27, 2008 Minneapolis, MN*