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. It includes an extensive review of foundations of practice, the educational process, managing education activities, roles, and skills of the NPD specialists and test taking skills, including the practice exam. The course is also a great introduction to the staff development curriculum.

Joint-provider responsibilities:
- Payment of joint-provider fee fee of $5,500* if a non-affiliate, and $5,000* if an affiliate (*an additional charge of $500 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
- 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
- Direct participants to evaluation survey link where they will obtain their CNE certificate
- Provide the following to ANPD within three days of the course: participants names, email address, mailing address

ANPD responsibilities:
- Determination of the educational objectives and content
- Selection of the content specialist planner and faculty
- 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)
- Provision of a mailing list for members in the joint-provider’s geographic area

ANPD selects faculty from a roster of available faculty and joint-provider’s request for specific faculty may not be accommodated to allow for all faculty to teach the course each year.

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.

16 Contact Hours
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 $500 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