

**Accredited Approver Unit**  
**Activity Application Fee Schedule**  
**Effective January 1, 2015 through December 31, 2015**

**\*\*\*\*AFTER JULY 1, 2015, ALL ACTIVITY APPLICATIONS MUST BE SUBMITTED ONLINE\*\*\*\***

Please refer to the instructions available on our website at [www.anamass-au.org](http://www.anamass-au.org) on how to submit applications utilizing our online application system.

**Activity Applications** should be received at least 60 days prior to the first offering date to facilitate the work of the committee in thoroughly reviewing and if necessary, requesting any additional clarifying materials. Those applications received less than 60 days but more than 45 days prior to the first offering date must also be accompanied by the additional late fee. Activity Applications are not accepted less than 45 days in advance. Compliance with all ANCC criteria is required for approval irrespective of timelines.

The application fee is based upon the total clock hours of teaching time within the entire activity including concurrent sessions, if applicable. Example: The activity begins with a 2 hour plenary session followed by the choice of two out of five one-hour breakout sessions. Therefore, the total length of teaching time equals 7.0 clock hours. While the learner can earn a maximum of 4.0 contact hours in this example, the fee is based upon the review of the total teaching clock hours.

| REVIEW LENGTH<br>(total clock hours of teaching time in the <u>entire</u> activity) | DURATION  | ADVANCE RECEIPT | COST                   | ADDITIONAL LATE FEE<br>if <60 days >45 days |
|---|---|-----------------|------------------------|---|
| 0.5 – 3.0   | May repeat <u>same</u> activity for 2 years from date of approval | 60 day          | \$ 100                 | \$100                                       |
| 3.1 – 6.0   |   |                 | \$ 200                 | \$100                                       |
| 6.1 – 9.0   |   |                 | \$ 275                 | \$150                                       |
| 9.1– 12.0   |   |                 | \$ 350                 | \$150                                       |
| 12.1 – 15.0   |   |                 | \$ 425                 | \$200                                       |
| 15.1 – 20.0   |   |                 | \$ 500                 | \$200                                       |
| Over 20.0   |   |                 | \$ 25 per contact hour | \$250                                       |

*Application fees are not deductible as charitable contributions for tax purposes and are non-refundable. Sorry, no purchase orders. All fees must accompany application; please refer to instructions for submission.*

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The American Nurses Association Massachusetts is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

ANA MASS is a constituent member of the American Nurses Association

◆ P.O. Box 285 ◆ Milton, MA 02186 ◆ [infoce@anamass.org](mailto:infoce@anamass.org)

[www.ANAMASS.org](http://www.ANAMASS.org)

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Please note that applicants must use the most current application and forms or it will be returned for re-formatting. Incomplete applications and applications requiring reformatting will be subject to the additional late fee consistent with the review time (total clock hours of teaching time in the entire activity). Incomplete applications and those requiring revisions may take longer to review than the specified time frames.

Any applications received AFTER July 1, 2015 which are not submitted utilizing the ANA Massachusetts online application will be subject to an administrative processing fee equal to the additional late fee.

To pay via credit card, please contact Lisa Presutti, [lpresutti@anamass.org](mailto:lpresutti@anamass.org). You must provide the initial offering date and number of clock hours of review time. Payment must be made at time of application. Applications submitted without payment will not be considered complete until payment is received, and will not be reviewed. Additional late fees may be incurred.

If your organization is considering submitting this activity for an educational grant, please note that as an accredited approver unit (which is considered a Third Party Accreditor), ANA MASS is not able to sign letters of independence or agreement related to those educational grant submissions.

Please contact [infoCE@ANAMASS.org](mailto:infoCE@ANAMASS.org) or cell phone 508 740-8330 if you have any questions.

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