

International Transplant Nurses Society
CEU/ABTC Program Application

Introduction

The International Transplant Nurses Society (ITNS) is in the process of changing our Nursing Continuing Education (CEU) provider for accreditation of our educational programs. The change will necessitate some additional information and additional requirements for ALL educational programs, local as well as international. One of the new requirements is that all educational programs must be reviewed by the ITNS Education Committee. ***Due to the extensive review process, it is very important to have your chapters' workshop / dinner meeting application completed and submitted to CE Coordinator for review no less than SIX weeks prior to the date of the meeting.***

ITNS is also approved by The American Board of Transplant Certification (ABTC) as a provider of Continuing Education Points for Transplant Certification (CEPTCs). Under this providership, we are able to offer continuing educational credits for those holding CPTC, CCTC, and CCTN certification. The CEPTC process will not be greatly affected by the changes in the Nursing CEU provider but for simplicity we will require the same forms of either educational request.

Under the guidelines set by our current and future Nursing Continuing Education provider and ABTC, we are able to grant recognition to programs that meet established standards based on predetermined criteria. Approval assures participants that programs meet professional continuing education standards, and provides participants with continuing education credit for:

- Renewal of RN licensure
- Re-certification requirements for Certified Procurement and Clinical Transplant Coordinators and Transplant Nurses
- Institutional continuing education requirements

How to Apply for Program Approval

1. Submit program approval application.
2. Submit one copy of all required documentation listed in the Requirements for Program Approval.
3. Enclose check or credit card information for processing fee.
4. Programs **will not** be granted approval if any required documentation is missing or if the required fee is unpaid.

Processing Timeline

Completed applications, documentation, and fees **must be received at least SIX weeks prior** to the date of the presentation. Materials sent by fax and express mail will still require SIX weeks for processing, from the *date of receipt*. Applications must be **received before** the program is presented; retroactive credits are not awarded.

Approval Notification

Notification of program approval and the number of contact hours to be awarded to the registrants will be sent from ITNS office to the applicant and mailing address stated **on the application**. Notification by E-mail is also available.

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Application Documentation

The following information is needed when applying for both ABTC and Nursing CEU credits. All of the information must be present when submitting the application. **All forms are available on the ITNS web site in the educational section.**

- Date, time, place, and title of educational offering.
- Copy of the program flyer or brochure. **On ALL flyers or brochures the following info needs to be put in writing: “An application has been submitted to the Ohio Nurses Association. Nurses may call to inquire about contact hours and “Category __ Continuing Education Points for Transplant Certification (CEPTCs) have been applied for through the American Board of Transplant Certification (ABTC).”**
- Program description – i.e. workshop or chapter meeting speaker
- Program Objectives
- Program schedule and content outline
- Behavioral objectives for the educational offering.
- Title for each session with name of speaker, (2) behavioral objectives and (2) clinical references.
- Speaker objective / outline form. An outline must be documented for each behavioral objective.
- Biographical sheet filled out and signed by all speaker(s) and planning committee chair person.
- Speaker Disclosure form filled out and signed by all speaker(s)
- Disclosure slides for all speakers

After the educational offering has been completed, a list of all attendees with their addresses and a copy of the evaluations must be sent to the ITNS CEU Coordinator for documentation.

Program Approval Fees

Length of each Program	ITNS Chapter Fee
Up to 4 contact hours	\$ 175.00
4.5 – 12 contact hours	\$ 325.00
12.5 – 20 contact hours	\$ 450.00

- There will be \$50.00 additional charge if the documentation is not complete or needs to be returned or RUSHED for approval.

Questions?

Contact Victoria Shieck, RN BSN CCTN, ITNS CE Coordinator

Email: vickys@umich.edu

Fax: 734.615.2223, Attn Vicki Shieck

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Post Program Follow-up

It is required by both the nursing CE board and ABTC that the summary and evaluations from your meeting be submitted back to the ITNS CE Coordinator within 30 days after your meeting. In addition, documentation of your chapter's educational needs assessment should be sent with the documentation.

* See a copy of the needs assessment form.

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Continuing Education Approval Application

Date Needed: _____

Type of CEU's requested: RN _____ ABTC _____ Both _____

Applicant / ITNS Chapter Name: _____

Mailing Address: _____

City, State, and Zip: _____

Telephone: _____ e-mail: _____

Program Title: _____

Location: _____ Presentation Date: _____

Number of contact hours requested: _____ Total Amount Enclosed: _____

Payment: Check (Payable to ITNS) _____

Visa / Master Card # _____ Exp Date _____

Name on card _____ Signature _____

Required Documentation for Program approval check list:

- | | |
|------------------------------------|---|
| _____ Complete Program Description | _____ (2) Clinical References for each Presentation |
| _____ Program Objectives | _____ (2) Behavioral Objectives for each Presentation |
| _____ Program Schedule / Brochure | _____ CV for each Speaker and Program Chairperson |
| _____ Content Outline | _____ Speaker biographical sheet(s) |
| _____ Processing Fees | _____ Objective outline form for each speaker |
| _____ Speaker Disclosure Form | ----- Speaker Disclosure slide |

Send application forms and payment to:

International Transplant Nurses Society
PO Box 3781
Oak Brook, IL 60522