

Continuing education activities approved for ACRNs

Category I - HIV/AIDS nursing continuing education (minimum of 35 CEPs)

Description of activities

This category includes HIV and AIDS nursing programs granting contact hours or continuing education points (CEPs). These programs must address topics that have direct application to the nursing care needs of persons living with HIV/AIDS or their significant others or family members.

- A minimum of 35 CEPs are required per four-year period. All courses must be taken during the current certification period. Courses taken during the month of certification/recertification will be allowed. Any courses taken during an extension period for the previous renewal period will not be allowed.
- All CEPs must be approved by a state board of nursing, the American Nurses Credentialing Center, the Association of Nurses in AIDS Care, the American Academy of Nurse Practitioners or the international equivalent of these organizations. Accrediting agencies for each course must be listed on the application form.
- All 70 CEPs may be obtained in Category I.
- One educational contact hour (50 minutes of actual classroom time) equals one CEP.
- If audited, a photocopy of the continuing education certificate is required. The certificate must include the name, date(s) of attendance, title of course, number of contact hours granted and accrediting agency.

Category II - Academic credit courses (maximum of 35 CEPs)

Description of activities

This category includes formal academic courses offered by an accredited college or university. These courses should address the biopsychosocial knowledge required to practice HIV/AIDS professional nursing. Courses should have clear applicability to HIV/AIDS practice.

Examples of academic courses applicable to this category include immunology, virology, cell biology, pathophysiology, epidemiology, research methods, statistics, mental health, addictions and substance use. Undergraduate/graduate nursing courses related to HIV/AIDS, physical assessment, differential diagnosis or pharmacology are also applicable.

Pre-requisite nursing education courses are not acceptable. Examples of courses which are NOT acceptable include but are not limited to the following: history, math, art, music, English, psychology, sociology, philosophy, chemistry, biology, human anatomy and physiology or health care management.

- In the semester system, one semester credit or semester hour is equal to 15 CEPs. A three-credit semester course is equivalent to 45 CEPs.
- In the quarter system, one quarter credit, one quarter hour or one credit equals 10 CEPs. A three-credit quarter course is equivalent to 30 CEPs.
- In the trimester system, one trimester credit equals 12 CEPs. A three-credit trimester course is equivalent to 36 CEPs.
- An unlimited number of applicable CEPs can be earned. However, only a maximum of 35 CEPs can be applied towards recertification since 35 CEPs must be earned in Category I.

- If audited, a photocopy of formal transcript or grade report is required. A course description, course content or syllabus should be included.

Category III - AIDS education and training center (AETC) clinical practicum

Description of activities

This category includes CEPs obtained from AETC officially sponsored clinical practicum, rotations or training experiences.

- A maximum of 20 CEPS can be earned.
- One clinical practicum contact hour (50 minutes of actual classroom or clinical time) equals one CEP.
- If audited, a letter from the course director is required. The letter must include the name, date(s) of attendance, title of course and number of clinical contact hours completed.

Category IV - Continuing medical education (CME) and other allied health professional education

Description of activities

This category includes courses in continuing medical education or other allied health professions which are related to HIV/AIDS care. Courses must be accredited by the American Medical Association, Accreditation Council for Continuing Medical Education, or other approved providers. Accrediting agencies must be listed on the application form. Courses taken must clearly be related to HIV/AIDS care.

- A maximum of 35 CEPs can be earned.
- One contact hour is equivalent to 50 minutes of classroom time or one CEP.
- If audited, a photocopy of the continuing education certificate is required. The certificate must include the name, date(s) of attendance, title of course, number of contact hours granted and accrediting agency.
- Continuing education in medicine or other allied health professions cannot be counted unless it is related to HIV/AIDS care.

Category V - Other continuing education in nursing

Description of activities

This category includes continuing education credits in nursing that are not HIV/AIDS related.

- A maximum of 14 CEPs can be earned.
- All courses must be accredited by a state board of nursing, the American Nurses Credentialing Center, the Association of Nurses in AIDS Care, the American Academy of Nurse Practitioners or the international equivalent of these organizations. The accrediting agency must be listed on the application form.
- One contact hour (50 minutes of actual classroom time) equals one CEP.
- If audited, a photocopy of the continuing education certificate is required. The certificate must include the name, date(s) of attendance, title of course, number of contact hours granted and accrediting agency.

Category VI - Professional activities

Description of activities

This category includes a variety of professional activities in which HIV/AIDS nurses are involved. Acceptable activities in Category VI include publications, presentations and volunteer activities. These professional activities should have clear applicability to HIV/AIDS nursing. A maximum of 15 CEPS can be earned per four-year renewal period.

Publications

Publications include professional nursing articles for which the ACRN was author, co-author or editor. CEPS for joint authorship are determined by dividing the number of CEPS to be awarded by the number of authors. A maximum of 15 CEPS per renewal period can be earned for publications. Examples of activities and maximum CEPS related to publications include:

- HIV/AIDS related editorial in a nursing journal – two CEPS
- Original HIV/AIDS related research article – five CEPS
- HIV/AIDS textbook editor – 10 CEPS
- Chapter in an HIV/AIDS textbook – five CEPS
- Authored HIV/AIDS textbook – 10 CEPS
- HIV/AIDS related journal article – five CEPS
- If audited, a copy of the article or journal, research publication, title page and/or table of contents of the book are required. Publisher's notice of acceptance can be submitted if publication is pending at the time of recertification; however, credit will not be given for this same publication in a subsequent recertification period.

Presentations

Presentations include professional nursing presentations where the ACRN delivered HIV/AIDS information to nurses, other health care professionals or the public. The presentation must be delivered within the context of a teaching/learning setting. A presentation includes an in-service, seminar, workshop or conference. CEPS for joint presentations are determined by dividing the number of CEPS to be awarded by the number of presenters. A maximum of six CEPS per renewal period will be granted for professional presentations. Examples of activities and maximum CEPS allowed for presentations include:

- Two CEPS for each contact hour (50 minutes) of lecture material presented.
- A repeat presentation will be granted one CEP for a maximum of one time within the current renewal period.
- A 50-minute presentation that is repeated once (one original and one repeat presentation) would be granted three CEPS.
- If audited, please submit evidence of participation in the presentation (i.e. brochure, announcement or written statement).

Volunteer activities

Recognizing the leadership role many ACRNs have in HIV/AIDS nursing, CEPS can be earned through volunteer activities with an established HIV/AIDS volunteer service or non-profit organization. These activities may include committee or taskforce involvement at the local or national level. A maximum of seven CEPS per renewal period can be earned in category VI for volunteer activities.

- Serving as a national ANAC board member – seven CEPS per year
- Serving as a local chapter ANAC board member – three CEPS per year
- Serving as committee chair on an ANAC national committee – three CEPS per year
- Serving as a field representative on an ACTG protocol team – seven CEPS per year
- Participation on an ANAC national committee – two CEPS per year
- Participation as a JANAC or other HIV/AIDS related manuscript peer reviewer – two CEPS per year

- Participation on HANCB ACRN item writers committee – seven CEPs per year
- Participation in HANCB ACRN exam review taskforce – seven CEPs per year.
- Participation in a local/regional/national HIV/AIDS planning or advisory committee – three CEPs per year.
- Serving as a preceptor for new nurses, undergraduate/graduate nursing students – two CEPs per year.
- Volunteering for an agency where direct nursing care is delivered to PLHIV or PWA – a maximum of 7 CEPs per year can be earned as a volunteer nurse. Examples of acceptable volunteer activities where direct nursing care is provided include:
 - Camp nursing for children with HIV/AIDS – one CEP for every three hours of volunteer nursing
 - Residential care facilities or homeless shelters where services for PWAs and PWHIV are provided – one CEP for every three hours of volunteer nursing
 - Serving as a nurse on the medical support team for AIDS Ride and/or AIDS Walk – one CEP for every three hours of volunteer nursing.
- Regardless of whether you are being audited or not, the following must be submitted to earn CEPs for volunteer activities:
 - For ANAC and HANCB volunteer activities:
 - Evidence of participation in the volunteer activity (written verification from the sponsoring organization).
 - For precepting activities:
 - A written letter from your immediate supervisor or faculty liaison stating the number of hours precepted and the purpose of the precepting experience (orienting new staff nurse, precepting undergraduate community health student, etc.).
 - For volunteer nursing activities:
 - Written documentation of the volunteer organization's (non-ANAC and HANCB) values and mission statement.
 - Written documentation from a program sponsor verifying evidence of participation in the volunteer activity, including the number of volunteer hours completed.