

# Continued Professional Certification (CPC) Program Class B Requirements

## Professional Development Activities and their Values Approved by the NBCR NA for Use with the CPC Program\*

June 6, 2016

**Definition of Class B:** Any activity that results in the *enhancement of the nurse anesthetist's foundational knowledge of nurse anesthesia practice, supports patient safety, or fosters the nurse anesthetist's understanding of the broader healthcare environment* may qualify for Class B credit. If a type of activity is of interest to you, and you are concerned it does not/would not fit under any of the categories on this table, you can contact the NBCR NA at [cpdiscovery@nbcna.com](mailto:cpdiscovery@nbcna.com) and request more information. The listings and the examples within this table should not be considered all-inclusive. As new topics emerge, they will be added to this table and the date at the top will be revised.



**Class B requirement to demonstrate compliance with the CPC Program:** Report 40 credits of Class B activity for each four year cycle of the CPC Program using the table below. All activities that are reported must have occurred during the corresponding reporting CPC Program cycle. If audited by the NBCR NA, individuals will be required to submit the documentation listed in the far right column. For your convenience, a reporting form is available for download in that last column for each category, but its use is not required.




Nurse anesthetists may select from any of the listed Class B activity categories to claim credits. A total of 40 credits is required to meet Class B requirements for a CPC Program cycle. Any Class A credits earned in excess of the 60 required (per four-year cycle) may be used to meet Class B requirements in that same cycle where one Class A credit = one Class B credit. However, Class B credits cannot be used towards meeting Class A requirements. Class B activities do **NOT** require prior approval, are **NOT** required to have an assessment, and are **NOT** required to undergo a non-prior approval process.






It is important to retain adequate evidence of your participation to substantiate your involvement in all Class B activities. These records should be retained by each CRNA (*not sent to the NBCRNA*) for one year beyond the end of the CPC Period in which you use the credits for continued certification. The AANA provides a location for all members to upload and store any supporting documentation. For more information about this service, please contact the AANA.



*\*Class B values do not relate directly to time expended on the activity. Each activity or category of activity has a predetermined Class B reporting value.*



**NOTE: No single activity can be used for (duplicate) credit in more than one category. Completion of Core Modules, however, can count towards satisfying both the Core Module requirement *AND* as a means to earn Class A credit.**





Activity Category	Description	Value	Required Audit Documentation and/or Information	Downloadable Forms
<p>Class A: Assessed Continuing Education (CE)</p>	<p>Any assessed CEs that meet the criteria for Class A requirements (i.e., must be prior approved, include an assessment, and be relevant to anesthesia care).</p> <p>May only be reported as Class B after all Class A requirements have been met. A single CE offering fitting this description may be reported only once in a cycle. Repeated claims for the same CE course are not allowed.</p>	<p>1 CE = 1 credit</p>	<ul style="list-style-type: none"> <li>• Program provider</li> <li>• Program name</li> <li>• Number of CEs awarded</li> <li>• Certificate of attendance or completion</li> </ul>	 <b>Category Reporting Document</b>
<p>Non-Prior Approved and/or Non-Assessed CE</p>	<p>CEs that have not been prior-approved and/or are not assessed may be counted as Class B. CEs fitting this description such as hospital-required or state board of nursing-required CEs will qualify for Class B.</p> <p>Other examples of content which, if not Prior Approved or Assessed, could qualify for Class B credit include: Grand Rounds presentations, departmental Morbidity &amp; Mortality (M &amp; M) meetings (with presentation, clinical case review &amp; discussion) and/or Journal Club.</p> <p>A single CE offering fitting this description may be reported only once in a cycle. Repeated claims for the same CE course are not allowed.</p>	<p>60 minutes or 1 CE = 1 credit</p>	<ul style="list-style-type: none"> <li>• Program provider</li> <li>• Program name</li> <li>• Number of CEs or number of contact hours awarded</li> <li>• Certificate of attendance or completion</li> </ul>	 <b>Category Reporting Document</b>

<p>Academic Credits</p>	<p>Must be delivered by an institution that is accredited by an agency recognized by the US Department of Education.</p> <p>Must have received a minimum grade of "C" or a "pass" on a pass/fail scale.</p> <p>Class B value is calculated based on the number of academic credit hours earned. A course may be reported only once in a cycle.</p> <p>At the nurse anesthetist's discretion, academic course credits may be reported as Class A credit provided the AANA has reviewed and granted approval for the course. A course may be reported only once in a cycle.</p>	<p>1 credit academic course = 3 credits</p> <p>2 credit academic course = 6 credits</p> <p>3 credit academic course = 9 credits</p>	<ul style="list-style-type: none"> <li>• Course syllabus that includes a course description and the method(s) of evaluation used for the course</li> <li>• Institution transcript showing academic institution, grade and number of academic credits earned</li> </ul>	 <p><b>Category Reporting Document</b></p>
<p>Presentations</p>	<p>Content development for educational purposes (e.g., didactic/clinical faculty; journal clubs; seminars; M&amp;M conferences; CE activities).</p> <p>Presentations on a given topic may be counted up to four times in a given cycle, provided that the content has been updated prior to each delivery.</p>	<p>1 hour of delivered presentation = 3 credits</p>	<ul style="list-style-type: none"> <li>• Presentation materials (e.g., PowerPoint, handouts)</li> <li>• Presentation date and location</li> <li>• Length of presentation</li> <li>• Description of the presentation audience</li> <li>• Contact email of person organizing presentation and who can verify presentation was delivered (e.g., State association director, nurse anesthesia program administrator, chief nurse anesthetist, CE provider program director)</li> </ul>	 <p><b>Category Reporting Document</b></p>
<p>Publication – Book</p>	<p>Author (any position) or editor (any position) of any anesthesia- or healthcare-related book. Credits may be claimed when the book is published.</p> <p>The same book may not be reported twice in the same cycle.</p>	<p>1 book = 10 credits</p>	<ul style="list-style-type: none"> <li>• Book title page listing authors(s) or editors(s)</li> <li>• Book page showing publisher and year of publication</li> </ul>	 <p><b>Category Reporting Document</b></p>


Publication – Chapter	<p>Author (any position) or editor (any position) of any anesthesia- or healthcare-related book chapter.</p> <p>The same chapter may not be reported twice in the same cycle. Credits may be claimed when the chapter is published.</p>	1 chapter = 7 credits	<ul style="list-style-type: none"> <li>• Book title page showing author(s) or editor(s)</li> <li>• Chapter title page showing author(s) or editor(s)</li> <li>• Book page showing publisher and year of publication</li> </ul>	 <b>Category Reporting Document</b>
Publication – Peer Reviewed	<p>Any peer-reviewed publication for which the nurse anesthetist is the author (any position) or editor (any position).</p> <p>The same peer-reviewed publication may not be reported twice in the same cycle. Credits may be claimed when the article is published.</p>	1 article = 5 credits	<ul style="list-style-type: none"> <li>• Article citation and copy of published article</li> </ul>	 <b>Category Reporting Document</b>
Publication – Grant	<p>Any grant that the nurse anesthetist is the primary grant writer.</p> <p>The same grant publication may not be reported twice in the same cycle. Credits may be claimed when the grant is submitted.</p>	1 grant = 5 credits	<ul style="list-style-type: none"> <li>• Grant documents that show individual with primary grant responsibility and a description of study or project</li> <li>• Date of grant submission</li> </ul>	 <b>Category Reporting Document</b>
Teaching in the Clinical Setting	<p>Any role that involves direct clinical supervision or teaching behaviors for learners of any level or type.</p> <p>As examples, this includes, but is not limited to, student nurse anesthetists, medical students, or registered nurses gaining airway management experience.</p>	1 day = 1 credit	<ul style="list-style-type: none"> <li>• Date(s) of activity(s)</li> <li>• Learner category (e.g., nurse anesthesia student, RN, medical student)</li> <li>• Contact email for individual capable of verification (e.g., nurse anesthesia program administrator, chief nurse anesthetist)</li> </ul>	 <b>Category Reporting Document</b>
Clinical Administrative	<p>Clinical administrative role similar to a chief nurse anesthetist, student clinical coordinator, or subspecialty leader.</p>	1 year = 5 credits	<ul style="list-style-type: none"> <li>• Contact email for employer/supervisor capable of verifying role and duration in role</li> </ul>	 <b>Category Reporting Document</b>

Subspecialty Clinical Practice Role	Subspecialty clinical practice roles that are beyond routinely assigned shifts or call schedules (e.g., a highly specialized liver transplant call team).	1 year in subspecialty clinical practice role = 5 credits	<ul style="list-style-type: none"> <li>Contact email for employer/supervisor capable of verifying role and duration in role</li> </ul>	 <b>Category Reporting Document</b>
Integration of a New Clinical Practice Technique	Integration of a new clinical practice technique that has become available within the past five years and was not included in the nurse anesthetist's primary nurse anesthesia education.	Integration of one new clinical practice technique = 3 credits	<ul style="list-style-type: none"> <li>Contact email for employer/supervisor capable of verifying integration of new practice technique</li> <li>Evidence of continuing education specific to new practice technique</li> <li>List of reference material reviewed prior to use of the new technique</li> <li>List of return demonstrations prior to use with patients</li> <li>Number of cases performed using the new technique</li> <li>Written description of how the new technique will be incorporated into the nurse anesthetist's practice</li> </ul>	 <b>Category Reporting Document</b>

<p>Service – Seated or Elected Activity</p>	<p>International, national, state, or facility/ institution volunteer or elected service that may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• board of directors;</li> <li>• committees;</li> <li>• editorial boards;</li> <li>• review boards;</li> <li>• task forces.</li> </ul> <p>Examples of activities that would be classified using this category:</p> <ul style="list-style-type: none"> <li>• serve on the AANA, COA, NBCRNA, or state nurse anesthetist Board of Directors;</li> <li>• serve on an AANA, COA, NBCRNA, or state nurse anesthetist committee or taskforce;</li> <li>• serve on a university or college committee (e.g., admissions, program evaluation, university senate);</li> <li>• serve on a hospital committee (e.g., infection control, quality improvement, risk management);</li> </ul>	<p>One year of service for seated/elected roles = 5 credits</p>	<ul style="list-style-type: none"> <li>• Published material to serve as supporting evidence of role (e.g., copy of committee listing or letter of selection, email/letter from chief nurse anesthetist indicating seated to QI committee)</li> <li>• Contact email for employer/ individual capable of verifying role and duration in position</li> </ul>	 <p><b>Category Reporting Document</b></p>
<p>Service – Mission or Diplomacy Activity</p>	<p>A medical mission or diplomacy (not public relations) activity.</p>	<p>One mission or diplomacy activity = 5 credits</p>	<ul style="list-style-type: none"> <li>• Letter from group organizing the mission describing your role in healthcare related activities</li> </ul>	 <p><b>Category Reporting Document</b></p>

<p>Service – Advocacy or Public Relations Activity</p>	<p>Advocacy or public relations activities that educate members of the public regarding the nurse anesthesia specialty.</p> <p>As examples, a state legislative day or career day.</p>	<p>One advocacy or public relations activity = 1 credit</p>	<ul style="list-style-type: none"> <li>• Copy of published material listing activity date and location</li> <li>• Contact email for individual capable of verifying participation in activity</li> </ul>	 <b>Category Reporting Document</b>
<p>Research or Practice Inquiry Project - Principal Investigator or Individual Completion of Dissertation, Thesis or DNP/DNAP Project</p>	<p>Any project where the nurse anesthetist serves in one of the following roles:</p> <ul style="list-style-type: none"> <li>• Principal investigator</li> <li>• Individual completion of dissertation, thesis, or DNP/DNAP practice inquiry project in the year completed</li> </ul>	<p>One project = 10 credits</p>	<ul style="list-style-type: none"> <li>• Title page of dissertation/thesis/DNP or DNAP practice inquiry project indicating defense date</li> <li>• IRB page listing individual as principal investigator and title of research</li> <li>• Contact email for individual capable of verifying completion</li> </ul>	 <b>Category Reporting Document</b>
<p>Research or Practice Inquiry Project – Member of Committee or Team</p>	<p>Any project where the nurse anesthetist serves in one of the following roles:</p> <ul style="list-style-type: none"> <li>• Content reviewer on a dissertation, thesis, or DNP/DNAP scholarly project committee</li> <li>• Member of research team beyond regular scope of role responsibilities (e.g., ongoing data collection, research support role)</li> </ul>	<p>One project = 5 credits</p>	<ul style="list-style-type: none"> <li>• Email or letter from employer/supervisor indicating project</li> <li>• Contact email for individual capable of verifying project</li> </ul>	 <b>Category Reporting Document</b>
<p>Life Support Courses</p>	<p>Any initial or renewal life support course may be reported.</p> <p>Total of 20 credits may be claimed for life support courses as Class B or Class A (if meets Class A criteria).</p>	<p>60 minutes or 1 CE = 1 credit</p>	<ul style="list-style-type: none"> <li>• Program provider</li> <li>• Program name</li> <li>• Number of CEs awarded or hourly agenda</li> <li>• Certificate of attendance</li> <li>• Images of life support course card</li> </ul>	 <b>Category Reporting Document</b>



<p>Quality Improvement Initiatives</p>	<p>Participate in Quality Improvement (QI) initiatives, or QI team efforts designed to improve health care and/or patient safety</p>	<p>One initiative (or 1 year of service) = 5 credits</p>	<ul style="list-style-type: none"> <li>• Description of QI objectives</li> <li>• Documentation of QI project or published materials</li> <li>• Description of patient outcomes or process improvement</li> <li>• Contact e-mail of individual capable of verifying your involvement</li> </ul>	 <p><b>Category Reporting Document</b></p>
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## Class B Reporting Document

**Activity Category:** Clinical Administrative

**Description:** Clinical administrative role similar to a chief nurse anesthetist, student clinical coordinator, or subspecialty leader.

**Value:** 1 year = 5 Class B credits

**Required/Recommended Audit Documentation and/or Information:**

- Contact email for employer/supervisor capable of verifying role and duration in role

**Use the box below to document any of the above information. Save this document on your computer, then attached any additional pertinent items at the time of submission.**

**Name of CRNA:** \_\_\_\_\_

**AANA #** \_\_\_\_\_

**Signature of CRNA:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

NOTE: AANA Members who have entered the CPC Program can upload this form, along with any supporting documentation, into their Class B portal, accessible at: <https://aptify.aana.com/Aptify/Certification/CETranscriptsLanding.aspx>



## Class B Reporting Document

**Activity Category:** Teaching in the Clinical Setting

**Description:** Any role that involves direct clinical supervision or teaching behaviors for learners of any level type.

As examples, this includes, but is not limited to, student nurse anesthetists, medical students, or registered nurses gaining airway management experience.

**Value:** 1 day = 1 Class B credit

**Required/Recommended Audit Documentation and/or Information:**

- Date(s) of activity(s)
- Learner category (e.g., nurse anesthesia student, RN, medical student)
- Contact email for individuals capable of verification (e.g., nurse anesthesia program administrator, chief nurse anesthetist)

Use the box below to document any of the above information. Save this document on your computer, then attached any additional pertinent items at the time of submission.

**Name of CRNA:** \_\_\_\_\_

**AANA #** \_\_\_\_\_

**Signature of CRNA:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

NOTE: AANA Members who have entered the CPC Program can upload this form, along with any supporting documentation, into their Class B portal, accessible at: <https://aptify.aana.com/Aptify/Certification/CETranscriptsLanding.aspx>