

Guidelines

A. Who should approve your course?

(Approved Sponsors and CSNA Chapters are not required to get prior approval. Contact SNA for approved sponsor list.)

SNA approves continuing education courses offered in more than one state or other organization's national conference as well as all correspondence courses, home study programs and distance education programs.

States approve continuing education courses held within the state for continuing education. Contact the designated SNA state certification representative for further information.

B. How are the amount of Continuing Education Units (CEUs) determined for a course?

One continuing education unit will be granted for each full continuous hour of instruction. Registration, break period and mealtime are excluded.

C. Are educational providers required to provide documentation of completion?

Yes. Each participant must receive documentation of completion of the CEUs. This must be a CEU certificate of completion. Certified individuals are audited by SNA are responsible for submitting certificates of completion as documentation of CEUs.

Instructions

1. Name of person/Company providing the program.
2. Complete address for program provider and where correspondence will be mailed.
3. Person who can be contacted if there are questions regarding the course being submitted for approval.
4. Phone number for contact person.
5. Fax number for contact person.
6. Title of course being submitted.
7. Date(s) and time of the course being submitted.
8. Brief explanation of course content/subject.
9. Speaker/Instructor name and brief qualifications.
10. Location of where program is being offered. If more than one location, enter "various".
11. Fee to attend course.
12. Amount of SNA certified members expected.
13. Amount of CEUs requested for approval.
14. Signature of program provider.
15. List of attachments that must accompany this form.

For questions about certification status, please call: SNA (800) 877-8822, (703) 739-3900, FAX: (703) 739-3915