**Educational P&P**

**Purpose:**

The purpose of this document is to establish a fluid policy on the Educational Programs for the Florida Nurse Practitioner Network (FNPN).

**Goal:**

The goal is to ensure that all educational offerings are current topics, evidence-based, applicable to advance practice and valuable to the membership.

**Education Committee:**

The purpose of the Education Committee is to review, select and promote all educational opportunities for our membership, invitees, and other advance practice entities. The education committee is made up of selected candidates from various areas of those with conference planning experience, academia, and advance practice expertise.

**Types of Educational Offerings:**

There are a variety of educational opportunities for the membership to include our Annual Conference, In-Peron live or recorded webinars, Classroom teaching, journal or article presentations.

**Selection of Educational Presenters:**

The purpose of this section is to define the minimal qualification of consideration to be a presenter in part or whole for any FNPN educational programs. The goal is to ensure that we are offering the best possible educational opportunities for our membership.

-CE vs. Non-CE (consideration given to CE events as a first priority)

-Experts in field

-Experience in educational presentation

-Cost/Non-Cost

-Stipend offered by sponsor

**-Criteria:** is the presentation timely, supportive, Evidence-Based Practice, non-promotional,

**-Consideration:** to be considered for any part of an educational opportunity the presenter(s)must send the following all-inclusive for consideration. Failure to include any of the required documentation will result in the proposal being eliminated for consideration in any program.

-Presentation Title

-Professional CV for any and all presenters in part or whole

-Biography of any and all presenters in part or whole

-Fully completed and signed Non-Disclosure Forms any and all presenters in part or whole

-Presentation in entirety

- Posttest when possible

**Speaker Selection Process:**

-Must have fulfilled all of the criteria requirements for consideration.

- A panel review will occur to assess all submission using the approved FNPN Rubric for selection criteria

-Speakers will be selected based on the requirements of selected educational event

-Speakers will be notified on official FNPN letterhead of their status

-No programs may be offered or promoted without the review and approval of the Education Committee and notification of the Vice-President of Education

**CE Application Process:**

-CE approval requests must be submitted within 90 days of the event

-Application has to be completed in entirety to include all requested documents

-For AANP approval must include Bio, non-disclosure clause, posttest exam and sample evaluation form

-Initial evaluation review of program is due **30 days** after program

-If the program is enduring: an evaluation is due **30 days and one year** from start of program

-If enduring more than one year, must have annual review and approval from governing certification approval body

-Certificate and program publicity may not use approval certification or logo until it is approved by governing certification approval body

-All CE application requests and program submissions must be approved by the Education Committee and Vice President-Education

**Requirements for Recording:**

-Must use a professional recording system conducive for learning (Zoom, Skype)

-In person Program

-Professional backdrop

-Professional appearance

-Free of noise in background

-No bias or promotion of any product or service permitted unless otherwise approved by FNPN Educational Committee and/or BOD

-Recorded Program

-Professional and clear communication

-Free of noise in background

-No bias or promotion of any product or service permitted unless otherwise approved by FNPN Educational Committee and/or BOD

**Records Retention:**

-All educational records must be retained for minimal 5 years and stored on the current FNPN

Records retention site

**Branding & Copyrights:**

-All programs developed by FNPN or exclusive for FNPN use should have a copyright protection

under FNPN branding

-All programs developed by FNPN or for FNPN use should be on the FNPN branded power point slide and or FNPN branded letterhead with logo

-Use of other power point slide must be approved by Education Committee

**Forms: (Need added)**

Non-Disclosure Form

Sample CE Certificate

Activity Form

Speaker proposal letter

Speaker Form

Post exam

CE evaluation form

CE Application Checklist

Promotion letter (our event)

Promotion letter (member presentation)