

**DATE: May 7, 2013**

**TO: All Accredited Organizations**

**FROM: Kathy Chappell, MSN, RN  
Director, Accreditation Program**

**RE: Mini-manual clarifications following changes to ANCC Accreditation requirements implemented on 5/1/2013**

---

The following changes should be made to the original version and Revision 1.0 of the mini-manuals as a result of the changes to ANCC Accreditation requirements implemented on 5/1/2013:

*Educational Design Process Mini-Manual*

- Page 3: Delete definition from “In contrast, staff development activities” through “function in the role as RN.” (3 paragraphs in total)
- Page 5: Delete Figure 1
- Page 6: Delete Table 1
- Page 13: Accreditation/Approval Statement:
  - Remove “in all communications, marketing materials...ANCC-accredited organization.”
  - Replace with “prior to the start of every educational activity and on each certificate of completion.”
- Page 20, 23: Delete non-endorsement of products disclosure requirement
- Page 30: Delete definition for in-service

*Provider Accreditation Mini-Manual*

- Page 14, 23, 25: Delete non-endorsement of products disclosure requirement
- Page 19: Accreditation Statement:
  - Remove “All communications...official accreditation statement,”
  - Replace with “The official ANCC accreditation statement must be provided to learners prior to the start of every educational activity and on each certificate of completion, must...”

*Approved Providers and Individual Activity Applicants Mini-Manual*

- Page 15, 23, 25, 32, 37, 40: Delete non-endorsement of products disclosure requirement
- Page 20: Approved Provider Statement:
  - Remove “All communications...official approval statement,”
  - Replace with “The official ANCC approval statement must be provided to learners prior to the start of every educational activity and on each certificate of completion, must...”

- Page 34: Approval Statement for Individual CNE Activities:
  - Remove “All communications... approval statement of the accredited organization.”
  - Replace with “The official ANCC approval statement must be provided to learners prior to the start of every educational activity and on each certificate of completion.”

Approver Accreditation Mini-Manual

- Page 16, 22, 30, 33, 36: Delete non-endorsement of products disclosure requirement
- Page 26: Accreditation Statement – Approved Providers:
  - Remove “utilize the following statement on all documents and materials related to educational activities:”
  - Replace with “provide the official ANCC approval statement to learners prior to the start of every educational activity and on each certificate of completion:”
- Page 27: Accreditation Statement – educational activities approved:
  - Remove “have the following statement on all related documents or materials:”
  - Replace with “include evidence that the official ANCC approval statement will be provided to learners prior to the start of every educational activity and on each certificate of completion:”