

AMERICAN NURSES CREDENTIALING CENTER (ANCC) COMMISSIONS PROFILE

COMMISSION NAME	The Commission on Accreditation in Nursing Continuing Professional Development (COA-NCPD)
FOR A TERM BEGINNING	Jan 1, 2020. Note: There will be an on-site orientation on October 29-30, 2019.
*AUTHORITY ESTABLISHED BY AND ACCOUNTABLE TO	ANCC Board of Directors
TOTAL NUMBER OF MEMBERS	Shall consist of no fewer than nine members appointed by the ANCC Board.
PURPOSE	Shall govern ANCC's Nursing Continuing Professional Development accreditation activities.
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide strategic direction for the COA-NCPD Program including: <ol style="list-style-type: none"> a. Primary Accreditation: organizational credential; Accredited Providers and Accredited Approvers b. Joint Accreditation: organizational credential; Jointly Accredited Providers 2. Develop accreditation criteria, policies and guidelines adhering to the appropriate standards of the American Nurses Association and related professional specialty organizations; 3. Accredite applicant organizations or programs that meet the standards / criteria; and 4. Oversee the appeals process for the program.
COMPOSITION	<p>The composition of the COA-NCPD is a minimum of nine commissioners. Commissioners are chosen based on the needs of the COA -NCPD and are selected from the following ANCC Accredited or Approved constituencies:</p> <p>Denotes specific member type or composition required in this call.</p> <ul style="list-style-type: none"> * ANA constituent members * Nursing specialty organizations (1 member) * Colleges and universities (1 member) * Healthcare facilities * Federal nursing services * Professional education organizations (1 member) * Foreign residence or international experience * Non-Nursing Member * Professional in continuing education in a field other than nursing * Emerging Leader in nursing professional development * Others, as determined by the COA-NCPD <p>Note: The representative shall have major responsibility for the continuing education activities of the accredited organization.</p>
REQUIREMENTS	<ol style="list-style-type: none"> 1. Nursing roles require a minimum of bachelor's or higher degree in nursing. 2. COA-NCPD appointees shall be members of an ANA constituent/state nurses association or the ANA Individual Member Division during their tenure on the COA-NCPD. Go to https://www.nursingworld.org/membership/joinANA/ for ANA membership information. This requirement is waived for the non-nurse and international members. 3. No person shall serve concurrently on two of the following program units: Commission on Accreditation in Nursing Continuing Professional Development, Commission on Accreditation in Practice Transition Programs, Commission on Board Certification, Commission on Magnet®, and Commission on Pathway to Excellence®. 4. No person shall serve concurrently as a commissioner and an appraiser in the same program unit.

TERM OF OFFICE	Each commissioner serves a 4-year term or until a successor is appointed.
TERM LIMIT	<ol style="list-style-type: none"> 1. No member may serve more than two consecutive terms or eight consecutive years. 2. A member who has served more than one-half term shall be considered to have served a full term.
TIME COMMITMENT	<p>Regular meetings of the COA-NCPD shall be held at least annually at a time and place determined by the Chairperson and special meetings may be called by the Chair or upon request of a majority of the members. Currently the COA--NCPD:</p> <ol style="list-style-type: none"> 1. Meet annually for two days. 2. Review evidence collected by Accreditation appraisers as documented on a Final Report and validate adherence to accreditation criteria (estimated 30 minutes – 4 hours per application based on type of accreditation decision and overall compliance of applicant with criteria). Applications are received on a rolling calendar basis. Validation of adherence to criteria is documented on a COA motion form. 3. Participate in one conference call monthly (average 90 minutes). Voting decisions are made during the monthly conference call and Commissioners are expected to review decision documentation prior to call. 4. Accept individual, sub-committee, or task force responsibilities as assigned by the chairperson. Members may also be asked to represent the ANCC by attending meetings of other units to present reports. 5. Become and remain knowledgeable about accreditation criteria, policies, procedures, and the review process. 6. New Commissioners are strongly encouraged to attend a two half-day orientation onsite at the ANCC headquarters on October 29-30, 2019.
EXPENSES	Expenses for meetings are reimbursed by the American Nurses Credentialing Center; however, no honoraria are paid.
CONFLICT OF INTEREST/INTELLECTUAL PROPERTY FORMS	Please note that successful candidates will be expected to sign conflict of interest disclosure forms and other agreements that protect ANCC intellectual property.
REMOVAL	Any COA-NCPD member may be removed with or without cause at any time by majority vote of the Commission on which they serve.
VACANCIES	<ol style="list-style-type: none"> 1. Absence from two consecutive meetings may be cause for declaring a vacancy in the position. Such vacancy shall be determined by a majority vote of the appointing body. 2. A vacancy shall be filled for the balance of the unexpired term by the body specified for the original appointment/election.
QUESTIONS?	If you have any questions regarding the role and responsibilities of COA-NCPD members, please contact Jennifer Graebe, MSN, RN, NEA-BC, Director, Nursing Continuing Professional Development & Joint Accreditation Programs at ANCC at 1-800-284-2378, extension 5178, or Jennifer.graebe@ana.org .

* Documentation/policy codifying the ANCC Units is the *ANCC Bylaws*, revised 2018-11-05, unless otherwise indicated. (Revised 4/17/19)