

**COMMISSION ON ACCREDITATION IN NURSING CONTINUING PROFESSIONAL DEVELOPMENT
(COA-NCPD)**

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| ENTITY TYPE | Commission |
| TOTAL NUMBER OF MEMBERS | No fewer than nine (9) members |
| APPOINTED | All members are appointed by the ANCC Board of Directors |
| COMPOSITION | Per the Bylaws (Article V, Section 2), the following constituencies must be represented on the COA-NCPD: <ol style="list-style-type: none"> 1. Non-nurse employed in professional continuing education or in a field other than nursing 2. Individual of foreign residence or with international experience Other Commissioners are appointed based on the needs of the COA - NCPD, at that time, as determined by the COA-NCPD. |
| ¹AUTHORITY ESTABLISHED BY | ANCC Board of Directors |
| ACCOUNTABLE TO | ANCC Board of Directors |
| REPORTS TO | ANCC Board of Directors |
| PURPOSE | Govern ANCC's NCPD 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. <i>Primary Accreditation:</i> Organizational Credential, Accredited Providers and Accredited Approvers b. <i>Joint Accreditation:</i> Organizational Credential, and 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. Accredit applicant organizations or programs that meet the standards /criteria; and 4. Oversee the appeals process for the program. |
| TERM OF OFFICE | <ol style="list-style-type: none"> 1. Commissioners serve a 4-year term of service or until a successor is appointed. 2. Emerging Leader² members of the COA-NCPD serve a 2-year term of service. |

¹ Documentation/policy codifying the ANCC Units is the ANCC Bylaws, revised November 30, 2018

² An Emerging Leader in the COA-NCPD is a registered nurse who has two years or less of experience in nursing (ANCC Bylaws, Article V, Section 5)

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| TERM LIMIT | <ol style="list-style-type: none"> 1. Commissioners may not serve more than two consecutive 4-year terms of service or eight consecutive years. 2. The Emerging Leader may not serve more than one 2-year term in the Emerging Leader seat. 3. A member who has served more than one-half of a term shall be considered to have served a full term. |
| REQUIREMENTS | <ol style="list-style-type: none"> 1. Nursing seats require <ol style="list-style-type: none"> a. A minimum of a bachelor’s degree in nursing; advance degree preferred and b. Joint membership in ANA and an ANA constituent/state nurses association (C/SNA) or membership in the ANA Individual Member Division (IMD) during their tenure on the COA-NCPD. <i>This requirement is waived for the non-nurse and international members.</i> 2. No person shall serve concurrently on two of the following: <ol style="list-style-type: none"> a. Commission on Accreditation in Nursing Continuing Professional Development b. Commission on Accreditation in Practice Transition Programs c. Commission on Board Certification d. Commission on Magnet® e. Commission on Pathway to Excellence® 3. No person shall serve concurrently as a commissioner and an appraiser for the same program. |
| TIME COMMITMENT | <ol style="list-style-type: none"> 1. Participate in a two-day orientation 2. Participate in one 2-day Commission meeting annually 3. Participate in 90-minute conference calls monthly 4. Members should expect to spend 30 minutes – 4 hours reviewing evidence collected by Accreditation appraisers and validating adherence to accreditation criteria, <i>depending on the type of accreditation decision and overall compliance of applicant</i> 5. Serve on a subcommittee or task force as assigned by the Commission Chair 6. Represent ANCC at meetings, if requested |
| QUALIFICATIONS | Knowledge of accreditation criteria, policies, procedures, and the review process |
| CONFLICT OF INTEREST/INTELLECTUAL PROPERTY FORMS | Individuals appointed to the COA-NCPD will be required to sign conflict of interest and financial disclosure forms and an ANCC Volunteer Agreement Form to protect ANCC intellectual property. |