

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

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>NCPD 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 to criteria and 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.
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)

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 an orientation to exceed no more than 8 hours. 2. Participate in COA-NCPD strategy meeting bi-annually to exceed no more than 5 hours for each meeting. 3. Participate in 60-minute conference calls monthly. 4. Members should expect to spend, on average, 10-12 hours a month reviewing evidence collected by NCPD Accreditation appraisers and validating adherence to accreditation criteria, <i>depending on the type of accreditation decision and overall compliance of applicant.</i> 5. During criteria review, every 2 years (odd year), COA-NCPD members should expect to spend at minimum 10 aggregate hours reviewing and finalizing criteria (if applicable). 6. Serve on a subcommittee or task force as assigned by the Commission Chair or Director. 7. 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.