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

<table>
<thead>
<tr>
<th>ENTITY TYPE</th>
<th>Commission</th>
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<tbody>
<tr>
<td>TOTAL NUMBER OF MEMBERS</td>
<td>No fewer than nine (9) members</td>
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<td>APPOINTED</td>
<td>All members are appointed by the ANCC Board of Directors</td>
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| COMPOSITION | Per the Bylaws (Article V, Section 2), the following constituencies must be represented on the COA-NCPD:  
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. |
| 1 AUTHORITY 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 | 1. Provide strategic direction for the COA-NCPD Program, including:  
   a. Primary Accreditation: Organizational Credential, Accredited Providers and Accredited Approvers  
   b. Joint Accreditation: 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 | 1. Commissioners serve a 4-year term of service or until a successor is appointed.  
2. Emerging Leader^2 members of the COA-NCPD serve a 2-year term of service. |

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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
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
1. Nursing seats require
   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.
   *This requirement is waived for the non-nurse and international members.*
2. No person shall serve concurrently on two of the following:
   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
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, *depending on the type of accreditation decision and overall compliance of applicant*
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.