



ACCREDITED APPROVER UNIT

Policy Manual

Awarding of Contact Hours

Policy:

The ANA Massachusetts Approver Unit (AU) is responsible for ensuring that Approved Providers and Individual Activity Providers correctly calculate contact hours for their learning activities.

Procedure:

The Nurse Peer Reviewer(s) will ensure compliance with the following:

The number of contact hours awarded for an educational activity must be logical and defensible.

- There is not a minimum or maximum number of contact hours allowed.
- Pre-work, such as that described in the definition of blended learning can be included in the calculation of contact hours.

Live activities:

- Live activities or recorded webinars must provide contact hours based on time with 60 minutes of educational activity equal to one contact hour.
- For an activity of less than three hours, stating start-end times or providing times for each segment of the activity are acceptable options.
- If a live activity is greater than three hours, an agenda must be provided that contains time frames for each component of the activity.
- Time for breaks, meals, and introductions (that do not include educational content (e.g., overview of the content, identification of expected outcome) should not be included in the calculation for total contact hours.

Enduring materials:

Calculation for enduring materials can include a pilot study, Mergener formula, or other defensible rationale.

- A pilot study involves a number of learners who complete the study and identify the length of time it took to complete the activity. Their times are then averaged to calculate the appropriate contact hours to award. Pilot study learners are the only learners who can obtain contact hours retroactively. Pilot study participants should be drawn from the pool of target audience members and should not include the NP, members of the planning committee, or content experts. While there is no specific number

of people required to complete a pilot study, three to five is the usual number.

- o • The Mergener formula is an evidence-based formula that is used to calculate contact hours based on word count, number of evaluation questions, and degree of difficulty of content. These calculators can be found on many web-based platforms.
 - o Historical data can be used as a rationale for the number of contact hours to be awarded. For example, enduring material has been used by learners for one year, with an average of two hours per learner to complete the material. That two-hour time frame can be used when the activity is reissued after review of content. A new pilot study or other validation of number of contact hours is not required. Supporting evidence of that historical data should be placed in the file
- One CH = 60 minutes.
 - Rounding contact hours: If rounding the contact hours, the provider may round up or down to the nearest 1/4 (0.25) hour (i.e., if the calculation is 1.19 contact hours, it may be rounded up to 1.25 contact hours). • The rationale for the number of contact hours awarded must be present in the activity file.
 - Reminder: Speakers cannot earn contact hours for sessions they present. If they are presenting one or more sessions at a conference, but are also attending other sessions at that conference, they can earn contact hours for those sessions they attend as learners. Planning committee members may earn contact hours if they participate in the activity as learners
 - Educational activities may also be conducted “asynchronously” and CH awarded at the conclusion of the activity.
 - Time frames must match and support the contact hour calculation for live activities. Evidence may include but is not limited to the agenda for the activity, outline of content to be delivered in the activity, and/or other marketing materials.
 - Welcome, Introductions, breaks, and viewing of exhibits are not included in calculations of CH.
 - Evaluation is considered part of the learning activity and may be included in calculations of CH.
 - CH may *not* be awarded retrospectively except in the case of a pilot study. Participants in the pilot study assist in determining the length of time required for completing an educational activity in order to calculate the number of CH to award. Those participants may be awarded CH once the number is determined.

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Reference Writing to the ANCC NCPD Accreditation Criteria for Approved Providers, version 1.0,11.1.21 pages 18 and 19

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Reference

Drafted January, 2014
Reviewed 1/2015 JG/SR
Revised 4/2016 JG/SR; 7/2017 JG/SR

2015 ANCC Primary Accreditation Approver Application Manual, p 31Revised 1/2022
022? Writing to the ANCC NCPD Accreditation Criteria for Approved Providers page 18 and 19