

Welcome to the ANA Massachusetts Approver Unit electronic activity application. Please carefully read the following instructions before you begin your application.

Step one: REGISTRATION

Obtaining Username and Password, Nurse Planner Signature Code, and Registering the Organization

In order to submit an application, you will need to have a personal login username and password, a Nurse Planner signature code, and an organization ID code.

Personal login username and password When you click the “sign up” link on the login page you will create a username and password and then receive approval by email. You get to the login page when you click on the “Online Program Application Submission” link on the Menu of the home page

Nurse planner signature code When you register as a nurse planner you will be sent a signature code. This is your electronic signature on this and any future applications you submit, regardless of the organization you represent.

You are responsible for any information submitted using this identification number. Please keep it in a secure location and do not share it with anyone.

Organization Each organization for which an application is being submitted, will need to be registered. This registration process is a onetime event for each organization, and this registration code is the Organization ID that will be used to link all future files pertaining to the organization to ANA Massachusetts Approver Unit. To obtain the Organization ID, the organization must undergo an “Eligibility Verification” process. If the organization meets the ANCC requirements for eligibility an Organization ID will be issued and displayed on the headings of all the following pages. PLEASE RETAIN THIS ORGANIZATION ID FOR YOUR FILES as it will be necessary to start, continue, edit, retrieve, or view any submitted application. If the organization does not meet the eligibility requirements the application will stop and the applicant will be advised to discuss the issue with the ANA Massachusetts Approver Unit Program Director.

Step Two: EDUCATIONAL PLANNING:

See The Tip sheet for additional information and tips for completing your program planning.

The application reflects the educational planning process you have used to develop a quality continuing education program for nurses. Documentation of this process should be undertaken using the following ANA Massachusetts Approver Unit templates and uploaded into the application at the appropriate time.

Information buttons can be found throughout the application. These have additional instructions for the related section and provide guidance and clarification.

To move backwards in the application, use the back arrows at the top of the page. If you get a error message click the back arrow a second time.

If you have moved back to the lists of planning committee members or presenters and it appears blank, refresh the list using the refresh button below the list.

It is recommended that you print your application and keep it in a secure file. You are responsible for maintaining educational records in a secure, accessible, and retrievable manner.

To submit the entire application document, it must be signed by the nurse planner (using the nurse planner signature code) along with the number of the unencumbered .. This will be found on the sign and commit page at the end.

Thank you for choosing to submit your program for review by ANA Massachusetts Approver Unit peer reviewers for contact hour credits.

Step Three: Upload attachments

- € Disclosures
- € Sample certificate
- € Joint providership agreement if applicable
- € Commercial support agreement if applicable