# Continuing Education Program Sponsor

**Supporting a Learning Experience Beyond Basic Midwifery Education**

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**ACNM is the provider and approver of ACNM CE credit**.

ALL ACNM-APPROVED CE PROGRAMS MUST:

**Go beyond the current ACNM Core Competencies for Basic Midwifery Practice OR**
**Show new learning DIRECTLY RELEVANT TO or impacting CNM/CM practice AND**
**Include APA- or AMA-formatted documentation of references that meet the minimum requirement for length of presentation.**

## I. INTRODUCTION

This packet is for program sponsor applications to the American College of Nurse-Midwives (ACNM) for approval of continuing education (CE) programs. ACNM is the professional association for certified nurse-midwives (CNMs) and certified midwives (CMs). The Continuing Education Committee (CEC) of ACNM has been assigned the responsibility of reviewing and approving all educational programs seeking ACNM CE credit. Only programs approved by either the CEC or organizations with which ACNM has approved CE reciprocity are awarded CE credits officially recognized by ACNM. This does not imply individual state recognition for nursing CE credits.

### ACNM Definition of Continuing Education

The complexity of the knowledge and skills in today's midwifery practice makes it essential for CNMs and CMs to have CE following their initial certification. CE is defined by ACNM as a learning experience beyond basic midwifery education that is intended for CNMs/CMs. CE is considered formal education programs/activities for professional development, training, or credentialing for which academic credit is not awarded. The educational experience should be designed to expand on and go beyond the professional knowledge and skills learned in a midwifery education program, refresher course, or internship, and/or it should be outside or in addition to routine professional educational obligations, basic skill updates, and responsibilities. ACNM-approved CE activities should promote professional goals for increased competency and excellence in skills directly associated with the practice of midwifery

and be characterized by programs designed to introduce newly emerging concepts, principles, theories, and research in health care that affect the profession of midwifery.

The Continuing Education Committee of ACNM accepts Continuing Education credit that has been awarded by the following organizations:

ACCME (Accreditation Council for Continuing Medical Education) Category 1
AMA (American Medical Association) PRA Category 1
AAFP (American Academy of Family Physicians)
AANP (American Academy of Nurse Practitioners)
NPWH (National Association of Nurse Practitioners in Women's Health)
ACPE (Accreditation Council for Pharmacy Education)

If a program has received prior CE approval from a CE certifying organization with which ACNM has reciprocity (listed above), it will not be reviewed by ACNM. The CEC will consider programs for CE approval in accordance with ACNM position statements and in alignment with advanced skills that may be added to a CNM/CM's scope of practice, such as advanced suturing, sonography, language programs focusing on medical terminology in a non-native language, and computer usage specifically designed to increase access to professional information.

***CE credit is not awarded for programs that promote a commercial product or program for the purpose of certification, such as those for childbirth educator training (eg, BirthWorks trainer workshops, transcendental meditation, CenteringPregnancy, and Lamaze); those for basic skills; or those that are routinely required for work responsibilities, such as basic life support (BLS) for Healthcare Providers/advanced cardiovascular life support (ACLS) or Neonatal Resuscitation Program (NRP). However, if the program is reporting evidence based practice or research information about a particular topic, CE credits may be awarded. For example, research on the benefits/outcomes of CenteringPregnancy will be reviewed for CE approval.***

Some documents that are useful in developing programs for midwives are the following:

- ACNM Core Competencies for Basic Midwifery Practice
- ACNM Definition of Midwifery and Scope of Practice of Certified Nurse-Midwives and Certified Midwives
- ACNM Standards for the Practice of Midwifery
- ACNM Position Statement: Expansion of Midwifery Practice and Skills Beyond
- Basic Core Competencies
- Philosophy of the American College of Nurse-Midwives

These documents are available online at http://www.midwife.org.

ACNM-approved CE programs are accepted for certification maintenance by the American Midwifery Certification Board.[1] The ACNM has been granted provider numbers by Boards of Nursing in Alabama (ABN 80077), California (BRN02902), and Florida (27F1686) for ACNM-sponsored CE activities only. ACNM CE approval does not indicate approval by these state boards of nursing.

## II. GUIDELINES FOR ACNM APPROVAL OF PROGRAMS FOR CE

The ACNM CEC follows the principles expressed in The Continuing Education Criteria and Guidelines of the International Association for Continuing Education and Training (IACET),[2] including alignment with the following criteria that represent the minimum requirements for awarding CE credit:

1. Each activity is planned in response to educational needs that have been identified for a target audience.
2. Each activity has clear and concise written statements of intended learning outcomes based on identified needs of the audience in knowledge, skills, or attitudes.
3. The program sponsor provides an appropriate learning environment and support services.

4. Qualified instructional personnel are involved in planning and conducting each activity.

5. The content and instructional methods are appropriate for the intended learning outcomes of each learning activity.

6. Assessment must be performed to determine if learners have mastered each learning outcome related to the knowledge, skill, or critical thinking required to solve the problem, task, or project that is presented.

7. The program sponsor maintains a complete record of everyone's participation and is able to provide a copy of that record upon request for a period of at least 7 years.

8. The program sponsor will provide learners the ability to give feedback evaluating the effectiveness of the overall program and that of each learning activity based on multiple criteria.

**Activities Not Intended to Receive CE**

Activities not intended to receive CE according to IACET include the following:

- Academic credit courses
- Association membership and leadership activities
- Committee meetings
- Entertainment and recreation
- Individual scholarship
- Mass media programs (unless planned according to CE standards)
- Some meetings, conventions, and exhibitions (unless planned according to CE standards)
- Travel
- Unsupervised study
- Work experience
- Youth programs

**Pharmacologic Content**

ACNM encourages program sponsors to specifically indicate all CE time dedicated to pharmacologic content within a given activity in quarter-hour increments. Please be advised that although pharmacologic content should be indicated on the application and the participants' certificate of attendance, ACNM will not be awarding a separate pharmacologic CE outside the basic ACNM CE. Pharmacologic credit is designated RxCE (eg, 1 RxCE).

Generic names should be used and not capitalized. The brand name, which is capitalized, should be noted in parentheses immediately after the first use of the generic name. Presenters including discussion of the off-label use of a drug must explicitly state this in the submitted outline and during the presentation.

## III. THE ACNM CE APPROVAL PROCESS

Each application is reviewed by at least one volunteer CNM/CM member from the ACNM CEC Reviewer Panel. If declined by one reviewer, it is automatically sent for review by a second senior reviewer. Programs that are declined after a second review may be appealed once (see below). The reviewers have the following options to determine whether an application meets the guidelines for approval:

**Accepted:** The program application is complete and clearly meets the guidelines for ACNM approval of CE.

**Declined:** The program application is complete but clearly does not meet the guidelines for ACNM approval of CE.

**Conditionally Accepted:** The program application appears to meet the guidelines for ACNM approval of CE but requires the submission of additional documentation requested by the reviewer to make a final determination. Approval will be granted pending receipt of the requested information.

**Partial Program Accepted:** Certain sessions or sections of the program clearly meet the guidelines for ACNM approval of CE, but the remaining sessions or sections clearly do not meet the guidelines.

The reviewers' names are never released to the program applicant. Program applicants may appeal a rejected application in writing. Send the appeal to ce@acnm.org. An appealed application will be reviewed independently by a third reviewer. The decision of the third reviewer is final. No additional appeals will be considered.

## Program Approval

Programs approved for ACNM CE credits are valid for 2 years from the date of approval notification. The program sponsor does not need to notify ACNM if the program is going to be repeated during the 2-years it is approved. **Per IACET standards and guidelines, ACNM CE credit cannot be awarded retroactively.**

Occasionally, program sponsors may desire to award CE credit for individual sessions presented independent of an approved larger program. Each individual session is evaluated and, if approved, assigned a distinct education session (ES) number. When presenting individual sessions, the sponsor should indicate the individual session name(s) and unique identifier number. For example, if ES 2 within program 2020/95 is presented at an affiliate meeting, the certificate should note that the participant has earned CE credit for 2020-003/ES2, along with the session name and number of associated CE credits.

## Issuing Certificates of Attendance and Record Maintenance

The certificate of attendance should include the following information:

- ACNM program number
- Name of the sponsor with individual presenter name(s)
- Title of the course and activity
- Completion date of the activity
- Number of ACNM-approved CE hours awarded (e.g., 1 CE)
- Time allotted for included pharmacologic content (e.g., 0.5 RxCE)

If pharmacologic content is included, the number of hours dedicated to this topic should be stated separately on the certificate of attendance but included within the total number of CE credits awarded. A certificate of attendance may not be considered a substitute for maintaining a record of participants' attendance. Attendees should only claim contact hours equal to the time spent on the activity.

In compliance with the IACET criteria for granting CE credit, it is the program sponsor's responsibility to maintain a record for 7 years of program participants which includes the information listed above. It is not necessary to send ACNM an attendance list or program evaluation form upon completion. ACNM does not maintain a database of program participation for individual CNMs/CMs.

**Determining the Number of Contact Hours (CEs) to be Awarded**

One CE credit is awarded for each 60-minute clock hour (i.e., contact hour). When the fractional part of an hour is 50 minutes or more of presentation with 10 or fewer minutes for questions and answers (Q&A), the fractional portion should be counted as one whole hour. Any portion of an hour between 30 and 44 minutes should be counted as 30 minutes (0.5 CE). Any amount less than 30 minutes is not awarded credit.

Workshop (WS) credit is awarded as follows: 4-hour WS = 3.5 CE credits; 8-hour WS 6.5 CE credits; 9-hour WS = 7.5 CE credits. CEs awarded allow for designated times for bathroom and lunch breaks.

Pharmacology CE is awarded in quarter-hour increments, as follows: 0-14 minutes = 0 credits; 15-29 minutes = 0.25 RxCE; 30-44 minutes = 0.5 RxCE; 45-54 minutes = 0.75 RxCE; 55-60 minutes = 1.0 RxCE.

**Calculating CE Credit for Alternative Delivery Methods**

The growing trend of delivering courses and programs to learners independent of a live

instructor raises questions about how CE credit should be calculated. Examples of such delivery methods include independent study packages, online programs, videos, field and laboratory experiences and assigned work outside class. In most cases, the amount of time required for the completion of learning activities with these delivery formats varies from one learner to another. In courses or programs in which participants learn and progress at their own pace, the sponsor should establish a standard number of contact hours based on an average number of hours required by several initial representative learners to complete the program. Homework or practice time is not included in the CE calculation unless the practice is a supervised portion of the program.

## IV. SUBMITTING A PROGRAM SPONSOR APPLICATION

For a program to be considered by ACNM for CE approval, the following must be submitted:

• The application, which includes the session title, number of CE credits being requested, learning objectives, session(s) format outline(s) with the number of minutes allotted each topic noted beside the topic headings, references in American Psychological Association (APA) or American Medical Association (AMA) format, sample program evaluation tool, certificate of attendance, program brochure or other promotional material (if available), and speaker bios or curricula vitae (CVs).

• Previously approved CE programs desiring renewal must submit a new application (noting the prior CE certification number) that includes all necessary updates, for example, new/additional speaker bio-sketches, new learning objectives, changes to presentation outline(s), and updated reference lists.

• Please submit via the ACNM website link. The fee can be paid online by credit card.

### Deadlines for Application Packet and Fee

**Programs 1-2 hours in length: Due 30 days before the program start date.**
**Programs longer than 2 hours: Due 45 days before the program start date.**

Due dates ensure notification of program approval status before the program's start date. Incomplete applications (eg, lack of APA or AMA reference formatting) will delay the approval process. Although ACNM's volunteer reviewers attempt to complete all CE applications before their presentation date, program approval before the anticipated start date cannot be guaranteed for applications received after specified deadlines. This also applies to situations where an application is submitted before its deadline but returned to the sponsor because of an incomplete/incorrect submission, and the corrected application received is once again sent out for review after the designated deadline.

**Language for Promotional Brochures**

Sponsors may not indicate in brochures, announcements, or other printed matter that ACNM CE is pending. The proper designation should state, "ACNM continuing education credit has been applied for."

**Application Fees**

ACNM application review fees are nonrefundable or transferable. The review process begins after the review fee is paid in full. The review fee covers the review of a CE activity and does not guarantee the approval of a CE activity. Below are the application fees by activity type.

- ACNM Affiliate or ACME midwifery education program - $100
- Non-profit or For-profit Organization CE Application (Live or Enduring Programs)
  (not affiliated with ACNM or an ACME midwifery education program)

Non-profits:

- Live/online Activity – (up to 5.00 credits) - $375
- Live/online Activity - (5.25 - 20.00 credits) - $895
- Live/online Activity - (20.25 - 35.00 credits) - $1,095
- Live/online Activity - (35.00 + credits) - $2,795

- Live/online Activity - (medical specialty society) - $3,500 (flat rate)

For-profits:

- Live/online Activity – (up to 5.00 credits) - $575
- Live/online Activity - (5.25 - 20.00 credits) - $1,095
- Live/online Activity - (20.25 - 35.00 credits) - $1,895
- Live/online Activity - (35.00 + credits) - $3,475

**Session Format Outline**

Each session must contain all outlined parts:

***Part 1 Session Title***

***Part 2 Session Length and Pharmacology Minutes (if Any)***

Total contact hours (30-minute increments) and pharmacology minutes, if any (15-minute increments) should be specified for each program session based on the formula described in the Determining the Number of Contact Hours (CEs) to be Awarded section.

Pharmacology content credit is to be included within the total CE credits awarded.

- Contact hours are designated CE credits (e.g., 4 CE credits equals 4 contact hours)
- Pharmacology minutes are designated RxCEs (e.g., 0.25 RxCE equals 15-29 minutes)

The following activities should not be included when calculating contact hours for CE: breaks, meals, and socials (presentation germane to the course during a meal function may be counted); meeting time devoted to business or committee activities, a Q&A period more than 10 minutes per contact hour, announcements, introductions, welcoming speeches, reports, etc.; and time for study, assigned reading, or related activities outside the classroom or meeting schedule unless the activity is monitored and/or assessed while being performed or upon completion of the assigned reading and the learner receives feedback.

***Part 3 Teaching/Delivery Methods***

Examples of teaching methods are lecture, home study, online (live or recorded), and panel discussions.

***Part 4 Learning Objectives***

The learning objectives serve to outline clearly what the participant will learn as a result of attending this session. List 3 to 6 objectives (as appropriate) for each 1-hour session. Although a number is not specified, sessions longer than 1 hour should have sufficient objectives to address all topics covered. Each objective must be stated in terms of learner outcome; that is, “At the conclusion of this session, participants will be able to ….”. See How to write a learning objective.

**Part 5 Content Outline of Session(s)**

The outline should be relevant to each objective. The outline, objectives, and reference list must support each other and be directly related. For each content area, note the number of minutes designated to cover each of the session’s topics, noting any pharmacology minutes as well. The time allotted for each topic should be written next to the topic/outline heading, with the total equaling the number of CE credits requested.

The learning objectives should provide a good indication of the level of the content. If the objectives only specify content covered within a basic midwifery education program, the program does not extend beyond core competencies. For a program to go beyond core competencies or to provide updated information, no more than 25% of the session should be a review and/or cover knowledge that has been in practice or can be found in professional literature published more than 5 years ago.

If the program comprises more than one session, each session must be presented separately from the others. For example, in a program that contains 3 sessions, session

1 is presented in its entirety, followed by information for session 2 and, finally, session 3.

### *Part 6 Reference List*

Each session must include a reference list to support the session topic(s). The majority of the minimum references required for a session's length must have been published in peer-reviewed journals within the last 5 years for a session to be considered. Additional references may include those not meeting the 5-year criteria and/or that are from respected professional sources that are not peer-reviewed. Noted classics will be accepted. Articles published by the presenter may be included.
On occasion, the submitted references may deviate from this standard because of the nature of what is being presented and the state of the literature (e.g., practice management, implicit bias, racism, or mindfulness) where the presenter should reference professional literature (articles, books, or texts) from the relevant field of study. Although the 5-year limit is a strong guiding principle, presenters are permitted to use their professional discretion when other variables are present in regard to the topic that make it appropriate for this requirement to be modified.
All references MUST be cited in either APA or AMA style. This criterion is not optional. Program submissions not meeting the minimum criteria and/or not formatted in APA or AMA style will be returned for correction without review. Once corrected, the program may be returned for review without penalty.

**Number of references**

- A one-hour presentation must include a minimum of 6 references (at least 4 of which have been published within the last 5 years in a peer-reviewed journal).
- A 4-hour presentation must include a minimum of 10 references (at least 6 of which have been published within the last 5 years in a peer-reviewed journal).
- An 8-hour presentation must include a minimum of 12 references (at least 7 of which have been published within the last 5 years in a peer-reviewed journal).

For presentations of a historical nature, the reviewer may use their discretion to determine if the literature cited reflects appropriate citations. It is recommended

that references are included that have been published in peer-reviewed journals, professional literature, or textbooks within the last 5 years which are relevant to the presentation, if available. When historical methodology is used, many of the sources in the bibliography date from the period of study. This is often true for many of the primary sources but may also relate to the secondary source material. The author should give a clear and comprehensive explanation of the references and their significance to the study so the reviewer will see that the reference material is relevant and appropriate to the presentation.

**Part 7 Faculty Bio-Sketch**

Examples of faculty include presenters, authors, editors, and moderators. If the presenter's expertise on the topic is evident from the CV, it is acceptable to upload only the presenter's CV. However, if the CV does not clearly reflect the presenter's expertise, a bio-sketch (one-page maximum) must be included that describes their professional knowledge base, skill, and/or experience related to the topic. The bio sketch may be submitted in a narrative form and should include the faculty's credentials, educational background, work experience, research, and publications/presentations relevant to the current topic being presented.

**Part 8 Prior/Other CE Approval**

If any session currently being submitted for approval received prior ACNM approval or approval from another organization, please indicate this below and include the ACNM program number.

## V. ADDITIONAL INFORMATION

Questions? Call the ACNM CE Department at 240-485-1840 or email ce@acnm.org

## VI. REFERENCES

1. American Midwifery Certification Board. Continuing education policy. American Midwifery Certification Board. 2021. https://www.amcbmidwife.org/certificate-maintenance-program/continuing-educationpolicy

2. Phillips L. The Continuing Education Guide: The CEU and Other Professional Development Criteria. 2nd ed. Louis Phillips; 2009.