NCPD Record Keeping Requirements

- Professional Practice Gap
  - Current State/Desired State
- Evidence to validate gap
- Educational need that underlies gap
- Description of target audience
- Desired learning outcome
- Description of content with references
- Learner engagement strategies
- Criteria for awarding contact hours
- Description of evaluation method
  - Evidence that change in K/S/P was assessed
- Names and credentials of all individuals in a position to control content
  - Nurse Planner
  - Content Expert
  - Speaker/Authors

- Relevant financial relationship disclosure documentation for all individuals in a position to control content
- Evidence of relevant financial relationship mitigation process if applicable
- Number of contact hours awarded
  - Method of calculation
- Certificate of completion
- Commercial support agreement if applicable
- Required disclosures to learners:
  - NCNA Provider/Approval statement
  - Criteria for awarding contact hours
  - Presence or absence of relevant financial relationships
  - Commercial support if applicable
  - Expiration date if applicable
  - Joint providership if applicable