

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