

# CNE Recordkeeping Requirements

- Professional Practice gap
  - Current state
  - Desired state
- Evidence to validate gap
- Educational need that underlies gap
- Description of target audience
- Desired learning outcome(s)
- Description of content with references or resources
- Learner engagement strategies
- Criteria for awarding contact hours
- Description of evaluation method
  - Evidence that change in knowledge, skills and/or practices was assessed
- Names and credentials of all individuals in a position to control content
  - Nurse Planner
  - Content Expert
- COI documentation for all individuals in a position to control content
- Evidence of resolution process if applicable
- Number of contact hours awarded
  - Method of calculation
- Certificate of completion
- Commercial support agreement if applicable
- Required information to learners:
  - Accreditation statement
  - Criteria for awarding contact hours
  - Presence or absence of COI for all individuals in a position to control content
  - Commercial support if applicable
  - Expiration date if applicable
  - Joint providership if applicable
- Summative evaluation