

## Instructions for Pre-Approval of Self-Study Coursework for Continuing Education Credit for ACNB Recertification

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This is the outline of the information categories that a Diplomate must have in order to request approval for a course of self-study. Any self-study coursework **must be PRE-APPROVED** or it will not be accepted as continuing education for purposes of ACNB recertification.

You must submit your plan and gain Approval before actually doing the self-study.

Once you have approval, you need to maintain a log of your activities and submit the case study (attached form) once the work is completed, along with your log of time and activities.

The required information in your proposal includes:

- I. **Self-study Subject:** this is a statement of why you have decided to improve your knowledge in this specific topic area. This may include a weakness identified when you took your ACNB exam or it may be indicated from your patient population. This statement need not be extensive but must indicate that there is a reason for this particular topic. That may not be to become a vendor of some product line.
- II. **Method of Obtaining the Information:** this may be non-CAGEN courses or CD lectures or a book covering the area of interest. It may be through direct study under someone who is recognized in the field. There are many options for this portion but you must identify what you want to do and submit your plan prior to taking the course or doing the study.
- III. **Content of the Self-study:** If you are taking some courses, submit the content or learning objectives and the estimated length of the class. In addition, include any extra reading material. Include the faculty bio for the course leader or the bio for the mentor, etc.
- IV. **Essay of Self study:** A required detailed essay with breadth (detail of the subject matter), depth (detail of the course content taught), and clinical application (detail on how the course material was implemented for patient care). This is not a brief essay but a detailed essay on any course taken that is not from a CAGEN approved teaching program and is desired to be used for CE credits.
- V. **Application:** Write the clinical applications used with your patients from the material learned to demonstrate that the information from the self study has value in the treatment of your patients.

When you have received approval and completed your study, if you have taken a class, you will need to submit a proof of attendance from the provider for the class. If a proof of attendance is not available then submit a your log of activities, the actual name of the classes or CDs or books you used.

### ***Example of a Log Entry:***

Date: November 17, 2019

Time: 7:00 PM-10:00 PM

Activity: I listened to the CD entitled \_\_\_\_\_ for 2 hours and took notes on the content.

Time in self-study: 3 hours