



# PennState

## College of Nursing

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### Continuing Nursing Education

#### Educational Activity for Pennsylvania State Nurses Associate Contact Hours

In order to allow time for review and corrections, please submit all paperwork, to the College of Nursing Outreach Office, within **45 days** of the scheduled educational activity.

The following completed documents need to be included in your submission packet:

- Biographical/Conflict of Interest forms for the nurse planner, all committee members, and presenter(s)
- Planning Form for Educational Activities
- Educational Planning Table
- Evaluation – completed with program objectives
- Attendance Roster
- Promotional/Advertising material (Brochure/Flyer/Email)

Following the educational activity remember to send the required reports to the College of Nursing Outreach Office within **two weeks**.

The required reports include:

- Name of co-provider
- Pennsylvania State Nurses Association Activity Title
- Date(s) of the activity
- Total number of RN's in attendance
- Total number of other learners in attendance
- Total number of contact hours awarded to RN's
- Summary of evaluations (***do not send individual evaluation forms***)
- Completed attendance roster, including all RN License Numbers and email addresses, for awarding certificates.

Should you have any questions with the packet submission or the post education activity, please contact:

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[nursece@psu.edu](mailto:nursece@psu.edu) or (814) 863-2239