



PennState

College of Nursing

Autumn Hannagan
Outreach Department
216 Nursing Sciences Building
University Park, PA 16802
(814) 863-2239

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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ads5139@psu.edu or (814) 863-2239