



**Fee Structure and Instructions**

**2017-2018**

1. Review the Tennessee Nurses Association (TNA) **Individual Activities Manual (updated 12/2017)** for current application criteria and instructions.
2. Complete the appropriate CE Activity Application (12/2017 version).  
**Note:** Samples of required evidence are provided; however, the applicant should submit evidence appropriate to the applicant organization.
3. The **updated 12/2017 TNA Biographical Data /Conflict of Interest Disclosure Form** must be used to document content expertise of planners, presenters, or content specialists **and** any conflict of interest **or** lack thereof. CV or resumes are **NOT** accepted.
4. The **updated 12/2017 TNA Education Design Format** must be used to provide learner outcomes, content, time-frame, presenter and teaching strategies. **NOTE:** The required forms and the process for application submission has changed. Even if you have used the old forms in the past, you **MUST USE** the current version found on this website and submit using the new process as instructed in the guidelines. If you have questions or are currently completing an application using the old forms, please contact [tna.cne@tnaonline.org](mailto:tna.cne@tnaonline.org) for assistance.
5. An electronic application with supporting attachments must be sent to [tna.cne@tnaonline.org](mailto:tna.cne@tnaonline.org) at least **6 weeks** prior to the beginning date of the activity. Approval must be granted prior to presentation. Retroactive approval is not granted. Approval period is for two years. **Applications received less than the requested six (6) weeks will be assessed an additional fee of one hundred dollars (\$100.00). No applications will be accepted less than four (4) weeks from date of the activity.** Activity applications will be received for review year-round with the following exception: All activities scheduled for January and early February must be received with payment no later than November 1 of the prior year. NO ACTIVITIES will be reviewed during the month of December to allow time for year-end reports and statistical analysis.
6. Once the review process has begun, the fee is nonrefundable. The review process is considered begun when TNA staff begin the initial review process. The fee is nonrefundable if approval is denied.
7. Activity application fees relate to the cost of conducting peer review and administrative costs. Payment does not guarantee approval.

Fee schedule for activities submitted at least six (6) weeks prior to start date:

1-3 contact hours	\$150
3.1-9.9	\$300
10-15.9	\$400
16-24.9 hours	\$500
25-39.9 hours	\$800
40+	\$1,500

Fee schedule for activities submitted LATE: between 4-6 weeks prior to start date:

1-3 contact hours	\$150 + \$100 = \$250
3.1-9.9	\$300 + \$100 = \$400
10-15.9	\$400 + \$100 = \$500
16-24.9 hours	\$500 + \$100 = \$600
25-39.9 hours	\$800 + \$100 = \$700
40+	\$1,500 + \$100 = \$1,600

NOTE: Applications submitted less than 4 weeks from start date WILL NOT BE ACCEPTED.

8. Fees may be paid using MasterCard, Visa or American Express. Call Diane Cunningham at 615-254-0350. If paying by check, send to:

**TENNESSEE NURSES ASSOCIATION**  
**Attn: Diane Cunningham**  
**545 MAINSTREAM DRIVE**  
**SUITE 405**  
**NASHVILLE TN 37228-1296**