

## 2019 CNE Fee Structure and General Information

### STEPS

- Review the Tennessee Nurses Association (TNA) **Individual Educational Activity** and **Provider Unit** Guidelines for current criteria and forms.
- Complete Both the **Applicant Eligibility Verification** and the **Individual Educational Activity** or **Provider Unit** application with required attachments. **Please use only the current 2019 forms.** Applications received on outdated forms will be returned for resubmission into the new system.
- If you have questions, require additional information or assistance with the application process contact Dr. Sharon T. Hinton [tna.cne@tnaonline.org](mailto:tna.cne@tnaonline.org) for assistance.

### PROCESS

- Fee payment must be received when the **Individual Educational Activity** or **Provider Unit** application is submitted.
- Once the review process has begun for both **Individual Educational Activity** and **Provider Unit** applications there will be **NO REFUNDS**. Review is considered “as begun” when TNA CNE staff accept the application for review. Fees are applied to the cost of conducting the peer review process and administrative expenses of the TNA CNE Approver and Provider Units.
- Fees are **nonrefundable** if the application is denied. Payment does not guarantee approval.
- **Individual Educational Activity** and **Provider Unit** 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 15 of the prior year.** **NO ACTIVITIES will be reviewed during the month of December** to allow time for year-end reports and statistical analysis.
- **Provider Unit** applications for first time applicants should be submitted **at least 4 months prior to intended start date**. **Provider Unit** re-applications (already approved; renewing approval) should be submitted **at least 6 months before the unit’s expiration date**.
- It is strongly suggested that **Individual Educational Activity** applications be submitted **at least 8 weeks prior to the activity date** using the electronic forms and following submission guidelines.
- Approval for **Individual Educational Activity** must be granted before the day of the activity. Retroactive approval cannot be granted except for pilot programs with prior CNE Admin. permission. Activity approval is for a 2-year period.

- **Individual Educational Activity** applications **received less than six (6) weeks prior to the activity date** will be assessed a late fee. Applications **received 2-4 weeks prior to the activity date** may be processed at double the regular fee with the CNE Administrator's approval. Applications **received less than two weeks prior to the activity date** will be returned without review or approval.
- See chart below for applicable **Individual Educational Activity** fees.

**ADD PROCESSING FEES TO INDIVIDUAL EDUCATION ACTIVITY FEE when submitting PAYMENT!**

Contact hours	Regular fee submitted at least 6 weeks prior to activity date	Late fee submitted between 4-6 weeks prior to activity date	Rush review with CNE Admin. Approval submitted 2-4 weeks prior to activity date	PROCESSING FEES EFFECTIVE 02/15/2019
1-3	\$150	\$250	\$300	<b>\$10</b>
3.1-9.9	\$300	\$400	\$600	<b>\$10</b>
10-15.9	\$400	\$500	\$800	<b>\$20</b>
16-24.9	\$500	\$600	\$1,000	<b>\$20</b>
25-39.9	\$800	\$900	\$1,600	<b>\$40</b>
40+	\$1,500	\$1,600	\$3,000	<b>\$60</b>

**Provider Unit** approval is for a 3-year period.

- See chart below for applicable **Provider Unit** fees.

**ADD PROCESSING FEES TO INDIVIDUAL EDUCATION ACTIVITY FEE when submitting PAYMENT!**

Organization Type	Standard Fee	Nurse Planner has attended a TNA regional or Annual CCNE Update Workshop in the previous 10 months prior to submission	PROCESSING FEES EFFECTIVE 02/15/2019
Single organization	\$2,000	\$1,500	<b>\$75</b>
Has 1-3 physical location/separate addresses (not related to hospital license but to separate facilities)	\$2,500	\$2,000	<b>\$75</b>
Has more than 3 physical location/separate addresses (not related to hospital license but to separate facilities)	\$3,000	\$3,000	<b>\$75</b>