

**5.34 VERIFICATION OF PARTICIPATION AND SUCCESSFUL COMPLETION OF
EDUCATIONAL ACTIVITIES
Education Committee**

**Policy #: 5.34
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POLICY:

The IAFN will monitor attendance at and ensure successful completion of the educational design activity in order for the participant to qualify for continuing nursing education contact hours. The method used to verify participation and successful completion may vary for both provider-directed and learner-directed activities as outlined in the procedure.

PROCEDURE:

Provider-Directed Activities

To verify participation in provider-directed activities, all participants must sign the attendance roster, including their full name and additional contact information. This takes place at the beginning of the program.

Successful completion requires being present for the entire activity and return of program evaluations at the end of activity. In addition, successful completion of an activity may require pre-program preparation (such as reading journal articles) or completion of a post-test. Participants are informed of the requirements for successful completion at the time of registration and again at the onset of the provider-directed activity. The Lead Nurse Planner verifies successful completion of provider-directed activities.

Learner-Directed Activities

To verify participation in learner-directed activities, attendance will be captured through unique and specific login credentials. Information about the learner's name, address, and employer may be collected.

Successful completion requires return of a program evaluation. It may also require return of completed assignment(s) and/or a post-test with predetermined criteria that must be met. The Lead Nurse Planner verifies successful completion of learner-directed activities.