

**5.35 WRITTEN VERIFICATION OF COMPLETION WITH APPROPRIATE
LANGUAGE
Education Committee**

**Policy #: 5.35
Original Policy Number: N/A
Date Reviewed: 5-12, 8-16
Approved: 8-07, 06-12, 8-16**

POLICY:

It is the policy of the IAFN that registered nurses participating in continuing education activities that will result in ANCC-approved contact hours will receive written verification of attendance in the form of a certificate. On all certificates of attendance, communication, and marketing materials, the IAFN will use the specific language that complies with the ANCC guidelines.

PROCEDURE:

Each participant who attends a continuing education activity and completes the evaluation form will be issued a certificate verifying attendance. The certificate will include written verification that complies with ANCC guidelines.

The Lead Nurse Planner will issue written verification of attendance either at the conclusion of the program or via mail/electronically after the program.

The following statement will be used on all communications, marketing materials, and certificates of attendance to participants of activities provided by the IAFN:

The official approval statement should read:

“The International Association of Forensic Nurses is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center’s Commission on Accreditation (COA).