

**COMMISSION ON ACCREDITATION IN NURSING CONTINUING PROFESSIONAL DEVELOPMENT  
(COA-NCPD)**

<b>ENTITY TYPE</b>	Commission
<b>TOTAL NUMBER OF MEMBERS</b>	No fewer than nine (9) members
<b>APPOINTED</b>	All members are appointed by the ANCC Board of Directors
<b>COMPOSITION</b>	Per the Bylaws (Article V, Section 2), the following constituencies must be represented on the COA-NCPD: <ol style="list-style-type: none"> <li>1. Non-nurse employed in professional continuing education or in a field other than nursing</li> <li>2. Individual of foreign residence or with international experience</li> </ol> Other Commissioners are appointed based on the needs of the COA - NCPD, at that time, as determined by the COA-NCPD.
<b><sup>1</sup>AUTHORITY ESTABLISHED BY</b>	ANCC Board of Directors
<b>ACCOUNTABLE TO</b>	ANCC Board of Directors
<b>REPORTS TO</b>	ANCC Board of Directors
<b>PURPOSE</b>	Govern ANCC's NCPD accreditation activities
<b>RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provide strategic direction for the COA-NCPD Program, including:           <ol style="list-style-type: none"> <li>a. <i>NCPD Accreditation</i>: Organizational Credential, Accredited Providers and Accredited Approvers</li> <li>b. <i>Joint Accreditation</i>: Organizational Credential, and Jointly Accredited Providers</li> </ol> </li> <li>2. Develop accreditation criteria, policies and guidelines adhering to the appropriate to criteria and standards of the American Nurses Association and related professional specialty organizations.</li> <li>3. Accredite applicant organizations or programs that meet the standards /criteria; and</li> <li>4. Oversee the appeals process for the program.</li> </ol>
<b>TERM OF OFFICE</b>	<ol style="list-style-type: none"> <li>1. Commissioners serve a 4-year term of service or until a successor is appointed.</li> <li>2. Emerging Leader<sup>2</sup> members of the COA-NCPD serve a 2-year term of service.</li> </ol>

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<sup>1</sup> Documentation/policy codifying the ANCC Units is the ANCC Bylaws, revised November 30, 2018

<sup>2</sup> An Emerging Leader in the COA-NCPD is a registered nurse who has two years or less of experience in nursing (ANCC Bylaws, Article V, Section 5)

<b>TERM LIMIT</b>	<ol style="list-style-type: none"> <li>1. Commissioners may not serve more than two consecutive 4-year terms of service or eight consecutive years.</li> <li>2. The Emerging Leader may not serve more than one 2-year term in the Emerging Leader seat.</li> <li>3. A member who has served more than one-half of a term shall be considered to have served a full term.</li> </ol>
<b>REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Nursing seats require <ol style="list-style-type: none"> <li>a. A minimum of a bachelor’s degree in nursing; advance degree preferred and</li> <li>b. Joint membership in ANA and an ANA constituent/state nurses association (C/SNA) or membership in the ANA Individual Member Division (IMD) during their tenure on the COA-NCPD. <i>This requirement is waived for the non-nurse and international members.</i></li> </ol> </li> <li>2. No person shall serve concurrently on two of the following: <ol style="list-style-type: none"> <li>a. Commission on Accreditation in Nursing Continuing Professional Development</li> <li>b. Commission on Accreditation in Practice Transition Programs</li> <li>c. Commission on Board Certification</li> <li>d. Commission on Magnet®</li> <li>e. Commission on Pathway to Excellence®</li> </ol> </li> <li>3. No person shall serve concurrently as a commissioner and an appraiser for the same program.</li> </ol>
<b>TIME COMMITMENT</b>	<ol style="list-style-type: none"> <li>1. Participate in an orientation to exceed no more than 8 hours.</li> <li>2. Participate in COA-NCPD strategy meeting bi-annually to exceed no more than 5 hours for each meeting.</li> <li>3. Participate in 60-minute conference calls monthly.</li> <li>4. Members should expect to spend, on average, 10-12 hours a month reviewing evidence collected by NCPD Accreditation appraisers and validating adherence to accreditation criteria, <i>depending on the type of accreditation decision and overall compliance of applicant.</i></li> <li>5. During criteria review, every 2 years (odd year), COA-NCPD members should expect to spend at minimum 10 aggregate hours reviewing and finalizing criteria (if applicable).</li> <li>6. Serve on a subcommittee or task force as assigned by the Commission Chair or Director.</li> <li>7. Represent ANCC at meetings, if requested</li> </ol>
<b>QUALIFICATIONS</b>	Knowledge of accreditation criteria, policies, procedures, and the review process
<b>CONFLICT OF INTEREST/INTELLECTUAL PROPERTY FORMS</b>	Individuals appointed to the COA-NCPD will be required to sign conflict of interest and financial disclosure forms and an ANCC Volunteer Agreement Form to protect ANCC intellectual property.