

Contact Hour Certificates/Evaluations' Chairperson

Continuing Nursing Education Activities CNE's

- Contact hour certificates and evaluations are required for both ERCP and day long Beyond the Scope Program
- Utilize National SGNA template for contact hour certificates and evaluations
- Education Chairs review and proof contact hour certificates and evaluations prior to printing
- Contact hour certificates and evaluations are distributed to the Coordinator of each program prior to program
- Contact hour certificate for each program includes: Date of program , venue, number of contact hours, name of Education Chair, and specific language required
- Contact hour certificate for each program includes assigned SGNA Program Number
- Copies are made based on final headcount, including extras for all walk-ins
- Contact hour certificates are provided to ERCP Instructors
- Receipts are due to Treasurer within 30 days of expenditure