NAMSS CE Accreditation Application FAQ

1. What is the NAMSS CE Program Accreditation Center?

The NAMSS CE Program Accreditation Center is designed to grant NAMSS-approved Continuing Education credits to organizations offering educational activities that enhance the skills and knowledge of medical services professionals.

To login or create a profile to submit A NAMSS CE Accreditation Application, visit
https://www.namss.org/Education/CE-Program-Accreditation-Center

2. What types of educational activities qualify for NAMSS-approved Continuing Education credits?

Qualifying activities include conferences, seminars, workshops, training sessions, teleconferences, webinars, and online courses where content is directly related to the medical staff services profession, such as credentialing, privileging, and accreditation.

3. What is the CE Accreditation Application Template?

The CE Accreditation Application Template is a template to assist organizations seeking NAMSS-approved Continuing Education (CE) with submitting complete and accurate program information to the NAMSS Accreditation Committee. The template requires the following information;

- Program Title
- Program Description
- Intended Audience
- Program Advertising
- Session Date
- Session Start & End Times
- Session Title
- Session Objectives
- Speaker Information
- Session Category

The CE Accreditation Application Template automatically calculates the number of CEs your program is worth based on the Start and End Times of each of your program sessions. The template also includes instructions and examples on the first tab upon opening the template to ensure organizations understand what a completed template should look like. After you've completed the template, you will be required to upload it to your application in the CE Program Accreditation Center.

4. Am I required to submit an agenda along with the CE Accreditation Application Template?

If your program provides an agenda to attendees, you are required to upload the final version of your program's agenda with a complete CE Accreditation Application Template.

Please ensure that the information on your agenda matches the information provided in your CE Accreditation Application Template. You can do this by copying and pasting the information included in your agenda to your template and fill in any additional information needed to complete the template.

5. If my template includes session descriptions and objectives but my agenda does not, am I required to include descriptions and objectives on my agenda?

All programs are required to have session objectives in their completed CE Accreditation Application Template, however, if your agenda does not already include descriptions and objectives, you are not required to add them to the agenda. Additionally, session descriptions are not required in your completed CE Accreditation Application template, however if you include them in your agenda, you should be including them in your template.

The information provided in your agenda should match the information provided in your completed template, however if you need to fill in additional information in the template, you are not required to edit your agenda to match your completed template.

6. Is the CE Accreditation Application Template required to apply for CE Credit?

Yes, the CE Accreditation Application Template is required to apply for CE Credit.

7. Are Stress Reduction and Wellness topics eligible for NAMSS CE?

Stress reduction and wellness related topics must be specific to the MSP profession in order to be approved for NAMSS Continuing Education Credits.

8. What if there are multiple stress reduction and wellness sessions in my program application?

Each program may receive a maximum of two NAMSS CE credits for eligible Stress Reduction and Wellness topics that are specific to the MSP profession.

9. How do I apply for CE accreditation?

To apply, complete the online application in the NAMSS Accreditation Center. Applications should be submitted atleast 60 days prior to the program date to ensure timely review and approval. Programs submitted less than 30 days prior to the program date will be evaluated on a best-effort basis. The application requires you to submit a completed CE Accreditation Application Template which needs you to fill in information about the program, including objectives, agenda, speaker qualifications, and methods of content delivery.

10. How is the amount of CE credit determined?

One hour of qualified education will qualify for 1.0 NAMSS continuing education credit, with the expectation that no more than 10 minutes of each hour may be utilized for housekeeping activities such as speaker introduction, attendance, etc. Credit is not awarded for breaks, meals, networking activities, or business or administrative meetings.

11. What are the different sponsor types for submitting an application for NAMSS CE?

The NAMSS CE Application sponsor types include:

- State Chapter Affiliate
- Not-for-profit Organization (such as not-for-profit hospitals and non-profit organizations)
- For-profit Organization (including corporations, vendors, and law firms)

Each sponsoring organization must submit their own application based on their specific sponsor type and pay the correct fee.

12. How do I know if my organization is the sponsoring organization for a NAMSS CE program?

A sponsoring organization is identified as the one that:
- Hosts the program in-person or virtually.
- Is responsible for the content, either by serving as the speaker or by hiring an outside speaker.
- Collects all registration information and fees, if applicable.
- Sends out all promotional materials.
- Distributes NAMSS-approved CE certificates.
- Serves as the primary contact for questions related to program content, in case follow-up is needed from NAMSS.

13. What if I want my organization to receive NAMSS CEs from another organization's program?

The sponsoring organization of the program must submit their own NAMSS CE application based on their sponsor type, which can be:
- State Chapter Affiliate
- Not-for-profit Organization (such as not-for-profit hospitals and non-profit organizations)
- For-profit Organization (including corporations, vendors, and law firms)

In the application, the sponsoring organization must select "yes" to cross-promotion. Once the program is approved, your organization will work with the host applicant to receive NAMSS CE certificates for your attendance directly from the sponsoring organization

Please note: Per NAMSS Policy, submissions made on behalf of a sponsoring organization will not be accepted or approved for NAMSS CE credits. For example, State Chapter Affiliates cannot submit an application on behalf of a For-profit Organization (such as corporations, vendors, or law firms). The sponsoring organization is required to submit its own NAMSS CE Accreditation application.

If you have specific questions regarding your eligibility to submit please contact us at info@namss.org, and we'll be happy to assist you.

14. What happens if the application is submitted less than 30 days before the program date?

Applications submitted less than 30 days prior to the program date will be evaluated on a best-effort basis and are not guaranteed approval by the program date. Due to the high volume of applications in the spring and fall, review times may be affected. Therefore, we recommend submitting applications at least 60 days before the program date to ensure timely review and approval.

Late Submission Fees:
- Applications submitted 30 to 15 days before the program date will incur a $50 late fee.
- Applications submitted 15 to 0 days before the program date will incur a $100 late fee.

15. What are the fees associated with the CE accreditation application?

Fees vary based on the type of sponsor (e.g., nonprofit, commercial) and the length of the program. Additional late fees apply for applications submitted less than 30 days before the program date. Fee details are provided on the NAMSS CE Accreditation Website.

16. Can NAMSS CE credits be advertised before receiving approval from NAMSS?
Promotion or advertising of a program offering NAMSS CE credits is not allowed until official approval is received from NAMSS. Unauthorized promotion can lead to disqualification of the program. Phrasing such as, "This program has been submitted to NAMSS for approval" or "Pending NAMSS CE approval" is not permitted.

Once approved, NAMSS will provide language that must be used when promoting programs offering NAMSS continuing education credits.

17. What materials are required for the NAMSS CE accreditation application?
Applicants must provide a detailed program description, including learning objectives, a timed agenda, speaker qualifications, and methods of content delivery.

18. What are examples of applicable learning objectives for my program's sessions?
Objectives should highlight how the session will contribute to the MSPs' continued competence in the field. Continued competence is defined by NAMSS as demonstrating knowledge, skills, or ability to proficiently perform as a certified provider credentialing specialist or as a certified professional in medical services management throughout the certificate's professional career.

<u>**Session Objective Examples:**</u>
At the completion of this course attendees will be able to:
- Report current JCAHO and NCQA accreditation and credentialing standards for acute care, managed care, and credentialing verification organizations
- Define legal principle of credentialing

Please note that **each program session** should have objectives clearly listed in the application.

19. What credentials does NAMSS allow with program speakers' names?
To ensure the quality and credibility of NAMSS certifications, NAMSS permits NAMSS-accredited education programs, along with related instructional and marketing materials, to reference only acronyms and credentials that are accredited by the National Commission for Certifying Agencies (NCCA) or a similar reputable national accreditation body, such as the American National Standards Institute.

In addition, NAMSS allows the inclusion of degrees, fellowships, and any accredited certifications with speakers' names in their programs and materials, provided these credentials also meet the high standards of reputable national accreditation bodies. Examples of such accredited credentials, fellowships, and degrees include:
- Certified Provider Credentialing Specialist (CPCS®)
- Certified Professional Medical Services Management (CPMSM®)
- Certified Professional in Healthcare Quality (CPHQ)
- Fellow of the National Association of Medical Staff Services (FMSP)
- Fellow of the American College of Healthcare Executives (FACHE)
- Fellow of the American College of Medical Practice Executives (FACMPE)
- Master's Degree: e.g., Master of Arts (M.A.), Master of Science (M.S.)
- Doctoral Degree: e.g., Doctor of Philosophy (Ph.D.), Doctor of Medicine (M.D.)

This ensures that all referenced credentials maintain the integrity and excellence expected in the field

20. What are the steps of the review process after the application is submitted?
After a NAMSS CE application is submitted, it undergoes review by members of the NAMSS Accreditation Committee. If further information or clarification is required, the applicant is promptly notified and requested to provide the necessary details in the NAMSS Accreditation Center. Once the application is updated with the requested information, it is resubmitted to the Accreditation Center for further review by the committee. This process ensures that all necessary criteria are met before a final decision is made regarding NAMSS CE accreditation.

21. Are there any post-activity requirements once CE credits are approved?
Yes, once a CE Application is approved the sponsoring organization will find their NAMSS CE Certificate in the Accreditation Center to be distributed to attendees.

22. Does NAMSS have a how-to guide on how to complete the CE Accreditation application?
Yes, newly introduced, NAMSS has released a NAMSS CE Accreditation Application Walkthrough video that provides a step-by-step guide on how to complete a CE Accreditation Application in the CE Accreditation Center. **You can find this resource on the** NAMSS CE Program Accreditation Center **webpage.**

23. Where can I find more information or get assistance with my application?
For more detailed information or assistance with the application process, visit the NAMSS CE Program Accreditation Center or contact NAMSS directly via email at education@namss.org.

For comprehensive details and guidelines, please visit the NAMSS CE Program Accreditation Center webpage.

For review of all NAMSS Education policies, please click here.