

700 Butler Drive, Providence, Rhode Island 02906 (401) 331-5644 Fax (401) 331-5646

June 19, 2009

Dear Approved Provider:

The Approver Unit has implemented the following changes **effective July 1, 2009**:

- Applicants must use the most current application located on the web or the application will be returned for reformatting. Incomplete applications and applications requiring reformatting will be subject to the late fee.
- The standard review time for an initial provider application is 60 days. RISNA provider reapplications should be received a minimum of 45 days prior to the expiration of the current providership term. Incomplete applications or those requiring clarification of revision may take longer than the standard 45 day timeframe.
- Applications received less than 45 days but more than 30 days must be accompanied by an expedited review fee and are subject to peer review availability. Compliance with all ANCC criteria is required irrespective of standard timelines. First time provider applications do not qualify for expedited review. Provider reapplications received less than 30 days prior to expiration will not be considered for review.

| APPLICATION TYPE                  | DURATION | ADVANCE RECEIPT | COST         | ADDITIONAL LATE FEE if >30 but <45 days                       |
|-----------------------------------|----------|-----------------|--------------|---|
| Initial provider                  | 3 years  | 60 days         | \$3000.00    |   |
| Provider reapplication            | 3 years  | 45-60 days      | \$3000.00    |   |
| Expedited review of reapplication |          | 30-45 days      |              | Add \$750.00 Not available to 1 <sup>st</sup> time applicants |
|                                   |          | < 30 days       | Not accepted |   |

Providers will be notified at least 4 months in advance of impending contract expiration. Provider applications requiring significant revision will be returned to applicant for revision within 2 weeks of submission. Corrections/revisions must be submitted to RISNA more than 15 days prior to expiration of the current contract.

If requested revisions and documentation are not received within 15 days, the approved provider is put on probation for 30 days. If requested revisions and documentation are received during the probation period, the approved provider will be charged a reinstatement fee of \$500. If requested revisions and documentation are not received at the end of the probation period, the contract will be considered expired.

If the provider submits requested revisions and documentation after the probationary period has ended, the provider will be required to submit a new application and corresponding fee of \$3000 to be considered an approved provider.

Thank you for being an Approved Provider under the guidelines of the American Nurses Credentialing Center Commission on Accreditation (ANCC). Please contact me via email at [ceu@risnarn.org](mailto:ceu@risnarn.org) or by telephone at RISNA if you have any questions or concerns about the changes listed above.

Sincerely,

Susan Sienkiewicz, RN, MA  
Chair, Cabinet on Nursing Education

The Rhode Island State Nurses Association is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center Commission on Accreditation.