HELPFUL HINTS for determining the ANCC-defined activity type for your program

Activity Types		
One of the following Activity Type codes	**Code Key**	
C	**Course** *Examples: annual meeting, conference, seminar*	A course is a live educational activity where the learner participates in person. A course is planned as an individual event. For events with multiple sessions, such as annual meetings, WNA CEAP-approved organizations report one activity and calculate the hours of instruction by totaling the hours of all educational sessions offered for CNE credit. To calculate the number of learners, WNA CEAP-approved organizations report the number of learners registered for the overall event. WNA CEAP-approved organizations are not required to calculate participant totals from the individual sessions. If a course is held multiple times for multiple audiences, then each instance is reported as a **separate activity**.
RSS	**Regularly Scheduled Series**	A regularly scheduled series (RSS) is a course that is planned as a series with multiple, ongoing sessions (e.g. offered weekly, monthly, or quarterly) **and is primarily planned by and presented to** the WNA CEAP-approved organization's professional staff. WNA CEAP-approved organizations report each RSS as one activity. In addition, WNA CEAP-approved organizations adhere to the following guidelines: • The cumulative number of hours for all sessions within a series equals the number of hours for that activity, and each nurse is counted as a learner for each session he/she attends in the series. • For example: Nursing Grand Rounds is planned for the entire year as one (1) series. Participants meet weekly during the year for one (1) hour each week. The WNA CEAP-approved organization reports the series as one activity with 52 hours of instruction. If 20 nurses participated in each session, total nurse participants would be 1,040 (20 nurses per session multiplied by 52 sessions) for that single activity.
IL	**Internet Live Course**	An internet live (IL) activity is an online course available via the internet at a certain time on a certain date and is only available in real-time, just as if it were a course held in an auditorium. Once the event has taken place, learners may no longer participate in that activity unless it is again presented on a specific date and time and is only available in real-time. If an IL course is presented on multiple occasions, each event is counted as one activity.
EM	**Enduring Material (Homestudy)**	An enduring material (EM) is an activity that is printed or recorded and does not have a specific time or location designated for participation. Rather, the participant determines where and when to complete the activity. Sometimes, WNA CEAP-approved organizations will create an EM from a live CNE activity. When this occurs, ANCC considers the provider to have created two separate activities – one live activity and one EM activity. Both activities must comply with all ANCC requirements. An EM can be available for less than one year, one year, or multiple years. Each EM is counted as one (1) activity for each year it is available, whether it is active for the entire year or part of the year. The WNA CEAP-approved organization reports the number of learners who participated during the year. WNA CEAP-approved organizations do not report cumulative data for an EM activity spanning multiple years. When reporting the number of participants for an EM activity, the WNA CEAP-approved organization should count all learners who completed all or a portion of the activity whose participation can be verified in some manner. ANCC would not consider individuals that only received the enduring material activity but did not actually complete all or a portion of it to be participants.

IEM	**Internet Activity Enduring Material** *Examples: online interactive educational module, recorded presentation, podcast*	An internet enduring material (IEM) activity is an 'on demand activity,' meaning there is no specific time designated for participation. Rather, the participant determines when to complete the activity. An IEM can be available for less one year, one year, or multiple years. Each IEM is counted as one activity for each year it is available, whether it is active for the entire year or part of the year. The WNA CEAP-approved organization reports the number of learners who participated during the year. WNA CEAP-approved organizations do not report cumulative data for an IEM activity spanning multiple years. When reporting the number of participants for an IEM activity, the WNA CEAP-approved organization should count all learners who completed all or a portion of the activity whose participation can be verified in some manner. ANCC would not consider individuals that only downloaded or accessed the activity but did not actually complete all or a portion of it to be participants.
JN	**Journal-based CNE**	A journal-based CNE activity includes the reading of an article (or adapted formats for special needs), a WNA CEAP-approved organization learner engagement strategy (that may include reflection, discussion, or debate about the material contained in the articles(s)), and/or a requirement for completion by the learner of a pre-determined set of questions or tasks relating to the content of the materials as part of the learning process. The ANCC does not consider a journal-based CNE activity to have been completed until the learner documents participation in that activity to the WNA CEAP-approved organization. Each article is counted as one activity. To calculate hours of instruction, the WNA CEAP-approved organization specifies the amount of time required to complete the activity. The number of participants reported by the WNA CEAP-approved organization equals the total number of individuals who completed the activity. Participants are counted once, regardless of how many times they worked on the activity. For example, a WNA CEAP-approved organization produces a journal that contains an article designated as a journal-based CNE activity. Twenty nurses read the article, reflect on the content, and complete questions related to the content of the article. The nurses spend one hour on this activity. The WNA CEAP-approved organization would report this as one journal-based CNE activity with 20 nurse participants and one hour of instruction.