



655 K STREET NW  
SUITE 750  
WASHINGTON DC 20001

202-887-6791

CCNEACCREDITATION.ORG

October 8, 2021

To: Chief Executive Officers, Healthcare Organizations  
Chief Nursing Officers/Chief Nurse Executives, Healthcare Organizations  
Chief Nurse Administrators, CCNE-Affiliated Baccalaureate & Graduate  
Nursing Programs  
Entry-to-Practice Nurse Residency Program Coordinators  
CCNE On-Site Evaluators  
Accrediting Agencies  
Selected Federal Agencies  
National Nursing Organizations  
State Boards of Nursing  
Other Interested Parties

From: Dr. Elizabeth Ritt, Chair  
CCNE Board of Commissioners

Re: Revised CCNE *Procedures for Accreditation of Entry-to-Practice Nurse Residency Programs*

The Commission on Collegiate Nursing Education (CCNE)--a nationally recognized accrediting agency for baccalaureate and graduate nursing programs, entry-to-practice nurse residency programs, and Nurse Practitioner fellowship and residency programs--is pleased to announce that, on September 27, 2021, the CCNE Board of Commissioners amended the *Procedures for Accreditation of Entry-to-Practice Nurse Residency (Procedures)*. Before amending the *Procedures*, the Board considered all comments that were received from the community of interest in response to the Call for Comments issued on August 31, 2021. In accordance with its commitment to ongoing self assessment and continuous quality improvement, CCNE periodically undertakes a review of its core documents and provides opportunity for constituents to review the documents and suggest revisions, and these revisions are a result of such review.

The *Procedures* document can be accessed at <https://www.aacnnursing.org/Portals/42/CCNE/PDF/Procedures-Residency.pdf>. The revised *Procedures* document goes into effect immediately. CCNE publishes separate accreditation procedures guiding the accreditation of baccalaureate and graduate nursing programs and nurse practitioner fellowship/residency programs.

A summary of changes is presented as follows:

- Clarifies that programs seeking and maintaining CCNE accreditation acknowledge the procedural requirements (see p. 1).
- Renames the Residency Accreditation Committee (RAC) as the Entry-to-Practice Residency Accreditation Committee (EPRAC) to differentiate it from CCNE's new Nurse Practitioner Fellowship/Residency Accreditation Committee (see p. 2).
- Changes the possible maximum term of accreditation for programs seeking *continued* accreditation from 5 years to 10 years (see pp. 4, 12, and 17).
- Clarifies the reporting timelines programs are to follow in the event there is a change in status with an institutional accreditation agency (see pp. 4 and 21).
- Establishes a policy for conducting virtual evaluations in place of on-site evaluations when extraordinary circumstances warrant (e.g., pandemic), including conducting in-person verification visits, consistent with new U.S.

Department of Education requirements (see p. 9).

- Shifts the “on-site resource room” to a “virtual resource room,” requiring that the program make all evaluation resource materials available to the CCNE evaluation team in electronic form at least 7 days prior to the CCNE evaluation, whether the evaluation is conducted on site or virtually (see p. 10).
- Updates sections titled Accreditation Denied and Accreditation Withdrawn to align with current practices in the accreditation community to notify residents and prospective residents of denial or withdrawal of accreditation within 7 business days of a program being notified of such an action by the accrediting agency. Additionally, the proposed revisions require CCNE to notify various entities of the adverse action at the same time the program is notified and to notify the public within 1 business day (see pp. 12-13).
- Provides a process for programs that have accreditation withdrawn to request an effective date that is different than the date of the adverse action. Such request must be made in writing following established timelines and must be particularly related to resident protection and the imminent completion of residents in the affected program (see pp. 13 and 23).
- Establishes that actions by the CCNE Board to issue a show cause directive (i.e., “show cause as to why accreditation should not be withdrawn”) are public actions, consistent with current practices in accreditation. CCNE and the program will notify various entities of said action (see p. 15).
- Establishes that “CCNE may require a program to publicly correct any misleading or inaccurate advertising, marketing materials, published documents, or public claims regarding the program’s offerings, outcomes, and accreditation status” (see p. 16).
- Allows the CCNE Board, at its discretion, to waive the requirement to submit a continuous improvement progress report (CIPR) when a program is awarded an accreditation term of less than 3 years as the program would already be under special monitoring by CCNE during the shortened term of accreditation (see p. 18).
- Clarifies CCNE’s policy regarding “not met” standards as a result of the Board’s review of monitoring reports (see p. 20).
- Clarifies the possible outcomes related to the review of substantive change notifications (see p. 22).
- Establishes the effective date of decisions by the CCNE Hearing Committee to affirm or amend adverse decisions of the CCNE Board as “no earlier than the date of the Hearing Committee’s decision.” Further, if the CCNE Hearing Committee remands an action to the CCNE Board for further consideration, the effective date of a resulting adverse action will be “no earlier than the Hearing Committee’s decision to remand” (see p. 23).
- Establishes policies for recording and transcribing an appeal hearing (see p. 25).
- Revises the actions that may be taken by a CCNE Hearing Committee, in alignment with current accreditation practices (see pp. 25).
- Clarifies CCNE’s confidentiality policy and that confidential information may be shared in accordance with legal requirements (see p. 26).

- Updates CCNE's records retention practices to align with current accreditation practices (see p. 29).

Finally, no sections were added to or removed from the *Procedures* document.

If you have any questions about these revisions, please contact Benjamin Murray, Deputy Executive Director, at 202-887-6791 x275 or at [bmurray@ccneaccreditation.org](mailto:bmurray@ccneaccreditation.org).

Thank you.

