

# Do your oncology CE offerings stand out from the crowd? ONCC can help.



## CE Provider ILNA Coding Request Form

**Your CE offerings could be more attractive to oncology nurses if they knew your CE could be used for certification renewal. Now you can reassure them.**

There are more than 36,000 oncology certified nurses—many of them are actively looking for CE they can use for certification renewal by the Individual Learning Needs Assessment (ILNA) method. The best way to assure nurses a program can be used for ILNA points is to have it officially coded for renewal by ILNA.

### **Here's how.**

The Oncology Nursing Certification Corporation (ONCC) offers a service called ILNA Coding. The coding involves reviewing Continuing Nursing Education (CNE) programs and allocating the CE credit to the various categories of the Certification Examination Blueprints (Test Content Outlines). These are the categories in which ILNA points may be required for certification renewal. (Note: a CNE offering must be approved for contact hours by an acceptable accreditor or approver of CNE. Coding a program for ILNA categories does not replace educational accreditation. ILNA coding is only for the purposes of recertification through ONCC.)

### **There are two ways to get your program coded:**

1. ONCC will complete the coding. You can submit detailed CE content information to ONCC. ONCC staff will review the CE content and provide the detailed coding for how the CE can be applied to various categories for ILNA points.
2. ONCC will review the coding you provide. You propose how the CE content should be coded and submit it to ONCC. ONCC staff will review the proposed coding and accept it, or revise it to more accurately reflect how the CE offering may be used for ILNA points.

There is a fee for each of these services (see the ILNA Coding Request Form on page 3 for details).

Regardless of which option you choose, you'll receive detailed information on how nurses can use your CE offering to renew their certification. You can use the ILNA coding to make your offerings stand out from the others in the CE marketplace.

**Review the following pages to learn which coding option is best for your CE offerings.**



## INSTRUCTIONS

### To Request ONCC Complete the Coding:

- 1) Complete the ILNA Coding Request Form.
- 2) Submit the ILNA Coding Request Form, fee, and a copy of the program brochure or program outline to ONCC (see address information on form).

### To Request ONCC Review the Coding:

- 1) Refer to the certification blueprints to determine the categories where the CNE may be assigned. (Test blueprints are available at [www.oncc.org](http://www.oncc.org).) Use the program objectives to code the CNE. One hour of CNE is equal to one ILNA point. For example: consider a 6.0 contact hour program that has four objectives; each objective is equal to 1.5 contact hours. Two objectives are coded for Survivorship equaling 3.0 contact hours, and two objectives are coded for Symptom Management equaling 3.0 contact hours. In this case, 3 points could be applied to Survivorship and 3 points to Symptom Management.
- 2) If a program has 1.0 contact hour or less, code the program to one subject category; don't divide it among multiple categories. For example: consider a 1.0 contact hour program that has two objectives; one objective for Symptom Management and one objective for Survivorship. The program is coded as 1.0 contact hour for Symptom Management **OR** 1.0 contact hour for Survivorship. Enter the 1.0 in both categories on the ILNA CNE Assignment form. Do not enter 0.5 contact hour for Symptom Management and 0.5 contact hour for Survivorship.)
- 3) Complete the CNE Assignment form for all certification programs to which the program applies. The certification programs include AOCNP®, AOCNS®, BMTCN™, CBCN®, CPHON®, and OCN®.
- 4) Submit the completed ILNA Coding Request Form, the CNE Assignment Form, a copy of the program brochure or handout, and fee to ONCC (see address information on form)..

### After you submit the forms, ONCC will:

- 1) Review the information submitted and provide final coding assignments for ILNA categories.
- 2) ONCC will respond within 14 business days. The response will include:
  - a. Official statement: "The program content has been reviewed by the Oncology Nursing Certification Corporation (ONCC) and is acceptable for recertification points in the following ILNA categories: (Symptom Management – 3 points, Survivorship – 3 points). The certification candidate should determine his/her need for points in any specific category."
  - b. Disclaimer: "ONCC review is **only** for designating content to be used for ILNA points and is **not** for CNE accreditation. CNE programs must be formally approved for contact hours by an acceptable accreditor/approver of nursing CE to be used for recertification by ONCC. If the CNE provider fails to obtain formal approval to award contact hours by an acceptable accrediting/approval body, no information related to ONCC recertification or ILNA categories may be used in relation to the program."

The Official Statement should be included with program materials to explain to participants how they can use the CNE for ILNA points.

### Questions?

Contact ONCC at 877-769-ONCC (6622) or [oncc@oncc.org](mailto:oncc@oncc.org).



## Request for ILNA CE Coding - CE Providers

### CE PROVIDER INFORMATION

CE Provider: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Check whether the CE Provider is:      For-profit                              Non-profit

### FEES & SERVICES

Indicate whether you are requesting:      Complete Coding for CE              Review Coding for CE

Please see instructions on page 2 for a detailed explanation of the difference between "Complete Coding" and "Review Coding"

ILNA Coding Fees				
Number of CE Contact Hours	For-Profit CE Providers		Non-Profit CE Providers	
	Complete ILNA Coding	Review ILNA Coding	Complete ILNA Coding	Review ILNA Coding
0.1 – 4.0	\$75	\$50	\$40	\$25
4.1 – 8.0	\$150	\$75	\$75	\$40
8.1 –12.0	\$200	\$100	\$100	\$50
12.1 – 16.0	\$300	\$150	\$150	\$75
16.1 – 20.0	\$400	\$200	\$200	\$100
More than 20 hours	Call for fee			

### CE PROGRAM INFORMATION

Program Title: \_\_\_\_\_

Approver/Accreditor: \_\_\_\_\_

(The name of organization that has approved the program for contact hours. To qualify for ILNA points, a CNE program must be approved for contact hours by an acceptable accreditor or approver of CNE).

Indicate the ONCC credential(s) to which the CE program applies:

- OCN®    
  AOCNP®    
  AOCNS®    
  CBCN®    
  CPHON®    
  BMTCN™

List the program objectives below, and the estimated length of time that will be allotted to each. Please attach a brochure, content outline, or program handout when submitting this form. Continue on reverse side if necessary

**Objective(s):**

**Estimated Program Time for Objective:**

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**ILNA Coding: CE Providers**  
**CNE Assignment Form**  
 (Complete and submit if requesting Review Coding)

Program Title: \_\_\_\_\_

ILNA Subject Categories	Total Amount of CNE	OCN®	CBCN®	AOCNP®	AOCNS®	BMTCN™	CPHON®
Screening and Early Detection							
Scientific Basis for Practice/Diagnosis and Staging							
Treatment							
Symptom Management							
Psychosocial							
Oncologic Emergencies							
Survivorship							
End of Life							
Professional Performance							
Coordination of Care							
Roles of the APN							
Basic Concepts and Indications for Transplantation							
Types of Transplants and Sources of Stem Cells							
Pre-Transplant Care							
Preparative Regimens and Stem Cell Infusion							
GVHD Prevention and Management							
Post-Transplant Issues							
Disease Related Biology							

**Submit the Request for ILNA Coding, a copy of the program brochure or content outline, and the CNE Assignment Form (if submitting proposed coding). Please submit by mail, fax, or email to ONCC:**

Oncology Nursing Certification Corporation  
 Attn: Program Managers  
 125 Enterprise Drive, Suite 210  
 Pittsburgh, PA 15275  
 Fax: 412-859-6168  
 oncc@oncc.org