

# Make your CE programs simply irresistible.

## ILNA Point Coding can make a good CE program even better.

More than 37,000 oncology certified nurses are looking for continuing education (CE) for certification renewal. Your CE offerings could be more attractive to them – if they know they can use your programs to meet their Individual Learning Needs Assessment (ILNA) requirements for renewal.

Certified nurses earn ILNA points for certification renewal by completing professional development in oncology subject areas. Your CE offerings may fit in these subject areas, but certified nurses may not be aware. Including ILNA Point Coding in your program information adds value to your programs.

### Here's how ILNA Point Coding works.

ONCC reviews your Continuing Nursing Education (CNE) or Continuing Medical Education (CME) programs and confirms how nurses can use the points for certification renewal. This is called ILNA Point Coding.

There are two ways to get ILNA Point Coding for your programs:

1. ONCC reviews your proposed coding.
2. ONCC codes your program.

### It's easy to request and use ILNA Point Coding.

1. Complete the ILNA Point Coding Request Form and submit it to ONCC.
2. ONCC will review your request and respond with ILNA Point Coding information within 14 business days.
3. Add the ILNA Point Coding information to your program advertisements and information.

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.

*(Note: a CE offering must be approved for contact hours by an acceptable accreditor or approver of CNE or CME. Coding a program for ILNA categories does not replace educational accreditation. ILNA coding is only for the purposes of recertification through ONCC.)*



## How to Determine ILNA Point Coding

1-hour CNE/CME hour = 1 ILNA Point

### CE Offerings of 4 contact hours or less

1. Decide what the program is generally about at a high level. For example: Early Detection, Treatment, End-of-Life Care, etc. Programs may address more than one subject area.
2. Look at the list of ILNA Subject Areas on the Coding Request Form and find the corresponding, reasonably-related subject area(s) where ILNA Points may apply.
3. Choose the reasonably-related subject area(s) where the ILNA Points apply. Don't divide points for programs of 4 hours or less among multiple subject areas. If the offering could apply to more than one subject area, the total points may be applied in any one of the reasonably related areas. For example: if the content applies to Early Detection, Treatment or End-of-Life, the ILNA points for the program could be applied to Early Detection or Treatment or End-of-Life.

### Large CE Offerings/Conference with Multiple Sessions

1. Consider what each session or portion of the program is generally about at a high level. For example: Early Detection, Treatment, End-of-Life Care, etc.
2. Look at the list of ILNA Subject Areas on the Coding Request Form and find the corresponding, reasonably-related subject area(s) where ILNA Points may apply for each session/portion of the program.
3. Code the offering so the ILNA points apply in the reasonably-related subject area(s). Don't divide points for individual sessions among multiple subject areas. ILNA Points for a session or portion of the program may be applied in any one of the reasonably related areas. For example: if the session content could apply to Early Detection, Treatment or End-of-Life, the ILNA points for the session could be applied to Early Detection or Treatment or End-of-Life.

### ILNA Point Coding Statements

Once ILNA Point Coding is approved, you may use the following advertising statement in conjunction with your program.

*"The program content has been reviewed by the Oncology Nursing Certification Corporation (ONCC) and is acceptable for recertification points in the following ILNA subject areas:"*

### Have Questions?

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

*Disclaimer: ONCC review is only for designating content for ILNA points and is not for educational accreditation. Programs must be formally approved for CNE or CME hours by an acceptable accreditor/approver. If the CE provider does not obtain formal approval to award CNE or CME by an acceptable accrediting/approval body, no information related to ONCC recertification or ILNA categories may be used in relation to the program.*

## Request for ILNA CE Coding - CE Providers

To expedite processing, please complete the following form using a computer.

### 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"

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			

### PAYMENT INFORMATION

Please check one:

Check/Money Order (payable to Oncology Nursing Certification Corporation)

Visa MasterCard American Express Discover

Cardholder's Name (print)

Signature

Card number

Expiration

\$

Total Amount Due

### SUBMISSION INSTRUCTIONS

Submit the Request for ILNA Coding, a copy of the program brochure or content outline, and the CE Assignment Form (if submitting proposed coding). Please allow two weeks for ONCC to process your coding. Forms completed using a computer and submitted via email will be processed faster.

Please submit by email (preferable), mail, or fax to ONCC:

Oncology Nursing Certification Corporation

Fax: 412-859-6168

Email: oncc@oncc.org

Attn: Program Managers

125 Enterprise Drive

Pittsburgh, PA 15275

## Request for ILNA CE Coding - CE Providers

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

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

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

### CE PROGRAM INFORMATION

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

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

Accrediting Organization: \_\_\_\_\_

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

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.

Objective(s):

*Estimated Program  
Time for Objective:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**CE PROGRAM INFORMATION**

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

CE Provider Name and Address: \_\_\_\_\_  
 \_\_\_\_\_

Accreditor: \_\_\_\_\_ Total CE: \_\_\_\_\_

Start date/time of program \_\_\_\_\_ End date/time of program \_\_\_\_\_

Expiration date (if online/on-demand) \_\_\_\_\_

Name/Email of Contact Person: \_\_\_\_\_

<b>ONCC Content Area</b>	<b>ILNA Points</b>
<b>Coordination of Care/Navigation</b>	
<b>Diagnosis and Staging</b>	
<b>Disease-Related Biology</b>	
<b>End-of-Life</b>	
<b>Health Promotion/Screening and Early Detection</b>	
<b>Oncologic Emergencies</b>	
<b>Professional</b>	
<b>Psychosocial</b>	
<b>Scientific Basis of Cancer</b>	
<b>Survivorship</b>	
<b>Symptom Management and Palliative Care</b>	
<b>Treatment</b>	
<b>Types of Transplants and Sources of Stem Cells</b>	
<b>Basic Concepts for Transplantation</b>	
<b>Pre-Transplant Care/Preparative Regimens</b>	
<b>Roles of the APN</b>	
<b>Total ILNA Points</b>	