

Request Form for Extension to Claim Nursing Continuing Professional Develop (NCPD) contact hour(s)

Background

Nursing Continuing Professional Development (NCPD) Attendee Requirements: *When NCPD is offered/awarded with an NASN program, attendees paying the appropriate registration fee will receive NCPD contact hours for the program once attended and completed. Attendees are provided 90-days from the program's start date to claim NCPD contact hours.*

Attendees must attend the entire program. *Partial credit cannot be awarded.*

Attendees must complete post-program requirements including assessments and evaluations.

Extension Request Criteria

If extenuating circumstances prevent an attendee from claiming NCPD contact hours, they may request an extension to complete post-program requirements if the following criteria is met:

1. Extension grants attendee access to post-program requirements including assessments and evaluations.
2. Extension is for a program that started in the same calendar year as the extension request.
3. Extension is placed by December 1st.
4. Extension request is accompanied by a payment of \$60.00.
5. Extension is mailed to the National Association of School Nurses.
6. Approved extension is granted for 5 business days.

Program Name:

Date of Program:

Customer Name:

Customer Preferred Mailing Address:

Customer Preferred Telephone:

Customer Preferred Email:

Payment Method (Prepayment in U.S. funds is required)

AMEX MasterCard Visa Discover

Credit Card Number:

Security Code Number:

Exp. Date:

Name on Card (Please Print):

Signature:

Mail completed form to:

National Association of School Nurses

Attention: Request for Extension to Claim NCPD

1100 Wayne Avenue, Silver Spring, Maryland 20910