Guidelines for NSH Approval of Contact Hours for Annual Provider

SUBMITTING YOUR PROGRAM FOR APPROVAL

Approval of educational programs by NSH requires the submission of an Application for Approval of Contact Hours from the sponsoring organization and all required supporting documentation. The program application must be signed by a representative of the organization who agrees to be the education coordinator for the meeting. The coordinator is responsible for the following:

1) Submission of a Program Application for Approval of Contact Hours and required supporting documentation to include:
   a. A general abstract form for each session seeking approval.
   b. A Curriculum Vitae or short bio for each presenter participating in the presentations.
   c. A sample PPT and/or handouts used for each session.

   The packet must be submitted to the NSH headquarters office **21 days** prior to the date of the program.

2) Assures that the organization submits the appropriate fees when billed. (*Organizations with an outstanding balance will not be approved for future offerings until the balance is paid in full.*)

3) Assures that the NSH policies governing involvement of commercial suppliers and safety guidelines for wet workshops is followed (see below).

4) Contacts NSH via email, aubrey@nsh.org, with specific dates for a planned offering of an approved session. NSH will then add these dates to the NSH Contact Hour Portal so that attendees may submit hours. Dates must be submitted to NSH within seven days of completion of the course. If dates are not shared with NSH hours for that session will be not be approved.

5) Assures that attendees sign the "Sign In Roster" at registration and that the sign-in roster is returned to the NSH office within 30 days of the completion of the program. Online courses do not require “signed” rosters but registration lists certified by the education coordinator that those on the list attended the event. This list is used to document the attendance of an individual and for random audits of contact hour records.

6) Assures that an evaluation form is filled out by each registrant. The evaluations are collected at the end of the program and an evaluation summary is completed by the education coordinator. Program evaluations must be returned to the NSH office within **30 days of completion of the program.** Organizations may use their own evaluation form or request the NSH formatted version. Programs receiving less than 70% will lose their approved status for future offerings.

7) Assures that the appropriate contact hour documents for reporting contact hours are distributed or collected in the correct formats and within established timelines.

NSH will provide the following:

- documentation of approved sessions and their assigned hours
- evaluation form templates (if requested)
- post event email text template for communicating how to post contact hours

These items will be emailed to the education coordinator approximately two weeks before the meeting.

Fees
See Fee Schedule on Page 4

Contact Hour Certificates
All contact hour records are maintained through the NSH Contact Hour Portal, ce.nsh.org. Both members and nonmembers of NSH can access their education records through the portal.

Following the event attendees log into the Contact Hour Portal and self report the sessions they attended. Attendees can then print their contact hour certificates immediately. NSH will also provide text for an email that can be sent to all attendees following the meeting explaining how to report their hours.

GUIDELINES FOR INCLUSION OF COMMERCIAL SUPPLIES AND/OR PRODUCTS
The purpose of the National Society for Histotechnology is to provide an interchange of ideas pertinent to histotechnology and to advance professional growth, standards, knowledge and performance in histotechnology through continuing and formal educational programs. These guidelines are intended to avoid having contact hour approval misconstrued as endorsement of a company, product or service by the National Society for Histotechnology. Contact hours will be considered only if the application follows this policy.

Individuals may use company products and equipment for the sole purpose of teaching scientific theory, techniques and information useful to the field of Histotechnology. The program content and material for handout may not include catalogs, price lists or commercial material of any nature.

If the workshop is sponsored by a company (e.g., at a state or regional meeting) the company, product or service name may be stated on the front page only of any handout material, as the sponsoring agent. The sponsoring company may be given verbal acknowledgment at the beginning of the presentation but subsequent reference, by name or brand, shall be omitted.

SAFETY GUIDELINES FOR WET WORKSHOPS

- Provide Safety Data Sheets (SDS) for all hazardous substances used in the workshop.
- Provide a chemical resistant barrier, such as lab paper, for areas where chemicals may contact surfaces.
- Provide personal protective equipment (PPE) for participants when necessary.
- Provide proper spill/clean up supplies for chemicals used in the workshop.
- Provide absorbents for the type and quantity of chemicals being used. The NSH office or state/region representative must be notified of any waste disposal needs prior to meeting to ensure compliance with federal, state and local regulations.
- Provide puncture resistant containers for sharps disposal. Typically, contaminated sharps such as needles, scalpels, and Pasteur pipettes must be disposed of in puncture resistant sharps containers.
- Provide proper ventilation for demonstration/exercises in which hazardous reagents are likely to exceed the permissible exposure limit.
- NSH recommends that you do not allow the use of Formalin and xylene in workshops.* Specimens fixed in Formalin must be transferred to a non-formalin holding solution i.e. 70% ethanol. Xylene substitutes or safe alternates must be used.
- Assure that power supplies and equipment are properly grounded to prevent shock.
- If being used for workshop purposes, animals must be properly housed and maintained in an approved facility. NSH does not recommend the use of animals in workshops conducted in convention centers or hotels.
- Arrange for disposal of hazardous chemicals and sharps containers used in workshops.
- Have first aid supplies available, including eye wash bottles. Know the route to the local hospital/emergency room.
- Provide workshop directors/liaisons with emergency information: emergency phone numbers, location of first aid supplies, fire extinguishers and exits.

* OSHA's exposure limits CFR 1910.1048 Formaldehyde CFR 1910.1450Laboratory

Questions?
Please contact the NSH Meeting Manager, Aubrey Wanner, aubrey@nsh.org or 443-535-4060.

NSH Contact Hour Provider Fees (revised December 2015)

Fees for NSH Constituent Societies:

Event	**Fee**
Annual Provider, ≤ 18 contact hours offered annually	$180.00
Annual Provider, > 18 contact hours offered annually	$350.00
Single Provider, event ≤ 6 contact hours	$65.00
Single Provider, event > 6 contact hours, ≤12 contact hours	$120.00
Single Provider, event > 12 contact hours	$180.00

Fees for non-profits (e.g. hospitals, government organizations, other professional organizations):

Event	**Fee**
Annual Provider, ≤ 18 contact hours offered annually	$270.00
Annual Provider, > 18 contact hours offered annually	$500.00
Single Provider, event ≤ 6 contact hours	$90.00
Single Provider, event > 6 contact hours, ≤12 contact hours	$180.00
Single Provider, event > 12 contact hours	$270.00

Fees for for-profits (ie for profit CE Providers, businesses or other industry partners):

Event	**Fee**
Annual Provider, ≤ 15 courses offered annually	$500.00
Annual Provider, > 15 courses offered annually	$750.00
Single Provider, event ≤ 6 contact hours	$150.00
Single Provider, event > 6 contact hours, ≤12 contact hours	$225.00
Single Provider, event > 12 contact hours	$350.00

Self study or on demand providers should choose the Annual Provider category that matches the annual contact hours of their offerings.