

SUBMITTING YOUR PROGRAM FOR APPROVAL

Approval of educational programs by National Society for Histotechnology (NSH) requires the submission of an Application for Approval of CEUs 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 the correct Program Application for Approval of CEUs (Annual or Single) and **ALL** required supporting documentation to include:
 - A general abstract form for each session seeking approval. If seeking Annual Provider status, you must submit all sessions with application. NSH will not accept new sessions after approval.
 - A short bio or CV for each presenter participating in the presentations.

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

- 2) Payment for CEUs. Applications will not be processed without payment in full. NSH will not send an invoice – you must submit your check or credit card payment with application. See the Fee Schedule on Page 4.
- 3) Assures that the NSH policies governing involvement of commercial suppliers and safety guidelines for hands on training workshops is followed (see below).
- 4) **For Annual Event Providers Only** - Contact NSH via email, connie@nsh.org, with specific dates for a planned offering of an approved session within seven days of the completion of the course. NSH will then add these dates/sessions to the NSH CE Tracker so that attendees may submit hours. If dates are not shared with NSH within seven days 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 audits of CEU records. **If you do not submit your roster within the 30 days NSH will delete your event and remove any hours claimed from individual attendee records.**
- 6) Assures that an evaluation form is filled out by each registrant.
 - **Single Event Providers** should collect evaluations at the end of the program and an evaluation summary be 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.
 - **Annual Event Providers** should submit program evaluations biannually. All

offerings should have evaluation data for individual offerings as well as a summary report for the reporting period (6 months after approval date). 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.

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 claim CEUs.

CEU CERTIFICATES

All continuing education records are maintained through the NSH CE Tracker found on <https://www.nsh.org/my-dashboard>. Both members and nonmembers of NSH can access their education records through the portal.

Following the event attendees should log into the NSH CE Tracker to self-report the sessions they attended. CEUs must be claimed within 30 days after an event. The self-report option will be closed after the 30 days.

GUIDELINES FOR PRERECORDED SESSION OFFERINGS

NSH allows its providers (Annual and Single) to offer prerecorded sessions to its audience and earn CEUs if the provider:

- broadcasts the session(s) with a subject matter expert that will be available to answer questions (either via phone line, chat box, etc);
- maintains/creates a single roster for the broadcast, just as they would for a live webinar or in-person session;
- submits the roster and evaluations as required in steps 5 and 6 of this document.

Please note for Single Providers each occurrence of a prerecorded session being aired is considered unique and therefore an application, new rosters, evaluations, and correct fees should be applied.

GUIDELINES FOR INCLUSION OF COMMERCIAL SUPPLIES AND/OR PRODUCTS

The purpose of NSH is to provide an exchange 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 CE approval misconstrued as endorsement of a company, product or service by the NSH. CEUs 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 handouts 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 HANDS ON TRAINING 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 1910.1450 Laboratory

Questions?

Please contact the Connie Wildeman, Manager, Meetings and Events – connie@nsh.org or 443-535-4060.

NSH CEU PROVIDER FEES (UPDATED DECEMBER 2020)

Annual Event Provider Fees

Select this option if you plan to offer your approved session(s) multiple times over the course of the year. Annual providers and approved sessions last one year from the date of approval.

Provider Fee Description	Fee
Annual Provider, 10 or fewer unique sessions (sessions can be defined as workshops, webinars, class) that will be presented throughout the course of a year.	\$625.00
Annual Provider, 11 or more unique sessions (sessions can be defined as workshops, webinars, class) that will be presented throughout the course of a year.	\$1000.00

Single Event Provider Fees

Select this option if you plan to offer approved session(s) at a single event – one time. This is most commonly selected by state and regional meeting coordinators. Fee is based on the number of sessions you plan to offer.

Provider Fee Description	Fee
Single Event Provider for 1-5 unique sessions (sessions can be defined as workshops, webinars, class) that will be presented one time.	\$90.00
Single Event Provider for 6-10 unique sessions (sessions can be defined as workshops, webinars, class) that will be presented one time.	\$270.00
Single Event Provider for 11 or more unique sessions (sessions can be defined as workshops, webinars, class) that will be presented one time.	\$350.00