

## PRECEPTORSHIP FORM

- Precepting advanced practice students during the provision of direct clinical supervision of patient care as a nurse practitioner is consistent with the demonstration of continuing competence and ongoing professional development.
- **Formal Inter-Professional Education (IPE) programs** organized in collaboration with nursing, physician assistant, medicine, dentistry, or pharmacy Program Faculty and clinical sites are recognized by AANPCB.
- National organizations (e.g., the National Academy of Medicine, formerly called the Institute of Medicine) have identified team-based care as a critical component of healthcare improvement. Joint accreditation activities of interprofessional collaboration help to promote healthcare delivery and outcomes improvement.



### Criteria for Claiming Preceptorship Clinical Practice Hours

- **A maximum of 120 Preceptorship Clinical Practice Hours within the 5-year period of certification may be claimed for a maximum of 25 non-pharmacology CE credits.**
- Complete preceptor site information for each practice site is required.
- Faculty Coordinator contact information is required.
- AANPCB reserves the right to request additional supporting documentation for validation of preceptorship.

### Application

- Submission of a complete **Preceptorship Form** is required.
- Complete as many forms as necessary to account for preceptorship sites and students.
- Upload completed Preceptorship Forms as an individual CE to **My Continuing Education** in your **My AANPCB** account online. Enter "Preceptor" under the Program Name and the "School" under Sponsor.
- Copies may also be emailed or faxed as a PDF.
- Incomplete forms will not be processed.

### Conversion of Preceptor Hours into CE Credits

- Convert the number of hours precepted to CE credits using the **Conversion Table**.
- The number of Preceptorship Clinical Practice Hours that may be claimed within the 5-year period of certification is limited to a maximum of 120 hours for a maximum of 25 non-pharmacology CE credits.
- Record the total number of non-pharmacology credits on the CE Log of the renewal application (not to exceed 25).
- Calculation of 120 clinical hours is based on precepting 8 hours per week for one semester (i.e., 15 weeks x 8 hours/week = 120 hours).

### PRECEPTOR HOURS CONVERSION TABLE

CLINICAL HOURS	CE CREDIT
1 – 5 hours	= 1 CE
6 – 10 hours	= 2 CE
11 – 15 hours	= 3 CE
16 – 20 hours	= 4 CE
21 – 25 hours	= 5 CE
26 – 30 hours	= 6 CE
31 – 35 hours	= 7 CE
36 – 40 hours	= 8 CE
41 – 45 hours	= 9 CE
46 – 50 hours	= 10 CE
51 – 55 hours	= 11 CE
56 – 60 hours	= 12 CE
61 – 65 hours	= 13 CE
66 – 70 hours	= 14 CE
71 – 75 hours	= 15 CE
76 – 80 hours	= 16 CE
81 – 85 hours	= 17 CE
86 – 90 hours	= 18 CE
91 – 95 hours	= 19 CE
96 – 100 hours	= 20 CE
101 – 105 hours	= 21 CE
106 – 110 hours	= 22 CE
111 – 115 hours	= 23 CE
116 – 119 hours	= 24 CE
120+ hours	= 25 CE

**PRECEPTORSHIP FORM** Print as many copies of this CE Log as needed to complete application.

<b>NP Certificant Name</b> (First Middle Last)		<b>Last 4 of SSN</b>
<b>AANPCB Certification Number</b> (begins with A, E, F, G, or AG)	<b>Begin Date:</b> (mm/dd/yyyy)	<b>End Date:</b> (mm/dd/yyyy)

<b>Preceptorship Date (s)</b>		<b>Specialty /Population Focus</b>	
<b>Total # Preceptorship Hours completed =</b> (Maximum 120 hours)		<b>Converted to CE Hours =</b> (maximum 25 Non-Pharmacology hours)	
<b>The preceptorship was conducted with advanced practice provider students enrolled in:</b>			
<u><b>APRN Program</b></u>		<u><b>Interprofessional Educational (IPE) Program</b></u>	
<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Nurse Anesthetist	<input type="checkbox"/> Medicine	<input type="checkbox"/> Physician Assistant
<input type="checkbox"/> Nurse Midwife	<input type="checkbox"/> Clinical Nurse Specialist	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Other:
<b>Number of Students Precepted</b>			
<b>Preceptor Practice Site</b>			
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Educational Institution/ Program</b>			
<b>Educational Address</b>			
<b>Faculty Coordinator</b>	<b>Name &amp; Credentials</b>		
	<b>Email</b>		<b>Phone Number</b>

<b>Preceptorship Date (s)</b>		<b>Specialty /Population Focus</b>	
<b>Total # Preceptorship Hours completed =</b> (Maximum 120 hours)		<b>Converted to CE Hours =</b> (maximum 25 Non-Pharmacology hours)	
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<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Nurse Anesthetist	<input type="checkbox"/> Medicine	<input type="checkbox"/> Physician Assistant
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<b>Number of Students Precepted</b>			
<b>Preceptor Practice Site</b>			
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Educational Institution/ Program</b>			
<b>Educational Address</b>			
<b>Faculty Coordinator</b>	<b>Name &amp; Credentials</b>		
	<b>Email</b>		<b>Phone Number</b>