

Instructor Instructions for issuance of nursing CE'S

Submission of Instructors Resume to InsPAC

1. Update Resume

Ensure your resume is less than 2 years old with relevant experience and certifications.

2. Submit Resume to InsPAC:

https://form.jotform.com/Institute_PostAcute/InstructorResumeSubmissionNCCDP

3. Note: An updated resume must be submitted to InsPAC every 2 years.

For Each Class:

1. Submit the Attendee List:

- After each class the Instructor will upload the verified list of participants to:
https://form.jotform.com/Institute_PostAcute/WebinarParticipantListSubmission
- The list should highlight students who attended the entire class and hold the designation of RN, LPN, or APRN.
- InsPAC will retain these lists to validate requests for CE credits.

2. During your class, provide the Application Link to your attendees:

- Nurses who wish to apply for nursing CE Credits must submit an application to
https://form.jotform.com/Institute_PostAcute/NCCDPceu
- Applications will be reviewed and approved before CE credits are issued.

3. Details About the CE Credits:

- The cost for CE credits for the class is \$49.00 (a special negotiated rate for NCCDP participants).
- CE credits are valid for two years, equating to a cost of \$29.50 per year.

Important Notes:

- Inform students to complete their application for CE'S no later than 72 hours after completing the class.
- CE credits are issued twice a month, on the 1st and 15th.
- 7 CE credits will be offered for the 8-hour class, as lunchtime is not counted.
- If any questions arise, email staff@theinspac.com.
- For additional educational offerings, visit our website: www.theinspac.com

Additional Information for Instructors:

- If any questions or need clarification on the CE process, email staff@theinspac.com or call your instructor.
- For more educational opportunities, visit our website at www.theinspac.com