

## Recommendations for a Successful Online Application

**Note:** An organization will not be assigned a date for submission of written documentation until **ALL the following are complete and meet requirements:**

1. The online application has been submitted.
2. The supporting documents have been received and approved.
3. The application fee has been received and processed.

### **Pre-application**

View the vignettes located at <http://www.magnetlearningcommunity.org/magnet/forms-and-templates>.

- Review eligibility requirements in the current Magnet Application Manual. Determine whether your organization is applying as an individual entity or as a system.  
**Note: No new system applications will be accepted after February 2019.**
  - **Individual Entity Application:** If you are applying as a single entity organization (One CNO) that is part of a system, use the Individual Entity Application Form.
  - **System Application:** A hospital system is a group of health care entities whose nursing is governed by a Chief Nursing Officer (CNO) as defined in the current Magnet Recognition Program Application Manual, whether or not separately legally established as a for-profit or non-profit corporation, association, sole proprietorship or partnership.
- Navigate to [https://anccmagnet.org/System\\_Application\\_Page1.aspx](https://anccmagnet.org/System_Application_Page1.aspx) and print the applicable Application Form.
- Collect the needed information on your printed application **before** beginning the online application.

### **Completing the PDF Application Prior to Online Submission**

- **Note: Complete the PDF application with the information you have collected.**
  - You must complete all fields and complete the entire application before you submit the application.
  - The online application cannot be saved and must be completed in its entirety or the entries will be lost.
- The electronic signature of the CNO is required before the application can be submitted. The signature block appears at the end of the online application.
  - The online PDF application cannot be completed or saved without the CNO signature.
  - The signature of the CNO attests that the CNO is aware of/complies with the six statements listed at the top of page one of the online PDF application.

- The six statements listed at the top of page one of the online PDF application:
  - ◆ has reviewed, understands, and is in compliance with all the Magnet Recognition Program's eligibility requirements as indicated on pages 3-4 and 6-10 of the 2019 Magnet Application Manual (see appendices B, C, H, and I for detail).
  - ◆ has also reviewed and understands the Magnet Recognition Program review process and the non-refundable fee structure,
  - ◆ understands that providing false, misleading, or incomplete information is grounds for denial of the application at any point during the review process or whenever this information is discovered,
  - ◆ confirms that at 100% of nurse managers and assistant vice presidents (AVPs)/nurse directors of individual units/wards/clinics and or departments possess at least a baccalaureate degree in nursing upon submission of the application,
  - ◆ if Magnet Recognition status is awarded to the health care organization, they will allow the MPO to use all data and submitted narratives for research purposes, and
  - ◆ if Magnet Recognition status is awarded to the health care organization, they will allow the MPO to publish and disseminate best practices and exemplars identified in the documents submitted in the Magnet Learning Community™ website.

Read each label in the left column carefully. Provide exactly what is requested.

- For additional assistance, read the tips in the right column.
  - Choose the “Date for Submission of Written Documentation” **Note: Once your entire application has been processed you will receive a submission of written documentation date.**
  - **The date you selected may not be available.**
  - **If that is the case, the Assistant Director, Magnet Operations will notify the MPD of other available options.**
- If you are a redesignating organization, your submission date has been reserved, based on your Magnet redesignation date.
  - Redesignating organizations must complete the application process one year before document submission.
  - The online application serves as the intent to submit written documentation.

### **Application Fee Payment**

- The application fee must be received and processed in the Magnet Program office prior to assignment of a document submission date.
  - Current fees are located at <https://www.nursingworld.org/organizational-programs/magnet/magnet-fees/> .
- When the application is submitted, an online application receipt/confirmation is available.

- A copy of this receipt must be included with the non-refundable application fee made payable to “ANCC” – via:

ANCC Magnet Recognition  
P.O. Box 505035  
St. Louis, MO 63150–5035

- Should you wish to send the payment via courier (UPS, DHL, FedEx)\*, the address is:

Bank of America Lockbox Services  
505035  
800 Market Street  
St. Louis, MO 63101

**Note: The physical street address, as above, should only be used for lockbox remittances delivered via courier.**

Include a phone number in case of delivery problems.

- Should an invoice for the application fee be needed, contact the Magnet Program Specialist for your region. <https://www.nursingworld.org/organizational-programs/magnet/program-resources/contact-magnet-staff/>

### **Supporting Documents Completion**

- The final step of the application process is to email the following attachments to [MagnetApplications@ana.org](mailto:MagnetApplications@ana.org) (include your organization’s name, city, and state in the subject line): Chief Nursing Officer's curriculum vitae or resume. The CNO Must have:
  - ◆ A degree in Nursing, BSN or higher and
  - ◆ A Master’s Degree of some type.
- Current facility organizational chart that depicts:
  - One individual serving as the Chief Nursing Officer (CNO).
  - ◆ The CNO and nursing's relationship to the entire facility.
  - ◆ The CNO, as part of the organization’s highest governing, decision-making, and strategic-planning body, is the advocate for nursing to the Board of Directors.
- Current nursing organizational chart.
  - ◆ Include ALL areas where nursing is practiced. Shows the relationship of all units where nurses practice to the CNO, regardless of reporting structure. Titles of all nurses on the organizational chart, are consistent with those on the Nurse Director/Assistant Vice President (AVP) and Nurse Manager Eligibility and reporting table.
- List of the externally managed database(s) used for nurse satisfaction, patient satisfaction, and nurse-sensitive indicators.
  - ◆ Institutional review board (IRB) attestation letter OR Policies, procedures, or bylaws. The attestation, OR policies, procedures or bylaws, must state/include:

- The involvement as a voting member of at least one nurse in the governing body responsible for the protection of human subjects.
- A majority of meetings must have either a nurse member or nurse alternate member present and in voting status.
- ♦ If using the attestation, it must be completed and signed by the chair of the IRB.
  
- Nurse Director/Assistant Vice President and Nurse Manager Eligibility and reporting table. View the vignette at:  
<http://www.magnetlearningcommunity.org/magnet/forms-and-templates> .
  - ♦ Only nurses may be placed on the table.
  
- The highest degree earned in nursing should be listed.  
<http://www.magnetlearningcommunity.org/viewdocument/nurse-leadership-education-and-repo>

Note: Processing of the application and payment typically takes six weeks.