

AAOHN Approver Unit Application FAQs

1. I can't access the application.

- a. All applicants must be logged in our website.
 - If you are a member or have a nonmember account then log in to your account here: http://aaohn.org/li/li/?redir=p%2Fcm%2Fsn%2Fcms_id%3D1209
 - Not a member then you must create a nonmember account here: <http://aaohn.org/r/rt/rt=1&item=433>ype=1&req=OK>
 - If you have login questions please contact info@aaohn.org

2. When do I need to turn in my completed application?

- a. AAOHN's Approver Unit requires applications to be submitted, including fee payment, at least 45 days before the date of your program. If your application is submitted with less than 45 days, you must contact the AAOHN Approver Unit Administrator at approver@aaohn.org to see if we are able to accept a Rush Application. We need to know how many contact hours are being requested. An additional fee will be assessed for Rush Applications.

3. Will the application tell me the exact cost; can I pay with a check?

- a. The application will calculate cost based on date of the activity, membership or business status, and number of hours. We do not accept checks for Approver Unit Application Fees.

4. It looks like the Application Fees have increased. Why?

- a. In order to stay in line with fees that other ANCC Approver Units are charging as well to make sure that AAOHN is maintaining fiscal responsibility, we have increased our fees with the August 2018 application upgrade. These fees will not change in 2019.

5. Can I start my application and then come back later to complete it?

- a. Yes, you can save your application and return to it later. However, you must be logged into the same account that you used to start it. The Approver Unit Administrators **do not** have access to and cannot view applications in progress.

6. If I press "Save" and then exit out of my application when can I access my application again?

- a. You can access your application anytime as long as you are logged in, and are the same user that started the application.

7. Will the application be sent to Peer Reviewers if I press "save" and exit out of my application?

- a. No, the Peer Reviewers will only have access to your completed and paid application.