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MEMORANDUM

To: Chief Nursing Officers, CCNE-Affiliated VA-Based Nurse Residency Programs
Nurse Residency Program Directors & Coordinators, CCNE-Affiliated VA-Based
Nurse Residency Programs

From: Dr. Jennifer Butlin, Executive Director

Re: New booking service to streamline the CCNE accreditation process for VA-based
nurse residency/fellowship programs

This memo serves as an important and timely update regarding a new service provided by the Commission on Collegiate Nursing Education (CCNE) relative to securing hotel accommodations for the CCNE evaluation team as part of the accreditation process. Over the past year, CCNE has received helpful feedback from you—our valued stakeholders—regarding the process for securing hotel reservations for the CCNE evaluation teams that conduct accreditation reviews.

For decades, programs hosting an on-site evaluation have made hotel reservations for the CCNE evaluators, secured these reservations on a credit card, and informed the evaluation team members of the details. The team members then have paid for the hotel expenses on their personal credit cards at check-out. We understand that fiscal procedures in place within the Department of Veterans Affairs (VA) have made it challenging for our VA colleagues to secure these reservations. As a result, CCNE is implementing a change in process to respond to your feedback by streamlining the process, thereby, better meeting your needs.

Beginning in September 2025, CCNE will use the following process for VA-based nurse residency programs, including both entry-to-practice nurse residency programs and nurse practitioner fellowship/residency programs:

- The program hosting the on-site evaluation will continue to identify the hotel where the CCNE evaluation team will stay.
- The program will continue to arrange a specific rate for the lodging and arrange for a point-of-contact at the hotel (with whom the lodging can be booked).
- The program will complete an online form, provided by CCNE, that specifies: 1) the hotel name and address, 2) the specific lodging rate agreed upon with the hotel, and 3) the names and contact information for the points-of-contact at the identified hotel and the VA-based nurse residency program who has made arrangements with that hotel. This form will be completed by the program on or before the deadline provided by CCNE.
- CCNE will gather arrival and departure information from the assigned CCNE evaluation team members.
- CCNE will contact the hotel point-of-contact to finalize the reservations and secure the reservations on its credit card.
- CCNE will communicate the booking details to the assigned CCNE evaluation team members.
- The CCNE evaluation team members will continue to pay for the hotel expenses upon check-out and seek reimbursement from CCNE.

In advance of the scheduled on-site evaluation, CCNE will invoice the VA-based nurse residency program for a \$250 service charge for these administrative tasks. This service

will be performed for all VA-based nurse residency programs hosting a CCNE on-site evaluation. All VA-based programs will pay the invoice associated with this service charge. Please note, this service charge is *separate* from the Evaluation Fee reflected on the CCNE Fee Structure, found [here](#) for entry-to-practice nurse residency programs and [here](#) for NP fellowship/residency programs; as usual, the Evaluation Fee also will be invoiced in advance of the scheduled on-site evaluation.

The online form referenced above will be provided to you by CCNE staff. If you have any questions about this process, please contact Mr. Ben Karnes, CCNE Accreditation Manager, at bkarnes@ccneaccreditation.org. We are pleased to now offer this CCNE booking service to accommodate the VA's needs and provide a more streamlined process for our VA partners. Your input is always appreciated.

