



ANCC ACCREDITATION

**TRANSITION
TO PRACTICE
SYMPOSIUM**

May 29-31, 2025 | Phoenix, AZ

**Conference Attendance
Justification Toolkit**

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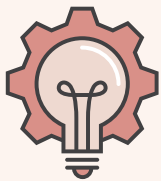
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How to Share the Value of Attending the TTP Symposium with Your Leaders



GENERAL TIPS

Before you make your case:

1. Prepare a plan detailing how your duties will be covered while you're at the conferences.
2. Focus on the specific conference benefits/value you will bring back to your team (see below).
3. Review the conference agenda and select the concurrent sessions you think will bring the greatest benefit to you and your colleagues.
4. Review and customize the sample letter on page 4.
5. Review and complete the expense worksheet on page 5.

The reasons listed here are just suggestions. You may have other reasons to attend these conferences. Be sure to include them when you make your case!

REASONS WHY YOU SHOULD ATTEND THIS YEAR'S SYMPOSIUM

Here are some compelling reasons for you to attend this year's Symposium. Use them to bolster your case and supplement the information in the sample letter to your leader.

- You'll be able to choose from multiple concurrent sessions, panels, and posters.
- You'll be able to share everything you learn with your team and your organization with tools provided from presentations.
- You'll learn best practices on precepting, wellbeing, recruitment and retentions, and more!

For example:

- **UNDERSTAND** the long-term value and return on investment of becoming an ANCC Practice Transition Accreditation Program® (PTAP) or Advanced Practice Provider Fellowship Accreditation™ (APPFA) accredited program.

- **LEARN** how to align your transition to practice to the ANCC PTAP or APPFA framework.
- **NETWORK** with nursing colleagues from ANCC PTAP or APPFA accredited programs, as well as applicant organizations, across the globe.
- If you meet eligibility requirements, you may earn up to 12 continuing nursing education (CNE) or 12 continuing medical education (CME) credits for concurrent and poster sessions.

Choose from more than 40 concurrent sessions. Each concurrent session provides the opportunity to meet with change makers and connect with the speakers and other attendees!

Sample letter

[Date]

Dear [leader's name]:

The 2025 ANCC Transition to Practice Symposium® will be held May 29-31, 2025 in Phoenix, Arizona. This conference will provide a great opportunity to learn from the country's most innovative leaders in transition to practice. I will be able to bring back to our organization proven solutions to address our toughest nursing challenges.

Here's how the conferences can benefit my team:

- I'll attend powerful general sessions to learn strategies to improve learner well-being such as:
 - Donna Gaffney, who will share strategies for enhancing your own well-being and incorporating well-being into your programs.
 - Learn tips from Jackie Medland for leveraging your leadership potential and those you guide during their transition to practice.
- I can choose from more than 40 concurrent sessions to gain valuable strategies I can then share with my team, on topics such as:
 - Establishing positive patient and family relationships.
 - Empowering Future APPs through Peer Mentorship.
 - Journaling as a tool for APP professional growth.
 - Reducing bias when interviewing program candidates.
 - Measuring clinical judgment to support new nurses.
 - Creating a strategic plan for your TTP Programs.
 - Using gaming to enhance learner engagement.

A detailed cost breakdown is attached. It includes registration fees as well as travel, hotel, and transportation expenses. I've also prepared a staffing plan to cover my absence while I'm gone.

I hope you'll agree — the 2025 ANCC Transition to Practice Symposium is a wise investment that we can't afford to miss!

Thank you for your consideration.

Sincerely,

Your Name
Your Title

Expense Worksheet

To plan your trip and prepare this Expense Worksheet, visit <https://symposium.nursingworld.org> for the updated fees, housing links, safety protocols, and more.

| Expense | Explanation | Cost |
|--|--|------|
| Registration Fee (Include any additional fees associated with preconference sessions you wish to attend.) | Registration fee includes 1. 2. 3. | \$ |
| Airfare | Air mileage points available to offset airfare? | \$ |
| Lodging/Hotel (Please use only the housing links found on the conference site.) | Number of nights, room rate, taxes | \$ |
| Transportation Fees | Taxi/car rental/airport shuttle | \$ |
| Mileage/Parking Reimbursement | Driving to the conference or to the airport for your flight? Other modes of transportation? | \$ |
| Food per diem | Refer to your company's policy on food per diem | \$ |
| | Subtotal | \$ |
| | x Number of Employees Attending | |
| | TOTAL | \$ |

Visit the 2025 Transition to Practice Symposium



To register or to view more details, visit our website by scanning the QR code.



WEBSITE QUICK LINKS

- Who Should Attend
- Registration Details
 - Cancellation/Refund Information
- Schedule
 - Posters
- CNE Information
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