



Health Ministries Association Operations Manual - Policy and Procedure	Original Effective Date	3/27/2014
	Current Effective Date	
Membership Rate – Recent Completion of FCN Specialty Program	Dates Reviewed	

- I. **Policy:** It is the policy of HMA to offer membership at a reduced rate to Registered Nurses who, within the previous three months, have successfully completed their educational preparation for Faith Community Nursing. This may include an accredited continuing education program with a minimum of 34 contact hours, a baccalaureate program, or a graduate nursing course.

- II. **Purpose:** The purpose of this policy is to introduce FCNs to their professional membership organization, which encourages, supports and empowers leaders in the integration of faith and health.

- III. **Procedure:**
 1. Announcements
 - a. HMA will post announcements of this offer on the HMA website and inform faculty of foundations in faith community nursing continuing education courses and college credit courses who request HMA post their course information on HMA website.
 - b. Educators will receive a blank membership application form to fill in the first line of form (educator name, signature, and date) and make copies to provide to course participants.

 2. Proof of Completion
 - a. The course coordinator or faculty member will submit a roster of names and contact information for those who have successfully completed an educational course to the HMA Office Manager.
 - b. The course roster will be used to validate qualified applications that are received in HMA office.

 3. Application Process
 - a. Applicants will submit their completed form with payment.
 - b. The HMA Office Manager will verify all applications received against rosters that have been submitted by course providers.

 4. Status of Membership
 - a. This offer provides full HMA membership for a one year period at a 20% reduction of the current membership rate.
 - b. The member will renew HMA membership at the full rate for all future years.



5. Completed applications
 - a. The HMA Office Manager will provide the names of nurses who join HMA through this offer to the Director for Faith Community Nursing.
 - b. The Director for Faith Community Nursing will complete a welcoming contact to the nurse and provide information on the Faith Community Nursing mentoring program and Faith Community Nursing committee.