ANCC
AMERICAN NURSES CREDENTIALING CENTER
CERTIFICATION

2016 CERTIFICATION RENEWAL REQUIREMENTS

EFFECTIVE DATE: June 1, 2016

UPDATES :

ANCC is excited to announce several updates to our 2016 Certification Renewal Requirements, which will benefit many of our certified clinicians. We appreciate your patience and feedback, as we have ventured to enhance our certification renewal categories and make them more flexible. Our goal is to make your ANCC Certification Renewal more robust, impactful, and meaningful to your practice.

All Certification Renewal candidates are required to complete a MANDATORY 75 Continuing Education hours (CH), plus one or more of the eight ANCC Renewal Categories, all in your certification specialty. All APRNs—CNS & NP - are also required to complete 25 CH hours of pharmacotherapeutics as a portion of the mandatory 75 continuing education hours in the CNS or NP certification held. Clinicians renewing more than two years after their certification expiration date must complete the mandatory 75 Continuing Education Hours and category 8, provided the exam or portfolio is available.

Effective June 1, 2016, you can take advantage of the following changes:

The addition of two NEW categories–Category 7: Practice Hours and Category 8: Assessment (Examination or Portfolio), which are now OPTIONAL categories for clinicians who are either

1. renewing prior to their certification expiration date, or

2. are within two years of their certification has expiration.

In addition, the following Renewal Categories have been enhanced:

Category 3: Presentations
Clinicians can now claim one or more presentations in which they were a presenter totaling five clock hours pertaining to a topic in their certification specialty'

Category 4: Evidence-Based Practice (EBP) or Quality Improvement Project (QI), Publication or Research
Clinicians can now document their participation in an EBP or QI project related to their certification specialty. This project must be within the current certification renewal period.

Category 5: Preceptor Hours
Interprofessional, multidisciplinary, or transdisciplinary health care has evolved and preceptorship among specialty-certified clinicians is an essential component for success.

Clinicians, in addition to APRNs, can now claim precepting of medical, physician assistant, or pharmacy students in an academic program related to their certification specialty.

Clinicians can now claim precepting of students in a formal fellowship, residency, or internship program (at the same practice level or higher).

Category 6: Professional Service
Clinicians can now claim time volunteered on medical mission trips as part of satisfaction for this category.

ABOUT THIS HANDBOOK

This handbook provides important information on renewal eligibility, including how to renew and options for expired or lapsed certifications.

Purpose of Certification Renewal

Nursing technology, strategies, and research can change nursing practice and health care, and this can become an issue for public safety. Due to these changes, the Commission on Certification established a five-year period for certification. Renewing certification every five years provides evidence to the public that the nurse is meeting requirements for continued competence by updating his or her knowledge and showing commitment to lifelong learning. Certification can be renewed through various professional development and practice activities.

Certification renewal may also permit you to seek continued licensure, reimbursement, and potential employer recognition.

Certification renewal is required for continued use of your ANCC certification credentials. If you choose not to renew your ANCC certification, then you must cease using your ANCC credentials after your certification expiration date.

Overview of Certification Renewal Process

You can submit your application during the 12 months prior to your certification expiration date.

If you have questions, contact the Customer Care Center at 1.800.284.2378 or visit **www.nursecredentialing.org**.

Important: Changes effective June 1, 2016, allow for more flexibility with the renewal process. Changes are as follows: Two new categories have been added. Practice Hours and Assessment are now optional categories for clinicians who are renewing prior to their certification expiration date and those within two years after their certification has expired. **Clinicians renewing more than two years after their certification expiration date must complete the mandatory 75 continuing education hours and category 8, provided the exam or portfolio is available. If the exam or portfolio is not available, there is no option to renew your certification.**

NEW INFORMATION

Information you need to know about submitting your Certification Renewal Categories

ALL certification renewal candidates are required to complete a MANDATORY 75 Continuing Education (CH) hours in your certification specialty, plus one or more of the eight ANCC Renewal Categories. All APRNs—CNS & NP—are also required to complete 25 CH hours of pharmacotherapeutics as a portion of the mandatory 75 continuing education hours in the CNS or NP certification held.

Category	Minimum Requirement for Submission
1. Continuing Education Hours	75 Continuing Education hours in the certification specialty
2. Academic Credits	Five semester credits or 6 quarter credits of academic courses in your certification specialty
3. Presentations	One or more presentations totaling five clock hours in your certification specialty
4. Evidence-Based Practice, Quality Improvement Project, Publication or Research	**EBP/QI Project:** One completed EBP/QI project that demonstrates the use of a problem-solving approach **Publication:** One article published in a peer-reviewed journal or book chapter; five different articles published in a non-peer-reviewed journal; primary author of content related to your certification specialty; or primary grant writer for a federal, state, or national organization project **Research:** An IRB research project related to your certification specialty; a completed dissertation, thesis, or DNP project; service as a content reviewer on an IRB, dissertation, thesis, or DNP project; or service as a content expert reviewer of other activities related to your certification specialty
5. Preceptor Hours	120 hours as a preceptor in which you provided direct clinical supervision/teaching to APRN, medical, physician assistant, or pharmacy students in an academic program related to your certification specialty; or a minimum of 120 hours of clinical supervision related to your certification specialty in a formal fellowship, residency, or internship program at the same practice level or higher
6. Professional Service	Two or more years of volunteer service during your certification period with an international, national, state; or local health care-related organization; accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, task forces, and medical missions
7. Practice Hours (**NEW**)	Practice hours must be completed within the five years preceding the date on your renewal application submission; a minimum of 1,000 practice hours in your specialty is required.
8. Assessment (Examination/ Resubmission), if available)	Pass the assessment (exam or portfolio), if available

CERTIFICATION RENEWAL ELIGIBILITY

Certification Renewal Eligibility Options When Your Certification Credential Is **Current**

> Complete the MANDATORY 75 CH and 1 or more of the 8 renewal categories for your certification credential within the five years preceding your renewal application submission. All APRNs—CNS & NP—are also required to complete 25 CH of pharmacotherapeutics as a portion of the mandatory 75 CH in the CNS or NP certification held.

> Hold a current ANCC certification that is expiring within 12 months.

> Hold a current, active RN license in a state or territory of the United States or the professional, legally recognized equivalent in another country.

> Pay the renewal fee.

Certification Renewal Eligibility Options When Your Certification Credential Has **Expired** (also called reactivation)

> Complete the MANDATORY 75 CH and 1 or more of the 8 renewal categories for your certification credential within the five years preceding your renewal application submission. All APRNs - CNS & NP are also required to complete 25 CH of pharmacotherapeutics as a portion of the mandatory 75 CH in the CNS or NP certification held.

> Hold an expired ANCC certification.

> Hold a current, active RN license in a state or territory of the United States or the professional, legally recognized equivalent in another country.

> Pay the renewal fee plus a reactivation fee of $125.

> **NOTE:** If your certification has lapsed more than two years, you must complete the mandatory 75 CH and Category 8, provided the exam or portfolio is available. If the exam or portfolio is not available, there is no option to renew your certification.

Important Notice: There is no certification grace period or backdating for an expired certification credential. Certification renewal applications received after the certification expiration date will have a renewal period beginning with the date of approval and will therefore result in a gap in the certification dates. When there is a gap in certification dates, ANCC cannot backdate a certification renewal to meet regulatory, reimbursement, or other requirements for practice or employment. You will need to check with your state licensing board, your employer, and/or the agency that is reimbursing your services in order to determine whether you can continue to practice and/or receive reimbursement for services while you are in the process of reactivating your certification. Please submit the complete application when you renew—submitting a partial or incomplete renewal package will only delay approval of your certification renewal, resulting in a longer gap in the certification.

RENEWAL CATEGORIES

CATEGORY 1: Continuing Education Hours

1. A minimum of 51 percent (38.25 hours) of the 75 CH **must** be directly related to the full scope of your certification role and specialty.

2. At least 50 percent (37.5 hours) of your 75 CH must be formally approved continuing education hours. Formally approved continuing education hours meet one or more of the criteria listed below:

   a. Continuing nursing education (CNE) approved for nursing contact hours by an accredited provider or approver of nursing continuing education

   b. Continuing medical education (CME) approved for CME hours

   c. Sponsored by organizations, agencies, or educational institutions accredited or approved by the American Nurses Credentialing Center (ANCC) Commission on Accreditation, the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), or the Commission on Dietetic Registration

   d. Provided by one of these accepted agencies:
      American Nurses Association
      American Academy of Family Physicians (AAFP)
      American Academy of Physician Assistants (AAPA)
      American Association of Nurse Practitioners (AANP)
      American College of Nurse Midwives (ACNM)
      American Psychiatric Association (APA)
      American Psychological Association (APA)
      American Psychiatric Nurses Association (APNA)
      Emergency Nurses Association (ENA)
      National Association of Nurse Practitioners in Women's Health (NPWH)
      National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

      Note: This list is not all-inclusive and is for informational purposes only. Please check with your continuing education provider for status. This list does not serve as endorsement by ANCC of any of these organizations.

3. Independent study and/or e-learning approved for continuing education hours by one of the accepted continuing education providers may be used for 100% of the required continuing education hours (e.g., independent study programs, online courses, articles from professional journals).

4. Other health care disciplines' continuing education hours applicable to your certification specialty (e.g., dietitian, medicine, social work, counselor, or physical therapist) are acceptable.

5. Repeat courses are not accepted for certification renewal. You may claim credit for a specific course only once, even if you took that course multiple times during the past five years.

6. The hours achieved from academic coursework that are applicable to your certification specialty can be converted to contact hours. See Renewal Category 2 for accepted academic coursework.

7. As needed, you can use these formulas to convert continuing education credit/academic hours:

   1 contact hour = 1 CME or 0.1 CEU or 60 minutes   1 academic semester credit = 15 contact hours
   1 CEU = 10 contact hours   1 academic quarter credit = 12.5 contact hours

Documentation: Complete the continuing education hours section of the Professional Development Record in order to document the courses attended and the hours obtained. If the course title(s) does not reflect the content, you must provide a brief description of the content. **Do not submit certificates in lieu of completing the form; these are not acceptable and will delay the evaluation of your application for certification renewal.**

Audit: If your record is audited, you will be required to submit supporting documents, such as a copy of the completion certificate(s) showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course to your certification. Please maintain supporting documentation for the entire five-year certification cycle.

CATEGORY 2: Academic Credits

1. Complete five semester credits or six quarter credits of academic courses in your certification specialty.

2. If you do not have enough credits to complete this category, you may convert those credits to contact hours and report them under Category 1.

    1 semester credit = 15 contact hours   1 quarter credit = 12.5 contact hours

3. Repeat courses are not accepted for certification renewal. You may claim credit for a specific course only once, even if you took that course multiple times during the past five years.

4. Courses taken toward degree completion and academic independent study courses are accepted if they are applicable to your area of certification. These include:

Adult education principles	Health informatics
Anatomy	Health/physical assessment
Culturally competent care	Health care policy
Disaster preparedness	Nursing research
Ethics	Nursing management/administration
Evidence-based nursing practice	Pathophysiology
Health care compliance	Physiology

    Sign language and/or medical terminology for health care providers and foreign language and/or medical terminology for health care providers

5. Academic credit received for a thesis or dissertation related to your certification specialty is acceptable. (If you use your thesis or dissertation credits to meet Renewal Category 2, then you cannot use the same thesis or dissertation credits to meet Renewal Category 4.)

6. Examples of courses that are generally not accepted for Renewal Category 2 include audited courses, art, chemistry, physics, history, math, music, and public speaking.

Documentation: Complete the academic course section of the Professional Development Record in order to document the courses attended and the academic credits received. If the course title(s) does not reflect the content, you must provide a brief description of the content. **Do not submit transcripts in lieu of completing the form; these are not acceptable and will delay the evaluation of your application for certification renewal.**

Audit: If your record is audited, you will be required to submit supporting documents, such as a transcript(s) showing the number of academic credits, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course content to your certification. Please maintain supporting documentation for the entire 5-year certification cycle.

CATEGORY 3: Presentations

One or more presentations totaling five clock hours in the certification specialty. The presentation may not be repeated. You must fulfill these additional criteria:

1. You were the primary presenter of a first-time presentation.

2. The presentations were delivered in a structured teaching/learning framework to nurses, other health care providers, or the public as part of conferences, grand rounds, in-services, seminars, Internet-based or other e-learning formats, teleconferences, patient/family teaching, or public education. Do not submit the following types of presentations; they are not accepted toward your certification renewal: repeat presentations of the same material or modifications of the same material, presentations or lectures that were a required part of your job, or presentations for which you served as a panel moderator.

Documentation: Complete the presentation section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents, such as a copy of the presentation outline, abstract, letter accepting your abstract, or letter inviting you to speak, as well as evidence that you actually presented the topic (e.g., a thank-you letter on official letterhead). Please maintain supporting documentation for the entire five-year certification cycle.

CATEGORY 4: Evidence-Based Practice or Quality Improvement Project, Publication, or Research

EVIDENCE-BASED PRACTICE OR QUALITY IMPROVEMENT PROJECT

One completed Evidence-Based Practice Project (EBPP) or Quality Improvement Project (QIP) that demonstrates the use of a problem-solving approach using the best evidence to answer a defined question related to your certification. The project must be started and completed during the time frame of the certification renewal period.

Documentation: Complete the Evidence-Based/Quality Improvement section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents showing:

- Title of the project
- Identification of the question
- Review and critique of the current evidence, research, or data
- Evaluation of the current practice/problem
- Identification interventions and strategies to implement the changes
- Evaluation of the effectiveness of the translation/transfer of the evidence and/or intervention based into practice
- Your role in the project
- Contact information and signature of the responsible project leader verifying your role on the team or the project.

PUBLICATION

1. One article published in a peer-reviewed journal or a book chapter related to your certification specialty. You must be the author, co-author, editor, co-editor, or reviewer.

Documentation: Complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents, including:

- A copy of the table of contents and a copy of the entire article or chapter, journal name with the date, and your name;

- If you were the editor, then a copy of the page from the journal identifying you as the editor or a letter from the publisher stating you were the editor; and

- If you were the peer reviewer, then a letter from the publisher stating you reviewed the article and the date this occurred.

OR

2. Five different articles related to your certification specialty published in a non-peer-reviewed journal and/or newsletter.

Documentation: Complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit the following information:

- Detailed outline of the content;

- Copies of the e-learning journal or newsletter articles that clearly state you were the primary author; and

- Letters from the publishers stating that you were the primary author.

OR

3. Primary author of content related to your certification specialty utilized in e-learning and/or other media presentations.

Documentation: Complete the publication section of the Professional Development Record.

Audit: If your record is audited, you will be required to submit the following information:

- Detailed outline of the content;

- Copy of the e-learning document that clearly states you were the primary author; and

- Letter from the publisher stating you were the primary author.

OR

4. Primary grant writer for a federal, state, or national organization project, although grant writing is not a primary component of your employment responsibilities. The purpose of the grant must be related to your certification specialty.

Documentation: Complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit a copy of the grant summary abstract and the letter from the grant sponsor acknowledging receipt of your grant application. These publications are generally not accepted: publication(s) that is a component of your job (e.g., patient education materials, course syllabi), letter(s) to the editor, or publication(s) "in press."

RESEARCH

1. An institutional review board (IRB) research project related to your certification specialty, completed during your five-year certification period, for which you are clearly identified as one of the primary researchers, although research is not a primary component of your employment responsibilities.

Documentation: Complete the research section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents such as a copy of the IRB approval letter or IRB letter of exemption and a one-page abstract of no more than 250 words describing the research study and findings and the period when the research was conducted.

OR

2. A completed dissertation, thesis, or graduate-level scholarly project (e.g., DNP project) related to your certification specialty.

Documentation: Complete the research section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents such as the dissertation, thesis, or scholarly project approval letter and a one-page abstract of no more than 250 words that describes your dissertation, thesis, or scholarly project findings and the time period during which the dissertation, thesis, or scholarly project was conducted. **Note:** The academic hours awarded for your dissertation, thesis, or scholarly project that are used to meet Category 4 requirements cannot be used to meet the requirements of Professional Development Categories 1 or 2.

OR

3. Serve as a content reviewer on an IRB, dissertation, thesis, or scholarly project (e.g. DNP project) that is not a component of your employment duties.

Documentation: Complete the research section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents from the organization describing this work and the dates you served as the reviewer (e.g., a letter on official letterhead).

OR

4. Serve as a content expert reviewer of other activities related to your certification specialty and not as a part of your employment duties (such as software and e-learning). Serving as a product reviewer for your organization is not acceptable.

Documentation: Complete the research section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit documentation from the publisher and/or organization describing the work and the dates you served as the reviewer (e.g., a letter on official letterhead).

CATEGORY 5: Preceptor Hours

Complete a minimum of 120 hours as a preceptor in which you provided direct clinical supervision/ teaching to students in an academic program that is related to your certification specialty,

OR

provide a minimum of 120 hours of clinical supervision related to your certification specialty in a formal fellowship, residency, or internship program at the same practice level or higher.

For either option above, the following rules apply:

- Clinical nurse specialists and nurse practitioners must precept APRN, medical, physician assistant, or pharmacy students in an academic program related to their certification specialties.
- Orientation preceptor hours are not accepted.
- Preceptor hours cannot be counted toward your certification practice hour requirement.
- Faculty may not utilize this category for clinical supervision of students in their educational program.

Documentation: Complete the preceptor section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit a completed Preceptorship Documentation Form showing the hours, objectives, outcomes, and location of the preceptorship, signed by the institution responsible for the person being preceptee.

CATEGORY 6: Professional Service

Complete two or more years of volunteer service during your certification period with an international, national, state, or local health care-related organization in which your certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, task forces, and medical missions.

Documentation: Complete the professional service section of the Professional Development Record.

Audit: If your certification record is audited, you must submit an official description of your volunteer duties and a detailed, typewritten document of 500 words or less describing the impact of this service on your ability to obtain new knowledge in your certification specialty. In addition, you will be required to provide supporting documentation of your volunteer service (e.g., a copy of an official letter or other documents from the organization attesting to your service and the dates of service).

CATEGORY 7: Practice Hours

Practice hours must be completed within the five years preceding the date on your renewal application submission.

A minimum of 1,000 practice hours in your certification specialty is required and can be completed either through employment or as a volunteer.

Clinical nurse specialists (CNSs) and nurse practitioners (NPs) must complete practice hours in their certification role and population at the advanced level.

Faculty can use hours of direct clinical supervision of students for clinical practice. The direct clinical supervision must be in the certification role and population. Advanced practice (CNS and NP) faculty must have direct supervision of advanced practice registered nursing (APRN) students.

Audit: Please submit a letter from your immediate supervisor, on organizational letterhead, stating that you have practiced a minimum of 1,000 practice hours in your certification role and specialty over your five-year certification period. You may submit multiple letters if you have changed jobs. If you are self-employed, please submit a statement attesting that you have practiced a minimum of 1,000 practice hours in your role and specialty over your five-year certification period, and the statement must be notarized prior to submission.

CATEGORY 8: Assessment (Examination/Portfolio Resubmission)

Pass the assessment (exam or portfolio), if available.

NOTES:

The mission of the American Nurses Credentialing Center (ANCC), a subsidiary of the American Nurses Association (ANA), is to promote excellence in nursing and health care globally through credentialing programs. ANCC's internationally renowned credentialing programs certify and recognize individual nurses in specialty practice areas. ANCC recognizes health care organizations that promote nursing excellence and quality patient outcomes while providing safe, positive work environments. In addition, ANCC accredits health care organizations that provide and approve continuing nursing education.

ANCC's Certification Program enables nurses to demonstrate their specialty expertise and validate their knowledge to employers and patients. Through targeted assessments that incorporate the latest nursing practice standards, ANCC certification empowers nurses with pride and professional satisfaction.

ANCC

AMERICAN NURSES CREDENTIALING CENTER

CERTIFICATION

8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910-4392

1.800.284.2378
301.628.5000 tel
www.nursecredentialing.org