



## **Knowledge Professional** Certification Renewal Pathway

Progressive Care  
Nursing Certification  
• Adult

AACN  

---

CERTIFICATION  
CORPORATION

*Certification Organization for the American Association of Critical-Care Nurses*

## MISSION

AACN Certification Corporation drives patient health and safety through comprehensive credentialing of acute and critical care nurses, advancing practice consistent with standards of excellence.

## VISION

All nurses caring for acutely and critically ill patients and their families are certified.

## VALUES

As the Corporation advances its mission and vision to fulfill its purpose and inherent obligation of driving the health and safety of patients experiencing acute and critical illness, we are guided by a set of deeply rooted values. These values are the foundation upon which we build our relentless pursuit of excellence.

- **Integrity** – *We demonstrate sound judgment, ethical behavior and accountability in all we do.*
- **Inclusion** – *We cultivate an inclusive culture, where everyone contributes their unique strengths and perspectives.*
- **Transformation** – *We drive change and innovation to positively impact the healthcare system and improve the lives of patients, families and nurses.*
- **Leadership** – *We advocate and influence to achieve optimal outcomes and healthy work environments.*
- **Relationships** – *We collaborate and advance partnerships, honoring each individual to strengthen the collective.*

## ETHICS

AACN and AACN Certification Corporation consider the American Nurses Association (ANA) Code of Ethics for Nurses foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession. AACN Certification Corporation’s mission of public protection supports a standard of excellence where certified nurses have a responsibility to read about, understand and act in a manner congruent with the ANA Code of Ethics for Nurses.



The following AACN Certification Corporation programs have been accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC).

CCRN® (Adult)	CCRN® (Pediatric)	CCRN® (Neonatal)	PCCN® (Adult)	ACNPC-AG®
CMC®	CSC®	ACCNS-AG®	ACCNS-N®	ACCNS-P®

Our advanced practice certification programs, ACCNS-AG, ACCNS-P, ACCNS-N and ACNPC-AG, are in alignment with the Consensus Model for APRN Regulation and other foundational national standards for APRN education, accreditation and regulation.

# PCCN<sup>®</sup> RENEWAL HANDBOOK

## Knowledge Professional Pathway

### *Progressive Care Knowledge Professional Certification - Adult*

As a certified nurse you know that certification validates your knowledge of nursing and demonstrates your commitment to your profession. The purpose of certification renewal is to support continued competence.

The PCCN Renewal Knowledge Professional Pathway is for nurses who influence the care delivered to acutely ill **adult** patients, but do not primarily or exclusively provide direct care. This handbook details eligibility and requirements to complete your PCCN renewal via the Knowledge Professional.

- **The most convenient way to renew is online** at [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#), where you may apply up to 4 months before your scheduled renewal date.
- Renewal by Synergy CERPs integrates the **AACN Synergy Model for Patient Care™** into our renewal programs. Refer to the Renewal by Synergy CERPs brochure at [www.aacn.org/certification](http://www.aacn.org/certification) for a colorful guide to CERPs (Continuing Education Recognition Points).
- **You must retain evidence of your achievement of the required CERPs.** Up to 3 years following your scheduled renewal date, you may be selected for audit. If selected, you will be notified by email and have 60 days to submit audit materials.
- AACN and AACN Certification Corporation consider the American Nurses Association (**ANA**) **Code of Ethics for Nurses** foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession. Our mission of public protection supports a standard of excellence that certified nurses have a responsibility to read, understand and act in a manner congruent with the Code of Ethics for Nurses. To access the Code of Ethics, visit [www.aacn.org/certification](http://www.aacn.org/certification) > Overview > [Learn More](#).

We encourage you to renew as early as possible. Please email [certcorp@aacn.org](mailto:certcorp@aacn.org) or call AACN Customer Care at **800-899-2226** if you have questions.

**Thank you for your commitment to certification!**



Please direct inquiries to:

**AACN Certification Corporation, 27071 Aliso Creek Road, Aliso Viejo, CA 92656**

**800-899-2226 • Fax: 949-362-2020 • [certification@aacn.org](mailto:certification@aacn.org)**

Please include your AACN customer number with all correspondence to AACN Certification Corporation.

# Contents

Certification Program .....	1
Recognition of Certification .....	2
Name and Address Changes .....	2
Renewal Pathway Options .....	3
Renewal Fees .....	4
Online Renewal .....	4
PCCN Renewal - Knowledge Professional Pathway .....	5
Renewal Eligibility Options .....	6-7
• Option 1 — Renewal by Synergy CERPs	
• Option 2 — Renewal by Exam	
• Option 3 — Inactive Status	
Alternate Options .....	8
• Alumnus Status	
• Retired Status	
Renewal Audit .....	9
Revocation of Certification .....	9
Review and Appeal of Certification Eligibility .....	10
AACN Synergy Model for Patient Care .....	11-12
Renewal by Synergy CERPs Topics and Activities .....	13-19
Synergy CERP Log .....	20-23
<b>Forms</b>	
PCCN Renewal Application - Knowledge Professional .....	24
• Option 1 — Renewal by Synergy CERPs Honor Statement - Knowledge Professional .....	25
• Option 2 — Renewal by Exam Honor Statement - Knowledge Professional .....	26

# PCCN Certification Program

## Definition

Certification is a process by which a nongovernmental agency validates, based upon predetermined standards, an individual nurse's knowledge for safe and effective practice in a defined functional or clinical area of nursing. Over 136,000 practicing nurses are currently certified in acute and critical care nursing through AACN Certification Corporation.

PCCN certification validates your knowledge of nursing care of acutely ill adult patients in your specialty area to hospitals, peers, patients and, most importantly, to yourself. Certification promotes continuing excellence in progressive care nursing.

In addition to providing you with a sense of professional pride and achievement, PCCN certification reinforces the special knowledge and experience required for progressive care nursing.

## Purpose and Limitations of Renewal Options

The purpose of certification renewal is to promote continued competence. The renewal process helps to maintain an up-to-date knowledge base through continuing education and practice hours, or practice hours and passing the certification exam.

Following are the limitations to the components of the renewal options:

- CE/CERP limitations include content quality and relevance to practice as well as an individual's ability to self-select CE/CERPs most pertinent to the individual's practice and educational needs.
- Limitations of practice hours include the quality of the practice environment and limitations on learning opportunities.
- One limitation of the exam is not assessing new competencies, as exam competencies were validated through initial certification.

Requiring two components for renewal rather than one decreases the limitations and furthers the goal of continued competence.

## Code of Ethics

AACN and AACN Certification Corporation consider the American Nurses Association (ANA) Code of Ethics for Nurses foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession.

AACN Certification Corporation's mission of public protection supports a standard of excellence that certified nurses have a responsibility to read, understand and act in a manner congruent with the ANA Code of Ethics for Nurses.

To access the ANA Code of Ethics, visit [www.aacn.org/certification](http://www.aacn.org/certification) > Overview > [Learn More](#).

## Membership Requirements

There are no association membership requirements to participate in AACN Certification Corporation programs.

## Nondiscrimination Policy

It is the policy of AACN Certification Corporation, its Board of Directors, committee members and staff to comply with all applicable laws that prohibit discrimination in employment or service provision because of a person's race, color, religion, gender, age, disability, national origin or any other protected characteristic.

## Recognition of Certification

Nurses who have passed the PCCN certification exam\* and meet PCCN renewal requirements may use “PCCN” after their licensing title. PCCN certification must be renewed every 3 years.

PCCN is a registered trademark. It is not punctuated with periods. The proper use of PCCN is as follows:

Chris Smith, RN, PCCN

**Certificants who choose Inactive status may not use the PCCN credential.**

Misuse of the credential is viewed by AACN Certification Corporation as misleading to the public and may result in denial or revocation of certification.

A listing of PCCN-certified nurses is maintained by AACN Certification Corporation and may be reported in its publications.

Certification status is available to the public via the online certification verification system, available at [www.aacn.org/certification](http://www.aacn.org/certification) > [Verify Certification](#).

*\*Nurses who passed the PCCN-K exam prior to Nov. 1, 2023 may also use PCCN after their licensing title.*

## Name and Address Changes

It is the certificant’s responsibility to notify AACN Certification Corporation of any changes in name and/or address during the certification period. Failure to do so may result in not receiving the information necessary for certification renewal.

Please notify us of any address or email address changes; you may update your profile as follows:

- Online at [www.aacn.org/myaccount](http://www.aacn.org/myaccount),
- Email [info@aacn.org](mailto:info@aacn.org), or
- Call AACN Customer Care at 800-899-2226

The following changes must be made by calling AACN Customer Care at 800-899-2226:

- Name changes
- Address changes for exam candidates during 90-day testing window

## Application Options

*Online renewal is available for all pathways listed below.*

**Confirm** that you have met all eligibility requirements for renewal. Review the tables below, and refer to [page 5](#) for detailed renewal pathway requirements.

Renewal Pathway	Your Practice
Knowledge Professional	Non-direct care practice that influences the care delivered to acutely ill adult patients
Direct Care	Direct care of acutely ill adult patients for a minimum of 12 hours per month - equivalent to 432 hours during the 3-year certification period, with 144 of those hours accrued in the last year of the certification period *

\* Nurses serving as manager, educator (in-service or academic), APRN or preceptor may apply hours spent supervising nursing students or nurses at the bedside toward the clinical/practice hour requirement for the PCCN Renewal - Direct Care Pathway. Nurses in these roles must be actively involved in patient care; for example, demonstrating how to apply ECG leads or supervising a new employee or student nurse performing a procedure.

Option	Your Practice
Inactive Status	Work in progressive care but don't currently meet eligibility renewal eligibility. Allows up to 3 years from scheduled renewal date to meet eligibility requirements.
Alumnus Status	No longer work in progressive care but still in nursing
Retired Status	No longer work in a position requiring an RN license

- If you are renewing via the Knowledge Professional Pathway from the Direct Care Pathway, you may complete the Renewal by Synergy CERP requirements for the Knowledge Professional Pathway or for the Direct Care Pathway from which you are moving.
  - For details, refer to the renewal handbook for the program selected.
  - You may select only one renewal program.
- Submit a CERP Log and copy of your RN or APRN license **only if you are selected for audit**. If selected, you will be notified **after** your successful renewal.
  - Keep all CERP records for at least **3 years** following your scheduled renewal date, to submit if audited.
- **Apply online** for renewal up to 4 months prior to your scheduled renewal date at [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#). Online renewal is immediate. If unable to renew online, complete the application at the back of this handbook. **Ensure your application is postmarked by your certification expiration date.** Do not send a duplicate application.
- Those wishing to **renew by exam** may apply online or complete the application and the *Renewal by Exam Honor Statement* at the back of this handbook.

## Renewal Fees

PCCN Renewal Fees	Member	Nonmember
Renewal by Synergy CERPs	\$150	\$230
Renewal by Exam	\$180	\$285
Inactive Status	\$95	\$175

Payable in U.S. funds. Fees subject to change without notice. Renewal fees are for processing and are nonrefundable. A \$15 fee will be charged for a returned check.

AACN offers 2-year and 3-year discounted membership rates. Please refer to the application at the back of this handbook for pricing.

## Online Renewal

Candidates may apply for PCCN certification renewal online at [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#) or via a paper application. The completed paper renewal application must be postmarked or faxed by the scheduled certification renewal date.

Online renewal is available to all active PCCNs, as well as those who hold inactive status, up to 4 months prior to their scheduled renewal date. Online renewal allows a candidate to submit an application and credit card payment for renewal via a secure Internet connection.

To apply for renewal online, go to [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#) and follow the detailed instructions listed.

You have up to 90 days beyond your certification expiration date to renew; however, practice hours and CERP's must have been completed during the 3-year period of your certification date. **CERPs or practice hours cannot be accumulated during the 90-day grace period.**

As a certificant, you already have an AACN customer account. Therefore, please do NOT create a new account or you will have a duplicate record, which could affect the processing of your renewal.

Access your existing AACN account as follows:

- At **Customer Sign In** enter your email address on file with AACN or your AACN customer number.

- Your **AACN Customer Number** can be found on your most recent renewal notice.
- Your initial **password** is your last name. You will be able to change your password once you log in. If you do not remember your password, click **Forgot Password**.
- You will be able to **verify and update your account information** during the online process.
- **Verify your email address** to receive a confirmation of your renewal and to continue to receive important renewal information.

Renewing candidates will not be mailed a certificate; however, a certificate can be printed from your AACN Dashboard. Log into AACN.org and select Certification.

Once you have successfully renewed online, you will be subject to the same random audit process as any other certificant. You must maintain records of your CERPs for 3 years after your scheduled renewal date, to submit in the event of an audit.

# PCCN - Knowledge Professional Renewal Pathway

## Licensure

Current, unencumbered U.S.<sup>1</sup> RN or APRN licensure is required.

- An unencumbered license has not been subjected to formal discipline by the board of nursing in the state(s) in which you practiced during the 3-year certification period and had no provisions or conditions that limited your nursing practice.
- Provisions or conditions may include, but are not limited to, direct supervision of practice, drug administration limitations and/or practice area exclusions.
- Documentation of all provisions and conditions from the board or its designee must be reviewed prior to approval for renewal.
- Certificants must notify AACN Certification Corporation **within 30 days** if any provisions or conditions are placed on their RN or APRN license(s).

## Exam

Have passed the PCCN certification exam.

## Practice

Practice as an RN or APRN for 432 hours during the 3-year certification renewal period, with 144 of those hours accrued in the 12-month period prior to the scheduled renewal date is required.

- ▶ **Eligible practice hours are those in which you applied knowledge in a way that influenced patients, nurses and/or organizations to have a positive impact on the care delivered to acutely ill patients and families.**

Eligible practice hours may be a combination of role practice/non-direct care and direct care.

- Nurses who primarily or exclusively provide direct care may be eligible for the Direct Care Pathway. Refer to the [PCCN Renewal Handbook - Direct Care Pathway](#).

- Eligible practice hours are those spent focused on the **adult** patient population.
- Practice hours must be completed in a U.S.-based<sup>1</sup> or Canada-based facility or in a facility determined to be comparable to the U.S. standard of progressive care nursing practice as evidenced by Magnet® designation or [Joint Commission International](#) accreditation.

Nurses with practice hours in roles such as those listed below **may** qualify for the PCCN - Knowledge Professional Renewal Pathway. This is not an all-inclusive list, nor does it mean all nurses working in these roles are eligible.

- Clinical or Patient Educator
- Academic Faculty
- Manager/Supervisor
- Clinical Director
- Nursing Administrator
- Case Manager
- Transitional Care Coordinator

## Practice Verification

The name and contact information of your supervisor or a colleague (RN or physician) must be provided for verification of eligibility related to practice hours.

If selected for audit, you will be asked to provide a statement about how your practice influences patients, nurses and/or organizations to have a positive impact on the care delivered to acutely ill patients and families.

- Your verifier will need to validate in writing that you have worked the required number of practice hours and that your practice aligns with the statement you provide.

AACN Certification Corporation may adopt additional eligibility requirements at its sole discretion. Any such requirements will be designed to establish, for purposes of PCCN certification, the adequacy of a candidate's knowledge in caring for acutely ill adults.

Questions regarding eligibility should be emailed to [certification@aacn.org](mailto:certification@aacn.org).

<sup>1</sup> Includes District of Columbia and U.S. territories of Guam, Virgin Islands, American Samoa and Northern Mariana Islands

# Renewal Eligibility Options

Certification is granted for a period of 3 years. At renewal time, PCCN candidates may seek Renewal by Synergy CERPs or Renewal by Exam. PCCN renewal options include the Direct Care Renewal Pathway, Knowledge Professional Renewal Pathway or Inactive status.

## Option 1 — Renewal by Synergy CERPs

The Continuing Education Recognition Point (CERP) program encompasses a wide spectrum of continuing education activities for acute and critical care nurses.

CERPs may be awarded for activities such as acute and critical care publications, presentations, leadership responsibilities and quality assurance activities. CERPs may also be awarded for membership in professional nursing or healthcare organizations and volunteer activities.

PCCN Renewal by Synergy CERPs via the Knowledge Professional Pathway is obtained by completing a total of 100 CERPs with 80 CERPs in Category A and 10 CERPs each in Categories B and C during the 3-year renewal period. \* Acceptable topics and activities for CERPs are listed in this handbook on [pages 13 to 19](#).

Complete the PCCN Renewal Application for the Knowledge Professional Pathway, on [page 24](#), and the Renewal by CERPs Honor Statement, on [page 25](#).

*\* Both PCCN renewal pathways (Knowledge Professional and Direct Care) require a total of 100 CERPs with a minimum number of CERPs in Categories A, B and C. If you are renewing PCCN via a different pathway, you may complete the Synergy CERP requirements for the pathway from which you are moving or the pathway you are moving to.*

**For details, refer to the applicable renewal handbook.**

## Option 2 — Renewal by Exam

Renewal by exam candidates must submit their application no later than 30 days prior to the certification expiration date. Contact AACN Customer Care for more information and assistance. You may not take the exam and then attempt to renew by CE Points or CERPs if you do not pass. If you do not pass the exam, you must meet initial exam eligibility requirements and submit an application to retake the exam.

Refer to the [PCCN Exam Handbook - Knowledge Professional Eligibility Pathway](#) for the current test plan and exam references and to the [Certification Exam Policy Handbook](#) for exam scheduling and testing information. Visit [www.aacn.org/certification](http://www.aacn.org/certification) or email [certcorp@aacn.org](mailto:certcorp@aacn.org).

Complete the PCCN Renewal Application, for the Knowledge Professional Pathway, on [page 24](#), and the Renewal by Exam Honor Statement, on [page 26](#).

To renew by the Direct Care Pathway, you must meet those requirements.

- ▶ **PCCN renewal via the Direct Care Pathway:** Refer to the [PCCN Exam Handbook - Direct Care Eligibility Pathway](#) for the current test plan and exam references.

AACN Certification Corporation is transitioning to the use of generic names only for medications in exams and practice exam products. During the transition, exam candidates may continue to see items that include both generic and trade names.

*The non-direct care Knowledge Professional Pathway of the PCCN credential may not be tied to CMC or CSC. If you are renewing via the Knowledge Professional Pathway from the Direct Care Pathway, your CMC or CSC will automatically be placed on Inactive status.*

**Online renewal is available at [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#)**

*continued*

## Renewal Eligibility Options (continued)

### Option 3 – Inactive Status

Inactive status is available to renewing candidates who do not meet renewal eligibility requirements but do not wish to lose their certification. Inactive status provides additional time, up to 3 years from the scheduled renewal date, to meet the renewal eligibility requirements.

#### **While Inactive, you may not use the PCCN credential.**

You may reactivate your certification anytime during the 3-year Inactive period, as soon as you meet all of the established renewal eligibility requirements. Inactive status does not allow the certified nurse 6 years to meet the requirements (the original certification renewal period plus the Inactive period).

**The eligibility requirements must be accrued within a 3-year period**, with 144 practice hours accrued in the most recent year preceding reactivation. Certification will be reinstated upon submission of a completed renewal application and renewal fee.

You may choose to reactivate as soon as you meet the renewal criteria. When moving from Inactive status to active status, your new 3-year certification period begins

on the first day of the month *following* when your renewal application is signed.

**Example:** Mary Jones obtains Inactive status on February 1, 2023. She completes a home study course acquiring the needed CERPs by April 30, 2023 and would now like to reactivate. Eligible CERPs and hours must have been completed between May 1, 2020 and April 30, 2023.

#### **Inactive status may be held more than once, but not for two consecutive renewal periods.**

To apply for Inactive status:

- Go online to [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#), **or**
- Complete the first page of the PCCN Renewal Application for the Knowledge Professional Pathway (on [page 24](#)), select the Inactive status category, and sign and date.

If you do not reactivate 4 months prior to the end of your 3-year Inactive period, reminders will be sent to you by email referring you to the most recent version of the renewal handbook.

**See next page for additional options available to renewing PCCNs.**

# Alternate Options

## Alumnus Status

Alumnus status is for certified nurses who are no longer in an eligible role as a PCCN focused on acutely ill patients for enough hours to renew an active certification, but continue to work in the nursing profession in some capacity and wish to remain connected with the PCCN credential.

Alumnus nurses receive monthly access to *AACN Clinical Voices*.

The “Alumnus PCCN” designation, written out, may be used on a resume or business card, but may NOT be used after an individual’s signature or on a name badge. Candidates choosing Alumnus status are not eligible to renew an active certification. Alumnus PCCNs who wish to reobtain certification status are required to take the exam as an initial applicant.

Alumnus status is renewable every 3 years.

## Eligibility

- Have been PCCN certified
  - No longer working with acutely ill adult patients for enough hours to meet the practice hour requirement to renew an active certification
  - Submission of a completed application and fee
- Note: CERPs are not required for Alumnus status.

## Retired Status

Retired status provides the certified nurse or Alumnus PCCN who is retiring from the nursing profession with a continued sense of career identity and professional connectedness. The Retired designation recognizes certified nurses for their years of service in the care of acutely ill patients. It also acknowledges their pride in and dedication to having been certified.

To be eligible for the Retired designation, a nurse must have been PCCN-certified and have no plans of returning to practice or renewing certification. The retired RN must not be working in any type of position that requires the possession of an RN license. Nurses who are moving to another role in nursing are not eligible and should apply for Alumnus status.

Retired nurses receive monthly access to *AACN Clinical Voices*. The “Retired PCCN” designation, written out, may be used on a resume or business card, but may NOT be used after an individual’s signature or on a name badge.

Retired status is renewable every 3 years.

## Eligibility

- Have been PCCN certified
- Retired from nursing with no plans of returning to nursing or renewing certification (nurses who are moving to another role in nursing should apply for Alumnus status)
- Submission of a completed application and fee. Renewal of Retired Status is available at no additional cost.

**You may apply for Alumnus or Retired status online at [www.aacn.org/certification](http://www.aacn.org/certification) > [Renew Certification](#).**

To obtain a paper Alumnus or Retired status application, visit [www.aacn.org/certification](http://www.aacn.org/certification) or email [certcorp@aacn.org](mailto:certcorp@aacn.org).

## PCCN Renewal Audit

In compliance with standard regulatory practices, AACN Certification Corporation conducts random audits following certificants' successful renewal. Certificants are not notified in advance when being audited.

Certificants selected for audit are notified via email and have a period of 60 days to submit the required verification materials, which include:

- Copy of RN or APRN license
- CERP Log
- Copies of CERP documentation
- Form to verify clinical hours

Failure to respond to or pass an audit may result in revocation of certification. Revocation may include notification of the candidate's employer and state board of nursing, as appropriate.

Certificants who successfully complete PCCN renewal should continue to keep personal records of CERP activities for at least 3 years beyond their scheduled renewal date to submit in the event that an audit is performed. A CERP Log, to be submitted only if audited, is included in this handbook. Electronic versions of the CERP Log may be accessed online at [www.aacn.org/certification](http://www.aacn.org/certification).

AACN Certification Corporation reserves the right to conduct additional audits as necessary.

## Revocation of Certification

AACN Certification Corporation may revoke certification, or renewal of certification may be denied, for any reason deemed appropriate including, but not limited to, the following:

- Falsification of a certification exam application or renewal application
- Falsification of any information provided to AACN Certification Corporation
- Failure to meet/maintain eligibility requirements
- Failure to pay fees
- Failure to meet deadlines
- Failure to respond to or pass an audit
- Misrepresentation of certification status or misuse of certification
- Conviction of a felony

- Cheating (or reasonable evidence of intent to cheat) on the exam
  - Sharing exam content
  - Provisions or conditions placed on RN or APRN licensure during the certification renewal period
- Certificants must notify AACN Certification Corporation **within 30 days** of any provisions or conditions placed against their RN or APRN license(s).

In the event of revocation, notification may be sent to the candidate's employer and state board of nursing, where appropriate. The candidate will be notified that he/she may be prohibited from reapplying for any AACN certification exam for a period of up to 3 years.

Fees paid for certification renewal are not refunded.

## Review and Appeal of Certification Eligibility

The review and appeal process is available to individuals whose certification status has been denied, expired or revoked.

### Internal Review Panel (IRP)

The review process is conducted by the staff of AACN Certification Corporation.

Initial applicants and prospective applicants may request a review of eligibility within 45 days of notification of denial. The written request should describe their eligibility and how it conforms to the certification program.

Requests for review of expired or revoked certification status should include information and documents to support the request for reinstatement. Requests for review should be received within 30 days of notification of certification expiration or revocation.

Please email your request for review to:

[certification@aacn.org](mailto:certification@aacn.org)

Or mail to:

**Certification Specialist  
AACN Certification Corporation  
27071 Aliso Creek Road  
Aliso Viejo, CA 92656-3399**

The IRP will review the documentation provided and render a decision within 30 days. Additional information may be requested by the IRP. The IRP decision will be communicated via phone or email to the individual requesting review.

### Appeal of Eligibility, Exam and Renewal Determination

A candidate who believes he/she was unjustly denied eligibility for an exam, who challenges results of an exam or who believes he/she was unjustly denied renewal of certification may request reconsideration of the decision by emailing a written appeal to [certification@aacn.org](mailto:certification@aacn.org).

The candidate for certification or renewal of certification must provide convincing evidence that a severe disadvantage was afforded the candidate during processing of an application for exam or renewal of certification or prior to or during administration of an exam.

The appeal must be made within 45 days of receipt of the adverse decision (for example, a score report or any other official correspondence related to certification or renewal of certification from AACN Certification Corporation or its agents). The written appeal must also indicate the specific relief requested.

The appeal process is conducted by the AACN Certification Corporation Appeals Panel. The Appeals Panel is comprised of certified peer volunteers who have an understanding of the credential being appealed and are not members of the internal review process. Panel members sign confidentiality agreements as well as conflict of interest forms prior to participation.

The Appeals Panel will review the documentation provided and render a decision within 30 days of date of appeal. The decision of the Appeals Panel is final and will be communicated via email to the requesting individual.

For questions about the review and appeal process, please call AACN Certification Corporation at 800-899-2226.

# AACN Synergy Model for Patient Care

Synergy is an evolving phenomenon that occurs when individuals work together in mutually enhancing ways toward a common goal. AACN Certification Corporation is committed to ensuring that certified nursing practice is based on the needs of patients. Integration of the AACN Synergy Model for Patient Care into AACN Certification Corporation's certification programs puts emphasis on the patient and says to the world that patients come first.

The Synergy Model creates a comprehensive look at the patient. It puts the patient in the center of nursing practice. The model identifies nursing's unique contributions to patient care and uses language to describe the professional nurse's role. It provides nursing with a venue that clearly states what we do for patients and allows us to start linking ourselves to, and defining ourselves within, the context of the patient and patient outcomes.

Based on the most recent AACN Certification Corporation study of nursing practice, the test plans for our certification exams reflect the Synergy Model as well as findings related to nursing care of the adult patient population studied.

## Patient Characteristics

The Synergy Model encourages nurses to view patients in a holistic manner rather than the "body systems" medical model. Each patient and family is unique, with a varying capacity for health and vulnerability to illness. Each patient, regardless of the clinical setting, brings a set of unique characteristics to the care situation. Depending on where they are on the healthcare continuum, patients may display varying levels of the following characteristics:

<b>Resiliency</b>	Capacity to return to a restorative level of functioning using compensatory/coping mechanisms; the ability to bounce back quickly after an insult
<b>Vulnerability</b>	Susceptibility to actual or potential stressors that may adversely affect patient outcomes
<b>Stability</b>	Ability to maintain a steady-state equilibrium
<b>Complexity</b>	Intricate entanglement of two or more systems (e.g., body, family, therapies)
<b>Resource Availability</b>	Extent of resources (e.g., technical, fiscal, personal, psychological and social) the patient/family/community bring to the situation
<b>Participation in Care</b>	Extent to which patient/family engages in aspects of care
<b>Participation in Decision-Making</b>	Extent to which patient/family engages in decision-making
<b>Predictability</b>	A characteristic that allows one to expect a certain course of events or course of illness

### FOR EXAMPLE:

A healthy, uninsured, 40-year-old woman undergoing a pre-employment physical could be described as an individual who is (a) stable (b) not complex (c) very predictable (d) resilient (e) not vulnerable (f) able to participate in decision-making and care, but (g) has inadequate resource availability.

On the other hand: a critically ill, insured infant with multisystem organ failure can be described as an individual who is (a) unstable (b) highly complex (c) unpredictable (d) highly resilient (e) vulnerable (f) unable to become involved in decision-making and care, but (g) has adequate resource availability.

*continued*

## AACN Synergy Model for Patient Care (continued)

### Nurse Characteristics - Grouped by Renewal by Synergy CERP Categories

Nursing care reflects an integration of knowledge, skills and experience necessary to meet the needs of patients and families. Thus, nurse characteristics are derived from patient needs and include:

#### Category A

<b>Clinical Judgment</b>	Clinical reasoning, which includes clinical decision-making, critical thinking and a global grasp of the situation, coupled with nursing skills acquired through a process of integrating education, experiential knowledge and evidence-based guidelines.
<b>Clinical Inquiry</b>	The ongoing process of questioning and evaluating practice and providing informed practice. Creating changes through evidence-based practice, research utilization and experiential knowledge.

#### Category B

<b>Caring Practices</b>	Nursing activities that create a compassionate, supportive and therapeutic environment for patients and staff, with the aim of promoting comfort and healing and preventing unnecessary suffering. These caring behaviors include but are not limited to vigilance, engagement and responsiveness of caregivers. Caregivers include family and healthcare personnel.
<b>Response to Diversity</b>	The sensitivity to recognize, appreciate and incorporate differences into the provision of care. Differences may include, but are not limited to, individuality, cultural, spiritual, gender, race, ethnicity, lifestyle, socioeconomic, age and values.
<b>Advocacy/ Moral Agency</b>	Working on another's behalf and representing the concerns of the patient/family and nursing staff; serving as a moral agent in identifying and helping to resolve ethical and clinical concerns within and outside the clinical setting.
<b>Facilitation of Learning</b>	The ability to facilitate learning for patients/families, nursing staff, other members of the healthcare team and community. Includes both formal and informal facilitation of learning.

#### Category C

<b>Collaboration</b>	Working with others (e.g., patients, families, healthcare providers) in a way that promotes/encourages each person's contributions toward achieving optimal/realistic patient/family goals. Collaboration involves intra- and inter-disciplinary work with colleagues and community.
<b>Systems Thinking</b>	Body of knowledge and tools that allow the nurse to manage whatever environmental and system resources that exist for the patient/family and staff, within or across healthcare systems and non-healthcare systems.

Nurses become competent within each continuum at a level that best meets the fluctuating needs of their population of patients. More compromised patients have more severe or complex needs, requiring nurses to have advanced knowledge and skills in an associated continuum.

#### FOR EXAMPLE:

If the patient was stable but unpredictable, minimally resilient and vulnerable, primary competencies of the nurse would be centered on clinical judgment and caring practices (which includes vigilance). If the patient was vulnerable, unable to participate in decision-making and care, and had inadequate resource availability, the primary competencies of the nurse would focus on advocacy and moral agency, collaboration and systems thinking.

Although all eight competencies are essential for contemporary nursing practice, each assumes more or less importance depending on a patient's characteristics. **Synergy results when a patient's needs and characteristics are matched with the nurse's competencies.**

For more information about the AACN Synergy Model for Patient Care visit [www.aacn.org](http://www.aacn.org).

## PCCN Renewal Synergy CERPs

A total of 100 CERPs must be completed in the 3-year PCCN certification period, with at least 80 CERPs in Category A and 10 CERPs each in Categories B and C.

If you are renewing from one pathway to another (Direct Care or Knowledge Professional), you may complete the CERPs required for either the pathway you are moving from or the pathway you are moving to. For details, please refer to the PCCN Renewal Handbook application to your renewal pathway at [www.aacn.org/certhandbooks](http://www.aacn.org/certhandbooks).

Synergy CERP Category	Number of CERPs Required
A	80
B	10
C	10
<b>Total</b>	<b>100</b>

The examples on this page and the following pages are not all-inclusive.

### Category A - Clinical Judgment, Clinical Inquiry

#### 80 CERPs Required

*Examples:* Lab values, BLS, ACLS, PALS, NRP, ECG, IV therapy, heart failure, pharmacology, assessment, pathophysiology, technical skills/new equipment, statistics, clinical research, evidence-based practice, auditing, publishing, practice protocols, QI/QA, clinical aspects of bioterrorism, exam review courses.

### Category B - Advocacy & Moral Agency, Caring Practices, Response to Diversity, Facilitation of Learning

#### 10 CERPs Required

*Examples:* Safety/restraints, legal or ethical issues, charting documentation, reducing medication errors, preceptorship, public policy, HIPAA, Joint Commission, patient support groups, cultural aspects of care, diversity, medical Spanish, therapeutic communication, psychosocial aspects of care, mental illness, geriatric care, spiritual considerations, addiction/recovery, violence/abuse, end-of-life care.

### Category C - Collaboration, Systems Thinking

#### 10 CERPs Required

*Examples:* Communication skills, teamwork, healthy work environments, AACN Synergy Model for Patient Care, redesigning hospital care, disaster/emergency planning, developing policies or procedures, community resources, committees, leadership, management, risk management, case management, AACN membership.

### How to Calculate CERPs

Continuing Education Recognition Points (CERPs) are calculated according to the educational contact hour for seminars or lectures.

For purposes of certification renewal, one (1) hour of education time is equal to 1 CERP. For example, a 1-hour in-service would be worth 1 CERP; an education program that awarded 6 contact hours, 6 CEs or 6 CMEs would be worth 6 CERPs. CERPs are not awarded for registration, introductions, breaks, lunch, clinical time or for completion of certification exams.

For Academic Credit Courses, **one (1) credit is worth 15 CERPs**. For example, a 3-credit course would be worth 45 CERPs.

# Renewal Synergy CERPs – Topics and Activities

## Category A – Clinical Judgment, Clinical Inquiry 80 CERPs Required

### Clinical Judgment

#### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to body systems, monitoring, physical assessment, anatomy and physiology, nursing interventions, lab values, pharmacology, ABG interpretation, diagnostic tests, therapies, fluid dynamics, BLS, ACLS, PALS, NRP, ECG interpretation, nutritional support, bariatric surgery, IV therapy, clinical implications of bioterrorism, technical skills, new equipment, core review and exam review programs

#### Activities

Participating on an AACN Certification Corporation committee or task force (Practice Analysis, Item Writer, Exam Development, Practice Exam Reviewer)	30 CERPs
Appeals Panel	5 CERPs

### Clinical Inquiry

#### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to research and research process, quality improvement, evidence-based practice, how to do an audit or prevalence study, how to evaluate nursing care and how to publish an article

#### Activities

Develop best practices, standards of practice or standard nursing care plans for specific patient populations; original authorship	3 CERPs (revised 1 CERP)
Develop evaluation tools based on outcome criteria in behavioral terms; original authorship	3 CERPs (revised 1 CERP)
Develop or revise practice protocol; original authorship	3 CERPs (revised 1 CERP)
Auditing activities	3 CERPs per year for a min. of 8 hours per year of auditing activity
Quality improvement activities	3 CERPs per year for a min. of 8 hours per year of QI activity

Research activities	3 CERPs per year for a min. of 8 hours per year of research activity
---------------------	----------------------------------------------------------------------

### Professional Publications

Responsibility in the publication may be authorship, co-authorship or editorial. The item to be published may be a book, chapter in a book, paper, article, abstract, book review, etc. Professionally authored multimedia aids are acceptable. CERPs are counted per activity, not based on how much time was spent completing the activity. CERPs for joint authorships are determined by dividing the number of CERPs to be awarded by the number of authors.

**A maximum of 30 CERPs per renewal period may be counted under Professional Publications.**

Editorial in a journal	5 CERPs
Column in a journal	10 CERPs
Journal article (peer reviewed)	20 CERPs
Journal reviewer (article or book chapter)	5 CERPs
Service on editorial boards	5 CERPs per board, per year
Article in a local newsletter or AACN chapter newsletter	2 CERPs
Original research article (peer reviewed)	30 CERPs
Textbook or chapter editor	1 CERPs per 10 pages (max. 30)
Textbook or chapter author	2 CERPs per 10 pages (max. 50)
Professionally authored multimedia aids	15 CERPs
Book review	3 CERPs
COVID-19/Value of Cert. story (300-600 words about how your certification influenced your practice during the pandemic - email to certjourney@aacn.org)	2 CERPs (max. 2 CERPs per year)
Clinical blog	2 CERPs (max. 4 CERPs per year)
Master's thesis/final project	30 CERPs
DNP capstone/final project	35 CERPs
Doctoral dissertation	45 CERPs

*continued*

## Renewal Synergy CERPs – Topics and Activities (continued)

Activities regularly completed as the focus of your primary nursing role may not be counted for CERPs.

If an activity is counted in one category, it may not be counted in another category (e.g., poster, speaking, publishing related to one study may be counted only once).

Obtaining an AACN micro-credential may be counted for CERPs. Refer to the AACN website (or email you received) for number of CERPs and category.

### Academic Credit Courses

Encompasses academic courses offered by an accredited college or university that address the biopsychosocial knowledge base of professional human services.

Examples of acceptable courses for **Category A** include, but are not limited to physical assessment, anatomy, physiology, ECG interpretation, pathophysiology, IV therapy, chemistry, biology, research, education statistics, evidence-based practice, pharmacology and nursing anesthesia.

College credits earned through challenge exams are acceptable.

Examples of courses that are NOT acceptable for CERPs include, but are not limited to history, math, art, music and English.

For Academic Credit Courses, **one (1) credit is worth 15 CERPs**. For example, a 3-credit course would be worth 45 CERPs.

**If selected for audit**, submit all of the following that apply:

- Photocopy of CE certificate with your name, date(s) of attendance, title of course and contact hours. If the program was not formally granted contact hours (e.g., hospital or unit in-services), submit written verification of attendance, including name of participant, date(s) of attendance, title of course and hours of course (minus breaks and lunch), signed by educator, course director or supervisor.
- Written verification of project, activity or committee/board involvement, including date(s)
- Copy of the title page and table of contents. Publisher's notice of acceptance for publication should be submitted if CERPs are to be granted before printing
- Photocopy of formal transcript or grade report. If course title or subject is not identifiable as relating to Category A, include course description or brief profile of content
- Copies of ACLS, BLS, NRP and PALS cards are not sufficient for audit as they do not include actual class time, which varies. Please provide documentation of hours, with course date(s) and title, your name and signature of your supervisor, educator or professional associate. CERPs can be awarded for ACLS, BLS, PALS and NRP taken twice per certification period.

*continued*

## Renewal Synergy CERPs – Topics and Activities (continued)

### Category B – Advocacy/Moral Agency, Caring Practices, Response to Diversity, Facilitation of Learning

10 CERPs Required

#### Advocacy/Moral Agency

##### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to patient rights, value of certification, advance directives, informed consent, ethics, ethical issues, regulatory issues (HIPAA, Joint Commission), insurance and reimbursement, legal aspects of nursing practice, public policy and sexual harassment training

##### Activities

Participation on an ethics committee	5 CERPs per year
--------------------------------------	------------------

#### Caring Practices

##### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to comfort measures, therapeutic touch, therapeutic communications, palliative care, grief and loss, patient safety (including infection control, fall prevention and body mechanics), stress management and burnout, and pet therapy

##### Activities

Facilitate a patient or family support group (e.g., Mended Hearts, bariatric or transplant support groups)	6 CERPs per year (min. of 6 hours)
------------------------------------------------------------------------------------------------------------	------------------------------------

Participate in a pet visitation program for hospitals or nursing homes	5 CERPs per year (min. of 5 hours)
------------------------------------------------------------------------	------------------------------------

Facilitate a critical incident debriefing with staff involved	5 CERPs per year (min. of 5 hours spent on incident)
---------------------------------------------------------------	------------------------------------------------------

#### Response to Diversity

##### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to cultural diversity, developmental stages, medical Spanish, spiritual considerations of the dying patient, psychosocial issues in diverse populations and outcomes/health disparities related to diverse populations

##### Activities

Participation on an advisory team or committee related to diversity (e.g., multigenerational work environment, cultural aspects of care, special needs)	5 CERPs per year
---------------------------------------------------------------------------------------------------------------------------------------------------------	------------------

Volunteer community service for diverse populations (e.g., HIV hospice, migrant health clinics, free clinics). Minimum 4 visits/service contacts per year. Activity must involve nursing clinical judgment	1 CERP per hour (up to 8 CERPs per renewal period)
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------

#### Facilitation of Learning

##### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to learning theory, mentoring, precepting, assessing learning needs and health literacy projects

##### Activities

Preceptorship/mentorship (includes checking skills for staff competency); a min. of 80 hours per year of preceptorship required	10 CERPs per year
---------------------------------------------------------------------------------------------------------------------------------	-------------------

Designing informational aids intended for use as references in the clinical area	3 CERPs per project (revised 1 CERP)
----------------------------------------------------------------------------------	--------------------------------------

Designing patient educational aids, booklets or audiovisual projects	5 CERPs per project (revised 1 CERP)
----------------------------------------------------------------------	--------------------------------------

Designing a multimedia learning module (e.g., patient teaching program on PowerPoint)	5 CERPs per project (revised 1 CERP)
---------------------------------------------------------------------------------------	--------------------------------------

*continued*

## Renewal Synergy CERPs – Topics and Activities (continued)

### Professional Presentations

Encompasses the certificant's participation as an instructor delivering content to nurses, other healthcare professionals or the public. The presentation must be delivered within a structured framework of teaching/learning.

A presentation includes seminar, in-service, clinical conference, patient/family education program, consumer education program, BLS, ACLS, AACN chapter educational activities, podcast and/or presenting an original paper or poster. The participant may be a primary instructor, member of a team, guest lecturer, panel participant, etc. Check-in stations during a skills lab also count in this category.

#### For Example:

A one contact hour presentation that is given three times (one original and two repeat presentations) would earn a maximum of 5 CERPs.

3 CERPs are granted for each contact hour of lecture given. Each repeat presentation is granted 1 CERP per contact hour for a maximum of two times within a certification period.

If the program is co-taught, the number of CERPs to be awarded is determined by dividing CERPs by the number of instructors.

**A maximum of 9 CERPs per year will be granted for professional presentations.**

Examples of acceptable courses for **Category B** include, but are not limited to nutrition, ethical issues, legal issues, pain management, medical Spanish, geriatric nursing, end-of-life care, cultural nursing care, etc.

College credits earned through challenge exams are acceptable.

Examples of courses that are NOT acceptable for CERPs include, but are not limited to history, math, art, music and English.

For Academic Credit Courses, **one (1) credit is worth 15 CERPs**. For example, a 3-credit course would be worth 45 CERPs.

### Acceptable Proof for Category B CERPs

**If selected for audit**, submit all of the following that apply:

- Photocopy of CE certificate with your name, date(s) of attendance, title of course and contact hours. If the program was not formally granted contact hours (e.g., hospital or unit in-services), submit written verification of attendance, including name of participant, date(s) of attendance, title of course and hours of course (minus breaks and lunch), signed by educator, course director or supervisor.
- Evidence of participation in the presentation (e.g., brochure, announcement or written statement) and contact hours
- Written verification by manager, educator or organization of activity (e.g., precepting on committee or board involvement), including date(s) and total hours
- Written verification by manager of facilitation of critical incident debriefing with date(s) and number of staff involved
- Photocopy of formal transcript or grade report. If course title or subject is not identifiable as relating to Category B, include course description or brief profile of content

*continued*

### Activities regularly completed as the focus of your primary nursing role may not be counted for CERPs.

For example, as a critical care educator you may not claim CERPs for orientation programs that you present; however, presentations given on a newly researched topic for your chapter or at NTI may be claimed for CERPs in Category B.

Obtaining an AACN micro-credential may be counted for CERPs. Refer to the AACN website (or email you received) for number of CERPs and category.

### Academic Credit Courses

Encompasses academic courses offered by an accredited college or university that address the biopsychosocial knowledge base of professional human services.

# Renewal Synergy CERPs – Topics and Activities (continued)

## Category C – Collaboration, Systems Thinking 10 CERPs Required

### Collaboration

#### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to communication skills, dealing with conflict, dealing with difficult people, crucial conversations and improving interdepartmental or inter- and intraprofessional communication

#### Activities

Current membership in a professional nursing or healthcare organization (e.g., AACN, ANA, etc.)	3 CERPs per year/ per organization (max. 6 CERPs per year)
-------------------------------------------------------------------------------------------------	------------------------------------------------------------

#### The following applies for AACN or other national organizations.

Participation on a Chapter Advisory Team	15 CERPs per year
Participation as a learning connection mentor	5 CERPs per year
Participation on a review panel (grants, scholarships, etc.)	5 CERPs per year
Participation in a focus group	10 CERPs per year
Participation in a work group	10 CERPs per year
Participation as an AACN ambassador	5 CERPs per year
Participation on a non-AACN national committee	10 CERPs per year
Volunteering in healthcare mission (e.g., Flying SAMS, Project Concern, health fairs, manning a first aid booth at a community event). Activity must utilize nursing clinical judgment	1 CERP per hour – max. 8 CERPs per renewal period

### Systems Thinking

#### Ongoing Learning Topics

Includes all CE, CME, academic or e-learning courses and/or in-services related to care across many departments, settings, facilities, participants, regions; discharge planning; standards of excellence; management and leadership skills; healthy work environments; AACN Synergy Model for Patient Care; risk management; natural disaster/emergency planning and coordination, exploring community resources, etc.

#### Activities

Participation in activities/teams/committees that solve or prevent complex problems and improve care across many participants, multiple departments, settings, facilities or regions (e.g., spearheading a major patient care improvement)	10 CERPs per activity, per year
Participation in leadership responsibilities or committee involvement at a chapter/ regional level	10 CERPs per committee, per year
Leadership responsibilities or committee involvement in professional or health-related organizations	10 CERPs per committee, per year
Participation as an AACN or AACN Certification Corporation board member	20 CERPs per year
Initiating or leading an interdisciplinary team to solve a patient care problem or leading a case conference	5 CERPs per team meeting/case conference (max. 5 CERPs per year)
Developing or revising nursing policy or procedure	3 CERPs for original; 1 CERP for revision

*continued*

## Renewal Synergy CERPs – Topics and Activities (continued)

Activities regularly completed as the focus of your primary nursing role may not be counted for CERPs.

Obtaining an AACN micro-credential may be counted for CERPs. Refer to the AACN website (or email you received) for number of CERPs and category.

### Academic Credit Courses

Encompasses academic courses offered by an accredited college or university that address the biopsychosocial knowledge base of professional human services.

Examples of acceptable courses for **Category C** include, but are not limited to psychology, sociology, philosophy, social or cultural anthropology, leadership in nursing, healthcare management, case management, risk management, etc.

College courses earned through challenge exams are acceptable.

Examples of courses that are NOT acceptable for CERPs include, but are not limited to history, math, art, music and English.

For Academic Credit Courses, **one (1) credit is worth 15 CERPs**. For example, a 3-credit course would be worth 45 CERPs.

### Acceptable Proof for Category C CERPs

**If selected for audit**, submit all of the following that apply:

- Photocopy of CE certificate with your name, date(s) of attendance, title of course and contact hours. If the program was not formally granted contact hours (e.g., hospital or unit in-services), submit written verification of attendance, including name of participant, date(s) of attendance, title of course and hours of course (minus breaks and lunch), signed by educator, course director or supervisor.
- Written verification from the organization
- Written documentation (brochure) of the volunteer organization's (non-AACN) values and mission statement
- Photocopy of membership card
- Written verification from the organization on initiative or leadership role on team to solve patient care problem
- Photocopy of formal transcript or grade report. If course title or subject is not identifiable as relating to Category C, include course description or brief profile of content



# PCCN CERP Log

## Knowledge Professional Renewal Pathway (continued)

### Category A – Clinical Judgment, Clinical Inquiry

**80 CERPs Required**

Ongoing Learning Topic (Title of Program or Activity)	Date(s)	Sponsoring Organization	No. of Academic Course Credits	CERPs Awarded	Office Use
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
<b>Category A Total</b>					

*For CERPs completed at NTI you need not list course details, simply write "Refer to NTI CE certificate" and list total number of CERPs awarded in each category.*

# PCCN CERP Log

## Knowledge Professional Renewal Pathway (continued)

### Category B – Advocacy/Moral Agency, Caring Practices, Response to Diversity, Facilitation of Learning

#### 10 CERPs Required

Ongoing learning topics may be in-service, CEs or academic courses, but address subjects that have direct application to needs of the acutely and/or critically ill patient/family. Activities may be related to infection control, patient safety, conducting professional presentations or developing teaching aids. Activities may also include volunteer work that has a clinical judgment component. The volunteer activity should be performed outside the nurse’s salaried position. CERPs are granted based on the individual activity, not the total number of hours spent on the activity.

Ongoing Learning Topic (Title of Program or Activity)	Date(s)	Sponsoring Organization	No. of Academic Course Credits	CERPs Awarded	Office Use
1.					
2.					
3.					
4.					
5.					
6.					
<b>Subtotal</b>					

Presentation / Program Title	Date(s)	No. of Contact Hours Taught	CERPs Awarded	Office Use
1.				
2.				
3.				
4.				
<b>Subtotal</b>				

Activity / Organization	Date(s)	No. of Hours Involved in Activity	CERPs Awarded	Office Use
1.				
2.				
3.				
4.				
<b>Subtotal</b>				

**Category B Total**

--	--

*For CERPs completed at NTI you need not list course details, simply write “Refer to NTI CE certificate” and list total number of CERPs awarded in each category.*

# PCCN CERP Log

## Knowledge Professional Renewal Pathway (continued)

### Category C – Collaboration, Systems Thinking

#### 10 CERPs Required

Ongoing learning topics include all CE, CME, academic or e-learning courses and/or in-services that address subjects that have direct application to the needs of the acutely and/or critically ill patient/family. Activities may include AACN or other national organization committee work, leadership roles on committees or membership in a professional organization. Current membership in a professional nursing or healthcare organization is limited to 2 organizations at 3 CERPs per year each (up to 18 CERPs per renewal period).

Ongoing Learning Topic (Title of Program or Activity)	Date(s)	Sponsoring Organization	No. of Academic Course Credits	CERPs Awarded	Office Use
1.					
2.					
3.					
4.					
5.					
6.					
7.					
<b>Total</b>					

Committee Work / Leadership Roles	Date(s)	Organization	CERPs Awarded	Office Use
1.				
2.				
3.				
<b>Total</b>				

Professional Membership	Membership No.	Membership Period	CERPs Awarded	Office Use
1.				
2.				
<b>Total</b>				

**Category C Total**

Category	Minimum	No. CERPs
A	80	
B	10	
C	10	
<b>Grand Total (100):</b>		

By signing below I affirm that the information listed on this CERP Log is true and correct.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

*For CERPs completed at NTI you need not list course details, simply write "Refer to NTI CE certificate" and list total number of CERPs awarded in each category.*

# PCCN Renewal Application - Knowledge Professional Pathway

**AACN CUSTOMER:** \_\_\_\_\_ **MEMBERSHIP EXP. DATE:** \_\_\_\_\_ **PCCN EXP. DATE:** \_\_\_\_\_

**LEGAL NAME:** \_\_\_\_\_  
Last First MI Maiden

**HOME ADDRESS:** \_\_\_\_\_  
City State Zip

**EMAIL:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**EMPLOYER NAME:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_

**EMPLOYER ADDRESS:** \_\_\_\_\_  
City State Zip

## PCCN RENEWAL FEE

Check <b>one</b> box only	AACN Member	Nonmember	Renewal + 1 Year AACN Membership	Renewal + 2 Year AACN Membership	Renewal + 3 Year AACN Membership
Renewal by Synergy CERPs	<input type="checkbox"/> \$150	<input type="checkbox"/> \$230	<input type="checkbox"/> \$228	<input type="checkbox"/> \$298	<input type="checkbox"/> \$350
Renewal by Exam	<input type="checkbox"/> \$180	<input type="checkbox"/> \$285	<input type="checkbox"/> \$258	<input type="checkbox"/> \$328	<input type="checkbox"/> \$380
Inactive Status*	<input type="checkbox"/> \$95	<input type="checkbox"/> \$175	<input type="checkbox"/> \$173	<input type="checkbox"/> \$243	<input type="checkbox"/> \$295

\*For **INACTIVE STATUS** please sign and date here: Signature \_\_\_\_\_ Date \_\_\_\_\_

I am using this application to **reactivate** my PCCN certification - Knowledge Professional Pathway from Inactive status and have included the appropriate PCCN renewal fees.

AACN membership includes nonrefundable \$12 and \$15 one-year subscriptions to *Critical Care Nurse*® and the *American Journal of Critical Care*®, respectively. AACN dues are not deductible as charitable contributions for tax purposes, but may be deducted as a business expense in keeping with Internal Revenue Service regulations.

Please do not include my name on such lists sold to other organizations.

## PAYMENT INFORMATION - application must be accompanied by payment

Check or money order attached – payable to AACN Certification Corporation. U.S. funds only.

Bill my credit card:  Visa  MasterCard  American Express  Discover Card

Credit Card #           Exp. Date (mm/yy)  /

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

Amount Billed \$ \_\_\_\_\_ Address of Payor (if different than applicant) \_\_\_\_\_

## DEMOGRAPHIC INFORMATION

Select ONE in each category. This information is used for statistical purposes and may be used in eligibility determination.

### Primary Area Employed

- Acute Hemodialysis Unit (21)
- Burn Unit (13)
- Cardiac Rehabilitation (26)
- Cardiac Surgery/OR (36)
- Cardiovascular/Surg. ICU (09)
- Catheterization Lab (22)
- Combined Adult/Ped. ICU (23)
- Combined ICU/CCU (01)
- Coronary Care Unit (03)
- Corporate Industry (24)
- Critical Care Transport/Flight (17)
- Direct Observation Unit (39)
- Emergency Dept. (12)
- General Med./Surg. Floor (18)
- Home Care (25)
- Intensive Care Unit (02)
- Interventional Cardiology (31)
- Long-Term Acute Care (27)
- Medical Cardiology (34)
- Medical ICU (04)
- Medical Surgical ICU (35)
- Neonatal ICU (06)
- Neuro./Neurosurgical ICU (10)
- Oncology Unit (19)
- Operating Room (15)
- Outpatient Clinic (29)
- Pediatric ICU (05)
- Private Practice (32)
- Progressive Care Unit (16)
- Recovery Room/PACU (14)
- Respiratory ICU (08)
- Stepdown Unit (30)
- Subacute Care (28)
- Surgical ICU (07)
- TeleICU (37)
- Telemetry (20)
- Trauma Unit (11)
- Other – specify below \_\_\_\_\_ (99)

### Primary Position Held

- Academic Faculty (07)
- Acute Care Nurse Practitioner (09)
- Bedside/Staff Nurse (01)
- Case Manager (39)
- Charge Nurse (45)
- Clinic Nurse (40)
- Clinical Coordinator (44)
- Clinical Director (04)
- Clinical Nurse Specialist (08)
- Corporate/Industry (11)
- Hospital Administrator (38)
- Internist (37)
- Legal Nurse Consultant (47)
- Manager (03)
- Nurse Anesthetist (02)
- Nurse Educator (46)
- Nurse Midwife (13)
- Nurse Practitioner (05)
- Outcomes Manager (42)
- Physician (16)
- Physician Assistant (17)
- Researcher (18)
- Respiratory Therapist (19)
- Technician (21)
- Unit Coordinator (22)
- Other - specify below \_\_\_\_\_ (99)

### Highest Nursing Degree

- Associate's Degree
- Bachelor's Degree
- Diploma
- Doctorate
- Master's Degree

### Ethnicity

- African American (02)
- Asian (05)
- Hispanic (03)
- Native American (04)
- Pacific Islander (06)
- White/Non-Hispanic (01)
- Other – specify below \_\_\_\_\_ (99)

### Primary Type of Facility in Which Employed

- College/University (08)
- Community Hospital (Nonprofit) (01)
- Community Hosp. (Profit) (02)
- Corporate/Industry (11)
- County Hospital (07)
- Federal Hospital (05)
- HMO/Managed Care (12)
- Home Health (13)
- Long-Term Acute Care Hospital (16)
- Military/Gov't Hospital (04)
- Non-Academic Teaching Hospital (14)

- Registry (10)
- Self-Employed (09)
- State Hospital (06)
- Travel Nurse (15)
- University Med. Ctr. (03)
- Other – specify below \_\_\_\_\_ (99)

**Number of Beds in Institution:** \_\_\_\_\_

**Years of Experience in Nursing:** \_\_\_\_\_

**Years of Experience in Acute/Critical Care Nursing:** \_\_\_\_\_

**Date of Birth:** (mm/dd/yy) \_\_\_\_\_

**Gender:**  
 Male  Female  
 Non-binary

Please select and complete **Option 1 (CERPs)** or **Option 2 (Exam)** for second page of application.

## Option 1

# PCCN Renewal by CERPs Honor Statement Knowledge Professional Renewal Pathway

*This page is NOT applicable for Inactive status.*

Please print clearly.

**NAME:** \_\_\_\_\_ **AACN CUSTOMER #:** \_\_\_\_\_  
 Last First MI

I hereby apply for PCCN certification renewal. Submission of this application indicates I understand and have met the renewal eligibility requirements as documented in the *PCCN Renewal Handbook - Knowledge Professional Pathway*.

**LICENSURE:** I possess a current, unencumbered U.S. RN or APRN license. My \_\_\_\_\_ (state) nursing license \_\_\_\_\_ (number) is due to expire \_\_\_\_\_ (date). During this last certification period, no license I've held was subjected to formal discipline by the board of nursing in the state(s) in which I practiced and had no provisions or conditions that limited my nursing practice in any way. I understand that I must notify AACN Certification Corporation **within 30 days** if any provisions or conditions are placed against any RN or APRN license(s) I hold.

**PRACTICE:** During this last 3-year certification period, I have fulfilled the practice requirements of 432 hours as an RN or APRN, with 144 of those hours accrued in the 12-month period prior to my scheduled renewal date, during which I applied knowledge in a way that **influenced patients, nurses and/or organizations to have a positive impact on the care delivered to acutely ill adult patients**. Hours were completed in a U.S.-based or Canada-based facility or in a facility determined to be comparable to the U.S. standard of progressive care nursing practice as evidenced by Magnet® designation or [Joint Commission International](#) accreditation.

**PRACTICE VERIFICATION:** Following is the contact information of my supervisor or a professional colleague (RN or physician) who can verify that I have met the practice hour requirements:

**Verifier's Name:** \_\_\_\_\_ **Facility Name:** \_\_\_\_\_  
 Last First

**Verifier's Phone Number:** \_\_\_\_\_ **Verifier's Email Address:** \_\_\_\_\_

*You may not list yourself or a relative as your verifier.*

**CONTINUED COMPETENCE:** During this last certification period, I completed a total of 100 CERPs, with a minimum of 80 in Category A, 10 in Category B and 10 in Category C; **or** if renewing from the Direct Care Pathway to the Knowledge Professional Pathway, 60 in Category A, 10 each in Categories B and C, plus 20 in the category of my choice.

**AUDIT:** I understand that my certification eligibility is subject to audit, and failure to respond to or pass an audit will result in revocation of certification. If selected for audit, I understand that switching to renewal by exam, selecting Inactive or another status, or completing CERPs/CE Points is not an option.

**ETHICS:** I understand the importance of ethical standards and agree to act in a manner congruent with the ANA Code of Ethics for Nurses.

**NONDISCLOSURE OF EXAM CONTENT:** Submission of this application indicates my agreement to keep the contents of the exam confidential and not disclose or discuss specific exam content with anyone except AACN Certification Corporation. Per AACN Certification Corporation policy, sharing of exam content is cause for revocation of certification.

I understand that the non-direct care Knowledge Professional Pathway of the PCCN credential may not be tied to CMC or CSC. If held, my CMC and/or CSC will automatically be made Inactive, unless I provide documentation of a clinical nursing specialty certification to which my CMC and/or CSC could be tied.

To the best of my knowledge, the information contained in this application is accurate and submitted in good faith. My signature below indicates I have read this honor statement and meet the renewal requirements as outlined.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUBMIT APPLICATION:** Detach and mail application with payment to: AACN Certification Corp., 27071 Aliso Creek Rd., Aliso Viejo, CA 92656-3399 **or** fax to: 949-362-2020. **DO NOT mail AND fax your application - please choose only ONE method.**

Please allow **2 to 3 weeks** from the date received by AACN Certification Corporation for the processing of your application. Questions? Please visit [www.aacn.org/certification](http://www.aacn.org/certification), email [certification@aacn.org](mailto:certification@aacn.org) or call us at 800-899-2226.

## Option 2

### PCCN Renewal by EXAM Honor Statement Knowledge Professional Renewal Pathway

*This page is NOT applicable for Inactive status.*

Please print clearly.

**NAME:** \_\_\_\_\_ **AACN CUSTOMER #:** \_\_\_\_\_  
Last First MI

I hereby apply for PCCN certification renewal. Submission of this application indicates I understand and have met the renewal eligibility requirements as documented in the *PCCN Renewal Handbook - Knowledge Professional Pathway* and the [Certification Exam Policy Handbook](#).

**LICENSURE:** I possess a current, unencumbered U.S. RN or APRN license. My \_\_\_\_\_ (state) nursing license \_\_\_\_\_ (number) is due to expire \_\_\_\_\_ (date). During this last certification period, no license I've held was subjected to formal discipline by the board of nursing in the state(s) in which I practiced and had no provisions or conditions that limited my nursing practice in any way. I understand that I must notify AACN Certification Corporation **within 30 days** if any provisions or conditions are placed against any RN or APRN license(s) I hold.

**PRACTICE:** During this last 3-year certification period, I have fulfilled the practice requirements of 432 hours as an RN or APRN, with 144 of those hours accrued in the 12-month period prior to my scheduled renewal date, during which I applied knowledge in a way that **influenced patients, nurses and/or organizations to have a positive impact on the care delivered to acutely ill adult patients**. Hours were completed in a U.S.-based or Canada-based facility or in a facility determined to be comparable to the U.S. standard of progressive care nursing practice as evidenced by Magnet® designation or [Joint Commission International](#) accreditation.

**PRACTICE VERIFICATION:** Following is the contact information of my supervisor or a professional colleague (RN or physician) who can verify that I have met the practice hour requirements::

**Verifier's Name:** \_\_\_\_\_ **Facility Name:** \_\_\_\_\_  
Last First

**Verifier's Phone Number:** \_\_\_\_\_ **Verifier's Email Address:** \_\_\_\_\_

*You may not list yourself or a relative as your verifier.*

**AUDIT:** I understand that my certification eligibility is subject to audit, and failure to respond to or pass an audit will result in revocation of certification. If selected for audit, I understand that switching to renewal by exam, selecting Inactive or another status, or completing CERPs/CE Points is not an option.

**ETHICS:** I understand the importance of ethical standards and agree to act in a manner congruent with the ANA Code of Ethics for Nurses.

**NONDISCLOSURE OF EXAM CONTENT:** Submission of this application indicates my agreement to keep the contents of the exam confidential and not disclose or discuss specific exam content with anyone except AACN Certification Corporation. Per AACN Certification Corporation policy, sharing of exam content is cause for revocation of certification.

I understand that the non-direct care Knowledge Professional Pathway of the PCCN credential may not be tied to CMC or CSC. If held, my CMC and/or CSC will automatically be made Inactive, unless I provide documentation of a clinical nursing specialty certification to which my CMC and/or CSC could be tied.

To the best of my knowledge, the information contained in this application is accurate and submitted in good faith. My signature below indicates I have read this honor statement and meet the renewal requirements as outlined.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The [PCCN Exam Handbook - Knowledge Professional Eligibility Pathway](#), available online, contains current test plans and exam references.

**SUBMIT APPLICATION:** Detach and mail application with payment to: AACN Certification Corp., 27071 Aliso Creek Rd., Aliso Viejo, CA 92656-3399 or fax to: 949-362-2020. **DO NOT mail AND fax your application - please choose only ONE method.**

Please allow **2 to 3 weeks** from the date received by AACN Certification Corporation for the processing of your application.

Questions? Please visit [www.aacn.org/certification](http://www.aacn.org/certification), email [certification@aacn.org](mailto:certification@aacn.org) or call us at 800-899-2226.

