CCRN-E
Renewal Handbook
(Adult)

CCRN-E
Acute/Critical Care Tele-ICU Nursing Certification

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 ensuring 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 ensuring the health and safety of patients experiencing acute and critical illness, the Corporation is guided by a set of deeply rooted values:

- **Providing leadership** to bring all stakeholders together to create and foster cultures of excellence and innovation.
- **Acting with integrity** and upholding ethical values and principles in all relationships and the provision of sound, fair and defensible credentialing programs.
- **Committing to excellence** in credentialing programs by striving to exceed industry standards and expectations.
- **Promoting leading edge, research-based credentialing programs** for all nurses who care for and influence the care of acutely and critically ill patients.
- **Demonstrating stewardship** through fair and responsible management of resources and cost-effective business processes.

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.

The following AACN Certification Corporation programs have been accredited by the National Commission for Certifying Agencies (NCCA), the accreditation arm of the Institute for Credentialing Excellence (ICE):

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

Our advanced practice certification programs, ACCNS-AG, ACCNS-P, ACCNS-N and ACNPC-AG, meet the National Council of State Boards of Nursing (NCSBN) criteria for APRN certification programs.
CCrN-e is for nurses working exclusively or primarily in a tele-ICU (such as a virtual ICU or e-ICU®), behind the camera monitoring acutely/critically ill adult patients from a remote location.

As the concept of a tele-ICU has expanded dramatically since the introduction of tele-ICU technology in 2000, a job analysis was conducted to determine the differences between the practice of the bedside CCRN and the nurse working in a tele-ICU.

As a result of the 2006 Virtual ICU Study of Practice it was determined that a separate renewal category would be established for CCRNs working primarily or exclusively in a tele-ICU with renewal requirements reflecting the differences in practice found in the study. In 2011, the CCRN-E initial exam option was launched, allowing those who did not previously hold CCRN certification to obtain the CCRN-E credential.

Eligible candidates for CCRN-E renewal are those who have worked 432 hours in a tele-ICU or in a combination of tele-ICU and direct bedside care, with 144 of those hours completed in the 12-month period prior to their scheduled renewal date.

Those working as educators and/or in a simulation lab would not be eligible for CCRN-E but should instead consider CCRN-K.

If you work exclusively or primarily in a tele-ICU:

- You may renew as a CCRN-E at your next renewal cycle, provided you meet renewal requirements for CCRN-E.
- If you hold Inactive status because you did not meet the CCRN direct bedside hour requirement, you may apply for CCRN-E status when you have met the CCRN-E renewal requirements.
- If you are moving from CCRN to CCRN-E, CERPs may follow either the CCRN or CCRN-E Renewal by Synergy CERPs program, both of which require 100 CERPs in specified categories. Refer to the Renewal by Synergy CERPs brochure, online at www.certcorp.org > Documents and Handbooks.

If you work in both a tele-ICU and in direct bedside care of acutely/critically ill patients:

- If you meet the requirements to renew both as a CCRN and CCRN-E, you may select which credential you wish to hold. Only one renewal credential may be held - not both CCRN and CCRN-E.

Thank you for your commitment to certification!
Please direct inquiries to:

AACN Certification Corporation, 101 Columbia, Aliso Viejo, CA 92656-4109
(800) 899-2226 • Fax: (949) 362-2020 • certcorp@aacn.org

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

Definition
Certification is a process by which a nongovernmental agency validates, based upon predetermined standards, an individual nurse’s qualification and knowledge for practice in a defined functional or clinical area of nursing. Over 96,000 nurses nationwide are currently certified in acute and/or critical care nursing through AACN Certification Corporation.

CCRN-E certification validates your knowledge of nursing care of acutely/critically ill adult patients in your specialty area to hospitals, peers, patients and, most importantly, to yourself. Certification promotes continuing excellence in acute/critical care nursing.

The purpose of certification renewal is to enhance continued competence. The certification renewal process helps you maintain an up-to-date knowledge base. In addition to providing you with a sense of professional pride and achievement, CCRN-E certification reinforces the special knowledge and experience required for nursing care of acutely/critically ill adult patients in a tele-ICU.

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 Code of Ethics. To access the ANA Code of Ethics visit www.certcorp.org > About AACN Certification Corp > Mission & Values.

Membership Requirements
There are no association membership requirements to participate in AACN Certification Corporation certification 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 CCRN-E CERTIFICATION

Candidates who have passed the CCRN-E certification exam and meet CCRN-E renewal requirements may use “CCRN-E” after their licensing title. CCRN-E certification must be renewed every 3 years.

CCRN-E is a trademark. It is not punctuated with periods. The proper use of CCRN-E is as follows:

Chris Smith, RN, CCRN-E.

Certificants may NOT use both the CCRN and CCRN-E credentials. Certificants who choose Inactive status may not use the CCRN-E credential. A listing of CCRN-E certified nurses will be 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.

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,
- email 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 options listed below.

Confirm that you have met all eligibility requirements for renewal. Review the tables below, and refer to page 7 for detailed eligibility requirements.

<table>
<thead>
<tr>
<th>Your Practice</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote tele-ICU practice monitoring acutely/critically ill adult patients *</td>
<td>CCRN-E</td>
</tr>
<tr>
<td>Direct bedside care of acutely/critically ill patients (population matching certification held - adult, pediatric or neonatal) 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 *</td>
<td>CCRN</td>
</tr>
<tr>
<td>Non-direct care practice that influences the care delivered to acutely/critically ill patients (population matching certification held - adult, pediatric or neonatal)</td>
<td>CCRN-K</td>
</tr>
</tbody>
</table>

* Nurses serving as manager, educator (in-service or academic), APRN or preceptor may apply hours spent supervising nursing students or nurses in a tele-ICU. Nurses in these roles must be actively involved in patient care.

<table>
<thead>
<tr>
<th>Your Practice</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work in acute/critical care but don’t currently meet eligibility for CCRN-E, CCRN or CCRN-K. Allows up to 3 years from scheduled renewal date to meet eligibility requirements.</td>
<td>Inactive status</td>
</tr>
<tr>
<td>No longer work in acute/critical care or at the bedside but still in nursing</td>
<td>Alumnus status</td>
</tr>
<tr>
<td>No longer work in a position requiring an RN license</td>
<td>Retired status</td>
</tr>
</tbody>
</table>

- If you are moving from CCRN-E to CCRN or CCRN-K, you may meet the Renewal by Synergy CERP requirements for the certification from which you are moving or for the certification you are moving to.
  - 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 by visiting www.certcorp.org > Renew Your 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

<table>
<thead>
<tr>
<th>CCRN-E Renewal by Synergy CERPs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AACN Members</td>
<td>$120</td>
</tr>
<tr>
<td>Nonmembers</td>
<td>$200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CCRN-E Renewal by Exam</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AACN Members</td>
<td>$170</td>
</tr>
<tr>
<td>Nonmembers</td>
<td>$275</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inactive Status</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AACN Members</td>
<td>$95</td>
</tr>
<tr>
<td>Nonmembers</td>
<td>$175</td>
</tr>
</tbody>
</table>

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

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

ONLINE RENEWAL

Candidates may apply for CCRN-E certification renewal online at www.certcorp.org > Renew Your 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 CCRN-Es, 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.certcorp.org > Renew Your Certification and follow the detailed instructions listed.

As a certificant, you already exist in AACN’s customer database. 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 Login** 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 **Password Help**.
  - You will be able to **verify and update your account information** during the online process. Make sure your mailing address is current in order to receive your certificate.
  - **Verify your email address** to receive a confirmation of your renewal and to continue to receive important renewal information.

Candidates who renew online will receive their new CCRN-E certificate within 2 to 4 weeks.

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.
CCRN-E RENEWAL ELIGIBILITY

Licensure
Current, unencumbered licensure as an RN or APRN in the United States is required.

- An unencumbered license has not been subjected to formal discipline by any state board of nursing during the 3-year renewal period and has no provisions or conditions that limit the nurse’s practice in any way. This applies to all RN and APRN licenses you currently hold.
- Certificants must notify AACN Certification Corporation within 30 days if any restriction is placed on their RN or APRN license(s).

Exam
Have passed the CCRN-E or adult CCRN certification exam.

Practice
Practice as an RN or APRN for 432 hours in the care of acutely/critically ill adult patients in a tele-ICU, or in a combination of tele-ICU and direct bedside care, during the 3-year certification renewal period, with 144 of those hours accrued in the 12-month period prior to the scheduled renewal date.

- A majority of the practice hours for CCRN-E renewal eligibility must be spent caring for critically ill patients.
- Practice hours must be completed in a U.S.-based or Canada-based facility or in a facility determined to be comparable to the U.S. standard of acute/critical care nursing practice as evidenced by Magnet Status or Joint Commission International accreditation.
- Nurses serving as manager, educator (in-service or academic), APRN or preceptor may apply hours spent supervising nursing students or nurses in a tele-ICU. Nurses in these roles must be actively involved in patient care.

Final determination of eligibility is not based on unit type but on patient acuity, as patient placement varies by facility and bed availability, etc. The renewing CCRN-E certificant must work with acutely/critically ill adult patients for the number of hours specified in the eligibility requirements.

Practice Verification
The name and contact information of your clinical supervisor or a professional colleague (RN or physician) must be provided for verification of eligibility related to clinical practice hours. If you are randomly selected for audit, this associate will need to verify that you have met the clinical hour requirements.

AACN Certification Corporation may adopt additional eligibility requirements at its sole discretion. Any such requirements will be designed to establish, for purposes of CCRN-E certification, the adequacy of a candidate’s knowledge in care of the acutely/critically ill.

If you have questions about renewal eligibility, please contact AACN Certification Corporation at (800) 899-2226 or email us at certcorp@aacn.org.
RENEWAL OPTIONS

Certification is granted for a period of 3 years. At renewal time, CCRN-E candidates may seek Renewal by Synergy CERPs or Renewal by Exam. Other renewal options include CCRN, CCRN-K or Inactive status. Do not apply for more than one option.

CCRN-E 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.

CCRN-E Renewal by Synergy CERPs is obtained by completing a total of 100 CERPs with 70 in Category A, 5 in Category B and 25 in Category C during the 3-year renewal period. Acceptable topics and activities for CCRN-E Renewal by Synergy CERPs are listed in this handbook on pages 15 to 21. Complete the application, on page 27, and the honor statement, on page 29.

Moving from CCRN-E to CCRN or CCRN-K

CCRN or CCRN-K renewal may be obtained by completing the Synergy CERP program for CCRN or CCRN-K or for the certification from which you are moving.

All 3 programs (CCRN-E, CCRN and CCRN-K) require a total of 100 CERPs with a minimum number of CERPs in Categories A, B and C. For details, refer to the applicable renewal handbook.

CCRN-E Renewal by Exam

For Renewal by Exam, you must meet the eligibility requirements for renewal and successfully apply for, take and pass the CCRN-E exam before your scheduled renewal date.

Refer to the CCRN-E Exam Handbook for the current test plan and exam references and to the Certification Exam Policy Handbook for exam scheduling and testing information. Visit www.certcorp.org > Documents and Handbooks or email certcorp@aacn.org.

It is not permissible to take the exam early and then attempt to renew by Synergy CERPs if you fail. Certificants who fail renewal by exam will need to meet the initial exam eligibility requirements and successfully pass the exam to reobtain certification.

Complete the CCRN-E application, on page 27, and the honor statement, on page 31.

Moving from CCRN-E to CCRN

Meet the eligibility requirements for CCRN renewal and successfully apply for and complete the CCRN exam (adult only). Refer to the CCRN Exam Handbook for current test plan and exam references.

Moving from CCRN-E to CCRN-K

Meet the eligibility requirements for CCRN-K and successfully apply for and complete the CCRN-K exam (adult only). Refer to the CCRN-K Exam Handbook for current test plans and exam references.

CCRN Certification

If you work primarily or exclusively at the bedside caring for acutely/critically ill adult patients in specialty areas such as intensive care units, cardiac care units, combined ICU/CCUs, medical/surgical ICUs, trauma units or critical care transport/flight, please refer to the CCRN Renewal Handbook online at www.certcorp.org to see if this alternate renewal option is right for you.
CCRN-K Certification

CCRN-K is a new program that validates the valuable clinical specialty knowledge of nursing professionals who do not exclusively or primarily practice at the bedside of acutely/critically ill patients. Eligible practice hours include those in which the nurse applies knowledge in a way that influences patients, nurses and/or organizations to have a positive impact on acutely/critically ill patients and families.

- Nurses with practice hours in roles such as Clinical or Patient Educator, Academic Faculty, Manager/Supervisor, Clinical Director, Nursing Administrator, Case Manager, Transitional Care Coordinator may qualify. This is not an all-inclusive list, nor does it mean all nurses working in these roles are eligible for CCRN-K renewal.

- Nurses who exclusively or primarily provide direct patient care (e.g., bedside/staff nurses, ACNPs) to acutely/critically ill patients would not be eligible for CCRN-K, in which case the appropriate credential would be CCRN.

Refer to the CCRN-K Renewal Handbook online at www.certcorp.org.

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 allows certified nurses up to 3 years from their scheduled renewal date to meet eligibility requirements.

While Inactive, you may not use the inactive credential (CCRN, CCRN-E, CCRN-K). 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 renewal period plus the Inactive period).

The eligibility requirements in a tele-ICU or in a combination of tele-ICU and direct bedside care must be accrued within a 3-year period, with 144 clinical hours accrued in the most recent year preceding reactivation. Certification will be reinstated upon submission of a completed 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 May 1, 2015. She completes a home study course acquiring the needed CERPs by July 31, 2015 and would now like to reactivate. Eligible CERPs and hours must have been completed between August 1, 2012 and July 31, 2015.

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

To apply for Inactive status:

- Go online to www.certcorp.org > Renew Your Certification, or
- Complete the first page of the CCRN-E Renewal Application (on page 27), 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 and mail referring you to the most recent version of the renewal handbook.
Alumnus Status

Alumnus status is for nurses who no longer work with acutely/critically ill patients and/or in a tele-ICU for enough hours to renew an active certification, but continue to work in the nursing profession in another capacity and wish to remain connected with the CCRN or CCRN-E credential.

Upon approval, Alumnus nurses receive an Alumnus certificate and a lapel pin that denotes Alumnus status. Alumnus nurses receive monthly issues of AACN Bold Voices and may also attend the Certification Celebration at AACN’s annual National Teaching Institute & Critical Care Exposition (NTI®).

The “Alumnus CCRN-E” designation, written out, may be used on your resume or below your name on a business card, but may NOT be used after your signature or on a name badge. Candidates choosing Alumnus status are not eligible to renew an active certification. Alumnus CCRN-Es 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 CCRN-E certified
- No longer working in a tele-ICU with acutely/critically ill patients, not even in a supervisory role, for enough hours to meet the clinical hour requirement to renew active certification (Note: Supervisors at the bedside generally still qualify to be CCRNs and, therefore, do not usually qualify for the Alumnus status.)
- Submission of a completed application and fee (Note: CerPs are not required for Alumnus status)

Retired Status

Retired status provides the certified nurse 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/critically 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 CCRN-E-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.

Upon approval, retired nurses will receive a certificate that denotes Retired CCRN-E status. Monthly issues of AACN Bold Voices are also a benefit. The “Retired CCRN-E” designation, written out, may be used on your resume or below your name on a business card, but may NOT be used after your signature or on a name badge.

Retired status is renewable every 3 years.

Eligibility

- Have been CCRN-E certified
- Retired from nursing with no plans of returning nursing or renewing certification (nurses who are moving to another role in nursing should apply for Alumnus CCRN-E status)
- Submission of a completed application and fee

You may apply for Alumnus or Retired status online at www.certcorp.org > Renew Your Certification. To obtain a paper Alumnus or Retired status application, visit www.certcorp.org > Documents and Handbooks or email certcorp@aacn.org.
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 mail 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 CCRN-E 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.certcorp.org > General Information > Audits.

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 maintain eligibility requirements
- Failure to pay fees
- Failure to meet deadlines
- Failure to respond to or pass an audit
- Misrepresentation of certification status
- Conviction of a felony
- Cheating (or reasonable evidence of intent to cheat) on the exam
- Sharing exam content
- Restrictions placed on RN or APRN licensure during the 3-year certification renewal period

Certificants must notify AACN Certification Corporation within 30 days of any provisions or conditions placed on their RN or APRN license that limit their practice in any way.

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 the CCRN-E exam for a period of up to 3 years.

Fees paid for certification renewal are not refunded.
The review and appeal process is available to individuals whose certification status has expired, or has been denied or revoked. The review process is conducted by the staff of AACN Certification Corporation and the appeal process by the AACN Certification Corporation Appeals Panel.

If you do not meet the AACN Certification Corporation experience component of the CCRN clinical practice eligibility requirement but believe your practice conforms to the intent, if not the precise content and definition of the experience requirement, you may submit a request for review. Your written request should describe your clinical practice and how it conforms to the certification program.

You may request a review of your eligibility at any time.

Please email your request for review to:

   certification@aacn.org.

Or mail to:

   Certification Specialist
   AACN Certification Corporation
   101 Columbia
   Aliso Viejo, CA 92656

Following the review process, if AACN Certification Corporation staff affirms the decision to deny or revoke certification, information about the appeal process will be sent to you.

Requests for appeal should include the following:

- the reason(s) you believe the expiration, denial or revocation of certification should be reconsidered
- any additional information or documentation requested during the review process that was not submitted, if applicable
- the outcome you are requesting

Upon receipt of a request for appeal, the Appeals Panel will review the case at its next scheduled appeals review. Individuals will be notified in writing of the Appeals Panel’s decision. The decision of the Appeals Panel shall be final.

For questions about the review and appeal process, please call AACN Certification Corporation at (800) 899-2226 or email certification@aacn.org.
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 AACN 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:

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

**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*
Nurse Characteristics - Specific to CCRN-E
Grouped by CCRN-E Renewal by Synergy CERP Categories

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

<table>
<thead>
<tr>
<th>Nurse Characteristics</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Judgment</td>
<td>Applying sound thinking coupled with nursing skills acquired through a process of integrating education and experience.</td>
</tr>
<tr>
<td>Clinical Inquiry</td>
<td>Creating and promoting changes through evidence-based practice, research utilization and experiential learning.</td>
</tr>
<tr>
<td>Caring Practices</td>
<td>Promoting a compassionate and therapeutic environment for patients and staff with the aim of providing comfort and healing and preventing unnecessary suffering.</td>
</tr>
<tr>
<td>Response to Diversity</td>
<td>Recognizing, appreciating and incorporating differences into the provision of care. Differences may include cultural, spiritual, gender, race, age and values.</td>
</tr>
<tr>
<td>Advocacy/Moral Agency</td>
<td>Working on another’s behalf and representing the concerns of the patient/family/staff and helping to resolve ethical and clinical concerns in and out of the clinical setting.</td>
</tr>
<tr>
<td>Facilitation of Learning</td>
<td>Facilitating the process of learning for nursing staff, healthcare team, patients and families, as well as members of the community.</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Working with others in a way that promotes/encourages each person’s contributions toward achieving optimal/realistic patient/family goals.</td>
</tr>
<tr>
<td>Systems Thinking</td>
<td>Synthesizing the body of knowledge and using the tools that allow the nurse to manage diverse environmental and system resources.</td>
</tr>
</tbody>
</table>

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 gestalt of a patient were 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 gestalt of a patient were vulnerable, unable to participate in decision making and care, and 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.certcorp.org.
CCRN-E RENEWAL BY SYNERGY CERPS

A total of 100 CERPs must be completed in the 3-year CCRN-E certification period, with 70 CERPs in Category A, 5 CERPs in Category B and 25 CERPs in Category C.

If you are moving from CCrn to CCRN-E for the first time, you may select either the CCRN-E or CCRN Renewal by Synergy CERPs program. For details about Synergy CERP requirements for CCrn refer to the CCRN Renewal Handbook, online at www.certcorp.org.

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

CATEGORY A - Clinical Judgment, Clinical Inquiry

70 CERPs required
Examples: Lab values, BLS, ACLS, PALS, NRP, ECG, IV therapy, heart failure, technical skills/new equipment, statistics, clinical research, evidence-based practice, auditing, publishing, practice protocols, exam reviews, AACN’s Self-Assessment Exams (SAEs).

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

5 CERPs required
Examples: Safety/restraints, legal or ethical issues, charting/documentation, reducing medication errors, 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

25 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, AACN membership, case management.

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, 1 CERP is equal to 1 contact hour.

For example, if you attended an educational program and earned 6 contact hours, 6 CEs, 6 CNEs or 6 CMEs, then 6 CERPs would be awarded for this program. CERPs are not awarded for registration, introductions, breaks, lunch or clinical time. CERPs are not awarded for completion of certification exams.

For Academic Credit Courses, 1 credit is worth 15 CERPs.

For example, a 3-credit course would be worth 45 CERPs. See sections that follow for examples of courses applicable in each category (A, B and C).
RENEWAL BY SYNERGY CERPS – TOPICS AND ACTIVITIES

CATEGORY A - CLINICAL JUDGMENT, CLINICAL INQUIRY

CLINICAL JUDGMENT

Ongoing Learning Topics
Includes all CE, CNE, 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

<table>
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<tr>
<th>Activity</th>
<th>CERPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCRN/CCRN-E/CCRN-K Self-Assessment Exam (SAE) with 70% passing score</td>
<td>5</td>
</tr>
<tr>
<td>PCCN Self-Assessment Exam (SAE) with 70% passing score</td>
<td>5</td>
</tr>
<tr>
<td>Participating on an AACN Certification Corporation Committee or Task Force (Practice Analysis, Item Writer, Exam Development, SAE or Practice Exam Reviewer)</td>
<td>30</td>
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<tr>
<td>Appeals Panel</td>
<td>5</td>
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</table>

CLINICAL INQUIRY

Ongoing Learning Topics
Includes all CE, CNE, 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

<table>
<thead>
<tr>
<th>Activity</th>
<th>CERPs</th>
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<tbody>
<tr>
<td>Develop best practices, standards of practice or standard nursing care plans for specific patient populations; original authorship</td>
<td>3</td>
</tr>
<tr>
<td>Develop evaluation tools based on outcome criteria in behavioral terms; original authorship</td>
<td>3</td>
</tr>
<tr>
<td>Develop or revise practice protocol; original authorship</td>
<td>3</td>
</tr>
<tr>
<td>Auditing activities</td>
<td>3</td>
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<tr>
<td>Quality improvement activities</td>
<td>3</td>
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<tr>
<td>Research activities</td>
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<tr>
<td>Auditing activities</td>
<td>3</td>
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<tr>
<td>Quality improvement activities</td>
<td>3</td>
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<tr>
<td>Research activities</td>
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</tbody>
</table>

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.

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<th>Activity</th>
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<td>Editorial in a journal</td>
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<tr>
<td>Column for a journal</td>
<td>5</td>
</tr>
<tr>
<td>Article in a local newsletter or AACN chapter newsletter</td>
<td>2</td>
</tr>
<tr>
<td>Original research article (peer reviewed)</td>
<td>15</td>
</tr>
<tr>
<td>Textbook or chapter author or editor</td>
<td>2</td>
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<tr>
<td>Professionally authored multimedia aids</td>
<td>15</td>
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<tr>
<td>Research abstract</td>
<td>5</td>
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<tr>
<td>Journal article (peer reviewed)</td>
<td>10</td>
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<tr>
<td>Journal reviewer (review of articles or book chapters)</td>
<td>5</td>
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<tr>
<td>Book reviews</td>
<td>2</td>
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<tr>
<td>Unpublished master's thesis</td>
<td>10</td>
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</table>

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

continued

16
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.
- SAE score report showing passing score of at least 70%
- 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 renewal period.
RENEWAL BY SYNERGY CERPS - TOPICS AND ACTIVITIES (CONTINUED)

CATEGORY B - ADVOCACY/MORAL AGENCY, CARING PRACTICES, RESPONSE TO DIVERSITY, FACILITATION OF LEARNING

ADVOCACY/MORAL AGENCY

Ongoing Learning Topics
Includes all CE, CNE, 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, CNE, CME, academic or e-learning courses and/or in-services related to comfort measures, therapeutic communications, therapeutic touch, 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 (minimum of 6 hours)
- Participate in a pet visitation program for hospitals or nursing homes 5 CERPs per year (minimum of 5 hours)
- Facilitate a critical incident debriefing with staff involved 5 CERPs per year (minimum of 5 hours spent on incident)

RESPONSE TO DIVERSITY

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

Activities
- 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 in PowerPoint) 5 CERPs per project (revised 1 CERP)
- Preceptorship/mentorship (includes checking skills for staff competency) Minimum of 80 hours per year of preceptorship required 6 CERPs per year

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.

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 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
RENEWAL BY SYNERGY CERPS - TOPICS AND ACTIVITIES (CONTINUED)

CATEGORY C - COLLABORATION, SYSTEMS THINKING

COLLABORATION

Ongoing Learning Topics
Includes all CE, CNE, 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:

<table>
<thead>
<tr>
<th>Chapter Advisory Team</th>
<th>15 CERPs per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation as a Learning Connection Mentor</td>
<td>5 CERPs per year</td>
</tr>
<tr>
<td>Participation on a review panel (grant abstract, NTI Creative Scholarship)</td>
<td>5 CERPs per year</td>
</tr>
<tr>
<td>Participation in a think tank</td>
<td>10 CERPs per year</td>
</tr>
<tr>
<td>Participation in a work group</td>
<td>10 CERPs per year</td>
</tr>
<tr>
<td>Participation as an AACN Ambassador</td>
<td>5 CERPs per year</td>
</tr>
<tr>
<td>Participation on a non-AACN national committee</td>
<td>10 CERPs per year</td>
</tr>
<tr>
<td>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</td>
<td>1 CERP per hour – up to max of 8 CERPs per renewal period</td>
</tr>
</tbody>
</table>

SYSTEMS THINKING

Ongoing Learning Topics
Includes all CE, CNE, 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) | 5 CERPs per activity/per year |
| Participation in leadership responsibilities or committee involvement at a chapter/regional level | 8 CERPs per committee/per year |
| Leadership responsibilities or committee involvement in professional or health-related organizations | 8 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 (maximum of 5 CERPs per year) |
| Developing or revising nursing policy or procedure | 3 CERPs for original; 1 CERP for revision |

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

continued
ACADEMIC CREDIT COURSES

Encompasses academic courses offered by an accredited college or university that address the bio-psychosocial 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
CCRN-E RENEWAL BY SYNERGY CERPS - CERP LOG

Do NOT submit unless being audited.

Name: ____________________________________________  AACN Customer #: ___________________

LAST FIRST MI

3- Year Certification Renewal Period: ______________  --  ______________

From TO

Candidates seeking **CCRN-E** certification renewal must accumulate 100 CERPs (Continuing Education Recognition Points) within the 3-year period prior to the scheduled certification renewal date in order to maintain active certification status.

**DIRECTIONS**

Print or type all information legibly. This form may be photocopied. Keep this log for your records to submit if you are randomly selected for a renewal audit.

**If selected for audit**, please attach all documents verifying continuing education activities, in the order listed, to this form. Do not submit originals. Submit all documentation to:

AACN Certification Corporation, 101 Columbia, Aliso Viejo, CA 92656-4109

**Category A - Clinical Judgment, Clinical Inquiry**

**70 CERPs Required**

Ongoing learning topics include all CE, CNE, CME, academic or e-learning courses and/or in-services related to a clinical judgment or clinical inquiry topic on the test plan. Topics must have direct application to the needs of the acutely and/or critically ill adult patient/family. Activities may include certification review courses (e.g., CCRN/CCRN-E/CCRN-K, PCCN, CMC, CSC), AACN’s Self-Assessment Exams (SAEs), publishing, performing audits and performing committee work related to clinical inquiry or clinical judgment.

<table>
<thead>
<tr>
<th>Ongoing Learning Topic (Title of Program or Activity)</th>
<th>Date(s)</th>
<th>Sponsoring Organization</th>
<th># of Academic Course Credits</th>
<th>CERPs Awarded</th>
<th>Office Use</th>
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</thead>
<tbody>
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**TOTAL**

For CERPs completed at NTI you need not list course details; simply write “Refer to NTI CNE certificate” and list total number of CERPs awarded in each category.
## Category A - Clinical Judgment, Clinical Inquiry

70 CERPs Required

<table>
<thead>
<tr>
<th>Ongoing Learning Topic (Title of Program or Activity)</th>
<th>Date(s)</th>
<th>Sponsoring Organization</th>
<th># of Academic Course Credits</th>
<th>CERPs Awarded</th>
<th>Office Use</th>
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</table>

**TOTAL**

For CERPs completed at NTI you need not list course details; simply write “Refer to NTI CNE certificate” and list total number of CERPs awarded in each category.
**Category B - Advocacy/Moral Agency, Caring Practices, Response to Diversity, Facilitation of Learning**

5 CERPs Required

Ongoing learning topics may be in-service, CE or academic courses, but address subjects that have direct application to needs of the acutely and/or critically ill adult 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.

<table>
<thead>
<tr>
<th>Ongoing Learning Topic (Title of Program or Activity)</th>
<th>Date(s)</th>
<th>Sponsoring Organization</th>
<th># of Academic Course Credits</th>
<th>CERPs Awarded</th>
<th>Office Use</th>
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<th>Presentation/Program Title</th>
<th>Date(s)</th>
<th>No. of Contact Hours Taught</th>
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<th>Activity/Organization</th>
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For CERPs completed at NTI you need not list course details; simply write “Refer to NTI CNE certificate” and list total number of CERPs awarded in each category.
Category C - Collaboration, Systems Thinking

25 CERPs Required

Ongoing learning topics include all CE, CNE, CME, academic or e-learning courses and/or in-services that address subjects with direct application to the needs of the acutely and/or critically ill adult 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 healthcare organization is limited to 2 organizations at 3 CERPs each per year (up to 18 CERPs per renewal period).

<table>
<thead>
<tr>
<th>Ongoing Learning Topic (Title of Program or Activity)</th>
<th>Date(s)</th>
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<th># of Academic Course Credits</th>
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**Total**

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**Total**

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**Total**

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<th>Category</th>
<th>Minimum</th>
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Grand Total (100):

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 CNE certificate” and list total number of CERPs awarded in each category.
Please select and complete the Renewal by CERPs or Renewal by Exam Honor Statement for second page of application.
CCRN-E RENEWAL BY CERPS HONOR STATEMENT

This page is NOT applicable for Inactive status.

PLEASE PRINT CLEARLY.

NAME: ____________________________  AACN CUSTOMER #: __________

Last  First  MI

I hereby apply for CCRN-E certification renewal. Submission of this application indicates I understand and have met the renewal eligibility requirements as documented in the CCRN-E Renewal 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 any state board of nursing and no provisions/conditions have limited my practice in any way. I understand that I must notify AACN Certification Corporation within 30 days if disciplinary action is taken against any RN or APRN license I hold.

PRACTICE: During this last 3-year certification period, I fulfilled the clinical practice requirements of 432 hours of care of acutely/critically ill adult patients in a tele-ICU or in a combination of tele-ICU and direct bedside care as an RN or APRN, with 144 of those hours accrued in the 12-month period prior to my scheduled certification renewal date. Hours were completed in a U.S.-based facility or in a facility determined to be comparable to the U.S. standard of acute/critical care tele-ICU nursing practice.

PRACTICE VERIFICATION: Following is the contact information of my tele-ICU 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: ____________________________

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

CONTINUED COMPETENCE: During this last 3-year certification period, I completed a total of 100 CERPs, with 70 in Category A, 5 in Category B and 25 in Category C or if moving from CCRN to CCRN-E for the first time, 60 CERPs in Category A, 10 each in Categories B & C, plus 20 in the category of my choice.

AUDIT: I understand that my certification renewal is subject to audit, and failure to respond to or pass an audit will result in revocation of certification.

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

NON-DISCLOSURE 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.

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 AND FEE: Detach and mail application with payment to:

AACN Certification Corporation, 101 Columbia, Aliso Viejo, CA 92656-4109
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.certcorp.org, email certcorp@aacn.org or call us at (800) 899-2226.
I hereby apply for CCrn-e certification renewal. Submission of this application indicates I understand and have met the renewal eligibility requirements as documented in the CCrn-e Renewal Handbook 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 any state board of nursing and no provisions/conditions have limited my practice in any way. I understand that I must notify AACN Certification Corporation within 30 days if disciplinary action is taken against any RN or APRN license I hold.

**Practice:** During this last 3-year certification period, I fulfilled the clinical practice requirements of 432 hours of care of acutely/critically ill adult patients in a tele-ICU or in a combination of tele-ICU and direct bedside care as an RN or APRN, with 144 of those hours accrued in the 12-month period prior to my scheduled certification renewal date. Hours were completed in a U.S.-based facility or in a facility determined to be comparable to the U.S. standard of acute/critical care tele-ICU nursing practice.

**Practice Verification:** Following is the contact information of my tele-ICU supervisor or a professional colleague (RN or physician) who can verify that I have met the clinical practice hour requirements:

<table>
<thead>
<tr>
<th>Verifier's Name:</th>
<th>Facility Name:</th>
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*You may not list yourself or a relative as your verifier.*

**Audit:** I understand that my certification renewal is subject to audit, and failure to respond to or pass an audit will result in revocation of certification.

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**Applicant’s Signature:**

Date:

The CCRN-E Exam Handbook, available online, contains the current test plan and study references.

**Submit Application and Fee:** Detach and mail application with payment to:

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