Renewal Handbook

CCRN

Acute/Critical Care Nursing Certification
Adult • Pediatric • Neonatal

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 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 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.
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.

CCRN certification is for nurses who provide direct care to acutely/critically ill adult, pediatric or neonatal patients and their families. This handbook details eligibility and requirements to complete your CCRN renewal.

- **The most convenient way to renew is online** at 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 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 mail and have 60 days to submit audit materials.

- For details about **CMC®** (cardiac medicine) and **CSC®** (cardiac surgery) subspecialty certification, refer to the **Exam Handbook** for CMC or CSC at www.aacn.org/certhandbooks.

- 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 > Overview > Learn More.

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

Thank you for your commitment to certification!
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**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 120,000 practicing nurses are currently certified in acute and critical care nursing through AACN Certification Corporation.

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

In addition to providing you with a sense of professional pride and achievement, CCRN certification reinforces the special knowledge and experience required for acute/critical 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 > 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 CCRN CERTIFICATION

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

CCRN is a registered service mark. It is not punctuated with periods. The proper use of CCRN is as follows:
Chris Smith, RN, CCRN.

The specific program of certification, i.e., adult, pediatric or neonatal, will be noted on the individual’s certificate.

Certificants who choose Inactive status may not use the CCRN credential.

AACN views misuse of the credential as misleading to the public and may result in denial of certification or revocation of certification.

A listing of CCRN-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 > Verify Certification.

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 8 for detailed eligibility requirements.

<table>
<thead>
<tr>
<th>Your Practice</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct 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>Remote tele-ICU practice monitoring/caring for acutely/critically ill adult patients</td>
<td>CCRN-E</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 at the bedside toward the clinical hour requirement for CCRN renewal. Nurses in these roles must be actively involved in patient care; for example, demonstrating how to measure pulmonary artery pressures or supervising a new employee or student nurse performing a procedure.

<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, CCRN-E 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 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>
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</tbody>
</table>

- If you are moving from CCRN to CCRN-E 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 at [www.aacn.org/certification > Renew Certification](http://www.aacn.org/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.
Candidates may apply for CCRN certification renewal online at 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 CCRNs, 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 > Renew 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 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. 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 receive their new CCRN 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.

### RENEWAL FEES

<table>
<thead>
<tr>
<th></th>
<th>AACN Members</th>
<th>Nonmembers</th>
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<tbody>
<tr>
<td>CCRN Renewal by Synergy CERPs</td>
<td>$120</td>
<td>$200</td>
</tr>
<tr>
<td></td>
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<tr>
<td>CCRN Renewal by Exam</td>
<td>$170</td>
<td>$275</td>
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<tr>
<td>Inactive Status</td>
<td>$95</td>
<td>$175</td>
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</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.
CCRN RENEWAL ELIGIBILITY

Licensure
Current, unencumbered U.S.* RN or APRN licensure is required.

- An unencumbered license has not been subjected to formal discipline by any state board of nursing during the 3-year certification 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, CCRN-E or CCRN-K certification exam for the applicable patient population (adult, pediatric or neonatal) of practice.

Practice
Practice as an RN or APRN for 432 hours in direct care of acutely/critically ill patients 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.

- All hours must be in the care of the same patient population (adult, pediatric or neonatal) in which certification is held.
- A majority of the total practice hours and those within the year prior to application for CCRN renewal eligibility must focus on critically ill patients.
- Clinical 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® designation or Joint Commission International accreditation.

Determination of eligibility is not based on unit type but on patient acuity, as patient placement varies by facility and bed availability, etc. However, nurses with clinical hours in the following units/areas likely qualify for CCRN renewal: intensive care, cardiac care, combined ICU/CCU, medical/surgical ICU, trauma unit or critical care transport/flight.

- 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 hour requirement.
- Nurses in these roles must be actively involved in patient care; for example, demonstrating how to measure pulmonary artery pressures or supervising a new employee or student nurse performing a procedure.

If you have cared for or are actively involved in the direct care of acutely/critically ill patients for an average of 12 hours per month over your certification period (equivalent to 432 hours during the 3-year certification period, with 144 of those hours accrued in the last year of the certification period), you meet the clinical hour requirement.

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 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 certification, the adequacy of a candidate’s knowledge in care of the acutely/critically ill.

*Includes District of Columbia and U.S. territories of Guam, Virgin Islands, American Samoa and Northern Mariana Islands

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

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

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.

CCRN Renewal by Synergy CERPs is obtained by completing a total of 100 CERPs with a minimum of 60 CERPs in Category A and a minimum of 10 CERPs each in Categories B & C during the 3-year certification period. Acceptable topics and activities for CERPs are listed in this handbook on pages 16 to 22. Complete the CCRN application, on page 27, and the Renewal by CERPs Honor Statement, on page 28.

Moving from CCRN to CCRN-E or CCRN-K

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

All 3 programs (CCRN, CCRN-E 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.

Option 2 — Renewal by Exam

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

Refer to the CCRN 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.aacn.org/certification 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 application, on page 27, and the Renewal by Exam Honor Statement, on page 29.

Moving from CCRN to CCRN-E

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

Moving from CCRN to CCRN-K

Meet the eligibility requirements for CCRN-K and successfully apply for and complete the CCRN-K exam for the applicable patient population (adult, pediatric or neonatal) in alignment with the CCRN certification currently held. Refer to the CCRN-K Exam Handbook for current test plans and exam references.

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 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 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, 2019. She completes a home study course acquiring the needed CERPs by April 30, 2019 and would now like to reactivate. Eligible CERPs and hours must have been completed between May 1, 2016 and April 30, 2019.

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 > Renew Certification, or
- Complete the first page of the CCRN 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.

See next page for additional options available to renewing CCRNs.

CCRN-E Certification

CCRN-E is for nurses who work primarily or exclusively in a tele-ICU (e.g., a virtual or e-ICU), behind a camera, monitoring/caring for acutely/critically ill adult patients from a remote location.

Refer to the CCRN-E Renewal Handbook at www.aacn.org/certhandbooks to see if this renewal option is right for you.

CCRN-K Certification

CCRN-K validates the valuable clinical specialty knowledge of nursing professionals who do not exclusively or primarily provide direct care to 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 the care delivered to 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 care (e.g., bedside/staff nurses, ACNPs) to 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 at www.aacn.org/certhandbooks to see if this renewal option is right for you.
**ALTERNATE OPTIONS**

**Alumnus Status**

Alumnus status is for certified nurses who no longer provide direct care to acutely/critically 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 CCRN credential.

Upon approval, alumnus nurses receive a certificate that denotes Alumnus CCRN 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” 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 CCRNs returning to direct care 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 certified
- No longer providing direct care to acutely or critically ill patients, not even in a supervisory role, for enough hours to meet the clinical hour requirement to renew an active certification.
  
  Note: Supervisors at the bedside generally still qualify to be certified and, therefore, do not usually qualify for Alumnus status.
- Submission of a completed application and fee
  
  Note: CERPs are not required for Alumnus status.

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

**Retired Status**

Retired status provides the certified nurse or Alumnus CCRN 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 certified as a CCRN 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 from direct care practice 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 status. Retired nurses also receive Monthly issues of *AACN Bold Voices*. The “Retired CCRN” 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 CCRN certified
- Retired from nursing with no plans of returning to nursing or renewing certification (nurses who are moving from direct care practice to another role in acute/critical care nursing should apply for Alumnus status or CCRN-K certification)
- Submission of a completed application and fee
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 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.

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
- 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 any AACN certification exam for a period of up to 3 years.

Fees paid for certification renewal are not refunded.
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
Or mail to: Certification Specialist
AACN Certification Corporation
101 Columbia
Aliso Viejo, CA 92656

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.

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.
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 patient population studied, e.g., adult, pediatric and neonatal.

**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>Resiliency</th>
<th>Capacity to return to a restorative level of functioning using compensatory/coping mechanisms; the ability to bounce back quickly after an insult.</th>
</tr>
</thead>
<tbody>
<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 - Grouped by 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:

**CATEGORY A**

<table>
<thead>
<tr>
<th>Nurse Characteristics</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Judgment</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Clinical Inquiry</strong></td>
<td>The ongoing process of questioning and evaluating practice and providing informed practice. Creating changes through evidence-based practice, research utilization and experiential knowledge.</td>
</tr>
</tbody>
</table>

**CATEGORY B**

<table>
<thead>
<tr>
<th>Nurse Characteristics</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td><strong>Caring Practices</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Response to Diversity</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Advocacy/Moral Agency</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Facilitation of Learning</strong></td>
<td>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.</td>
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</tbody>
</table>

**CATEGORY C**

<table>
<thead>
<tr>
<th>Nurse Characteristics</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Collaboration</strong></td>
<td>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 interdisciplinary work with colleagues and community.</td>
</tr>
<tr>
<td><strong>Systems Thinking</strong></td>
<td>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.</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 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.
CCRN RENEWAL BY SYNERGY CERPS

A total of 100 CERPs must be completed in the 3-year CCRN certification period, with at least 60 CERPs in Category A and 10 CERPs each in Categories B and C - plus 20 CERPs in the category of your choice.

If you are moving from CCRN to CCRN-E or CCRN-K, you may complete either the CCRN Renewal by Synergy CERPs program or the CERPs required for the program you are moving to. For details, please refer to the CCRN-E Renewal Handbook or CCRN-K Renewal Handbook at www.aacn.org/certhandbooks.

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

**CATEGORY A - Clinical Judgment, Clinical Inquiry**

**60 CERPs Minimum / 80 CERPs Maximum**

_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, AACN’s Self-Assessment Exams (SAEs).

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

**10 CERPs Minimum / 30 CERPs Maximum**

_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 Minimum / 30 CERPs Maximum**

_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.

### Synergy CERP Category | Min. CERPs Required | Max. CERPs Required
---|---|---
A | 60 | 80
B | 10 | 30
C | 10 | 30
Total | 100 |

**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 BY SYNERGY CERPS – TOPICS AND ACTIVITIES

CATEGORY A - CLINICAL JUDGMENT, CLINICAL INQUIRY
60 CERPs Minimum / 80 CERPs Maximum

### 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**
- **CCRN/CCRN-E/CCRN-K Self-Assessment Exam (SAE) with 70% passing score**
  - 5 CERPs once per certification period
- **PCCN/PCCN-K Self-Assessment Exam (SAE) with 70% passing score**
  - 5 CERPs once per certification period
- **Participating on an AACN Certification Corporation committee or task force**
  - 30 CERPs per year per committee
- **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)

### 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.

#### Auditing activities
- 3 CERPs per year for a minimum of 8 hours per year of auditing activity

#### Quality improvement activities
- 3 CERPs per year for a minimum of 8 hours per year of QI activity

#### Research activities
- 3 CERPs per year for a minimum of 8 hours per year of research activity

#### Editorial in a journal
- 2 CERPs

#### Column for a journal
- 5 CERPs

#### Article in a local newsletter or AACN chapter newsletter
- 2 CERPs

#### Original research article (peer reviewed)
- 15 CERPs

#### Textbook or chapter author or editor
- 2 CERPs per 10 pages (max 30)

#### Professionally authored multimedia aids
- 15 CERPs

#### Research abstract
- 5 CERPs

#### Journal article (peer reviewed)
- 10 CERPs

#### Journal reviewer (review of articles or book chapters)
- 5 CERPs

#### Book reviews
- 2 CERPs

#### Master’s thesis or project
- 10 CERPs

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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).

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.

- 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 certification period.

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**RENEWAL BY SYNERGY CERPS - TOPICS AND ACTIVITIES** (CONTINUED)

<table>
<thead>
<tr>
<th>Topic</th>
<th>CERPs</th>
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</thead>
<tbody>
<tr>
<td>DNP capstone</td>
<td>20 CERPs</td>
</tr>
<tr>
<td>Doctoral dissertation</td>
<td>30 CERPs</td>
</tr>
<tr>
<td>Service on editorial boards</td>
<td>5 CERPs per board/per year</td>
</tr>
</tbody>
</table>

continued
RENEWAL BY SYNERGY CERPS - TOPICS AND ACTIVITIES (CONTINUED)

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

10 CERPs Minimum / 30 CERPs Maximum

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 CERP 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 (minimum of 6 hours)
- Participate in a pet visitation program for hospitals or nursing homes 5 CERP per year (minimum of 5 hours)
- Facilitate a critical incident debriefing with staff involved 5 CERP per year (minimum 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 CERP 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 certification 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

- 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 CERP per project (revised 1 CERP)
- Designing a multimedia learning module (e.g., patient teaching program in PowerPoint) 5 CERP 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
CATEGORY C - COLLABORATION, SYSTEMS THINKING
10 CERPs Minimum / 30 CERPs Maximum

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 think tank 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 – up to max of 8 CERPs per certification 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) 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-pyschosocial 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
SYNERGY CERPS LOG
Do NOT submit unless being audited

Name: ___________________________________________  AACN Customer Number: ___________________

LAST FIRST MI

3-Year Certification Renewal Period: ________ — ________

FROM TO

Candidates seeking CCRN 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 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

Category A - Clinical Judgment, Clinical Inquiry
60 CERPs Minimum / 80 CERPs Maximum
Ongoing learning topics include all CE, 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 patient/family. Activities may include certification review courses (e.g., CCRN/CCRN-E/CCRN-K, PCCN/PCCN-K, 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>#</th>
<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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continued

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.
### Category A - Clinical Judgment, Clinical Inquiry
60 CERPs Minimum / 80 CERPs Maximum

<table>
<thead>
<tr>
<th>Ongoing Learning Topic (Title of Program or Activity)</th>
<th>Date(s)</th>
<th>Sponsoring Organization</th>
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**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.
**SYNERGY CERPS LOG (CONTINUED)**

**Category B - Advocacy/Moral Agency, Caring Practices, Response to Diversity, Facilitation of Learning**

**10 CERPs Minimum / 30 CERPs Maximum**

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.

<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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<tr>
<th>Presentation/Program Title</th>
<th>Date(s)</th>
<th>No. of Contact Hours Taught</th>
<th>CERPs Awarded</th>
<th>Office Use</th>
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**TOTAL**

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<th>Activity/Organization</th>
<th>Date(s)</th>
<th>No. Hours Involved in Activity</th>
<th>CERPs Awarded</th>
<th>Office Use</th>
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**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.
**Category C - Collaboration, Systems Thinking**

**10 CERPs Minimum / 30 CERPs Maximum**

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).

<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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**TOTAL**

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<tr>
<th>Committee Work / Leadership Roles</th>
<th>Date(s)</th>
<th>Organization</th>
<th>CERPs Awarded</th>
<th>Office Use</th>
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<th>Professional Membership</th>
<th>Membership #</th>
<th>Membership Period</th>
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**TOTAL**

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<tr>
<th>Category</th>
<th>Min.-Max.</th>
<th># CERPs</th>
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<tr>
<td>A</td>
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<td>B</td>
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<td>C</td>
<td>10 - 30</td>
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<td>Grand Total</td>
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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.
Please print clearly.

AACN CUSTOMER #: MEMBERSHIP EXP. DATE: CCRN EXP. DATE:

LEGAL NAME:

HOME ADDRESS:

EMAIL ADDRESS:

EMPLOYER NAME:

EMPLOYER ADDRESS:

RENEWAL FEE

Check one box only

ACCN Member Nonmember Renewal + 1 Year AACN Membership Renewal + 2 Year AACN Membership Renewal + 3 Year AACN Membership

CCRN Renewal by Synergy CERPs

CCRN Renewal by Exam

Inactive Status*

*For INACTIVE STATUS please sign and date here: Signature________________________________ Date________________

PAYMENT INFORMATION

☐ 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) ☐ Critical Care Transport/Fight (17) ☐ Direct Observation Unit (39) ☐ Emergency Dept. (12) ☐ General Medical/Surgical 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) ☐ Tele-ICU (37) ☐ Telemetry (20) ☐ Trauma Unit (11) ☐ Other – specify below

Primary Position Held


Highest Nursing Degree

☐ Associate’s Degree ☐ Bachelor’s Degree ☐ Diploma ☐ Doctorate ☐ Master’s Degree ☐ Corporate/Industry (11) ☐ Hospital Administrator (38) ☐ Internal (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

Ethnicity

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

☐ Registry (10) ☐ Self-Employed (09) ☐ State Hospital (06) ☐ Travel Nurse (15) ☐ University Medical Ctr. (03) ☐ Other – specify below

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) ☐ HM0/Managed Care (12) ☐ Home Health (13) ☐ Long-Term Acute Care Hospital (16) ☐ Military/Government Hospital (04) ☐ Non-Academic Teaching Hospital (14)

☐ Other – specify below

☐ Registry (10) ☐ Self-Employed (09) ☐ State Hospital (06) ☐ Travel Nurse (15) ☐ University Medical Ctr. (03) ☐ Other – specify below

Number of Beds in Institution:

☐ (99)

Years of Experience in Nursing:

☐ (99)

Years of Experience in Acute/Critical Care Nursing:

☐ (99)

Date of Birth: (mm/dd/yy)

☐ (99)

Gender: ☐ Female ☐ Male

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

ACCN Certification Corporation

Online renewal is available at www.aacn.org/certification > Renew Certification.
OPTION 1

CCRN RENEWAL BY CERPS HONOR STATEMENT

This page is NOT applicable for Inactive status.

PLEASE PRINT CLEARLY.

NAME: ____________________________________________________________________________

AACN CUSTOMER #: __________________________________________________________________

I hereby apply for CCRN certification renewal. Submission of this application indicates I understand and have met the renewal eligibility requirements as documented in the CCRN 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 have fulfilled the clinical 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, in direct care of the following acutely/critically ill patient population:

(check one box only) ☐ ADULT ☐ PEDIATRIC ☐ NEONATAL

A majority of the total practice hours and those within the year prior to application for renewal eligibility were focused on critically ill 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 acute/critical care nursing practice as evidenced by Magnet® designation or Joint Commission International accreditation.

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

VERIFIER’S NAME: __________________________________________________________________

FACILITY NAME: __________________________________________________________________

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 a minimum of 60 CERPs in Category A, 10 CERPs in Category B and 10 CERPs in Category C, plus an additional 20 CERPs 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: 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.aacn.org/certification, email certification@aacn.org or call us at 800-899-2226.
OPTION 2

CCRN RENEWAL BY EXAM HONOR STATEMENT
This page is NOT applicable for Inactive status.

PLEASE PRINT CLEARLY.

NAME:__________________________AACN CUSTOMER #:__________________________

I hereby apply for CCRN certification renewal. Submission of this application indicates I understand and have met the renewal eligibility requirements as documented in the CCRN 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 have fulfilled the clinical 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, in direct care of the following acutely/critically ill patient population:

(check one box only) ☐ ADULT ☐ PEDIATRIC ☐ NEONATAL

A majority of the total practice hours and those within the year prior to application for renewal eligibility were focused on critically ill 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 acute/critical care nursing practice as evidenced by Magnet® designation or Joint Commission International accreditation.

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

VERIFIER’S NAME:__________________________FACILITY NAME:__________________________

VERIFIER’S PHONE NUMBER:__________________________VERIFIER’S EMAIL:__________________________

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.

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

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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 CCRN Exam Handbook, available online, contains current test plans and exam references.

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.aacn.org/certification, email certification@aacn.org or call us at 800-899-2226.