

ANCC Certification Renewal Handbook

***FOUNDATIONS OF ANCC
CERTIFICATION RENEWAL:
YOUR ESSENTIAL GUIDE***

Effective Date: February 2027

ANCC CERTIFICATION RENEWAL HANDBOOK

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CITING THIS HANDBOOK

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ABOUT THE AMERICAN NURSES CREDENTIALING CENTER (ANCC)

The American Nurses Credentialing Center (ANCC), a subsidiary of the American Nurses Association (ANA), promotes excellence in nursing and health care globally through credentialing programs. ANCC certification validates nurses' knowledge and expertise across specialty practice areas and supports professional growth, public trust, and quality patient care.

DISCLAIMER

The **ANCC Certification Renewal Handbook** is intended to provide guidance regarding ANCC certification renewal requirements, policies, and procedures. Use of this handbook does not, in and of itself, guarantee certification renewal. Renewal is contingent upon meeting all applicable eligibility requirements and successful completion of the renewal process in accordance with ANCC policies. This handbook is maintained by ANCC under the oversight of the Commission on Board Certification (COC).

NOTICE

ANCC may revise certification renewal requirements, policies, procedures, and this handbook at any time. Certificants are responsible for using the most current edition of the **Certification Renewal Handbook** and reviewing applicable program-specific requirements prior to submitting a renewal application.

EFFECTIVE DATE

This handbook is effective **February 1, 2027** and supersedes all previous editions of the ANCC Certification Renewal Handbook.

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Introduction

ABOUT THE AMERICAN NURSES CREDENTIALING CENTER

The American Nurses Credentialing Center (ANCC) works with the nation's largest group of healthcare professionals to uphold the highest standards of nursing excellence. With a comprehensive suite of individual certifications and organizational accreditation programs designed to foster research, innovation, career growth, and leadership development, the credentialing center equips nurses to achieve safer, patient-centric outcomes both nationally and internationally. Committed to harnessing **The Power of Nurses™** to elevate care standards worldwide, the credentialing center continuously sets the benchmarks that support excellence in every facet of nursing practice.

ANCC is the only nurse credentialing organization to successfully achieve ISO 9001:2015 certification.



ABOUT THIS HANDBOOK

This handbook provides an overview of ANCC Certification Program policies and procedures for those interested in renewing, or reactivating, their certification.

About ANCC Certification

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

ACCREDITATION

ANCC certifications with active examinations are accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC). ANCC APRN certifications and some RN certifications are accredited by the National Commission for Certifying Agencies (NCCA) in addition to ABSNC.



ACCEPTANCE OF CREDENTIALS

The U.S. Department of Veterans Affairs, Centers for Medicare and Medicaid (CMS) and health insurance companies recognize ANCC certifications. ANCC APRN certifications are accepted by the National Council of State Boards of Nursing (NCSBN) and state boards of nursing.

NON-DISCRIMINATION POLICY

All ANCC certification programs are administered without discrimination on the basis of age, sex, color, creed, disability, gender identity, ethnicity, race, religion, marital status, sexual orientation, national origin, citizenship, Veteran or military status, or other statutory or otherwise legally protected category.

What Is Certification Renewal?

Certification is the process by which a nongovernmental agency or an association grants recognition to an individual who has met certain predetermined qualifications. Certification can be used for entry into practice, validation of competence, recognition of excellence, and/or for regulation. It can be mandatory or voluntary. Certification validates an individual's knowledge and skills in a defined role and clinical area of practice, based on predetermined standards. **Renewal**, or "recertification", refers to renewing a certification based on specified requirements typically associated with continuing competence completed within defined intervals.

DEFINITION OF RENEWAL

The act of renewing a certification or designation by meeting predetermined requirements to ensure ongoing competence or compliance with established standards (NCCA, 2021).

PURPOSE OF CERTIFICATION RENEWAL

ANCC renewal recognizes that nurses contribute to the profession in different ways over time - through practice, education, leadership, scholarship, and service. Healthcare technology, strategies, and research can change professional practice and healthcare and can impact public safety. The primary goal of certification renewal is to maintain and enhance proficiency of certificants. This includes adopting new methodologies and staying abreast of advancements in healthcare. Certification renewal also demonstrates a professional's ongoing commitment to lifelong learning and **continuing competence**.

DEFINITION OF CONTINUING COMPETENCE

The ongoing process of gaining knowledge, skills, and abilities through education and professional development to apply evidence-based practice principles safely, effectively, and ethically in a designated role, population, and/or setting.

Due to these changes, ANCC's Commission on Board Certification (COC) established a policy for a five (5) year period for certification. Renewing certification every five (5) years provides evidence to the public that the certified professional (certificant) is meeting requirements for continuing competence in their certification role, population, and/or setting by updating their knowledge and showing commitment to lifelong learning. In addition to demonstrating continued competence, certification renewal may provide added benefits such as helping maintain licensure, enabling service reimbursement, and enhancing employer recognition.

Framework for ANCC Certification Renewal

ANCC certification renewal is designed to recognize the many ways nurses grow, contribute, and lead across diverse roles, settings, and career paths. Renewal is intentionally flexible, allowing nurses to select professional development activities that align with their practice, values, and professional identity.

Certification must be renewed on or before your certification expiration date. Certification can be renewed through continuing education and selected professional development activities. [See applying for certification renewal for important [Renewal Policies](#)].

The following handbook sections outline key information for maintaining your ANCC certification, including requirements for eligibility and renewal activities to demonstrate continuing competence.

ELIGIBILITY REQUIREMENTS FOR CERTIFICATION RENEWAL

Eligibility requirements must be met before your ANCC certification is renewed. Certification renewal eligibility requirements are outlined below:

- Hold a current ANCC certification eligible for renewal
 - [See [Reactivation Policy](#) section of this handbook if your current certification has expired].
- Hold a current, active RN license in a state or territory of the United States or the professional legally recognized equivalent in another country. *For National Healthcare Disaster certificants, you hold the same license, registration, certificate, or degree used for test eligibility.*
- Demonstrate completion of renewal activities for continuing education and professional development through submission of a renewal application.

RENEWAL ACTIVITIES

Multiple Paths. One Standard of Excellence.

ANCC's renewal framework allows certificants to demonstrate continuing competence in ways that align with their professional roles, experiences, and career stage.

ANCC certificants must complete **continuing education** plus selected **professional development** activities within their current five-year period of certification to demonstrate ongoing continuing competence. **A certificant must accrue renewal activities during their designated 5-year certification period, prior to their renewal application submission.**

DEFINITION OF CONTINUING EDUCATION

Learning activities intended to build upon the educational and experiential bases of the professional RN/APRN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RN's pursuit of their professional career goals (ANCC, 2012, p. 1).

DEFINITION OF PROFESSIONAL DEVELOPMENT

A broader lifelong process whereby certificants develop and maintain continuing competence and enhance professional practice through multifaceted, self-directed, applied learning experiences (Association for Nursing Professional Development, 2022).

Continuing Education



Minimum of **75 approved or accredited continuing education contact hours (CE CH)**
APRN certificants: 25 of the 75 CE CH must be in pharmacology



Professional Development

CHOOSE ONE PATHWAY



Additional Continuing Education
(Academic Credits Conversion)

OR



Practice
(Practice, Preceptorship, OR Professional Service)

OR



Scholarship
(EBP/QI Projects, Publication, Presentation, OR Research)

COMPLETE WITHIN YOUR 5-YEAR CERTIFICATION PERIOD

Renewal activities must be accrued during your designated 5-year certification period prior to your renewal application submission.

Continuing education activities are learning activities intended to build upon the educational and experiential bases of the professional RN/APRN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RN's pursuit of their professional career goals.

Nursing continuing professional development encompasses a broader lifelong process whereby certificants develop and maintain continuing competence and enhance professional practice through multifaceted, self-directed, applied learning experiences. *These learning activities can take various forms, and for the purposes of ANCC certification renewal, include completion of additional continuing education, practice, or scholarship activities.*

CONTINUING EDUCATION



All certificants must complete 75 continuing education **contact hours** (CE CH) relevant to the certification role, population and/or setting. For APRN certificants, a minimum of 25 of the required 75 CE CH must be in pharmacology.

DEFINITION OF CONTACT HOURS

A unit of measurement that describes sixty (60) minutes of an organized learning activity” (ANCC, 2023).

Additional CE CH requirements are below:

- All CE CH must be either **accredited** and/or **formally approved** hours. CE certificates must identify the CE accreditor or the appropriate authorizing entity.

DEFINITION OF ACCREDITATION (ACCREDITED)

The voluntary process by which a nongovernmental agency or independent external organization appraises and grants accreditation status to institutions and/or programs or services that meet predetermined structure, process, and outcome criteria (time-limited) (ANCC, 2023).

DEFINITION OF FORMALLY APPROVED

Approval by an appropriate authorizing entity (sponsor) is required for continuing education contact hours (CE CH) that is not accredited. Formally approved CE CH has been reviewed and approved by its sponsor using industry supported educational standards and delivered in a fair/balanced (unbiased) manner.

- All CE CH used for renewal must be completed within the five-year certification period.
- Academic credits achieved from coursework that are applicable to the certification role, population, and/or setting can be converted to CE CH. These credits may be used to meet the required continuing education hours for certification renewal.
- [See [Continuing Education Clarification appendix](#) section of this handbook for more information on acceptable forms of CE, CE accreditation expectations, CE documentation and audit requirements, and academic coursework conversion.]

PROFESSIONAL DEVELOPMENT PATHWAYS

To renew ANCC certification, certificants must complete one professional development pathway in its entirety during their five-year certification period. Pathways are additional continuing education, practice, or scholarship.

You will:

1. Select one of the three pathways below, and
2. Complete one activity within that selected pathway.

ONLY ONE PROFESSIONAL DEVELOPMENT PATHWAY WITH ITS ONE ACTIVITY IS REQUIRED!



PATHWAY 1: ADDITIONAL CONTINUING EDUCATION

TO COMPLETE THIS PATHWAY, CERTIFICANTS MUST:

- Complete an additional 75 continuing education contact hours (CE CH) relevant to their designated certification role, population, and/ or setting.
- All CE CH must be completed within the five-year certification period.
- All CE CH must be accredited and/or formally approved.
- Academic credits achieved from coursework that are applicable to the certification role, population, and/or setting can be converted to CE CH.

DEFINITION OF CONTINUING EDUCATION

Learning activities intended to build upon the educational and experiential bases of the professional RN/APRN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RN's pursuit of their professional career goals (ANCC, 2012, p. 1).

Choose this pathway if you prefer structured learning, formal education experiences, and knowledge expansion.

[See [Continuing Education Clarification Appendix](#) section of this handbook for more information on acceptable forms of CE, CE accreditation expectations, CE documentation and audit requirements, and academic coursework conversion.]



PATHWAY 2: PRACTICE

TO COMPLETE THIS PATHWAY, CERTIFICANTS CHOOSE ONE OF THE FOLLOWING OPTIONS WITH ALL ACTIVITIES BEING COMPLETED WITHIN THE FIVE-YEAR CERTIFICATION PERIOD:

- **Option 1:** Practice Hours
- **Option 2:** Preceptorship Hours
- **Option 3:** Volunteer Service Hours

DEFINITION OF PRACTICE

Work or volunteer experience as a provider of direct and/or indirect patient care, administrator, educator, or consultant in the role, population, and/or setting of the certification.

Choose this pathway if you demonstrate professional growth through active practice, mentoring, or service. Practice options reflect ANCC's recognition that nursing excellence is expressed across many roles and settings—not solely at the bedside.

PRACTICE ACTIVITY OPTION 1

Practice Hours

Certificants may choose to complete a minimum of 1,000 nursing practice hours relevant to their designated role, population, and/or setting.

OR

PRACTICE ACTIVITY OPTION 2

Preceptorship Hours

Certificants may choose to complete a minimum of 120 preceptor hours relevant to their designated role, population, and/or setting.

OR

PRACTICE ACTIVITY OPTION 3

Volunteer Service Hours

Certificants may choose to complete 120 volunteer service hours relevant to their designated role, population, and/or setting.

[See [Practice Clarification Appendix](#) section of this handbook for more information.]



PATHWAY 3: SCHOLARSHIP

TO COMPLETE THIS PATHWAY, CERTIFICANTS CHOOSE ONE OF THE FOLLOWING OPTIONS WITH ALL ACTIVITIES BEING COMPLETED WITHIN THE FIVE-YEAR CERTIFICATION PERIOD:

- **Option 1:** EBP or QI Project
- **Option 2:** Presentation
- **Option 3:** Publication
- **Option 4:** Research

DEFINITION OF SCHOLARSHIP

The generation, synthesis, translation, application, and dissemination of knowledge that aims to improve health and transform health care. Scholarship is the communication of knowledge generated through multiple forms of inquiry that inform clinical practice, education, policy, and healthcare delivery. The hallmark attribute of scholarship is the cumulative impact of the scholar's work on the field of nursing and health care (AACN, 2021). Scholarship is inclusive of discovery, integration, application, and teaching (Boyer, 1990).

Choose this pathway if you contribute to advancing nursing knowledge, quality, education, or research.

SCHOLARSHIP ACTIVITY OPTION 1

EBP or QI Project

Certificants may choose to complete one EBP or QI project related to their designated role, population, and/or setting.

OR

SCHOLARSHIP ACTIVITY OPTION 2

Presentation

Certificants may choose to complete one or more presentations totaling five (5) presentation clock hours **or** serve as the primary author of content utilized in e-learning or other media presentations related to their designated role, population, and/or setting.

SCHOLARSHIP ACTIVITY OPTION 3

Publication

Certificants may choose to publish one article in a peer-reviewed journal, contribute to one book chapter, **or** publish five articles in non-peer reviewed journals/newsletters related to their designated role, population, and/or setting.

OR

SCHOLARSHIP ACTIVITY OPTION 4

Research

Certificants may choose to complete one IRB-approved research project, a dissertation/thesis/graduate-level scholarly project, serve as a content reviewer on an IRB board or dissertation/thesis/scholarly project board or committee, **or** serve as primary grant writer for a federal, state, or national organization project related to their role, population, and/or setting.

[See [Scholarship Clarification Appendix](#) section of this handbook for more information.]

Applying for Certification Renewal

ANCC has a policy that governs the certification period, renewal, and lapse of certification. Once awarded, an ANCC certification, initial or renewal, is valid for a period of five years. **Certification must be renewed on or before your certification expiration date. Certificants are required to know their certification expiration date and are solely responsible for timely completion of a renewal application.** ANCC policy does not allow a grace period or backdating of a certification period.

Certification is valid for five (5) years and must be renewed on or before the expiration date. There is no grace period or backdating. Certificants are responsible for knowing their certification expiration date and for submitting a complete renewal application on time.

To renew your certification:

1. Complete required continuing education contact hours (CE CH) and one professional development pathway within your certification period.
2. Maintain an active RN license.
3. Retain documentation of all renewal activities.
4. Log into your ANCC account and submit your renewal application. To submit a renewal application, access your online account, navigate to MY ACCOUNT, and select your CERTIFICATION. Click RENEW to complete your renewal application.
5. Respond to any requests for additional documentation. [See [Appendix A-C](#) sections of this handbook for renewal application documentation and audit requirements].

Applications may be submitted up to one year before expiration. Failure to submit a complete application or respond to documentation requests may result in expiration of certification.

Certification renewal applications are subject to review and must meet all ANCC eligibility requirements. No eligibility renewal criteria will be waived. Applicants are encouraged to compile all documentation to support their certification renewal application and maintain those materials for reference and submission. ANCC reserves the right to request additional information or clarification prior to continuation of application review. ANCC reserves the right to close applications where documents and/or clarifications are not provided. If a renewal application is closed due to missing documentation or lack of response, the certification will expire on its scheduled expiration date.

ANCC suggests the following strategies to ensure timely renewal and maintenance of your certification.

YOUR 5-YEAR RENEWAL ROADMAP

YEAR 1–4

Complete continuing education. Complete one professional development pathway. Retain documentation. Maintain RN licensure. Keep contact information updated.

YEAR 4–5

Confirm all renewal requirements are complete. Organize documentation in case of audit. Review the most current Renewal Handbook.

Up to 1 Year Before Expiration:

- Log into your ANCC account
- Submit renewal application
- Pay required fees

On or Before Expiration Date:

- Ensure application is submitted
- Respond promptly to any requests from ANCC

No grace period or backdating is permitted.

APPLICATION FEES

All fees must be paid at the time your renewal application is submitted to ANCC. If a chargeback is received, i.e. your credit card company reverses payment in response to a fraudulent charge claim, your application will be closed and your certification will expire on your current expiration date. If insufficient funds are received, your application will not be reviewed, which will delay your ability to schedule and take a certification examination. A new, complete renewal application with full payment may be submitted prior to your certification expiration date and will be processed as a new submission.

EXPEDITED PROCESSING OF CERTIFICATION APPLICATIONS

Expedited review of a renewal application is available for an additional non-refundable fee. To reduce processing time to three business days from the date payment is received, submit the [Certification Expedite Review Request Form](#) along with payment.

Do not mail the form—fax it to 301.628.5233. Mailing the form will delay processing, and submitting it by both fax and mail may result in duplicate charges.

Please note: If ANCC requires additional information to determine eligibility, the review may take longer than three business days.

WITHDRAWAL OF A CERTIFICATION APPLICATION

ANCC policy allows candidates to [withdraw an application](#) for initial certification or certification renewal. The ANCC must receive a written request before the certification renewal is issued for you to receive a refund, less the administrative fee. The administrative fee and any special fees are nonrefundable.

All withdrawal requests must be made in writing to customerservice@ana.org.

HARDSHIP REQUESTS

ANCC policy allows certificants to request hardship relief for additional time to submit a renewal application and for financial relief of fee(s). Complete the [Request for Certification Hardship Relief Form](#) available online.

REQUEST FOR RENEWAL APPLICATION EXTENSION

A certificant may request an extension to file their renewal application, which must include hardship circumstances with supporting evidence, and must be submitted prior to the certification expiration date. ANCC may grant a brief extension to a certificant to submit their renewal application beyond the current certification period's expiration date.

REQUEST FOR FINANCIAL RELIEF

As applicants, candidates, or certificants may occasionally experience financial hardship, certification fees may be deferred, reduced, or waived based on individual circumstances with validation of supporting evidence. Applicants, candidates, and certificants may request one (1) fee modification from the Certification Program every ten (10) years.

Credential Management

Once your renewal application is reviewed and approved, you will be notified of your new certification period. Instructions for claiming your ANCC renewal wall certificate will be provided shortly thereafter.

HOW TO DISPLAY YOUR CREDENTIALS

The ANCC certification credential is evidence that you met the eligibility requirements and passed the appropriate examination that assessed the knowledge and skills in your certification specialty. To use the ANCC certification credential, you must hold an [active](#) ANCC certification (initial or renewal) that corresponds to the credential.

You cannot use the ANCC credential if your certification has expired, or you have not taken or have failed the appropriate examination. ANCC investigates any unauthorized use of an ANCC credential or any person [misrepresenting](#) themselves as holding an ANCC certification or credential when in fact they do not.

When writing your credentials, the accepted order is highest degree, licensure, certification, honorary recognitions. ANCC has developed a resource, [How to Display Your Credentials](#), that provides additional information on displaying your credentials. A complete listing of [ANCC certification credentials](#) is available online.

MAINTAINING YOUR LEGAL NAME AND CONTACT INFORMATION

It is expected that applicants and certificants will keep ANCC informed about their legal name and current contact information, including email addresses. This ensures the accuracy of our records for verification purposes and successful delivery of all correspondence.

CHANGE OF ADDRESS

To make updates to your contact information, including email address, you can

- Update in your account through your ANCC Login on www.nursingworld.org; or
- Email us at customerservice@ana.org with details of the change; or
- Call us at +1 (800) 284.2378.

Failure to maintain current contact information with ANCC will result in your missing critical updates.

CHANGE OF LEGAL NAME

Requests for legal name change due to marriage, divorce, or a court-approved legal name change must be sent in writing with a copy of the marriage certificate, divorce decree, court-approved legal name change document or updated (and most recent) copy of your driver's license or state-issued identification card, reflecting the name change. For clinicians who have applied in the past under one name and are currently applying under a different name, please note that ANCC requires copies of legal name change documents before proceeding with the application review process.

For fastest service, please send your name change request and supporting documentation via email to customerservice@ana.org.

NOTIFYING ANCC OF LICENSE STATUS CHANGES OR STATE NURSING BOARD ACTIONS

A current and active RN or APRN license is required to maintain your certification. If your license is placed on probation, suspended, revoked, surrendered, or becomes inactive, you must notify ANCC immediately and provide the board of nursing documentation. Failure to notify ANCC of a change in the status of your RN or APRN license may jeopardize your ANCC certification.

AUDITS

ANCC conducts random audits of certification renewal applications. If your application is selected for audit, you will be asked to provide documentation for the continuing education contact hours (CE CH) and professional development activities listed in your renewal application. **Please maintain all supporting documentation for these activities through your next renewal cycle.** [See Continuing Education, Practice, and Scholarship Clarification Appendices of this handbook for more information on audit requirements.](#)

If selected for audit, you will be notified by email. Failure to respond or to fully document your compliance with renewal requirements may result in disciplinary action against your certification. [See ANCC policies in this handbook: [Certification Denial, Suspension and Revocation Policy and Complaints Against a Certificant, Applicant, or Non-Certificant Policy](#)].

VERIFICATION OF CERTIFICATION

ANCC provides primary source [verification of certification](#). However, ANCC does **not** automatically send verification to your state board of nursing or employer. Certificants may request that verification be sent directly to any state board of nursing **at no cost**. In addition, one free verification of certification is available and can be ordered through your online account.

DUPLICATE WALL CERTIFICATE

If you are currently certified and wish to order a duplicate wall certificate, please send a completed [Duplicate Wall Certificate Order Form](#) with payment per form instructions.

Certification Reactivation

ANCC policy allows a lapsed or expired certification to be [reactivated under certain conditions](#). A certification has lapsed when it is not renewed on or before the certification expiration date. Individuals with a lapsed certification are prohibited from displaying the certification credentials, holding themselves out as ANCC-certified, or otherwise representing themselves as ANCC-certified.

Whether your certification is eligible to be reactivated depends on the amount of time that has lapsed since the certification expiration date, as well as availability of a certification examination. You may be required to take and pass the certification examination again to reactivate your certification. Access your online account to complete a reactivation application. If you have multiple lapsed certifications, you will need to meet all certification renewal requirements for each expired certification. For each certification you wish to reactivate, you will need to submit separate applications and pay separate renewal and reactivation fees.

Specific reactivation requirements are noted below:

REACTIVATING A CERTIFICATION LAPSED LESS THAN TWO YEARS

- An individual whose certification has lapsed within two (2) years from the date on which the certification expired may reactivate the certification by completing an application for reactivation, meeting renewal requirements for the certification in effect at the time you submit the reactivation application, and paying all required fees.

REACTIVATING A CERTIFICATION LAPSED MORE THAN TWO YEARS WITH CERTIFICATION EXAMINATION AVAILABLE

- An individual whose certification has lapsed more than two (2) years from the date on which it expired, **for which an examination for that certification is available**, may reactivate the certification by submitting an application for reactivation, meeting the renewal requirements for the certification in effect at the time you submit the reactivation application, testing and passing the examination for the lapsed certification, and paying all required fees.

REACTIVATING CERTIFICATION LAPSED MORE THAN TWO YEARS WITHOUT CERTIFICATION EXAMINATION AVAILABLE (“Renewal Only Certifications”)

- **An individual cannot reactivate their certification if the certification has lapsed for more than two years from the date in which it expired, and there is no longer an examination available for the lapsed certification.** These certifications are also identified as a “renewal only” on the website.
- If you hold a certification designated as “Renewal Only”, you cannot renew or reactivate the certification if lapsed more than two years. “*Renewal Only*” certifications that are 2 or more years past your expiration date cannot be reactivated.

NO GRACE PERIOD OR BACKDATING

Important Notice: ANCC policy does not allow a grace period or backdating of a certification period. Certification renewal applications received after the certification expiration date will have a new renewal period, consistent with the [Reactivation Policy](#), and will result in a gap in the certification dates.

When there is a gap in certification dates, ANCC cannot backdate a certification renewal to meet regulatory, reimbursement, or other requirements for practice or employment. You will need to check with your state licensing board, your employer, and/or the agency that is reimbursing your services to determine if you can continue to practice and/or receive reimbursement for services while you are in the process of reactivating your certification. ANCC is not responsible for any adverse actions, fees, or penalties a certificant may incur because of an expired certification or lapse in certification dates.

Retired Certified Nurse Recognition Program

ANCC celebrates retired nurses for their lifetime of contributions to patients, students, colleagues, and healthcare organizations. The [Retired Certified Nurse Recognition](#) grants adapted use of certification credentials to include the addition of “– Retired” after your current certification credential. The retired credential may only be used on business cards, a curriculum vitae, or resume. The credential may not be used on patient charts or records, professional name badges, or after a signature.

If you wish to re-certify after obtaining retired status, you must meet all current certification eligibility requirements at that time. The retired credential may not be used for any licensing requirements for advanced practice nurses.

Additional ANCC Certification Policies

CAUSES FOR DENIAL, SUSPENSION, AND REVOCATION OF CERTIFICATION

Certification can be denied, suspended, or revoked for cause, including but not limited to the following:

- Failing to complete or provide evidence of completion of the requirements for initial certification, certification renewal, or reactivation of certification
- Failure to maintain the required professional licensure or other authority to practice
- Failure to comply with the American Nurses Association's *Code of Ethics for Nurses* or the applicable profession's code of ethics
- Failure to comply with the scope and standards of practice in an area in which ANCC certification is held
- Failure to respond to or comply with ANCC audit inquiries and/or requests
- Determination that initial certification or certification renewal was improperly granted or that certification was improperly reactivated
- Falsification or misstatement of information on any certification-related document
- Providing false or misleading information
- Cheating or assisting others to cheat
- Causing, creating, or participating in an examination irregularity or misconduct
- Assisting others to wrongfully obtain initial certification or to renew or reactivate certification
- Misrepresentation of ANCC credentials
- Conduct unbecoming of the nursing profession or the profession in which the person is regulated

ANCC will report suspension or revocation decisions to licensing authorities. ANCC may report [suspension or revocation of certification](#) to employers, legal authorities, third-party payers, and other third parties, including but not limited to, law enforcement officers or agencies.

MISREPRESENTATION OF THE ANCC CREDENTIAL

If an individual is identified or recognized as misrepresenting themselves as certified by ANCC when in fact they are not, the Commission on Board Certification (COC) will investigate and take legal actions to protect the credential.

APPEALS

Individuals may appeal an adverse certification decision of ANCC's Commission on Board Certification (COC).

Adverse certification decisions include:

- denial of eligibility for initial certification,
- renewal of certification,
- suspension of certification or
- revocation of certification

Individuals cannot appeal the eligibility requirements for initial certification or certification renewal, the passing score of an examination, the examination or other measurement tool or individual test items, test content validity or actions taken against an individual's certification status as a result of a lack of valid RN license or other valid authorization to practice. Refer to the full policy here: [Appeal Policy & Procedure](#).

COMPLAINTS

The ANCC's Commission on Board Certification (COC) will receive and investigate reports of certification misconduct, testing irregularities or scoring anomalies against ANCC certificants and applicants for misconduct related to certification or eligibility for certification. The COC will also receive and investigate reports regarding non-certificants (individuals who are neither applicants nor certificants) who are alleged to have held themselves out in some way as being ANCC certified (see COC Policy on [Misrepresentation](#)) or have participated in certification misconduct. The grounds for action under the Complaint Policy are:

- Conviction of any felony or misdemeanor, or pleading guilty or no-contest to any felony or misdemeanor, which results in loss of licensure;
- Any cause for denial, suspension or revocation of certification identified in the COC policy [Causes for Denial, Suspension, and Revocation of Certification](#);
- A finding of any of the above by a nursing regulatory body or any other professional certification body; and
- Any certification irregularity, even if the irregularity was caused by ANCC or a testing vendor.

Refer to the full policy here: [Complaints Policy & Procedure](#).

CONFIDENTIALITY AND ACCESS TO CERTIFICATION DATA

ANCC Certification data and statistics are proprietary information. Individual applicant, candidate, and certificant data are confidential. Except to meet requirements for certification accreditation and/or the certification business needs, certification data are not released to third parties. Public data are available on the ANCC Certification website. Only aggregate data that does not violate the confidentiality of any certificant or candidate are available to the public.

Candidates for certification or those with an application in process for initial certification and/or certification renewal have an option to authorize release of additional information such as, test scores and/or status of their application, to approved third parties, including educational institutions. This option cannot be a condition to determine eligibility, sit for an examination, and/or to have a certification renewed.

Please refer to the full policy and procedure [here](#).

RECORDS MANAGEMENT AND RETENTION

ANCC has a policy for records management and retention. ANCC collects and maintains all certification records necessary to fulfill the legal requirements for record retention and disposition. This includes all information submitted in support of initial certification and certification renewal. The names of candidates for an examination, names of individuals failing an examination, or individual examination scores are not released.

Certificant and candidate information and certification examination results are maintained indefinitely in the ANCC Certification database. The records are password protected and accessible only to staff involved with the certification process. Information from hard copy applications or supporting documents are manually entered into the certification database and the documents imaged for storage on a password protected secure site. Supporting documents include but are not limited to transcripts, licenses, membership cards, or written communications. ANCC maintains electronic records of all customer activity and online applications within its database system.

Contact ANCC Certification

GENERAL CONTACT (FOR MOST REQUESTS)

Email: customerservice@ana.org

Phone: +1 (800) 284.2378

You can use this contact for the following inquiries:

- General certification inquiries
- Verification of certification
- Withdrawing an application
- Reactivation
- Name changes
- Requesting retired status
- Contact information changes
- Hardships
- License status changes or actions

EXPEDITE REQUESTS

Form: Expedite Requests [Form](#) *(Do not mail)*

Fax: +1 (301) 628.5233

AUDITS

Email: certaudit@ana.org

Phone: +1 (800) 284.2378

MAILING* ADDRESS:

ANCC Certification

8403 Colesville Road, Suite 500

Silver Spring, MD 20910

*If mailing materials to ANCC offices, we recommend keeping a copy of all documents for your records. We suggest using a mail service that offers tracking. Please note, you are responsible for ensuring your materials are successfully submitted to ANCC. ANCC is not responsible for any mail or packages that are misdelivered, damaged, or lost in transit.

Appendices

APPENDIX A: CONTINUING EDUCATION CONTACT HOURS (CE CH)

CE CH Application Entries: CE CH entries may be self-entered or auto-populated from learnings taken through the American Nurses Enterprise. Enter each activity with the following details: subject matter or course content; name of sponsor, institution, or accredited provider; offering date; number of contact hours; number of pharmacotherapeutic contact hours (if applicable); description (if needed); and indication of whether the CE CH is accredited. If the CE event title does not clearly reflect its content, you must provide a brief description of the activity in the “description” field.

Important Note for APRNs Self-Entering CE CH: To ensure accurate reporting, enter only the total number of contact hours earned, not a combined total of contact and pharmacotherapeutic hours. For example, if a CE activity awarded 10 total contact hours, 5 of which were designated to be pharmacotherapeutic hours, on the renewal application for the activity you should enter 5 CE CH and 5 pharmacotherapeutic hours.

CE CH Clarifications: The following are offered as clarifications for continuing education activities used towards meeting either the required CE CH.

1. All CE CH must be either accredited and/or formally approved hours. CE certificates must show clear accreditation by an accrediting body and/or identify the appropriate authorizing entity. Accredited and/or formally approved CE CH meet one or more of the criteria listed below:
 - a. Accredited CE CH
 - i. Continuing nursing education (CNE) approved for nursing contact hours by an accredited provider or approver of CNE. [Find an accredited organization or program.](#)
 - ii. ANCC accepts AMA PRA Category 1 CE credits™ for required APRN pharmacology CE CH. Continuing medical education (CME) approved for AMA PRA Category 1 Credits™. As needed, the formula for converting continuing education credit is “1 contact hour = 60 minutes or 1 AMA PRA Category 1 credit™.
 - iii. Education sponsored by organizations, agencies, or educational institutions accredited or approved by the American Nurses Credentialing Center (ANCC), the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), or the Commission on Dietetic Registration. [Learn more about accredited providers.](#)
 - b. Formally Approved CE CH
 - i. Education sponsored by an appropriate authorizing entity that has been reviewed and approved by its sponsor using industry supported educational standards and delivered in a fair/balanced (unbiased) manner.
 - ii. There is no formal or comprehensive list of approved sponsors; applicants are responsible for ensuring the CE meets the stated criteria.
2. You may claim credit for a specific CE course **only once** during the certification period, even if you completed it multiple times. Repeat CE CH courses are not accepted for certification renewal.
3. Continuing education activities for other healthcare disciplines may be applicable to your certification specialty given CE CH are accredited and/or approved.

4. You may convert academic coursework hours that are applicable to your certification specialty into CE CH for renewal. Credit may only be claimed once for each course, even if the academic course was repeated within the five-year certification period. Academic credit documentation Conversion formulas are:
 - a. 1 academic **semester** credit = 15 CE CH
 - b. 1 academic **quarter** credit = 12.5 CE CH
5. Mandatory CE CH requirements for certification renewal may be fulfilled using Accredited ANCC Outcome-Based Continuing Education (OB-CE) Level Credit™, when applicable to your certification specialty. To submit an ANCC OB-CE Level Credit™ renewal application, please complete the [OB-CE form](#) and submit with supporting documentation via email to APRNValidation@ana.org. Additional details are provided on the OB-CE submission form.

AUDIT: If your renewal application is selected for a random audit, you will be required to submit supporting documentation for your required CE contact hours, and, if applicable, for any additional CE contact hours used to fulfill professional development requirements.

- Provide a certificate of completion or CE CH certificate that includes the activity title, date(s), contact hours awarded, and the accrediting or sponsoring organization.
- If academic course credits were converted to CE CH, you will be required to submit an unofficial or official transcript showing the course date(s), title, number of academic credits (semester or quarter), and name of college or university. In addition, you may be required to provide evidence of the applicability of the course content to your certification.
- [See [Audit](#) section of this handbook for more information.]

APPENDIX B: PROFESSIONAL DEVELOPMENT: PRACTICE PATHWAY

Practice Pathway Application Entries: *Practice hours are not required for renewal but may be used as one of the accepted professional development pathways to meet ANCC certification renewal requirements.* You may fulfill renewal requirements for professional development by selecting and completing one of the following practice options:

Practice Hours: If selected, enter an attestation that you completed the minimum number of practice hours in your certification specialty during the renewal period.

- **Preceptorship Hours:** If selected, enter the following for each preceptorship: sponsoring school/place of employment, type of learner, preceptorship end date, and total hours.
- **Volunteer Service Hours:** If selected, enter an attestation that you completed the minimum number of volunteer service hours in your certification specialty during the renewal period.

Practice Activity Clarifications: The following are offered as clarifications to optional professional development practice renewal activities.

PRACTICE OPTION 1: Practice Hours (1,000 hours in specialty)

1. Practice includes your work as a provider of **direct patient care**—such as hands-on clinical roles where you deliver care directly to patients—or as an administrator, educator, or consultant within the role, population, and/or setting of your certification. You may also use practice hours from **indirect patient care roles** (e.g., informatics nursing, case management, administration) if the work is relevant to your certification role, population, and/or setting.
2. As a Clinical Nurse Specialist or Nurse Practitioner, you may only use practice hours completed in your certification role, population, and/or setting at the advanced level.
3. Your practice hours may include faculty didactic teaching in an educational program or providing education to nurses, APRNs, and advanced practice providers in other settings, if the learning is relevant to your certification.

AUDIT: If your renewal application is selected for random audit, submit a letter from your immediate supervisor on organizational letterhead verifying the practice hours you completed over the five-year certification period.

- You may submit multiple letters if you have changed place of employment.
- If you are self-employed, submit a statement attesting that you have practiced a minimum of 1,000 practice hours in your certification specialty. Self-employment attestation statements must be notarized prior to submission.
- [See [Audit](#) section of this handbook for more information.]

PRACTICE OPTION 2: Preceptorship Hours (120 hours in specialty)

1. You may count hours spent onboarding or precepting a nurse or advanced practice nurse in your certification role, population, and/or setting toward certification renewal.
2. If you are faculty, you may count hours spent in direct clinical supervision of students in your certification role, population, and/or setting toward certification renewal.

AUDIT: If your renewal application is selected for random audit, submit a completed [Preceptorship Documentation Form](#) detailing the hours, objectives, outcomes, and location of preceptorship(s), signed by a representative responsible for the learner.

- OR submit a letter from your immediate supervisor, on organizational letterhead, stating that you have completed a minimum of 120 preceptorship hours in your certification specialty over the five-year certification renewal period. You may submit multiple letters as needed.
- [See [Audit](#) section of this handbook for more information.]

PRACTICE OPTION 3: Volunteer Service Hours (120 hours in specialty)

1. Your volunteer service activities may include, but are not limited to, serving on boards of directors, committees, editorial boards, review boards, task forces, or participating in medical missions. While there are no strict limitations on the types of volunteer activities accepted, all activities must be relevant to your certification specialty and contribute meaningfully to your professional role.

AUDIT: If your renewal application is selected for random audit, submit a description of your volunteer duties and summary describing the impact of this service on your ability to obtain new knowledge in your certification specialty of 500 words or less.

- In addition, provide supporting documentation of your volunteer service (e.g., a copy of an official letter or other documents from the organization attesting to your 120 service hours and the dates of service).
- [See [Audit](#) section of this handbook for more information.]

APPENDIX C: PROFESSIONAL DEVELOPMENT: SCHOLARSHIP

Scholarship Pathway Application Entries: *Scholarship is not required by ANCC to renew certification but is one pathway to demonstrate completion of the professional development renewal requirement.* You may fulfill renewal requirements for professional development by selecting and completing one of the following scholarship options:

Evidence-Based Practice (EBP) /Quality Improvement (QI) Projects: If selected, enter the subject matter or project focus; name of sponsor or place of employment; and start and end dates for project.

- **Publication(s):** If selected, enter the publication title or subject matter; name of journal, book, newsletter, or publisher; and publication date.
- **Presentation(s):** If selected, enter the subject matter or course content, presentation title, location (institution, conference, media site, etc.), presentation date, number of clock hours, and audience.
- **Research:** If selected, enter the research subject matter, name of sponsor or institution, and start and end dates for project.

Scholarship Pathway Clarifications: The following information applies to certificants who select the Scholarship Pathway to meet the professional development requirement.

To complete the Scholarship Pathway, you must select and complete one of the approved Scholarship options (EBP/QI Project, Publication, Presentation, or Research) within your five-year certification period.

SCHOLARSHIP OPTION 1: Evidence-Based Practice (EBP) /Quality Improvement (QI) Projects (One Project)

1. The EBP/QI project must be **started** and **completed** during your designated 5-year certification period, prior to renewal application submission.

AUDIT: If your renewal application is selected for random audit, submit a research abstract and/or QI project summary of 500 words or less. Summaries must include the start and end date of the EBP/QI project. See Audit section of this handbook for more information.

SCHOLARSHIP OPTION 2: Publication (One Article/Book Chapter or Five Non-Peer Reviewed Articles)

1. You must be identified as the author, co-author, editor, co-editor, or reviewer for the publication.
2. The publication must have been **completed** during your designated 5-year certification period, prior to renewal application submission.

AUDIT: If your renewal application is selected for audit and you completed the Publication option, provide documentation based on the type of publication completed.

Peer-reviewed article	Book chapter	Editor/reviewed role
Copy of article OR full citation verifying publication	Copy of chapter title page AND book citation. Five non-peer-reviewed articles. Copies OR citations verifying publication	Publication page identifying role OR publisher letter confirming role

- [See [Audit](#) section of this handbook for more information.]

SCHOLARSHIP OPTION 3: Presentation (Totaling five (5) presentation clock hours or primary author of e-learning)

1. You must be identified as a presenter; however, being the primary presenter is not required. Time you spend as a session or panel moderator does not count toward presentation clock hours.
2. Your e-learning presentation must be delivered within a structured teaching and learning framework to nurses, other healthcare providers, or the public. Acceptable formats include conferences, grand rounds, in-services, seminars, internet-based or other media formats, teleconferences, patient/family teaching, or public education.

AUDIT: If your renewal application is selected for audit and you completed the Presentation option, provide documentation based on the type of presentation completed.

If You Completed Live or Recorded Presentations (Clock Hours), provide:	If You Served as Primary Author of E-Learning Content , provide one of the following:
Documentation verifying your role as presenter (e.g., thank-you letter on official letterhead, conference agenda listing your name, or program materials); AND documentation showing the number of presentation clock hours completed.	A detailed outline of the educational content and a copy of the e-learning document identifying you as the primary author; OR A letter from the sponsoring organization confirming you served as the primary author, including your dates of service.

- [See [Audit](#) section of this handbook for more information.]

SCHOLARSHIP OPTION 4: Research (One IRB research project, a dissertation/thesis/scholarly project, an IRB board content reviewer/dissertation committee, or primary grant writer)

1. The academic hours awarded for dissertation, thesis, or scholarly project(s) that are used to meet research requirements cannot also be converted to academic credits toward use as required continuing education contact hours (CE CH). Certificants cannot double-count research projects toward both required CE CH and selected professional development activities.

AUDIT: If your renewal application is selected for audit and you completed the Research option, provide documentation based on the type of research activity completed:

If you completed a Peer-Reviewed Article, Provide:	If you contributed a Book Chapter, Provide:	If you completed Non-Peer-Reviewed Publications (Five Required), Provide:	If you served as an Editor or Reviewer Provide one of the following:
A copy of the published article OR The full citation and documentation verifying publication	A copy of the chapter title page showing authorship AND The book citation (title, publisher, publication date)	Copies of the published articles OR Publication citations and documentation verifying publication You must be identified as the author or co-author.	A copy of the publication page identifying you as editor or reviewer OR A letter from the publisher confirming your role and dates of service

- [See [Audit](#) section of this handbook for more information.]

APPENDIX D: RATIONALE FOR RENEWAL REQUIREMENTS

Eligibility Requirements	Rationale
Current Certification for Renewal: A current ANCC board certification eligible for renewal.	ANCC only has authority to renew certifications that were issued by ANCC for those who hold current or that have expired/lapsed. ANCC does not renew certifications from other certifying bodies. The candidate holding an expired ANCC certification can reactivate the certification.
Active RN License: A current, active RN license, in a state or territory of the United States or the professional, legally recognized equivalent in another country.	Active licensure is required because it is mandated as a prerequisite to practice by the regulatory body of each state/territory. This is intended to ensure that only nurses who are authorized to practice can hold the nursing certification.
5-Year Renewal Period: ANCC's Commission on Board Certification (COC) established a policy for a five (5) year period for certification	Due to changes in technology, strategies, and research that impact nursing practice and health care which can become an issue for public safety, the COC established a 5-year period for certification. This 5-year period provides evidence to the public that the certificant is meeting requirements for continued competence by updating their knowledge and showing a commitment to lifelong learning. The COC has determined that a 5-year cycle of certification meets requirements to ensure continued competence based on review of literature and consultation with credentialing experts.

Eligibility Requirements	Rationale
Continuing Education: Certificants must complete 75 continuing education contact hours (CE CH) relevant to the certificant's designated role, population, and/or setting.	Continuing education in nursing plays a vital role in the professional development of healthcare practitioners, contributing to the overall quality of patient care. Its impact has been communicated as "enriching nurses' contributions to quality health care and professional career goals" (ANCC, 2012). Requiring continuing education via contact hours provides evidence of exposure to learning and updating knowledge in the certification role, population, and/or setting to maintain competence. In relation to ANCC's definition of continuing competence of the certified professional, continuing education is a mechanism for gaining updated knowledge, skills, and abilities. Academic courses applicable to the certification serve to promote and expand the clinician's knowledge in the certification held.
APRN Pharmacology Continuing Education: For APRN certificants, a minimum of 25 of the required 75 contact hours must be in advanced pharmacology.	For APRNs, pharmacotherapeutics is an area with rapid changes in knowledge and poses potentially high risk to a patient if prescriptive decisions are based on outdated information. Consistent with requirements set by some State Boards of Nursing, APRN certificants must complete pharmacotherapeutic continuing education for certification renewal.

Selected Professional Development: Certificants must select and complete one professional development activity in its entirety as outlined within the three categories of additional continuing education, practice, or scholarship.	Changes affecting nursing practice require RNs to engage in a lifelong process of active participation in professional development that fosters growth and learning. Engaging in nursing continuing professional development through educational activities and intervention enhances professional practice and ultimately improves the health of the public (ANCC, 2023, pg. 5). In relation to ANCC's definition of continuing competence of the certified professional, professional development is a systematic process that strengthens how professionals obtain and retain knowledge, skills, and abilities.
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Eligibility Requirements	Rationale
Professional Development Optional Additional Continuing Education: Certificants may choose to complete an additional 75 continuing education contact hours relevant to their designated role, population and/or setting.	<i>See above for rationale of mandatory continuing education contact hours.</i>
Professional Development Optional Practice Activities: Certificants may choose to complete one of the three practice activity options in its entirety.	Active involvement in practice supports continuing competence and professional growth. Practicing certificants are actively applying knowledge, skills, and abilities through direct and/or indirect care. Practice-related activities encourage certificants to maintain their expertise, cultivate effective, evidence-based practice, and provide leadership, including professional service. • Practice hours demonstrate current engagement within the certification role, population, and/or setting and require acquisition of new knowledge given the ever-changing nature of healthcare. • Precepting and mentoring requires the expert transmission of knowledge, skills, and abilities from teacher to learner. • Volunteer service demonstrates engagement in professional activities that require the application of knowledge, skills, and abilities in the certification held. In relation to ANCC's definition of continuing competence of the certified professional, professional development is a systematic process that strengthens how professionals obtain and retain knowledge, skills, and abilities.

Eligibility Requirements	Rationale
Professional Development Optional Scholarship Activities: Certificants may choose to complete one of the four scholarship activity options in its entirety.	Engaging in research, synthesizing information, and developing and sharing educational or practical resources related to the certification contributes to the evidence-base to practice safely, effectively, and ethically. • EBP and QI demonstrate use of a problem-solving approach to determine the best evidence to answer a defined question, improve care, or evaluate a related problem in the certification held. • Publication requires the certificant to research and synthesize current information to produce literature that adds to the existing nursing knowledge base. • Presentations require the certificant to research and synthesize information in the certification held. The delivery of content must be in a structured environment to nurses, other health care professionals, patients/patient families, and the public and demonstrates continual engagement in the certification held. • Research provides evidence that supports knowledge and practice in the certification held.

APPENDIX E: GLOSSARY

Accreditation: Accreditation is the voluntary process by which a nongovernmental agency or independent external organization appraises and grants accreditation status to institutions and/or programs or services that meet predetermined structure, process, and outcome criteria (time-limited) (ANCC, 2023). [Related to continuing education]

Contact Hour: A contact hour is a unit of measurement that describes sixty (60) minutes of an organized learning activity (ANCC, 2023).

Continuing Education: Continuing education activities are learning activities intended to build upon the educational and experiential bases of the professional RN/APRN for the enhancement of practice, education, administration, research, or theory development, to the end of improving the health of the public and RN's pursuit of their professional career goals (ANCC, 2012, p. 1).

Continuing Competence: Continuing competence of certified professionals (certificants) is the ongoing process of gaining knowledge, skills, and abilities through education and professional development to apply evidence-based practice principles safely, effectively, and ethically in a designated role, population, and/or setting.

Formally Approved/Formal Approval: Formal approval by an appropriate authorizing entity (sponsor) is required for continuing education contact hours (CE CH) that are not accredited. Formally approved CE CH has been reviewed and approved by its sponsor using industry supported educational standards and delivered in a fair/balanced (unbiased) manner. [Related to continuing education]

Practice: Practice is defined as work or volunteer experience as a provider of direct and/or indirect patient care, administrator, educator, or consultant in the role, population, and/or setting of the certification.

Professional Development: Nursing continuing professional development encompasses a broader lifelong process whereby certificants develop and maintain continuing competence and enhance professional practice through multifaceted, self-directed, applied learning experiences (Association for Nursing Professional Development, 2022).

Renewal/Recertification: Renewal of certification, “recertification”, refers to the act of renewing a certification or designation by meeting predetermined requirements to ensure ongoing competence or compliance with established standards (NCCA, 2021).

Scholarship: Scholarship is the generation, synthesis, translation, application, and dissemination of knowledge that aims to improve health and transform health care. Scholarship is the communication of knowledge generated through multiple forms of inquiry that inform clinical practice, education, policy, and healthcare delivery. The hallmark attribute of scholarship is the cumulative impact of the scholar’s work on the field of nursing and health care (AACN, 2021). Scholarship is inclusive of discovery, integration, application, and teaching (Boyer, 1990).

APPENDIX F: REFERENCES

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