

## **Recertification**

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### **Purpose & Rationale**

Attaining certification is an indication of mastery of a well-defined body of knowledge at a point in time. Periodic recertification of the certification is required to maintain certified status. Initial certification or recertification of certification is valid for three (3) years.

AONL-CC supports the ongoing professional development of its certificants. The mandatory recertification process provides certificants with the opportunity to demonstrate the retention, reinforcement and expansion of their knowledge and skills. Recertification also provides encouragement to, and acknowledgement for, participation in ongoing professional development activities and continued learning. To support this purpose, the recertification requirements require continuing education and professional activities that enhance ongoing professional development, recognize learning opportunities, and provide a process for both attaining and recording professional development achievements.

AONL-CC requires periodic recertification to promote professional development for certified nurse executives and nurse managers and to ensure that individuals who hold the credentials maintain an ongoing commitment to learning in their area(s) of practice to strengthen their knowledge and skills.

Professional development is accomplished by either obtaining the required number of continuing education credits or by passing the certification examination for which the content is periodically updated. Recertification by continuing education credits ensures that the individual has participated in professional development activities that are directly related to the body of knowledge for certified nurse executive (CENP) and certified nurse managers (CNML) as defined by the respective exam content outlines. Since the examination is updated periodically, recertification by examination also ensures that the certificant has continued to build his/her knowledge and skills during the time since initial certification.

The 3-year time period established for recertification is based on both the scope of issues that face certified nurse executives and nurse managers and the AONL-CC's belief that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely so that certificants remain up to date with both current best practices and emerging knowledge.

### **Recertification Requirements**

A certificant may renew the CNML/CENP credential through one of two routes:

1. Successful re-examination; or
2. Documentation of 45 contact hours of continuing professional education over the 3-year period and payment of the recertification fee.

## **Failing To Renew**

A certificant who fails to renew his/her certification is no longer considered certified and may not use the credential in professional communications, such as on letterhead, stationery and business cards, in directory listings and in signature. To regain certification, the individual must retake and pass the examination.

## **Expiration Date**

Certification expires on the last day of the month in which the credential expires. Recertification applications will not be accepted from individual's whose certification is in a state of suspension or has been revoked.

## **Verification & Audit Process**

In order to maintain the credibility and integrity of the certification process AONL-CC reserves the right to verify any information provided on recertification applications. Requests for verification may be made prior to recertification or at a future time.

Certificants are advised to retain all recertification documentation for at least 180 days after their recertification deadline.

A minimum of 10 percent of certification recertification applications will be audited to ensure that all recertification requirements are met. Generally recertification applications are selected randomly for audit, however late applications and applications that were initially submitted with missing/incomplete information may trigger an automatic audit.

When applications are selected for audit, certificants will be notified and asked to submit documentation of all continuing education activities.

If any areas of non-compliance are identified during the audit (or any review of a recertification application) the individual will have 30 days to submit any required information. If the required information is not provided the individual's certification will expire at the end of the 30 days or on the normal expiration date (whichever comes last).

If an application is selected for audit and the certificant does not respond or does not submit the requested documentation, certification will not be renewed.