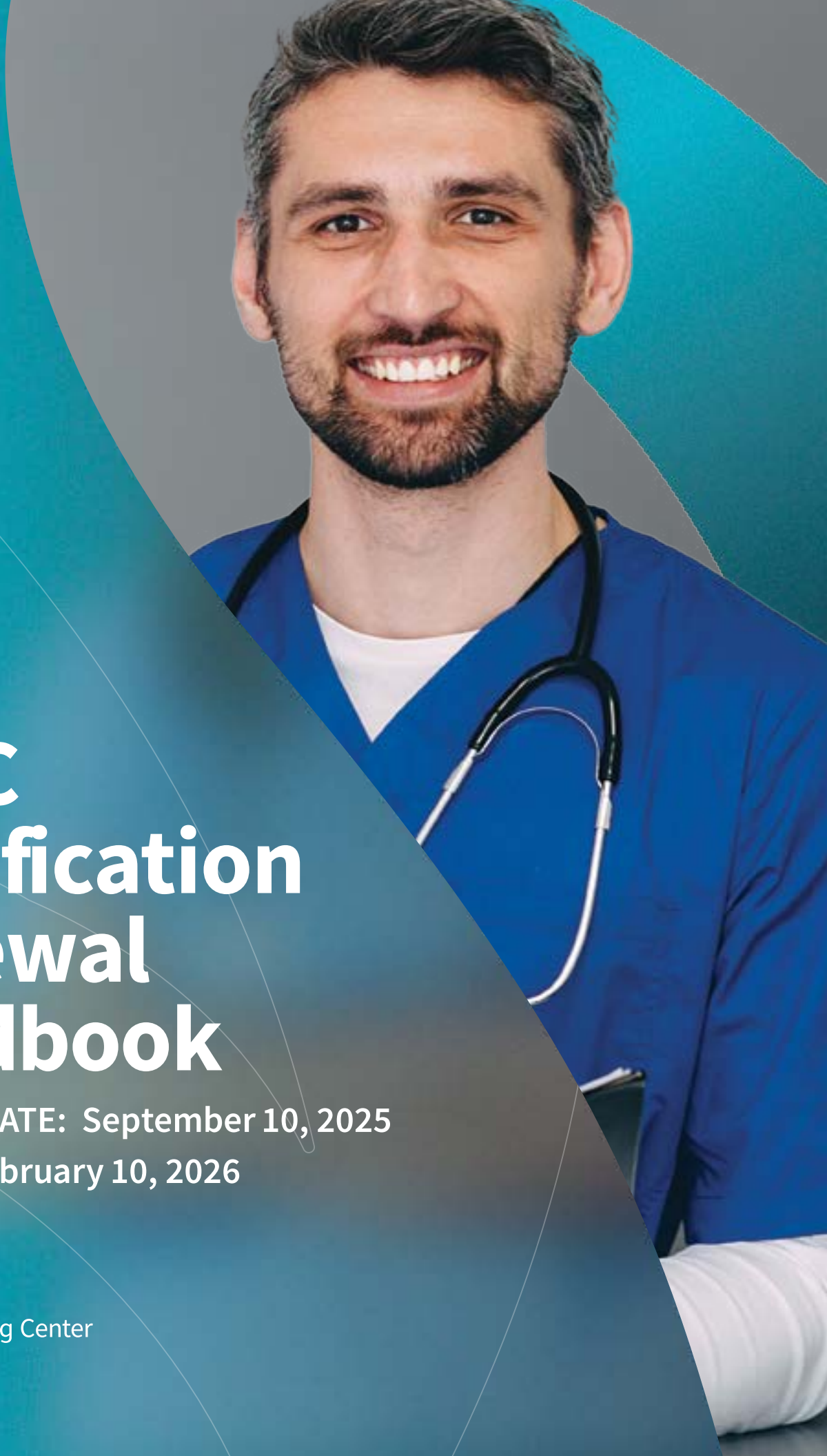


ANCC Certification Renewal Handbook

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American Nurses Credentialing Center

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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.

ABSNC Accreditation Board for Specialty Nursing Certification

Formerly the ABNS Accreditation Council

ACCREDITED

NCCA BY ICE

ACCEPTANCE OF CREDENTIALS

The U.S. Department of Veterans Affairs, Centers for Medicare & Medicaid Services (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.

PURPOSE OF CERTIFICATION RENEWAL

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.

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.

DEFINITION OF CONTINUING COMPETENCE

Continual competence of the certified professional is the ongoing application of knowledge and skills, evidence-based practice with evaluation of outcomes, decision-making principles, and interpersonal skills all within a context of a specialty area of practice, focused upon advancing the health and well-being of the population served.

ANCC CERTIFICATION RENEWAL REQUIREMENTS

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 manual 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 initial test eligibility.*
- Demonstrate completion of renewal activities for continuing education and professional development through submission of a renewal application.
  - Complete the mandatory 75 continuing education contact hours (CE CH). All certificants renewing a Nurse Practitioner (NP) or Clinical Nurse Specialist (CNS) certification are required to complete 25 hours of pharmacology as a portion of the mandatory 75 CE CH; and
  - Complete at least one (1) of the eight (8) certification renewal professional development categories in its entirety.
- Pay the renewal fee.

RENEWAL ACTIVITIES & CATEGORIES

ANCC certificants must complete mandatory continuing education plus selected professional development activities within their current 5-year period of certification to demonstrate ongoing continuing competence. Effective January 14, 2026, a certificant must accrue renewal activities during their designated 5-year certification period, prior to their renewal application submission.

CATEGORY 1: CONTINUING EDUCATION CONTACT HOURS

1. All 75 CE CH must be directly related to the full scope of your certification role and specialty.

2. At least 60 of the 75 CH must be formally approved continuing education hours. Formally approved continuing education hours meet one or more of the criteria listed below:

   a. Continuing nursing education (CNE) approved for nursing contact hours by an accredited provider or approver of CNE.
   b. Continuing medical education (CME) approved for AMA PRA Category 1 Credits™.
   c. Continuing education hours approved through the **Joint Accreditation for Interprofessional Continuing Education**.

3. Other healthcare disciplines' CH applicable to your certification specialty (e.g., dietitian, social work, emergency management, EMT, pharmacy, respiratory therapy, physical therapist, occupational therapist, physician assistants) are acceptable.

4. Repeat courses are not accepted for certification renewal. You may claim credit for a specific course only once, even if you took that course multiple times during the past five years.

5. The hours achieved from academic coursework that are applicable to your certification specialty can be converted to contact hours. See Category 2: Academic Credits for accepted academic coursework.

6. As needed, you can use these formulas to convert continuing education credit or academic hours:

   - 1 Contact Hour = 60 minutes or 1 AMA PRA Category 1 Credit™
   - 60 minutes = 1 Contact Hour or 1 AMA PRA Category 1 Credit™
   - 1 Academic Semester Credit = 15 Contact Hours
   - 1 Academic Quarter Credit = 12.5 Contact Hours

Documentation: Use your "My Account" to complete the Continuing Education section of the Professional Development Record to enter the courses attended and the hours obtained. If the course title(s) does not reflect the content, you must provide a brief description of the content. *We will not accept certificates of completion in lieu of completing the Professional Development entries.*

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.

Audit: If your record is audited, you will be required to submit supporting documents, such as a copy of the completion certificate(s) showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course to your certification. Please maintain supporting documentation for the entire five-year certification cycle.

CATEGORY 2: ACADEMIC CREDITS

1. Complete five (5) semester credits or six (6) quarter credits of academic courses applicable to your area of certification.

2. If you do not have at least five (5) semester credits or six (6) quarter credits, you may convert those credits to contact hours and report them under Category 1 Continuing Education Hours.

1 Academic Semester Credit = 15 Contact Hours	1 Academic Quarter Credit = 12.5 Contact Hours

3. Repeat courses are not accepted for certification renewal. You may claim credit for a specific course only once, even if you took that course multiple times during the past five years.

4. Academic credit received for a thesis or dissertation related to your certification specialty is acceptable. *(NOTE: If you use your thesis or dissertation credits to meet Category 2, then you cannot use the same thesis or dissertation credits to meet Category 4 Research.)*

Documentation: Use your "My Account" to complete the academic course section of the Professional Development Record to enter the courses attended and the academic credits received. If the course title(s) does not reflect the content, you must provide a brief description of the content. Do not submit transcripts in lieu of completing the form. These are not acceptable and will delay the evaluation of your application for certification renewal.

Audit: If your record is audited, you will be required to submit supporting documents, such as a transcript(s) showing the number of academic credits, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course content to your certification. Please maintain supporting documentation for the entire five (5) -year certification cycle.

CATEGORY 3: PRESENTATIONS

Complete one or more presentations totaling five (5) clock hours in the certification specialty. The presentation may not be repeated. You must fulfill these additional criteria:

1. You were the primary presenter of a first-time presentation.

2. The presentations were delivered in a structured teaching/learning framework to nurses, other healthcare providers, or the public as part of conferences, grand rounds, in-services, seminars, Internet-based or other e-learning formats, teleconferences, patient/family teaching, or public education. Do not submit the following types of presentations, as they are not accepted toward your certification renewal: repeat presentations of the same material or modifications of the same material, presentations or lectures that were a required part of your job, or presentations for which you served as a panel moderator.

Documentation: Use your "My Account" to complete the presentation section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents, such as a copy of the presentation outline, abstract, letter accepting your abstract, or letter inviting you to speak, as well as evidence that you presented the topic (e.g., a thank-you letter on official letterhead). Please maintain supporting documentation for the entire five-year certification cycle.

CATEGORY 4: EVIDENCE-BASED PRACTICE OR QUALITY IMPROVEMENT PROJECT, PUBLICATION, OR RESEARCH

EVIDENCE-BASED PRACTICE OR QUALITY IMPROVEMENT PROJECT

Complete one evidence-based practice (EBP) project or quality improvement (QI) project that demonstrates the use of a problem-solving approach using the best evidence to answer a defined question related to your certification.

The project must be started and completed during the time frame of the certification renewal period.

Documentation: Use your "My Account" to complete the EBP/QI section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents showing:

- Title of the project;
- Identification of the question;
- Review and critique of the current evidence, research, or data;
- Evaluation of the current practice/problem;
- Identification of interventions and strategies to implement the changes;
- Evaluation of the effectiveness of the translation/transfer of the evidence and/or intervention into practice;
- Your role in the project; and
- Contact information and signature of the responsible project leader verifying your role on the team or the project.

PUBLICATION

1 Publish one article in a peer-reviewed journal or a book chapter related to your certification specialty. You must be the author, co-author, editor, co-editor, or reviewer.

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents, including:

- A copy of the table of contents and a copy of the entire article or chapter, journal name with the date, and your name;
- If you were the editor, then a copy of the page from the journal identifying you as the editor or a letter from the publisher stating you were the editor; and
- If you were the peer reviewer, then a letter from the publisher stating you reviewed the article and the date this occurred.

OR

2 Publish five different articles related to your certification specialty in a non-peer-reviewed journal and/or newsletter.

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit the following information:

- Detailed outline of the content;
- Copies of the e-learning journal or newsletter articles that clearly state you were the primary author; and
- Letters from the publishers stating that you were the primary author.

OR

3 Serve as the primary author of content related to your certification specialty utilized in e-learning and/or other media presentations.

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit the following information:

- Detailed outline of the content;
- Copy of the e-learning document that clearly states you were the primary author; and
- Letter from the publisher stating you were the primary author.

OR

4 Serve as the primary grant writer for a federal, state, or national organization project, even if grant writing is not a primary component of your employment responsibilities. The purpose of the grant must be related to your certification specialty.

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit a copy of the grant summary abstract and the letter from the grant sponsor acknowledging receipt of your grant application. These publications are generally not accepted: publication(s) that is a component of your job (e.g., patient education materials, course syllabi), letter(s) to the editor, or publication(s) "in press."

RESEARCH

1 Complete an IRB research project related to your certification specialty, during your five-year certification period, for which you are clearly identified as one of the primary researchers, although research is not a primary component of your employment responsibilities.

Documentation: Use your "My Account" to complete the research section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents such as a copy of the IRB approval letter or IRB letter of exemption and a one-page abstract of no more than 250 words describing the research study and findings and the period when the research was conducted.

OR

2 Complete a dissertation, thesis, or graduate-level scholarly project (e.g., DNP project) related to your certification specialty. *(Note: The academic hours awarded for your dissertation, thesis, or scholarly project that are used to meet Category 4 Research requirements cannot be used to meet the requirements of professional development Categories 1 Continuing Education or 2 Academic Credits.)*

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents such as the dissertation, thesis, or scholarly project approval letter and a one-page abstract of no more than 250 words that describes your dissertation, thesis, or scholarly project findings and the time period during which the dissertation, thesis, or scholarly project was conducted.

OR

3 Serve as a content reviewer on an IRB, dissertation, thesis, or scholarly project (e.g., DNP project) that is not a component of your employment duties.

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit supporting documents from the organization describing this work and the dates you served as the reviewer (e.g., a letter on official letterhead).

OR

4 Serve as a content expert reviewer of other activities related to your certification specialty that are not a part of your employment duties (such as software and e-learning). Serving as a product reviewer for your organization is not acceptable.

Documentation: Use your "My Account" to complete the publication section of the Professional Development Record.

Audit: If your certification record is audited, you will be required to submit documentation from the publisher and/or organization describing the work and the dates you served as the reviewer (e.g., a letter on official letterhead).

CATEGORY 5: PRECEPTOR HOURS

1 Complete a minimum of 120 hours as a preceptor in which you provide direct clinical supervision/ teaching to students in an academic program that is related to your certification specialty.

OR

2 Provide a minimum of 120 hours of clinical supervision related to your certification specialty in a formal fellowship, residency, or internship program at the same practice level or higher.

For either option above, the following rules apply:

- Clinical nurse specialists and nurse practitioners must precept APRN, medical, physician assistant, or pharmacy students in an academic program related to your certification population.
- Orientation preceptor hours are not accepted.
- Preceptor hours cannot be counted toward your certification practice hour requirement.
- Faculty may not utilize this category for clinical supervision of students in their educational program.

Documentation: Use your "My Account" to complete the preceptor section of the Professional Development Record.

Audit: If your certification record is audited, you must submit a completed Preceptorship Documentation Form, showing the hours, objectives, outcomes, and location of the preceptorship, signed by the institution responsible for the person being precepted.

CATEGORY 6: PROFESSIONAL SERVICE

Complete two or more consecutive years of volunteer service during your certification period with an international, national, state, or local healthcare-related organization in which your certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, task forces, and medical missions.

Documentation: Use your "My Account" to complete the professional service section of the Professional Development Record.

Audit: If your certification record is audited, you must submit an official description of your volunteer duties and a detailed, typewritten document of 500 words or less describing the impact of this service on your ability to obtain new knowledge in your certification specialty. In addition, you will be required to provide supporting documentation of your volunteer service (e.g., a copy of an official letter or other documents from the organization attesting to your service and the dates of service).

CATEGORY 7: PRACTICE HOURS

Practice or work hours are an option to renew your certification but are not required. If you choose to use practice or work hours, the practice or work hours must meet the requirements listed below.

- Practice hours must be completed within the five years preceding the date on your renewal application submission.
- A minimum of 1,000 practice hours in your certification specialty is required and can be completed either through employment or as a volunteer.
- CNSs and NPs must complete practice hours in their certification role and population at the advanced level.
- Faculty can use hours of direct clinical supervision of students for clinical practice. The direct clinical supervision must be in the certification role and population. CNS and NP faculty must have direct supervision of APRN students.
- Hours accumulated as a family caregiver are not accepted.

Documentation: Use your "My Account" to complete the Renewal Category Selection of the online application and attest to practice hours.

Audit: Submit a letter from your immediate supervisor, on organizational letterhead, stating that you have practiced a minimum of 1,000 practice hours in your certification role and specialty over your five-year certification period. You may submit multiple letters if you have changed jobs. If you are self-employed, please submit a statement attesting that you have practiced a minimum of 1,000 practice hours in your role and specialty over your five-year certification period. This statement must be notarized prior to submission.

CATEGORY 8: ASSESSMENT (EXAMINATION)

Retake and pass the same examination as your certification. If your certification examination is retired or your certification is listed as "Renewal Only", then testing is unavailable as a category to renew or reactivate your certification.

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. [See the No Grace Period or Backdating section of this handbook for more information].

To submit a renewal application, access your online account at https://www.nursingworld.org/our-certifications/, navigate to MY ACCOUNT, and select your CERTIFICATION. Click RENEW to complete your renewal application.

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.

- Provide ANCC with any changes to your contact information including a preferred email address. **Failure to maintain current contact information with ANCC will result in your missing critical updates.**
- Maintain an active registered nurse (RN) license. You must notify ANCC immediately if there is a change in status to your license.
- Visit the ANCC website regularly to review the most current renewal handbook. Certification renewal requirements can change to reflect changes in practice or regulatory requirements.
- Develop a plan to complete renewal requirements (continuing education and professional development activities) during your 5-year certification period. Retain CE CH completion documentation. ANCC conducts random audits, and documentation must be provided during the audit.
- Submit your renewal application no later than the expiration date of your current certification period. Certificants may submit their renewal application up to one year before their expiration date. [Also see the No Grace Period or Backdating section of this handbook.]

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. Certificants may withdraw their application to renew certification. 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. Please refer to the full policy at here.

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). All hardship requests must be made in writing to customerservice@ana.org. Complete and attach the relief request form.

Request for Renewal Application Extension

Certificants may occasionally experience hardships caused by unforeseen events, e.g., medical conditions or a natural disaster. 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, and a wall certificate package will be mailed.

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. The credential for each ANCC certification is provided here.

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 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 the 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 guidelines for complying with audits for each category in the Renewal Activities and Categories section.

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: *Denial, Suspension and Revocation of Certification and Complaints Against a Certificant, Applicant, or Non-Certificant].*

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. Additional details are available here.

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, available online 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. Please refer to the full policy here for details and related procedures.

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, f**or 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

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.

Please refer to the full policy at here.

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,
- denial of 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 because of a lack of valid RN license or other valid authorization to practice. Please refer to the full policy and procedure here.

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.
- Please refer to the full policy and procedure here.

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.

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.

RATIONALE FOR ANCC CERTIFICATION RENEWAL REQUIREMENTS

ELIGIBILITY REQUIREMENTS	RATIONALE
Current Certification for Renewal: A current ANCC board certification eligible for renewal.	ANCC only has authority to renew certifications issued by ANCC for those who hold current or 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 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 healthcare 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 healthcare 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 category in its entirety.	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.
Additional Continuing Education: Certificants may choose to complete an additional 75 continuing education contact hours relevant to their designated role, population, and/or setting.	Provides additional evidence of exposure to learning and updating knowledge in the certification specialty to maintain competence. *See above for rationale of mandatory continuing education contact hours.*

ELIGIBILITY REQUIREMENTS	RATIONALE
Academic Credits: Complete academic courses applicable to your area of certification.	Academic courses applicable to the certification serve to promote and expand the clinician's knowledge in the certification held.
Presentations: Complete presentations in your certification specialty.	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 healthcare professionals, patients/patient families, and the public and demonstrate continual engagement in the certification held.
Evidence-Based Practice (EBP) and Quality Improvement (QI)	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	Publication requires the certificant to research and synthesize current information to produce literature that adds to the existing nursing knowledge base.
Research	Research provides evidence that supports knowledge and practice in the certification held.
Preceptorship	Precepting and mentoring requires the expert transmission of knowledge, skills, and abilities from teacher to learner.
Professional Service	Serving on boards or review panels related to the certification role and population demonstrate engagement in professional activities that require the application of current knowledge, skills, and abilities in the certification held.
Practice Hours: 1,000 practice hours in the certification role and population	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.
Assessment (Examination) in Certification Held	An assessment validates currency of the knowledge and competency of the RN or APRN role and population. Passing the examination is mandatory if the clinician reactivates a certification more than 2 years after certification has expired.

CONTACT ANCC CERTIFICATION

CONTACT NEED	EMAIL	PHONE/FAX
General Certification Inquiries	customerservice@ana.org	1.800.284.2378
Withdrawing an Application	customerservice@ana.org	1.800.284.2378
Name Change	customerservice@ana.org	1.800.284.2378
Contact Information Changes	customerservice@ana.org	1.800.284.2378
License Status Changes/Actions	customerservice@ana.org	1.800.284.2378
Verification of Certification	customerservice@ana.org	1.800.284.2378
Audits	certaudit@ana.org	1.800.284.2378
Reactivation	customerservice@ana.org	1.800.284.2378
Requesting Retired Status	customerservice@ana.org	1.800.284.2378
Hardships	customerservice@ana.org	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.


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