



# **CNS-CP Recertification by Professional Portfolio**

## **PRE-APPROVAL FORM**

*NAME OF APPLICANT:*

*E-MAIL:*

*PHONE NUMBER:*

The following documents are required for pre-approval:

Original transcript (official or unofficial) showing degree conferred and all graduate-level coursework. Note: faxed, scanned, photocopied, or e-mailed copies will not be accepted. Transcripts may be sent directly from university to CCI address below.

Copy of RN and/or APRN license or a photocopy of online verification of current licensure from state board of nursing.

Optional: Copy of CNS primary certification certificate, if held.

### **MAIL PRE-APPROVAL DOCUMENTS TO:**

CCI/CNS-CP Certification by Portfolio  
400 Inverness Pkwy Suite 265  
Englewood, CO 80112

### **NEXT STEPS**

Set up a CCI account (if you haven't already) at [www.cc-institute.org](http://www.cc-institute.org).

Upon approval of your pre-approval documents, an electronic storage account will be set up in your name with instructions for completing your portfolio.

### **QUESTIONS?**

Contact Julie Mower at (303) 368-6723 or [jmower@cc-institute.org](mailto:jmower@cc-institute.org)

### **\*\*FOR OFFICE USE ONLY\*\***

Date approved:

Initials:

Date account established:

Notes: