




Nursing Professional
Development
Advanced-Board
Certified Handbook



The Leader
in Perioperative
Certification

ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining and maintaining the Nursing Professional Development Advanced – Board Certified (NPDA-BC®) certification. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the Competency & Credentialing Institute (CCI) acting against your eligibility or certification. It is the responsibility of each applicant and certificant to familiarize themselves with the content of this handbook and any essential linked documents.

This handbook has clickable images and links within the text that lead directly to CCI documents. The Table of Contents has anchored bookmarks, and a Table of Contents icon () on the corner of each page will return you to the Table of Contents page. New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements. Certificants should check the current version of the handbook prior to recertifying their credential.

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CCI reserves the right to amend all procedures outlined in this handbook at any time and without notice. This includes information related to portfolio requirements and fees.

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Certification

Certification, as defined by the American Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes.

The NPDA-BC® certification documents the professional achievement of a nursing professional development (NPD) specialist who fulfills all NPD roles and responsibilities while demonstrating adherence to standards of professional practice and performance for the NPD specialist as delineated in the 3rd edition of Nursing Professional Development: Scope and Standards of Practice.

NPDA-BC® is the official designation of the NPD specialist who has successfully completed the certification process for professional achievement in nursing professional development practice in any setting.

Purpose of Certification

- Demonstrates commitment to the healthcare consumer/partner through the promotion of learning, change and professional role competence and growth of healthcare personnel.
- Enhances optimal care for the healthcare consumer/partner.
- Identifies the NPD specialist who has demonstrated professional achievement in nursing professional development.
- Provides employing agencies a means of identifying professional achievement of an individual NPD practitioner.
- Provides personal and professional achievement for NPD practitioners.

Objectives of Certification

- Recognize the individual professional nurse who is an expert in NPD practice.
- Enhance professional growth through continued learning that results in greater depth of knowledge and expanded skills.

Rationale

NPDA-BC® certification validates the professional achievement of NPD specialist standards of practice and performance by an NPD practitioner serving in any interprofessional practice or learning environment. This voluntary recognition program acknowledges performance that exceeds the fundamental competencies required for all NPD practitioners and requires demonstrated application of competencies for the NPD specialist as delineated in the 3rd edition of the Nursing Professional Development: Scope and Standards of Practice.

Approval of Candidate Policies

The establishment and approval of candidate policies within CCI exemplify our commitment to excellence, transparency, and fairness. Prior to the formulation of any policy, a comprehensive review process involving stakeholders from diverse backgrounds and expertise is undertaken. This multidimensional perspective ensures that the policies are not only robust but also inclusive, reflecting the evolving needs of our candidates and the industry at large.

Each policy undergoes meticulous scrutiny to guarantee alignment with the professional landscape and our organization's core values.

To ensure the utmost credibility and relevance, candidate policies are subject to input from stakeholders, a thorough development process led by a competent panel of Subject Matter Experts, and approval by CCI's Certification Council. The CCI Certification Council determines any recommended changes to the eligibility requirements for the examination. The Council serves as the expert panel to review the data from the last job analysis and determine if any changes to the eligibility requirements are needed. This approval process encompasses a holistic evaluation of the policy's potential impact, consistency with regulatory requirements, feedback mechanisms, and adherence to ethical principles.



Acceptance of a NPDA-BC® Professional Portfolio

Having a thorough and sound foundation of knowledge and skills required for NPD specialist level practice is required. Knowledge can be obtained through work experiences, independent learning, and formal educational programs. The portfolio assesses a combination of experiential and cognitive knowledge, as together these form the foundation of specialist practice.

The NPDA-BC® certification is a portfolio-based method of certification. The NPDA-BC® professional portfolio demonstrates fulfilment of each NPD role and responsibility, and application of NPD specialist competencies as defined in the 3rd edition of Nursing Professional Development: Scope and Standards of Practice.

Exemplars and activities in the portfolio exceed routine, entry-level practice and challenge applicants to contribute to the art and science of NPD practice at an advanced level. This certification method provides a unique opportunity for the applicant to reflect on professional interests and contributions to the nursing profession and the NPD specialty through advanced NPD practice.

Portfolio Design Process

Understanding of the portfolio design process and being able to document your achievements are key components of the portfolio method of certification.

The NPDA-BC® Professional Portfolio method for certification has been designed to capture the essence of the practicing nursing professional development specialist through its integration of role delineation study findings and core competencies as defined in the NPDA-BC® role delineation study. The NPDA-BC® Professional Portfolio is a peer-reviewed mechanism for demonstrating fulfilment of each NPD role and responsibility, and application of NPD specialist competencies. Activities in the portfolio go beyond routine, entry-level practice and challenge applicants to contribute to the art and science of nursing professional development at an advanced level.

Professional Portfolio Development

A role delineation study was conducted by the Association for Nursing Professional Development ([ANPD](#)) and a collection of subject matter experts. The role delineation study describes the overall functions and responsibilities, as well as the underlying knowledge and skills, that are essential to proficiency as a NPDA-BC®. Working from the role delineation study findings, committee members designed the individual components of the NPDA-BC® Professional Portfolio. It is recognized that the role delineation study may not reflect all the specific tasks performed by an individual functioning in this role.

Credential Accreditation

NPDA-BC® is not currently accredited.



NPDA-BC® is an acronym and stands for Nursing Professional Development Advanced – Board Certified. To earn the NPDA-BC credential, applicants must meet eligibility requirements at the time of application and meet the standards for a successful professional portfolio.

Eligibility Requirements

There are no waivers for eligibility requirements. **To be eligible, you must meet the requirements of licensure, education, certification, experience, and demonstrate leadership.**

Licensure

The applicant must hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.

Education

The applicant must hold a master's or higher degree in nursing or related field or the demonstrated equivalent from another country. If the graduate degree is in a related field, the baccalaureate degree must be in nursing.

Certification

The applicant must hold an accredited certification in Nursing Professional Development (NPD) demonstrating entry level NPD knowledge and skills.

Experience

The applicant must have a minimum of 4,000 hours of active practice in nursing professional development at the specialist level in the last 5 years. NPD practice settings include any practice or learning environment.

Demonstrated Leadership

The applicant must demonstrate advanced NPD practice, defined as leadership in:

- Facilitating professional role development, including practice transitions
- Managing change
- Championing scientific inquiry
- Forming and maintaining collaborative partnerships
- Advocating for the specialty as leader and mentor
- Analyzing issues, trends, and supporting data to determine the needs of individuals, organizations, and communities
- Synthesizing data to validate an identified gap in professional practice with the goal of closing the practice gap for an individual or team
- Facilitating professional role competence and growth resulting in organizational impact

Rationales for Eligibility Requirements

- **Licensure**
 - Ensures that candidates are legally recognized to practice nursing, which is fundamental for patient safety and professional practice.
 - Ensures that candidates possess the foundational knowledge and skills necessary to deliver safe and effective patient care, meeting regulatory standards and demonstrating ongoing commitment to the nursing profession.
 - Verifies that candidates have met educational prerequisites and participate in continuing education to uphold professional competencies.
- **Academic Degree**
 - Ensures that candidates are well-prepared to meet challenges in the profession, contribute to positive patient outcomes, and uphold the standards of the profession and the specialty for the benefit of patients.
- **Certification**
 - Ensures entry level NPD knowledge and skills.
- **Work Experience**
 - Ensures that candidates have substantial practical experience, specifically in NPD practice settings, which is critical for validating their specialized skills and knowledge in this setting.
 - Ensures that candidates have demonstrated sustained immersion in the specialized practice, honing their clinical judgment, critical thinking, and decision-making skills necessary to excel in the specific nursing domain.
 - Establishes a standardized benchmark for competency, indicating that candidates have dedicated significant time to mastering the intricacies of the specialty area, ultimately enhancing the quality of care provided to patients.
- **Leadership**
 - Creates a robust professional framework, enhancing competence.
 - Enhances the overall effectiveness of systems.
 - Focuses on development, collaboration, and evidence-based practice assists organizations to better meet the needs of their patients and communities.

Subject Areas of the Professional Portfolio

The NPDA-BC® Professional Portfolio is comprised of the following subjects. For a complete list of scope and standard statements for the NPDA-BC® Professional Portfolio, see our [Scope and Standards Statement](#).

Table 1: *NPD Roles Delineated in Nursing Professional Development: Scope and Standards of Practice* (Harper & Maloney, 2016)

Nursing Professional Development Roles
Learning Facilitator
Leader

Mentor
Partner for Practice Transitions
Change Agent
Champion for Scientific Inquiry
Advocate for the NPD Specialty

Note: Roles identified (Warren & Harper, 2017) and confirmed by research (Harper & Maloney, 2021; Maloney & Harper, 2021)

Table 2: NPD Responsibilities Delineated in Nursing Professional Development: Scope and Standards of Practice (Harper & Maloney, 2016)

Nursing Professional Development Responsibilities
Orientation/Onboarding
Competency Management
Education
Role Development
Collaborative Partnerships
Inquiry (Research/Evidence-Based Practice/Quality Improvement)

Note: Responsibilities identified (Warren & Harper, 2017) and confirmed by research (Harper & Maloney, 2021; Maloney & Harper, 2021)

Table 3: NPD Standards of Professional Practice and Performance (Harper & Maloney, 2016)

Standards of Practice: Use of critical thinking application of the nursing process to the NPD specialty	
<i>Standard 1</i>	Assessment of Practice Gaps
<i>Standard 2</i>	Identification of Learning Needs
<i>Standard 3</i>	Outcomes Identification
<i>Standard 4</i>	Planning
<i>Standard 5</i>	Implementation
	5-A. Coordination
	5-B. Facilitation of Positive Interprofessional Practice and Learning Environments
	5-C. Consultation
<i>Standard 6</i>	Evaluation
Standards of Professional Performance: Competent Level of Behavior	
<i>Standard 7</i>	Ethics

<i>Standard 8</i>	Education
<i>Standard 9</i>	Evidence-Based Practice and Research
<i>Standard 10</i>	Quality of NPD Practice
<i>Standard 11</i>	Change Management
<i>Standard 12</i>	Leadership
<i>Standard 13</i>	Collaboration
<i>Standard 14</i>	Professional Practice Evaluation
<i>Standard 15</i>	Resource Utilization
<i>Standard 16</i>	Mentorship/Advancing the Profession



How to Apply

Create a CCI Account

For your application packet to be reviewed, you will need [to create an account through CCI](#). There is no payment required to set up a CCI account. If creating a new account, you will need the following information:

- Personal contact information: address, home and work phone numbers, and e-mail
 - Make sure you are using an e-mail that you plan to use long-term and will allow you to receive communications from CCI. Your e-mail will also be your login ID.
- Supervisor contact information: name, address, e-mail, phone number.
- Employer contact information: facility name, address, and phone number.
- RN license information: expiration date, state(s) licensed to practice.

Application

The following documents must be uploaded during the application process:

- Photocopies of RN license or a photocopy (screenshot) of the on-line verification of current licensure from the state board of nursing.
- A photocopy of graduate degree or transcript.
- A photocopy of the accredited certification in Nursing Professional Development (NPD) demonstrating entry level NPD knowledge and skills or a photocopy (screenshot) of online certification verification.
- Professional CV/Resume that supports the portfolio contents.

Classroom

CCI will acknowledge authorization of the documents by e-mail. Upon acceptance of the application, the applicant will be granted access to the portfolio documents through their classroom.

Access your classroom using the following instructions:

- [Login to your CCI](#) account using your email address as your username
- On the right-hand side of your screen, you will see a box with “My Account Links”
- Select “Enter My Classroom” the second link from the top

Portfolio Submission Requirements

Upon submission of all documents, CCI staff will review the portfolio and, if complete, the submission will be sent to a team of peer reviewers. Incomplete portfolios will be returned to the applicant. If the documents are found to be incomplete, insufficient, or NOT referencing the 3rd edition of the Scope and Standards, the

assignment will be rejected and counted as a submission attempt the applicant will be notified. The applicant will be allowed one re-submission within one year of original date of application.

The applicant is advised to keep a copy of the application and all materials submitted. CCI is not responsible for lost correspondence.

Professional Portfolio Fees

Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full.

NPDA-BC® Certification Fee	Price
NPDA-BC® Professional Portfolio Fee	\$394
Active CCI Certified Discount (\$40 discount) *	\$354

**There is a \$40 discount available for those who hold an active CCI credential outside of NPDA-BC®. Discounts cannot be combined and only one discount can be utilized per transaction.*

If you are an applicant who has been the recipient of a DAISY Award, there is a \$40 discount available. Applicant must provide a copy of their official Award letter in order to receive this discount.

Verification of Application Information

Information on applications may be verified. If randomly selected for audit, the Credentialing Department will contact the individual in writing to obtain documentation to substantiate the information in question. Information may be verified by telephone, e-mail message and/or letter by the Credentialing Department. All information gained through verification procedures will be confidential, except in instances where the law demands disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- An employment verification form that must be completed by a current manager, supervisor, or HR.
- Verification of applicant’s RN license through NURSYS.
- Verification of professional nursing history through contact with past employers if needed.

It is the responsibility of the applicant to furnish any information missing from the application. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. Delayed submission of documents and/or submission of incomplete documentation may result in delays to the portfolio review and credentialing processes. An e-mail will be sent to the applicant detailing the results of the audit after the documents have been reviewed.

Failure to comply with all audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the application fee paid will be provided to applicants that do not successfully pass the audit.



The projects used for the portfolio must have been completed within 5 years of the application date. **The submission and evaluation process, and the re-submission process if needed, must be completed within 1 year of receipt of application.** For additional support, see [Timeline Tipsheet](#).

At the end of one year all fees are retained by CCI and the portfolio is deemed unsuccessful. **No refunds will be given.**

Basic computer skills are necessary, including competency in MS Word document generation, communication via email, accessing and uploading documents into the electronic storage account, and completing fillable PDF forms.

As a certification organization, CCI's role is in developing and administering programs to determine the qualifications of applicants for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses. Applicants may prepare for certification with any educational materials they choose. Purchase of CCI review materials is not a requirement for testing or portfolio completion, nor does use of any review materials (CCI or otherwise) imply successful performance on certification examinations or portfolios.

Reference Materials

One primary reference is recommended in preparing for the NPDA-BC® professional portfolio:

- Harper, M. G., & Maloney, P. (Eds.) (2016). Nursing professional development: Scope and standards of practice (3rd ed.). Association for Nursing Professional Development.

Additional references include:

- American Nurses Association. (2017). Recognition of a nursing specialty, approval of a specialty nursing scope of practice statement, acknowledgement of specialty nursing standards of practice, and affirmation of focused practice competencies. Retrieved from <https://www.nursingworld.org/~4989de/globalassets/practiceandpolicy/scope-of-practice/3sc-booklet-final-2017-08-17.pdf>
- Harper, M. G., & Maloney, P. (2021). Informing the nursing professional development scope and standards part II: Exploring current and future NPD practice through eDelphi methodology. *Journal for Nurses in Professional Development*, 37(4) 239-246.
- Maloney, P. & Harper, M. G. (2021). Informing the nursing professional development scope and standards part I: Exploring current and future NPD practice through a world café methodology. *Journal for Nurses in Professional Development*, 37(3)176-182.
- Warren, J. I. & Harper, M. G. (2017). Transforming roles of nursing professional development practitioners. *Journal for Nurses in Professional Development*, 33(1), 2 - 12. DOI: 10.1097/NND.0000000000000320

Components of Professional Portfolio

The NPDA-BC® Professional Portfolio includes the following:

1. Evidence of addressing all NPD roles, responsibilities and standards at the NPD Specialist level.
2. Exemplars, each demonstrating a different project showing advanced NPD practice within the past 5 years in one NPD responsibility (see [Table 2](#)); components of the exemplars include:
 - a. Background/Problem
 - b. Goal statement using SMART components
 - c. Description of intervention/initiative/activity
 - d. Participants
 - e. Outcomes
 - f. Reflection on advanced NPD practice in application of NPD roles and standards Applicants must write three exemplars to cover three of the NPD Responsibilities of their choice. Each exemplar must cover a separate achievement or project.
3. Responsibility Tables must be three new projects each providing evidence of demonstrating advanced NPD practice in the responsibilities (see [Table 2](#)) not covered in the three exemplars; elements of the table include:
 - a. Responsibilities addressed (See [Table 2](#))
 - b. Roles demonstrated (See [Table 1](#))
 - c. NPD Specialist standards demonstrated (See [Table 3](#))
 - d. Supporting evidence; must be available upon request of peer reviewers.

Withdraw Portfolio Application

Once an application is submitted, CCI does not permit the withdrawal of the application for any reason. No refunds of the application fee will be provided.

Portfolio Reviewed

The NPDA-BC® Portfolio Review Committee will be composed of individuals with current NPDA-BC® certification in good standing or retired NPDA-BC® certificants who have completed documentation as required by CCI to ensure the integrity of the review process and the privacy of the applicants. Portfolio reviewers will undergo orientation provided by CCI on required components of the portfolio, use of the scoring rubric, and feedback techniques.

Two reviewers will be assigned to review each portfolio. The two independent reviewers must reach consensus on the approval or denial of the portfolio. If unable to reach consensus, a third reviewer will evaluate the portfolio and serve as the tiebreaker/adjudicator. If the peer reviewers determine that the portfolio is not referencing the 3rd edition of the Scope and Standards, the portfolio will not be further reviewed. It will be sent back to the candidate and will be counted as a submission (initial or final).

Reviewers may ask for further professional comment, expert opinion, or further information or materials in reviewing the appropriateness and accuracy of the submission from any party, including but not limited to:

- The applicant or individuals referenced in the submission
- Additional CCI staff or NPDA-BC® Professional Portfolio Review Committee members
- Additional subject matter experts

CCI staff will request such information or clarification in writing from the applicant. The applicant will have 30 days to submit any additional required materials or information.

Applicants whose portfolios are approved will be awarded the NPDA-BC® credential.

Applicants whose final portfolios do not meet the standards for acceptance will be advised of the decision not to grant the NPDA-BC® credential and will be given feedback relative to the shortfalls of the submission. The applicant is allowed to re-submit the portfolio **once** for a second evaluation within a year of original application date. It is the responsibility of the applicants to revise the materials in the segments which were not passed and then re-submit the failed portfolio segments.

Applicants whose final portfolios do not meet the standards for acceptance upon re-submission will be advised of the decision not to grant NPDA-BC® certification. **Unsuccessful applicants may apply again for the NPDA-BC® credential one year after notification of failure of portfolio.**

Portfolios found to contain information that has been altered, falsified, plagiarized, breaches patient health information or facility privacy acts, or that is otherwise false or misleading will be disqualified, and applicant's application will be removed. No refund shall be granted in this case, and CCI may take disciplinary action in accordance with applicable policies and procedures.

Portfolio Results

Peer reviewers will have 30 days to review the portfolio submission. Applicants will receive notification of the results of their portfolios 14 days after CCI has received the peer reviewer comments. Peer reviewer comments and the scoring rubric will be shared with the applicant with a detailed explanation of requests for any additional information required. If additional materials are required, the applicant will have 30 days to submit that information to CCI.

Portfolio Documents

Documents will remain in the applicant's CCI classroom after review and final approval. Certificants will have access to the documents as long as they have access to the CCI account and online classroom. **If the portfolio is unsuccessful, the documents will be removed and the candidate will not have access to them via the classroom.**

Final Submission is Not Successful

An applicant whose final portfolio has been reviewed and found to not meet the standards for acceptance will be advised of the decision not to grant NPDA-BC® certification, and there is no appeal from the determination by the reviewers. No refund will be issued to unsuccessful applicants.

Submit a Second Portfolio

The applicant must wait one year from the date of receipt of feedback on the unsuccessful portfolio submission to re-apply. The new submission must relate to work completed in the past 5 years. No portion of the previous portfolio attempt may be used for subsequent submissions. The applicant must meet all eligibility requirements and pay fees in effect at the time of application.

USING THE NPDA-BC® CREDENTIAL



NPDA-BC® is an acronym that stands for Nursing Professional Development Advanced – Board Certified. The NPDA-BC® professional portfolio method for certification has been designed to capture the essence of advanced NPD practice through its integration of evidence-based roles, responsibilities, and standards with their concomitant NPD specialist competencies (Warren & Harper, 2017) incorporated in the 3rd edition of *Nursing Professional Development: Scope and Standards of Practice*. The competencies associated with each standard are delineated in the *Nursing Professional Development: Scope and Standards of Practice* (Harper & Maloney, 2016).

Active Credential

Certification is conferred for a period of 5 years, with recertification available in the 5th year. When the credential lapses, the nurse may no longer use the NPDA-BC® designation in their credentials.

Use the Credential

The NPDA-BC® mark is federally registered with the U.S. Patent and Trademark Office by ANPD and may only be used in accordance with their policies and procedures.

Using My Credential

The NDPA-BC credential may be used upon verification of your credential on the [CCI website](#). Certificants will also be able to print a certificate from their [CCI account](#) profile.

Certificate

Within one week of passing the portfolio, your CCI certificate will be available within your [CCI account](#). You may download and print your certificate directly from your CCI account.

Display My Name and Credential?

In writing, proper usage is as follows: Jane A. Doe, MSN, RN, NPDA-BC®. CCI's ["Certification Mark Use Policy"](#) can be found in [Appendix C](#).

MISUSE OR MISREPRESENTATION



Any misuse or misrepresentation of the NPDA-BC® credential by those not currently holding the credential shall be subject to legal action by CCI. Misrepresentation includes use of the NPDA-BC® credential once the credential has lapsed. CCI may render sanctions against the individual, which may include, but not be limited to the following:

- Suspension from re-submitting a portfolio for an indefinite or specified period of time.
- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, applicant's employer, insurance company, or other public health agency.

REVOCATION



CCI may deny, suspend, or revoke certification for cause, including but not limited to the following:

- Failure to complete or provide evidence of completion of the initial certification and certification renewal requirements*
- Failure to maintain the required professional licensure
- The determination that initial certification or certification renewal was improperly granted
- Falsification or misstatement of information on any certification-related document
- Providing false or misleading information
- Misrepresentation regarding the credentialing status
- Cheating or assisting others to cheat
- Causing, creating, or participating in an examination irregularity
- Assisting others to wrongfully obtain initial certification or certification renewal
- Failure to comply with the scope and standards of practice in an area in which the certification is held
- Misuse of or misrepresentation with respect to the CCI credential
- Commission of a crime or gross negligence in the practice of nursing
- Violation of CCI policy or procedure
- Failure of audit processes
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements
- Conduct unbecoming of the nursing profession
- Failure to pay outstanding debts to CCI

*Certified nurses will be informed by letter of CCI's decision to revoke the NPDA-BC® status. There will be no refund if, for any reason, NPDA-BC® status is revoked.



Recertification

The individual NPDA-BC® certificant, engaged in advanced practice for nursing professional development, continues to document and validate their professional achievement according to identified standards of practice. Recertification requirements guide ongoing professional development and growth in the specialty based on the most current available evidence to guide NPD practice.

The Association for Nursing Professional Development (ANPD), the specialty association for NPD practitioners, updates the Nursing Professional Development: [Scope and Standards of Practice](#) as required by the American Nurses' Association's standards for recognition of a specialty practice (ANA, 2017). This update is conducted by a panel of expert NPD practitioners who use the latest evidence within the NPD specialty practice to delineate the roles, responsibilities, and standards of practice and performance and their associated competencies.

Purposes of Recertification

- Recognizes the certificant who is proficient in advanced NPD practice.
- Supports the development of theoretical constructs that strengthen nursing practice.
- Enhances professional development through continued learning that results in acquisition of current knowledge to expand advanced practice skill sets.

Recertification Justification

The rapid pace of change in nursing practice requires a conscious effort to maintain competency. The NPDA-BC® certification is conferred by CCI for a period of 5 years, at which time a NPDA-BC® may seek recertification. The required NPDA-BC® recertification activities flow from and are consistent with the knowledge and task statements of the role delineation study. The recertification requirements guide professional development activities in providing parameters for acceptable practice, and in maintaining a link to the most current body of knowledge. Linking the certification period to the role delineation study cycle ensures that certificants are engaged in activities pertinent to their professional development.

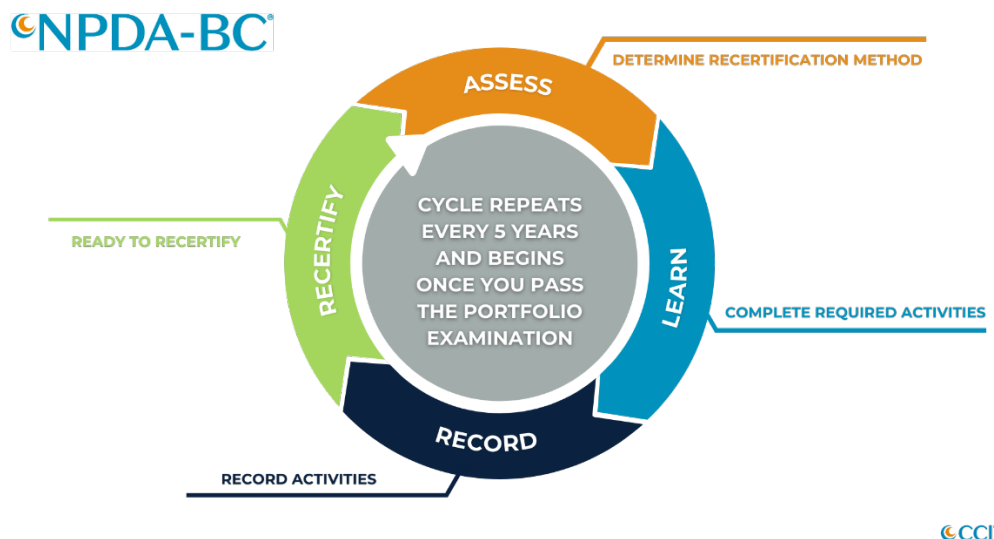
Competency is the actual performance in a situation, and consists of three components: knowledge, skills and attitude. Each of these components is a necessary element. The NPDA-BC® recertification process acknowledges the need for active work in the maintenance of continuing competency by directly addressing all three components. The practice requirement facilitates the maintenance of current skills and promotes the acquisition of new skills through exposure to the practice setting. Other professional development activities e.g., continuing education, facilitate the acquisition of knowledge, which is the second essential component of competency. The self-awareness component of NPDA-BC® recertification provides an opportunity to thoughtfully reflect on the need for the acquisition of additional skills and knowledge which is then linked to the next recertification plan and thus promotes a positive change in attitude, the third component of competency.

RECERTIFICATION



Recertification Timeframe

The certified status of NPDA-BC® is conferred by CCI for a period of 5 years, at which time a NPDA-BC® may seek recertification. The individual with advanced NPD certification (NPDA-BC®) cannot be recertified until the calendar year in which the current certification expires.



Accrual Period

The accrual period is the time period in which the certificant must complete professional development activities.

Accrual Period Deadlines

Year Certified	Accrual Period	Recertification Year	Recertification Applications Accepted	Recertification Application Deadline
2021	2021-2025	2026	Jan 1-Dec 31, 2026	December 31, 2026
2022	2022-2026	2027	Jan 1-Dec 31, 2027	December 31, 2027
2023	2023-2027	2028	Jan 1-Dec 31, 2028	December 31, 2028
2024	2024-2028	2029	Jan 1-Dec 31, 2029	December 31, 2029

Recertification Requirements

To recertify your credential, you must:

- Meet the recertification eligibility requirements (these differ from requirements for first-time certification).
- Choose a recertification method and complete recertification activities during your accrual period.
- Complete CCI's application during your recertification year.
- Pay the recertification application fee.

Recertification Eligibility Requirements

The following requirements must be met at the time of application for NPDA-BC® recertification:

- Hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.
- Hold a current Advanced Nursing Professional Development Certification (NPDA-BC®).
- Have a minimum of 4,000 hours of active practice at the NPD specialist level within the last 5 years; practice settings include any practice or learning environment.

The NPDA-BC® credential is not tied or linked to other CCI certifications. For example, a nurse may hold both the NPDA-BC® and CNOR® certifications, but there is no requirement to do so.

CCI leadership, management and governing bodies jointly support the fair treatment and dignity of all human beings. The certifying organization does not discriminate among applicants as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.

Rationales for Maintenance Standards

- **Continuing Education**
 - Ensures certificants stay knowledgeable about the latest practices and advancements in the specialty area to facilitate maintaining high standards of care.
 - Provides opportunities for certificants to enhance their skills and knowledge to improve patient safety.
 - Provides opportunities to integrate evidence-based practice into clinical decision making.
 - Promotes compliance with regulatory changes.
 - Fosters professional growth and a commitment to excellence.
- **Working in the Specialty Area**
 - Ensures direct, relevant, and hands-on experience, which is crucial for developing necessary competencies in perioperative nursing.
 - Ensures direct experience in the specialty area to provide candidates with practical exposure to the nuances and complexities of specialized nursing practice, fostering competence, confidence, and proficiency in delivering specialized care.
 - Ensures the application of theoretical knowledge in real-world scenarios, enhancing clinical skills and expertise within the specific field.

Recertification Fees

Please see below for current list of recertification fees, options, and available discounts. Applications cannot be processed without payment and once submitted the fee is non-refundable. All fees and/or outstanding debts to CCI must be paid by December 31 of your recertification year.

NPDA-BC® Recertification Method	Standard Price	Discounted Price January 1 – March 31
Recertification by Professional Activity Points	\$368	\$328
Recertification by Portfolio	\$394	\$354
NPDA-BC® Emeritus Status (Retired)	\$184	NA
NPDA-BC® Extension Year	\$257	NA

The discount of \$40 for recertifications between January 1 – March 31, will automatically apply at checkout, the full recertification fee will show in your cart until that time. Additionally, there is a \$40 discount available for those who hold an active CCI credential outside of the one you are recertifying. **Discounts cannot be combined and only one discount can be utilized per transaction.*

Assessing Late Fees for Recertification

CCI will reinstate a lapsed credential on a one-time basis, with a late fee payment of \$125, in addition to the recertification fee, if the following conditions are met:

- **Request Timing:** The certificant submits a request within 90 days following the credential’s lapsed date.
- **Previous Compliance:** All recertification requirements were fulfilled before the credential’s lapse, except the recertification fee payment.

RECERTIFICATION METHODS



The recertification process requires a NPDA-BC® to choose a method of recertification, complete recertification activities during the 5-year accrual period, meet recertification eligibility requirements, and apply during the recertification year.

If you choose to recertify by professional activity points, certificants must complete a total of 300 professional activity points. Certificants have up to 5 years to complete their recertification activities and apply for recertification the following year. Refer to [accrual table \(above\)](#) for earning windows for contact hours and professional activities.

The NPDA-BC® recertification process acknowledges the need for active work in the maintenance of continuing competency. In addition, the applicant for recertification must demonstrate activities that support or demonstrate ongoing engagement in all six responsibilities delineated in [Table 2](#).

Recertification Methods

A nurse holding the NPDA-BC® certification has **two** options to recertify.

1. Completion of required 300 professional activity points.
2. Submission of a portfolio (as required for the initial NPDA-BC® certification)

The same policies for NPDA-BC® certification by professional portfolio apply to NPDA-BC® recertification by portfolio. Please see “[NPDA-BC® Professional Portfolio](#)” in the certification section of this handbook for more details.

Recertification Application

Complete the application online in your [CCI account](#). Application for recertification includes:

- Application, including personal and employment information
- Required supporting documents based on method of recertification chosen
- Application fee

Audit

CCI randomly selects a percentage of recertification applications for audit. If there is reason to believe there has been a breach in the integrity of the process by an individual seeking recertification, CCI may also select those individuals for audit.

Applicants selected for audit will be notified by CCI and required to submit additional documentation ([Appendix B](#)) within 30 days of notification. After reviewing the documents, an e-mail will be sent to the applicant detailing the audit results. Delay in submission of documentation or submission of incomplete documentation may result in a delay to the recertification process. [Appendix B](#) outlines the specific requirements for an application under audit.

Failure to comply with all recertification audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the recertification application fee will be provided to applicants that do not successfully pass the audit.

RECERTIFICATION ALTERNATIVES



Not Eligible to Recertify

There are three options if you are not eligible to recertify:

- File for an Extension Year by logging in to your [CCI account](#) to complete the online application.
- File for Emeritus status (Retire) by logging in to your [CCI account](#) to complete the online application.
- Allow the credential to lapse.

Extension Year

An extension year will allow one more year to accrue the necessary points activities for recertification and meet other eligibility requirements (e.g., current employment). The extension year also extends your recertification year to the following year. Your NPDA-BC® credential will remain active during this time. Please contact CCI's Credentialing Department at 1-888-257-2667 or info@cc-institute.org for more information.

Below are key points regarding the extension year process:

- An extension year is only available once every 10 years or 2 recertification cycles for the NPDA-BC® certification.
- You must apply in the year you are due to recertify.
- The extension year adds one calendar year to your original accrual end date.
 - No additional time will be granted
- for your extension year.
- Your current recertification options remain unchanged for the extension year.
- No discounts apply, and no refunds are given. The full recertification fee will be due when the recertification application is submitted.

NPDA-BC® Recertification Alternatives	Standard Price
NPDA-BC® Extension Year	\$257

Extension Year Requirements

All fields (e.g., RN license and work information) in the certificant's account must be updated. To recertify your NPDA-BC® credential following your extension year, you must meet all the recertification requirements in effect at the time of application and pay the recertification fee.

Extension Year Recertification

You may apply for recertification at any time during your new recertification year. Log in to your [CCI account](#) to complete your recertification application. See the table below for Extension Year accrual periods and recertification dates.

Original Year to Recertify	Original Accrual Period	Last Date to File	New Accrual Period	New Year to Recertify
2024	Jan. 1, 2021 – Dec. 31, 2023	Dec. 31, 2024	Jan. 1, 2021 – Dec. 31, 2024	2025
2025	Jan. 1, 2022 – Dec. 31, 2024	Dec. 31, 2025	Jan. 1, 2022 – Dec. 31, 2025	2026
2026	Jan. 1, 2023 – Dec. 31, 2025	Dec. 31, 2026	Jan. 1, 2023 – Dec. 31, 2026	2027
2027	Jan. 1, 2024 – Dec. 31, 2026	Dec. 31, 2027	Jan. 1, 2024 – Dec. 31, 2027	2028

Emeritus Status

CCI established the emeritus status to recognize retired nurses’ service and commitment to the nursing professional development profession and their achievement of earning the NPDA-BC® credential. The designation for NPDA-BC® emeritus is NPDA-BC®(E). NPDA-BC®(E) holders are eligible to be considered for the CCI Board and NPDA-BC® portfolio committees, as well as serve as portfolio peer reviewers.

Emeritus status retires your credential and renders it inactive. To regain active status, you must reapply, meet the eligibility requirements, and meet all credential requirements.

If you would like a list of your self-reported CEs, please return to your recertification application to obtain this list before placing your certification in Emeritus Status. Once you place your credential in Emeritus status, you will no longer have access to the list of CEs you reported in your recertification application. Please note that this list is not primary source verification and cannot be used as a transcript to verify completion of these courses.

Emeritus Status Requirements

You must currently hold an active NPDA-BC® credential to be eligible to apply for NPDA-BC® emeritus status and retire your credential. The NPDA-BC® emeritus status is not available if the NPDA-BC® credential has lapsed. No recertification is required when you move into emeritus status and retire your credential, as a retired (emeritus) credential is in a **non-active status**.

Obtaining Emeritus Status

Applicants can complete the emeritus process by logging into their [CCI account](#) to complete the online application and submit fees. Once your request and fee have been received, your emeritus status certificate will be available to print immediately from your CCI account. When your emeritus status has been conferred, your credential will be immediately retired and will move into a **non-active status**.

Taking My Credential out of Emeritus Status

Once your credential is in emeritus (retired/non-active) status, if you would like to maintain an active credential again, you must reapply, meet eligibility requirements, and meet all credential requirements.

NPDA-BC® Recertification Alternative	Standard Price
NPDA-BC® Emeritus Status (Retired)	\$175

Reversal of Emeritus Status

Emeritus status may be reversed when all of the following conditions apply:

- Per certificant's request when Emeritus status was incorrectly selected
- Within 90 days of the date Emeritus status was granted
- When certificant has paid the necessary fees due to obtain an Extension, as applicable.

Expired, Lapsed and Inactive Credentials

You are not eligible to use the NPDA-BC® credential after 11:59 pm Eastern on December 31st of your recertification year.

Definitions of Terms

- **Expired:** Your certification is considered expired after 11:59 pm Eastern on December 31st of your recertification year.
- **Lapsed:** For 90 days following the expiration of your certification, you can renew your credential for a late fee payment of \$125, in addition to the standard recertification fee. See [Assessing Late Fees for Lapsed Recertification](#) for more information.
- **Inactive:** Once your credential has lapsed and no action has been taken by you, you will need to pass the exam to achieve certification and be eligible to use it.





Alleged Ethical Violations by a CCI Certificant

CCI strives to safeguard the integrity of its certifications. Nurses holding any CCI certifications are expected to demonstrate safety, competency, and ethical behavior in compliance with applicable laws and rules.

Information about CCI's [Ethics Policy](#) information and directions for [Reporting an Alleged Ethical Violation](#) can be found on the CCI website.

Appeal of Disciplinary Consequences

Certificants who have received consequences as part of a disciplinary violation have the opportunity to submit a one-time appeal regarding the determination. If the determination is appealed, an independent Certification Council review committee, consisting of individuals who were not part of the initial determination will review ethics (disciplinary) appeal submissions and render a determination. Disciplinary appeal determinations are final; there is no option for additional review after a determination has been made.



Reconsideration Submissions (Non-Disciplinary Matters)

Individuals have the right to submit a reconsideration for **non-disciplinary** matters. Submissions are reviewed by an independent committee and a determination is rendered based on policy, precedent, and circumstances. Reconsideration determinations are final; there is no option for additional review after a determination has been made.

Information about the types of Reconsiderations and the [Reconsideration Submission Form](#) can be found on the CCI website.



Feedback & Recommendations for Change

CCI values input from certificants, the perioperative community, and other interest holders. To support continuous feedback, we encourage you to share your feedback and suggestions for improvement. This submission form can be found on the [CCI website](#).

GENERAL DATA INFORMATION



Information Confidentiality

The CEO, in consultation with CCI Leadership, will approve all requests for data and access to certificants.

Following accreditation requirements, CCI must make certain data about its certificants public (e.g., the demographic breakdown of certificants, number of certificants, number of test-takers, and pass rates for certification exams). All data is de-identified and shared in aggregate only, in accordance with Federal privacy law.

Use of Personal Data

CCI may process certificant data based on the following grounds, as appropriate:

- You have provided your consent which can be withdrawn at any time.
- The processing is necessary for the performance of a contract to which you are a party, including the processing of exams, certification, or recertification applications.
- The processing is necessary to meet legal obligations or to defend or maintain any claims involving us or our applicants and certificants.
- The processing is required to protect your vital and legal interests or those of another person.
- The processing is necessary for the purposes of CCI's operations and mission.

For additional details how CCI utilizes data, visit our [Privacy Policy](#).

Credential Verification

Verification of your credential can be accessed through the [CCI website](#).

APPENDIX A: RECERTIFICATION BY POINTS



You must earn a total of 300 points to recertify your NPDA-BC® credential. A maximum number of points is permitted for each activity except for academic study and academic teaching, where you may earn unlimited points.

You do not have to choose every activity. Please see [Appendix B](#) for a list of documents to be supplied if the certificant is audited.

- Academic Study
- Additional Perioperative Related Certification
- Additional Points Activities
- Board or Committee Service
- Case Studies
- Clinical Inquiry (Research, Evidence-Based Practice, Quality Assurance/Quality Improvement)
- Nursing Continuing Professional Development
- Ongoing Professional Development
- Precepting and /or Mentoring
- Professional Growth and Development: Digital Media
- Professional Organization Activities
- Professional Presentations
- Publishing
- Teaching for Academic Credit
- Volunteer, CCI Certification Support Committees
- Volunteer, CCI Test Development Committee
- Volunteer, Healthcare Related Service

Accredited, Approved Providers

Contact hours approved by any of the following groups are acceptable:

- Accreditation Council for Cont. Medical Education (ACCME)
- American Nurses Credentialing Center (ANCC)
- An agency, organization, or educational institution accredited by ANCC
- Any State Board of Nursing
- Any state nurses' association
- Association of Perioperative Registered Nurses (AORN)
- Association for Healthcare Resource and Materials Management (AHRMM)

- American Association of Critical-Care Nurses (AACN)
- American Association of Neuroscience Nurses (AANN)
- American Association of Nurse Anesthetists (AANA)
- Association of Women’s Health, Obstetric, and Neonatal Nurses (AWHONN, formerly NAACOG)
- American Academy of Family Practitioners (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Physicians Assistants (AAPA)
- American College of Nurse-Midwives (ACNM)
- National Association of Nurse Practitioners in Women’s Health (NPWH)
- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)
- American Health Information Management Association (AHIMA)

Certificates from other groups deemed equivalent to those listed above may be accepted. The Director of Credentialing will approve this decision in consultation with the credentialing department.

Academic Study

Unlimited points may be earned in the Academic Study category. The course must be part of a degree completion program, such as a healthcare degree (BSN, MSN, DNP, etc.) or a degree where the knowledge attained is used to advance your perioperative nursing career (including an MBA).

Course	Point Value
1 semester hour/credit	20 points
1 quarter hour/credit	10 points

Additional Certification

A maximum of 100 points may be earned for earning an accredited certification or completing the recertification process for an accredited certification. Accredited certifications include NEA-BC, CAPA, CPAN, CRCST, or ABCGN—accreditation by ANSI, ABSNC, or NCCA. The list is not intended to be all-inclusive. Other accredited certifications deemed equivalent by the CEO of CCI in consultation with the CCI Credentialing Department may be accepted. CCI Credentials, excluding CFPN®, qualify for additional points in this category. The credential currently in the recertification process cannot be utilized for points toward that recertification (e.g., NPDA-BC® cannot be used for NPDA-BC® recertification points).

Attain/Maintain an Accredited Certification	Point Value
Initial Certification	30 points
Renewal of Certification	20 points

Additional Points Activities

A maximum of 100 points may be earned for additional points activities, as determined by the Recertification Committee. Visit the [CCI store](#) for free activity options in this category. Examples of approved activities include the following:

Role	Point Value
10 Question Activities <ul style="list-style-type: none">Approved by CCI Certification Council or CEO	10 points
20 Question Activities <ul style="list-style-type: none">Approved by CCI Certification Council or CEO	20 points
Journal Club Attendee <ul style="list-style-type: none">Minimum of 4 meetings per year	15 points per year
True North Award Packet Writer	15 points per packet

Board or Committee Service

A maximum of 150 points may be earned in the Service as a Board or Committee Member category.

Role	Point Value
CCI Board of Directors	50 points per year
CCI Certification Council	50 points per year
International, National, or State Board Member	30 points per year
Local or facility-level committee	30 points per year
Non-healthcare related committee, any level	15 points per year

Case Studies

A maximum of 100 points may be earned for completing a case study activity. Visit the [CCI Store](#) to access free case studies.

Case Study	Point Value
Free Case Study Activity in CCI store	50 points

Clinical Inquiry

A maximum of 100 points may be earned in the Clinical Inquiry category. Quality Improvement (QI), Quality Assurance (QA), Evidence-Based Practice (EBP), and Research projects are accepted under this heading. To receive points in this category, you must be primarily responsible for developing, implementing, and/or evaluating projects in these categories. The activity must show evidence of participating in or applying clinical

inquiry that improves current practice and/or patient outcomes.

Role	Point Value
Co-Investigator or Project Team	30 points per project
Primary Project Leader or Primary Investigator	50 points per project

Nursing Continuing Professional Development

A maximum of 100 points (50 contact hours) may be earned from Nursing Continuing Professional Development (NCPD) credits through an [approved provider](#):

Category	Point Value
1 contact hour	2 points
1 CME Category 1 credit = 1 contact hour	2 points

Ongoing Professional Development

A maximum of 200 points may be earned in this category. In alignment with the CCI mission to promote continuous professional development and lifelong learning, this category includes Microcredentials (MC) and Certificates of Mastery (COM). Visit the [CCI store](#) to purchase a variety of MCs and COM on topics related to nursing practice.

Role	Point Value
Certificates of Mastery	150 points
Microcredentials	50 points

Precepting and/or Mentoring

A maximum of 100 points may be earned in the Precepting and/or Mentoring Category. Examples include mentoring a new employee, orienting a new employee, and teaching practicum students.

Precepting	Point Value
1 Precepted or Mentored Employee <ul style="list-style-type: none">A minimum of 80 hours must have been spent with each employee or student.A maximum of four (4) different employees and/or students is allowed.	25 points

Professional Growth & Development: Digital Media

A maximum of 50 points can be earned in this category. The content must be healthcare-related, and live events can be repeated if presented to a new audience. Activities include blogs, podcasts, hosting/organizing live events, and creating professional development activities.

Blogs:

- Content/objectives must reference the [Scopes and Standards](#).
- 300-word minimum word count per entry.
- Must have a minimum of one post per month for 12 consecutive months.
- **If all requirements above are met, 50 points will be awarded.**

Podcasts:

- Objectives must reference the [Scopes and Standards](#).
- Host 60 minutes of content. (minimum of 15-minute segments) = 20 points
- Facilitate 60 minutes of content. (minimum of 15-minute segments) = 10 points

Live Events:

- Hosting and/or organizing symposiums (live event/virtual/in person)
- Flyer, marketing materials, or link to applicable events and other online content.
- 1 hour of content presented = 10 points

Professional Development Activities:

- Education/training activities must reference the [Scopes and Standards](#) (digital media, i.e., puzzle books, virtual escape rooms)
- Receive 25 points per activity.

Professional Organization Activities

A maximum of 100 points may be earned for coursework-related activities from CCI. These activities are available in the “Professional Organization Activities” section of the [CCI store](#).

Activity	Point Value
10-question activity	10 points
20-question activity	20 points

Professional Presentations

A maximum of 150 points may be earned in the Professional Presentations category. A presentation may be repeated if presented to another audience. The presentation must be on a healthcare-related topic.

Material	Point Value
NCPD Podium Presentations	30 points

<ul style="list-style-type: none"> • minimum 30 minutes 	
Presentations for non-NCPD <ul style="list-style-type: none"> • minimum 60 minutes 	30 points
Poster Presentations <ul style="list-style-type: none"> • minimum 60 minutes 	20 points

Publishing

A maximum of 150 points may be earned in the Publishing category.

Material	Point Value
Author, Book Review	20 points
Contributing Author, Book Chapter	30 points
Contributing Author, Peer-Reviewed Professional Journal Article	30 points
Development of a Patient Education tool or Healthcare factsheet	20 points
DNP Capstone Project	150 points
Doctoral Dissertation	150 points
Editorial, Peer-Reviewed Professional Journal	30 points
Editor, Book or section of book	30 points
Guest Editor, Peer-Reviewed Professional Journal	50 points
Peer Reviewer	25 points
Poster Presentation at a Professional Meeting	20 points
Primary Author, Book Chapter	50 points
Primary Author, Peer-Reviewed Professional Journal Article	50 points
Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter	20 points

Teaching a Nursing-Related Course for College Credit

Unlimited points may be earned in the Teaching a Nursing-Related Course for College Credit category.

Course	Point Value
8-week nursing class taught	25 points
16-week nursing class taught	50 points

Volunteer, CCI Certification Support Committees

A maximum of 100 points may be earned as a volunteer for educational product committee or serving as a Certification Coach.

Role	Point Value
Certification Coaches <ul style="list-style-type: none">Applicable towards the 100-point maximum allowed for CCI volunteer work per recertification cycle.	20 points per year
Volunteer writing and submitting 20 questions per assignment	20 points
Volunteer writing and submitting 10 questions per assignment	10 points

Volunteer, CCI Test Development Committee

A maximum of 100 points may be earned for serving as a volunteer for a CCI Test Development Committee. A NPDA-BC® who serves as a subject matter expert for CCI Test Development Committee may earn points for recertification.

All upcoming test development committees will be hosted remotely and jointly facilitated by CCI and PSI staff. This does not change the point values offered below.

Committee	Point Value
Alternate	5 points
Cut Score/Standard Setting	30 points
Form Review	25 points
Item Review	25 points
Item Writer	30 points
Job Analysis	100 points
Task Force	25 points
Survey Completion	5 points
Survey Review Call	10 points
Pilot Survey Review Call	10 points
Subgroup Analysis Call	15 points
Test Specs	25 points
Other: Ad Hoc Committee (specify)	15 points

Volunteer, Healthcare Related Service

A maximum of 100 points may be earned for volunteer service activities. Any combination of volunteer service may be used toward the 100-point maximum. Examples of local events include Red Cross volunteer activities, hospice programs, community wellness clinics, and Handy Helper visits. State nursing association activities would qualify as a state event. Project Cure is an example of a regional organization. A surgical mission trip outside the country would qualify as an international event.

Event Type	Point Value
Local/Facility	5 points per activity
National/International	
• Participant	25 points per activity
• Leadership	50 points per activity
Regional	5 points per activity
State	15 points per activity
Non-Healthcare Related	15 points per activity

APPENDIX B: RECERTIFICATION AUDIT DOCUMENTATION



A percentage of recertification applications will be randomly selected for audit. If you are selected, you will be notified after you have submitted your recertification application. Applicants chosen for audit will be required to electronically submit copies of specific documentation, as outlined below.

ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION

Copy of official or unofficial transcript.

ATTAIN/MAINTAIN CERTIFICATION

Copy of certificate or wallet card.

ADDITIONAL POINTS ACTIVITIES

- True North: submission confirmation page showing author's name
- Journal club: club summary, minutes, or committee report (minimum of four meetings per year required).
- Other: copy of points certificate.
- CEs imported from AORN to your CCI account must be verified with certificates or a transcript.

BOARD OR COMMITTEE SERVICE

- Board summary, minutes, or committee report (minimum of four meetings per year required).
- If official summaries are unavailable, a supervisor may provide a letter confirming committee service and details.

CLINICAL INQUIRY

A final report summarizing evidence of participation in a QA, QI, EBP, or research project, including its impact on current practice and/or patient outcomes.

NURSING CONTINUING PROFESSIONAL DEVELOPMENT

- Copies of attendance certificate(s) from an accepted provider must be provided. Transcripts may be accepted instead of certificates but must include the accredited provider's name and number. Transcripts that do not include accrediting provider information will not be accepted.

PRESENTATIONS

A program brochure, activity documentation form (ADF), or completed course evaluation must be provided. Each document must include the title, the presentation date, and the objectives of the presentation.

PRECEPTING/MENTORING IN THE NURSE ROLE

Letter from applicant's supervisor confirming precepting/mentoring experience including a minimum of 80 hours and date range. Practicums: copy of the agreement between the organization and university.

PROFESSIONAL GROWTH AND DEVELOPMENT: DIGITAL MEDIA

Copy of or link to content/objective materials presented or other documentation that verifies the digital media activity.

PROFESSIONAL ORGANIZATION ACTIVITIES

A copy of the points certificate must be provided. The points activity is automatically imported to your [CCI account](#) if completed through CCI.

PUBLISHING

Copy of the title page, table of contents, or abstract indicating you are the author, co-author, or contributor.

CASE STUDIES

Copy of points certificate. The points activity is automatically imported to your CCI account if completed through CCI.

TEACHING A NURSING-RELATED COURSE FOR COLLEGE CREDIT

Syllabus, course description, or other documentation that verifies the name and role of the instructor must be provided.

VOLUNTEER, CCI TEST DEVELOPMENT COMMITTEE

- Certificate of completion from each committee assignment. If you need a copy of your certificate, please email volunteer@cc-institute.org
- Letter of Participation

VOLUNTEER, CCI CERTIFICATION SUPPORT

Education writing assignment for points activities: Copy of points certificate. If you need a copy of your certificate, please email education@cc-institute.org

Certification Coaches: Certificate of achievement from CCI. If you need a copy of your certificate, please email coaches@cc-institute.org.

VOLUNTEER, HEALTHCARE RELATED SERVICE

Letter from supervisor or mission director on organization letterhead attesting to dates and contributions of volunteer.

APPENDIX C: CERTIFICATION MARK USE POLICY



The Competency and Credentialing Institute (“CCI”) owns several certification marks (the “Certification Marks”) related to CCI’s perioperative nursing certification programs (E.g., CNOR®, CSSM®, CNS-CP®, CFPN®, NPDA-BC® and CNAMB®). These Certification Marks represent that authorized individuals performing perioperative nursing services have satisfied applicable requirements established by CCI. This Policy establishes the rules and requirements for use of the Certification Marks, including proper use on occupational and business materials by individuals that have been certified by CCI. All CCI authorized individuals should review this Policy carefully to ensure that all uses of the Certification Marks conform to the Policy requirements.

This Certification Mark Use Policy states the terms and conditions under which CCI certificants may use the Certification Marks.

1. CCI retains all intellectual property and other ownership rights concerning the Certification Marks. CCI may create and use additional certification marks, as it deems appropriate.
2. CCI grants limited permission to use the Certification Marks to qualified individuals who satisfy all applicable CCI certification requirements. Consistent with applicable law and organizational policies, CCI will ensure that the Certification Marks are displayed and otherwise used properly, as such use represents CCI certification to the public.
3. Permission by CCI to use a CCI Certification Mark does not include authorization to use any CCI trademarks.
4. Use of the Certification Marks is limited strictly to those individuals who are CCI certificants in good standing. Each CCI certificant accepts and assumes sole responsibility for understanding and satisfying all CCI organizational and legal requirements related to the use and display of the Certification Marks. CCI will not be liable or otherwise responsible for any claims, complaints, suits, or damages whatsoever, relating to a certificant’s use or display of a Certification Mark.

Among other requirements, each certificant is responsible for ensuring that the use of any Certification Mark on occupational and business-related materials (e.g., business cards, stationery and/or letterhead, email signatures, advertisements, brochures, or Internet websites) is consistent with this Policy, and is not in conflict with applicable laws. CCI assumes no responsibility concerning the interpretation or application of such legal requirements.

CCI certificants are prohibited from making any public statement or representation related to the CCI certification programs that brings CCI into disrepute, that is materially false, or that is otherwise contrary to the interests of CCI.

1. Permission to use the CCI Certification Marks is limited to CCI certificants, and may not be transferred to, assigned to, or otherwise used by, any other individual, organization, business, or entity.
2. Each individual CCI certificant must use the Certification Marks only in conjunction with his/her name, and in connection with the services related to the certification, i.e., perioperative nursing services. The Certification Marks may not be positioned, displayed, or used in a manner which may lead the public to believe that a company or organization is certified or otherwise endorsed by CCI.

Certification Marks must be associated only with the certified individual that is authorized. Certificants are prohibited from using the Certification Marks to expressly or implicitly suggest an affiliation or other relationship with CCI that is untruthful or inaccurate. Additionally, Certification Marks should always be used in their

entirety. If a Certification Mark is protected by federal registration, the registration notice (“®”) must appear at least once in advertising copy.

With respect to other affiliation marks and/or logos, the CCI Certification Marks may be located near such other marks or logos but must remain separate and distinct so as to avoid confusion concerning the source of the certification, and to avoid the appearance that other marks, certifications, credentials, designations, or organizations are associated with, or endorsed by, CCI. Furthermore, the Certification Marks may not be modified in any manner, except only as authorized by CCI.

The Certification Marks denote more than merely a title; they confirm that the individual certificant has met CCI’s high standards of excellence. Thus, proper use of a Certification Mark must specifically note such certification, such as through use of a term such as a “professional,” “practitioner,” “certificant,” or “certification.” Examples of proper use are noted below. Other proper uses include listing the particular certification on a “CERTIFICATIONS” portion of a resume or social media profile. Use solely of a Certification Mark itself at the end of the certificant’s name, with nothing more, is not proper use of a Certification Mark.

Examples of proper uses and appearance of a CCI Certification Mark include, but are not limited to:

Jane C. Doe CNOR® Certificant	John A. Smith a CCI CSSM® Professional
Jane B. Thomas NPDA-BC® Nursing Professional	John D. Doe holds a CNAMB® certification from CCI

- 3. A CCI certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of a CCI Certification Mark by another certificant.
- 4. Each CCI certificant has the responsibility to report the unauthorized use, misuse, or other violation of this Policy to CCI in a timely manner. This reporting responsibility includes any circumstance where the use of a CCI Certification Mark is related to an individual or organization that is not a CCI certificant, or where a Certification Mark is used improperly by a CCI certificant.
- 5. All mark misuse complaints and other matters concerning potential violations of this Policy will be reviewed and resolved by the CCI’s designee. If, after notice and a fair opportunity to respond, the designee determines that there has been a violation of the terms of this Policy, CCI reserves the right to take any action consistent with CCI policies or applicable law, including but not limited to: certification suspension or revocation.

In addition, CCI may refer cases of Certification Mark misuse, infringement, or other similar matters to appropriate agencies and other organizations, or may initiate appropriate legal action.