



CNS-CP Recertification by Professional Portfolio

PRE-APPROVAL FORM

Please complete the following checklist and include it with submission of your pre-approval materials.

SUBMISSION OF MATERIALS

The following documents are enclosed 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.

Copy of CNS primary certification certificate, if held.

MAIL PRE-APPROVAL DOCUMENTS TO:

CCI/CNS-CP Recertification by Portfolio
2170 S. Parker Road, Suite 120
Denver, CO 80231

NEXT STEPS

Set up a CCI account (if you haven't already) at 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

FOR OFFICE USE ONLY

Date approved:

Initials:

Date account established:

Notes: