

2008 CRNFA® Recertification

Welcome to CRNFA® recertification for 2008! This booklet is for recertification by contact hours, points, or exam. It is also for those choosing Inactive Status or Retired Status.

Recertification is the continued validation of the professional achievement of identified standards of practice by an individual registered nurse first assistant providing care for patients before, during, and after surgery. If certification provides some assurance to employers and the public of the achievements of those certified, it is only reasonable to expect that there be a basis for providing that assurance at more than just one time in an individual's career.

The objectives of recertification are to:

- A. recognize the individual registered nurse first assistant (RNFA) who is proficient in practice;

- B. strengthen conscious use of theory in assessing, planning, implementing, and evaluating patient care; and
- C. enhance professional growth through continued learning that results in broader knowledge and expanded skills.

The purposes of CRNFA recertification are to:

- A. demonstrate concern for accountability to the general public for nursing practice;
- B. enhance quality patient care;
- C. identify RNFAs who have demonstrated professional achievement in providing care for patients during surgical intervention;
- D. provide employing agencies with a means of identifying professional achievement of an individual RNFA; and
- E. identify professional nurses practicing in an expanded role.

The CRNFA recertification application deadline is July 1, 2008.

Your application must be postmarked on or before July 1, 2008, to avoid a \$75 late fee.

Applications postmarked July 2 or later and received by December 31 will be accepted with payment of a \$75 late fee in addition to the application fee. **Applications must reach the CCI office no later than December 31 of the recertification year.** (See Grace Period Policy below.)

Contact hour recertifiers, please note that the extended application deadline is not an extension of the time allowed to accrue contact hours. Contact hours must be earned between January 1, 2003, and June 30, 2008.

CRNFA status will lapse on December 31, 2008, if:

- acceptable number of contact hours are not submitted (for contact hour recertifiers)
- the appropriate amount of points are not submitted (for point method recertifiers)
- the exam is not passed (for exam recertifiers)

Lapsed CRNFA status can be reinstated with:

- future successful completion of the examination (Lapsed CRNFA status does not apply to Retired Status)

Eligibility Requirements

All of the following eligibility requirements must be met at the time of application for recertification:

- applicant must be currently certified as a CRNFA,
- applicant must be currently certified as a CNOR, or a nurse practitioner certified in their specialty,
- applicant must be currently licensed, without provision or condition, as a registered nurse in the country where currently practicing, and
- applicant must have practiced as an RNFA at some time within the two years immediately prior to application. The practice may be full- or part-time. Required practice hours must have been accumulated between January 1, 2003, and June 30, 2008.

Grace Period Policy

Applications for recertification will be accepted for six months after the July 1 recertification application deadline with a \$75 late fee. **Applications must reach the CCI office no later than December 31 of the recertification year.** This extended grace period is *not* an extension of the time allowed to accrue contact hours. If your application is received by December 31 with the \$75 late fee, and you have met all the requirements for recertification, you will be recertified with no lapse in your certification status.

Applications received after December 31st will be declared ineligible.

Fees

	AORN Member	AORN Non-member
Recertification by Contact Hours	\$425	\$550
Recertification by Points	\$425	\$550
Recertification by Exam.	\$425	\$550
Inactive Status	\$ 95	\$175
Retired Status	\$ 95	\$ 95

CRNFA® Recertification by Contact Hours

Requirements

CRNFA recertification by contact hours requires either 200 or 300 contact hours. At least one-half of the contact hours must be RNFA-specific subject matter (see page 3). If one-half of the contact hours are RNFA-specific, one-half of the remaining contact hours must be specific to perioperative practice. The contact hours of continuing education must be earned through offerings sponsored by the acceptable providers listed below and must be specific to RNFA in subject matter. Each certificate must have an accreditation statement and/or provider number. Do not send copies of your certificates unless you are selected for audit. **This will fulfill the requirements to recertify both the CNOR and CRNFA credentials.**

Contact hours must be accrued within the five-and-a-half year period beginning January 1, 2003, and ending June 30, 2008. To be acceptable, contact hours must be approved by one of the acceptable providers listed below. The completed application for recertification by contact hours consists of the application form; check, money order, or credit card information for the application fee; and contact hour record form (page 4).

If you are reactivating your CRNFA credential from inactive status and you have already recertified your CNOR credential, you will need 100 contact hours. These contact hours must be specific to RNFA subject matter.

You are required to have 1,000 clinical practice hours (at least 700 hours must be intraoperative care) if you have 200 contact hours. You are required to have 500 clinical practice hours (at least 350 hours must be intraoperative care) if you have 300 contact hours. Clinical practice hours must be accumulated between January 1, 2003, and June 30, 2008.

Acceptable Providers

1. American Nurses Credentialing Center (ANCC)
2. An agency, organization, or educational institution accredited by the ANCC
3. State boards of nursing in: CA, FL, KS, KY, IA, NV, AL, OH, LA, WV
4. American Association of Critical Care Nurses (AACN)
5. Any state nurses' association
6. American Association of Neuroscience Nurses (AANN)
7. Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN)
8. American Association of Nurse Anesthetists (AANA)
9. Association of periOperative Registered Nurses (AORN)
10. American Academy of Family Physicians (AAFP)
11. American Academy of Nurse Practitioners (AANP)
12. American Academy of Physicians Assistants (AAPA)
13. American College of Nurse-Midwives (ACNM)
14. National Association of Nurse Practitioners in Women's Health (NPWH)
15. National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

Unacceptable Contact Hours

1. Any program approvers or providers not listed under Acceptable Providers
2. Handwritten accreditation statements or provider numbers
3. Certificates of attendance without an appropriate accreditation statement and/or acceptable provider number
4. Contact hours earned prior to January 1, 2003
5. Provider numbers that do not state *Board of Registered Nursing*

Academic Credits for Recertification

CRNFAs may use academic credits in partial fulfillment of the requirements for recertification through the continuing education method. Courses must be those that are required for a baccalaureate or higher degree. Although courses must be taken for credit, CRNFAs do not need to be enrolled in a formal degree program at the time the course is taken. To be acceptable, a grade of C or better must be achieved for each course, and courses must be sponsored by an accredited educational institution.

The following must be submitted with your application to receive credit:

- A copy of the course description as published.
- A copy of the grade report or transcript with the courses being used to meet the recertification requirements highlighted on the copy of the transcript.

One-half of the contact hours required for 2008 CRNFA recertification may be earned through academic credits. Academic credits will be converted to contact hours using the calculation:

1 semester hour = 15 contact hours
1 quarter hour = 10 contact hours

CME Credits

Credits earned through continuing medical education (CME) courses may be used in partial fulfillment of the required number of hours. One-half of the credits used for CRNFA recertification may be CME credits.

1 CME credit = 1.0 contact hours.

Home Studies

There is no limit on the number of contact hours you may earn through home study programs, as long as they are approved by one of the agencies listed under "Acceptable Providers" (see inside front cover and list on this page) and are RNFA specific (see page 3).

CRNFA® Recertification by Contact Hours

RNFA-Specific Subject Matter

- Scope of practice
- Nursing process for RNFA
- Asepsis, infection control, and epidemiology
- Surgical anatomy and physiology
- Intraoperative RNFA nursing behaviors
- Assisting considerations and procedure management (including specific surgical procedures and assisting techniques)
- Surgical hazard recognition and intervention (including lab values and EKG interpretation)
- Communication skills (including professional writing and presentations)
- Professional development (ethics, mentoring and precepting, leadership skills, self-care issues, critical thinking skills, practice management, entrepreneurship, marketing, reimbursement issues, negotiation and contract skills)
- Trauma and physical assessment
- Pre- and postoperative patient care (rounding, patient education, etc.)
- Pharmacology
- Patient safety issues
- Pathophysiology
- Discharge planning
- Medical record dictation
- Legal, policy, and practice issues
- Home health care relating to RNFA practice
- Technology changes/advances and their effect on the RNFA role
- Health care reform
- CRNFA review
- Managed care (critical pathways, utilization review, outcomes)
- Invasive and noninvasive diagnostic procedures
- Surgical complications
- Wound management
- Materials management/Product review
- Bioterrorism

Verification & Audit

All information on application forms and contact hour record forms is subject to verification by CCI. Authorized personnel will check applications and contact hour record forms for accuracy and reasonableness. Information may be verified by telephone and/or letter. All information gained through verification procedures will be confidential, except in instances where the law demands disclosure of facts. Should any information on an application or contact hour record form be false, the applicant will be notified and declared ineligible to continue the application process. Applicants selected for the random audit will be notified by letter. If selected, the applicant will be required to submit

copies of all certificates of attendance, education certificates, and/or copies of any academic credits that are being used for recertification.

Audit information on practice hours includes the date, surgeon's initials, surgical procedure, and time spent in pre, intra, or postoperative period. If this information is not documented, information submitted must include a letter(s) from surgeons with whom you have assisted. Information in the letter must include dates, types of cases, and the approximate number of hours worked per month.

Apply Online!

Certification and recertification applications are available on the CCI web site.

Go to www.cc-institute.org, complete the application, and click "send." If you have questions about applying online, call (888) 257-2667.

CRNFA Recertification by Points

AORN Member	\$425
AORN Non-member	\$550

A minimum of 400 or 500 points are required for recertification by the points method.

One-half of the points must be RNFA specific.

Recertification by points recognizes that learning and competency maintenance are accomplished in a variety of ways, and that learning is achieved through successful participation in various professional activities. Points for CRNFA recertification may be acquired through any of the ways listed under eligible activities. You are required to have 1,000 clinical practice hours (at least 700 hours must be intraoperative care) if you have 400 points. You are required to have 500 clinical practice hours (at least 350 hours must be intraoperative care) if you have 500 points. Clinical practice hours must be accumulated between January 1, 2003, and June 30, 2008.

To recertify by points, you must submit the following:

- The acceptable documentation listed with each category
- The CRNFA recertification application
- The Points Activity Record Form on pages 7-8
- The appropriate fee

Do not submit the contact hour record form if you are using the points method.

Eligible Activities	Unit	Points
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Continuing Education -----	each contact hour	2 points (may include fractions)
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Acceptable documentation of contact hours is a copy of certificate(s) of attendance from an acceptable provider.

Maximum of 100 points (50 contact hours) allowed.

Example: 1 contact hour = 2 points
2 contact hours = 4 points

Academic Study Toward Degree Completion -----	semester hour	15 points
	quarter hour	10 points

Acceptable documentation of academic study toward degree completion is a copy of transcript with the specific course used to meet the recertification requirements highlighted on the copy of the transcript.

Unlimited points can be acquired in this category.

Teaching -----	class	30 points
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Teaching in an academic setting (ie, college or university).

Maximum of 2 classes per academic year.

Publishing

Acceptable documentation of publication of an article or book chapter is a copy of the title page, table of contents, or abstract indicating that you are the author, coauthor, or contributor.

- | | | |
|--|--------------|-----------|
| • Professional journal article -----
<i>(maximum of 3 articles allowed; must include title page of article)</i> | each article | 25 points |
| • Chapter in perioperative book -----
<i>(maximum of 3 chapters allowed; must include title page of chapter)</i> | each chapter | 40 points |
| • Author or editor of perioperative book ----- | each book | 50 points |
| • <u>Guest</u> editor of journal issue -----
<i>(maximum of 3 allowed; must include journal page indicating role)</i> | each issue | 10 points |
| • Book review -----
<i>(maximum of 3 reviews allowed)</i> | each review | 5 points |

Recertification by Points (continued)

Eligible Activities	Unit	Points
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Presentations

Acceptable documentation of presentation is program brochure, course syllabi, or letter from the offering provider identifying your participation as the presenter of the offering. *All presentations and/or seminars must be on different topics.*

- 30-60 minute inservice ----- each presentation ----- 10 points
(maximum of 5 presentations allowed)
- 4-8 hour seminar or AORN Congress presentation ----- each seminar ----- 30 points
(maximum of 3 seminars allowed)

Service as a Board or Committee Member for any Professional Health Care Organization

(20 points/year/committee or board member)
Acceptable documentation of service is a completed Points Verification Form (page 9)
Maximum of 60 points per year allowed.

- National or local chapter officer or board member ----- each position ----- 20 points/yr
Eligible Offices:

President	Secretary
Vice President	Treasurer
President-Elect	Chair
- National or local committee member ----- each committee ----- 20 points/yr
- Specialty Assembly governing council ----- each position ----- 20 points/yr
- Service on any committee in a health care facility ----- each committee ----- 20 points/yr
Maximum of 5 different committees allowed, minimum of 6 meetings per year required.
Examples: hospital, surgery center, physician office, infection control, quality improvement, policy & procedure, education, research

Cross Training in a New Area ----- each area ----- 30 points

Acceptable documentation of service is a completed Points Verification Form (page 9).
Cross training to a new area must have occurred during current recertification cycle (January 1, 2003 - June 30, 2008).
Examples: GI lab, cath lab, wound care, IV therapy, grand rounds
Maximum of 90 points allowed. Orientation to a new facility not eligible.

Precepting/Mentoring in the RNFA Role ----- each student/employee ----- 25 points

Acceptable documentation of service is a completed Points Verification Form (page 9)
Maximum of 3 different employees allowed.
Includes precepting or mentoring others in the role of the RNFA, either a student RNFA or a new employee RNFA.

Recertification by Points

Points Activity Record Form

This form is to be used for recertification by points only.

Completion of this form is required for recertification by points. In addition to this form, point recertifiers must submit the required supporting documentation for the activity, application, and fee.

NAME: _____

Activity, Program Title (CH) or Academic Course	Name of Provider or Institution	Date of Offering	Accreditation/ Approved Provider	# of Points
1. Congress Presentation "OSHA" Update	_____	Congress 2003	_____	50
2. Journal Article	_____	AORN Journal 2/04	_____	25
3. Restructuring Healthcare	AORN	May 2006	AACC	5 contact hours = 10 pts
4. Service on committee/board (total from points verification form)	_____	_____	_____	80
5. Nursing Leaders 405	University of Phoenix	Fall 2007	_____	5 credits = 45 pts

Total Points _____
over _____

Recertification by Points (continued)

Points Verification Form

This is to confirm that _____ has completed the following:
(Name of Applicant)

- Service on any committee or Board of Directors
60 Points per Year Allowed. 20 points per committee or board per year.
(Please list committee or board and year[s] served.)

TOTAL _____

- Cross Training in the following new area(s) pertaining to or including perioperative practice:
90 Points Allowed. 30 points per new area.
(New facility orientation not eligible. Maximum of three allowed in this category.)

TOTAL _____

- Precepting (mentoring/orienting) the following students/employees in the role of the RNFA:
75 Points Allowed. 25 Points/Employee.
(Maximum of three allowed in this category.)

TOTAL _____

Please provide contact information for a registered nurse colleague who can verify that the above information is true and correct and occurred between January 1, 2003, and June 30, 2008.

Name: _____

Position/Title: _____ Phone: _____

Employer: _____

Address: _____ City/State/Zip: _____

CRNFA Recertification by Examination

CRNFAs who are recertifying by exam are required to have 1,000 clinical practice hours (at least 700 hours must be intraoperative care).

AORN Member — \$425
AORN Non-member — \$550

The Exam

CCI has contracted with a professional testing service to develop and score the CRNFA exam. CCI has also contracted with a computer-based testing organization to administer the CRNFA exam at testing centers throughout the United States.

CRNFAs recertifying by exam can test during the 2nd, 3rd, and 4th quarters (see below). If you take the exam in the 2nd quarter and do not pass, you may apply to retest in the 3rd or 4th quarters provided you meet the appropriate deadline. If you do not take the exam by the 4th quarter, or you do not pass the exam, you must wait to reapply in the first quarter of 2009. In all cases, you must apply by the deadline date for the testing window you select.

The CRNFA recertification exam consists of 150 multiple-choice questions, and three hours are allowed to complete the exam. Individual scores are based on the number of correct answers. The computerized format of the exam does not require previous computer experience, as a pre-exam tutorial provides instructions on how to take the exam on the computer. This tutorial also provides examples of how to select answers and how to mark questions that you may want to return to and review before completing the exam. If the examination is interrupted for more than 30 minutes due to an equipment malfunction, candidates will be rescheduled at no additional charge.

Because of CCI's commitment to quality and test security, there is more than one form of the CRNFA test. A passing score was established via a systematic procedure (Cut-Score Study) that employed the judgment of a representative group of CRNFAs from across the country with the assistance of staff from Prometric. This group recommended a standard of what a minimally competent CRNFA needs to know about the tested content to obtain a passing score.

Refunds and Withdrawals

Refunds are made at the discretion of CCI, and \$125 of the application fee constitutes a nonrefundable processing charge. To receive a partial refund, a written request to withdraw your application must be sent to CCI prior to 3 business days before the end of the exam window chosen AND the exam must be cancelled by calling the testing organization at least 48 hours prior to your scheduled appointment time.

Test Day Cancel or Reschedule by noon (Eastern time) on:

- Monday previous Friday
- Tuesday previous Saturday
- Wednesday previous Monday
- Thursday previous Tuesday
- Friday previous Wednesday
- Saturday previous Thursday

Forfeiture of Fee

The entire application fee will be forfeited in the following instances:

- failure to cancel scheduled appointment with the testing organization within the required time,
- failure to appear as scheduled to take the exam,
- failure to produce proper identification and current, valid RN license upon arrival at the testing center, or
- failure to achieve a passing score on the exam.

In all of these circumstances, the candidate must repeat the entire application process, including payment of the application fee, in order to take the exam at a future date.

When Can You Recertify by Exam?

Application windows below correspond to testing windows at far right.	Application deadlines are enforced; late fees apply.	The exam is offered during the three testing windows below.
<u>Application Windows</u>	<u>Deadlines</u>	<u>Testing Windows</u>
December 1 — February 29	February 29	April 1 — June 30
March 1 — May 31	May 31	July 2 — September 30
*June 1 — July 1	July 1	October 1 — December 31

**The June 1-July 1 application window and July 1 deadline applies to CRNFA Recertification By Exam ONLY.*

Under no circumstances will a candidate be allowed to sit for the exam twice in the same window. Application and fee **must be received by CCI** by the deadline (above middle) for the testing window selected. CCI is not responsible for mail delivery. Check with your post office regarding proof of receipt.

8. List facilities where you have practiced for the past 2 years, beginning with the most recent. DO NOT SEND RESUME.

From	To	Facility & Address Write out facility's name	Position, Title, Specialty Example: RNFA/Ortho/General	Supervisor's Name	Number of Hours/Week
mo/day/year	mo/day/year				
mo/day/year	mo/day/year				
mo/day/year	mo/day/year				

9. Please provide contact information for the nurse administrator (ie, OR director or nurse manager) of any facility where you currently practice. This will be used to verify employment and privileges as an RNFA.

_____	_____
(Print RN Administrator Name)	(Facility Name)
_____	_____
(RN Administrator Position & Title)	(Address)
_____	_____
(Work Phone)	(City, State, Zip)

10. Please provide contact information for a surgeon you currently work with. This will be used to verify your role and performance as a first assistant at surgery.

_____	_____
(Print Surgeon Name)	(Facility Name)
_____	_____
(Surgical Specialty)	(Address)
_____	_____
(Work Phone)	(City, State, Zip)

11. Practice requirement: State the total number of hours you have practiced as a CRNFA between January 1, 2003, and June 30, 2008.

Total Hours (not years): _____ **I attest by signature that I have practiced these hours as a CRNFA.**

Applicant Signature: _____ **Date:** _____

12. Statement of Understanding:

I hereby apply for recertification offered by the Competency & Credentialing Institute. I understand that recertification depends upon successful completion of the specified requirements. I further understand that the information acquired in the recertification process may be used for statistical purposes and for evaluation of the recertification program. I further understand that the information from my recertification records shall be held in confidence and shall not be used for any other purposes without my permission. To the best of my knowledge, the information contained in this application is true, complete, correct, and made in good faith. I understand that information supplied is subject to audit, and that failure to respond to a request for further information will result in termination of the application process. I understand that CCI reserves the right to verify any or all information on this application.

Applicant Signature: _____ **Date:** _____

NOTE: Please include your Contact Hour Record Form or Points Activity Form with this application!

Whenever possible, the Competency & Credentialing Institute is committed to providing reasonable accommodation in its examination processes to otherwise qualified individuals with physical or mental disabilities in accordance with the Americans with Disabilities Act (ADA). Pursuant to the ADA, accommodations will be provided to qualified candidates with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to the agency. Candidates with disabilities must notify the Competency & Credentialing Institute in writing no later than 60 days prior to the examination testing window stating the type of accommodation needed and providing appropriate documentation of the disability. The documentation provided should include correspondence from a healthcare provider who has first-hand knowledge of your disability that describes the nature of the disability and specific recommendations regarding the type of accommodation required to address the disability. The letter should be on that professional's letterhead stationery and include his or her title, address, phone number, and original signature. Examples of requests for special testing accommodations that may be granted include modification of seating or other physical arrangements in the examination facility or providing for the examination to be taken in an accessible location, or providing for a reasonable extension of testing time. Examples of requests for special testing accommodations that may be denied include modification of the content of an objective multiple-choice examination, providing for unlimited testing time, permitting a reader to paraphrase test material or translate the material into another language. All accommodation determinations will be made by the Competency & Credentialing Institute at its discretion.

2008 CNOR/CRNFA® Inactive Status

AORN Member \$ 95
AORN Non-member \$175

What is CRNFA Inactive Status?

CRNFA Inactive Status provides CRNFAs a three-year period in which to meet their recertification eligibility requirements. Inactive Status is available to CRNFAs who do not meet their recertification eligibility requirements but do not wish to lose their certification status. During the time of Inactive Status, the CNOR/CRNFA credential *MAY NOT BE USED*.

Deadline and Late Fee

The deadline to apply for CRNFA Inactive Status is July 1. Inactive applications submitted so they are received between July 2 and December 31 must be accompanied by the \$75 late fee in addition to the application fee.

Inactive Status Application

To apply for CRNFA Inactive Status, complete the information requested below, remove this page and submit it along with the appropriate fee to CCI, 2170 South Parker Road, Suite 295, Denver, CO 80231, or fax to (303) 695-8464. (If you fax your application, please call [888] 257-2667 on the same day to confirm receipt.)

- Check one: I am placing **both** my CNOR and CRNFA credentials on inactive status.
 I am placing my CRNFA on inactive status and will call CCI to get a CNOR recertification application to recertify my CNOR.

PLEASE PRINT

Name _____

Last 4 digits of Social Security Number _____ AORN Member Number _____
(required for member discount)

Home Address _____
Street City State Zip

Home Phone _____

Payment Method

Check or Money Order (**PAYABLE TO CCI**)

Visa _____ - _____ - _____ - _____

MasterCard _____ Credit Card Number

Amount to be charged to my credit card \$ _____

Expiration Month/Year _____

Signature _____
(required for credit card payment)

CRNFA Reactivation

If you choose Inactive Status and then wish to renew your CRNFA certification, you must meet all of the recertification eligibility requirements in effect at that time. Inactive Status does not allow the CRNFA additional years to accrue contact hours (the original recertification period plus the inactive period). The contact hours must be accrued within a five-and-a-half year period. You may meet the eligibility requirements any time within the inactive period. Your CRNFA certification will be reactivated upon submission of a completed recertification application form and recertification fee. **If you select Inactive Status in 2008, the earliest you would be eligible to recertify would be January 1, 2009.**

- If you reactivate your CRNFA in 2009, your contact hour accrual period is January 1, 2004, to June 30, 2009.
- If you reactivate your CRNFA in 2010, your contact hour accrual period is January 1, 2005, to June 30, 2010.
- If you reactivate your CRNFA in 2011, your contact hour accrual period is January 1, 2006, to June 30, 2011.

Remaining Inactive

You will be mailed a recertification application in the year 2011. You can choose to remain inactive for one additional three-year inactive cycle OR reactivate your CRNFA by following the recertification policies in effect at that time. You may remain inactive for a total of ONLY 6 years.

CNOR(E)/CRNFA®(E) Application

CNOR(E) and/or CRNFA(E) (retired status) One-time fee — \$95

CHECK ONE

- I am applying for CRNFA retired status only. I will keep my CNOR active. *Please contact CCI to request a CNOR recertification application.*
- I am applying for **both** CNOR and CRNFA retired status.

What is CRNFA(E)?

In recognition of retired RN First Assistants and their service to our profession, as well as their achievement and maintenance of the CRNFA credential, CRNFA(E) Emeritus Status was instituted by the Certification Board Perioperative Nursing in 1999. This credential recognizes the CRNFA who has retired from their professional nursing career but wishes to maintain their CRNFA credential.

CNOR(E) and/or CRNFA(E) Application

To apply for CNOR(E) and/or CRNFA(E) status, complete the information below, remove and submit this page along with a **retirement letter or other official documentation from your facility**, and one-time \$95 fee to CCI, 2170 South Parker Road, Suite 295, Denver, CO 80231, or fax to (303) 695-8464. (If you fax your application, please call [888] 257-2667 on the same day to confirm receipt.)

PLEASE PRINT

Name _____

Last 4 digits of Social Security Number _____ AORN Member Number (if applicable) _____

Home Address _____
Street City State Zip

Home Phone _____

Date of Retirement _____ (Retirement letter or other official documentation must accompany this application.)

Original Certification Date _____ Most Current Recertification Date _____

Payment Method

- Check or Money Order (**PAYABLE TO CCI**) (\$95 for both AORN members and non-members)
- Visa
- MasterCard _____ - _____ - _____ - _____
credit card number

Expiration Month/Year _____ Signature _____
(required for credit card payment)

I, _____ have retired from perioperative nursing with no plans to return, and I have attached my retirement letter or other official documentation to this application for CNOR(E) and/or CRNFA(E) Status.

(Applicant Signature)

(Date)

Once your application, retirement letter or other official documentation, and one-time \$95 fee has been received and approved, your CNOR(E) and/or CRNFA(E) certificate will be mailed to you.

Please allow 4-6 weeks for delivery.

Remember to include your retirement letter or other official documentation from your facility.

Revocation of Certification

Grounds for revocation or other disciplinary action by the CCI include, but are not limited to:

1. Falsified information on the certification or recertification application
2. Having certificant's current RN license revoked by a state board of nursing
3. Having certificant's current RN license suspended by a state board of nursing
4. Certificant being placed on probation by a state board of nursing
5. Committing a breach of the confidentiality agreement signed at the time the examination was taken (ie, via public or printed communication, Internet, etc.)
6. Nonpayment of all debts to CCI

There will be no refund if, for any reason, the CRNFA status is revoked.

Certified nurses will be notified by letter of CCI's decision to revoke the CRNFA status. CCI also reserves the right to contact the employer of any certificant to inform them that the credential has been revoked.

Appeal Policy

There shall be an external Board of Appeals available to a certificant seeking appeal of a decision made by CCI. The Board of Appeals will only review whether a decision made by CCI is inappropriate if:

1. the decision was based on material errors of fact or
2. CCI failed to follow published criteria, policies, and procedures. Only facts and conditions up to and including the time of CCI's decision will be considered during appeal.

Only facts and conditions up to and including the time of CCI's decision will be considered during appeal.

A written request for appeal, including supporting documentation, must be submitted by the certificant within thirty (30) days after receipt by the certificant of CCI's decision. The appeal will be reviewed by the Board of Appeals. The certificant will be notified in writing of the Board's decision. The decision of the Board of Appeals shall be final and binding.

Checklist

It is strongly recommended that you go through this checklist and answer *YES* to all of the following questions prior to mailing your application. Failure to comply with the following will result in a returned application.

_____ Have you answered all questions completely and signed the application?
(If any information is missing, your application cannot be processed.)

_____ Have you included your dated and signed check or money order **PAYABLE TO CCI?**
(Do not make checks payable to AORN.)

_____ Have you enclosed the correct fee?

Recertification Method	AORN Member	AORN Non-member
Contact Hours	\$425	\$550
Points	\$425	\$550
Examination	\$425	\$550

NOTE: If you are not an AORN member on the day this application is submitted, you must send the AORN non-member fee. If you have questions about your AORN membership status, call AORN customer service at (800) 755-2676.

_____ If paying by VISA or MasterCard, have you completed all required information on the application form and signed in the space provided?

_____ Is your application and fee being mailed in time to be postmarked on or before July 1, 2008?

_____ Have you included your Contact Hour Record Form or Points Activity Form?