



# Recertification Handbook

For Certificants and Candidates



## CAVRN Recertification Handbook

All information is subject to change without notice, including test content, fees, and policies.

Last Updated: July 2025



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## **BEFORE YOU START**

### **About this Handbook**

The CAVRN Recertification Handbook provides essential information about recertification of the Certified Acute-Care Virtual Registered Nurse (CAVRN) credential from the Medical-Surgical Nursing Certification Board (MSNCB).

We encourage you, the CAVRN certificant, to read through each section carefully. You are responsible for following all policies and procedures in this handbook. Failure to follow all policies and procedures may result in denial, suspension, or revocation of certification and the forfeiture of your exam or recertification application fees.

### **MSNCB Policies**

Please see MSNCB Certification Policies for a list of policies from MSNCB that are relevant to CAVRN certificants. Policies covered pertain to ethics, general administration, initial certification, and recertification. These policies are not directly referenced in this handbook, but they were used in the creation of this handbook.

### **Non-Discrimination Statement**

MSNCB shall not discriminate against any certification candidate on the basis of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity. MSNCB shall not publish materials with discriminatory content, graphics or language that may be offensive to population subgroups.

### **CAVRN is endorsed by AMSN**

The Academy of Medical-Surgical Nurses (AMSN) is the only national professional nursing specialty organization dedicated to the practice of medical-surgical nursing. The CAVRN is the only virtual acute-care certification endorsed by AMSN.



## Earn it.

- 🔗 Meet eligibility criteria
- 🔗 Submit exam application
- 🔗 Pass the exam
- 🔗 Get certified



## Use it.

- 🔗 Validate your expertise
- 🔗 Climb the clinical ladder
- 🔗 Continue learning
- 🔗 Volunteer with MSNCB



## Keep it.

- 🔗 Meet eligibility criteria
- 🔗 Earn contact hours
- 🔗 Submit application
- 🔗 Get recertified





## About Recertification

You need a periodic assessment of competence to improve your practice, because standards of practice are constantly changing. Recertification is the requirements and procedures established as part of a certification program that certificants must meet to maintain competence and renew their certification (Institute for Credentialing Excellence).

### **Certification period is for five years**

The CAVRN credential is valid for five (5) years. You may submit your recertification application starting in the fourth year of your certification period.

### **Meet requirements, submit application, and pay fees to recertify**

To recertify, you must meet the eligibility requirements for your chosen recertification method, submit a recertification application, and pay the appropriate fees within the appropriate timeline for your chosen method. See [Choose How to Recertify](#) for specific instructions.

### **Recertify after your credential is expired**

You are within your grace period in the year following your certification expiration date. Recertifying in your grace period will alter your contact hour accrual period.

If you want to take the exam during your grace period, please be aware that your new certification period will begin the first day of the month in which you pass the exam.

If your CAVRN credential has been expired for more than one year, you can only regain the CAVRN credential through the exam process and meeting eligibility requirements for initial certification.

### **Maintain your records**

MSNCB will retain electronic records of all certificants for at least five (5) years. It is your professional responsibility to notify MSNCB of any change in name, mailing address, phone number, and email address during your certification period.





## Fees

Recertification application fees and fees for alternatives to recertification are due at the time you submit your application.

### Recertification application fees

	AMSN Member Fee	Standard Fee
<b>Recertify by Contact Hours</b>	\$193	\$303
<b>Recertify by Exam</b>	\$267	\$394

- ⌘ The fees for recertification are non-refundable, even if you decline or fail the audit.
- ⌘ There is a \$90 late fee for applications submitted after your certification expiration date.
- ⌘ Fees are subject to change without notice.

### Fees for alternatives to recertification

	AMSN Member Fee	Standard Fee
<b>Inactive Status</b>	\$105	\$165
<b>Emeritus Status</b>	\$75	\$100

- ⌘ Applications for Inactive Status and Emeritus Status are not accepted after your certification expiration date.
- ⌘ Fees are subject to change without notice.





## Choose How to Recertify

There are two ways to recertify. You can recertify by contact hours or recertify by exam.



### Recertify by Contact Hours

Our most popular method of recertification is recertification by contact hours. Contact hours can be earned by completing continuing education and professional activities. You will document those activities in your [recertification application](#), which opens as soon as you become certified.

#### Four eligibility requirements to recertify by contact hours

You are eligible to apply for recertification by contact hours if you meet the following criteria:

1. Hold a current CAVRN certification that expires within one year **or** You had a CAVRN certification that expired less than one year ago.
2. Hold an unencumbered and current license as a Registered Nurse (RN) in the United States.
3. Have accrued 960 practice hours in an acute-care virtual setting during your 5-year certification period. Practice may be as a clinical nurse, as a manager, or as an educator.
  - o Alternatively, you may also submit documentation signed by a school official verifying full-time status and matriculation as an RN student in a nursing baccalaureate, master's or doctoral degree program.
4. Have earned ninety (90) verified contact hours during your 5-year certification period. At least seventy (70) contact hours must be related to acute-care virtual nursing domains as outlined below.

CAVRN Domain	Required CH
Quality & Safety	11
Patient & Family Education	8
Communication	14
Teamwork & Inter-Professional Collaboration	12
Coaching & Mentoring	8
Leadership	7
Informatics & Technology	10



## Approved continuing education activities

The following table provides an overview of the continuing education activity categories that may provide contact hours for recertification. Please refer to **Appendix A** for detailed information on each category, your accrual period, and more.

Activity	Requirements	Contact Hours (CH)
<b>Continuing education</b>	Certificates must include your name, date, name of program, number of contact hours, and accreditation statement.	1 NCPD = 1 CH  No max
<b>Precepting/Mentoring</b>	Must provide clinical supervision to baccalaureate, master's, or doctoral degree students or newly hired nurses in acute-care settings.  Download the <a href="#">Preceptor/Mentor Verification Form</a> to submit	6 hours = 1 CH  20 CH max
<b>Academic Courses</b>	Completed while enrolled in an accredited baccalaureate, master's, or doctoral degree program. Must include an unofficial transcript from the program.	1 credit = 10 CH  40 CH max
<b>Presentations (including podium, posters)</b>	Preparation and presentation of content for academic courses or NCPD programs.  Must award to participants either academic credit or contact hours by an accredited provider or approver of NCPDs.	Presentation prep and delivery = 10 CH Poster presentation = 5 CH  20 CH max
<b>Publications</b>	Author, co-author, or editor of a book, book chapter, or published article. Article must be a manuscript or research paper, and any publication must be published by a recognized publisher or professional journal.	Book = 30 CH Chapter = 10 CH Article = 5 CH  30 CH max
<b>Research and EBP Projects</b>	Research project approved by the Investigational Review Board (IRB) of a healthcare facility in which you are one of the primary investigators. Must include the research proposal submitted to the IRB facility in recertification application.  Evidence-based practice projects that have been given exempt status by the IRB or have been implemented in your healthcare facility and are reflected in its policies, procedures, or clinical guidelines. You must have been involved in the development, implementation, and evaluation of the project. Include in your recertification application with a copy of the research proposal.	Research = 30 CH EBP = 15 CH  30 CH max
<b>Professional/Volunteer Service</b>	Participation on a board, committee, or task force for a healthcare-related organization. Membership in a national nursing organization is not accepted for contact hours.  Requires proof of position.	2+ consecutive years of volunteer service = 10 CH  20 CH max



### Enter contact hours as you earn them

We highly recommend that you enter your continuing education activities on a regular basis. This will help you keep track of your progress towards meeting recertification requirements and will save time when it comes to submitting your application. Be sure to read the upload guidance carefully to ensure that you are converting your credits correctly and that your supporting documentation is acceptable.

Watch [this video on uploading contact hours](#) for detailed instructions with visual aids.

Start submitting credits in the Certification Portal now!

[Go to the Certification Portal](#)

### Apply for recertification in five steps!

To complete your application, you will need to enter your RN license details, enter your virtual acute-care work experience over the last five years, and submit your self-reported contact hour activities. You will be able to complete the application and pay fees in the last year of your certification period once you've satisfied the recertification requirements.

You will receive a notification of decision within ten (10) days of submitting your recertification application. If you do not receive confirmation within 10 days, please contact us at [msncb@msncb.org](mailto:msncb@msncb.org).

### Recertification Application Audits

MSNCB performs a random audit of 10% of all recertification applications. The fees for recertification are non-refundable, even if you decline or fail the recertification audit. You will need to submit appropriate supporting documentation for each contact hour entry before you submit your recertification application. We recommend reviewing Appendix B to learn what documentation you will need for your contact hours. These documents are reviewed in the case that you are audited.

If you are selected for audit, you will be notified via email. A member of the MSNCB Recertification Committee will contact you within ten (10) days of submission if your recertification application is deficient. If the auditors find that any of your contact hours are not acceptable, you will be given the opportunity to respond to their inquiries and/or submit additional entries within thirty (30) days of their review.





## Recertify by Exam

You can choose to take the exam again to recertify if it is your preference or you haven't earned enough contact hours during your accrual period.

### Three eligibility requirements to recertify by exam

1. Hold a current CAVRN certification that expires within one year **or** you had a CAVRN certification that has been expired for less than one year.
2. Hold an unencumbered and current license as a Registered Nurse (RN) in the United States or its territories.
3. Have accrued 960 practice hours in an acute-care virtual nursing setting during your 5-year certification period. Practice may be a clinical nurse, as a manager, or as an educator.
  - o Alternatively, you may also submit documentation signed by a school nursing baccalaureate, master's or doctoral degree program.

### Apply to recertify by exam

To submit an application to recertify by exam, you'll need to [log in to the Certification Portal](#), navigate to your recertification application, and select the Apply by Exam pathway.

Your application is set to the contact hours pathway by default. Click the three dots icon to the right of the Recertification Pathway selection, then click Change My Answer to select Apply by Exam.

You'll then enter your RN license details, enter your medical-surgical work experience over the last five years, and pay to submit.

For detailed instructions with visual aids, please refer to the [Certification Application User Guide](#). Information on exam accommodations, exam scheduling, and testing policies is available in the CAVRN Certification Handbook.





## Alternatives to Recertification

The options to apply for Emeritus Status or Inactive Status are also available in your recertification application.



### Emeritus Status

The Emeritus designation is intended both to recognize CAVRN certified nurses' years of service caring for patients and their families, and to acknowledge their dedication to having been certified. Retirement from nursing practice can take place for many reasons including illness or disability, career change or choice. Many nurses would like to stay connected, no matter what path they choose. Emeritus status is a point on a career map that allows nurses to demonstrate their professional value.

#### Apply for Emeritus status before your credential expires

1. Hold a current CAVRN credential.
2. Have retired within your five (5) year current certification period.
3. Submit your application for Emeritus status before the expiration of your current certification.

#### Reinstate the CAVRN if you rejoin the work force

Reinstatement of CAVRN within three (3) years of receiving Emeritus status  
If you are an Emeritus Status nurse who re-enters the workforce within three (3) years from the date you received Emeritus status and you wish to reinstate the full CAVRN credential, you must meet eligibility criteria to recertify by contact hours with a lapsed CAVRN credential, submit the application, and pay all appropriate fees.

If approved, your new certification period will be effective for five (5) years from time of reinstatement.

Reinstatement of CAVRN over three (3) years after receiving Emeritus status  
If you are an Emeritus Status nurse who re-enters the workforce over three (3) years after the date you received Emeritus status, you cannot reinstate the full CAVRN credential through the recertification process. Instead, you must regain the credential through the examination process, meeting all initial certification eligibility requirements and paying all appropriate fees, and achieving a passing score on the exam.

Your new certification period will be effective for five (5) years from the first day of the month in which you pass the exam.





## Inactive Status

CAVRN certified nurses with current certifications who are unable to meet the continuing education or practice requirements may apply for Inactive Status. If approved, Inactive Status will be granted for a three (3) year period only and is a one-time career option.

### Apply for Inactive status before your credential expires

1. Hold a current CAVRN credential
2. Submit an Inactive Status application, the appropriate fee, and a letter requesting Inactive Status and detailing the reasons for the request at least thirty (30) days before the expiration of your current certification.

### Reactivate the CAVRN within three years

Reactivation of CAVRN within three (3) years of receiving Inactive Status  
To reactivate your certification, you must meet eligibility criteria to recertify by contact hours with a lapsed CAVRN credential, submit the application, and pay all appropriate fees.

If approved, your new certification period will be effective for five (5) years from the time of reactivation.

Reactivation of CAVRN over three (3) years after receiving Inactive Status  
You cannot reactivate your certification over three (3) years after receiving Inactive Status. Instead, you must regain the credential through the examination process, meeting all initial certification eligibility requirements and paying all appropriate fees, and achieving a passing score on the exam.

Your new certification period will be effective for five (5) years from the first day of the month in which you pass the exam.





## USE THE CAVRN

Congratulations on maintaining your CAVRN credential! Learn how to maximize your credential below.

### Your credential is active for five years

When you recertify, any subsequent certification period is also active for five (5) years. The certification period starts again at the end of your expiration date, even if you recertify prior to this date. For example, if your application is approved on May 15, 2025 with an expiration date of July 31, 2025, then your next certification period would be from August 1, 2025 through July 31, 2030.

### Display your credential proudly

Nurses certified for the CAVRN by MSNCB may use the following in all correspondence or professional relations:

CAVRN - Certified Acute-Care Virtual Registered Nurse.

- 🔗 Request a CAVRN lapel pin
- 🔗 Print and display your certificate in your unit or office
- 🔗 Include your credential when you sign your name in a professional capacity
- 🔗 Print your credential on your business card, resume, and other professional materials

### Plan for your next recertification

You'll want to decide on a recertification method early on in your certification period. If you choose to recertify by contact hours, you'll need to continuously earn contact hours throughout your entire five-year certification period.

The following activities promote life-long learning, curiosity, and engagement.

Bonus: you can earn contact hours towards recertification, and they may help you climb the clinical ladder.

- 🔗 Complete continuing education
- 🔗 Precept or mentor new RNs
- 🔗 Enroll in an academic nursing degree program
- 🔗 Conduct nursing research through evidence-based practice programs
- 🔗 Present a poster about nursing at a conference
- 🔗 Become a member of an MSNCB Committee
- 🔗 Join AMSN and become a member of an AMSN Committee





## Verify the Credential

As a CAVRN, you'll want proof of your accomplishment. Current and potential employers will also want to verify certifications.



## Digital Badges

### Digital badges are credible and quick

A digital badge is an online representation of your CAVRN certification. It is a credible source and a quick method of verifying your certification. Digital badges can be shared through social media, and they can be added to your email signature. They inform your peers and employers of the knowledge, skills, and competencies you have within your professional practice.

### Verify your credential with a digital badge

You will receive an email about claiming your digital badge 1-2 weeks after you certify. Share your digital badge with current or potential employers as proof of your certification.



## Verification

### Independent verification available with your consent

Current or potential employers, among other third parties, may request independent verification of your certification. We will only provide your certification status to third parties with your written consent. If you are enrolled in the FailSafe Program, you grant the right to your employer to know the outcome of your exam attempts.

We provide proof of certification on MSNCB letterhead by request. To request certification verification, contact us at [certification@msncb.org](mailto:certification@msncb.org).

### Suspension or revocation of certification

There are circumstances in which your CAVRN certification may be suspended or revoked. Please see [Appendix C](#) or [MSNCB Certification Policies](#) for more information.



## Appendix A: Contact Hours

### About Contact Hours

Contact hours are credits earned by engaging in activities related to acute-care virtual nursing and professional development.

#### Enter contact hours directly into your application

You submit your contact hours directly into your application if you are recertifying by contact hours. [We recommend that you enter contact hours throughout your certification period.](#)

#### Designate contact hours according to CAVRN domains

Every activity you submit in your application must be designated as either one of the below CAVRN domains or Professional Development. At least seventy (70) of those contact hours are designated to a domain of virtual acute-care nursing practice. The remaining twenty (20) contact hours may be spread across the CAVRN domains according to your preference, or they can be classified as professional development contact hours.

The minimum required contact hours in each CAVRN domain are:

CAVRN Domain	Required CH
Quality & Safety	11
Patient & Family Education	8
Communication	14
Teamwork & Inter-Professional Collaboration	12
Coaching & Mentoring	8
Leadership	7
Informatics & Technology	10

Professional Development contact hours are related to the broader area of healthcare and general nursing, continuing education related to other specialty practices, and volunteer service with healthcare-related organizations.

When in doubt about how to designate a contact hour activity, refer to the [CAVRN Exam Blueprint](#) to see if it may be included under a domain topic.

### Contact Hour Categories

The following is a table of eligible activities which may be used to earn contact hours. You do not need to earn contact hours in every category, however, there is a maximum amount of contact hours that can be earned in some.



Contact Hour Categories	Relevant Domain	Contact Hour Conversion	Max CH per Recert Period
<b>Approved or accredited CE</b>	Based on course objectives	1 NCPD = 1 contact hour	n/a
<b>Precepting or Mentoring</b>	Coaching & Mentoring	6 hours = 1 contact hour	20
<b>Academic Credits</b>	Based on course objectives	1 credit hour = 10 contact hours	40
<b>Professional Publications (including grants, books, chapters, peer-reviewed articles)</b>	Based on topic	Book = 30 CH Chapter = 10 CH Article = 5 CH	30
<b>Research or Evidence-Based Practice Project</b>	Based on topic	Research = 30 CH EBP = 15 CH	30
<b>Presentations (including podium, poster) granting Accredited-Approved NCPD</b>	Based on topic	Presentation Prep and Delivery = 10 CH Poster = 5 CH	20
<b>Professional/Volunteer Service</b>	Professional Development	2 or more consecutive years of volunteer service with a healthcare-related organization = 10 CH	20

Each category section below includes instructions on how to convert the activity into contact hours and the maximum number of contact hours you may earn for each activity (**Convert**), how to designate the activity (**Designation**), what you will need to enter the activity in your application (**Submit**), and any other pertinent information.

### Category 1: Continuing Education

Continuing education from an accredited provider or approver of Nursing Continuing Professional Development (NCPDs). To be eligible, the continuing education must confer a certificate that includes your name, the date and title of the program, the number of NCPDs awarded, and an accreditation statement.

**Continuing education with the same course information may only be accepted once per certification period.**

- Advanced Cardiovascular Life Support (ACLS) is accepted once per certification period as professional development contact hours.
- Pediatric Advanced Life Support (PALS) is accepted once per certification period as professional development contact hours.
- Basic Life Support (BLS) and Cardiopulmonary Resuscitation (CPR) are *not* accepted as contact hours.
- Contact hours earned at an education convention or seminar with multiple sessions may be listed as the total amount for the entire convention or seminar as long as contact hours are all Professional Development. Otherwise, you will need to submit the sessions designated to the appropriate CAVRN



domain. MSNCB reserves the right to request additional information on convention or seminar content or objectives.

- If you earn contact hours through bundled courses, you must list each course separately in your application and appropriately designate each course with corresponding credit hours.
- Continuing Medical Education (CME) credits are acceptable when the content is applicable to acute-care virtual nursing. When submitted, include the course outline and/or objectives. One CME equals one contact hour, and you may earn a maximum of forty-five (45) contact hours per recertification period from CME.

**Convert:** One credit earned from continuing education is equal to one contact hour. You may meet all required ninety (90) contact hours to recertify with continuing education.

**Designation:** based on course objectives

**Submit:** If you complete continuing education in the AMSN Online Library *and complete the associated evaluation*, then your contact hours will automatically transfer to your application within 24 hours of completing the evaluation. Please do not duplicate entries by adding AMSN Online Library continuing education to the application yourself. Any other continuing education must be entered into your application as Self-Reported Contact Hours. For any self-reported continuing education, you must submit the certificate that includes your name, the date earned, title of the program, the number of NCPDs awarded, and an accreditation statement.

### Category 2: Preceptorship/Mentorship

Preceptors and mentors must provide one-on-one clinical supervision to a baccalaureate, master's, or doctoral degree student and/or newly hired nurse.

**Convert:** Six (6) hours of precepting or mentoring is equal to one contact hour. You may earn a maximum of twenty (20) contact hours from precepting.

**Designation:** Coaching & Mentoring

**Submit:** Documentation must be provided from the school of nursing or by the nurse manager. The official form can be found at the end of this handbook. Please refer to form for required information. Please first enter your precepting hours into your application as Self-Reported Contact Hours, and upload a precepting form.

### Category 3: Academic Courses

A registered nurse enrolled in an accredited baccalaureate, masters, or doctoral degree program may receive contact hours for academic coursework related to nursing.

- General education courses may not be used.



- Academic courses should be listed as separate entries in your application. Please do not enter more courses into your application than you are allowed to claim contact hours for.
- You may claim credit for a specific course only once per accrual period, even if you took the course multiple times during the accrual period.

**Convert:** One academic credit/hour is equal to ten (10) contact hours. You may earn a maximum of forty (40) contact hours from academic credits/hours.

**Designation:** based on course objectives

**Submit:** A copy of your unofficial transcript must be provided to MSNCB. Please first enter your academic contact hours into your application as Self-Reported Contact Hours and upload an unofficial transcript.

#### Category 4: Professional Publications

The format may be a manuscript, peer-reviewed article or research paper, book, or book chapter and must be published by a recognized publisher or professional journal.

**Convert:** Authors, co-authors, or editors of a book earn thirty (30) contact hours per book. Authors or co-authors of a book chapter earn ten (10) contact hours per chapter. Authors or co-authors of a published peer-reviewed article earn five (5) contact hours for each article. You may earn a maximum of thirty (30) contact hours from publications.

**Designation:** based on topic

**Submit:** Publications must be entered into your application as Self-Reported Contact Hours. Please include title of publication, name of publication, publisher, publication date, and abstract.

#### Category 5: Research/Evidence-Based Practice Project

Research projects that have been approved by the Institutional Review Board (IRB) in your facility in which you are clearly identified as one of the primary investigators.

Evidence-based practice projects given exempt status by the IRB or have been implemented in your facility and are reflected in its policies, procedures, or clinical guidelines. You must be clearly identified as one of the primary champions in the development, implementation, and evaluation of the project.

**Convert:** One research project is equal to thirty (30) contact hours. One evidence-based practice project is equal to fifteen (15) contact hours. You may earn a maximum of thirty (30) contact hours for a research project or evidence-based practice project.

**Designation:** based on topic

**Submit:** A copy of the research proposal submitted to your facility's IRB or the evidence-based practice project must be provided to MSNCB. Please first enter your



research project into your recertification application as Self-Reported Contact Hours with the research proposal. Please be prepared to explain your level of involvement in the research project or evidence-based practice project.

### Category 6: Presentations

The presentation of new content for continuing nursing education programs, including podium, poster, and multi-media presentations.

- The presentation must award participants with academic credits or contact hours from an accredited or approved provider of continuing nursing education.
- If the presentation/poster is presented more than once, contact hours will only be awarded for one presentation during the accrual period.

**Convert:** The preparation and delivery of a podium or multi-media presentation is equal to ten (10) contact hours. A poster presentation is equal to five (5) contact hours. You may earn a maximum of twenty (20) contact hours from presentations.

**Designation:** based on topic

**Submit:** Presentations must be entered into your application as Self-Reported Contact Hours. Please also include a syllabus or one-page overview of the objectives of the presentation/poster/multimedia program which includes how many contact hours were earned by participants of the program, course, or presentation.

### Category 7: Professional/Volunteer Service

Participation on a board, committee, or task force for a healthcare-related organization. Membership in a national nursing organization is not accepted for contact hours.

**Convert:** Two or more consecutive years of volunteer service is equal to ten (10) contact hours. You may earn a maximum of twenty (20) contact hours for board, committee, or taskforce membership.

**Designation:** Professional Development

**Submit:** Volunteer service must be entered into your recertification application as Self-Reported Contact Hours. Include a letter from the organization confirming the appointment.

## Earn contact hours during your accrual period

- 🔗 **Accrual period:** the time period during which any contact hours you earn count towards your recertification
- 🔗 **Certification period:** the time period during which your credential is valid
- 🔗 **Grace period:** the year after your certification expiration date

Your accrual period will change if you submit your recertification application during your grace period. See the below chart to determine your accrual period.



Most recent certification was my...	Submitting current recertification during...	Submitted last recertification during...	Accrual began...	Accrual ends...
<b>Initial Certification</b>	Certification period	Not applicable	First day of the month you passed the exam	Last day of certification
	Grace period	Not applicable	First day of the month you passed the exam	Recertification application date
<b>Subsequent Certifications</b>	Certification period	Certification period	First day of certification period	Last day of certification period
		Grace period	Approval date of last recertification	Last day of certification period
	Grace period	Certification period	First day of certification period	Recertification application date
		Grace period	Approval date of last recertification	Recertification application date



## Appendix B: Denial, Suspension, or Revocation Policies

The following sections summarize Policies 209, 210, and 211. See MSNCB Certification Policies for a more in-depth review.

### Ethics Committee responds to misconduct

The Ethics Committee maintains and enforces standards of professional conduct and ethics within MSNCB and for CAVRN certificants. Any violation of certification policies should be reported to MSNCB in writing and should include a detailed description of factual allegations supporting the charges and any relevant supporting documentation.

### Revocation, denial, or suspension of credential

We consider misrepresentation or noncompliance with certification policies or misuse of the CAVRN credential serious issues that require investigation and possible disciplinary or legal action. If certification is denied, suspended, or revoked for any reason, no fee will be refunded.

MSNCB may revoke, deny, or suspend certification for causes including but not limited to:

- ✎ Falsifying information on the exam or recertification application
- ✎ Falsifying any supporting documentation requested by MSNCB
- ✎ Suspected pre-knowledge of test content
- ✎ Impersonating another person to take the exam
- ✎ Cheating on the exam or any other evidence of compromising the exam
- ✎ Sharing exam knowledge with others
- ✎ Misrepresentation or fraudulent use of the CAVRN credential
- ✎ Using the CAVRN credential after your credential has expired

### Appeal MSNCB decisions

If you are denied certification or your credential is revoked or suspended, you may appeal the decision in certain circumstances. All eligible appeals must be filed within thirty (30) days of notification of denial, revocation, or suspension or the right to appeal is forfeit.

The appeal is reviewed and decided by a sub-committee of the MSNCB Board of Directors who were not involved with the previous recommended decision by the Ethics Committee.

Eligible for appeals

- ✎ Denial of eligibility for the certification exam.
- ✎ Denial of eligibility for recertification by contact hours.
  - Denial of credit for contact hours.
  - Insufficient contact hours due to catastrophic natural or personal events.
- ✎ Revocation of certification.



#### Ineligible for appeals

- ⌘ Failure to complete the certification exam in the time allotted.
- ⌘ The validity of a specific test item.
- ⌘ Failure to meet deadline dates for supporting documentation, audit requests, or any other requests by MSNCB.
- ⌘ Action against the individual's credential due to disciplinary action of the RN license by a licensing authority.
- ⌘ Failure to receive recertification notice. It is your responsibility to apply for recertification and notify MSNCB of any change in name, address, or contact information.

