



Recertification Handbook

For Certificants and Candidates



CMSRN® Recertification Handbook

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

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BEFORE YOU START

About this Handbook

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

We encourage you, the CMSRN® 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 recertification application fees.

MSNCB Policies

Please see MSNCB Certification Policies for a list of policies from MSNCB that are relevant to candidates and CMSRN® 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.

About the CMSRN®

CMSRN® is accredited by ABSNC

The CMSRN exam program has achieved the gold stamp of approval. After meeting rigorous standards, the CMSRN exam was granted accreditation by the Accreditation Board for Specialty Nursing Certification (ABSNC) in January 2009 and has maintained accreditation to date.

CMSRN® is accepted for Magnet Recognition Program®

The Magnet Recognition Program® from the American Nurses' Credentialing Center (ANCC) is recognized worldwide as a program that healthcare organizations join to promote nursing excellence. The CMSRN is a certification that Magnet-recognized and Magnet-applicant organizations may report in the Demographic Data Collection Tool® (DDCT) to become or stay a Magnet® organization.

CMSRN® 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 CMSRN is the only medical-surgical 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





Your CMSRN certification is valid for five (5) years. During those five years, we recommend you continue to learn and engage with professional development opportunities, especially those that have to do with medical-surgical nursing. You'll see better patient outcomes, improved job satisfaction, and you'll set yourself up to easily recertify.



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 CMSRN 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. See [Appendix A](#) to learn how recertifying in your grace period can 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 CMSRN credential has been expired for more than one year, you can only regain the CMSRN 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. Applying for a [CMSRN Recertification Grant](#) can help cover the costs of recertification and FailSafe vouchers can apply as well!

Recertification application fees

	AMSN Member Fee	Standard Fee
Recertify by Contact Hours	\$225	\$325
Recertify by Exam	\$267	\$394

- ☞ The recertification fees 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
Inactive Status	\$105	\$165
Emeritus Status	\$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 CMSRN certification that expires within one year **or** You had a CMSRN certification that expired less than one year ago.
2. Hold an unencumbered and current license as a Registered Nurse (RN) in the United States or its territories.
 - o A nursing license held outside the United States must be verified for equivalency by the Commission on Graduates of Foreign Nursing Schools (CGFNS).
3. Have accrued 1,000 practice hours in a medical-surgical 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. Sixty-eight (68) contact hours must be related to medical-surgical nursing.

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)
Continuing education	Certificates must include your name, date, name of program, number of contact hours, and accreditation statement.	1 NCPD = 1 CH 90 CH max
Preceptor/Mentor	<p>Must provide medical-surgical focused clinical supervision to baccalaureate, master's, or doctoral degree students or newly hired nurses.</p> <p>Download the Preceptor/Mentor Verification Form to submit</p>	6 hours = 1 CH 20 CH max
Academic Courses	Completed while enrolled in an accredited baccalaureate, master's, or doctoral degree program. Must include an unofficial transcript from the program.	1 credit = 15 CH 75 CH max
Presentations	<p>Preparation and presentation of content for academic courses or NCPD programs.</p> <p>Must award to participants either academic credit or contact hours by an accredited provider or approver of NCPDs.</p>	1 hour = 3 CH 45 CH max
Publications	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 = 25 CH Chapter = 10 CH Article = 5 CH 25 CH max
Conference Poster	The poster must be relevant to medical-surgical nursing and presented at a regional or national meeting.	1 poster = 5 CH 20 CH max
Multimedia Program	Proof of multimedia content.	1 hr program = 5 CH 20 CH max
Research and EBP Projects	<p>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.</p> <p>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.</p>	Research = 30 CH EBP = 15 CH 30 CH max
Volunteer position in a national nursing organization	Proof of position (appointment letter, participation letter, thank you letter).	1 term = 5 CH 1 test development workshop = 5 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 medical-surgical 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.

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 D](#) 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 CMSRN certification that expires within one year **or** You had a CMSRN certification that expired less than one year ago.
2. Hold an unencumbered and current license as a Registered Nurse (RN) in the United States or its territories.
 - o A nursing license held outside the United States must be verified for equivalency by the Commission on Graduates of Foreign Nursing Schools (CGFNS).
3. Have accrued 1,000 practice hours in a medical-surgical 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 CMSRN® 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 CMSRN 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 CMSRN 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 CMSRN if you rejoin the work force

Reinstatement of CMSRN 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 CMSRN credential, you must meet eligibility criteria to recertify by contact hours with a lapsed CMSRN 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 CMSRN 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 CMSRN 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

CMSRN 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 CMSRN 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 CMSRN within three years

Reactivation of CMSRN 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 CMSRN 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 CMSRN 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 CMSRN

Congratulations on maintaining your CMSRN 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

The CMSRN mark is federally registered with the U.S. Patent and Trademark Office. Nurses certified for the CMSRN by MSNCB may use the following in all correspondence or professional relations:

CMSRN® - Certified Medical-Surgical Registered Nurse.

- ⌚ Request a CMSRN 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 CMSRN, 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 CMSRN 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.

Suspension or revocation of certification

There are circumstances in which your CMSRN certification may be suspended or revoked. Please see [Appendix B](#) 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 medical-surgical nursing and professional development. The following is a list of eligible activities which may be used to earn contact hours. You do not need to earn contact hours in every activity. There are a maximum number of contact hours you may earn for each activity.

- ⌚ Continuing Education
- ⌚ Preceptorship/Mentorship
- ⌚ Academic Courses
- ⌚ Presentations
- ⌚ Publications
- ⌚ Conference Poster
- ⌚ Multimedia Program
- ⌚ Research
- ⌚ Board Member or Committee Chair of National Nursing Organization
- ⌚ MSNCB Test Development and Task Forces
- ⌚ MSNCB Recertification Committee
- ⌚ AMSN Volunteer Units

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 as MedSurg or ProfDev

Every activity you submit in your application must be designated as either Medical-Surgical or Professional Development.

MedSurg contact hours must be related to the specialty of medical-surgical nursing and direct patient care. MedSurg contact hours are also called **specialty** contact hours. MedSurg excludes psychiatry, obstetrics, gynecology, and pediatrics.

ProfDev contact hours are related to the broader area of health care and general nursing. ProfDev includes nursing informatics and theory, ethics, leadership, and more.

Earn 90 contact hours

For those recertification methods in which you must earn ninety (90) contact hours, at least sixty-eight (68) of those contact hours must be MedSurg contact hours. The remaining twenty-two (22) contact hours may be ProfDev contact hours.



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...
Initial Certification	Certification period	Not applicable	January 1 of the year in which I passed the exam	Last day of certification
	Grace period	Not applicable	5 years before certification application date	Recertification application date
Subsequent Certifications	Certification period	Certification period	First day of certification	Last day of certification
		Grace period	Approval date of last recertification	Last day of certification
	Grace period	Certification period	5 years before recertification application date	Recertification application date
		Grace period	Approval date of last recertification	Recertification application date

Contact Hour Categories

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**), whether the activity can be designated MedSurg or ProfDev (**Designation**), what you will need to enter the activity in your application (**Submit**), and any other pertinent information or frequently asked questions.

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 medical-surgical 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 either all MedSurg or all ProfDev. 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 as MedSurg or ProfDev with corresponding credit hours.
- Continuing Medical Education (CME) credits are acceptable when the content is applicable to medical-surgical 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 earn a maximum of ninety (90) contact hours from continuing education.

Designation: MedSurg or ProfDev

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, masters, 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 continuing education.

Designation: MedSurg

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 course work 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.
- If you were the instructor/lecturer for an academic course, please use Category 4: Presentations to record your contact hours.

Convert: One academic credit/hour is equal to fifteen (15) contact hours. You may earn a maximum of seventy-five (75) contact hours from academic credits/hours.

Designation: MedSurg or ProfDev

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: Presentations

The presentation of new content for academic courses or continuing nursing education programs.

- The presentation must award participants with academic credits or contact hours from an accredited or approved provider of continuing nursing education.



- If the presentation is presented more than once, contact hours will only be awarded for one presentation during the accrual period.

Convert: One hour of a presentation is equal to three (3) contact hours. You may earn a maximum of forty-five (45) contact hours from presentations.

Designation: MedSurg or ProfDev

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

Category 5: Publications

The format must be a manuscript, 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 twenty-five (25) 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 article earn five (5) contact hours for each article. You may earn a maximum of twenty-five (25) contact hours from publications.

Designation: MedSurg or ProfDev

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

Category 6: Conference Poster

The poster must be relevant to nursing practice and presented at a regional or national meeting.

- If the poster is presented more than once, contact hours will only be awarded for one presentation during the accrual period.

Convert: One poster is equal to five (5) contact hours. You may earn a maximum of twenty (20) contact hours from conference posters.

Designation: MedSurg or ProfDev

Submit: Conference poster presentations must be entered into your recertification application as Self-Reported Contact Hours. Proof of poster development and presentation must be provided (e.g., meeting syllabus).

Category 7: Multimedia Program

The development of program content and scripts for video, audio, or other electronic media related to nursing practice.



Convert: One hour of a program is equal to five (5) contact hours. You may earn a maximum of twenty (20) contact hours from multimedia programs.

Designation: MedSurg or ProfDev

Submit: Multimedia program development must be entered into your recertification application as Self-Reported Contact Hours with any of the following: Media type, objectives, script or program outline, bibliography.

Category 8: Research

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. You may earn a maximum of thirty (30) contact hours from a research project. One evidence-based practice project is equal to fifteen (15) contact hours. You may earn a maximum of fifteen (15) contact hours from an evidence-based practice project.

Designation: MedSurg or ProfDev

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 9: Board Member or Committee Chair of National Nursing Organization

Board member or committee chair of a national nursing organization. Membership in a national nursing organization is not accepted for contact hours.

Convert: One hour of participation is equal to one contact hour. You may earn a maximum of five (5) contact hours from being a board member or committee chair of a national nursing organization.

Designation: ProfDev

Submit: Board member or committee chair of national nursing organization must be entered into your recertification application as Self-Reported Contact Hours. Include a letter from national nursing organization confirming appointment.

Category 10: MSNCB Test Development and Task Forces

Members of any MSNCB Test Development, Item Writer, or Item Reviewer Committees or MSNCB Task Forces may count their volunteer time as contact hours towards recertification.



Convert: One volunteer weekend session is equal to five (5) contact hours. You may earn a maximum of twenty (20) contact hours from being on an MSNCB Committee or Task Force.

Designation: MedSurg or ProfDev, to be determined by MSNCB

Submit: Contact hours from being on MSNCB Test Development, Item Writer, or Item Reviewer Committees or MSNCB Task Forces will be entered into your application by the Credentialing Team and should not be self-reported.

Category 11: MSNCB Recertification Committee

Members of the MSNCB Recertification Committee may count their volunteer time as contact hours towards recertification.

Convert: One year of volunteering is equal to two (2) contact hours. You may earn a maximum of twenty (20) contact hours from being on the MSNCB Recertification Committee.

Designation: ProfDev

Submit: Contact hours from being on the MSNCB Recertification Committee will be entered into your application by the Credentialing Team and should not be self-reported.

Category 12: AMSN Volunteer Units

Members of certain AMSN Volunteer Units may be eligible to claim contact hours for their active volunteer participation. Paid volunteers are ineligible to receive contact hours.

Convert: Contact hours to be determined at the discretion of the AMSN committee chair and staff liaison. You may earn a maximum of twenty (20) contact hours from being on an AMSN Volunteer Unit.

Designation: MedSurg for the Clinical Practice Committee and the AMSN Legislative Committee; all other AMSN committees are ProfDev

Submit: Contact hours from being on an AMSN Volunteer Unit will be entered into your application by the Credentialing Team and should not be self-reported.



Appendix B: Denial, Suspension, or Revocation Policies

The following sections summarize Policies 209, 210, and 211. See CMSRN 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 CMSRN 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 CMSRN 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 CMSRN credential
- ⌚ Using the CMSRN 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.

