CCCTM
Recertification
Guide
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Congratulations on your commitment to certification in care coordination and transition management. This guide will assist you in recertifying your Certified in Care Coordination and Transition Management (CCCTM®) certification through our recertification process.

CCCTM TRACKER

The CCCTM Tracker offers you the online convenience of taking charge of your recertification plan. When you choose to recertify by continuing education, the Tracker is your online resource for planning, tracking, and applying for recertification.

Use the Tracker to enter and track contact hours, store your employment information, review the verification status of self-reported contact hours, and apply for CCCTM recertification.

The CCCTM Tracker is a simple tool that shows your certification information, how close you are to recertifying, and the contact hours counting toward your recertification. You can also print your certification wallet card right from your Tracker.

RECERTIFICATION

The CCCTM credential is valid for a period of 5 years. Recertification is required to maintain the CCCTM credential through the Medical-Surgical Nursing Certification Board (MSNCB™).

The recertification options are:

**RECERTIFY BY CONTINUING EDUCATION**

To recertify by continuing education, first you must meet specific eligibility requirements (see eligibility criteria on page 2), comply with any application deadlines, and pay the appropriate recertification fee. Self-report contact hours, update employer information, and apply online through your CCCTM Tracker at msncb.org/ccctm-tracker.

**RECERTIFY BY EXAM**

To recertify by examination, you must meet the exam eligibility criteria, complete the CCCTM Exam Application, and pay the appropriate application fee.

Your application deadline date is 30 days prior to your certification expiration date.
RECERTIFICATION ELIGIBILITY CRITERIA

1. Hold a current CCCTM nursing certification.

AND

2. Hold an unencumbered and current license as a registered nurse (RN) in the US or its territories.

AND

3. Have accrued a minimum of 1,000 hours of practice in a care coordination and transition management setting in the last 5 years. Practice may include clinical, management, or education.

RN students in a nursing baccalaureate, master's, or doctoral degree program can waive the employment requirement by submitting documentation signed by a school official verifying full-time status and matriculation. This documentation must be submitted along with the application for recertification. Academic courses must be biopsychosocial content and must be offered by an accredited educational institution.

AND

4. Have earned 90 approved contact hours over the last five years, 68 must be care coordination and transition management related. The remainder of the contact hours may be professional development.

CNE education programs must be presented by an individual, state, or national organization accredited as a provider of continuing nursing education.

For initial recertification, contact hours earned as of January 1 of the first year of initial certification are acceptable. For all following certifications, contact hours within the current certification period may be submitted. Contact hour entries may be used in one recertification period only.

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

INACTIVE OR RETIRED STATUS

Inactive Status or Retired Status are alternatives for current CCCTMs. To apply for Inactive or Retired Status, the Recertification Application minus documentation forms must be submitted along with a detailed letter of explanation for requesting the status by mail no later than 90 days prior to certification expiration. If granted, the Inactive or Retired Status begins the day after CCCTM certification expires.

Inactive Status:
CCCTMs unable to meet the continuing educational or practice requirements may apply for Inactive CCCTM Status. Inactive status is for one 3-year period only and is a one-time career option. There are no exceptions or extensions to this time frame.

Inactive Status lasts for three years during which the certificant may not use the CCCTM credential. A nurse who uses CCCTM during Inactive Status will have the certification revoked. Nurses on Inactive Status will receive reminders in the last year of Inactive Status and must meet current recertification requirements.

Retired Status:
CCCTMs who have retired within the current certification period but wish to stay connected with other CCCTMs may apply for Retired Status.

CCCTM Retired designation is renewable every five years. The retired nurse may use “CCCTM Retired” on a resume or below their name and credential on a business card, but may NOT be used after your signature (e.g. patient chart, name badge). If a CCCTM Retired nurse re-enters the nursing workforce within the first year of the status, the nurse may regain the CCCTM credential via continuing education. If the CCCTM Retired nurse re-enters the nursing workforce after the first year of the status, the nurse must regain CCCTM by examination.
APPLICATION INSTRUCTIONS

When your 90 contact hours have been entered and verified, you’ve entered the required employment information, and you are within the application time frame, the online application and payment screen can be accessed from your Tracker at msncb.org/ccctm-tracker.

Recertification Application Deadlines
You are eligible for CCCTM recertification starting one year prior to and up to one year after your current certification expiration date.

If your certification expires, you have a one year grace period in which to recertify (with a late fee). The CCCTM credential cannot be used with an expired certification.

Your application deadline date is 30 days prior to your certification expiration date.

Allow up to 10 business days for self-reported contact hours to be reviewed and verified. After all required CHs are verified, submit your application no later than 30 days prior to your certification expiration date to avoid a late fee.

RECERTIFICATION FEES

Prices are subject to change. It is the applicant’s professional responsibility to have the most current information which can be found at msncb.org.

Application Fees
These fees include a non-refundable administrative fee of $75.

$275 Regular
$175 AMSN or AAACN member

Inactive Status Fee Retired Status Fee
$165 Regular $100 Regular
$105 AMSN or AAACN member $75 AMSN or AAACN member

Membership Discount
To receive the member discount, membership must be active at the time of application.

If you are joining AMSN or AAACN at the same time as applying for recertification:

First join AMSN at amsn.org or AAACN at aaacn.org before completing the recertification application.

Late Application Fee (non-refundable) - $75
Applications and fees are due at least 30 days prior to your certification expiration.

Applications submitted after the application deadline will incur a $75 late fee in addition to the application fee.

Returned Check Fee - $30
An applicant whose personal check is returned for insufficient funds is required to pay this fee. Remittance of fees thereafter must be made by money order, certified check, or credit card.
AUDIT

Random audits of applications are conducted to ensure candidates are eligible for recertification. Candidates selected for random audit will be notified by email or letter requesting copies of contact hour certificates, supervisor verification letter, and any additional information by a deadline date. Failure to provide this information by the deadline date will delay your recertification and could result in your recertification being denied. Retain all contact hour certificates in your personal files in the event of an audit.

APPROVAL

If the CCCTM credential is granted, the applicant will receive a wall certificate and a lapel pin with number of years credentialed as a CCCTM. Allow one week from time of approval for mailing. The certification wallet card can be printed online through the CCCTM Tracker.

DENIAL AND REVOCATION OF CERTIFICATION

The occurrence of any of the following actions will result in the denial, suspension or revocation of certification by the Medical-Surgical Nursing Certification Board:

1. Failure to meet certification or recertification criteria.
2. Any restrictions to professional RN license, such as revocation, suspension, probation, or other sanctions by a nursing authority.
3. Failure to pay any appropriate and required fees.
4. Failure to supply requested material by deadline.
5. Falsification of information on the MSNCB examination/recertification applications, or supporting documentation.
6. Cheating on the certification examination.
7. Misrepresentation of certification status.

Any other claims or causes for denial, suspension or revocation will be decided on a per case basis by the MSNCB Directors after thorough investigation. If certification is denied, suspended, or revoked for any reason, no fee will be refunded.

RIGHT OF APPEAL

An appeal must be submitted in writing to the President of the Medical-Surgical Nursing Certification Board within 30 days of recertification denial notification. The appeal shall state specific reasons why the candidate is entitled to recertification.

The President will submit the appeal to the MSNCB Appeals Task Force which has 30 days to review blinded copies of all materials related to the appeal request. The Task Force Chairperson will notify the appeals applicant and MSNCB of the decision in writing. Any action required by the appeals decision will be carried out by the MSNCB Directors.
CONTINUING EDUCATION CONTACT HOURS

Ninety (90) contact hours (CHs) are required for recertification by continuing education. Of these, at least 68 CHs must be care coordination and/or transition management specific.

Care Coordination and/or Transition Management Contact Hours:
These hours include content related to direct patient care in a care coordination and/or transition management setting. If the content of the activity is included in the CCCTM exam blueprint, then the contact hours will be considered care coordination and/or transition management. A minimum of 68 contact hours in this category is required; however, it is permissible to have all 90 care coordination and/or transition management contact hours with no professional development.

Professional Development and Other Health Related Contact Hours:
Professional development and health related topic contact hours are defined as: Contact hours include the broad area of health care, general nursing, and professional development. Examples include leadership, delegation, documentation, or compassion fatigue. A maximum of 22 contact hours in this category is permitted.

Contact Hours Awarded:
Contact hours will be given according to the number awarded. Contact hours earned from January 1 of the first year of initial certification may be submitted for initial recertification. For all following certifications, contact hours within the current certification period may be submitted.

CONTACT HOUR REPORTING

Here are some helpful tips and reminders for earning and reporting contact hours.
- Earn your contact hours continuously throughout your five-year certification period.
- Enter the contact hours in your CCCTM Tracker as you earn them.
- Self-reported contact hours are manually verified. Allow up to 10 business days for your Tracker to be updated.
- Your application deadline date is 30 days prior to your certification expiration date.

Applications submitted after the application deadline will incur a $75 late fee in addition to the application fee.

When reporting preceptor/mentor hours, you must submit the Preceptor/Mentor Verification Form found on the MSNCB website for the hours to be considered.

If reporting academic courses, you must submit a copy of your unofficial transcript before your contact hours will be verified.

You may mail, fax, or email these forms to the National Office.

Do not send certificates with your renewal. Copies of certificates are required only if audited.
ACCEPTABLE CONTACT HOUR ACTIVITIES

Continuing Nursing Education (CNE) Activities

1. Continuing Nursing Education (CNE) Activities
   CNE contact hour activities provide a contact hour certificate. Activities include journal articles, courses, workshops, and independent study.
   - Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content.
   - Education programs must be presented by an individual, state, or national organization accredited as a provider of continuing nursing education.
   - ACLS course work is accepted.
   - BLS course work is not accepted, as it is typically required for registered nurses.
   - Contact hours earned at an education convention or seminar with multiple sessions may be listed as a total amount for the entire convention or seminar. MSNCB reserves the right to request additional information on convention or seminar content or objectives.
   - Continuing Medical Education (CME) credits are acceptable when the content is also applicable to CCTM nursing. If audited, course outline and/or objectives must be submitted.
     - One CME = 1 CH, with a maximum of 45 CH per recertification period.

ACCEPTABLE CONTACT HOUR ACTIVITIES

non-Continuing Nursing Education (non-CNE) Activities

2. Preceptorship/Mentoring
   Preceptors/Mentors must provide clinical supervision to baccalaureate, masters or doctoral degree students and/or newly hired nurses.
   - Contact hours in this category may be counted toward CCTM practice.
   - The Preceptor/Mentor Verification form, found at msncb.org, must be completed and submitted for the contact hours to be included.
   - 30 hours as a CCTM focused preceptor/mentor = 5 CH, with a maximum of 20 CH per recertification period.

3. Academic Courses
   A registered nurse enrolled in an accredited baccalaureate, masters, or doctoral degree program may receive CH credit for academic course work related to nursing.
   - Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content.
   - General education courses may not be used.
   - A copy of a transcript must be submitted for the contact hours to be considered. In the event of an audit, an official transcript must be provided.
   - One academic hour = 15 CH, with a maximum of 75 CH allowed per recertification period

4. Presentations
   This category includes the preparation and presentation of content for academic courses and CNE programs.
   - Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content.
   - Presentations must be awarded academic credit or contact hours. Contact hours must be awarded by an accredited or approved provider of continuing nursing education.
   - Each course applies one time only in the recertification period regardless of how many times the course is taught.
   - One hour of presentation = 3 CH, with a maximum of 45 CH per recertification period.
     - E.g. a college level CCTM course of 12 one-hour class sessions is presented during a semester for a 3-credit course. The educator may claim 36 CH. (12 X 3 = 36 CH)
     - E.g. an RN presents a 2-hour CNE class one time only within the healthcare system. The RN may claim 6 CH (2 x 3 = 6 CH)
5. **Professional Publications**
The format must be a manuscript, research paper, book, or book chapter and must be published by a recognized publisher or professional journal.
- Contact hours in this category may be counted toward CCTM practice or professional development, depending on content.
- A maximum of 25 CH per recertification period is allowed for this category.
  - Authors, co-authors or editors of a book earn 25 CH.
  - Authors or co-authors of a book chapter earn 10 CH.
  - Authors or co-authors of a published article earn 5 CH.
- If audited, the following materials must be submitted for consideration: title of publication; name of publication; if book chapter or article; publisher; date; objectives; and bibliography.

6. **Conference Poster Presentations**
The poster must be relevant to CCTM nursing practice, and presented at a regional or national meeting.
- Contact hours in this category may be counted toward CCTM practice or professional development, depending on content.
- If audited, proof of poster development and presentation must be provided (e.g., meeting syllabus).
- Each poster will be counted only once during the recertification period, regardless of how many times the poster is presented.
- One poster = 5 CH, with a maximum of 20 CH per recertification period.

7. **Multimedia Program Development**
This category includes the development of program content and script for electronic media.
- Contact hours in this category may be counted toward CCTM practice or professional development, depending on content.
- The program must be awarded contact hours.
- The production of one 60-minute program = 5 CH, with a maximum of 20 CH per recertification period.
- If audited, the following materials must be submitted for consideration: media type; objectives; script or program outline; and bibliography.

8. **Research and Evidence-Based Practice Projects**
This category includes research projects that have been approved by the Investigational Review Board (IRB) in your facility in which you are clearly identified as being one of the primary investigators.

This category also includes evidence-based practice projects that have been 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 being one of the primary champions in the development, implementation and evaluation of the project.
- Contact hours in this category may be counted toward CCTM practice or professional development.
- A copy of the research proposal submitted to your facility's IRB or the evidence-based practice project must be included.
- One research project = 30 CH, with a maximum of 30 CH per recertification period.
- One evidence-based practice project = 15 CH, with a maximum of 15 CH per certification period.

9. **Member of a National Nursing Organization Board or National Committee Chair**
- Contact hours in this category may be counted toward professional development.
- One hour of participation = 1 CH, with a maximum of 5 CH per recertification period.

10. **Test Development/Item Writing for MSNCB**
Members of the CCCTM Test Development Committee/Item Writer Committee may count their volunteer time.
- Contact hours in this category may be counted toward CCTM practice.
- One volunteered weekend session = 5 CH, with a maximum of 20 CH per recertification period.

11. **CCCTM Recertification Committee**
Members of the CCCTM Recertification Committee may count their volunteer time when recertifying.
- Contact hours in this category may be counted toward professional development.
- 2 CH/year with a maximum of 10 CH per recertification period.
CHANGE OF CONTACT INFORMATION

MSNCB and its testing agency will retain electronic records of all candidates and certificants for at least five (5) years. It is the professional responsibility of the applicant to notify MSNCB of any change in name, mailing address, phone number and/or email address. These changes may be made online by updating your account at msncb.org after logging in or may be directed to MSNCB National Office.

INFORMATION ABOUT MSNCB

The Medical-Surgical Nursing Certification Board (MSNCB™) is a nonprofit organization whose mission is to validate excellence in medical-surgical nursing and care coordination and transition management.

MSNCB is composed of seven board members: five who are experienced and certified in either medical-surgical nursing or care coordination and transition management, a public member, and an ex-officio member (the current AMSN president or designee). MSNCB nurse members are appointed to represent the diverse roles and settings in which medical-surgical nurses and care coordination nurses practice as well as varied demographic characteristics.

Contact information:
MSNCB National Office
East Holly Avenue, Box 56
Pitman, NJ 08071-0056
Toll-Free: 866-877-2676
Fax: 856-589-7463
msncb@msncb.org
msncb.org

INFORMATION ABOUT AAACN

AAACN is the national professional nursing specialty organization for registered nurses in all ambulatory care settings. AAACN developed the CCTM-RN model of care coordination and provides study resources for the CCCTM exam.

AAACN National Office
East Holly Avenue, Box 56
Pitman, NJ 08071-0056
Toll-Free: 800-262-6877
Fax: 856-589-7463
aaacn@aaacn.org
aaacn.org
FREQUENTLY ASKED QUESTIONS
ABOUT CCCTM RECERTIFICATION

When do I need to submit my recertification application?
Your application deadline date is 30 days prior to your certification expiration date. Applications submitted after the deadline date will incur a $75 late fee.

You are eligible for recertification as early as one year before your certification expiration date, and up to one year after this time (with a late fee).

How far back can I claim contact hours?
You can include any contact hours beginning from January of the year you were initially certified, or from your most recent recertification date.

How come my category type changed to Professional Development (PROFDEV)?
Recertification staff review and verify each contact hour activity. Activities with topics that cover the broad area of health care and general nursing are categorized as professional development. Staff adjust the category before verifying the activity.

How do I know if my contact hours are CCTM or as professional development?
There are several ways to determine if the content of your contact hours are CCTM or professional development. If the topic is also covered on the exam blueprint, the activity is acceptable for CCTM. Topics like leadership, delegation, documentation, or compassion fatigue are considered professional development.

Do all CCTM contact hours need to be awarded through AAACN?
No. CNE activities may be provided or co-provided by any individual, state, or national organization accredited as a provider or approver of continuing nursing education. Education programs may be in any format including, but not limited to, courses, workshops, and independent study. AAACN is an excellent resource for CCTM-related educational programs through their annual convention, official publications, and online library.

Do I send in copies of my contact hour certificates?
No, do not send copies of your certificates when you apply. Retain your certificates in case your application is selected for random audit and copies are requested at that time.

I went back to school. Can I use classes from my degree for contact hours?
If you have been accepted into an accredited baccalaureate, master or doctoral degree program, academic courses may be counted toward CCTM practice or professional development, depending on the content. A copy of a transcript must be submitted for approval. Each credit = 15 contact hours with a maximum of 75 CH allowed per recertification period.

I have more contact hours of continuing education than the required amount. Should I list more activities I attended?
Yes. Please limit additional contact hours to 5 to 10.

How do I know if my contact hours are from an approved provider?
When it states that the contact hours must be from an approved provider, it doesn’t mean MSNCB must approve each provider. Any organization providing continuing nursing education must seek approval to provide it (to make sure you as a nurse are receiving quality education). There are hundreds of approvers. An organization will always be able to tell you if it has been approved to provide the contact hours. There is also a statement on the certificate you receive stating the approved provider.

Can contact hours provided by my facility/hospital count?
If your facility/hospital is accredited as an approved provider, you can use the contact hours.

What if I do not have enough contact hours to recertify by continuing education?
You can recertify by taking the exam again. You must pass the exam by your expiration date. Standard exam fees apply.

Where is the preceptor form?
The preceptor form is found at msncb.org.

If you haven't found what you're looking for, you can also contact us at msncb@msncb.org or 866-877-2676 for assistance.
PRECEPTOR/MENTOR VERIFICATION FORM

When reporting preceptor/mentor hours, this form must be submitted to be considered.

MSNCB National Office
Mailing Address
MSNCB
PO Box 56
Pitman, NJ 08071

Delivery Service
MSNCB
200 East Holly Avenue
Sewell, New Jersey 08080

Toll-Free: 866-877-2676
Fax: 856-589-7463
Email: msncb@msncb.org
Website: msncb.org

Hours claimed are for providing clinical supervision to baccalaureate, masters or doctoral degree students and/or newly hired nurses in educational and professional settings. Courses taken about preceptorship or mentoring should be reported as CNE activities.

30 hours as a preceptor/mentor = 5 CH, with a maximum of 20 CH per recertification period
This preceptorship must be verified by the signature of the faculty member or educator who supervised your preceptorship/mentorship.

Please Print

Preceptor's Last Name: _______________________________ First Name: _______________________________

1. The individual named above has completed ___ hours of care coordination and/or transition management (CCTM) focused preceptorship/mentorship.
   Provide only the number of hours worked as a preceptor/mentor.

2. The preceptorship/mentorship was with (Name of nurse): __________________________________________
   □ Nursing Student  □ Newly Hired Nurse

3. The dates of preceptorship/mentorship were __________________ through __________________

4. Name of the facility/institution OR name of the educational institution for which preceptorship/mentorship occurred: __________________________________________

SUPERVISOR:
I attest that the above named candidate has completed the number of preceptor/mentor hours indicated:

Print Supervisor Name: _______________________________
Signature: _________________________________________
Facility Name: _____________________________________
Address: __________________________________________
Email: _____________________________________________ Phone: (______) ____________________

An original signature is required for contact hours to be considered.

Sept 2017