Title: RETIRED STATUS

PURPOSE
The Retired designation is intended both to recognize CMSRN and CCCTM 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. Retired status is a point on a career map that allows nurses to demonstrate their professional value. There is also the potential for continued input and affiliation by these nurses.

POLICY
Current MSNCB certified nurses who have retired within the five (5) years of their current certification may apply for Retired Status. To apply, the certified nurse must complete the recertification application minus the contact hour documentation pages and submit a letter of explanation for the request. The application for retired status must be submitted ninety (90) days before the expiration of the current certification. If approved, retired designation is renewable every 5 years.

The designation as written below may be used on a resume or below the name and credentials on a business card, but may NOT be used after a signature or on a name badge.

- Certified medical-surgical nurses who held the CMSRN certification and subsequently retired may receive “CMSRN-Retired” designation,
- Certified care coordination and transition management nurses who held the CCCTM certification and subsequently retired may receive “CCCTM-Retired” designation.

If a Retired Status nurse re-enters the workforce within three (3) years from the date of retirement status and wishes to reinstate the full CMSRN or CCCTM credential, the nurse may apply for recertification by continuing education, meet all current eligibility criteria, and pay all appropriate fees. Criteria for eligibility must be accrued within the 5 years immediately preceding reactivation. If approved, the new certification period will be effective for five (5) years from time of reactivation.
If the Retired Status nurse re-enters the workforce after three (3) years from the date of retirement status and wishes to reinstate the full CMSRN or CCCTM credential, the nurse must regain the credential through the examination process, meeting all examination eligibility and paying all appropriate fees, and achieving a passing score on the examination. The new certification period will be effective for five (5) years from the exam month.

**PROCEDURE**

1. The applicant must submit the current recertification application minus the contact hour documentation section, the retired status fee, and a letter requesting retired status ninety (90) days before the expiration of the current certification.
2. All applications for retired status will be forwarded to the chair and the board liaison of the respective Recertification Committee for review.
3. The chair will provide the national office with written documentation of the decision to approve or reject retired status.
4. The national office will notify the applicant by email / letter of the decision.
5. Applicants who use the credential inappropriately during their retired status will have their certification revoked according to policy.

**History:**

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