CCCTM® Tracker and Application

About The (CCCTM ) Tracker and Application
The Certified in Care Coordination and Transition Management (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.

If you haven't become familiar with the Tracker, we recommend you log in and take a look around. It's a simple tool that packs a lot of convenience.

Take Me to My Tracker

Tip: MSNCB recommends arranging your recertification plan soon after certification. Learn more

How to Use the Tracker
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 apply for recertification online right from your Tracker.

Navigating the Tracker, Part 1
There is a single rule to remember when preparing to recertify and using the Tracker - **if you see red, you can't move ahead**. Each area will provide information in red about what, if anything, is preventing you from recertifying. You can only recertify once all areas in red have been resolved.

### Certifications
The current certification period and when the certificant is eligible to recertify.

### CCCTM Recertification Status
- **Total Hours Verified**: 90.00 of 90.0000 required - **Fulfilled**
- **CCTM Hours Verified**: 65.00 of 68.0000 required - **3.00 still needed**

**Provide Employment Info**: Click to add or update required employment and licensure information. Detail on any issues will appear below (Invalid License # in this example).

**Employment Info Ok**: Required employment and licensure information is present in your record.

**Not Eligible to Recertify**: Some criteria have not been met, or it's too early to apply.

**Recertify Now**: All criteria have been met. Click to apply.
Navigating the Tracker, Part 2

Type: Contact hour category type. (CCTM or PROFDEV)

CHs: Number of contact hours reported for that activity.

Activity: Reported activity title. Self-reported activities are editable until they have been verified. To edit an activity, click on the underlined title.

Earned Date: The date the activity was completed.

Verified: Status of verification.

Blank: Activity has not yet been reviewed by MSNCB.

Self-reported contact hours are manually reviewed so please allow up to 10 business days to update.

?: Activity has been verified by MSNCB.

Pending: More information is required. The Activity column will be noted with what is needed.

Rejected: Activity does not count toward contact hours.

Self-Report CNE Activities:
Continuing Nursing Education (CNE). Enter any CNE activity [4].

Self-Report non-CNE Activities:
Non-CNE hours are awarded through taking academic courses, being a preceptor, and eight other ways [5].
A few things to remember when reporting contact hours:

- We recommend entering your contact hours as you earn them.
- Allow up to 10 business days for self-reported contact hours to be reviewed and verified.
- Spell out uncommon acronyms.
- Activities may be recategorized upon verification.
- Complete the "Learning Outcome" field to describe CE activity/course content.
- If contact hours you earned through AMSN are not listed within 24 hours, please contact us [6].

Reporting Preceptor and Academic Hours

When reporting preceptor and/or academic hours, be sure to submit a preceptor form [7] and/or an unofficial transcript, and only log academic courses that are related to nursing. The documents can be faxed, mailed, or emailed [8], addressed to MSNCB.

Sample CNE Activity Entry

CNE Activities are formal continuing nursing education.

<table>
<thead>
<tr>
<th>Type of Contact Hours:</th>
<th>PROFDEV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Hours Earned:</td>
<td>1.4</td>
</tr>
<tr>
<td>Date Earned:</td>
<td>1/15/2018</td>
</tr>
<tr>
<td>Location of Activity:</td>
<td>Journal article</td>
</tr>
<tr>
<td>Activity Title:</td>
<td>Reducing Hospital Readmission Rates in Patients with Heart Failure</td>
</tr>
<tr>
<td>Provider Name:</td>
<td>Anthony J. Jannetti</td>
</tr>
</tbody>
</table>

If you have earned credits in the AMSN Online Library and they do not appear in your recorded contact hours, please click the link below to contact us - Contact us to resolve the issue

Type of Contact Hours: Determine whether the contact hours are CCTM or PROFDEV [9].
Note: Activities may be recategorized upon verification
Contact Hours Earned: Amount of contact hours awarded per certificate
Date Earned: If the activity was over a series of dates, enter last date
Location of Activity: Name of hospital, conference, journal, etc. If earned online, enter "online"
Activity Title: Title that is listed on certificate
Provider Name: Accredited providers are listed on your certificate. Note: not asking for presenter’s name.
Learn more about CNE activities [4].

Sample non-CNE Activity Entry

Non-CNE Activities are professional activities that are awarded contact hours: preceptorship, academic courses, presentations, publications, research and EBP projects, board membership or chair, test development/item writing, and recertification committee.

Non-CNE Activity Type: Choose type of activity
Title/Description: Title, or description of activity if not applicable.
Date Completed: If the activity was over a series of dates, enter last date.
Number of Activity Hours Completed: When applicable, enter hours, credits, number of posters, etc.
Location of Activity: Name of hospital, university, conference, journal, etc.
Type of Contact Hours: Determine whether the contact hours are CCTM or PROFDEV [9].
Note: Activities may be recategorized upon verification.

The Preceptor Form must be submitted to be considered.
Using the Tracker to Apply for Recertification

You can apply for recertification right from your CCCTM Tracker.

Application Deadline Notice

Allow up to 10 business days for self-reported contact hours (CHs) to be reviewed and verified. After all required CHs are verified, submit your application at least 30 days prior to your expiration date to avoid a late fee.

Learn more about application deadlines, fees, and the online application using the Tracker.

Medical-Surgical Nursing Certification Board (MSNCB)

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