

This application for renewal by points of credit applies only to CRRNs whose certification expires June 30, 2010, or December 31, 2010. If your certification will expire on another date, please contact our office for instructions. Please do not use this renewal application if your certification does not expire June 30, 2010, or December 31, 2009

My certification will expire:

- June 30, 2010
- December 31, 2010



Certified Rehabilitation Registered Nurse

Certification Renewal Application

Application for renewal by 60 points of credit
June 30, 2010, or December 31, 2010

*This booklet contains all the instructions and forms you will need to renew your certification.
Please be sure to review it carefully upon receipt.*

For office use only	
Meets criteria:	_____
Payment:	_____
Demographics:	_____
Certification:	_____
Expiration date:	_____

_____ Last name
_____ First name
_____ Certification number (as printed on your certificate)

The Rehabilitation Nursing Certification Board (RNCB) is a functionally autonomous component of the Association of Rehabilitation Nurses (ARN) and is solely responsible for the policies and procedures of the Certified Rehabilitation Registered Nurse (CRRN[®]) certification program. RNCB reserves the right to change policies, criteria, and fees at any time.

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Introduction

The following pages contain all the information and forms you need to renew your CRRN certification by 60 points of credit. This system is designed to encourage continual learning and allows CRRNs to select educational activities that meet their individual needs and interests. Please take a few minutes to review the instructions and forms. If you have any questions, please call the Rehabilitation Nursing Certification Board (RNCB) at 800/229-7530.

Who should renew

To be eligible for renewal by points of credit, CRRNs must have:

- a current, unrestricted RN license
- at least 2 years of rehabilitation nursing experience as an RN within the previous 5 years
- 60 points of credit that meet the published criteria.

As CRRNs move into non-traditional settings and roles, some question whether they are still rehabilitation nurses. To determine whether your practice meets the definition of rehabilitation nursing, ask yourself this: Do you work with physically disabled or chronically ill patients toward the restoration, maintenance, and promotion of optimal health? If you answer “yes,” then you are a rehabilitation nurse and should renew your certification.

Time frame for earning points

CRRNs have a 5-year period in which to earn points of credit toward CRRN renewal. The chart on page 6 will help you identify your time frame, deadlines, and expiration date. We have also provided a label on the front cover that gives the same information. (Please call us at 800/229-7530 if this label is missing.)

To be fair to all candidates, deadlines must be strictly enforced. Please be sure to mail your application on or before the deadline. We encourage you to use a traceable delivery service such as FedEx or UPS. The shipment date information from a delivery service will be considered equivalent to a US Postal Service postmark. Private postage meter dates are not considered official postmarks.

How to earn points

You may earn points through a variety of professional development activities. These activities are continuing education, presentations, academic coursework, item writing, publication, and community service. Each method has specific criteria and in each case, the content must be related to rehabilitation nursing.

Potential rehabilitation nursing practice settings and roles

Practice settings

- Clinic
- Community agency/home health agency
- Dept. of Veterans Affairs medical center
- Educational institution
- General hospital with or without rehabilitation unit
- Insurance company
- Long-term care facility
- Private company/private office
- Rehabilitation facility
- Subacute unit

Roles

- Academic instructor
- Case manager
- Charge nurse
- Clinical nurse specialist
- Community nurse
- Consultant
- Home health nurse
- In-service instructor
- Insurance nurse
- Nurse clinician
- Nurse liaison
- Nurse manager
- Nurse practitioner
- Nursing administrator
- Researcher
- Staff nurse

What is related to rehabilitation nursing?

If the topic covers an issue, diagnosis, treatment, or situation that could be part of restoring, maintaining, or promoting optimal health for people with physical disability or chronic illness, you may consider it related to rehabilitation nursing. Some potentially rehabilitation-related topics include

Acupuncture	Discharge planning	Physical assessment
Alternative therapies	Ethics	PPS
Alzheimer's disease	HIV/AIDS	Research
Asthma	Hospice/end of life issues	Spinal cord injury
Behavior management	Lab results	Sexuality
Bowel & bladder care	Life skills/community living	Sleep issues
Brain injury	Multiple sclerosis	Spirituality
Cancer	Negotiating skills	Stress management
Cardiovascular issues	Nutrition	Stroke
Case management	Orthopedics	Team skills
Cognitive issues	Osteoporosis	Tuberculosis
Computer/internet	Pain management	Values & beliefs
Cultural diversity	Parish nursing	Work place violence
Diabetes	Patient education	Wound care

Definition of rehabilitation nursing

Rehabilitation nursing is a specialty practice area within the scope of professional nursing. It involves the diagnosis and treatment of human responses of individuals and groups to actual or potential health problems resulting from altered functional ability and altered lifestyle.

The goal of rehabilitation nursing is to assist individuals with disabilities and chronic illnesses in the restoration, maintenance, and promotion of optimal health. The rehabilitation nurse is skilled at treating alterations in functional ability and lifestyle resulting from injury, disability, and chronic illness.

Rehabilitation nurses provide comfort, therapy, and education; promote health-conducive adjustments; support adaptive capabilities; and promote achievable independence. Rehabilitation nurses provide holistic, comprehensive, and compassionate end-of-life care, including promotion of comfort and relief of pain.

Applying

1. Complete the application page. (Don't forget to sign the application and include your RN license number.)
2. Complete the verification of work experience section.
3. Complete the demographics page.
4. Complete forms A-F as necessary. (Note: it is acceptable to submit more than 60 points, however, there is no need to go beyond 70 or 80 points. We will stop reviewing your application when we find 60 points that meet the criteria.)
5. Complete the application summary.
6. Cut out the postcard from the back page and write your address on the postcard. Other than the postcard, please do not remove any of the pages of the booklet. **Return the entire application booklet intact, even if you do not use all the pages.**
7. The application must be mailed. Faxed applications are not accepted.
8. Mail the completed booklet, postcard and payment to

RNCB
4700 W. Lake Avenue
Glenview, IL 60025

Application process

1. The review process takes approximately 8 weeks. This means that if you mail your application close to the application deadline, you might not learn whether your certification has been renewed until a few weeks before the expiration date.
2. Your payment is deposited upon receipt. If you withdraw your application or your application is denied, you will be issued a refund less a \$75 processing fee.
3. **It is not necessary to send any certificates or other documentation with your initial application.** If your application is selected for audit, you will be contacted via certified mail. Unsolicited certificates are destroyed.
4. If questions come up during the review of your application, you will be contacted via certified mail. (This means that if you receive a notice from the post office about a certified letter, it might be from us. Please pick it up. You will have 15 days **from the day you receive the letter** to respond.)
5. You may include a self-addressed, stamped postcard to help track the receipt of your renewal application. Please send the postcard with your application and when we receive the application and postcard, we will fill in the date received and mail the postcard back to you. Be sure to call us if you haven't received the postcard back in a few weeks.
6. Due to the heavy volume of applications received close to the deadline, we might not be able to provide immediate verification of receipt. (To avoid any last minute problems or delays, mail your application as soon as possible.)
7. Mail does get lost. We encourage you to **send your application via a traceable delivery service and keep a copy for your records.**
8. The RNCB office is closed December 24 - 25 and December 31 - January 1.

Fees

The certification renewal fees are:

\$215 for members of the Association of Rehabilitation Nurses (ARN)

\$320 for non-members

\$100 additional for extension option (applying or using points earned after standard deadline but before certification expiration date)

Your ARN membership must be current at the time of application in order to receive the member discount. If you are not currently a member of ARN, you may select the join/renew option and receive membership in ARN and renew your certification at a discount.

Verification of work experience

As with initial certification, renewing CRRNs must have completed 2 years of rehabilitation nursing experience within the 5-year certification period at the time of application for renewal. You must provide **complete** contact information for 2 professional colleagues who are able to verify a minimum of 2 years of rehabilitation nursing experience within the 5-year certification period. One colleague must be your immediate supervisor **OR** another CRRN. Your immediate supervisor need not be an RN. The second colleague may be another other professional colleague (e.g., nurse, therapist, physician, case manager, social worker). In the event your

application is selected for audit, these individuals will be contacted and asked to affirm your rehabilitation nursing experience.

An alternative verification procedure is available for CRRNs in independent practice who do not have a supervisor or CRRN colleague or have been practicing as a rehabilitation nurse by caring for physically disabled or chronically ill family members in place of paid employment. Information about the alternative verification process is available on our Web site at www.rehabnurse.org/certification/renewal_app.html.

Deadlines

Postmark and mailing information

All policies regarding deadlines and time frames are strictly enforced and the postmark is very important; whether your application meets the deadline is determined by the postmark or shipping date. If you wait until the expiration date to mail your application, you will have to be proactive in making sure your package has an acceptable postmark or shipping date. If you mail your application on the expiration date, verify the postmark or shipment date. Just because you put your envelope in a postal box on a given day does not always mean it will be postmarked that day. If you use a delivery service such as FedEx (1.800.463.3339) or UPS (1.800.742.5877), call the delivery service to determine the best drop-off location. If your application is received with a postmark or shipping date after the expiration date, it cannot be accepted regardless of the circumstances.

Application deadlines: standard and extension option

When applying for renewal, you have two choices: the standard application postmark deadline or the extension option. The extension option allows you additional time to get your application in the mail, to earn points of credit, or both. A \$100 additional fee applies when using the extended option.

Using the extended deadline to earn points of credit

This option gives you a different time period for earning points of credit. All CRRNs have a five-year period of time to earn the 60 points of credit needed for renewal. In order to accept points earned after the standard deadline, we will extend your deadline, but you also need to start the period later. (You cannot have more than 5 years to earn the points, but you can get the 5-year period moved forward.) The latest period you can use is the 5 years terminating with your certification expiration date as shown on the chart on page 6. For example, if your certification expires December 31, 2010, your standard application deadline is September 30, 2010, and all points must be earned between September 30, 2005, and September 30, 2010. If you have not earned enough points by September 30, 2010, you can use the extension option to earn points up until December 31, 2010. While you are still limited to a 60-month period for earning points, you are able to shift the time frame for earning points forward. If your final points are earned on November 5, 2010, your timeframe for earning points is November 5, 2005, to November 5, 2010.

Certification expiration	Standard deadlines		Extended deadlines (additional fee*)	
	Application postmark deadline	Dates for earning points	Extended application postmark deadline**	Extended dates for earning points
6/30/10	3/31/10	3/31/05 – 3/31/10	6/30/10	5 years up until 6/30/10
12/31/10	9/30/10	9/30/05 – 9/30/10	12/31/10	5 years up until 12/31/10

*Additional fee is required when:

1. Your application is received with a postmark** after the standard deadline but on or before the certification expiration date.
2. Using points earned after the standard deadline but on or before the certification expiration date. See page 5 for details.

**Shipping date for UPS, FedEx, or other delivery service.

Notification of renewal decision

You can expect a decision on your application within approximately 8 weeks of receipt. If your application is approved, you will receive a letter with certification maintenance information and a new certificate. If your application is denied, you will be notified in writing.

Inactive status

Inactive CRRN status is available to those who have experienced designated traumatic or life-altering events that have affected their ability to maintain certification. Inactive status gives an additional period of up to three years for the nurse to meet the requirements for renewal. While certification is on inactive status, the nurse may not use the CRRN credential.

You must meet the following criteria in order to qualify for inactive status:

1. Current CRRN certification
2. Current, unrestricted RN licensure
3. Experience one or more qualifying event during the 5-year certification period:
 - a. Birth or adoption of a child
 - b. Leaving paid employment to care for a child or other dependent
 - c. Active military duty
 - d. Divorce
 - e. Serious illness of self or family member
 - f. Death of a family member
 - g. Loss of primary housing due to natural disaster (e.g. earthquake, hurricane, fire, catastrophic flood)

Inactive status does not allow additional time to complete the renewal process; however, it does shift the time frame for completing the renewal requirements to renew by points of credit or examination. Inactive status is valid for a period of up to 3 years. There is a \$100 application fee. When you are ready to apply to reactivate your certification, you may submit a points of credit application or apply to take the CRRN examination. You must meet the criteria and pay the fee in effect at the time in order to reactivate certification.

For more information about inactive status, see the application on the web site of the Association of Rehabilitation Nurses, www.rehabnurse.org, or call 800/229-7530.

Demographic information
(circle your response)

1. Present position held
(choose one)

- Staff nurse or primary nurse
- Nurse manager
- Nursing administrator
- Staff development educator
- Academic educator
- Clinical nurse specialist (MSN)
- Nurse clinician
- Community or home health nurse
- Insurance-related nurse consultant
- Consultant
- Case manager (outside facility)
- Case manager (inside facility)
- Nurse practitioner
- Nurse liaison
- Researcher
- Retired nurse
- Not currently employed
- Full-time student
- Other (specify)_____

2. Current practice setting
(choose one)

- Hospital/medical center (with rehabilitation unit)
- Hospital/medical center (without rehabilitation unit)
- Freestanding rehabilitation facility (may be affiliated with hospital)
- Long-term care facility
- Subacute facility
- Department of Veterans Affairs medical center
- Insurance company
- State agency
- Home health agency
- Educational institution
- Private company/private practice
- Not currently employed
- Other (specify)_____

3. Average hours spent per week in rehabilitation nursing during the past 5 years (choose one)

- 8
- 9-20
- 21-40

4. Current clinical practice interest

- Arthritis/rheumatic disorders
- Burns
- Cardiac
- General rehabilitation
- Head injury
- Musculoskeletal
- Neurological
- Oncology
- Pain
- Pulmonary
- Spinal cord injury
- Stroke
- Other (specify)_____

5. Years of experience in rehabilitation nursing
(choose one)

- 4-6 years
- 7-10 years
- 11-15 years
- 16-20 years
- More than 20 years

6. Total years in nursing practice
(choose one)

- 7-10 years
- 11-15 years
- 16-20 years
- More than 20 years

7. Basic nursing education
(choose one)

- Associate degree
- Baccalaureate
- Diploma

8. Highest degree completed
(choose one)

- Associate in nursing
- Associate in another field
- Baccalaureate in nursing
- Baccalaureate in another field
- Diploma
- Doctorate in nursing
- Doctorate in another field
- Master's in nursing
- Master's in another field

9. Gender

- Female
- Male

10. Racial-ethnic origin (optional)

- African American
- Asian
- Caucasian
- Hispanic
- Multi-Racial
- Native American
- Other

11. Your age range

- 20-24
- 25-29
- 30-34
- 35-39
- 40-44
- 45-49
- 50-54
- 55-59
- 60+

Application summary

Please complete forms A-F on pages 15 to 24. Once you have completed the forms, please write the number of points submitted in the appropriate sections below.

Form A: Continuing education

Number of points submitted _____

Number of points submitted that have been approved by a national or state nursing organization _____

Note: Two-thirds of the continuing education points submitted on form A must be approved for nursing contact hours by a national or state nursing organization. If more than 60 points are submitted on form A, a minimum of 40 points ($\frac{2}{3}$ of 60) must be approved by a national or state nursing organization.

Form B: Presentations

Number of points submitted _____

No more than 12 points will be accepted on form B.

Form C: Academic coursework

Number of points submitted _____

No more than 48 points will be accepted on form C.

Form D: Item writing

Number of points submitted _____ (Rounded down to the nearest whole number)

No more than 10 points will be accepted on form D.

Form E: Professional publications

Number of points submitted _____

No more than 36 points will be accepted on form E.

Form F: Community service

Number of points submitted _____

No more than 10 points will be accepted on form F.

Total number of points submitted _____

Form A: Continuing education

Continuing education is defined as learning activities intended to build upon the educational and experiential bases of the professional nurse for the enhancement of practice, education, administration, research, or theory development with the goal of improving the health of the public. Continuing education activities include conferences, workshops, seminars, and independent study activities for which you have earned contact hours (e.g., journal articles, audiotape programs, videotape programs, CD-ROM programs, on-line offerings). There is no limit on the number of points that may be earned through independent study. One contact hour equals 1 point. You may submit all 60 points in the area of continuing education.

Criteria for continuing education points

1. All must be related to rehabilitation nursing.
2. Two-thirds must be approved by a national or state nursing organization for nursing contact hours. *(If you submit more than 60 points on form A, a minimum of 40— $\frac{2}{3}$ of 60—must be approved by a national or state nursing organization.)*

Special criteria are in place for CRRNs living outside the U.S. Please call 800/229-7530 for details.

Related to rehabilitation nursing

Please refer to page 3 for the definition of rehabilitation nursing and examples of rehabilitation-related topics. The definition of rehabilitation nursing is intended to be very broad and you will probably find that most, if not all, of your continuing education contact hours can be considered related to rehabilitation nursing.

Nursing approval

Definitions

National nursing organization: an association or other organization focused on one or more aspects of nursing which operates on the national level in the US. Most groups that meet this definition will refer to nursing in their names. Interdisciplinary organizations do not meet this definition.

State nursing organization: a state board of nursing, state licensing body for nurses, or state nursing association. Local chapters of national nursing organizations do not meet this definition.

Continuing education activities are considered nursing-approved if they fall into one of the following categories:

1. The program was provided by a national or state nursing organization.
2. The program was approved for nursing contact hours by a national or state nursing organization.
3. The program was provided by an organization accredited to provide nursing continuing education contact hours by a national or state nursing organization.

In most cases, the certificate of attendance or promotional literature will provide specific information about who provided and, if applicable, approved the program.

The following examples are organizations that are national or state nursing organizations. This list is not all-inclusive.

- American Association of Critical-Care Nurses
- American Association of Neuroscience Nurses
- American Association of Occupation Health Nurses
- American Association of Spinal Cord Injury Nurses
- American Holistic Nurses' Association
- American Nephrology Nurses' Association
- American Nurses Credentialing Center's- Commission on Accreditation (ANCC)
- Any state board of nursing (e.g., California Board of Nursing)
- Any state nursing association (e.g., Illinois Nurses Association)
- Association of Pediatric Oncology Nurses
- Association of Rehabilitation Nurses
- Wound, Ostomy and Continence Nurses Society

The following examples are organizations that are not national or state nursing organization. If contact hours earned through these organizations were not approved by a nursing organization, the contact hours cannot be considered "approved by a national or state nursing organization." This list is not all-inclusive.

- American Management Association
- American Medical Association
- Certification of Disability Management Specialist Commission
- Certified Rehabilitation Counselor Commission
- Commission on Case Management Certification
- Joint Commission of Accreditation of Healthcare Organization (JCAHO)
- National Association of Boards of Examiners for Nursing Home Administrators
- National Association of Rehabilitation Professionals in the Private Sector
- The Rehabilitation Accreditation Commission (CARF)
- Local chapters of national or state nursing organizations
- Colleges or universities

Completing form A

1. Write the program date in column 1. Confirm that the date is within your time frame for earning points. Any programs with dates outside the time frame will not be accepted. For independent study work, use the date the contact hours were awarded by the provider as listed on the certificate. Please be aware that educational providers may have differing policies on how certificates are dated. For example, the Association of Rehabilitation Nurses' policy is to date the certificate with the date the paper-based application for contact hours was received—not the postmark date. For web-based programs, the date on the certificate will be the date the activities was completed (post-test, evaluation, payment). The RNCB uses the date awarded by the provider to determine whether the contact hours were earned during the appropriate time frame. If you are using independent study to earn points close to your renewal deadline, you may want to check with the provider to find out how your certificate will be dated.
2. Write the program title in column 2.
3. Write the number of contact hours awarded in column 3.
4. If the program was approved for nursing contact hours by a national or state nursing organization, write the number of contact hours in column 4.
5. Total the number of points listed in column 3. Write the sum in the appropriate blank on page 11.
6. Total the number of points listed in column 4. Write the sum in the appropriate blank on page 11.

Restrictions

The following are not acceptable:

- Programs intended to meet mandatory annual review requirements (e.g., CPR, bloodborne pathogens, fire and safety).
- Attendance at the same continuing education program more than once.
- Credit for both attending and for presenting a continuing education activity. If you are submitting points on form B for presenting a session that was part of a larger program, you may receive credit for attending the parts of the program you did not present. To do this, subtract the hours you presented from the total number of contact hours provided by the program. Submit only those contact hours for which you were an attendee on form A.

Form A: Continuing education

(1) date mm/dd/yy	(2) program title	(3) # of contact hours awarded	(4) # of nursing- approved contact hours awarded
10/4/06- 10/7/06	"A Call to Action" - ARN annual conference	24.6	24.6
7/5/07	Case Manager's Role Review	3.6	0
5/31/07	Diabetes Management	1.2	1.2
8/2/08	PPS strategies	2.1	2.1
Start here			

Form B: Presentations

Presentations are those activities in which you, as a presenter, deliver rehabilitation nursing content to nurses and other healthcare professionals. **The presentation must be delivered within a structured framework of teaching and learning for which national or state nursing organization-approved contact hours have been awarded.** Please refer to the instructions on page 12 to determine whether the program was approved by a national or state nursing organization.

One point of credit is granted for each contact hour (60 minutes) of presentation. A maximum of 12 points of credit will be accepted.

Presentation participation may be as a primary instructor, guest lecturer, panel participant, or poster or paper presenter. If the program has multiple instructors or is a panel presentation, the number of points of credit is equal to the amount of time that you are speaking as the primary presenter. If the presentation was presented prior to January 1, 2007, divide the total number of speaking minutes by 50 to determine the number of points. If the presentation was presented after January 1, 2007, divide the total number of speaking minutes by 60 to determine the number of points. Poster presenters should divide the total number of contact hours awarded for the poster presentation by the number of posters to be viewed to determine the number of points (e.g., 2 contact hours/50 posters = .04 points).

Restrictions

The following are not acceptable:

- Credit for presenting the same program more than once
- Programs that have not been approved for nursing contact hours by a national or state nursing organization

Completing form B

Record the date, presentation title, and number of contact hours awarded. Once you have completed form B, record the number of points submitted on the application summary (page 11).

Date (mm/dd/yy)	presentation title	# of contact hours awarded
12/1/07	Establishing a Successful Bowel Program	1
8/01/08	Spirituality in Hospice Care	1.5
Start here		

Form C: Academic coursework

Academic coursework is defined as work for which you receive postsecondary academic credit at the college level that is related to rehabilitation nursing practice. Please refer to the definition on page 3 to determine whether a course can be considered related to rehabilitation nursing. Coursework can be at the graduate or undergraduate level. Each credit hour is equal to 4 points of credit. A maximum of 48 points will be accepted.

The number of academic credit hours earned for a course will generally appear on your grade report or transcript and is based on the number of classroom hours per week. This means that if you spend 3 hours per week in class, the course is worth 3 credit hours (or 3 credit hours x 4 = 12 points).

Completing form C

Please write the name of the educational institution, the date the course was completed, the course title, and the number of credit hours awarded in the appropriate columns. To determine the number of points earned for each course, multiply the number of credit hours by 4 and record this number in the last column. Once you have completed form C, record the number of points earned on the application summary (page 11).

educational institution	completion date (mm/yy)	course title	hours		points of credit
University of Illinois at Chicago	5/07	Physical Assessment	3	x 4	12
University of Illinois at Chicago	5/07	Healthcare Management	3	x 4	12
University of Illinois at Chicago	12/08	Nursing Diagnosis	4	x 4	16
Start here				x 4	
				x 4	
				x 4	
				x 4	
				x 4	
				x 4	

Form D: Item writing

Form D is for items (test questions) written for the CRRN examination. Five questions are worth 1 point. Up to 10 points will be accepted. Partial credit will not be awarded for fewer than 5 questions (e.g., 3 questions will not be awarded .6 points). This option will not be available after 2010.

Completing form D

Write the month and year and the number of items submitted in the appropriate columns. Total the number of items submitted and divide that number by 5. Record the answer on the application summary (page 11). If the answer results in a decimal, round down to the next whole number.

date items submitted	number of items submitted
8/07	10
12/08	23

Sample

Total number of items **33** divided by 5 = **6.6** = **6** total points of credit

date items submitted (mm/yy)	number of items submitted

Total items _____ divided by 5 = _____ = _____ total points of credit

Form E: Professional publications

Form E pertains to journal articles or chapter texts written for publication. You may earn 12 points of credit for each original manuscript published or accepted for publication. To qualify, your manuscript must be a journal article or text chapter for healthcare professionals. Up to 36 points will be accepted.

Completing form E

1. Write the manuscript title in column 1.
2. Write the name of the publication and publisher in column 2.
3. Indicate whether the manuscript was published as a chapter text or journal article.
4. Write the **month** and **year** the manuscript was accepted for publication or was published in column 4. (Note: if you do not include the month, your application will be returned as incomplete. You may need to contact the publisher to get the exact date of publication.)
5. Write the pages on which the article or chapter appear in column 5.
6. Write the number of points earned in column 6.
7. Record the points on the application summary (page 11).

Restrictions

The following are not acceptable:

- You may not earn points for both acceptance and publication of a single manuscript.
- Articles or texts written primarily as patient or public education are not accepted.

(1) manuscript title (article or chapter)	(2) name of publication and publisher	(3) check appropriate box		(4) date of publication or acceptance (mm/yy)	(5) pages on which article or chapter appear	(6) points of credit
		text	journal			
Improving Functional Independence in Long-term Care Start here	Rehabilitation Nursing (ARN)		X	2/08	10-14	12

Form F: Community service

Form F pertains to volunteer activities in which you participate that are intended to educate the public, improve the quality of life for physically disabled or chronically ill people, or improve the practice of professional rehabilitation nursing. Acceptable activities and their corresponding point values are listed below. A maximum of 10 points will be accepted in this area.

Acceptable activities and corresponding point values

1. Publication of an article or chapter text: Publication of an article or chapter text on a healthcare-related topic in a general interest or consumer publication. Each original manuscript will be awarded 2 points.
2. Presentation: Presentation of a healthcare-related topic to a public audience in a formal setting. Each original presentation will be awarded 1 point.
3. Volunteer leadership in a healthcare organization: Leadership in a volunteer capacity of a local, state, regional, national, or international professional healthcare organization. To qualify, you must have served as an officer or board member for at least 1 year. Each leadership activity will be awarded 1 point. If serving a multi-year term, you may not receive credit for each year served.
4. Review board participation: Serving in a formally-appointed capacity to review the original work of others as a content expert such as on an editorial board, research or program grant application review committee, continuing education approval unit review panel, or abstract review committee for a term of 1 year will be award 2 points.
5. Volunteer service: **Involvement with organizations that directly serve people with physical disabilities or chronic illness.** The volunteer service must involve direct contact with the client population, event planning, or volunteer training and must be limited to one specific event or activity. Each event or activity will be awarded 2 points. If participating in a regular event (e.g., yearly, monthly, weekly), the volunteer service may be used only once for points.

Restrictions

The following are not acceptable:

- Activities for which you receive payment for your services in excess of \$75.
- Activities that are considered part of your employment.

Community service performed (complete only those which apply):

Publication

name of publisher	title of publication (i.e., magazine, newspaper, or text)	title of manuscript	date of publication or acceptance (mm/yy)	pages on which the manuscript appear	# of points
Paddock Publishers	Daily Herald	Dealing with Osteoporosis	10/08	section D, page 2	2
Start here					

Presentation

name of program sponsor	title of presentation	date of presentation (mm/dd/yy)	Type of audience	# of points
Sunnydale Senior Center	Navigating the healthcare system	7/12/09	General population, seniors	1
Start here				

Volunteer leadership in health care organization

name of organization	role	term of office (mm/dd/yy)	# of points
Georgia Association of Rehabilitation Nurses	Secretary	1/1/08 - 12/31/08	1
Start here			

Review board participation

name of organization	role	term of office (mm/dd/yy)	# of points
ARN	Continuing education approval unit	1/1/08 - 12/31/08	2
Start here			

Volunteer service

Name of organization	type of activity or event	role	date of activity or event (mm/dd/yy)	# of points
Adaptive Sports Association	Whitewater rafting	On-site volunteer	6/7/08	2
Start here				

Audits

This section concerns the documentation you will be asked to supply in the event your application is identified for audit. It is not necessary to submit any certificates or other documentation with your initial application. Please keep your original documentation and send us photocopies if you are audited.

A percentage of applications are audited each year to monitor compliance to the criteria. This is a random process based on order of receipt. If your application is selected for audit, you will be notified and given 15 days to provide the necessary documentation.

Acceptable documentation

Continuing education (form A): Submit copies of proof of attendance or completion of continuing education offerings or programs. This should include the date, year, program title, your name, the provider (and sponsor if applicable), and the number of contact hours awarded. Each certificate must include a statement that verifies that the program was approved by a national or state nursing organization, if you indicated it met this requirement on your application. A certificate of attendance including the above information is sufficient.

Presentation (form B): Submit evidence of participation in the presentation of a continuing education program, such as a brochure, announcement, or written statement by a supervisor. This should include your name as presenter, the date and year of the presentation, program title, behavioral objectives, content outline, the number of contact hours awarded for the presentation, and the name of the nursing organization that approved the program for contact hours.

Academic coursework (form C): Submit copies of transcripts for completed course work.

Items for the CRRN examination (form D): Staff will verify; no need to submit additional material.

Professional publication (form E): Submit publication or letter of acceptance of an original manuscript from professional journals or textbook publishers who have published your original manuscripts. You will need a copy of the letter of acceptance or the table of contents or chapter heading, including proof that your name as author is published.

Community service (form F):

Publications. Submit the letter of acceptance or a copy of the article or chapter text that show the date of publication and your name as author.

Presentations. Submit a letter or promotional materials from the sponsoring organization listing you as presenter and the presentation date.

Volunteer leadership, review board participation, or volunteer service. Submit a letter from the sponsoring organization stating your role and the date or term of services.

Denial of certification renewal

Applications may be denied for any of the following reasons:

1. Failure to submit a minimum of 60 points that meet the criteria outlined in this booklet
2. Limitation, suspension, or termination or RN licensure in any jurisdiction
3. Failure to apply by the deadline
4. Failure to supply additional requested information by the established deadline
5. Falsification of application materials
6. Misrepresentation
7. Misuse of the CRRN credential

If your renewal application is denied based on failure to accumulate 60 points of credit that meet the published criteria, alleged falsification of an application, alleged misrepresentation, or alleged misuse of the CRRN, you have the option of submitting your application for

reconsideration and appeal to the RNCB in accordance with RNCB policies and procedures. If your renewal application is denied based on limitation, suspension or revocation of RN licensure, or failure to apply for renewal by the certification expiration date, you are not eligible for reconsideration or appeal.

If your renewal application is denied, you will be notified within 8 weeks of receipt of the application.

If certification renewal is denied due to limitation, suspension or revocation of RN licensure, you may not take the certification examination until licensure is restored and all other eligibility criteria are met. In the event that certification renewal is denied (after all appeal rights are exhausted) based on falsification of an application or misuse of the CRRN credential, RNCB shall determine a reasonable time after which you may take the CRRN examination. Individuals without current certification may not represent themselves as Certified Rehabilitation Registered Nurses. RNCB shall take action against any individual who falsely represents himself or herself as a Certified Rehabilitation Registered Nurse.