

RENEWAL APPLICATION CERTIFIED NURSE MANAGER AND LEADER



The renewal cycle for the Certified Nurse Manager and Leader (CNML) credential is three (3) years, with expiration on the last day of the month in which certification expires. Renewal may be achieved by completing eligible professional development activities or retaking and passing the CNML Examination. The issued CNML certificate indicates the date certification was earned and expires. While the AONE Credentialing Center (AONE-CC) sends reminders about pending certification renewal, AONE-CC is not responsible for missed communications due to outdated contact information. The certificant is responsible for keeping his or her record current.

Renewal Applications must be submitted to AONE-CC no earlier than one (1) year and no later than 30 days prior to the expiration date. Renewal applications submitted after the deadline fall within the grace period that extends to 30 days after the expiration date, are assessed a late fee.

Applications submitted more than 30 days past the expiration date are *considered delinquent* and will not be accepted. *Certification may be regained only by re-taking and passing the CNML Examination*

A certificant who fails to meet the provisions is no longer considered certified and must cease using the certification credential and merchandise representative of having achieved certification. *Certification may be regained only through re-taking and passing the CNML Examination.*

DIRECTIONS

Section 1. Certificant Information

- Provide all requested information. Only your first name, middle initial, and last name are printed on your certificate. Titles or designations are not included.
- AONE-CC uses the contact information in the certificant's record to send communications to certificants. Certificants are responsible for keeping current contact information in their record. If you are providing updated contact information on this application, please check the box provided.

Section 2. Method of Certification Renewal

Identify method of renewal. A certificant can renew their certification by one of the following methods:

Alternative I. Participation in eligible Continuing Professional Education (CPE) activities. Renewal by this method requires the certificant to complete at least 45 contact hours of eligible continuing professional education within three (3) years prior to the current certification expiration date. When planning CPE activities, certificants may want to use the Examination score report to identify areas of study that may be beneficial.

- All completed education activities must be reported fully in Section 3 of this Application.
- Certification renewal processing fees apply. (See Section 5.)

Alternative II. Successful CNML Re-examination. Renewal by this method requires taking and passing the CNML Examination no more than one (1) year prior to certification expiration date. CNML Examinations taken more than one (1) year prior to the expiration date will not be eligible toward renewal.

- All CNML Examination fees and provisions for testing apply, i. e., register and schedule the CNML Examination through AMP (Applied Measurement Professionals) at www.GOAMP.com. Information about CNML Examination registration and administration is available in the CNML Candidate Handbook (available at www.aone.org/certification or by calling AMP at 888.519.9901). **Do NOT use this application to apply for the CNML Examination. Register for the Examination with AMP.**
- **Do NOT submit this application until you complete the CNML Examination.** A copy of your CNML Examination score report showing a passing score **must** be attached to the completed application. The CNML certification renewal application without the score report shall be considered failure to meet the certification renewal requirements.
- Certification Renewal Application processing fee does *not* apply when renewing by re-examination. Late fee applies if the application is submitted up to 30 days past the certification expiration date.

CNML Certification Renewal Application

Section 3. Reporting Eligible Activity for CNML Certification Renewal

AONE-CC does not review, pre-approve, or endorse education programs as being eligible toward CNML certification renewal requirements. Reported activities are reviewed only when the completed Certification Renewal Application is submitted in fulfillment of the CNML certification renewal requirements.

1. Activities eligible for certification renewal requirements must meet the following criteria:

- Relate to one or more of the categories of the CNML Examination **Content Outline** below. Specific tasks related to each category are listed in the CNML Candidate Handbook and Application. For an activity that covers multiple Content Codes, enter the activity once and list all applicable Content Codes. It is not necessary to list sessions of a single education program separately.

Content Code	CNML Content Outline Category
1	Financial Management
2	Human Resource Management
3	Performance Management
4	Strategic Management and Technology

- Be categorized as one of the eligible **Education Types** of activities. (See Page 3.)
 - Be **at least 30 minutes in duration** and be reported in a minimum of 0.5 contact hour increments.
 - Not exceed the maximum number of hours allowed for a type of activity.** Hours reported in excess of the maximum allowed for a given education type will not be eligible toward the certification renewal requirements. (See Page 3.)
 - Be completed during the current certification renewal period.**
2. A minimum of 45 contact hours of eligible activities must be fully reported on the Continuing Professional Education Reporting Form. (See Page 6.) If additional space is needed, make copies of the form. Include your name on each page.
- Education Program Title. List the name of the education event, e.g., conference, workshop, webinar, etc. Individual education sessions/presentations at an event/conference do not need to be listed. List the full title of the education event only.
 - Education Provider. List who sponsored the event. Do not use acronyms.
 - Date of Education. List the start and the end date of the program, including month, date, and year.
 - Content Code (see table above) Use the code in the table above to identify how the content covered in the education links to the content domains covered on the exam, i.e., the CNML Examination Content Outline. If a session/event covered multiple content areas, list all that were covered.
 - Type code is the type of eligible education activity as defined in the table on the following page.
 - Contact hours. Report in a minimum of 0.5 contact hour increments. Round up/down as appropriate.
 - One (1) contact hour is one (1) clock hour (60 minutes) of structured education less meals, networking activities, etc.

You are **NOT** required to submit proof of completion documentation for each activity unless your application is audited. You will be requested by AONE-CC to do so at that time. **Please retain all supporting documentation/proof of completion for one (1) year past the date of submission of this Certification Renewal Application.** AONE-CC reserves the right, but is not obligated, to audit a certificant's Renewal Application during that time. Documented proof of completion, content covered, etc., that is requested for an audit will not be returned.

CNML Certification Renewal Application

Education Type	Type Code	Education Description	Proof of Completion	3-Year Maximum
Educational program	1	Participation in lecture, workshop, educational session, or case presentation provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. Participation in the same course more than once may be reported only once.	Certificate of attendance/ certificate of completion with contact hours earned	No limit
Academic coursework	2	From an accredited college or university <ul style="list-style-type: none"> ▪ One (1) semester credit = 5 contact hours ▪ One (1) quarter credit =3 contact hours Includes in-person and online.	Grade report or copy of transcript	30 hours
Self-study program	3	Program provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. Provider must award contact hours or a similar unit of continuing education. Includes audio conferences and online education.	Certificate of completion with contact hours earned	No limit
Self-Assessment Examination	7	Completion of a Self-Assessment Examination (SAE) available through AONE-CC earns five (5) contact hours.	Individual Mastery Report provided by AMP	15 hours
Professional presentation	4	Presentation at an educational program or a meeting of a national, regional, state, or local professional association or society. Hours may be reported for the first time only of a presentation, for twice the length of the educational program, for the speaker's portion of that presentation.	Copy of program	15 hours
Academic teaching	5	Teaching at an accredited college or university (permitted only if this is not your full-time job) <ul style="list-style-type: none"> ▪ One semester credit = 5 contact hours ▪ One quarter credit =3 contact hours 	Letter from academic institution	30 hours
Academic course development	7	Academic course developed and accepted as part of curriculum. Subject relates to exam content.	Documentation from the academic institution in which the course has been presented	30 hours
Authoring/ Publishing	8	Authoring a book chapter or at least two articles published in professional journals or periodicals with documented circulation that exceeds 1,000 readers earns five (5) contact hours. Publications must meet the following criteria: <ul style="list-style-type: none"> ▪ Be published within the three (3)-year certification cycle for which the professional education credit is being sought ▪ Relate to one or more content domain/task listed in the corresponding Examination content outline ▪ Bear the author's name, publication's name, and date of publication ▪ Be published outside of the certificant's facility or place of business. 	Copy of the book chapter or articles	15 hours
AONE-CC Committees	9	Participation in AONE-CC scheduled meetings or working sessions including but not limited to job analysis survey development and results review, test item development, exam key verification, or SAE review or development. One (1) contact hour per hour of participation.	Letter from AONE-CC	No limit

CNML Certification Renewal Application

Section 4. Professional Standards of Conduct

AONE-CC is responsible to its candidates, certificants, employers, the profession, and the public for ensuring the integrity of all processes and products of its Certification Programs. As such, AONE-CC requires adherence to these Professional Standards of Conduct by all who have achieved certification through successful completion of its programs. Certificants are required to sign this section and indicate that they agree to abide by the following Professional Standards of Conduct.

Professional Standards of Conduct: A certificant who is awarded certification by AONE-CC agrees to conduct himself/herself in an ethical and professional manner. This includes demonstrating practice-related behavior that is indicative of professional integrity. By accepting certification, the certificant agrees to:

- Maintain professional competence;
- Demonstrate work behavior that exemplifies ability to perform safely, competently, and with good judgment;
- Conduct professional activities with honesty and integrity;
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability, or marital status;
- Avoid conflicts of interest;
- Abide by the laws, rules, and regulations of duly-authorized agencies regulating the profession; and
- Abide by rules and regulations governing programs conducted by AONE-CC.

Infraction of the *Professional Standards of Conduct* is misconduct for which granting of a certification or renewal of a certification may be delayed or denied, or for which a certification may be revoked by AONE-CC.

Reporting Violations: To protect the national credentials and to ensure responsible practice by its certificants, AONE-CC depends upon its candidates and certificants, professionals, employers, regulatory agencies, and the public to report incidents that may be in violation of the *Professional Standards of Conduct*. A certificant who has violated these *Standards* should voluntarily surrender his/her certification.

Written notification regarding infractions of these *Standards* may be sent to: AHA Certification Center, 155 N. Wacker Drive, Suite 400, Chicago, IL 60606. Only signed, written communication will be considered.

AONE-CC will become involved only in matters that can be factually determined, and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, AONE-CC will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a professional and legally defensible manner, in accordance with policies established by AONE-CC.

Section 5. CNML Certification Renewal Fee Payment

Members of AONE or AACN are entitled to the member discount rate. To learn more about AONE membership and the benefits, contact the AONE Member Services at 312.422.2800.

- Indicate amount and method of payment. The application will not be processed by AONE-CC until payment is received. For payment by check, allow five (5) to ten (10) business days for payment processing. Certification renewal fees are nonrefundable.
- Submit completed application and payment to AONE-CC,
Mail to: AONE Credentialing Center, CNML Certification Renewal, P.O. Box 75315, Chicago, IL 60675-5315
Fax to: 312.422.3609 (secure fax line; for application with credit card payment only)
emailed applications will not be accepted.

Application processing time is generally about four (4) to six (6) weeks. Certificants submitting incomplete applications or with ineligible renewal activities will be contacted and provided an opportunity to resolve the issue. Certificants meeting all renewal requirements will be issued a new certificate of achievement listing the new certification expiration date. The certificate will be mailed to the address in the certificant's member record.

For questions about ...

- Certification renewal process, contact AONE-CC at aone@aha.org, 312.422.2807.
- Certificate for education programs completed through AONE, contact AONE at 312.422.2800 or aone@aha.org.

CNML Certification Renewal Application

Section 1. CNML Certificant Information

Certification Expiration Date (MM/DD/YYYY) ___ / ___ / _____

Name: _____ Email: _____

Title: _____ Organization: _____

Mailing Address: _____ Business Home

City _____ State _____ Zip Code _____

Primary Phone: (_____) _____ - _____ Business Home Cell

Check here if the above contact information is new and your record requires updating.

Section 2. Method of CNML Certification Renewal

Check one of the following boxes to indicate method of renewal.

Alternative I (Participation in eligible CPE activities) **Alternative II** (Successful CNML re-examination)

Section 3. Reporting Eligible Activity for CNML Certification Renewal

- For renewal by **Alternative I**, complete Page 6.
- For renewal by **Alternative II**, attach AMP-issued CNML Examination score report showing your passing score.

Section 4. Professional Standards of Conduct

I certify that I agree to abide by the *Professional Standards of Conduct* as presented on Page 4 of this Application. Furthermore, I certify that I agree to abide by regulations for CNML certification renewal requirement contained therein. The information I have submitted in this application is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or processing of it delayed or voided.

Signature: _____ Date _____

Section 5. CNML Certification Renewal Fee Payment

Membership Status (check one) I am a current member of AONE non-member

Member Number _____

Certification Renewal Application Nonrefundable Processing Fees

Applications submitted up to one (1) year and no later than 30 days prior to certification expiration date :

Member Fee \$200.00 Non-Member Fee \$275.00

Applications submitted less than 30 days prior to certification expiration date and 30 days after expiration date:

Late Renewal Fee \$50.00 (Additional fee applies if renewing by Alternative I or Alternative II.)

\$ _____ **TOTAL Payment Submitted**

Payment Method (check one)

Check/Money Order (payable to the AONE Credentialing Center) Allow 7-10 days for payment processing.

Credit Card Payment. (check one) Visa MasterCard American Express

Credit Card Number

Expiration Date

Name (as it appears on card)

Signature (Required for processing Credit Card Orders)

	Education Program Title	Education Provider	Date(s) of Education	Content Code(s)	Type Code	Contact Hours
1.	_____	_____	_____	_____	_____	_____
	_____	_____				

2.	_____	_____	_____	_____	_____	_____
	_____	_____				

3.	_____	_____	_____	_____	_____	_____
	_____	_____				

4.	_____	_____	_____	_____	_____	_____
	_____	_____				

5.	_____	_____	_____	_____	_____	_____
	_____	_____				

6.	_____	_____	_____	_____	_____	_____
	_____	_____				

7.	_____	_____	_____	_____	_____	_____
	_____	_____				

8.	_____	_____	_____	_____	_____	_____
	_____	_____				

9.	_____	_____	_____	_____	_____	_____
	_____	_____				

Total Contact Hours

Make copies of this form as needed

Page ___ *of* ___

Submit completed CNML Certification Renewal Application and payment to AONE-CC.

Mail: AHA Certification Center, CNML Certification Renewal, P.O. Box 75315, Chicago, IL 60675-5315

Fax: 312.422.3609 (secure fax line; for application with credit card payment only)

NOTE: emailed applications will not be accepted.