CCI® The Leader in Perioperative Certification

CNS-CP®

CERTIFIED PERIOPERATIVE CNS HANDBOOK

ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining and maintaining the Certified Perioperative CNS (CNS-CP®) certification. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the Competency & Credentialing Institute (CCI) acting against your eligibility or certification. It is the responsibility of each applicant and certificant to familiarize themselves with the content of this handbook and any essential linked documents.

This handbook has clickable images and links within the text that lead directly to CCI documents. The Table of Contents has anchored bookmarks, and a Table of Contents icon ( ) on the corner of each page will return you to the Table of Contents page. New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements.

CCI does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, natural hair, or national origin. Allegations of discrimination can be reported via our Contact Us Form.

CCI reserves the right to amend all procedures outlined in this handbook at any time and without notice. This includes information related to testing content and examination fees.

Last updated: 12.6.2023

Copyright © 2023 by the Competency & Credentialing Institute, ("CCI®"), all rights reserved.

Unauthorized reproduction, copying, or transmission in any form is strictly prohibited.

All Trademarks utilized in this document are the sole property of the Competency & Credentialing Institute. Unauthorized use or misrepresentation is strictly prohibited.

CCI® The Leader in Perioperative Certification

400 Inverness Parkway, Suite 265

Englewood, CO 80112

303.369.9566 / 888.257.2667

info@cc-institute.org

Table of Contents

INTRODUCTION TO CERTIFICATION 1
- Certification 1
- Purpose of Certification 1
- Objectives of Certification 1
- Rationale 1

CNS-CP® CREDENTIAL BACKGROUND 2
- Acceptance of a CNS-CP® Professional Portfolio 2
- Portfolio Design Process 2
- Professional Portfolio Development 2
- Credential Accreditation 2

CNS-CP® CREDENTIAL OVERVIEW 3
- Eligible Requirements 3
- Subject Areas of the Professional Portfolio 4

APPLYING FOR THE CNS-CP® CREDENTIAL 5
- How to Apply 5
- Portfolio Submission Requirements 6
- Professional Portfolio Fees 6
- Verification of Application Information 6

CNS-CP® PROFESSIONAL PORTFOLIO 8
- Reference Materials 8
- Components of the Professional Portfolio 8
- Access Portfolio Tools 8
- Withdraw Portfolio Application 9
- Portfolio Results 9
- Portfolio Documents 9
- Final Submission is Not Successful 9
- Submit a Second Portfolio 9

USING THE CREDENTIAL 10
- Active Credential 10
- Use the Credential 10
- Using My Credential 10
- Certificate 10
- Display My Name and Credential 10

MISUSE OR MISREPRESENTATION 11

REVOCATION 11

INTRODUCTION TO RECERTIFICATION 13
- Recertification 13
- Purposes of Recertification 13
- Recertification Justification 13

RECERTIFICATION 14
- Recertification Timeframe 14
- Accrual Period 14
- Recertification Requirements 14

Recertification Eligibility Requirements 15
Recertification Fees 15
RECERTIFICATION METHODS 16
Recertification Methods 16
Recertification Application 16
Audit 17
RECERTIFICATION ALTERNATIVES 18
Not Eligible to Recertify 18
Emeritus 18
Emeritus Status Requirements 18
Obtaining Emeritus Status 18
Lapsed Credential 18
ETHICS, VIOLATIONS, & APPEALS 19
Ethics & Violations 19
Appeals 19
GENERAL DATA INFORMATION 20
Information Confidentiality 20
Use of Personal Data 20
Credential Verification 20
APPENDIX A: RECERTIFICATION BY CONTACT HOURS 21
APPENDIX B: RECERTIFICATION BY POINTS 24
APPENDIX C: RECERTIFICATION AUDIT DOCUMENTATION 31
APPENDIX D: CERTIFICATION MARK USE POLICY 33

INTRODUCTION TO CERTIFICATION

Certification

Certification, as defined by the American Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes.

Purpose of Certification

- Demonstrates commitment to accountability to the public for safe nursing practice.
- Enhances quality patient care.
- Identifies the Clinical Nurse Specialist (CNS) who has demonstrated professional achievement in providing perioperative nursing care.
- Provides employing agencies with a means of identifying professional achievement of an individual practitioner.
- Provides personal satisfaction for practitioners.

Objectives of Certification

- Recognize the individual registered nurse who is proficient in practice.
- Strengthen the use of evidence-based theory in assessing, planning, implementing, and evaluating nursing care.
- Enhance professional growth through continued learning that results in greater depth of knowledge and expanded skills and practice.

Rationale

CNS-CP® certification validates the professional achievement of specific standards of practice by a Clinical Nurse Specialist (CNS) serving as an advanced practice nurse in the perioperative setting. This recognition program acknowledges the professional achievement demonstrated by an individual CNS's performance which exceeds what is required for competent practice in the perioperative setting.

CNS-CP® CREDENTIAL BACKGROUND

Acceptance of a CNS-CP® Professional Portfolio

Having a thorough and sound foundation of the knowledge and skills required for competent clinical practice (see CNS-CP® Portfolio Content Outline below). Knowledge can be obtained through work experiences, independent learning, and formal educational programs. The experiential knowledge component of the portfolio requires that a CNS has a minimum of 2 years of experience in perioperative nursing. Additional experience at the advanced practice level is required for those CNSs graduating from a master's program not consistent with Consensus Model standards. The portfolio assesses a combination of experiential and cognitive knowledge, which form the foundation of competent clinical practice.

Portfolio Design Process

The CNS-CP® Professional Portfolio method for certification has been designed to capture the essence of the practicing CNS by integrating the CCI Job Analysis with core competencies defined by the National Association of Clinical Nurse Specialists (NACNS). The CNS-CP® Professional Portfolio is a peer-reviewed mechanism for demonstrating advanced knowledge and skills in designing, developing, and evaluating a perioperative patient-focused outcomes improvement project. Activities in the portfolio go beyond routine and entry-level practice by challenging applicants to contribute to the art and science of perioperative nursing at an advanced level. This certification method provides a unique opportunity for the applicant to reflect on personal interests and contributions to advanced practice as a CNS in the perioperative setting while meeting standards for competent practice.

Professional Portfolio Development

A Job Analysis, including Test Specifications, was developed by CCI and a collection of subject matter experts working under the expert guidance of Prometric. The Job Analysis describes the overall functions, responsibilities, and underlying knowledge and skills that are essential to ensure proficiency as a CNS-CP®. Test specifications were developed based on external ratings, and a certification exam was constructed for CNSs functioning in this role. Professional Portfolio committee members then used these test specifications to design the individual components of the CNS-CP® Professional Portfolio. It is recognized that the Job Analysis may not reflect all the specific tasks performed by an individual functioning in this role.

CCI leadership, management, and governing bodies jointly support the fair treatment and dignity of all human beings. The certifying organization does not discriminate among applicants as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.

Credential Accreditation

CNS-CP is not currently accredited.

CNS-CP® CREDENTIAL OVERVIEW

CNS-CP® is an acronym and stands for Clinical Nurse Specialist Perioperative Certification. To earn the CNS-CP® credential, applicants must meet eligibility requirements at the time of application and meet the standards for the successful submission of a professional portfolio.

Eligible Requirements

There are no waivers for eligibility requirements. To be eligible, you must meet the requirements of licensure, education, and experience.

Licensure:

Applicant must meet **one** of two requirements:

1. Current full, unrestricted license (RN and/or APRN) in the United States

2. Current full, unrestricted RN license with recognition as a CNS by the state board of nursing

Education:

Applicant must meet **one** of two requirements:

1. Graduated from an accredited (CCNE, NLNAC, ACEN) graduate, post-master's certificate, or doctoral program in nursing, which has prepared the applicant for the CNS role. The program must contain core courses (advanced pharmacology, pathophysiology, and physical assessment), population-specific classes, and a precepted 500-hour clinical practicum in the CNS role.

2. A master's, post-master's certificate, or doctoral degree in nursing from an accredited CNS program and documentation of serving in an advanced practice role may be accepted instead of graduating from a program that did not include core courses and the precepted 500-hour clinical practicum.

The certifying organization does not discriminate among applicants as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.

Experience:

Applicant must be currently employed either full- or part-time in perioperative nursing. Applicant must have completed a minimum of 2 years and 2,400 hours of work experience in perioperative nursing, with a minimum of 50% (1,200 hours) in the intraoperative setting.

In addition, the applicant must meet **one** of two requirements:

- If enrolled in a CNS program complying with current accreditation standards (advanced pharmacology, physical assessment, pathophysiology, role-specific classes, and 500-hour clinical practicum), the applicant may begin work on the professional portfolio's project prior to graduation. However, the portfolio project must be completed after the applicant has been awarded the CNS degree.

- If graduated from a CNS program before implementing current accreditation standards, the applicant must validate 2,400 hours and 2 years as a practicing CNS in the perioperative setting.

Subject Areas of the Professional Portfolio

The CNS-CP® Professional Portfolio is comprised of the following subjects. For a complete list of task and knowledge statements for the CNS-CP® Professional Portfolio, see our CNS-CP® Task and Knowledge Statement.

CNS-CP® Subject Area	Percent of Time Spent in Role
1. Clinical Expert in the Delivery of Advanced Practice Perioperative Care	31%
2. Consultant (intra- and multidisciplinary)	16%
3. Education (nurse, other healthcare providers, family, and community)	13%
4. Clinical Inquiry (evidence-based practice projects and/or research)	15%
5. Organizational and Systems Thinking	16%
6. Professional Accountability	9%
Total	100%

APPLYING FOR THE CNS-CP® CREDENTIAL

How to Apply

The following pre-approval documents must be submitted and approved ***before*** the applicant will be granted access to CNS-CP® portfolio materials.

- Photocopies of RN and/or APRN license(s) or a photocopy of the online verification of current licensure from the state board of nursing.
- An original transcript showing degree conferred and all graduate-level coursework. This document must be mailed or electronically sent directly from the institution. No faxed or scanned copies, e-mail attachments, or photocopies will be accepted.
- Verification of primary CNS certification, if held. A physical or e-copy is acceptable. CCI reserves the right to request an official letter of verification from the certifying body. The applicant is responsible for any charges related to procuring the letter.
- Completed CNS-CP® Pre-Approval Form.

Send your pre-approval documents to:
CCI, Attn: CNS-CP® Professional Portfolio
400 Inverness Parkway Suite 265, Englewood, CO 80112
OR
Scan your pre-approval documents to cns-cp@cc-institute.org.

For your application packet to be reviewed, applicants may create an account or log in to their existing account. The following information is required to complete the online application. The application will take approximately 15 minutes. Setting up a CCI account is required before applying for the CNS-CP® certification.

- Personal contact information: address, home and work phone numbers, and e-mail
- Make sure you are using an e-mail that you plan to use long-term and will allow you to receive communications from CCI. Your e-mail will also be your login ID.
- Highest degree earned
- Year accredited CNS program completed
- Perioperative work history
- Date began working as a perioperative CNS
- Supervisor contact information: name, address, e-mail, phone number
- Employer contact information: facility name, address, and phone number
- Advanced practice population focus
- RN/APRN license information: expiration date, state(s) licensed to practice

CCI will acknowledge authorization of the pre-approval application packet by e-mail. After approval, each applicant will be sent an application form which must be returned with the application fee prior to accessing the portfolio documents.

Portfolio Submission Requirements

Applicants will notify CCI when their portfolios are ready for peer review. All portfolio worksheets and associated documentation must be completed prior to notifying CCI. Incomplete portfolios will be returned to the applicant.

The following documents must be submitted and approved as part of the CNS-CP® Professional Portfolio:

- A current resume/CV
- The portfolio project, worksheets, and supporting evidence
- A signed attestation

The applicant is advised to keep a copy of the application and all materials submitted. CCI is not responsible for lost correspondence.

Professional Portfolio Fees

Applications will be e-mailed to eligible applicants after review of pre-approval materials. Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full and are non-refundable.

CNS-CP® Certification Fee	Price
CNS-CP® Professional Portfolio Fee	$375
Active CCI Credential Holder $40 Discount*	$335

*There is a $40 discount available for those who hold an active CCI credential outside of CNS-CP®. Discounts cannot be combined and only one discount can be utilized per transaction.

If you are an applicant who has been the recipient of a Daisy Award, there is a $40 discount available. Applicant must provide a copy of their official Award letter in order to receive this discount.

Verification of Application Information

Information on applications may be verified. A minimum percentage of certification applications are randomly selected for audit. If there is any reason to believe that any applicant has not met eligibility requirements, or if an outside party informs CCI that an individual has not met certain requirements, the application may be flagged for audit. The Credentialing Department will contact the individual by email to obtain documentation to substantiate the information in question. Information may be verified by telephone, email, and/or letter by the Credentialing Department. All information gained through verification procedures will be confidential, except when the law demands the disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- A current manager, supervisor, or HR must complete an employee verification form.
- Verification of applicant's RN license through NURSYS.
- Verification of professional nursing history through contact with past employers if needed.

The applicant is responsible for finishing items requested through the audit process. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. An email will be sent to the applicant detailing the audit results after reviewing the documents.

Failure to comply with all audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the application fee paid will be provided to applicants that do not successfully pass the audit.

CNS-CP® PROFESSIONAL PORTFOLIO

The project used for the portfolio must have been completed within 2 years of the application date. Completed portfolios must be submitted within 1 year of receipt of the application.

Basic computer skills are necessary, including competency in Word document generation, communication via e-mail, accessing and uploading documents into the electronic storage account, and completing fillable PDF forms.

As a certification organization, CCI's role is in developing and administering programs to determine the qualifications of applicants for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses. Applicants may prepare for certification with any educational materials they choose. The purchase of CCI review materials is not a requirement for testing or portfolio completion, nor does the use of any review materials (CCI or otherwise) imply successful performance on certification examinations or portfolios.

Reference Materials

See the Task and Knowledge Statement for a complete list of recommended resources to complete your CNS-CP® Professional Portfolio.

Components of the Professional Portfolio

The following must be submitted as part of the CNS-CP® Professional Portfolio. All signatures must be original.

- A current resume/CV
- Worksheets
    - Welcome/getting started
    - Needs assessment/gap analysis
    - Change analysis
    - Evidence summary tool/table
    - Stakeholders/committee members
    - Project plan
    - Staff/patient education
    - Reflective practice form
- A signed attestation form that states the portfolio is complete and ready for distribution to peer reviewers.

Instructions, worksheets, checklists, and the scoring rubric are provided in the applicant's electronic storage account.

Access Portfolio Tools

Once CCI has reviewed and approved your pre-approval application packet, you will receive an e-mail notification of approval and instructions on accessing your electronic storage account. The electronic storage account will be shared with CCI staff responsible for managing CNS-CP® certification and the three peer

reviewers assigned to review and approve the portfolio.

The applicant is advised to keep a copy of the application and all materials submitted. CCI cannot be responsible for lost correspondence.

Withdraw Portfolio Application

No withdrawals or refunds are permitted once the application has been submitted.

Portfolio Results

Peer reviewers will have 30 days to review the portfolio submission. After CCI has received the peer reviewer comments, applicants will be notification of the results. Peer reviewer comments and the scoring rubric will be shared with the applicant with a detailed explanation of requests or any additional information required. If additional materials are required, the applicant will have 30 days to submit that information to CCI.

Portfolio Documents

Documents will remain in the electronic storage account after review and final approval. Certificants will have access to the documents in the electronic storage for 30 days after final approval unless the applicant deletes them or requests them to be deleted.

Final Submission is Not Successful

An applicant whose final portfolio has been reviewed and found not to meet the standards for acceptance will be advised of the decision not to grant CNS-CP® certification. There is no appeal from the determination by the reviewers. The application fee is non-refundable.

Submit a Second Portfolio

You may submit a new portfolio based on a new project. No portion of the previous portfolio attempt may be used for subsequent submissions. You must meet all eligibility requirements and pay fees in effect at the time of application.

USING THE CREDENTIAL

CNS-CP® stands for Clinical Nurse Specialist Perioperative Certification is the designation recognizing the CNS who has been certified in perioperative nursing. CNS-CP® certification is defined as "the documented validation of the professional achievement of identified standards of practice by an individual Clinical Nurse Specialist providing advanced practice care for the patient before, during, and after surgery." CNS-CP® means that you have demonstrated the advanced practice knowledge and skills necessary to practice in the specialized field of perioperative nursing.

Active Credential

Certification is conferred for a period of 5 years, with recertification available after that 5-year earning period. When a credential lapses, the nurse may no longer use the CNS-CP® designation in their credentials.

Use the Credential

The CNS-CP® mark is federally registered with the U.S. Patent and Trademark Office and may only be used in accordance with CCI policy by those who have achieved and actively maintain the credential. See Appendix D for CCI's "Certification Mark Use Policy."

Using My Credential

The CNS-CP® credential may be used upon verification of your credential on the CCI website. Certificants will be able to print a certificate from their CCI account profile.

Certificate

Within one week of passing the portfolio, your CCI certificate will be available within your CCI account. You may download and print your certificate directly from your CCI account.

Display My Name and Credential

In writing, proper usage is as follows: Jane A. Doe, MSN, RN, ACNS-BC, CNS-CP®, CNOR®. CCI's "Certification Mark Use Policy" can be found in Appendix D.

MISUSE OR MISREPRESENTATION

Any misuse or misrepresentation of the CNS-CP® credential by those not currently holding the credential shall be subject to legal action by CCI. Misrepresentation includes the use of the CNS-CP® credential once the credential has lapsed. CCI may render sanctions against the individual, which may include, but not be limited to, the following:

- Suspension from re-submitting a portfolio for an indefinite or specified period.
- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.

REVOCATION

CCI may deny, suspend, or revoke certification for cause, including but not limited to the following:

- Failure to complete or provide evidence of completion of the initial certification and certification renewal requirements*
- Failure to maintain the required professional licensure.
- The determination that initial certification or certification renewal was improperly granted
- Falsification or misstatement of information on any certification-related document
- Providing false or misleading information
- Misrepresentation regarding the credentialing status
- Cheating or assisting others to cheat
- Causing, creating, or participating in an examination irregularity
- Assisting others to wrongfully obtain initial certification or certification renewal.
- Failure to comply with the scope and standards of practice in an area in which the certification is held.
- Misuse of or misrepresentation with respect to the CCI credential
- Commission of a crime or gross negligence in the practice of nursing
- Violation of CCI policy or procedure
- Failure of audit processes
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements

- Conduct unbecoming of the nursing profession
- Has not paid all outstanding debts to CCI

*Certified nurses will be informed by letter of CCI's decision to revoke the CNS-CP® status. There will be no refund if, for any reason, CNS-CP® status is revoked.

INTRODUCTION TO RECERTIFICATION

Recertification

Recertification provides the continued documented validation of the professional achievement of identified standards of practice by a CNS-CP®-certified nurse providing advanced practice perioperative nursing care.

Purposes of Recertification

- Individual CNS who is proficient in practice.
- Supports the development of theoretical constructs which strengthen advanced perioperative nursing practice.
- Enhances professional development through continued learning that results in acquiring current knowledge to expand advanced practice skill sets.

Recertification Justification

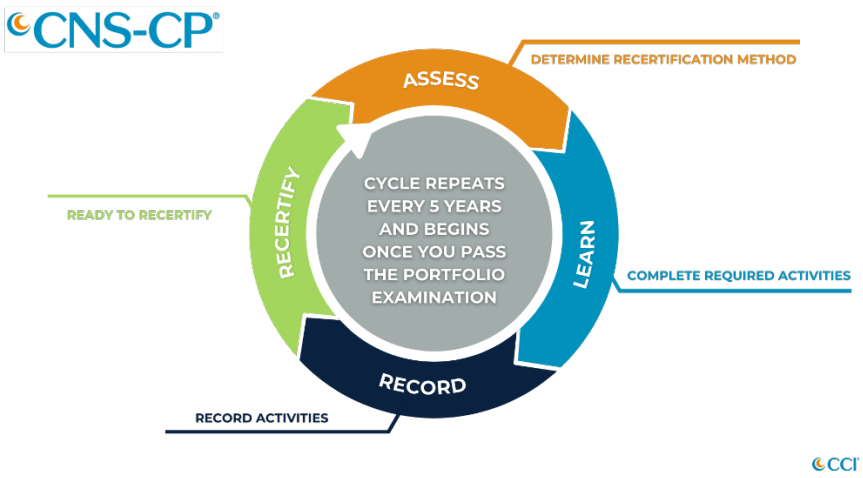
The rapid pace of change and the prevalence of technology in the modern perioperative setting require a conscious effort to maintain competency. CCI confers the CNS-CP® certification for 5 years; then, a CNS-CP® may seek recertification. The recertification requirements guide professional development activities in providing parameters for acceptable practice and in maintaining a link to the most current body of knowledge. Linking the certification period to the Job Analysis cycle ensures that certificants are engaged in activities pertinent to their professional development.

Competency is the actual performance in a situation and consists of knowledge, skills, and attitude. Each of these components is a necessary element. The CNS-CP® recertification process acknowledges the need for active work to maintain continuing competency by directly addressing all three components. The practice requirement facilitates the maintenance of current skills and promotes acquiring new skills through exposure to the practice setting. Other professional development activities, e.g., continuing education, facilitate the acquisition of knowledge, which is the second essential component of competency. The self-awareness component of CNS-CP® recertification provides an opportunity to thoughtfully reflect on the need for the acquisition of additional skills and knowledge, which is then linked to the next recertification plan and thus promotes a positive change in attitude, the third component of competency.

RECERTIFICATION

Recertification Timeframe

The certified status of a Clinical Nurse Specialist is conferred by CCI for a period of 5 years, at which time a CNS-CP® may seek recertification. The recertification process requires a CNS-CP® to complete recertification activities during the accrual period and meet recertification eligibility requirements.



Accrual Period

The accrual period is the period in which the certificant must complete continuing education and professional development activities.

Year Certified	Accrual Period	Recertification Year	Recertification Applications Accepted	Recertification Application Deadline
2019	2019-2023	2024	Jan 1-Dec 31, 2024	December 31, 2024
2020	2020-2024	2025	Jan 1-Dec 31, 2025	December 31, 2025
2021	2021-2025	2026	Jan 1-Dec 31, 2026	December 31, 2026
2022	2022-2026	2027	Jan 1-Dec 31, 2027	December 31, 2027

**Certificant accrual periods begin on January 1 of the year certified or recertified.*

Recertification Requirements

To recertify your credential, you must:

- Meet the recertification eligibility requirements (these differ from requirements for first-time certification).
- Complete recertification activities during your accrual period.

- Complete CCI's application during your recertification year.
- Pay the application fee.

Recertification Eligibility Requirements

Recognizing that certificants transition into a variety of roles and all patients benefit from the care provided by a certified nurse, CNS-CP® recertification applicants must meet the following eligibility requirements at the time of application:

- Hold an active CNS-CP® credential.
- Hold a current, unrestricted RN and/or APRN license.
- Complete 1,000 hours as a CNS in the perioperative setting in the 5-year recertification cycle.
- Be currently employed as a CNS in the perioperative setting in one or more of the following areas:
- Clinical expert in the delivery of advanced perioperative care
- Consultant (intra- and multidisciplinary)
- Educator of nurses, other healthcare providers, patients, families, and/or community members
- Researcher
- Organizational/systems change agent.

For those nurses holding CNS-CP® and any other CCI credential, recertification eligibility requirements must be met for each credential.

Recertification Fees

Please see below for the current list of recertification fees, options, and available discounts. Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid by December 31 of your recertification year.

CNS-CP® Recertification Method	Standard Price	Discounted Price* January 1 – June 30
Recertification by Professional Activity Points	$350	$310
Recertification by Portfolio	$375	$335
CNS-CP® Emeritus	$175	N/A

The discount of $40 for recertifications between January 1 – June 30, will automatically apply at checkout, the full recertification fee will show in your cart until that time. Additionally, there is a $40 discount available for those who hold an active CCI credential outside of the one you are recertifying.* ***Discounts cannot be combined and only one discount can be utilized per transaction.*

RECERTIFICATION METHODS

The only method to recertify the credential is for certificants to complete the recertification application, including a prescribed plan for continued professional development. Certificants have up to 5 years to complete their recertification activities and apply for recertification the following year. Refer to the accrual table for earning windows for contact hours and professional activities.

Recertification Methods

The CNS-CP® Recertification program is made up of five components (all documents must be returned with your recertification application):

1. Complete a self-assessment form addressing the current competency level in the six subject areas. (Select two subject areas to be the focus of your learning plan)

2. Develop a learning plan based on your self-assessment. Your learning plan is used to determine the topics for earning your professional recertification points activities.

3. Successful completion of professional points activities and contact hours (CH)

    - A maximum of 50 CE (100 points) is allowed toward recertification. (1 CH=2points)

    - There must be a *minimum of 10 CH in pharmacology*. (20 points)

    - Professional points activities must be earned through a variety of self-selected activities meant to showcase the unique skill set of the Clinical Nurse Specialist in the perioperative setting.

    - Applicants are not required to submit points in every category. All points must be earned through activities that provide content specific to or directly apply to perioperative nursing, including topics related to the learning plan.

    - A minimum of 300 professional activity points required for CNS-CP® recertification may be acquired through any of the eligible activities listed in Appendix A.

4. Two (2) completed peer reviewer forms.

5. A reflection that synthesizes one experience during the recertification period that the CNS-CP® found to be most relevant to continued competency and lifelong learning.

6. Complete CNS-CP® recertification log.

Recertification Application

A complete application includes:

- Application, including personal and work information
- Required supporting documents
- Application fee

- Signed Statement of Understanding

- Mail the completed CNS-CP® Recertification application to CCI:

  CCI, 400 Inverness Pkway Suite 265, Englewood, CO 80112

  OR

  scan all documents and email to cns-cp@cc-institute.org.

Audit

CCI randomly selects a percentage of recertification applications for audit. If there is reason to believe there has been a breach in the integrity of the process by an individual seeking recertification, CCI may also select those individuals for audit.

Applicants selected for audit will be notified by CCI and required to submit additional documentation within 30 days of notification. After reviewing the documents, an e-mail will be sent to the applicant detailing the audit results. Delay in submission of documentation or submission of incomplete documentation may result in a delays to the recertification process. Appendix B outlines the specific requirements for an application under audit.

Failure to comply with all recertification audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the recertification application fee will be provided to applicants that do not successfully pass the audit.

RECERTIFICATION ALTERNATIVES

Not Eligible to Recertify

There are two options if you are not eligible to recertify:

- File for emeritus status by logging into your CCI account to complete the online application.
- Allow the credential to lapse.

Emeritus

Emeritus status retires your credential. CCI established the emeritus status to recognize retired perioperative nurses' service and commitment to the perioperative profession and their achievement and maintenance of the CNS-CP® credential. The designation for CNS-CP® emeritus is CNS-CP®(E). CNS-CP®(E) holders are eligible to sit on CNS-CP® portfolio committees and serve as portfolio peer reviewers.

Emeritus Status Requirements

The certificant must currently hold the CNS-CP® credential to apply for CNS-CP® emeritus status. The CNS-CP® emeritus status is not available if the CNS-CP® credential has lapsed. No recertification is required when you retire your credential.

Obtaining Emeritus Status

Emeritus applicants complete the process by logging in to their CCI account to complete the online application and submit fees. Once your request and fee have been received, your Emeritus status certificate will be available to print immediately from your CCI account.

CNS-CP® Recertification Alternative	Standard Price
CNS-CP® Emeritus Status	$175

Lapsed Credential

You are not eligible to use the CNS-CP® credential after it has lapsed. If your CNS-CP® credential lapses or expires, a new Professional Portfolio must be submitted and approved. This portfolio cannot be based on any element of the initial portfolio. All eligibility requirements must be met at the time of application.

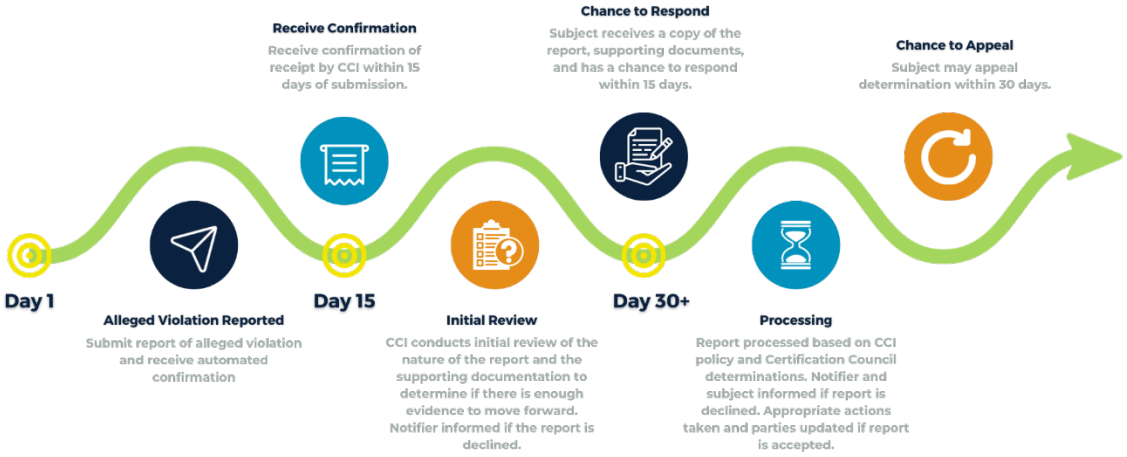
If your CNS-CP® credential expires, professional point activities will not be accepted to regain certified status.

ETHICS, VIOLATIONS, & APPEALS

Ethics & Violations

CCI strives to safeguard the integrity of its certifications. Nurses holding any CCI certifications are expected to demonstrate safety, competency, and ethical behavior in compliance with applicable laws and rules.

Information regarding CCI's Ethics Policy and the Ethics Violation Form are available on the CCI website.



Appeals

Individuals have the right to appeal certain decisions made by CCI staff or committees. An independent team of individuals not part of the initial determination reviews all appeals to CCI. Appeals committees include members appointed by or part of CCI Certification Council as needed. Appeals decisions are final and may not be further appealed.

Information regarding various types of Appeals and the Appeal Request Form are available on the CCI website.



GENERAL DATA INFORMATION

Information Confidentiality

The CEO, in consultation with CCI Leadership, will approve all requests for data and access to certificants.

Following accreditation requirements, CCI must make certain data about its certificants public (e.g., the demographic breakdown of certificants, number of certificants, number of test-takers, and pass rates for certification exams). All data is de-identified and shared in aggregate only, in accordance with Federal privacy law.

Use of Personal Data

CCI may process certificant data based on the following grounds, as appropriate:

- You have provided your consent which can be withdrawn at any time.
- The processing is necessary for the performance of a contract to which you are a party, including the processing of exams, certification, or recertification applications.
- The processing is necessary to meet legal obligations or to defend or maintain any claims involving us or our applicants and certificants.
- The processing is required to protect your vital and legal interests or those of another person.
- The processing is necessary for the purposes of CCI's operations and mission.

For additional details how CCI utilizes data, visit our Privacy Policy.

Credential Verification

Verification of your credential can be accessed through the CCI website.

APPENDIX A: RECERTIFICATION BY CONTACT HOURS

Continuing education requirements direct professional development by enhancing the knowledge level of the certificant. Contact hour requirements are generated from those subject areas scoring below the standard (either rubric from portfolio) or identified as an opportunity for growth (self-awareness tool, portfolio).

Only continuing education which reflects the clinical focus of the subject area, may be used. In addition to any subject-based continuing education, **10 contact hours associated with advanced practice pharmacology must be earned.** Contact hours must be earned during the current 5-year recertification cycle. The certificant is responsible for maintaining a record of contact hours.

The following DO NOT meet the criteria for recertification and therefore are not acceptable:

- Handwritten accreditation statements or provider numbers.
- Certificates of attendance without an appropriate accreditation statement and/or acceptable provider number.
- Contact hours earned before January 1 of the year certified.
- Provider numbers that do not state the Board of Registered Nursing.

Accredited, Approved Providers

Contact hours approved by any of the following groups are acceptable:

- Accreditation Council for Cont. Medical Education (ACCME)
- American Nurses Credentialing Center (ANCC)
- An agency, organization, or educational institution accredited by ANCC
- Any State Board of Nursing
- Any state nurses' association
- Association of Perioperative Registered Nurses (AORN)
- Association for Healthcare Resource and Materials Management (AHRMM)
- American Association of Critical-Care Nurses (AACN)
- American Association of Neuroscience Nurses (AANN)
- American Association of Nurse Anesthetists (AANA)
- Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN, formerly NAACOG)
- American Academy of Family Practitioners (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Physicians Assistants (AAPA)
- American College of Nurse-Midwives (ACNM)
- National Association of Nurse Practitioners in Women's Health (NPWH)
- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

- American Health Information Management Association (AHIMA)

Certificates from other groups deemed equivalent to those listed above may be accepted. The Director of Credentialing will approve this decision in consultation with the credentialing department.

The applicant must maintain a copy of the certificate of attendance for each approved program attended and submit the certificate to CCI if audited. Again, every certificate of attendance must have an accreditation statement and/or provider number.

The certificant is responsible for providing the certificates of attendance.

Approved Topics

To ensure the validity of this credential and its consistency with industry standards, CCI requires contact hours earned for CNS-CP® recertification to be related to the specialty of perioperative nursing at the advanced practice level. Although the following is not an all-inclusive list, it provides a broad range of APRN perioperative-related topics.

- Advanced pathophysiology
- Advanced physical assessment, including differential diagnosis
- Advanced pharmacology
- Legal issues related to advanced practice
- Monitoring and treating physiologic responses to surgical stressors
- Pain management, including pharmacologic and non-pharmacologic interventions
- Change theory
- Conflict resolution
- Interprofessional collaboration
- Strategic planning
- Risk analysis/risk mitigation
- Teaching/learning theories
- Educational programs that incorporate the three spheres of influence
- Clinical inquiry (evidence-based practice projects and/or research)
- Healthcare economics
- Health policy regulation/legislation

The applicant must maintain a copy of the certificate of attendance for each approved program and submit such records if audited. Every certificate of attendance must have an accreditation statement and provider number.

If an applicant attended a program and did not receive, or lost, the certificate of attendance, the applicant is responsible for contacting the program sponsor for a replacement certificate.

Academic Credit

CNS-CP® nurses may use academic credits to fulfill the continuing education requirement for recertification of the CNS- CP. All academic credits must meet the following criteria to be acceptable for use toward CNS-CP® recertification.

Courses must be at the graduate or postgraduate level. Although courses must be taken for credit at an accredited academic institution, CSN-CPs do not need to be enrolled in a formal degree program at the time the course is taken. To be acceptable, a grade of B or better must be achieved for each course. Any course required for a degree program is acceptable if the subject matter is consistent with the subject area of the Job Analysis.

Academic credits will be converted to contact hours using the following calculation:

Course	Contact Hours
1 semester hour/credit	20 contact hours
1 quarter hour	10 contact hours

CME Credits

CNS-CP® nurses may submit unlimited Category 1 Continuing Medical Education (CME) units to fulfill contact hour requirements. You are responsible for converting CME credits into contact hours using the ANCC conversion of:

Category	Contact Hours
1 CME Credit	1 contact hour

APPENDIX B: RECERTIFICATION BY POINTS

You must earn a total of 300 points to recertify your CNS-CP® credential. The following is a list of eligible activities which may be used to recertify your CNS-CP® by points. A maximum number of points is permitted for each activity except for academic study, where you may earn unlimited points.

You do not have to choose every activity. Please see Appendix C for a list of documents to be supplied if the certificant is audited.

- Academic Study, Graduate or Post-Graduate Level
- Academic Teaching
- Additional Points Activities
- Board or Committee Service
- CCI Volunteer Committee
- Clinical Inquiry (Evidence-Based Practice (EBP) Projects, Quality Assurance/Quality Improvement, or Research)
- CNS Certification Maintenance and/or Achievement
- Perioperative Certification
- Precepting/Mentoring
- Professional Organization Activities
- Professional Perioperative-Related Volunteer Service
- Professional Presentations
- Publishing
- Training Certificate

Academic Study

Unlimited points may be earned in the Academic Study category. The course must be part of a degree completion program, such as a healthcare degree (BSN, MSN, DNP, etc.) or a degree where the knowledge attained is used to advance your perioperative nursing career (including an MBA).

Course	Point Value
1 semester hour/credit	20 points
1 quarter hour/credit	10 points

Academic Teaching

A maximum of 90 points may be earned in the Teaching in an Academic Setting category. CNSs in perioperative practice who teach in academic programs may claim the same amount of credit as that awarded to the students enrolled in the course. Courses must be graduate or post-graduate level in an accredited school and have a perioperative component. Students may include residents, interns, physicians, Physician Assistants, graduate/doctoral nursing students, and/or APRNs (Nurse Practitioners [NPs]/Clinical Nurse Specialists [CNSs]/Certified Nurse Midwives [CNMs], and Certified Registered Nurse Anesthetists [CRNAs]). The conversion rate for academic credit is as follows:

Course	Point Value
1 semester hour/credit	15 points
1 quarter hour/credit	12.5 points

Additional Points Activities

A maximum of 50 points may be earned for additional points activities. Each activity is worth 10-20 points. Recently approved activities include the following:

Role	Point Value
Additional Activities • Approved by CCI CEO	10-20 points
Certificates of Mastery	150 points
Journal Club Attendee • Minimum of 4 meetings per year	15 points per year
Micro Credentials	50 points
True North Award Packet Writer	15 points per packet

Board or Committee Service

A maximum of 60 points may be earned in the Service as a Board or Committee Member category.

Role	Point Value
CCI Board of Directors	50 points per year
CCI Certification Council	50 points per year
International, National, or State Board Member	30 points per year
Local or facility-level committee	15 points per year

CCI Volunteer Committee

Volunteer, CNS-CP® Professional Portfolio Development Committee

CNS-CP® Portfolio-Related Activity	Point Value
Job Analysis	100 points
Task Force (in-person)	25 points
Survey Completion (remote)	5 points
Survey Review Call	10 points
Pilot Survey Review Call	10 points
Subgroup Analysis Call	15 points
Test Specs (in-person)	25 points
Standards Committee	30 points/appointment
Peer Reviewer Committee	15 points/appointment
Pilot Activity Committee	15 points/ appointment
Peer Reviewer	15 points/appointment
Other: Ad Hoc Committee (specify)	15 points

Clinical Inquiry

A maximum of 60 points may be earned in the Clinical Inquiry category. The CNS-CP® credential carries with it an expectation that the CNS in perioperative practice can interpret research findings and incorporate scientific results to validate and/or change clinical practice. Research, QA/QI, and EBP projects may be performed due to employer directives or independent of employment status. You must be primarily responsible for developing, implementing, and evaluating the project to receive points in this category. The activity must show evidence of participating in or applying research that improves current practice and/or patient outcomes.

Role	Point Value
Co-Investigator or Project Lead	30 points per project
Primary Project Leader or Primary Investigator	50 points per project

CNS Certification Maintenance and/or Achievement

A maximum of 45 points may be earned in the CNS Certification/Maintenance category.

Primary APRN Certification	Points Awarded

Attaining/maintaining prescriptive authority	15 points per renewal period
Initial APRN primary (population) certification	30 points
Maintaining APRN primary (population) certification	20 points per renewal period

Perioperative Certification

A maximum of 100 points may be earned for earning an accredited perioperative-related certification or completing the recertification process for an accredited perioperative-related certification. Examples of accredited perioperative-related certifications include CAPA, CPAN, CRCST, or ABCGN. Accreditation by ANSI, ABSNC, or NCCA will meet these criteria. This list is not intended to be all-inclusive. Other accredited certifications deemed equivalent by the CEO of CCI in consultation with the Credentialing Manager may be accepted. Please note: Other CCI credentials (excluding CFPN) qualify for additional points in this category.

Attain/Maintain an Accredited Perioperative Certification	
Initial Certification	30 points
Renewal of Certification	20 points

Precepting/Mentoring

A maximum of 60 points may be earned in the Precepting category. CNSs who precept APRN (NP, CNS, CNM, or CRNA) students may claim the same amount of credit as that awarded to the student enrolled in the course.

Nursing students must be enrolled in an accredited graduate nursing education program. Students must be present for at least one academic quarter, semester, or the entire clinical rotation. The preceptorship should be in a one-on-one relationship focusing on exposure to the role of the CNS in the perioperative setting.

Preceptorships involving partial clinical experiences or undergraduate students will not be accepted. This option does not apply to orienting new staff to the workplace. The conversion rate for precepting is as follows:

Course	Point Value
1 semester hour/credit	15 points
1 quarter hour/credit	10 points

Professional Organization Activities

A maximum of 100 points may be earned for activities related to course work from our collaborative partners.

Activity	Point Value
10-question activity	10 points
20-question activity	20 points

Professional Perioperative-Related Volunteer Service

A maximum of 100 points may be earned for medically-related volunteer service activities. Any combination of perioperative volunteer service may be used toward the 100-point maximum. Examples of local events include Red Cross volunteer activities, hospice programs, community wellness clinics, and Handy Helper visits. Project Cure is an example of a regional organization. A surgical mission trip outside the country would qualify as an international event.

Event Type	Point Value
Local/Facility	5 points per activity
National/International	
Participant	25 points per activity
Leadership role	50 points per activity
Regional	5 points per activity
State	15 points per activity
Non-Healthcare Related	15 points

Professional Presentations

A maximum of 50 points may be earned in the Presentation category. The presentation must be related to advanced practice perioperative nursing in one or more of the following:

- Direct patient care
- Consulting
- Education (patient, family, nurse, health care provider, and community)
- Clinical inquiry (evidence-based practice projects and/or research)
- Organizational/systems thinking
- Professional accountability

Material	Point Value

CE Podium Presentations • minimum 30 minutes	**30 points**
In service • minimum 30 minutes	**25 points**
Remote Presentation • minimum 30 minutes	**20 points**

Publishing

A maximum of 75 points may be earned in the Publishing category. Acceptable documents include:

- Original work for books, peer-reviewed journals, professional newsletters, patient/family educational material, or electronic media that requires review and synthesis of current literature.
- Posters 20 points
- Article/book must be related to advanced practice perioperative nursing in one or more of the following areas:
    - direct patient care
    - consulting
    - education (patient, family, nurse, health care provider, and community)
    - clinical inquiry (evidence-based practice projects and/or research)
    - organizational/systems thinking.

Except for publications with a patient/family education focus, publications must be directed at a professional audience. The material must have been accepted for publication during the 5-year recertification cycle.

Material	Point Value
Author, Book Review	**20 points**
Developer/Author of a Patient Education or Healthcare Professional Resource	**20 points**
DNP Capstone Project	**100 points**
Doctoral Dissertation	**100 points**
Editorial, Peer-Reviewed Journal	**30 points**
Guest Editor, Peer-Reviewed Journal Issue	**50 points**
Primary Author, Book Chapter	**50 points**
Primary Author, Peer-Reviewed Journal Article	**50 points**
Secondary Author, Book Chapter	**30 points**
Secondary Author, Peer-Reviewed Journal Article	**30 points**
Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter	**20 points**

Training Certificates

A maximum of 30 points may be earned for certificates of training by an approved provider (e.g., American Heart Association, American Red Cross, or Military Training Network), including initial and renewal certificates within the accrual period. One initial training and one renewal per certificate type may be reported within one accrual period.

Event Type	Point Value
ACLS	10 points
BLS	5 points
NRP	10 points
PALS	10 points
TNCC	10 points
Non-CE • live taught perioperative training program • examples include laser training, Da Vinci Robotics training, and informatics training	10 points
Other training may be approved by CCI on a case-by-case basis. Documentation must be provided to CCI for review	

APPENDIX C: RECERTIFICATION AUDIT DOCUMENTATION

A percentage of recertification applications will be randomly selected for audit. If you are selected, you will be notified after you have submitted your recertification application. Applicants chosen for audit will be required to electronically submit copies of specific documentation, as outlined below.

NURSING CONTINUING PROFESSIONAL DEVELOPMENT

- Copies of attendance certificate(s) from an accepted provider must be provided. Transcripts may be accepted instead of certificates but must include the accredited provider's name and number. Transcripts that do not include accrediting provider information will not be accepted.
- CEs imported from AORN to your CCI account must be verified with certificates or a transcript.

ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION

Copy of official or unofficial transcript.

PUBLISHING

Copy of the title page, table of contents, or abstract indicating you are the author, co-author, or contributor.

SERVICE AS A BOARD OR COMMITTEE MEMBER

- Board summary, minutes, or committee report (minimum of four meetings per year required).
- If official summaries are unavailable, a supervisor may provide a letter confirming committee service and details.

PRESENTATIONS

A program brochure, activity documentation form (ADF), or completed course evaluation must be provided. Each document must include the title, the presentation date, and the objectives of the presentation.

TEACHING A PERIOPERATIVE-RELATED COURSE IN ACADEMIC SETTING

Syllabus, course description, or other documentation that verifies the name and role of the instructor must be provided.

PRECEPTING/MENTORING IN THE PERIOPERATIVE NURSE ROLE

Letter from applicant's supervisor confirming precepting/mentoring experience including a minimum of 80 hours and date range. Practicums: copy of the agreement between the organization and university.

CCI VOLUNTEER COMMITTEE TEST DEVELOPMENT COMMITTEE

- Certificate of completion from each committee assignment. If you need a copy of your certificate, please reach out to volunteer@cc-institute.org
- Letter of Participation

CCI VOLUNTEER EDUCATION DEVELOPMENT PRODUCT COMMITTEE

Copy of points certificate. If you need a copy of your certificate, please education@cc-institute.org

CERTIFICATION COACH

Certificate of achievement from CCI. If you need a copy of your certificate, please email coaches@cc-institute.org.

ATTAIN/MAINTAIN PERIOPERATIVE-RELATED CERTIFICATION

Copy of certificate or wallet card.

CLINICAL INQUIRY

A final report summarizing evidence of participation in a QA, QI, EBP, or research project, including its impact on current practice and/or patient outcomes.

PROFESSIONAL PERIOPERATIVE-RELATED VOLUNTEER SERVICE

Letter from supervisor or mission director on organization letterhead attesting to dates and contributions of volunteer.

PROFESSIONAL ORGANIZATION ACTIVITIES

A copy of the points certificate must be provided. The points activity is automatically imported to your CCI account if completed through CCI.

TRAINING CERTIFICATES

- Copy of training certificate by an approved provider (BLS, ACLS, PALS, etc.)
- If training grants contact hours, these should be reported under the "Continuing Education" category.

PROFESSIONAL GROWTH AND DEVELOPMENT: DIGITAL MEDIA

Copy of or link to content/objective materials presented or other documentation that verifies the digital media activity.

REFLECTION/GAMES/CASE STUDIES

Copy of points certificate. The points activity is automatically imported to your CCI account if completed through CCI.

ADDITIONAL POINTS ACTIVITIES

- True North: submission confirmation page showing author's name
- Journal club: club summary, minutes, or committee report (minimum of four meetings per year required).
- Other: copy of points certificate.

APPENDIX D: CERTIFICATION MARK USE POLICY

The Competency and Credentialing Institute ("CCI") owns several certification marks (the "Certification Marks") related to CCI's perioperative nursing certification programs (e.g., CNOR®, CSSM®, CNS-CP®, CFPN®, and CNAMB®). These Certification Marks represent that authorized individuals performing perioperative nursing services have satisfied applicable requirements established by CCI. This Policy establishes the rules and requirements for using the Certification Marks, including proper use on occupational and business materials by individuals certified by CCI. All CCI-authorized individuals should review this Policy carefully to ensure all uses of the Certification Marks conform to the Policy requirements.

This Certification Mark Use Policy states the terms and conditions under which CCI certificants may use the Certification Marks.

1. CCI retains all intellectual property and other ownership rights concerning the Certification Marks. CCI may create and use additional certification mark as it deems appropriate.

2. CCI grants limited permission to use the Certification Marks to qualified individuals who satisfy all applicable CCI certification requirements. Consistent with applicable law and organizational policies, CCI will ensure that the Certification Marks are displayed and otherwise used properly, as such use represents CCI certification to the public.

3. Permission by CCI to use a CCI Certification Mark does not include authorization to use any CCI trademarks.

4. Use of the Certification Marks is limited strictly to those individuals who are CCI certificants in good standing. Each CCI certificant accepts and assumes sole responsibility for understanding and satisfying all CCI organizational and legal requirements related to the use and display of the Certification Marks. CCI will not be liable or otherwise responsible for any claims, complaints, suits, or damages relating to a certificant's use or display of a Certification Mark.

Among other requirements, each certificant is responsible for ensuring that the use of any Certification Mark on occupational and business-related materials (e.g., business cards, stationery and/or letterhead, email signatures, advertisements, brochures, or Internet websites) is consistent with this Policy, and is not in conflict with applicable laws. CCI assumes no responsibility concerning the interpretation or application of such legal requirements.

CCI certificants are prohibited from making any public statement or representation related to the CCI certification programs that bring CCI into disrepute, that is materially false, or that is otherwise contrary to the interests of CCI.

1. Permission to use the CCI Certification Marks is limited to CCI certificants and may not be transferred to, assigned to, or otherwise used by any other individual, organization, business, or entity.

2. Each individual CCI certificant must use the Certification Marks only in conjunction with his/her name and in connection with the services related to the certification, i.e., perioperative nursing services. The Certification Marks may not be positioned, displayed, or used in a manner that may lead the public to believe that a company or organization is certified or otherwise endorsed by CCI.

Certification Marks must be associated only with the certified individual that is authorized. Certificants are prohibited from using the Certification Marks to expressly or implicitly suggest an affiliation or other relationship with CCI that is untruthful or inaccurate. Additionally, Certification Marks should always be used in their entirety. If a Certification Mark is protected by federal registration, the registration notice ("®") must appear at least once in the advertising copy.

Concerning other affiliation marks and/or logos, the CCI Certification Marks may be located near such other marks or logos but must remain separate and distinct to avoid confusion concerning the source of the certification and to avoid the appearance that other marks, certifications, credentials, designations, or organizations are associated with, or endorsed by, CCI. Furthermore, the Certification Marks may not be modified except only as authorized by CCI.

The Certification Marks denote more than merely a title; they confirm that the individual certificant has met CCI's high standards of excellence. Therefore, proper use of a Certification Mark must specifically note such certification, such as through the use of a term like "professional," "practitioner," "certificant," or "certification." Examples of proper use are noted below. Other proper uses include listing the certification on a "CERTIFICATIONS" portion of a resume or social media profile. The sole use of a Certification Mark itself at the end of the certificant's name, with nothing more, is not proper use of a Certification Mark.

Examples of proper uses and appearance of a CCI Certification Mark include, but are not limited to:

Jane C. Doe CNOR® Certificant	John A. Smith a CCI CSSM® Professional
Jane B. Thomas CNS-CP® Nursing Professional	John D. Doe holds a CNAMB® certification from CCI

1. A CCI certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of a CCI Certification Mark by another certificant.

2. Each CCI certificant is responsible for reporting the unauthorized use, misuse, or other violation of this Policy to CCI in a timely manner. This reporting responsibility includes any circumstance where the use of a CCI Certification Mark is related to an individual or organization that is not a CCI certificant or where a Certification Mark is used improperly by a CCI certificant.

3. All mark misuse complaints and other matters concerning potential violations of this Policy will be reviewed and resolved by the CCI's designee. If, after notice and a fair opportunity to respond, the designee determines that there has been a violation of the terms of this Policy, CCI reserves the right to take any action consistent with CCI policies or applicable law, including but not limited to certification suspension or revocation.

In addition, CCI may refer cases of Certification Mark misuse, infringement, or other similar matters to appropriate agencies and other organizations or may initiate appropriate legal action.