



## Directions for Documentation of CE Credits for Recertification

*For certified registered nurse anesthetists who do not have AANA membership or  
AANA Nonmember Recordkeeping*

Certified registered nurse anesthetists who do not have credit transferred to the NBCR NA by the AANA must submit documentation of CE credit directly to the NBCR NA at the time of application for recertification. **A CE processing fee of \$300 has been instituted and must be submitted with the recertification application and documentation of credit.** Applications will not be processed until the fee is received. Documentation must be submitted following the guidelines below. Failure to submit any of the required information will delay the processing of your recertification application.

- ◆ How to submit CE documentation for programs you attended for recertification.
  - A. **Programs that were prior approved by the AANA:** Send a copy of the Certificate of Attendance or Completion issued by the provider.
  - B. **Programs approved for CE credit by another recognized approval organization, not AANA:**  
CE programs
    1. Professionally printed material that provides a detailed description of the program attended, an hourly schedule, and all the lectures clearly marked that you attended. For tours, CE credit will be awarded only for the discussion portion and not for observation or a physical walk-through of a hospital or other facility.
    2. A copy of the Certificate of Attendance issued and signed by the provider for programs attended between August 1, 2008 and July 31, 2010.
    3. Documentation of approval for CE credit by another recognized professional approval organization that shows the number of CE credits awarded. This usually appears on the certificate or the brochure that describes the program.

### Classroom Life Support Courses - ACLS, PALS, NALS, and NRP:

1. Copy of the life support card. You must pass the relevant test to receive CE credit.
2. An hourly schedule or lecture agenda. Life support textbooks are not required.
3. Copy of the Certificate of Attendance or other materials which identify the provider and the location of the course.

### On-Line Life Support Courses - ACLS, PALS, NALS, and NRP:

1. Copy of life support card;
2. Copy of Certificate of Completion that includes the number of CE credits awarded and identifies the provider and the course location; and
3. Documentation of approval for CE credit by an approved provider because an hourly schedule which is used to calculate credits is not available for on-line courses.

### Provider-Directed Independent Study (Home Study)

1. One complete packet of all instructional materials sent to the subscriber. This material should include an explanation of the subscription process, how to use the learning materials, the testing mechanism, and provisions for learner feedback. There must be a passing score of at least 80%.  
This material must be professionally printed, not a statement submitted by the CRNA.
2. Specific learner objectives and test questions. A minimum of 1 learner objective and 10 test questions is required for each CE credit requested.
3. Copy of the Certificate of Completion issued by the provider. Dates on the certificate must show the number of CE credits earned within an August 1 to July 31 time-frame.
4. Documentation of approval by another professional approval organization that shows the number of CE credits awarded.

NOTE: CE credits for recertification must be earned within a 24-month period. If you have not earned 40 CE credits prior to July 31, the 24-month period for earning credits advances. Some CE credits obtained early in the recertification period may then fall outside the 24-month timeframe and cannot be counted toward recertification.

If you need additional assistance, please email the NBCRNA at the following address: [recertification@nbcna.com](mailto:recertification@nbcna.com).