

# Directions for Documentation of CE credits for Recertification

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Certified registered nurse anesthetists who do not have credit transferred to the NBCRNA by the AANA must submit documentation of continuing education (CE credit) directly to the NBCRNA at the time of application for recertification. A CE processing fee of \$300 must be submitted with the recertification application; 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.

## ◆ **FORMAT FOR DOCUMENTATION OF CE CREDIT**

To document CE credit, submit the following:

1. **Programs that were prior approved by the AANA:** Send a copy of the Certificate of Attendance or Completion issued by the provider.
2. **Programs approved for CE credit by another recognized approval organization, not AANA:**

### CE programs

- Professional printed material that provides a detailed description of the program attended and an hourly schedule. On the schedule, clearly mark all lectures you attended.
- A copy of the Certificate of Attendance issued and signed by the provider for programs attended between August 1, 2010 and July 31, 2012.
- 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.

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

- 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.
- Specific learner objectives and test questions. A minimum of 1 learner objective and 10 test questions is required for each CE credit requested.
- Copy of the Certificate of Completion issued by the provider. Dates on the certificate must show the number of CE credits earned within the August 1 to July 31 timeframe.
- Documentation of approval by another professional approval organization that shows the number of CE credits awarded.

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

- Copy of the life support card. You must pass the relevant test to receive CE credits.
- An hourly schedule or lecture agenda. Life support textbooks are not required.
- 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, BLS, PALS, NALS AND NRP:

- Copy of life support card.
- Copy of Certificate of Completion that includes the number of CE credits awarded and identifies the provider and the course location.
- 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.

Note: In accordance with American Nurse Credentialing Center (ANCC) policy, effective June 1, 2011, BLS and renewal ACLS, PALS, NRP and NALS programs will not be approved for continuing education credit.

### ◆ **SUBMITTING YOUR DOCUMENTATION TO THE NBCRNA:**

1. Fax: (847) 825-2762; or
2. Mail: NBCRNA, 222 S. Prospect Ave., Park Ridge, IL 60068

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