



## Checklist for Recert Year 2023

### 1 Check Your Eligibility

- Currently CSSM-certified and hold a current, unrestricted RN license.
- Be currently employed in perioperative nursing surgical services management. The management role may be overseeing personnel, a budget or a program. Interim employment as a consultant and work experience in a non-paid, volunteer capacity also meets this requirement.
- Have worked a minimum of 1500 hours in surgical services management during your three-year accrual period.

### 2 Complete Professional Development Points Activities

- Earn 200 points during your accrual period. For more information on points categories and accrual periods, please see the [CSSM Handbook](#).
- Log the points earned into [your CCI account](#). You may log activities at any time.
- See other side for alternatives to recertification.

### 3 Complete the Self-Reflection by December 31<sup>st</sup> of your Recert Year

- The [self-reflection exercise](#) establishes a professional development plan to determine learning goals and guide your recertification activities for your next recertification cycle.
- To complete the self-reflection, you will [download the form](#) from our website under "recertify" and "CSSM". Once complete send your form via email to [info@cc-institute.org](mailto:info@cc-institute.org).

### 4 Pay Recertification Fee

After you submit your self-reflection and it has been approved within your classroom, log in to your CCI account to pay the recertification fee.

CSSM Fee Type	Standard Fee	CNOR-Certified
CSSM Recertification Fee (Recertification Self-Assessment included)	\$300	\$245 (\$55 discount)
CSSM Extension Year	\$245	\$245
CSSM Emeritus Status (one-time fee)	\$175	\$175

(continued on reverse side)

## 5 Alternatives to Professional Development Points Activities

- Active CSSM certificants who cannot complete their professional development points activities by the end of their accrual period may choose to apply for a **CSSM Extension Year**. An extension year adds one year to your accrual period, allowing you more time to complete points activities. Please note, an extension year does not add a year from the time of purchase. You would then recertify the following year. [Log in to your CCI account](#) to apply for CSSM Extension Year online by December 31<sup>st</sup> of your recertification year.
- Retiring or ineligible perioperative nurses may choose to preserve their CSSM credential by applying for **Emeritus Status**. The CSSM(E) credential recognizes the nurse's service and commitment to the perioperative profession. [Log in to your CCI account](#) to apply for Emeritus Status online by December 31<sup>st</sup> of your recertification year.

**For additional information, please download the [CSSM Handbook](#).**