



2025 Recertification Checklist

Recertification Activity Accrual Period			Recertification Year
Your accrual period is the timeframe for completing your recertification activities. You will not be able to submit your online recertification application until January 1 of your recertification year; however, you may record activities in your recertification application at any time.			Finish recording activities in your CCI account, complete the online application and submit payment.
Jan 1 of Year 1	Year 2	Dec 31 of Year 3	Recertify Jan 1 – Dec 31
2022	2023	2024	2025

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 Recertification Application

- Between January 1 – December 31, 2025, log in to your CCI account to access the recertification application. You will not be able to submit your application before January 1, 2025, but you may record your activities in your application at any time.



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4. Pay Recertification Fee at Time of Application

CSSM Fee Type	Standard Fee	Early-Bird Discount
CSSM Recertification	\$315	\$275 (\$40 discount) January 1 – March 31, 2025
CSSM Extension Year	\$257	n/a
CSSM Emeritus Status (one-time fee)	\$184	n/a

5. Alternatives to Professional Development Points Activities

a. **CSSM Extension Year**

Active CSSM certificants who cannot complete their professional development points activities between January 1, 2022 – December 31, 2024, may choose to apply for a CSSM Extension Year. This allows the nurse to use points earned between January 1, 2022 – December 31, 2025, to meet recertification requirements and apply for recertification in 2026. [Log in to your CCI account](#) to apply for the CSSM Extension Year online by December 31st of your recertification year.

b. **CSSM Emeritus – Retire Your Credential**

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 31st of your recertification year.

6. Begin Next 3-Year Cycle

- Upon successful recertification, your new three-year accrual period begins immediately.

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