




# **NPDA-BC**

**NURSING PROFESSIONAL  
DEVELOPMENT ADVANCED –  
BOARD CERTIFIED  
HANDBOOK**

## ABOUT THIS HANDBOOK

---

This handbook describes the requirements for obtaining and maintaining the Nursing Professional Development Advanced – Board Certified (NPDA-BC) 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. Certificants should check the current version of the handbook prior to recertifying their credential.

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 portfolio requirements and fees.

Last updated: 6.26.2024

Copyright © 2024 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.



400 Inverness Parkway, Suite 265

Englewood, CO 80112

303.369.9566 / 888.257.2667

[info@cc-institute.org](mailto:info@cc-institute.org)

# Table of Contents

<b>INTRODUCTION TO CERTIFICATION .....</b>	<b>5</b>
Certification .....	5
Purpose of Certification .....	5
Objectives of Certification .....	5
Rationale .....	5
<b>NPDA-BC PROFESSIONAL PORTFOLIO BACKGROUND .....</b>	<b>6</b>
Portfolio Design Process .....	6
Professional Portfolio Development .....	6
Credential Accreditation .....	6
<b>NPDA-BC CREDENTIAL OVERVIEW .....</b>	<b>7</b>
Eligible Requirements .....	7
Subject Areas of the Professional Portfolio .....	8
<b>APPLYING FOR THE NPDA-BC PROFESSIONAL PORTFOLIO .....</b>	<b>10</b>
How to Apply .....	10
Create a CCI Account .....	10
Application .....	10
Classroom .....	10
Portfolio Submission Requirements .....	10
Professional Portfolio Fees .....	11
Verification of Application Information .....	11
<b>NPDA-BC PROFESSIONAL PORTFOLIO .....</b>	<b>12</b>
Reference Materials .....	12
Components of Professional Portfolio .....	12
Withdraw Portfolio Application .....	13
Portfolio Reviewed .....	13
Portfolio Results .....	14
Portfolio Documents .....	14
Final Submission is Not Successful .....	14
Submit a Second Portfolio .....	14
<b>USING THE NPDA-BC CREDENTIAL .....</b>	<b>16</b>
Active Credential .....	16
Use the Credential .....	16
Using My Credential .....	16
Certificate .....	16
Display My Name and Credential? .....	16
<b>MISUSE OR MISREPRESENTATION .....</b>	<b>17</b>
<b>REVOCAION .....</b>	<b>17</b>
<b>INTRODUCTION TO RECERTIFICATION .....</b>	<b>18</b>
Recertification .....	18
Purposes of Recertification .....	18
Recertification Justification .....	18
<b>RECERTIFICATION .....</b>	<b>19</b>
Recertification Timeframe .....	19
Accrual Period .....	19
Accrual Period Deadlines .....	19
Recertification Requirements .....	19
Recertification Eligibility Requirements .....	20
Recertification Fees .....	20
<b>RECERTIFICATION METHODS .....</b>	<b>21</b>

Recertification Methods .....	21
Responsibility Table .....	21
Recertification Application .....	22
Audit .....	22
<b>RECERTIFICATION ALTERNATIVES .....</b>	<b>23</b>
Not Eligible to Recertify .....	23
Emeritus Status.....	23
Emeritus Status Requirements .....	23
Obtaining Emeritus Status .....	23
Lapsed Credential .....	24
<b>ETHICS, VIOLATIONS, &amp; APPEALS.....</b>	<b>25</b>
Ethics & Violations .....	25
Appeals .....	25
<b>GENERAL DATA INFORMATION .....</b>	<b>26</b>
Information Confidentiality .....	26
Use of Personal Data.....	26
Credential Verification .....	26
<b>APPENDIX A: RECERTIFICATION BY POINTS .....</b>	<b>27</b>
<b>APPENDIX B: RECERTIFICATION AUDIT DOCUMENTATION.....</b>	<b>35</b>
<b>APPENDIX C: CERTIFICATION MARK USE POLICY .....</b>	<b>37</b>



## *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.

The NPDA-BC certification documents the professional achievement of a nursing professional development (NPD) specialist who fulfills all NPD roles and responsibilities while demonstrating adherence to standards of professional practice and performance for the NPD specialist as delineated in the 3<sup>rd</sup> edition of Nursing Professional Development: Scope and Standards of Practice.

NPDA-BC is the official designation of the NPD specialist who has successfully completed the certification process for professional achievement in nursing professional development practice in any setting.

## *Purpose of Certification*

- Demonstrates commitment to the healthcare consumer/partner through the promotion of learning, change and professional role competence and growth of healthcare personnel.
- Enhances optimal care for the healthcare consumer/partner.
- Identifies the NPD specialist who has demonstrated professional achievement in nursing professional development.
- Provides employing agencies a means of identifying professional achievement of an individual NPD practitioner.
- Provides personal and professional achievement for NPD practitioners.

## *Objectives of Certification*

- Recognize the individual professional nurse who is an expert in NPD practice.
- Enhance professional growth through continued learning that results in greater depth of knowledge and expanded skills.

## *Rationale*

NPDA-BC certification validates the professional achievement of NPD specialist standards of practice and performance by an NPD practitioner serving in any interprofessional practice or learning environment. This voluntary recognition program acknowledges performance that exceeds the fundamental competencies required for all NPD practitioners and requires demonstrated application of competencies for the NPD specialist as delineated in the 3<sup>rd</sup> edition of the Nursing Professional Development: Scope and Standards of Practice.



## *Acceptance of a NPDA-BC Professional Portfolio*

Having a thorough and sound foundation of knowledge and skills required for NPD specialist level practice (see NPDA-BC Portfolio Content Outline below) is required. Knowledge can be obtained through work experiences, independent learning, and formal educational programs. The portfolio assesses a combination of experiential and cognitive knowledge, as together these form the foundation of specialist practice.

The NPDA-BC certification is a portfolio-based method of certification. The NPDA-BC professional portfolio demonstrates fulfilment of each NPD role and responsibility, and application of NPD specialist competencies as defined in the 3<sup>rd</sup> edition of Nursing Professional Development: Scope and Standards of Practice.

Exemplars and activities in the portfolio exceed routine, entry-level practice and challenge applicants to contribute to the art and science of NPD practice at an advanced level. This certification method provides a unique opportunity for the applicant to reflect on professional interests and contributions to the nursing profession and the NPD specialty through advanced NPD practice.

## *Portfolio Design Process*

Understanding of the portfolio design process and being able to document your achievements are key components of the portfolio method of certification.

The NPDA-BC Professional Portfolio method for certification has been designed to capture the essence of the practicing nursing professional development specialist through its integration of role delineation study findings and core competencies as defined in the NPDA-BC role delineation study. The NPDA-BC Professional Portfolio is a peer-reviewed mechanism for demonstrating fulfilment of each NPD role and responsibility, and application of NPD specialist competencies. Activities in the portfolio go beyond routine, entry-level practice and challenge applicants to contribute to the art and science of nursing professional development at an advanced level.

## *Professional Portfolio Development*

A role delineation study was conducted by the Association for Nursing Professional Development ([ANPD](#)) and a collection of subject matter experts. The role delineation study describes the overall functions and responsibilities, as well as the underlying knowledge and skills, that are essential to proficiency as a NPDA-BC. Working from the role delineation study findings, committee members designed the individual components of the NPDA-BC Professional Portfolio. It is recognized that the role delineation study may not reflect all the specific tasks performed by an individual functioning in this role.

## *Credential Accreditation*

NPDA-BC is not currently accredited.

# NPDA-BC CREDENTIAL OVERVIEW

---



NPDA-BC is an acronym and stands for Nursing Professional Development Advanced – Board Certified. To earn the NPDA-BC credential, applicants must meet eligibility requirements at the time of application and meet the standards for a successful professional portfolio.

## *Eligible Requirements*

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

### *Licensure*

The applicant must hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.

### *Education*

The applicant must hold a master's or higher degree in nursing or related field or the demonstrated equivalent from another country. If the graduate degree is in a related field, the baccalaureate degree must be in nursing.

### *Certification*

The applicant must hold an accredited certification in Nursing Professional Development (NPD) demonstrating entry level NPD knowledge and skills.

### *Experience*

The applicant must have a minimum of 4,000 hours of active practice in nursing professional development at the specialist level in the last 5 years. NPD practice settings include any practice or learning environment.

### *Demonstrated Leadership*

The applicant must demonstrate advanced NPD practice, defined as leadership in:

- Facilitating professional role development, including practice transitions
- Managing change
- Championing scientific inquiry
- Forming and maintaining collaborative partnerships
- Advocating for the specialty as leader and mentor
- Analyzing issues, trends, and supporting data to determine the needs of individuals, organizations, and communities
- Synthesizing data to validate an identified gap in professional practice with the goal of closing the practice gap for an individual or team
- Facilitating professional role competence and growth resulting in organizational impact

## Subject Areas of the Professional Portfolio

The NPDA-BC Professional Portfolio is comprised of the following subjects. For a complete list of scope and standard statements for the NPDA-BC Professional Portfolio, see our [Scope and Standards Statement](#).

**Table 1:** *NPD Roles Delineated in Nursing Professional Development: Scope and Standards of Practice* (Harper & Maloney, 2016)

Nursing Professional Development Roles
Learning Facilitator
Leader
Mentor
Partner for Practice Transitions
Change Agent
Champion for Scientific Inquiry
Advocate for the NPD Specialty

Note: Roles identified (Warren & Harper, 2017) and confirmed by research (Harper & Maloney, 2021; Maloney & Harper, 2021)

**Table 2:** *NPD Responsibilities Delineated in Nursing Professional Development: Scope and Standards of Practice* (Harper & Maloney, 2016)

Nursing Professional Development Responsibilities
Orientation/Onboarding
Competency Management
Education
Role Development
Collaborative Partnerships
Inquiry (Research/Evidence-Based Practice/Quality Improvement)

Note: Responsibilities identified (Warren & Harper, 2017) and confirmed by research (Harper & Maloney, 2021; Maloney & Harper, 2021)

**Table 3:** *NPD Standards of Professional Practice and Performance* (Harper & Maloney, 2016)

Standards of Practice: Use of critical thinking application of the nursing process to the NPD specialty	
<i>Standard 1</i>	Assessment of Practice Gaps
<i>Standard 2</i>	Identification of Learning Needs
<i>Standard 3</i>	Outcomes Identification



<i>Standard 4</i>	Planning
<i>Standard 5</i>	Implementation
	5-A. Coordination
	5-B. Facilitation of Positive Interprofessional Practice and Learning Environments
	5-C. Consultation
<i>Standard 6</i>	Evaluation
<b>Standards of Professional Performance: Competent Level of Behavior</b>	
<i>Standard 7</i>	Ethics
<i>Standard 8</i>	Education
<i>Standard 9</i>	Evidence-Based Practice and Research
<i>Standard 10</i>	Quality of NPD Practice
<i>Standard 11</i>	Change Management
<i>Standard 12</i>	Leadership
<i>Standard 13</i>	Collaboration
<i>Standard 14</i>	Professional Practice Evaluation
<i>Standard 15</i>	Resource Utilization
<i>Standard 16</i>	Mentorship/Advancing the Profession



## *How to Apply*

### Create a CCI Account

For your application packet to be reviewed, you will need [to create an account through CCI](#). There is no payment required to set up a CCI account. If creating a new account, you will need the following information:

- 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.
- Supervisor contact information: name, address, e-mail, phone number.
- Employer contact information: facility name, address, and phone number.
- RN license information: expiration date, state(s) licensed to practice.

### Application

The following documents must be uploaded during the application process:

- Photocopies of RN license or a photocopy (screenshot) of the on-line verification of current licensure from the state board of nursing.
- A photocopy of graduate degree or transcript.
- A photocopy of the accredited certification in Nursing Professional Development (NPD) demonstrating entry level NPD knowledge and skills or a photocopy (screenshot) of online certification verification.
- Professional CV/Resume that supports the portfolio contents.

### Classroom

CCI will acknowledge authorization of the documents by e-mail. Upon acceptance of the application, the applicant will be granted access to the portfolio documents through their classroom.

Access your classroom using the following instructions:

- [Login to your CCI](#) account using your email address as your username
- On the right-hand side of your screen, you will see a box with “My Account Links”
- Select “Enter My Classroom” the second link from the top

## *Portfolio Submission Requirements*

Upon submission of all documents, CCI staff will review the portfolio and, if complete, the submission will be sent to a team of peer reviewers. Incomplete portfolios will be returned to the applicant. If the documents are found to be incomplete or insufficient, the assignment will be rejected, and the applicant will be notified. The applicant will be allowed one re-submission within one year of original date of application..

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 cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full.

NPDA-BC Certification Fee	Price
NPDA-BC Professional Portfolio Fee	\$375
Active CCI Certified Discount (\$40 discount) *	\$335

*\*There is a \$40 discount available for those who hold an active CCI credential outside of NPDA-BC. 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. If randomly selected for audit, the Credentialing Department will contact the individual in writing to obtain documentation to substantiate the information in question. Information may be verified by telephone, e-mail message and/or letter by the Credentialing Department. All information gained through verification procedures will be confidential, except in instances where the law demands disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- An employment verification form that must be completed by a current manager, supervisor, or HR.
- Verification of applicant’s RN license through NURSYS.
- Verification of professional nursing history through contact with past employers if needed.

It is the responsibility of the applicant to furnish any information missing from the application. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. Delayed submission of documents and/or submission of incomplete documentation may result in delays to the portfolio review and credentialing processes. An e-mail will be sent to the applicant detailing the results of the audit after the documents have been reviewed.

*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.*



The projects used for the portfolio must have been completed within 5 years of the application date. **The submission and evaluation process, and the re-submission process if needed, must be completed within 1 year of receipt of application.** For additional support, see [Timeline Tipsheet](#).

At the end of one year all fees are retained by CCI and the portfolio is deemed unsuccessful. **No refunds will be given.**

Basic computer skills are necessary, including competency in MS Word document generation, communication via email, 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. Purchase of CCI review materials is not a requirement for testing or portfolio completion, nor does use of any review materials (CCI or otherwise) imply successful performance on certification examinations or portfolios.

## *Reference Materials*

One primary reference is recommended in preparing for the NPDA-BC professional portfolio:

- Harper, M. G., & Maloney, P. (Eds.) (2016). *Nursing professional development: Scope and standards of practice* (3rd ed.). Association for Nursing Professional Development.

Additional references include:

- American Nurses Association. (2017). Recognition of a nursing specialty, approval of a specialty nursing scope of practice statement, acknowledgement of specialty nursing standards of practice, and affirmation of focused practice competencies. Retrieved from <https://www.nursingworld.org/~4989de/globalassets/practiceandpolicy/scope-of-practice/3sc-booklet-final-2017-08-17.pdf>
- Harper, M. G., & Maloney, P. (2021). Informing the nursing professional development scope and standards part II: Exploring current and future NPD practice through eDelphi methodology. *Journal for Nurses in Professional Development*, 37(4) 239-246.
- Maloney, P. & Harper, M. G. (2021). Informing the nursing professional development scope and standards part I: Exploring current and future NPD practice through a world café methodology. *Journal for Nurses in Professional Development*, 37(3)176-182.
- Warren, J. I. & Harper, M. G. (2017). Transforming roles of nursing professional development practitioners. *Journal for Nurses in Professional Development*, 33(1), 2 - 12. DOI: 10.1097/NND.0000000000000320

## *Components of Professional Portfolio*

The NPDA-BC Professional Portfolio includes the following:

1. Evidence of addressing all NPD roles, responsibilities and standards at the NPD Specialist level.
2. Exemplars, each demonstrating a different project showing advanced NPD practice within the past 5 years in one NPD responsibility (see [Table 2](#)); components of the exemplars include:
  - a. Background/Problem
  - b. Goal statement using SMART components
  - c. Description of intervention/initiative/activity
  - d. Participants
  - e. Outcomes
  - f. Reflection on advanced NPD practice in application of NPD roles and standards Applicants must write three exemplars to cover three of the NPD Responsibilities of their choice. Each exemplar must cover a separate achievement or project.
3. Responsibility Tables must be three new projects each providing evidence of demonstrating advanced NPD practice in the responsibilities (see [Table 2](#)) not covered in the three exemplars; elements of the table include:
  - a. Responsibilities addressed (See [Table 2](#))
  - b. Roles demonstrated (See [Table 1](#))
  - c. NPD Specialist standards demonstrated (See [Table 3](#))
  - d. Supporting evidence; must be available upon request of peer reviewers.

### *Withdraw Portfolio Application*

The applicant may withdraw the portfolio but no refunds will be issued.

### *Portfolio Reviewed*

The NPDA-BC Portfolio Review Committee will be composed of individuals with current NPDA-BC certification in good standing or retired NPDA-BC certificants who have completed willingness to serve forms and other documentation as required by CCI to ensure the integrity of the review process and the privacy of the applicants. Portfolio reviewers will undergo orientation provided by CCI on required components of the portfolio, use of the scoring rubric, and feedback techniques.

Two reviewers will be assigned to review each portfolio. The two independent reviewers must reach consensus on the approval or denial of the portfolio. If unable to reach consensus, a third reviewer will evaluate the portfolio and serve as the tiebreaker/adjudicator.

Reviewers may ask for further professional comment, expert opinion, or further information or materials in reviewing the appropriateness and accuracy of the submission from any party, including but not limited to:

- The applicant or individuals referenced in the submission

- Additional CCI staff or NPDA-BC Professional Portfolio Review Committee members
- Additional subject matter experts

CCI staff will request such information or clarification in writing from the applicant. The applicant will have 30 days to submit any additional required materials or information.

Applicants whose portfolios are approved will be awarded the NPDA-BC credential.

Applicants whose final portfolios do not meet the standards for acceptance will be advised of the decision not to grant the NPDA-BC credential and will be given feedback relative to the shortfalls of the submission. The applicant is allowed to re-submit the portfolio **once** for a second evaluation within a year of original application date. It is the responsibility of the applicants to revise the materials in the segments which were not passed and then re-submit the failed portfolio segments.

Applicants whose final portfolios do not meet the standards for acceptance upon re-submission will be advised of the decision not to grant NPDA-BC certification. **Unsuccessful applicants may apply again for the NPDA-BC credential one year after notification of failure of portfolio.**

Portfolios found to contain information that has been altered, falsified, plagiarized, breaches patient health information or facility privacy acts, or that is otherwise false or misleading will be disqualified, and applicant's application will be removed. No refund shall be granted in this case, and CCI may take disciplinary action in accordance with applicable policies and procedures.

### *Portfolio Results*

Peer reviewers will have 30 days to review the portfolio submission. Applicants will receive notification of the results of their portfolios 14 days after CCI has received the peer reviewer comments. Peer reviewer comments and the scoring rubric will be shared with the applicant with a detailed explanation of requests for 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 applicant's CCI classroom after review and final approval. Certificants will have access to the documents as long as they have access to the CCI account and online classroom. **If the portfolio is unsuccessful, the documents will be removed and the candidate will not have access to them via the classroom.**

### *Final Submission is Not Successful*

An applicant whose final portfolio has been reviewed and found to not meet the standards for acceptance will be advised of the decision not to grant NPDA-BC certification, and there is no appeal from the determination by the reviewers. No refund will be issued to unsuccessful applicants.

### *Submit a Second Portfolio*

The applicant must wait one year from the date of receipt of feedback on the unsuccessful portfolio submission to re-apply. The new submission must relate to work completed in the past 5 years. No portion of the previous portfolio attempt may be used for subsequent submissions. The applicant must meet all eligibility requirements and pay fees in effect at the time of application.

## USING THE NPDA-BC CREDENTIAL

---



NPDA-BC is an acronym that stands for Nursing Professional Development Advanced – Board Certified. The NPDA-BC professional portfolio method for certification has been designed to capture the essence of advanced NPJ practice through its integration of evidence-based roles, responsibilities, and standards with their concomitant NPJ specialist competencies (Warren & Harper, 2017) incorporated in the 3<sup>rd</sup> edition of *Nursing Professional Development: Scope and Standards of Practice*. The competencies associated with each standard are delineated in the *Nursing Professional Development: Scope and Standards of Practice* (Harper & Maloney, 2016).

### *Active Credential*

Certification is conferred for a period of 5 years, with recertification available in the 5<sup>th</sup> year. When the credential lapses, the nurse may no longer use the NPDA-BC designation in their credentials.

### *Use the Credential*

The NPDA-BC mark is federally registered with the U.S. Patent and Trademark Office by ANPD and may only be used in accordance with their policies and procedures.

### *Using My Credential*

The NPDA-BC credential may be used upon verification of your credential on the [CCI website](#). Certificants will also 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, NPDA-BC. CCI's "[Certification Mark Use Policy](#)" can be found in [Appendix C](#).



## MISUSE OR MISREPRESENTATION

---



Any misuse or misrepresentation of the NPDA-BC credential by those not currently holding the credential shall be subject to legal action by CCI. Misrepresentation includes use of the NPDA-BC 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 of time.
- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, applicant's employer, insurance company, or other public health agency.

## REVOCAION

---



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
- Failure to pay outstanding debts to CCI

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



## *Recertification*

The individual NPDA-BC certificant, engaged in advanced practice for nursing professional development, continues to document and validate their professional achievement according to identified standards of practice. Recertification requirements guide ongoing professional development and growth in the specialty based on the most current available evidence to guide NPD practice.

The Association for Nursing Professional Development (ANPD), the specialty association for NPD practitioners, updates the Nursing Professional Development: [Scope and Standards of Practice](#) as required by the American Nurses' Association's standards for recognition of a specialty practice (ANA, 2017). This update is conducted by a panel of expert NPD practitioners who use the latest evidence within the NPD specialty practice to delineate the roles, responsibilities, and standards of practice and performance and their associated competencies.

## *Purposes of Recertification*

- Recognizes the certificant who is proficient in advanced NPD practice.
- Supports the development of theoretical constructs that strengthen nursing practice.
- Enhances professional development through continued learning that results in acquisition of current knowledge to expand advanced practice skill sets.

## *Recertification Justification*

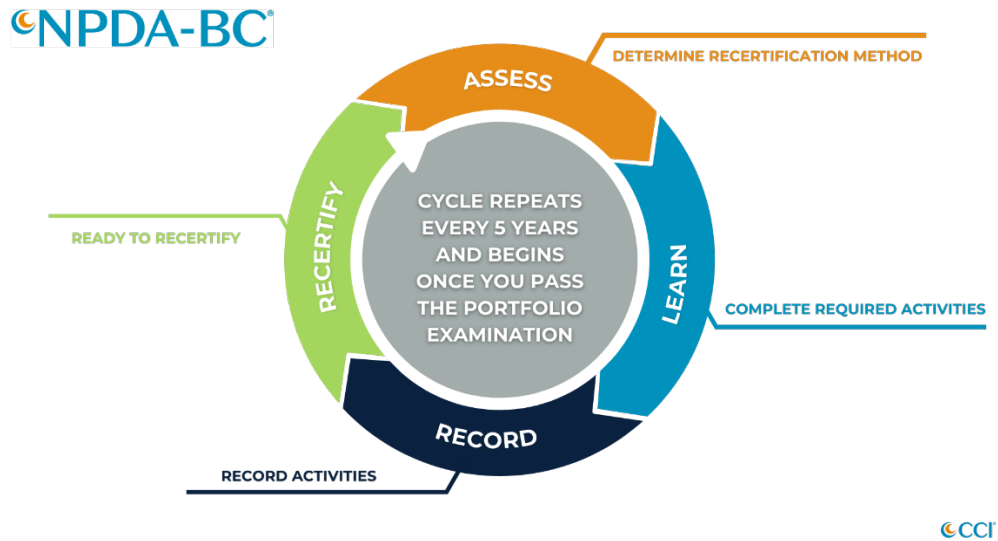
The rapid pace of change in nursing practice requires a conscious effort to maintain competency. The NPDA-BC certification is conferred by CCI for a period of 5 years, at which time a NPDA-BC may seek recertification. The required NPDA-BC recertification activities flow from and are consistent with the knowledge and task statements of the role delineation study. 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 role delineation study cycle ensures that certificants are engaged in activities pertinent to their professional development.

Competency is the actual performance in a situation, and consists of three components: knowledge, skills and attitude. Each of these components is a necessary element. The NPDA-BC recertification process acknowledges the need for active work in the maintenance of continuing competency by directly addressing all three components. The practice requirement facilitates the maintenance of current skills and promotes the acquisition of 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 NPDA-BC 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 Timeframe

The certified status of NPDA-BC is conferred by CCI for a period of 5 years, at which time a NPDA-BC may seek recertification. The individual with advanced NPD certification (NPDA-BC) cannot be recertified until the calendar year in which the current certification expires. Applications postmarked after December 31 of the recertification year will not be accepted under any circumstances.



## Accrual Period

The accrual period is the time period in which the certificant must complete professional development activities.

## Accrual Period Deadlines

Year Certified	Accrual Period	Recertification Year	Recertification Applications Accepted	Recertification Application Deadline
2021	2021-2025	2026	Jan 1-Dec 31, 2026	December 31, 2026
2022	2022-2026	2027	Jan 1-Dec 31, 2027	December 31, 2027
2023	2023-2027	2028	Jan 1-Dec 31, 2028	December 31, 2028
2024	2024-2028	2029	Jan 1-Dec 31, 2029	December 31, 2029

## Recertification Requirements

To recertify your credential, you must:

- Meet the recertification eligibility requirements (these differ from requirements for first-time certification).
- Choose a recertification method and complete recertification activities during your accrual period.
- Complete CCI’s application during your recertification year.
- Pay the recertification application fee.

### Recertification Eligibility Requirements

The following requirements must be met at the time of application for NPDA-BC recertification:

- Hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.
- Hold a current Advanced Nursing Professional Development Certification (NPDA-BC).
- Have a minimum of 4,000 hours of active practice at the NPD specialist level within the last 5 years; practice settings include any practice or learning environment.

The NPDA-BC credential is not tied or linked to other CCI certifications. For example, a nurse may hold both the NPDA-BC and CNOR® certifications, but there is no requirement to do so.

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.

### Recertification Fees

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

NPDA-BC Recertification Method	Standard Price	Discounted Price January 1 – June 30
Recertification by Professional Activity Points with Responsibility Table with Supporting Documents	\$350	\$310
Recertification by Portfolio	\$375	\$335
NPDA-BC Emeritus Status (Retired)	\$175	NA

*\*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 recertification process requires a NPDA-BC to choose a method of recertification, complete recertification activities during the 5-year accrual period, meet recertification eligibility requirements, and apply during the recertification year.

If you choose to recertify by professional activity points with responsibility table, certificants must complete a total of 300 professional activity points. A required component is completion of an activity table representing all six responsibilities which is worth 100 points. An additional 200 points is required using any of the available recertification professional activity points methods. Certificants have up to 5 years to complete their recertification activities and apply for recertification the following year. Refer to [accrual table \(above\)](#) for earning windows for contact hours and professional activities.

The NPDA-BC recertification process acknowledges the need for active work in the maintenance of continuing competency. In addition, the applicant for recertification must demonstrate activities that support or demonstrate ongoing engagement in all six responsibilities delineated in [Table 2](#).

### *Recertification Methods*

A nurse holding the NPDA-BC certification has **two** options to recertify.

1. Submission of a Responsibility Table demonstrating NPD specialist activities related to all six NPD responsibilities ([Table 2](#)) and completion of required 200 professional activity points.
2. Submission of a portfolio (as required for the initial NPDA-BC certification)

The same policies for NPDA-BC certification by professional portfolio apply to NPDA-BC recertification by portfolio. Please see "[NPDA-BC Professional Portfolio](#)" in the certification section of this handbook for more details.

### *Responsibility Table*

One Responsibility Table providing evidence of ongoing maintenance of advanced NPD practice in all six NPD responsibilities ([see Table 2](#)); elements of the table include:

- Responsibility addressed ([See Table 2](#))
- Brief reflection on NPD specialist competencies demonstrated
- Roles demonstrated ([See Table 1](#))
- Standards exhibited ([See Table 3](#))
- Additional supporting evidence
  - Similar to the requirements of the initial portfolio, supporting evidence required for the activity tables is required for recertification.

A minimum of 300 points must be earned. The activity table must be completed successfully to earn 100 points. An additional 200 points must be earned in other professional activity points categories, which includes a maximum of 100 points earned for continuing education.

### *Recertification Application*

Complete the application online in your [CCI account](#). Application for recertification includes:

- Application, including personal and employment information
- Required supporting documents based on method of recertification chosen
- Application fee
- Signed Statement of Understanding

### *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 ([Appendix B](#)) 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 delay 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.*



### *Not Eligible to Recertify*

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

- File for emeritus status (Retired) by logging into your [CCI account](#) to complete the online application.
- Allow the credential to lapse.

### *Emeritus Status*

CCI established the emeritus status to recognize retired nurses' service and commitment to the nursing professional development profession and their achievement of earning the NPDA-BC credential. The designation for NPDA-BC emeritus is NPDA-BC(E). NPDA-BC(E) holders are eligible to be considered for the CCI Board and NPDA-BC portfolio committees, as well as serve as portfolio peer reviewers.

**Emeritus status retires your credential and renders it inactive. To regain active status, you must reapply, meet the eligibility requirements, and meet all credential requirements.**

*If you would like a list of your self-reported CEs, please return to your recertification application to obtain this list before placing your certification in Emeritus Status. Once you place your credential in Emeritus status, you will no longer have access to the list of CEs you reported in your recertification application. Please note that this list is not primary source verification and cannot be used as a transcript to verify completion of these courses.*

### *Emeritus Status Requirements*

You must currently hold an active NPDA-BC credential to be eligible to apply for NPDA-BC emeritus status and retire your credential. The NPDA-BC emeritus status is not available if the NPDA-BC credential has lapsed. No recertification is required when you move into emeritus status and retire your credential, as a retired (emeritus) credential is in a **non-active status**.

### *Obtaining Emeritus Status*

Applicants can complete the emeritus process by logging into 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. When your emeritus status has been conferred, your credential will be immediately retired and will move into a **non-active status**.

### *Taking My Credential out of Emeritus Status*

Once your credential is in emeritus (retired/non-active) status, if you would like to maintain an active credential again, you must reapply, meet eligibility requirements, and meet all credential requirements.

NPDA-BC Recertification Alternative	Standard Price
NPDA-BC Emeritus Status (Retired)	\$175

### *Lapsed Credential*

You are not eligible to use the NPDA-BC credential after it has lapsed. If your NPDA-BC credential lapses or expires, a new Professional Portfolio must be submitted and approved. All eligibility requirements must be met at the time of application.

If your NPDA-BC credential expires, professional point activities will not be accepted to regain certified status.

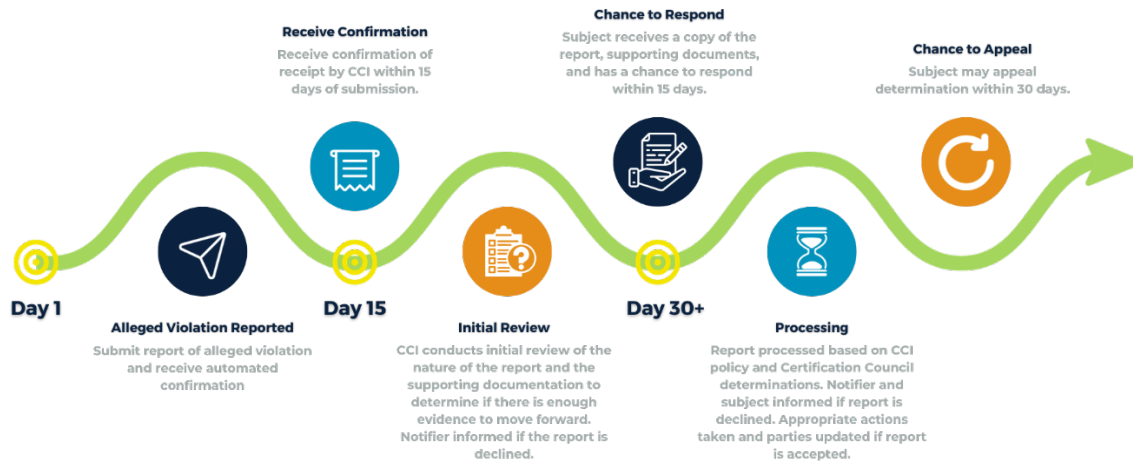




## Ethics & Violations

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.





### *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 POINTS



**You must earn a total of 300 points to recertify your NPDA-BC credential.** A required component is completion of an activity table representing all six responsibilities which is worth 100 points. An additional 200 points is required using any of the available recertification professional activity points methods. A maximum number of points is permitted for each activity except for academic study and academic teaching, where you may earn unlimited points.

You do not have to choose every activity. Please see [Appendix B](#) for a list of documents to be supplied if the certificant is audited.

- Academic Study
- Additional Perioperative Related Certification
- Additional Points Activities
- Board or Committee Service
- Case Studies
- Clinical Inquiry (Research, Evidence-Based Practice, Quality Assurance/Quality Improvement)
- Games
- Nursing Continuing Professional Development
- Ongoing Professional Development
- Precepting and /or Mentoring
- Professional Growth and Development: Digital Media
- Professional Organization Activities
- Professional Presentations
- Publishing
- Reflections
- Teaching for Academic Credit
- Training Certificates
- Volunteer, CCI Certification Support Committees
- Volunteer, CCI Test Development Committee
- Volunteer, Healthcare Related Service

## 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

### Additional Perioperative Related 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. Accredited perioperative-related certifications include NEA-BC, CAPA, CPAN, CRCST, or ABCGN—accreditation by ANSI, ABSNC, or NCCA. The list is not intended to be all-inclusive. Other accredited certifications deemed equivalent by the CEO of CCI in consultation with the CCI Credentialing Department may be accepted. CCI Credentials, excluding CFPN®, qualify for additional points in this category. The credential currently in the recertification process cannot be utilized for points toward that recertification (e.g., NPDA-BC cannot be used for NPDA-BC recertification points).

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

### Additional Points Activities

**A maximum of 100 points** may be earned for additional points activities, as determined by the Recertification Committee. Visit the [CCI store](#) for free activity options in this category. Examples of approved activities include the following:

Role	Point Value
10 Question Activities <ul style="list-style-type: none"> <li>Approved by CCI Certification Council or CEO</li> </ul>	10 points
20 Question Activities <ul style="list-style-type: none"> <li>Approved by CCI Certification Council or CEO</li> </ul>	20 points
Journal Club Attendee <ul style="list-style-type: none"> <li>Minimum of 4 meetings per year</li> </ul>	15 points per year
True North Award Packet Writer	15 points per packet

### Board or Committee Service

**A maximum of 150 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
CCI Research Foundation Board of Directors	50 points per year

International, National, or State Board Member	30 points per year
Local or facility-level committee	30 points per year
Non-healthcare related committee, any level	15 points per year

## Case Studies

**A maximum of 100 points** may be earned for completing a case study activity. Visit the [CCI Store](#) to access free case studies.

Case Study	Point Value
Free Case Study Activity in <a href="#">CCI store</a>	50 points

## Clinical Inquiry

**A maximum of 100 points** may be earned in the Clinical Inquiry category. Quality Improvement (QI), Quality Assurance (QA), Evidence-Based Practice (EBP), and Research projects are accepted under this heading. To receive points in this category, you must be primarily responsible for developing, implementing, and/or evaluating projects in these categories. The activity must show evidence of participating in or applying clinical inquiry that improves current practice and/or patient outcomes.

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

## Games

**A maximum of 30 points** may be earned for games activities. Visit the [CCI Store](#) to access free games.

Games	Point Value
Free Games in the <a href="#">CCI store</a>	2 points

## Nursing Continuing Professional Development

**A maximum of 100 points** (50 contact hours) may be earned from Nursing Continuing Professional Development (NCPD) credits through an approved provider:

Category	Point Value
----------	-------------

1 contact hour	2 points
1 CME Category 1 credit = 1 contact hour	2 points

## Ongoing Professional Development

**A maximum of 200 points** may be earned in this category. In alignment with the CCI mission to promote continuous professional development and lifelong learning, this category includes Microcredentials (MC) and Certificates of Mastery (COM). Visit the [CCI store](#) to purchase a variety of MCs and COM on topics related to perioperative nursing practice.

Role	Point Value
Certificates of Mastery	150 points
Microcredentials	50 points

## Precepting and/or Mentoring

**A maximum of 100 points** may be earned in the Precepting and/or Mentoring Category. Examples include mentoring a new employee, orienting a new employee, and teaching practicum students.

Precepting	Point Value
1 Precepted or Mentored Employee <ul style="list-style-type: none"> <li>A minimum of 80 hours must have been spent with each employee or student.</li> <li>A maximum of four (4) different employees and/or students is allowed.</li> </ul>	25 points

## Professional Growth & Development: Digital Media

**A maximum of 50 points** can be earned in this category. The content must be healthcare-related, and live events can be repeated if presented to a new audience. Activities include blogs, podcasts, hosting/organizing live events, and creating professional development activities.

### Blogs:

- Content/objectives must reference the [Scopes and Standards](#).
- 300-word minimum word count per entry.
- Must have a minimum of one post per month for 12 consecutive months.
- If all requirements above are met, 50 points will be awarded.**

### Podcasts:

- Objectives must reference the [Scopes and Standards](#).

- Host 60 minutes of content. (minimum of 15-minute segments) = 20 points
- Facilitate 60 minutes of content. (minimum of 15-minute segments) = 10 points

#### Live Events:

- Hosting and/or organizing symposiums (live event/virtual/in person)
- Flyer, marketing materials, or link to applicable events and other online content.
- 1 hour of content presented = 10 points

#### Professional Development Activities:

- Education/training activities must reference the [Scopes and Standards](#) (digital media, i.e., puzzle books, virtual escape rooms)
- Receive 25 points per activity.

### Professional Organization Activities

**A maximum of 100 points** may be earned for coursework-related activities from CCI. These activities are available in the “Professional Organization Activities” section of the [CCI store](#).

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

### Professional Presentations

**A maximum of 150 points** may be earned in the Professional Presentations category. A presentation may be repeated if presented to another audience. The presentation must be on a healthcare-related topic.

Material	Point Value
NCPD Podium Presentations <ul style="list-style-type: none"> <li>• minimum 30 minutes</li> </ul>	30 points
In-service <ul style="list-style-type: none"> <li>• minimum 30 minutes</li> </ul>	10 points
Presentations for non-NCPD <ul style="list-style-type: none"> <li>• minimum 60 minutes</li> </ul>	30 points
Poster Presentations <ul style="list-style-type: none"> <li>• minimum 60 minutes</li> </ul>	20 points

### Publishing

**A maximum of 150 points** may be earned in the Publishing category.

Material	Point Value
----------	-------------

Author, Book Review	20 points
Contributing Author, Book Chapter	30 points
Contributing Author, Peer-Reviewed Professional Journal Article	30 points
Development of a Patient Education tool or Healthcare factsheet	20 points
DNP Capstone Project	150 points
Doctoral Dissertation	150 points
Editorial, Peer-Reviewed Professional Journal	30 points
Guest Editor, Peer-Reviewed Professional Journal	50 points
Peer Reviewer	25 points
Poster Presentation at a Professional Meeting	20 points
Primary Author, Book Chapter	50 points
Primary Author, Peer-Reviewed Professional Journal Article	50 points
Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter	20 points

## Reflections

**A maximum of 50 points** may be earned for reflective activities. Visit the [CCI Store](#) to access free reflections.

Reflection	Point Value
Reflective Activity in <a href="#">CCI Store</a>	25 points

## Teaching a Perioperative-Related Course for College Credit

**Unlimited points** may be earned in the Teaching a Perioperative-Related Course for College Credit category.

Course	Point Value
8-week perioperative class taught	25 points
16-week perioperative class taught	50 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). Additional points may be earned for in person non-CE training.



Event Type	Point Value
ACLS	10 points
BLS	5 points
NRP	10 points
PALS	10 points
TNCC	10 points
Non-CE <ul style="list-style-type: none"> <li>live taught perioperative training program</li> <li>examples include ANSI Laser Training, Da Vinci Robotics training, and informatics training</li> </ul>	10 points
Other training may be approved by CCI on a case-by-case basis. Documentation must be provided to CCI for review.	

### Volunteer, CCI Certification Support Committees

**A maximum of 100 points** may be earned as a volunteer for educational product committee or serving as a Certification Coach.

Role	Point Value
Certification Coaches <ul style="list-style-type: none"> <li>Applicable towards the 100-point maximum allowed for CCI volunteer work per recertification cycle.</li> </ul>	20 points per year
Volunteer writing and submitting 20 questions per assignment	20 points
Volunteer writing and submitting 10 questions per assignment	10 points

### Volunteer, CCI Test Development Committee

**A maximum of 100 points** may be earned for serving as a volunteer for a CCI Test Development Committee. A NPDA-BC who serves as a subject matter expert for CCI Test Development Committee may earn points for recertification.

All upcoming test development committees will be hosted remotely and jointly facilitated by CCI and PSI staff. This does not change the point values offered below.

Committee	Point Value
Alternate	5 points
Cut Score/Standard Setting	30 points
Form Review	25 points
Item Review	25 points

Item Writer	30 points
Job Analysis	100 points
Task Force	25 points
Survey Completion	5 points
Survey Review Call	10 points
Pilot Survey Review Call	10 points
Subgroup Analysis Call	15 points
Test Specs	25 points
Other: Ad Hoc Committee (specify)	15 points

### Volunteer, Healthcare Related Service

**A maximum of 100 points** may be earned for 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. State nursing association activities would qualify as a state event. 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	
<ul style="list-style-type: none"> <li>• Participant</li> </ul>	25 points per activity
<ul style="list-style-type: none"> <li>• Leadership</li> </ul>	50 points per activity
Regional	5 points per activity
State	15 points per activity
Non-Healthcare Related	15 points per activity

## APPENDIX B: 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.

### ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION

Copy of official or unofficial transcript.

### ATTAIN/MAINTAIN PERIOPERATIVE-RELATED CERTIFICATION

Copy of certificate or wallet card.

### 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.
- CEs imported from AORN to your CCI account must be verified with certificates or a transcript.

### BOARD OR COMMITTEE SERVICE

- 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.

### 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.

### 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.

### 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.

### 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.

## PROFESSIONAL GROWTH AND DEVELOPMENT: DIGITAL MEDIA

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

## 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.

## PUBLISHING

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

## REFLECTION/GAMES/CASE STUDIES

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

## TEACHING A PERIOPERATIVE-RELATED COURSE FOR COLLEGE CREDIT

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

## 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.

## VOLUNTEER, CCI TEST DEVELOPMENT COMMITTEE

- Certificate of completion from each committee assignment. If you need a copy of your certificate, please email [volunteer@cc-institute.org](mailto:volunteer@cc-institute.org)
- Letter of Participation

## VOLUNTEER, CCI CERTIFICATION SUPPORT

Education writing assignment for points activities: Copy of points certificate. If you need a copy of your certificate, please email [education@cc-institute.org](mailto:education@cc-institute.org)

Certification Coaches: Certificate of achievement from CCI. If you need a copy of your certificate, please email [coaches@cc-institute.org](mailto:coaches@cc-institute.org).

## VOLUNTEER, HEALTHCARE RELATED SERVICE

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



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®). **NPDA-BC is not a certification mark owned by CCI, however, the information below should be considered best practice in the use of NPDA-BC.** 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 use of the Certification Marks, including proper use on occupational and business materials by individuals that have been certified by CCI. All CCI authorized individuals should review this Policy carefully to ensure that 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 marks, 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 whatsoever, 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 brings 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 which 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 advertising copy.

With respect to 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 so as 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 in any manner, 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. Thus, proper use of a Certification Mark must specifically note such certification, such as through use of a term such as a “professional,” “practitioner,” “certificant,” or “certification.” Examples of proper use are noted below. Other proper uses include listing the particular certification on a “CERTIFICATIONS” portion of a resume or social media profile. Use solely 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 NPDA-BC Nursing Professional	John D. Doe holds a CNAMB® certification from CCI

3. A CCI certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of a CCI Certification Mark by another certificant.
4. Each CCI certificant has the responsibility to report 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.
5. 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.