

## **Policies Regarding Attainment of Certification and Recertification**

**Use of Credentials.** Nurses certified by AHNCC may use the appropriate designated credential HN-BC®, HNB-BC®, AHN-BC®, APHN-BC®, NC-BC®, or HWNC-BC®. The credential verifies that the individual has met all eligibility and testing requirements and is currently AHNCC certified. Successful candidates will receive a certificate from AHNCC. A registry of Certified Holistic Nurses and Certified Nurse Coaches will be maintained by AHNCC and may be reported in its publications.

Candidates may only use the APHN-BC® credential if they have a current, unrestricted U.S. APRN license.

**Certification Period and Requirements.** Holistic nurse and Nurse coach certification is valid for a period of five years at which time the candidate must meet current continuing education requirements in order to retain certification. Current recertification requirements include a current and unrestricted nursing license, active practice as a holistic nurse or/and nurse coach, continuing competency requirements, and the submission of two written items for a certification examination.

**Contact information.** Holistic nurses and nurse coaches must keep their contact information up-to-date with AHNCC and PTC (changes in name, address, telephone, and email) in order to receive the e-mailed reminder notices sent out in advance of a candidate's recertification date and to avoid an additional fee for submitting a late application. Name changes must include formal documentation.

**Licensure Requirements.** An RN license, issued by a State Board of Nursing, must not have provisions or conditions that would limit the nurse's practice in any way, must be current, and unrestricted. It is the responsibility of all Holistic Nurse or Nurse Coach Certification Candidates and/or Certificants to notify the American Holistic Nurses Credentialing Corporation when any restriction is placed on their nursing license. It is also the candidate's responsibility to submit updated information regarding licensure. Candidates *must* have a current, unrestricted license when sitting for the certification examination. A photocopy of the RN/APRN license (or online verification page) with COPY written across the top must be submitted with the application form.

**Educational Requirements.** To qualify for the HNB-BC® or AHN-BC® certification, the Baccalaureate in Nursing /or Graduate Degrees must be from a nationally recognized, academically accredited institution recognized by the Higher Education Commission of National Associations of Schools and Colleges. Nurses who have graduated from an AHNCC Endorsed School within two years are eligible for an expedited certification process. See [www.ahncc.org](http://www.ahncc.org) for a list of Endorsed Schools. Information regarding eligibility is available by contacting AHNCC via e-mail at [ahncc@ptcny.com](mailto:ahncc@ptcny.com).

**Practice Requirements.** Active practice of holistic nursing may be defined as all nursing practice that cares for the person as an integrated, holistic human being, inseparable and integral with the environment. Holistic practice draws on holistic nursing knowledge, theories, expertise, and intuition to guide nurses in becoming therapeutic partners with clients in a mutually evolving process toward healing and holism. Holistic nursing is universal in nature and may be practiced in any clinical setting, community, private practice, hospital, educational institution or research foundation. It is the responsibility of the certificant to record and maintain your employment history with a copy of your Application.

Practice consistent with the Nurse Coach Role and Competencies embedded in the Nurse Coach Core Values is required to apply for certification in the Nurse Coach role and to maintain certification.

**Supervision Requirements for Nurse Coach Certification.** A qualified nurse coach supervisor is a Certified Registered Nurse with a minimum of a Baccalaureate degree, who is practicing as a Nurse Coach, and has completed a certificate program offered by a nationally recognized coaching organization and provides guidance and supervision to uncertified nurse coaches. Other certificate granting organizations may qualify as a supervisor after a review has been undertaken by AHNCC.

**Audit of Applicant/Certificant Records.** If you are randomly selected for an audit, you will be required to provide documentation of your continuing education /continuing competency employment history, including dates of employment, institution, and position. You will also be required to provide documentation of your continuing education courses, including date, institution, title of course, contact hours, and instructor's name and credentials or you can submit certificates of completion containing the required information or other professional development activities submitted to meet the continuing competency requirements for certification renewal.

Content consistent with the Nurse Coach Competencies embedded in the Nurse Coach Core Values is required to apply for certification in the Nurse Coach role. Non-nursing Continuing education hours will be accepted to meet requirements if the candidate can a) clearly state how the content addresses Nurse Competencies embedded in Nurse Coach Core Values, and b) cannot be acquired through Continuing Nursing education sources