

# AHNCC RECERTIFICATION HANDBOOK



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## Introduction

Certification is a professional pathway to validate your nursing specialty knowledge, competence, attitudes, skills, and expertise. With today's healthcare focus on health promotion, wellness, and well-being your certification provides evidence and assures consumers, employers, and other key stakeholders that you are a leader in healthcare transformation. Continuing competency and meeting renewal requirements are required to maintain your valued credential as a Certified Holistic Nurse™ or Certified Nurse Coach™. Completing the recertification process demonstrates your continued commitment to providing excellent holistic care. It validates your on-going expertise in holistic nursing and your personal and professional growth. Certain requirements must be met for an individual to demonstrate continuing competency in their specialty area, in this case Holistic Nurse or Nurse Coaching. This handbook outlines the process and requirements for re-certification.

### Certificant Responsibilities

1. Keep your contact information current with AHNCC;
  - a. Log into your record at [www.ahncc.org](http://www.ahncc.org) (Login at the top of the page), or
  - b. Send changes to [ahncc@flash.net](mailto:ahncc@flash.net);
2. Notify AHNCC of Last Name changes (send copy of official documentation to [AdminAsst@ahncc.org](mailto:AdminAsst@ahncc.org) );
3. Continue to be in good standing in nursing with an active, unrestricted RN license;
4. Be actively involved in Holistic Nursing or Nurse Coaching;
5. Completion of 100 contact hours of continuing education or professional development hours;
6. Apply for Recertification in a timely manner.

## **Timeline for Recertification**

Renewal of the Holistic Nurse and Nurse Coach Certifications is required every 5 years. Recertification is due on the fifth year, the last day of the month appearing on the certificate. AHNCC will notify certificants approximately 6 months prior to their expiration date. Recertification documents are due 2 months or 60 days before the certification expiration date to ensure time for processing. Certification is no longer active after the date stated on the certificate if the recertification process has not been completed. Credentials are not backdated. Inactive certificants cannot use certification credentials. Renewal applications can only be submitted six months prior to expiration date.

## **Recertification Options**

There are four options for recertification. Choose the option that best fits your current life circumstances.

*Recertification of Credentials* - You meet the eligibility requirements to re-certify and do not want to have a lapse in your certification.

*Inactive* – You are certified in holistic nursing or nurse coaching and are temporarily unable to meet the requirements for certification but do not wish to forfeit the credential. You may only use the inactive status once in a lifetime and it is good for three years.

*Retired Status* – You are a certified nurse considering retirement or have recently retired and wish to use the designation of certified but do not choose to or are unable to complete the active re-certification process. This application must be completed within one year of expiration of certification. When you complete this process you will receive the Retired Certified Holistic Nurse designation.

*Reactivation of Certification* – Certification has expired. You can meet all renewal requirements and pay the reactivation fee to reactivate your certification. This application must be completed within two years of expiration of certification.

Applications for the four categories are available for download on the website [www.AHNCC.org](http://www.AHNCC.org) listed under recertification.

## **Recertification Requirements**

The following requirements must be met for recertification

1. Continue to be in good standing in nursing with an active, unrestricted license documented by a copy of a US RN license attached to application;
2. Actively involved in Holistic Nursing documented by completion of application;
3. Completion of 100 contact hours of continuing education or professional development hours as described below;

4. Submission of a minimum of two items for the certification examination for individuals applying for AHN-BC® or APHN-BC® recertification, documented by PTC, and
5. Signed Letter of Agreement with AHNCC.

## **Continuing Competency Requirements**

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The continuing competency criterion for renewal of your AHNCC certification is the equivalent of 100 contact hours or professional development hours in your specialty (i.e. holistic nursing or nurse coaching) and related disciplines. Contact hours must have been acquired from the date of your last certification to the date for renewal and submission of your recertification application. Continuing competency means that you have completed learning experiences that result in updating and expanding your knowledge, and skills in your specialty. Therefore, credit is given for appropriate continued education courses and alternative and equivalent activities such as publishing, presentations at conferences, and academic courses in your specialty. Specific information follows:

- a. At least 20% of contact hours must directly address holistic integrative nursing, theories, theorists or major concepts such as spirituality, intention, holistic self-care, sacred space or presence that are relevant to your practice.
- b. The remaining contact hours can be related to holistic, integrative modalities, methods of practice, and studies that facilitate self-care, growth, and transformation within a holistic context. Medical focused courses will not be accepted unless you can explain how they relate to your practice. Courses that are considered basic nursing preparation and courses for lay people are not accepted.
- c. Specific written documentation demonstrating completion must be provided if audited.

## Continuing Competency Activities and Pathways

Activity	Description	Documentation
Accredited contact hours	Contact hours are earned through participation in accredited educational programs. These may be lectures, seminars, presentations, and online education, and journal activities that award CEs. For a conference with multiple sessions, each session must be identified individually. 60 minutes = 1 contact hour (CE)	Certificate of attendance or completion.
Academic courses	Academic credit is completed through and accredited higher education institution. A grade of “C” or higher or a grade of “pass” in a pass/fail system must be achieved. 1 quarter credit = 10 contact hours 1 semester credit = 15 contact hours	Course transcript indicating successful completion
Employer in-services or other programs, courses, workshops not offering official CE credits.	Presentation must be 60 minutes or longer. 60 minutes = 1 equivalent contact (EC). Specific in-service can be used only once in the five-year period.	Documentation of title, presenter, date offered, and signed by organizational designee.
Presentations	This includes presentations related to integrative holistic nursing. The presentation must be at least one hour in length and include learning objectives and references. Each hour of presentation is equivalent to 1 EC. Preparation time may be included with a maximum of 2 hours preparation time per hour of presentation. Presentation may be used only once during the certification period. A total of 30 EC may be used in the five-year period.	Written documentation of content and verification of presentation.
Poster Presentation	Scholarly posters may be presented at conferences, educational settings, or health care facilities. A poster presentation is equal to 1 EC for the presentation and 2 EC for preparation. A specific poster may only be used once in the five-year period.	Written documentation of content and verification of presentation
Curriculum Development	This includes development of academic courses related to integrative holistic nursing.	Course syllabus including course description and

	1 course = 10 EC 30 EC may be used in the five-year period for curriculum development.	objectives with verification from academic institution
Publications	Publications include journal articles, book chapters, and books. Journal article in peer-reviewed publication, primary author = 20 EC; other authors= 10 EC. Article in non-peer-reviewed publication, primary author = 10 EC; other authors = 5 EC. Book author, primary author = 20 EC; other authors= 10 EC. Book chapter, primary author = 15 EC; other authors= 10 EC.	Written documentation of published material
Designing Educational Materials	This includes developing professional educational handbooks or manuals used for patient or staff teaching related to holistic care = 15 EC. Brochures or pamphlets = 10 EC.	Cover and table of contents for Handbook/Manual, copy of brochure or pamphlet, or electronic copy.
Research Projects	For research projects, Master's theses, Doctoral dissertations, and DNP Projects focused on integrative holistic nursing, the primary or secondary investigator shall submit the literature review and evidence of dissemination of original works through presentation of publication. Master's thesis = 50 EC DNP Project = 75 EC Doctoral dissertations = 100 EC Research project = 100 EC	Transcript, published article, or presentation outline and proof of presentation.
Professional Committee Membership	Committee activity is directly related to integrative holistic nursing.  Current membership in a national, state, or local integrative holistic nursing organization such as AHNA = 1 EC per year.  Leadership in a national integrative holistic organization, such as board member = 5 EC per year.	

	<p>Active participation on a committee for a national integrative holistic organization = 4 EC per year.</p> <p>Leadership in a state integrative holistic integrative organization such as AHNA state chapter = 4 EC.</p> <p>Active participation on a committee for a state integrative holistic integrative organization = 3 EC per year.</p> <p>Participation on a holistic committee within a healthcare institution = 5 EC per year.</p> <p>Professional committee participation not to exceed 30 EC in the five-year period.</p>	
Item Writing	<p>Submission of test items for a holistic nursing or nurse coach exam as described in the Item-Writers Handbook.</p> <p>1 item = 1 EC</p> <p>A maximum of 20 CEs may be earned in the five-year period.</p>	Items submitted to PTC.
Item Review Session or Examination Development Committee	<p>Participation in a panel that reviews test items.</p> <p>One-hour review session = 1 EC.</p>	Verification of participation
Preceptor in Holistic Nursing	<p>Precepting other nurses in integrative holistic nursing. A minimum of 20 hours per year of preceptorship is required = 5 EC. Maximum hours acquired per five-year term = 20 EC.</p>	Documentation showing preceptor relationship and verification signature from colleague.
Integrative Holistic Nursing Projects	<p>Evidence-informed holistic system level change projects that enhance health of the staff or consumers = 50 EC.</p>	Literature review and summary of project.



## **Rationale for Recertification Requirements**

Recertification requirements are designed to ensure that certificants are current and in good standing with nursing, to encourage them to expand their expertise, disseminate knowledge and skills, and provide leadership in holistic nursing or nurse coaching.

*Five-year requirement for recertification* – While the foundation of holistic nursing remains stable, new information on strategies for providing person-centered and relationship-based care, evidence regarding effectiveness of holistic integrative interventions and coaching strategies, and holistic middle-range theories are continually evolving. Demonstration of continuing competence requires acquisition of new knowledge through self-reflection, self-development, and life-long learning.

*Active, unrestricted RN license* – An active and unrestricted license indicates that the registered nurse may practice in the state without stipulations and there are no known ethical or moral violations that require the attention of AHNCC. It ensures that only licensed registered nurses are certified

*Active involvement in holistic nursing* – In addition to continuing education, practice in holistic nursing supports continuing competence and professional growth. Practicing nurses are actively applying knowledge and skills. It encourages nurses to maintain their expertise and provide leadership in holistic nursing.

*Completion of one-hundred contact hours of continuing education or professional development hours*– The requirement for 100 hours of continuing education or equivalent options ensures new learning and updating information on holistic nursing through a variety of experiences. In addition to completing structured education, candidates may participate in activities that support holistic nursing practice. Refer to the table of Continuing Competency Options for alternatives.

*Advanced Practice and Advanced holistic nurses must submit two test items* – Exam items written by practicing holistic nurses ensures that test items are relevant to current holistic nursing practice.

*Signed letter of agreement with AHNCC* – In signing the letter of agreement, the candidate for recertification verifies that information provided is accurate, gives AHNCC permission to review the application, and agrees to remain in compliance with the rules, standards, and policies of AHNCC.

## **Audit Process**

Twenty per cent of the applications for recertification will be audited. As applications are received, every fifth application will be selected for review. The CEO or designate will request that the audited applicant provide documentation that the 100 *contact hours of continuing education or professional development hours* have been met within 30 days of receipt of notice. Written documentation will be reviewed by the CEO or designate. Written documentation may

include transcripts, certificates of attendance, validation of presentation, and others. Approved required documentation is listed above in the table of Continuing Competency Options.