**THE AMERICAN HOLISTIC NURSES**

**CREDENTIALING CORPORATION**



**RECERTIFICATION PACKET**

**FOR CONTINUING COMPETENCY FOR**

 **AHNCC CERTIFIED REGISTERED NURSES**

**(Holistic Nurses and Nurse Coaches)**

**Introduction**

Continuing competency is an ongoing, life-long process that includes self-assessment and self-reflection which facilitates self-awareness, self-development and reflective practice. Recertification requirements are required to ensure that certificants are in compliance with AHNCC’s continuing competency viewpoint. AHNCC believes that our certificants are committed to integrate and apply their knowledge, skills, judgement, and expertise using attitudes, values, and beliefs required to practice safely, effectively, and ethically in their designated role, patient population, and/or setting. The Holistic Nurse or Nurse Coach certificant is also expected to understand, respect, and honor different cultural views, values, beliefs, and behaviors of those they serve.

Recertification is required if you wish to continue to use your AHNCC Certification Credential. You need to submit the enclosed application not more than 6 months prior to the expiration date. *You are not eligible to use the epithet, HN-BC®, HNB-BC®, AHN-BC®, APHN-BC®, NC-BC®, or HWNC-BC® if your certification has not been renewed by the expiration date on your certificate.*

**Recertification Requirements:**

1. Continue to be in good standing in Nursing with an active, unrestricted license documented by a copy of a US RN license (or verification) (or a validated international RN license) attached to application. (Also copy of active APRN license for APHN-BC® recertification,);
2. Actively involved in Holistic Nursing or Nurse Coaching as described on page 6;
3. Completion of Continuing Education or Continuing Competency hours/activities as described below;
4. Signed Letter of Agreement with AHNCC.
5. Pay Recertification fee.

(Rationale for Recertification Requirements can be found in Attachment 2.)

**Criteria for Contact Hours:**

The continuing competency criteria for renewal of your AHNCC certification are the equivalent of 100 continuing competency hours in your specialty (i.e. holistic nursing or nurse coaching) and related disciplines. Contact hours must have been acquired fromthe 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, skills, and expertise in your specialty. Therefore, credit is given for appropriate continued education courses and alternative activities such as publishing, presentations at conferences, and academic courses in your specialty. If you are interested in learning more about possible continuing competency activities that can be used to meet the recertification requirements, please check Attachment 2. Specific information follows:

* 1. The contact hours or continuing competency hours/activities must all directly address holistic nursing practice or the nurse coach role. Examples are: holistic nursing or health, or major concepts such as spirituality, nutrition, health, wellness, well-being or well-becoming; holistic self-care, sacred-space, communications, relationship-based care, resiliency, compassion fatigue, presence, holistic therapies, methods of practice, studies that facilitate self-care, growth, and/or transformation within a holistic context and are relevant to your practice. Medical focused courses will not be accepted **unless you can explain how they relate to your practice**. Basic nursing preparation courses are not accepted.
	2. The continuing competency hours/activities must be approved either by a licensing board, credentialed body, educational institution, or other qualified individual or organization.
	3. Certificates or other documentation that gives proof of completion of each continuing competency educational program or activity must be submitted if you are randomly chosen to be audited.
	4. *There are a lot of different ways to earn continuing competency hours. You can learn more about this at:*[*https://www.ahncc.org/resources/professional-development-activities/*](https://www.ahncc.org/resources/professional-development-activities/)*.*

**Submission:**

Recertification documents, including a renewal application, documentation for contact hours (if submitting), and the Recertification fee not more than 6 months before the expiration date on the certificate. ANHCC does not backdate a certification renewal. There is no grace period and no backdating. If the Recertification application is not received before the Expiration Date, your status will be changed to “Inactive”. Recertification applications received after the expiration date will have a recertification date that begins with the date of approval. Consequently, recertified “Inactive” certificants will incur a gap in their certification dates. It is your responsibility to check with your state licensing board, your employer, and/or the agency to determine if you can continue to practice and/or receive reimbursement for services while you are in the process of recertifying your Inactive certification. All applications must be submitted complete. Missing information will delay the processing of your recertification application.

•If your status is Inactive, you will then have three (3) years to send in a completed *Recertification Application,* including documentation validating that you have completed all *practice* and *continuing competency* requirements immediately prior to submission of the application, and appropriate recertification *fee.* **You may renew at any time during the three years. After the three years, your status will be changed to “Expired”.**

•If your certification has been Inactive more than three (3) years, you will need to**retake the Certification Examination. RENEWAL PACKETS ARE NOT ACCEPTED AFTER THE THREE-YEAR INACTIVE PERIOD.**

**AMERICAN HOLISTIC NURSES' CREDENTIALING CORPORATION (AHNCC):**

**RECERTIFICATION APPLICATION**

 **Welcome to the AHNCC Recertification Process. To ensure that your Recertification Application is complete, please use the following checklist. An incomplete application *will not be processed* and may result in inactivation of your certification.**

**General Information and Checklist**

 **I am Recertifying for:**

HN-BC® [ ]  HNB-BC® [ ]  AHN-BC® [ ]  APHN-BC® [ ]  NC-BC® [ ]  HWNC-BC® [ ]

**Checklist:**

 [ ]  Enclosed all eligibility requirements including:

[ ] Photocopy of current RN license (or verification screen shot) (Plus APRN license for APHN-BC®).

 [ ] Current employment. (Supervisor/colleague contact required for random audit.)

[ ]  Signed Letter of Agreement.

[ ]  Competency (100 documented continuing competency hours (CE or other

continuing competency activities) over past 5 years). The same credits can be used for

both Holistic Nursing and Nurse Coaching. Submission not required unless audited.

 [ ]  Signed check or PayPal receipt for Recertification Fee for 5year period. If recertifying for both
 HWNC-BC and Holistic Nursing, fees for both must be included.

  **PLEASE NOTE**:

•Recertification applications will be accepted up to three (3) years from the initial certification expiration date. **After expiration of the 3-year Inactive period, candidates must take the certification examination and pay related fees.**

**This application packet must be completed in its entirety and submitted as**

 **a single set of documents to be processed. You may pay with** [**PayPal**](http://www.ahncc.org/recertification/recertification-payment/)**.**(with a $3.25 handling fee)

**Send all documents as an email attachment to**: recertification@ahncc.org

**Or**

**Mail (pages 4-10) to: AHNCC, 811 Linden Loop, Cedar Park, Texas 78613**

 **Background Information**

**Legal Name**: (Last) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (First) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Middle) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Other Last Names Used) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Last Four SSN** (or PIN for International) \_\_\_\_\_\_\_\_\_\_\_

**Home Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State \_\_\_**\_\_\_\_\_\_\_\_ **Zip** \_\_\_\_\_\_\_\_\_\_\_

**Telephone**: Main \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recertification fee paid by:**

[PayPal](http://www.ahncc.org/recertification/recertification-payment/) ($3.25 handling fee will be added) with receipt attached to these documents **[ ]  OR**

**Check #\_\_\_**\_\_\_\_\_\_\_\_ [ ]

**Certificate:** In an effort to be environmentally conscious, you may now choose to receive a:

hardcopy [ ] , or electronic pdf [ ]  . (Choose one)

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**HOLISTIC NURSING FEES: HN-BC**®**/HNB-BC**® **AHN-BC**®/**APHN-BC**®

**Regular Candidate $325.00 $375.00**

**AHNA/NOVA/HMA Member $295.00 $345.00**

 **Org. Name\* \_**\_\_\_\_\_\_\_\_ **and Number \_**\_\_\_\_\_\_\_\_ **(see \* below – may be audited)**

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**NURSE COACHING FEES: NC-BC**® **HWNC-BC**®

**Regular candidate $350.00**

**Membership in sponsoring organization $325.00**

 **Org. Name\*\* \_**\_\_\_\_\_\_\_\_ **and Number \_**\_\_\_\_\_\_\_\_ **(see \*\* below – may be audited)**

**Nurse Coaching Fee for Nurses with active AHNCC Holistic Nurse Certification $275.00**

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**Check only one in each category**

**Primary Position Held**: Academic faculty[ ] , Clinical Director[ ] , Administrator/VP [ ] , Clinical Nurse Specialist [ ] , Corporate Executive [ ] , Direct care staff [ ] , In-service [ ] , Staff development [ ] , Nurse Manager [ ] , Nurse practitioner [ ] , Private practice [ ] , Nurse Coaching [ ] , Other(specify) \_\_\_\_\_\_\_\_\_\_ [ ]

**Highest Degree/Credential:** Diploma [ ] , ADN [ ] , BS [ ] , BSN [ ] , MA [ ] , MEd [ ] ,

MSN [ ] , MS [ ] , DNSc [ ] , EdD [ ] , DNP [ ] , PhD [ ] , Other(specify) \_\_\_\_\_\_\_ \_\_ [ ]

**Employment Facility:** College/University [ ] , Community College [ ] , Hospital/nonprofit [ ] , Hospital/profit [ ] , HMO Manage Care [ ] . Home Health [ ] , Clinic [ ] , Hospice, Non-academic [ ] , Self-employed [ ] , Other(specify) \_\_\_\_\_\_\_\_\_\_\_ [ ]

\*AHNA/Faith Based Community Nurses Association (FBCN, includes HMA)/NOVA (includes veterans and current military)

\*\*Sponsoring organizations listed in The Art and Science of Nurse Coaching: The Provider’s Guide to Coaching Scope and Competencies, 2nd Edition (2021) by Southard, M.E., Dossey, B., Bark, L., Schaub, B. (p.124) are those who have endorsed this document which describes the Scope and Competencies of the Professional Nurse Coach Role. Examples of Sponsoring organizations include the American Holistic Nurses Association, The American Nurses Association, The American Academy of Nursing, The Commission on Graduates of Foreign Nursing schools, The National League of Nursing, Sigma Theta Tau International, the American Association of Critical Care Nurses, NOVA, and others.

**Documentation of Eligibility for AHNCC Recertification**

**There are four requirements for eligibility for AHNCC recertification: 1) Current and unrestricted licensure, 2) active practice in your specialty, 3) continuing competency requirements, and 4) a signed Letter of Agreement. Each criterion must be met. Definitions for each are listed below followed by space for documentation of completed criteria. This form must be completed and submitted as a part of the Application to Qualify for Recertification packet.**

**1) Licensure:** A nurse applying for AHNCC re-certification must have a current unrestricted Registered Nurses licensure in the United States or any of its territories which uses the NCLEX examination as the basis for determining RN licensure. In order to meet this criterion, an individual nurse's RN license must be current and unrestricted. This means that a 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. It is the responsibility of the candidates to notify AHNCC when any restriction is placed on their registered nurse license. **A photocopy of the RN license, or documentation of licensure acquired from the Board of Nursing, must be submitted. Candidates for recertification of APHN-BC**® **must submit APRN license information.**

**RN License:** (State) \_\_\_\_\_\_\_\_  (License Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Expiration Date) \_\_\_\_\_\_\_\_\_\_

**Year RN License Initially Received**    \_\_\_\_\_\_\_\_\_\_\_  **Year Started Holistic Nursing** \_\_\_\_\_\_\_\_\_\_\_  **Year Started Nurse Coaching** \_\_\_\_\_\_\_\_\_\_\_

**APRN License:** (State) \_\_\_\_\_\_\_\_\_\_\_ (License Number) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Expiration Date) \_\_\_\_\_\_\_\_\_\_\_

2) **Active Practice in Nursing:** Candidates applying for AHNCC recertification must have been actively involved in the practice of their certification (i.e. Holistic Nursing or Nurse Coaching).

*Holistic nursing* is defined as all nursing practice that provides care 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; with the understanding that clientsare the experts of their perceived needs and care is always planned for and provided within the context of their culture, perceptions, values, and belief system.

*Nurse Coaching* is a skilled, purposeful, results-oriented, and structured *relationship-centered,* interaction-based role with clients based in the precepts of Holistic Nursing wherein clients are facilitated in achieving health-focused goals. Nurse Coaches are educated in advanced communication strategies, skills, and knowledge with the understanding that clientsare the experts of their needs and care is always planned for and provided within the context of their culture, perceptions, values, and belief system. Candidates applying for AHNCC recertification must have been actively involved in the practice of their specialty for one (1) full year or part-time for a minimum of 2,000 hours (1200 hours for Nurse Coaches) within the last five (5) years prior to application. This may include private practice, working as an educator, researcher, at the bedside or in the community, volunteer work, i.e., as a parish nurse, or anywhere else where you use your RN license, and offer nursing knowledge, skills, beliefs, and expertise.

**Current Employment: Place of Employment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City \_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_ **State** \_\_\_\_\_\_\_\_\_\_\_ **Zip** \_\_\_\_\_\_\_\_\_\_\_

**Start Date (Month/Day/Year) \_\_\_**\_\_\_\_\_\_\_\_ **Primary Position** \_\_\_\_\_\_\_\_\_\_\_ **Title** \_\_\_\_\_\_\_\_\_\_\_

**Description of Duties** (Describe how Holistic Nursing is incorporated into your current position: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

**Name of a supervisor or colleague that can verify the above information regarding your practice: Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Place of Employment** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Relationship** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City \_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_ **State** \_\_\_\_\_\_\_\_\_\_\_ **Zip** \_\_\_\_\_\_\_\_\_\_\_

**3) [ ]** **Completion of CE hours or activities required to meet the 100 CE hour continuing competency requirement.** You do not need to submit documentation at this time. If you are chosen for a random audit, you will be required to submit proof of completion of this requirement within 30 days.

**4) [ ] Candidate’s Letter of Agreement with AHNCC:** Carefully read and sign the Letter of Agreement provided below, and submit with the Recertification Packet.

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| **Recertification Candidate's Letter of Agreement with AHNCC** |

**APPLICATION ACCURACY**. All information contained in my application for American Holistic Nurses Credentialing Corporation, Inc., (AHNCC) recertification is true and accurate to the best of my knowledge.

**AUTHORITY TO CONDUCT RECERTIFICATION.** I hereby authorize AHNCC and its officers, directors, committee members, employees, and agents (AHNCC Representatives) to review my application for AHNCC recertification. I authorize AHNCC to determine my eligibility for AHNCC recertification.

**COMPLIANCE WITH ETHICS, RULES, STANDARDS, POLICIES, AND PROCEDURES**. I understand and agree that if I am granted AHNCC recertification, it will be my responsibility to remain in compliance with all AHNCC's ethics, rules, standards, policies and procedures set by AHNCC, including but not limited to AHNCC's Disciplinary Policy which includes eligibility rules and recertification standards found in the AHNCC Recertification Handbook including the Appendices, and/or on the AHNCC website. By signing this Authorization, **I acknowledge that I have read, understood and agree to the rules, standards, policies and ethical code as indicated in the AHNCC Certification Handbook.**

**REVOCATION**. I agree to revocation or other limitation of my certification if any information made on this application or hereafter supplied to AHNCC is false or inaccurate or if I violate any of the rules or regulations of AHNCC.

**MAINTAINING RECERTIFICATION**. I understand that it is my responsibility to maintain valid recertification status by submitting a valid renewal application and fee prior to my certification expiration date.

***MAINTAINING CURRENT STATUS.*** I understand that I am responsible for notifying AHNCC of occurrence of any change in name, address, telephone number, email address and any other facts bearing on eligibility or certification (including but not limited to: filing of any civil or criminal charge, indictment or litigation; conviction; plea of guilty; plea of nolo contendere; or disciplinary action by a licensing board or professional organization).

**COOPERATION WITH RECERTIFICATION REVIEW.** I agree to cooperate promptly and fully in any review of my recertification by AHNCC, including submitting such documents and information deemed necessary to confirm the information in this application.

**RELEASE OF INFORMATION.** I authorize the AHNCC Representatives to communicate any and all information relating to any AHNCC application, recertification status and recertification review to state and federal authorities, employers, and others. Recertification review shall include but not be limited to the fact and the outcome of disciplinary proceedings. I agree that if I am recertified, AHNCC may release my name and the fact that I have been granted AHNCC recertification to newspapers and other publications. I agree that AHNCC may release my name and address in a listing of certified holistic nurses to individuals and/ or organizations interested in holistic nursing as directed by AHNCC's Board of Directors.

**Please check your answer to the following questions**:

**1. Have you used, in the last three years, or do you currently use, alcohol or any drug in such a way as to impair competent and objective professional performance?**

Yes [ ]  No [ ]  If YES, please describe fully the circumstances \_\_\_\_\_\_\_\_\_\_\_

**2. Do you have any physical or mental condition which impairs competent and objective professional performance?**

Yes [ ]  No [ ]  If YES, please describe fully the circumstances \_\_\_\_\_\_\_\_\_\_\_

**3. Have you ever been adjudicated to have committed malpractice or gross or repeated negligence in the field of nursing?**

Yes [ ]  No [ ]  If YES, please describe fully the circumstances \_\_\_\_\_\_\_\_\_\_\_

**4. Have you ever had your certificate or license to practice subject to limitation, discipline, revocation or other sanction, including voluntary limitation, by a regulatory board or professional organization relating to public health or nursing?**

Yes [ ]  No [ ]  If YES, please describe fully the circumstances \_\_\_\_\_\_\_\_\_\_\_

**5. Have you ever been convicted or plead guilty to or plead nolo contendere to a felony or misdemeanor related public health or nursing? These include but are not limited to a felony involving rape or sexual abuse of a patient or child, and actual or threatened use of a weapon.)**

Yes [ ]  No [ ]  If YES please describes fully the circumstances \_\_\_\_\_\_\_\_\_\_\_

**I hereby apply for Recertification as a Holistic Nurse, Nurse Coach, or Health and Wellness Nurse Coach offered by AHNCC. I understand that recertification depends upon meeting all eligibility criteria. I understand that information supplied is subject to audit and that failure to respond to a request for further information may be sufficient cause for AHNCC to invalidate the result of my certification, to revoke certification, to withhold recertification, or to take other appropriate action. I further understand that the information acquired in the recertification process may be used for statistical purposes and for the evaluation of the certification program.**

**To the best of my knowledge, the information supplied in this Application for Recertification is true, complete, correct, and is made in good faith. Furthermore, by signing, I acknowledge that I have read and understand the information included in this *Recertification Candidate’s Agreement with AHNCC* and agree to abide by these terms.**

**(Type your name between the / / in the Signature line. (It is valid as a signature.)  Or use e-signature. No need to print the document and sign by hand). And type your name on the Name line.**

Signature: \_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Or e-signaure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This application packet must be completed in its entirety and submitted as**

 **a single set of documents to be processed.**

**You may pay with** [**PayPal**](http://www.ahncc.org/recertification/recertification-payment/)**.**($3.25 handling fee will be added)

**Send all documents as an email attachment to**: recertification@ahncc.org

**Or mail (pages 4-10) to:**

**AHNCC, 811 Linden Loop, Cedar Park, Texas 78613**

**Attachment 1**

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| **Options for Meeting Professional Growth and Development**  **Continuing Competency Requirements** |

**Continuing Competency Hour Requirements:**

Learning occurs through many different avenues and opportunities. Learning-Style Theory and Multiple Intelligence Theory suggest individuals can be supported in different ways of learning, based on their individual strengths and types of intelligence; as individuals have different ways of perceiving the world around them, absorbing the information, evaluating what they are processing, and retaining new information (Silver, H., Strong, R., & Perini, M, 1997). Furthermore, when educational opportunities allow individuals to learn through different avenues and activities, certificants are cognitively, emotionally, and behaviorally engaged and the outcome is better retention and application of new knowledge and skills.1, 2 Based on these beliefs certificants are offered many different options to facilitate ongoing professional growth and development.

The continuing competency criterion for renewal of your AHNCC certification is the equivalent of 100 contact hours/Continuing Competency hours in your specialty (i.e. holistic nursing or nurse coaching) and related disciplines. Contact hours or continuing competency hours (ECCH) 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, skills, and expertise 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:

1. The contact hours or continuing competency hours/activities must all directly address holistic nursing practice. Such as: holistic nursing or health, or major concepts such as spirituality, intention, nutrition, health, wellness, well-being or well-becoming; holistic self-care, sacred space, intention, relationship-based care, resiliency, compassion fatigue, presence, holistic therapies, methods of practice, studies that facilitate self-care, growth, and/or transformation within a holistic context and are relevant to your practice. 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.
2. The contact hours must be approved either by a licensing board, credentialed body, educational institution, or other qualified individual or organization.
3. **Please Note**: Specific written documentation for all continuing competency activities must be provided if audited. See <https://www.ahncc.org/resources/professional-development-activities/> for continuing competency opportunities.

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| --- | --- | --- |
| Activity | Description | Documentation |
| Accredited Contact Hours | Contact hours are earned though participation in accredited educational programs. These may be lectures, seminars, presentations, 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 an 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 hours1 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 hour (ECCH). Specific in-service can be used only once in the five-year period but may be used for both Holistic Nursing and Nurse Coaching recertification. | Documentation of title, presenter, date offered, and signed by organizational designee. |
| Presentations | This includes presentations related to holistic nursing, holism, and holistic health. The presentation must be at least 30 minutes in length and include learning objectives and references. Each hour of presentation is equivalent to 1 ECCH. Preparation time may be included with a maximum of 2 hours preparation time per hour of presentation. The same presentation may be used **only once** during the certification period. A total of 30 ECCH may be used in the five-year period but may be used for both Holistic Nursing and Nurse Coaching recertification. | 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 ECCH for the presentation and 2 ECCH for preparation. *A specific poster may only be used once in the five-year period* but may be used for both Holistic Nursing and Nurse Coaching recertification. | Written documentation of content and verification of presentation |
| Curriculum Development  | This includes development of academic courses related to holistic nursing. 1 course = 10 ECCH.*30 ECCH* *may be used in the five-year period* for curriculum development. *You may only use the same course once during the five-year period,* but a course can be used for both Holistic Nursing and Nurse Coaching recertification. | Course syllabus including course description and objectives, and references with verification from academic institution is required. |
| Publications | Publications include journal articles, book chapters, and books.Journal article in peer-reviewed publication, primary author = 20 ECCH per article; other authors = 10 ECCH.Article in non-peer-reviewed publication, primary author = 10 ECCH; other authors = 5 ECCH. Book author, primary author = 20 ECCH; other authors= 10 ECCH.Book chapter, primary author = 15 ECCH; other authors= 10 ECCH. | Written documentation of published material required. |
| Designing Educational Materials | This includes developing professional educational handbooks or manuals used for patient or staff teaching related to holistic care = 20 ECCH. Institutional brochures or pamphlets = 10 ECCH. | Cover and table of contents for Handbook/Manual, and references used.Copy of brochure or pamphlet, or electronic copy is Required. |
| Research Projects/Studies | For research projects, Master’s theses, Doctoral dissertations, and DNP Projects focused on holistic, integrative nursing practice, the primary or secondary investigator shall submit the literaturereview, IRB documentation etc. *and* evidence of dissemination of original works through presentation or publication.Master’s thesis = 50 ECCHDNP Project = 75 ECCHDoctoral dissertations = 100 ECCH Research Study with IRB Approval = 100 ECCH | Proof of completion and published article, or presentation outline and proof of presentation. |
| Professional Committee Membership | Committee activity is directly related to holistic, integrative nursing. Committees must meet at least 3-4 times a year.Current membership in a national, state, or local holistic, integrative nursing organization such as AHNA = 1 ECCH per year.Leadership in a national holistic, integrative organization, such as board member = 5 ECCH per year.Active participation on a committee for a national holistic, integrative organization = 4 ECCH per year.Leadership in a state holistic integrative organization such as AHNA state chapter = 4 ECCH.Active participation on a committee for a state holistic integrative organization = 3 ECCH per year.Participation on a holistic committee within a healthcare institution = 4 ECCH per year.Professional committee participation *not to exceed* 20 ECCH in the five-year period. |  |
| Item Writing | Submission of test items for a holistic nursing or nurse coach exam as described in the Item-Writers Handbook.1 item = 1 ECCH*A maximum of* 15 ECCH may be earned in the five-year period. | Items submitted to AHNCC via email or C-NET. |
| Item Writing or Review Session or Score Cutting Panel | Participation in a panel that writes or reviews test items or SME panel.One hour session = 1 ECCH. | Verification of participation  |
| Preceptor in Holistic Nursing | Precepting other nurses in integrative holistic nursing. A minimum of 20 hours per year of preceptorship is required = 5 ECCH. *Maximum hours* acquired per five-year term = 15 ECCH. | Documentation showing preceptor relationship and verification signature from colleague. |
| Holistic/ Integrative Nursing Projects | Evidence-informed holistic system level change projects that enhance health of the staff or consumers = 50 ECCH. | Literature review and summary of project. Evidence of implementation required. |

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| How to Calculate Contact Hours |
| For the purposes of re-certification, one (1) hour of education time is equal to one contact hour equivalent. This is time spent in a lecture, seminar, or presentation. It does not include registration, introductions, and breaks.For academic credit courses, one (1) quarter credit is equal to 10 contact hours. One (1) semester credit is equal to 15 contact hours. |

* + 1. [https://us.corwin.com/sites/default/files/upm-binaries/50258\_Davis\_\_\_An\_Interpersonal\_Approach\_to\_Classroom\_Management\_CH1.pdf 10.2.2018](https://us.corwin.com/sites/default/files/upm-binaries/50258_Davis___An_Interpersonal_Approach_to_Classroom_Management_CH1.pdf%2010.2.2018)
		2. Silver, H., Strong, R., & Perini, M. 1997. Integrating Learning Styles and Multiple Intelligences. Teaching for Multiple Intelligences, 55,(1), pgs. 22-27.

**Attachment 2**

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| **Rationale for Recertification Requirements** |

Current, Unrestricted RN License.  This is required as applicants with unrestricted licenses are more likely to have a history of and currently be practicing safe professional nursing practice; as opposed to those who have current restrictions imposed by the Board of Nursing on their practice.

Current practice. This criteria for certification support and facilitates nurses in being up to date and current with the laws, regulations, and practices that allow them to practice safely within their specialty area. For a Holistic Nurse certificant 1 year Fulltime (average of 32 hrs. per week) or 2000 hours in last 5 years is required. For Nurse Coach certificant (1200) hrs. over the last five years is required. This requirement is in place to facilitate AHNCC certificants in being current in the utilization, implementation, and application of practices within their specialty. Ongoing competency in these practices is expected of certificants renewing their credentials.

Continuing Competency CE or Professional Activities: Recertification requirements are based on the

belief that certificants must not only maintain competence but must also assume an ongoing process

of self‐reflection, self‐growth and development of by building their knowledge base, skills, and expertise in the specialty.  Learning occurs through many different avenues and opportunities.  Learning Style

Theory and Multiple Intelligence Theory suggest that individuals can be supported in different ways of

learning, based on their individual strengths and types of intelligence; individuals have different ways of

perceiving the world around them, absorbing the information, evaluating what they are processing, and

retaining new information (Silver, H., Strong, R., & Perini, M, 1997). When learner engagement strategies and educational programs create ppportunities for individuals to learn through different avenues and

activities, they (wherein specifically referring to certificants) are cognitively, emotionally and

behaviorally engaged. The outcome of this may be better retention and application of new knowledge and skills. (Silver, H., Strong, R., & Perini, M. (1997). Integrating Learning Styles and Multiple Intelligences.

Teaching for Multiple Intelligences, 55, (1), pp. 22‐27.)  In addition, Boyer (1990) proposed that “a more

comprehensive, more dynamic understanding of scholarship could be considered.” Based on his work, he suggested four separate, yet interrelating domains which included: the scholarship of discovery;

the scholarship of integration; the scholarship of application; and the scholarship of teaching.

Dissemination of learned knowledge is the outcome of all of the scholarly pursuits.

Certified Nurse Educator®: Boyer's Scholarship Model of Application-Snapshot 81 Youtube: <https://www.bing.com/videos/riverview/relatedvideo?q=boyers+scholarship+article&mid=BFC9C9C08213314147E0BFC9C9C08213314147E0&FORM=VIRE>; Urban, Steve. (2017). Redefining Scholarship: The Boyer Model. The Southwest Respiratory and Critical Care Chronicles, (5), p. 3-4.; Bowden, R. (2007).

Scholarship Reconsidered: Reconsidered.  Journal of the Scholarship of Teaching and Learning,

Vol. 7, No. 2, October 2007, p1 – 21. Greenberger, S. & Mandernach, J (2018).  Documenting and disseminating unconventional scholarship.

Based on this paradigm AHNCC recognizes different professional development opportunities

that certificants may choose to demonstrate their scholarship and meet their continuing competency

requirements. Documentation of professional growth of the type of scholarship and continued

competency requirements are required.