

The recertification cycle for the Certified Nurse Manager and Leader (CNML) credential is three (3) years, with expiration on the last day of the month in which certification expires. Recertification may be achieved by completing eligible professional development activities or retaking and passing the CNML Examination. The issued CNML certificate indicates the date certification was earned and expires. While the AONL Credentialing Center (AONL-CC) sends reminders about pending certification recertification, AONL-CC is not responsible for missed communications due to outdated contact information. The certificant is responsible for keeping his or her record current.

**Recertification Applications must be submitted to AONL-CC no earlier than one (1) year and no later than 30 days past the expiration date.** Recertification applications submitted after the expiration date fall within the grace period and are assessed a late fee.

Applications submitted more than 30 days past the expiration date are *considered delinquent* and will not be accepted. *Certification may be regained only by re-taking and passing the CNML Examination*

A certificant who fails to meet the recertification requirements is no longer considered certified and must cease using the certification credential and merchandise representative of having achieved certification. *Certification may be regained only through re-taking and passing the CNML Examination.*

## **INSTRUCTIONS**

### **Section 1. Certificant Information**

- Provide all requested information. Only your first name, middle initial, and last name are printed on your certificate. Titles or designations are not be included.
- AONL-CC uses the contact information in the certificant's record for all communication. Certificants are responsible for updating their contact information. If you are providing updated contact information on this application, please check the box provided.

### **Section 2. Method of Recertification**

*Identify method of recertification. A certificant can renew their certification by one of the following methods:*

**Alternative I. Participation in eligible Continuing Professional Development (CPD) activities.** Recertification by this method requires the certificant to complete at least 45 hours of eligible continuing professional development within three (3) years prior to the current certification expiration date. When planning CPE activities, certificants may want to use the Examination score report to identify areas of study that may be beneficial.

- All completed development activities must be reported adhering to the content and type codes detailed in Section 3.
- Certification recertification processing fees apply. (See CNML Recertification Application, Section 5.)

**Alternative II. Successful CNML Re-examination.** Recertification by this method requires taking and passing the CNML Examination no more than one (1) year prior to certification expiration date. CNML Examinations taken more than one (1) year prior to the expiration date will not be eligible toward recertification.

- All CNML Examination fees and provisions for testing apply, i. e., register and schedule the CNML Examination through PSI at [www.GOAMP.com](http://www.GOAMP.com). Information about CNML Examination registration and administration is available in the CNML Candidate Handbook (available at [www.AONL.org/certification](http://www.AONL.org/certification) or by calling PSI at 888.519.9901). **Do NOT use this application to apply for the CNML Examination. Register for the Examination with PSI.**
- **Do NOT submit this application until you complete the CNML Examination.** A copy of your CNML Examination score report showing a passing score **must** be attached to the completed application. The CNML recertification application without the score report shall be considered failure to meet the recertification requirements.
- Recertification Application processing fee does *not* apply when renewing by re-examination. The late fee applies if the application is submitted up to 30 days past the certification expiration date.

### Section 3. Reporting Eligible Activity for CNML Certification Recertification

AONL-CC does not review, pre-approve, or endorse development programs as being eligible toward CNML recertification requirements. Reported activities are reviewed only when the completed Recertification Application is submitted in fulfillment of the CNML recertification requirements.

1. Activities eligible for recertification requirements must meet the following criteria:

- Relate to one or more of the categories of the CNML Examination **Content Outline** below. Specific tasks related to each category are listed in the CNML Candidate Handbook and Application. For an activity that covers multiple Content Codes, enter the activity once and list all applicable Content Codes. It is not necessary to list sessions of a single development program separately.

Content Code	CNML Content Outline Category
1	Financial Management
2	Human Resource Management
3	Performance Management
4	Strategic Management and Technology

- Be categorized as one of the eligible **Development Types** of activities. (See Page 3.)
  - Be **at least 30 minutes in duration** and be reported in a minimum of 0.25 hour increments.
  - Not exceed the maximum number of hours allowed for a type of activity.** Hours reported in excess of the maximum allowed for a given development type will not be eligible toward the certification recertification requirements. (See Page 3.)
  - Be completed during the current certification recertification period.**
2. A minimum of 45 hours of eligible activities must be fully reported on the Continuing Professional Development Reporting Form. (See Page 6.) If additional space is needed, make copies of the form. Include your name on each page.
- Development Program Title. List the name of the development event, e.g., conference, workshop, webinar, etc. Individual development sessions/presentations at an event/conference do not need to be listed. List the full title of the development event only.
  - Development Provider. List who sponsored the event. Do not use acronyms.
  - Date of Development. List the start and the end date of the program, including month, date, and year.
  - Content Code (see table above) Use the code in the table above to identify how the content covered in the development links to the content domains covered on the exam, i.e., the CNML Examination Content Outline. If a session/event covered multiple content areas, list all that were covered.
  - Type code is the type of eligible development activity as defined in the table on the following page.
  - Professional Development hours. Report in a minimum of 0.25 hour increments. Round up/down as appropriate.
    - One (1) hour is one (1) clock hour (60 minutes) of structured development less meals, networking activities, etc.

You are **NOT** required to submit proof of completion for each activity unless your application is audited. You will be requested by AONL-CC to do so at that time. **Please retain all supporting documentation/proof of completion for one (1) year past the date of submission of this Certification Recertification Application.** AONL-CC reserves the right, but is not obligated, to audit a certificant's Recertification Application during that time. Documented proof of completion requested for an audit will not be returned.

Development Type	Type Code	Development Description	Proof of Completion	3-Year Maximum
Development program	1	Participation in lecture, workshop, developmental session, or case presentation provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of development programs. Participation in the same course more than once may be reported only once.	Certificate of attendance/ certificate of completion with t hours earned	No limit
Academic coursework	2	From an accredited college or university <ul style="list-style-type: none"> <li>▪ One (1) semester credit = 5 hours</li> <li>▪ One (1) quarter credit = 3 hours</li> </ul> Includes in-person and online.	Grade report or copy of transcript	30 hours
Self-study program	3	Program provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of development programs. Includes audio conferences and online education.	Certificate of completion with hours earned	No limit
Self-Assessment Examination	4	Completion of a Self-Assessment Examination (SAE) available through AONL earns three hours.	Individual Mastery Report provided by PSI	3 hours
Professional presentation	5	Presentation at a program or a meeting of a national, regional, state, or local professional association or society. Hours may be reported for the first time only of a presentation, for the certificant's portion of the presentation for twice the length of the program.	Copy of program	15 hours
Academic teaching	6	Teaching at an accredited college or university (permitted only if this is not your full-time job) <ul style="list-style-type: none"> <li>▪ One semester credit = 5 hours</li> <li>▪ One quarter credit = 3 hours</li> </ul>	Letter from academic institution	30 hours
Academic course development	7	Academic course developed and accepted as part of curriculum. Subject relates to exam content.	Documentation from the academic institution in which the course has been presented	30 hours
Authoring/Publishing	8	Authoring a book chapter or at least two articles published in professional journals or periodicals with documented circulation that exceeds 1,000 readers earns five (5) hours. Publications must meet the following criteria: <ul style="list-style-type: none"> <li>▪ Be published within the three (3)-year certification cycle for which the professional development credit is being sought</li> <li>▪ Relate to one or more content domain/task listed in the corresponding Examination content outline</li> <li>▪ Bear the author's name, publication's name, and date of publication</li> <li>▪ Be published outside of the certificant's facility or place of business.</li> </ul>	Copy of the book chapter or articles	15 hours
AONL-CC Committees	9	Participation in AONL-CC scheduled meetings or working sessions including but not limited to job analysis survey development and results review, test item development, exam key verification, or SAE review or development. One (1) hour per hour of participation.	Letter from AONL-CC	15 hours

## Section 4. Professional Standards of Conduct

AONL-CC is responsible to its candidates, certificants, employers, the profession, and the public for ensuring the integrity of all processes and products of its Certification Programs. As such, AONL-CC requires adherence to these Professional Standards of Conduct by all who have achieved certification through successful completion of its programs. Certificants are required to sign this section and indicate that they agree to abide by the following Professional Standards of Conduct.

**Professional Standards of Conduct:** A certificant who is awarded certification by AONL-CC agrees to conduct themselves in an ethical and professional manner. This includes demonstrating practice-related behavior that is indicative of professional integrity. By accepting certification, the certificant agrees to:

- Maintain professional competence;
- Demonstrate work behavior that exemplifies ability to perform safely, competently, and with good judgment;
- Conduct professional activities with honesty and integrity;
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability, or marital status;
- Avoid conflicts of interest;
- Abide by the laws, rules, and regulations of duly-authorized agencies regulating the profession; and
- Abide by rules and regulations governing programs conducted by AONL-CC.

Infraction of the *Professional Standards of Conduct* is misconduct for which granting of a certification or recertification may be delayed or denied, or for which a certification may be revoked by AONL-CC.

**Reporting Violations:** To protect the national credentials and to ensure responsible practice by its certificants, AONL-CC depends upon its candidates and certificants, professionals, employers, regulatory agencies, and the public to report incidents that may be in violation of the *Professional Standards of Conduct*. A certificant who has violated these *Standards* should voluntarily surrender their certification.

Written notification regarding infractions of these *Standards* may be sent to: AHA Certification Center, 155 N. Wacker Drive, Suite 400, Chicago, IL 60606. Only signed, written communication will be considered.

AONL-CC will become involved only in matters that can be factually determined, and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, AONL-CC will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a professional and legally defensible manner, in accordance with policies established by AONL-CC.

## Section 5. CNML Recertification Fee Payment

Members of AONL are entitled to the member discount rate. To learn more about AONL membership and the benefits, contact the AONL Member Services at 312.422.2800.

- Indicate amount and method of payment. The application will not be processed by AONL-CC until payment is received. For payment by check, allow five (5) to ten (10) business days for payment processing. Recertification fees are nonrefundable.
- Submit completed application and payment to AONL-CC,  
**Mail to:** AONL Credentialing Center, CNML Certification Recertification, P.O. Box 75315, Chicago, IL 60675-5315  
**Fax to:** 312.422.3609 (secure fax line; for application with credit card payment only)

***Emailed applications will not be accepted.***

**Application processing time** is generally about four (4) to six (6) weeks. Certificants submitting incomplete applications or with ineligible recertification activities will be contacted and provided an opportunity to resolve the issue. Certificants meeting all recertification requirements will be issued a new certificate of achievement listing the new certification expiration date. The certificate will be mailed to the address in the certificant's record.

**For questions about ...**

- Recertification process, contact AONL-CC at [certification@aha.org](mailto:certification@aha.org)
- Certificate for development programs completed through AONL, contact AONL at 312.422.2800 or [AONL@aha.org](mailto:AONL@aha.org).



**Section 1. CNML Certificant Information (RECOMMEND USING PERMANENT CONTACT INFORMATION)**

*Certification Expiration Date* (MM/DD/YYYY) \_\_\_ / \_\_\_ / \_\_\_\_\_

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

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  Business  Home

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  Business  Home  Cell

Check here if the above contact information is new and your record requires updating.

**Section 2. Method of CNML Certification Recertification**

*Check one of the following boxes to indicate method of recertification.*

**Alternative I** (Participation in eligible CPE activities)  **Alternative II** (Successful CNML re-examination)

**Section 3. Reporting Eligible Activity for CNML Certification Recertification**

- For recertification by **Alternative I**, complete Page 6.
- For recertification by **Alternative II**, attach PSI issued CNML Examination score report showing your passing score.

**Section 4. Professional Standards of Conduct**

I certify that I agree to abide by the *Professional Standards of Conduct* as presented on Page 4 of the directions. Furthermore, I certify I agree to abide by regulations for CNML recertification requirement contained therein. The information I have submitted in this application is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or processing of it delayed or voided.

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

**Section 5. CNML Certification Recertification Fee Payment**

**Membership Status** (*check one*)  member  non-member

**Recertification Application Nonrefundable Processing Fees**

*Applications submitted up to one (1) year before and no later than the expiration date:*

Member Fee \$200.00  Non-Member Fee \$275.00

*Applications submitted within 30 days after expiration date.*

Late Recertification Member Fee \$250.00  Late Recertification Non-Member Fee \$325.00

\$ \_\_\_\_\_ **TOTAL Payment Submitted**

**Payment Method** (*check one*)

Check/Money Order (*payable to the AONL Credentialing Center*) Allow 7-10 days for payment processing.

Credit Card Payment. (*check one*)  Visa  MasterCard  American Express

Expiration Date:

Credit Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONTINUING PROFESSIONAL DEVELOPMENT REPORTING FORM**

**Name:**

Development Program Title	Development Provider	Date(s)	Content Code(s)	Type Code	Hours
<b>Total Contact Hours</b>					

*Make copies of this form as needed*

Page \_\_\_\_ of \_\_\_\_

**Submit completed CNML Certification Recertification Application and payment to AONL-CC.**

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**Fax:** 312.422.3609 (secure fax line; for application with credit card payment only)

