

ACLPN RECERTIFICATION PROTOCOL

POLICY:

HANCB has developed protocols for recertification requirements to ensure ACLPNs have continued to maintain competence and/or expand their HIV knowledge base within the four (4) year certification/recertification period. Recertification protocols will be reviewed at least once a year to determine if the requirements are complete and meet the goals of maintaining competence and/or enhancing HIV nursing practice.

PROTOCOL:

Certification Renewal by Continuing Nursing Education (CNE):

- Continuing Nursing Education (CNE) recertification includes a wide spectrum of continuing education activities performed by the HIV nurse. It includes both formal and informal education experience for the HIV nurse. CNE are also granted for other activities such as HIV publications, presentations, and volunteer/leadership responsibilities.
- ACLPN certification renewal by CNE is obtained by accumulating a total of **50 CNE** within a 4-year period. A minimum of 25 CNE in Category I is required. The remaining 25 CNE can be accumulated in categories I – IV, although there are limits to the number of CNE accepted in each of the remaining categories (II through IV).
- CNE must be accumulated during the 4-year recertification period. CNE obtained prior to initial ACLPN certification cannot be applied towards recertification. Only CNE obtained after the date of initial certification can be applied towards recertification. A description of the acceptable continuing education activities can be found in Appendix A.
- HANCB will randomly audit a certain percentage of ACLPN recertification applications. If audited, you will be asked to submit copies of certificates and other documents, as described in Appendix A, verifying your CNE activities with your renewal application. During each 4-year period, all ACLPNs are encouraged to keep all documentation and be prepared to submit it upon request if audited. All applications are subject to audit at the discretion of the HANCB. Finally, non-audited ACLPNs may be required to submit supporting evidence of recertification requirements at any time.
- It is important to notify the HANCB of any change in address and/or name. It is the responsibility of the renewing ACLPN to submit all required documentation at the time of renewal. Failure to submit documentation as required may delay recertification.