

CRN-BC™ Initial Certification by Portfolio

Application Check List

This checklist may be used to ensure all required documents are included with your certification application submission. Detailed instructions can be found in the Candidate Handbook and at CRNCC.org. Please follow instructions exactly as stated; incomplete submissions or failure to follow instructions may delay your review or result in failure to meet criteria for CRN-BC™ certification. Incomplete applications may incur a \$20 administrative fee. Please save the completed documents listed below in a file using the naming conventions that follows each:

Application: Use the following naming convention, substitute your name and insert the submission deadline month either 04, 09 or 10 and year (20XX).

Example:

04.2025_1.App_ LastName.FirstName,

09.2025_1.App_ LastName.FirstName (renew certification only)

10.2025_1.App_ LastName.FirstName

Note: *The first six digits are the deadline months April (04), September (09) or October (10) and year. Please use the deadline review date for which you are submitting.*

Continuing Education Record: Use the following naming convention

04.2025_2.CE_ LastName.FirstName

09.2025_2.CE_ LastName.FirstName (renew certification only)

10.2025_2.CE_ LastName.FirstName

Continuing Education Certificates: Use the following naming convention

04.2025_2.CEcerts_ LastName.FirstName

09.2025_2.CEcerts_ LastName.FirstName (renew certification only)

10.2025_2.CEcerts_ LastName.FirstName

Professional Activities Record: Use the following naming convention

04.2025_3.PA_ LastName.FirstName

09.2025_3.PA_ LastName.FirstName (renew certification only)

10.2025_3.PA_ LastName.FirstName

If applicable include:

- Preceptor Form:** Use the following naming convention

04.2025_3.Precept_ LastName.FirstName

09.2025_3.Precept_ LastName.FirstName (renew certification only)

10.2025_3.Precept_ LastName.FirstName

- Mentor Form:** (see Forms) Use the following naming convention

04.2025_3.Mentor_ LastName.FirstName

09.2025_3.Mentor_ LastName.FirstName (renew certification only)

10.2025_3.Mentor_ LastName.FirstName

- Resume:** Follow the resume template in the Candidate Handbook exactly as formatted. Use the following naming convention:

04.2025_4.R_ LastName.FirstName

09.2025_4.R_ LastName.FirstName (renew certification only)

10.2025_4.R_ LastName.FirstName

- Exemplar:** (see instructions in the candidate handbook) Use the following naming convention:

04.2025_5.EX_ LastName.FirstName

09.2025_5.EX_ LastName.FirstName (renew certification only)

10.2025_5.EX_ LastName.FirstName

Go to [CRNCC.org](https://www.crncc.org) to submit application; upload documents and submit fee.

See website for application schedules and fees. All fees are non-refundable and non-transferable.