

Clinical Research Nurse Certification by Portfolio

Candidate Handbook



**COMMITTED TO
CLINICAL RESEARCH EXCELLENCE**

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1 INTRODUCTION

The purpose of the Clinical Research Nurse Certification Council (CRNCC) is to establish and maintain excellence in the specialty practice of clinical research nursing through credentialing (CRN-BC™). The CRN-BC™ directly or indirectly impacts the care of clinical research participants across the care continuum in all clinical specialties and settings, ensuring protection of consumers engaged in clinical research and the public who benefit from research discovery.

Certification in nursing has been defined by the American Board of Nursing Specialties (ABNS, 2022) as “a formal acknowledgment of skills and knowledge learned to further a career. Pursuing a specialty certification increases nurses’ abilities and opportunities” (para. 2).

Specialty nursing certification is relevant to every area of nursing practice. Nurses across nursing roles and practice settings can impact health care quality by demonstrating their specialty knowledge and their commitment to lifelong learning through certification.

Certified clinical research nurses (CRN-BC™) contribute their expertise, knowledge, and skill in clinical research involving human subjects. The mission of the CRNCC is to promote human subjects’ protections and fidelity to the research protocol by supporting commitment to practice excellence, continuing competence, and lifelong learning in the specialty practice of clinical research nursing.

Continuing competence is the ongoing professional responsibility of a clinical research nurse to obtain, integrate, and apply current knowledge and skills required to practice safely, effectively, and ethically in designated roles and settings.

A workgroup of subject matter peers was established by the International Association of Clinical Research Nurses (IACRN) to explore clinical research nursing certification by portfolio. As the basis for certification development, the work group defined continuing competence as:

- A professional and ethical obligation for safe practice.
- Protection of the public and advancement of the profession through ongoing development of individual nurses.
- A shared responsibility among individual nurses, the profession, regulatory bodies, certification agencies, professional associations, educators, and care organizations/workplaces.
- Evolving as it builds upon previous competence and integrates new evidence.
- Dynamic, fluid, and impacted by many factors as nurses enter new roles and new settings.

An important goal of specialty certification is consumer protection—to ensure consumers receive health care from knowledgeable clinical research nurses. Certification renewal procedures were developed as part of CRNCC’s efforts to ensure the continuing competence of its certificants.

Clinical research nursing is the specialized practice of professional nursing focused on maintaining equilibrium between care of the research participant and fidelity to the research protocol. This specialty practice incorporates human subject protection; care coordination and continuity; contribution to clinical science; clinical practice; and study management throughout a variety of professional roles, practice settings, and clinical specialties.

Certification as a clinical research nurse demonstrates the individual's commitment to practice excellence, continuing competence, and lifelong learning. The CRN-BC™ credential represents the only nursing certification that recognizes expertise as a clinical research nurse. It is earned through completion of a professional portfolio that validates the applicant's role performance in clinical research nursing.

American Board of Nursing Specialties. (2022). A Position Statement on the Value of Specialty Nursing Certification. Retrieved from [ABSNC Certification Whitepaper 5.3.22 Final.pdf](#)

2 ELEMENTS OF INITIAL CRN CERTIFICATION

This process is to be used when applying for initial certification by portfolio (e.g., first time applying for certification, reapplying after failure to achieve initial certification, or applying for certification after certification has expired).

2.1 CERTIFICATION PROCESS

Elements of the initial certification by portfolio are described in this handbook. All certification documents must be submitted in English. Certification by portfolio will be based solely on the submitted application materials. Candidates for certification must meet all eligibility requirements for certification and submit evidence of the required documentation. Briefly, candidates must:

- Complete the initial Certification Application form at [Apply & Renew](#). Complete and document the minimum number of contact hours of continuing education in **clinical research** using the CE Documentation Record found at [Apply & Renew](#). See [section 3.2.1](#) for detailed instructions.
- Complete and document the minimum number of professional activity points on the Professional Activity Documentation Record found at [Apply & Renew](#). Choose at least two of five professional activity categories to document *expertise and engagement* in the role of clinical research nurse. See [section 3.2.2](#) for detailed instructions.
- Write an exemplar describing their performance and development as an expert CRN in four key areas: professional growth and development, professional practice, team focus and interprofessional collaboration, and quality and safety. (Not required for certification renewal). See [section 3.4](#) for detailed instructions.
- Provide a current resume using the template found in [Appendix E](#) (Initial application only).

2.2 CERTIFICATION FEES AND DEADLINES

2.2.1 APPLICATION SUBMISSION WINDOW AND FEES

Certification Application Windows and Fees*		
Initial Certification	Fees	Application Window
IACRN Member	\$345	March 1- April 1 September 1- October 1
Non-member	\$495	March 1- April 1 September 1- October 1
*All fees, once paid, are non-refundable and non-transferable		

2.2.2 APPLICATION DATES AND DEADLINES

Initial Certification & Rectification Application Dates and Deadlines				
Certification Application Deadline	Certification Beginning Date	Certification Renewal Application Deadline	Certification Expiration	Certification Renewal Beginning Date
April 1, 2021*	July 2021	September 1, 2025	December 31, 2025	January 1, 2026
October 1, 2021	January 2022	September 1, 2026	December 31, 2026	January 1, 2027
April 1, 2022*	July 2022	September 1, 2026	December 31, 2026	January 1, 2027
October 1, 2022	January 2023	September 1, 2027	December 31, 2027	January 1, 2028
April 1, 2023*	July 2023	September 1, 2027	December 31, 2027	January 1, 2028
October 1, 2023	January 2024	September 1, 2028	December 31, 2028	January 1, 2029
April 1, 2024*	July 2024	September 1, 2028	December 31, 2028	January 1, 2029
October 1, 2024	January 2025	September 1, 2029	December 31, 2029	January 1, 2030
April 1, 2025*	July 2025	September 1, 2029	December 31, 2029	January 1, 2030
October 1, 2025	January 2026	September 1, 2030	December 31, 2030	January 1, 2031
April 1, 2026*	July 2026	September 1, 2030	December 31, 2030	January 1, 2031
October 1, 2026	January 2027	September 1, 2031	December 31, 2031	January 1, 2032

2.3 CERTIFICATION DESIGNATION

Use of the designation Clinical Research Nurse – Board Certified™ (CRN-BC™) is restricted to Registered Nurses (RNs) holding current certification by the CRNCC. Unencumbered Registered Nurse (RN) license or country specific nursing registration as an RN must be maintained throughout the certification period. Any CRN-BC™ whose certification has expired or been revoked for any reason may no longer use the letters CRN-BC™ to denote certification.

2.4 APPLICANT AUDITS

Audits of incoming applications for initial submission or certification renewal will occur on a regular basis, at about the rate of 1 out of every 10 applications. The CRNCC review committee reserves the right to audit an application at their discretion. It is advised that as the applicant is completing the application process, they create a file of the documents that will be required should an audit occur.

2.5 APPLICANT RESPONSIBILITIES

It is the responsibility of the individual applicant to notify and maintain a current email address with the CRNCC. CRNCC is not responsible for information that fails to reach an applicant.

Please note, CRNCC records are maintained separately from the International Association of Clinical Research Nurses (IACRN) records.

2.5.1 FAILURE TO MEET CERTIFICATION CRITERIA

Certification will be denied for any of the following reasons:

- Falsification of application
- Misrepresentation
- Failure to meet criteria of CE/PA per policy
- Failure to provide requested contact hour certificates and/or documents requested during an audit
- Failure to meet experiential requirements
- Lack of current unencumbered RN license
- Failure to apply by deadline

Each candidate's application is peer-reviewed based entirely on information submitted in the application. Insufficient information or failure to document qualification requirements may result in a portfolio that does not meet certification requirements.

For information about the appeals process, see [Section 6](#).

Applicants who are not successful on their first submission for certification may [reapply](#) within one year (i.e., one of the next two application cycles) at a reduced fee. All qualifications must meet the new application window timeframes. Follow initial certification process.

Certification Application Resubmission Windows and Fees*		
Resubmission after failing to meet initial certification	Fees	Application Window
IACRN Member	\$270	March 1- April 1
		September 1- October 1
Non-member	\$420	March 1- April 1
		September 1- October 1
*All fees, once paid, are non-refundable and non-transferable		

Candidates who do not meet qualification requirements after a second submission will have to reapply at a full rate.

3 INITIAL CERTIFICATION PORTFOLIO SUBMISSION PROCESS

3.1 STEP 1 – CONFIRM PRACTICE HOURS AND LICENSURE

To be eligible for CRN-BC™ certification by portfolio, the registered nurse must meet the following requirements:

Licensure

- Document current and unencumbered RN license, or country equivalent, on Certification Application
- 2 years minimum as an RN at time of application for certification

Specialty Practice

Document work experience as a Clinical Research Nurse:

- Attest to a minimum 4000 practice hours **in the clinical research nurse role** (not including hours in residency or orientation) over the 3 years proceeding submission of an application.
- Include practice hours per year for each position held in clinical research in the EXPERIENCE section of the resume.

3.2 STEP 2 – DOCUMENT CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development (CPD) is the term used to describe the learning activities professionals engage in to develop and enhance their knowledge, skills, and performance. The learning activities may be in the form of those they attend as a learner (e.g., webinars, conferences, journal clubs) or those they initiate or develop (e.g., presentations, publications, academic courses, membership in professional nursing organizations). For the purposes of CRN

certification, the activities that the CRN **attends** will be considered continuing education (CE) activities and those in which they **participate** (i.e., initiate or develop) will be considered professional activities (PA). **A total of 100 points are required:** a minimum of 36 and a maximum of 50 CE points; and a minimum of 50 and a maximum 64 PA points (in at least 2 categories) are required for initial certification.

3.2.1 STEP 2A – COMPLETE CONTINUING EDUCATION (CE) RECORD

CE activities are those that the applicant **attends** for which they earn CE points from an approved provider, as described below. A **minimum of 36 points and maximum of 50 points** over the 3 years preceding the April 1 or October 1 submission deadline are required. One contact hour is equivalent to one CE point.

You may not claim both CEs and PA points for the same presentation. If the hours on the certificate include your presentation, please do not claim CE points for content you presented. For example, if you presented 1-hour of content at a 4-hour conference, you would only record on the CE spreadsheet, 3 contact hours, not 4. The remaining 1-hour would be claimed under the appropriate PA category. Please use the comment section on the spreadsheet to explain the difference between the certificate contact hours and the hours you record.

For initial certification, all CE activities **MUST** be in clinical research. No topics other than clinical research will be accepted.

If a certificant attends a conference/activity that has a primary focus of clinical topics, to claim only the session(s) that apply to clinical research, (1) submit the CE certificate with the total number of CEs for the conference/activity and document in the “comments” column on the CE Documentation Record that only X number of contact hours were specific to clinical research (every 15 minutes = 0.25 contact hours). (2) Please include the conference/activity agenda to assist reviewers in confirming CE hours specific to clinical research.

Activities may be used only once in the application. CE activities may be in any format including, but not limited to classes, webinars, conferences/workshops, independent study modules, journal articles, and online continuing education offerings. The CE activity **MUST** be offered by an approved/accredited provider/approve of:

- Nursing Continuing Professional Development [NCPD]
 - Continuing Medical Education (CME)

The CE certificate must contain language that supports the activity is from an **accredited** or **approved provider** or an **accredited approver**. SoCRA and ACRP contact hours do not meet CRN certification requirements, **unless** there is the additional statement on the certificate issued that states the activity is from an **accredited** or **approved provider** or an **accredited approve** (See [Appendix A](#) for examples). Additionally, CEs awarded from State Boards of Nursing that are not from an accredited or approved provider do not meet this requirement. A list of ANCC accredited or approved providers can be found [HERE](#).

The applicant must provide evidence of meeting these requirements by:

- Completing and submitting the [CE Documentation Record](#) (See [Appendix B](#) for sample)
 - See the [Application Checklist](#) for appropriate file naming convention to be used
- Submitting **ONLY** certificates listed on the CE Documentation Record

See the [Application Checklist](#) for appropriate file naming convention to be used

3.2.2 STEP 2B – COMPLETE PROFESSIONAL ACTIVITIES (PA) RECORD

In addition to meeting the minimum CE requirement outlined in section 3.2.1, the applicant must provide evidence of professional activities (PA) in a minimum of two of the five PA categories. Professional activities are those in which the applicant **participates** (i.e., initiates or develops). A **minimum of 50 points and maximum of 64 points** are required. Professional activity points may be earned at any time during the 5-year window proceeding submission of an application for certification. There is no requirement that points be earned annually.

The combination of CE points (Step 2A) and Professional Activity points (Step 2B) MUST equal the required 100 points.

There are 5 categories of Professional Activities (PA):

1. Clinical research presentations
2. Scholarly writing
3. Research and scholarly projects
4. Advanced professional activities
5. Academic education

For initial certification, all PA activities **MUST** be in clinical research except when noted in categories 2, 3 and 4. Activities may be used only once in the application.

Instructions for completing the **Professional Activity Record** are found on the **Professional Activity Record**:

- Activity Title
- Date/date range of PA
- Category of the PA
- Activity Description: from the Category Tabs, choose the Activity Description that fits the PA entry.
- Number of Earned PA Points: from the Category Tab on the spreadsheet or the Candidate Handbook sections 3.2.2.1 – 3.2.2.5 below, enter the points allocated for the PA you are recording.
 - The activity time minimum is stated in the Activity Description. Partial credit for lesser duration will not be counted.

- Activity Sponsor: Who sponsored the activity; the institution or group where the presentation occurred, the book/chapter publisher, committee affiliation, name of program and institution for academic courses
- Accredited provider: If the PA was offered for CE credit, list the approved or accredited provider (e.g., ANCC).

The applicant must provide evidence of meeting these requirements by:

- Completing and submitting the [Professional Activity Record](#)
 - See the [Application Checklist](#) for appropriate naming convention to be used

3.2.2.1 CATEGORY 1: CLINICAL RESEARCH PRESENTATIONS

Presentations are scored based on type and length of activity as well as if the activity offers CE credit, as outlined in section 3.2.1. Presentations (both virtual and in-person) may be used only once in the application; credit cannot be given for repeating presentations. **You may not claim both CE and PA points for the same presentation. A maximum of 35 points is allowed.**

All content must be related to clinical research. If the applicant is audited, a copy of the presentation PowerPoint or poster, a copy of the conference agenda, or a letter of acknowledgement from the event organizer that stipulates title and date of presentation must be submitted upon request.

Scoring of Oral Presentations* Excluding Posters (in person or virtual):

- Presentations of templated material (**content not developed by the presenter**), presented as a clinical research activity:
Each 30 minutes of presentation = 0.5 point (1-hour presentation = 1 point)
- Original presentation **not offered for CE credit (i.e., not vetted by approved provider)**, presented as a clinical research activity:
Each 15-minute presentation = 0.5 points (1-hour presentation = 2 points). If presenting with others, only claim points for your actual total time of presentation (e.g., 1 hour panel with 4 presenters = 0.5 points, 1 hour presentation with 2 presenters = 1 point)
- Original presentation **offered for CE credit (i.e., vetted by approved provider)**, presented as a clinical research activity:
Each 15-minute presentation = 1 point (1-hour presentation = 4 points). If presenting with others, only claim points for your actual total time of presentation (e.g., 1-hour panel with 4 presenters = 1 point, 1-hour presentation with 2 presenters = 2 points)

* Presentations include webinars and podcasts

Scoring of Poster:

- Original poster (in-service) **not offered for CE credit (i.e., not vetted by approved provider)**:
Poster development with or without presentation (lead) = 2 points
Poster development (contributor) = 1 point

- b. Original poster **offered for CE credit (e.g., vetted by approved provider)**:
Poster development with or without presentation (lead) =3 points
Poster development (contributor) = 2 point

Scoring of Roundtable and Journal Club:

Round table leadership: Each 30 minutes or more of presentation = 1 point
Moderate Journal Club: Journal club sessions lasting 30 minutes or more = 1 point

3.2.2.2 CATEGORY 2: SCHOLARLY WRITING

Publications may be used only once in the application. Authorship on a publication must meet the International Committee of Medical Journal Editors' criteria (See website definition): <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>. A **maximum of 35 points** is allowed. Please be aware that a manuscript that has been "accepted for publication" is not considered a "publication" until it is issued for public sale, distribution and readership (e.g., distributed in a journal or book). Consider Category 3 instead when the manuscript has not been distributed to readership at the time of portfolio application submission.

When documenting authorship of a publication on the PA Record, record the title in the published article/chapter/book in the activity column and record a searchable reference or doi in the "comments" section ([See Appendix C](#)).

If the applicant is audited, a copy of the publication must be submitted upon request. If this is not possible (e.g., CD/audiotape or thesis/dissertation), a letter of acknowledgement must be submitted from the publisher.

Scoring of publications

- a. Author of hospital or unit-based/research-specific policies/standards of practice = 2 points per Policy/SOP/Guideline initial development only
- b. Authorship of a column in a professional nursing newsletter = 2 points
- c. Authorship of abstract or meeting proceedings **published** in a professional nursing journal = 3 points
- d. Editor of research-specific hospital/department newsletter = 4 points
- e. Editor of chapter newsletter for professional nursing organization (e.g., IACRN, ONS) = 5 points
- f. Authorship of CE module for a commercial vendor = 5 points
- g. Authorship of article **published in a non-refereed/non-peer-reviewed journal** (e.g., ACRP) = 7 points for first author; 5 points for other authors
- h. Authorship of article **published in a refereed/peer-reviewed journal** = 10 points for first author; 8 points for other authors

- i. Authorship of or contributor to professional specialty document (e.g., Scope & Standards) = 8 points
- j. Author of a recurring column in a professional nursing journal = 8 points
- k. Authorship of chapter in published book; single topic on CD or audiotape = 10 points
- l. Guest editor for one issue of professional nursing journal = 10 points
- m. Editor of a professional nursing newsletter = 10 points for a minimum of 1 year in the role
- n. Section editor of a professional nursing book = 15 points
- o. Authorship of entire book, CD, audiotape = 20 points
- p. Editor of entire professional nursing book = 20 points
- q. Editor of a professional nursing journal = 20 points
- r. Manuscript reviewer for peer reviewed journal = 5 points per manuscript review
- s. Authorship of White Paper = Lead author = 7 points and Contributing author = 5 points
- t. Scoring abstracts for a professional conference: 2 points per conference

3.2.2.3 CATEGORY 3: RESEARCH AND SCHOLARLY PROJECTS

Research and Scholarly Projects include original research as well as Continuous Quality Improvement (CQI) and Evidence Based Practice (EBP) projects. A **maximum of 35 points** is allowed.

If the applicant is audited, a formal abstract must be submitted upon request for any unpublished/not yet published work along with a copy of the IRB/IEC determination.

Scoring of research and scholarly projects

- a. CQI/EBP with clinical research focus **unpublished** = 5 points for primary investigator, 3 points for co-investigator
- b. Original research **unpublished** = 6 points for primary investigator, 4 points for co-investigator
- c. Chair or member of thesis/dissertation committee for nursing or allied health discipline = 8 points
- d. PhD dissertation from nursing or allied health discipline = 20 points
- e. DNP scholarly project = 15 points
- f. Master's thesis from nursing or allied health discipline = 10 points
- g. BSN CQI/EBP/capstone project = 5 points

For items b above, the original research category may only be used when the CRN is the principal investigator or co-investigator on investigator-initiated research, and the idea/hypothesis of the research reflects the CRN's original work.

For items e, f, and g above, a copy of the university transcript demonstrating completion of the program must accompany the certification application for credit to be awarded.

3.2.2.4 CATEGORY 4: ADVANCED PROFESSIONAL ACTIVITIES

Credit is given for leadership roles and active participation in nursing organizations or initiatives that exceed expectations/duties of the employment position held at the time the activity was conducted. A **maximum of 35 points** is allowed. Per year is defined as a minimum of 10 months.

Scoring of professional activities

- a. Facilitate clinical research activity in the practice setting (e.g., chair weekly protocol team meetings, lead monthly meetings of a specific research group, train study or clinical teams) = 2 points **per year**
- b. Institutional, state, regional, or national award related to clinical research = 2 points
- c. Officer or committee chair of a national specialty nursing or clinical research organization = Officer 5 points **per year**; committee chair 3 points **per year**.
Participation verification is required.
- d. Officer or committee chair of local chapter/interest group for a specialty nursing or clinical research organization = Officer 5 points **per year**; committee chair 3 points **per year**. **Participation verification is required.**
- e. Committee member or chair for hospital-based or unit-based research council = 3 points **per year** (has attended 50% or more of meetings in service term).
Participation verification is required.
- f. Committee member for local community initiative related to clinical research = 3 points **per year** (has attended 50% or more of meetings in service term).
Participation verification is required.
- g. IACRN approved (i.e., Board of Director approval) Committee/Initiative chair or Committee/Initiative member = Committee chair 7 points **per year**; Committee member 3 points **per year** (has attended 50% or more of meetings in service term).
Participation verification is required.
- h. Nurse planner for specialty research or nursing organization to offer contact hours = 2 points per year
- i. Mentorship of novice investigators in protocol development and implementation – 80 hours of mentorship = 5 points (verification form required); maximum of two 5-point awards in the application [CRN Mentorship Form](#)
- j. Preceptorship of RN students or clinical research professionals: 80 hours of preceptorship = 5 points (verification form required); maximum of two 5-point awards in the application [CRN Preceptor Form](#)
- k. Nurse representative to a national or regional initiative related to clinical research (e.g., advisory board for a CTSA) = 5 points **per year** (has attended 50% or more of meetings in service term)
- l. Chair or member of community advisory board related to community research = 5 points **per year** (has attended 50% or more of meetings in service term)
- m. CRNCC/IACRN Board of Directors = 7 points **per year**
- n. Participation in a nursing leadership program:
Fellow = 5 points for fellow (preceptee); 10 hours of preceptorship = 5 points; maximum of two 5-point awards (20 hours/10 points).
Mentor = 3 points for mentor: 10 hours of mentorship = 3 points; maximum of two 3-point awards (20 hours/6 points).

The program must equal a minimum of 10 hours. **Participation verification is required.**

NOTE: If CEs are awarded for the leadership program, the applicant may apply the CEs in the CE category **OR** elect to use the PA points. Points may not be used in both CE and PA categories.

- o. Chair or member of IRB/IEC = 8 points for chair, 5 points for member **per year**

For items c-g above, provide a confirmation email or other document that acknowledges participation from the organization/committee or program leader.

For items i and j above, a [CRN Preceptor Form](#) and/or [CRN Mentorship Form](#) must be submitted for any claimed hours. See each form for completion instructions.

3.2.2.5 CATEGORY 5: ACADEMIC EDUCATION

Credit will be given for academic education (personal study) only in the following content areas: Methods, Statistics, Research, Translational Science. Credit will not be given for general education or other nursing courses. A **maximum of 35 points** is allowed.

Scoring of academic education

- Semester work - 1 academic credit = 15 points
- Quarter work - 1 academic credit = 12.5 points
- 5 ½ week term - 1 academic credit = 6.25 points

To be used in the portfolio, education must be beyond the applicant's initial nursing degree (e.g., applicant with ADN returns to school for BSN; MSN returns to school for PhD). Please provide a separate statement of the course's specific application to clinical research nursing and your current nursing role. A course description and transcripts may be requested.

Note: Academic teaching is used to meet experiential requirement; it is not a separate professional activity.

3.3 STEP 3 – COMPLETE RESUME

Please use the resume template found in [Appendix D](#) to provide information about employment, education, professional affiliations, licenses and certifications, and awards.

State practice hours per year for each position held in clinical research in the EXPERIENCE section of the resume. Information about presentations and publications should NOT be included on the resume, but rather in Step 2B (section 3.2.2 Professional Activities).

3.4 STEP 4 – COMPLETE EXEMPLARS

An exemplar is a narrative or story about a topic that reflects the Clinical Research Nurse's practice and experience. Because of the blinded review process, exemplars are reviewed without knowledge of the applicant's resume, CE or PA activities.

An exemplar is not a case study, a list of achievements, or a report. An exemplar should communicate your contributions and accomplishments using specific examples that exemplify you as an expert. Benner (1982, p. 405) states that a nurse performing at the expert level “no longer relies on an analytical principle (rule, guideline, maxim) to connect” their understanding of a situation to determine appropriate actions. The expert nurse with their “enormous background of experience has an intuitive grasp of the situation” (Benner, 1982, p.405). When writing your exemplar, it is important to include your thoughts, reflections, what you learned and, most important, describe how the experience contributed to development of your expert practice in Clinical Research Nursing.

Scoring rubrics for each exemplar topic are found in [Appendix E](#).

Your exemplar should provide evidence of clinical research nursing practice *excellence* specifically related to the following topics:

- Professional Growth and Development
- Professional Practice
- Team Focus and Interprofessional Collaboration
- Quality and Safety

For each topic of the exemplar, describe what was learned from the experience you are describing and how this experience allowed you to grow professionally as a CRN. Include **how** the activity contributed to your professional growth and development, your thoughts, your reflections, and what you learned from the experience. Examples you use to illustrate your expertise in clinical research nursing should draw from your work in clinical research as opposed to other nursing experience.

Situations/Activities described in your exemplar must be recent (within 3 years) or current except for the Professional Growth and Development category which may be greater if it illustrates your development of current *expertise*. Each topic is evaluated on four criteria (see rubric below). The exemplar is worth a **maximum of 64 points** (16 points for each topic). A **passing score of 45 points** is required.

The **TOTAL** word count for all 4 topics combined is a minimum of 1,000 words and **not to exceed 1,500 words** including topic headers. **Remember to include the topic headers before each of the 4 sections.** The exemplar should be typewritten and double-spaced, with the applicant’s name as a header in the upper left corner so it can be redacted for blinded review.

When writing your exemplar, **avoid** the following:

- Repeating content found on your resume.
- Generalizations – best to focus on one situation/activity to allow inclusion of all aspects of the exemplar rubric.

- Over speaking/saying too much that doesn't focus on the situation/activity you are sharing.

Note: Situations/Activities discussed in detail in the exemplar may also be documented in Step 2B (See 3.2.2 Professional Activities) to earn the required number of points for the portfolio. Points earned for the exemplar are separate from the points earned for Continuing Professional Development that includes both continuing education and professional activities.

Benner P. (1982). From novice to expert. *The American journal of nursing*, 82(3), 402–407.

3.4.1 TOPIC: PROFESSIONAL GROWTH AND DEVELOPMENT

This section of the exemplar should describe your transition from novice to expert. Provide (1) evidence of how the example contributed to your expertise (2) reflections on the experience, and (3) what you learned. This example should **not** summarize your work experiences as a CRN or list professional activities in which you have participated. It is **not** a recap of your resume. Sample activities include but **are not limited to** the following:

- advanced education in clinical research nursing
- professional conference attendance relevant to clinical research nursing
- CRN poster or podium presentations
- professional award with demonstration of criteria relevant to clinical research nursing
- nursing research/manuscript development relevant to clinical research nursing

3.4.2 TOPIC: PROFESSIONAL PRACTICE

This section of the exemplar should illustrate your CRN expertise by making a clear connection between the activity described and its impact on the development of your clinical research practice. Provide (1) evidence of how the example contributed to your expertise (2) reflections of the experience, and (3) what you learned. Sample activities include but are not limited to the following:

- leadership experience
- active participation/leadership in Shared Governance, Magnet, or other councils
- active participation/leadership in professional nursing associations or other organizations
- active participation/leadership in facility IRB/IEC
- demonstration of adherence to requirements of human subject protection during all aspects of clinical research

3.4.3 TOPIC: TEAM FOCUS AND INTERPROFESSIONAL COLLABORATION

This section of the exemplar should demonstrate how, as a CRN, your involvement in developing/participating in a team focused interprofessional collaboration contributed to a better outcome for clinical research and how this experience contributed to expertise as a CRN. Provide (1) evidence of how the example contributed to your expertise (2) reflections of the experience, and (3) what you learned. Focus your example on an activity that identifies your involvement (participation/leadership) and your role in developing a team focus with interprofessional collaboration in the clinical research work setting. Sample activities include but are not limited to the following:

- active participation/leadership in a collaborative clinical research team
- development of research tools that require interprofessional input
- policy and guideline development that require interprofessional input

3.4.4 TOPIC: QUALITY AND SAFETY

This section of the exemplar should demonstrate your contribution to quality and safety measures in clinical research. Provide (1) evidence of how the example contributed to your expertise (2) reflections of the experience, and (3) what you learned. Focus your example on activities that identify your expertise as a CRN. Sample activities include but are not limited to the following:

- active/leadership in quality and safety committees
- participation in quality and safety education
- participation in root cause analysis initiatives
- monitoring safety of clinical research participants
- monitoring clinical research study integrity and quality of research data

3.5 SUBMISSION INSTRUCTIONS

- Review qualifications and requirements for submission.
- Complete the following documents:
 - [Certification Application](#)
 - Indicate IACRN Member or Non-member status.
 - Title is the title given to your current position by your organization.
 - Role describes what you do (e.g., manager, educator, direct care provider, study coordinator, etc).
 - Complete attestation statements of RN licensure and clinical research practice hours in previous 3 years (excluding orientation or residency).
 - [CE Documentation Record](#) and CE certificates earned
 - [Professional Activity Record](#)

- Resume
- Exemplar
- If Applicable, include:
 - [CRN Preceptor Form](#)
 - [CRN Mentorship Form](#)
 - Documentation of professional organization involvement
 - Transcript(s)
- Use the [Application Checklist](#) for instructions on file naming and submission process
- Go to CRNCC.org to submit application and required documents and fees
- Submit applications and questions to <https://www.crncc.org/contact>.
 - Please follow the naming convention instructions for documents
 - See Certification Application Window and Fees in [section 2.2.1](#)

For questions, contact <https://www.crncc.org/contact>.

See website for submission portal.

3.6 CRNCC REVIEW PROCESS FOR CERTIFICATION

Upon receipt of the candidate’s application, the CRNCC review proceeds as follows:

Administrative Intake and Review

- A confirmation email is sent to the applicant upon receipt of the candidate’s application
- An administrative review is conducted
 - Confirm all documents have been received
 - Confirm submission of appropriate payment submitted (IACRN member or nonmember fee)
 - Confirm applicant meets license and work experience qualifications
 - Confirm submission of CE Record
 - Review CE points/hours
 - Minimum 36-point requirement recorded
 - CEs earned within the 3-year window preceding the April 1 or October 1 application submission deadline
 - Confirm CE certificates on CE Documentation Record have been submitted
 - Confirm PA points
 - Minimum 50-point requirement recorded
 - Professional activities occurred within the 5-year window preceding submission of an application for certification
 - Confirm the total CE and PA points equal greater than or equal to 100
 - Confirm the resume template was followed and **hours worked per year are documented in the EXPERIENCE section of the resume**
 - Verify Exemplar word count; minimum of 1,000 words but does not exceed the maximum of 1,500 words

- Verify Exemplar includes the following headings: Professional Growth and Development, Professional Practice, Team Focus and Interprofessional Collaboration, and Quality and Safety

Note: CE approved providers, PAs approved for CRN certification, and the exemplar are not reviewed/scored at this point. Applications requiring administrative “management” to obtain/clarify information/documents may be charged an additional administrative fee of \$20.

- Complete applications are blinded and assigned to peer reviewers

Peer-Review

- CE hours/points are reviewed to determine if they meet requirements outlined in the CRN Candidate Handbook; meet the minimum 36-point requirement; were earned within the 3-year window preceding the April 1 or October 1 application submission deadline; are research related, and awarded by an approved or accredited provider (see section 3.2.1)
- PAs are reviewed to determine if they meet requirements outlined in the CRN Candidate Handbook; meet the minimum 50-point requirement; were earned within the previous 5-year window preceding the April 1 or October 1 application submission deadline, are research related except where noted, and category maximums are noted
- CEs and PAs are reviewed to ensure certification requirements are met
- Approved CE and PAs are calculated to determine if the combined points = 100
- Blinded Exemplars are scored using the rubric (Appendix E) for each of the 4 topics found in the CRN Candidate Handbook. The minimum passing score is 45 points
- Resume information and practice experience is confirmed
- Blinded Reviewer scores are submitted electronically to determine pass/fail status
- Applicants are notified of their pass/fail status

4 ELEMENTS OF CRN-BC™ CERTIFICATION RENEWAL

An important goal of specialty certification is consumer protection—to ensure consumers receive health care from knowledgeable clinical research nurses. Certification renewal procedures were developed as part of CRNCC’s efforts to ensure the continuing competence of its certificants.

Continuing competence is the ongoing professional responsibility of a clinical research nurse to obtain, integrate, and apply current knowledge and skills required to practice safely, effectively, and ethically in designated roles and settings.

As the basis for certification, continuing competence is defined as:

- A professional and ethical obligation for safe practice.
- Protection of the public and advancement of the profession through ongoing development of individual nurses.

- A shared responsibility among individual nurses, the profession, regulatory bodies, certification agencies, professional associations, educators, and care organizations/workplaces.
- Evolving as it builds upon previous competence and integrates new evidence.
- Dynamic, fluid, and impacted by many factors as nurses enter new roles and new settings.

4.1 CERTIFICATION RENEWAL

This process is to be used when applying for certification renewal after certification has been achieved through the initial certification process. Elements of certification renewal are described in this section. Briefly, candidates must meet the qualifications for certification renewal that includes:

- Current CRN-BC™ certification
- Meet licensure and practice requirements
- Meet either option 1, option 2 or option 3 for continuing education (CE) and professional activity (PA) requirements.

Each renewal period shall be for 5 years, with the renewal application due September 1 of the year of expiration, occurring uniformly on December 31, of the fifth year.

CE/PA Options for Certification Renewal (Select from <u>one</u> of the following 3 options)		
Option 1	Option 2	Option 3
Accrual of a total of 75 CEs earned in clinical research. <i>(Note: no CE in clinical practice and no professional activities are accepted in this option)</i>	Accrual of a minimum of 50 CEs in clinical research and the balance of CEs earned in clinical practice to total 75 points. <i>(Note: no professional activities are accepted in this option)</i>	Accrual of a minimum 50 CEs in clinical research and the balance earned in professional activities to total 75 points. <i>(Note: no CE in clinical practice is accepted in this option)</i>
All CE and professional activities (if option 3 is selected) must be earned in the most recent previous 5 years		

4.2 CERTIFICATION RENEWAL FEES AND DEADLINE

It is the professional responsibility of the certificant to check the dates during which certification is valid and to make sure all materials necessary for renewal are submitted prior to the deadline. To be considered on time, a completed application must be submitted by the deadline. Applications received after the renewal deadline will not be processed and certification will expire unless the candidate has opted for the Late Filing Option (See 4.2.1).

The application fee must accompany the completed application. Incomplete and/or inaccurate applications will be acknowledged with a letter to the applicant stating the deficiencies and are subject to audit. Incomplete and/or inaccurate applications may be denied or assessed an administrative fee of \$20. All application fees are non-refundable and non-transferable.

Certification Renewal Fees and Deadline		
Status	Fee	Deadline
IACRN Member	See website	September 1
IACRN Non-member	See website	September 1
All fees, once paid, are non-refundable and non-transferable		

4.2.1 LATE FILING OPTION RENEWAL ONLY)

Applications received after the renewal deadline will not be processed and certification will expire unless the candidate has opted for the one-month *Late Filing Option*.

The Late Filing Option may be used by individuals who need additional time to submit the required fees and/or application for renewal. This option is not available for initial certification.

This extension is **not** for the purpose of obtaining additional contact hours or to earn additional experiential hours. To initiate the Late Filing Option the certificant must submit the form titled "Request for Late Application" prior to the *September 1 renewal deadline*. With initiation of the Late Filing Option, the renewal application, late filing fee, and application fee will be due at the time of the extended deadline of October 1.

Late Filing Option		
Status	Fee	Deadline
IACRN Members and IACRN Non-members	\$45.00	October 1
All fees, once paid, are non-refundable and non-transferable		

Note: Contact hours and/or experiential hours earned between September 1 and October 1 cannot be applied to this renewal period. Hours earned between September 1 and December 31, of the last year of certification, may be applied to the next 5-year certification period.

4.2.2 CERTIFICATION RENEWAL DEADLINES & EXPIRATION DATES

Certification Renewal Application Deadlines and Expiration Dates				
Certification Application Deadline	Certification Beginning Date	Certification Renewal Application Deadline	Certification Expiration	Certification Renewal Beginning Date
April 1, 2021*	July 2021	September 1, 2025	December 31, 2025	January 1, 2026
October 1, 2021	January 2022	September 1, 2026	December 31, 2026	January 1, 2027
April 1, 2022*	July 2022	September 1, 2026	December 31, 2026	January 1, 2027
October 1, 2022	January 2023	September 1, 2027	December 31, 2027	January 1, 2028
April 1, 2023*	July 2023	September 1, 2027	December 31, 2027	January 1, 2028
October 1, 2023	January 2024	September 1, 2028	December 31, 2028	January 1, 2029
April 1, 2024*	July 2024	September 1, 2028	December 31, 2028	January 1, 2029
October 1, 2024	January 2025	September 1, 2029	December 31, 2029	January 1, 2030
April 1, 2025*	July 2025	September 1, 2029	December 31, 2029	January 1, 2030
October 1, 2025	January 2026	September 1, 2030	December 31, 2030	January 1, 2031
April 1, 2026*	July 2026	September 1, 2030	December 31, 2030	January 1, 2031
October 1, 2026	January 2027	September 1, 2031	December 31, 2031	January 1, 2032

* The April deadline for “initial” certification application is offered as a convenience for those who identify April as the best time of the year to submit their certification application. If the April date is selected, those candidates successful in obtaining their certification, will have an “initial” certification for 4 years 1/2 years. After the initial certification renewal, all renewal applications are due September 1 of the year of expiration.

4.3 CERTIFICATION RENEWAL AUDITS

Audits of incoming applications for renewal will occur on a regular basis, at about the rate of 1 out of every 10 applications. The CRNCC review committee reserves the right to audit an application at their discretion. It is advised that as the applicant is completing the application process, they create a file of the documents that will be required should an audit occur.

4.4 CRN-BC™ RESPONSIBILITIES

All communication shall be sent to the last known email address of nurses certified by the Clinical Research Nursing Certification Council (CRNCC).

It is the responsibility of the individual CRN-BC™ to notify and maintain a current email address with the CRNCC. CRNCC is not responsible for information that fails to reach a CRN-BC™.

Please note that CRNCC records are maintained separately from the International Association of Clinical Research Nurses (IACRN) records

Each candidate's application is peer-reviewed based entirely on information submitted in the application. Insufficient information or failure to document qualification requirements may result in a portfolio that does not meet certification requirements. Candidates who do not meet qualification requirements and/or unable to provide sufficient documentation will not be considered for CRN certification renewal.

4.4.1 FAILURE TO MEET CERTIFICATION RENEWAL CRITERIA

Certification renewal will be denied for any of the following reasons:

- Falsification of application
- Misrepresentation
- Failure to meet criteria of 75 CE/PA per policy (See options 1, 2 and 3)
- Failure to provide requested contact hour certificates and/or documents requested during audit
- Failure to meet experiential requirements
- Lack of current unencumbered RN license
- Failure to apply by deadline

5 CERTIFICATION RENEWAL PROCESS

5.1 CERTIFICATION RENEWAL QUALIFICATIONS

Renewal will be based solely on the submitted materials in the renewal application. Candidates for renewal must meet all the following eligibility requirements:

- Current CRN-BC™ certification
- Current and unincumbered RN license
- Work experience of 4,000 hours in clinical research in the 5-year certification term
- Demonstrated achievement of CE/PA activities through either Option 1 or Option 2 or Option 3

5.2 STEP 1 – CONFIRM PRACTICE HOURS AND LICENSURE

Complete and submit the application for renewal. To be eligible for renewal, the CRN BC™ registered nurse must meet the following licensure and specialty practice requirements:

Licensure

- Document current and unencumbered RN license on the Clinical Research Nurse Certification Application

Specialty Practice

- Attest to a minimum of 4000 practice hours in the clinical research nurse role (not including hours in residency or orientation) in the previous 5 years at time of application renewal.

5.3 STEP 2 – DOCUMENT CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development that includes both CE and PA is the term used to describe the learning activities professionals engage in to develop and enhance their knowledge, skills and performance. See Section 3.2 for CE and PA activities and points. A total of 75 points will be required for certification renewal. **CE certificates claimed must be submitted with the application.**

5.3.1 PROFESSIONAL DEVELOPMENT OPTIONS

Renewal may be achieved by one of three options:

- **Option 1:** CE points earned with a focus only in clinical research to total 75 CE points
- **Option 2:** CE points with a minimum of 50 points in clinical research and the balance earned in clinical topics to total 75 CE points
- **Option 3:** A Combination of CE and PA points to total 75 points. CEs must include a minimum 50 CEs with a focus only in clinical research and the balance earned in PA points to total 75 points. No CEs on clinical topics will be accepted in this option.

Points are accrued for renewal from the date of the candidate's initial certification submission deadline (April 1/October 1) or previous renewal submission deadline (September 1). Points earned after September 1 of the last year of the certification may be applied to the next certification renewal period.

5.3.2 COMPLETE CONTINUING EDUCATION (CE) RECORD

CEs are required for options 1, 2 and 3. CE certificates claimed must be submitted with the application. CE activities are those that the applicant attends for which they are awarded CEs. Points must be earned during the 5-year window proceeding submission of an application for

renewal. One contact hour is equivalent to one CE point.

If using **Option 1**, all 75 CEs must be earned in a clinical research topic.

If using **Option 2**, a minimum of 50 CE points must be in clinical research (no maximum) with the balance in either clinical research or clinic topics for a total of 75 CE points.

When the certificant using option 2 attends a conference/activity focusing on clinical topics that also includes a session(s) on clinical research, the process to claim the research session(s) is: (1) submit the CE certificate with the total number of CEs for the conference/activity and (2) document in the “comments” column on the CE Record that X number of CEs were specific to clinical research (every 30 minutes = 0.5 CEs) and/or X number of CEs are specific to clinical research. (3) Include the conference/activity agenda to assist reviewers in confirming CE hours specific to clinical research. Activities may be used only once in the application.

If using **Option 3**, a combination of CE and PA points (total 75 points) must include a minimum 50 CEs with a clinical research focus. The balance is earned in PA points to total 75 points. No clinical topic CEs will be accepted in this option.

For **Options 1, 2, and 3 the following applies:**

- CE activities may be in any format including, but not limited to courses, conferences/workshops, independent study modules, journal articles, and online continuing education offerings. The CE activity **MUST** be offered by an approved provider of:
 - Nursing Continuing Professional Development [NCPD]
 - Continuing medical education (CME)
- The CE certificate must contain language that supports the activity is from an **accredited** or **approved provider** or an **accredited approver**. SoCRA and ACRP CEs do not meet CRN certification requirements, **unless** there is the additional statement on the certificate issued that states the activity is from an **accredited** or **approved provider** or an **accredited approver**. See [Appendix A](#) for examples. A list of ANCC accredited or approved providers can be found [HERE](#).
- The applicant must provide evidence of meeting these requirements by:
 - Completing and submitting the [CE Documentation Record](#) (See [Appendix B](#) for sample)
 - Submitting certificates listed on the CE Documentation Record (See the Certification Renewal Checklist for appropriate naming convention to be used).

Multiple presentations on the same content (e.g., two presentations of an educational offering), or annually required CE courses (e.g., PPE for administration of hazardous drugs, domestic

violence that earn CE from an accredited provider) in the certificant's state of licensure may only be used once during the 5-year certification term.

5.3.3 COMPLETE PROFESSIONAL ACTIVITY (PA) RECORD

This step is NOT required for renewal options 1 or 2. It is **required for option 3 only.** After the minimum 50 CE points are earned in clinical research (no maximum), the balance in points (to total 75 points) are earned in Professional Activities (PA).

The applicant must provide evidence of meeting these requirements by:

- Completing and submitting the [Professional Activities Record](#)
 - See the [Application Checklist](#) for appropriate naming convention to be used

5.3.3.1 CATEGORY 1: CLINICAL RESEARCH PRESENTATIONS

Presentations are scored based on type and length of activity as well as if the activity offers CE credit. Presentations (both virtual and in-person) may be used only once in the application. For example, credit cannot be given for two presentations of a certification review course. A **maximum of 25 points** is allowed.

All content must be related to clinical research. If the applicant is audited, a copy of the presentation PowerPoint or poster, a copy of the conference agenda, or a letter of acknowledgement from the event organizer that stipulates title and date of presentation must be submitted upon request.

See [section 3.2.2.1](#) for PA activities and points.

5.3.3.2 CATEGORY 2: SCHOLARLY WRITING

Publications may be used only once in the application. Authorship on a publication must meet the International Committee of Medical Journal Editors' criteria (please See website definition): <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>. A **maximum of 25 points** is allowed.

When documenting authorship of a publication on the PA Record, record the title in the published article/chapter/book in the activity column and record a searchable reference or doi in the "comments" section (See [Appendix D](#))

If the applicant is audited, a copy of the publication must be submitted upon request. If this is not possible (e.g., CD/audiotape or thesis/dissertation), a letter of acknowledgement must be submitted from the publisher.

See [section 3.2.2.2](#) for PA activities and points.

5.3.3.3 CATEGORY 3: RESEARCH AND SCHOLARLY PROJECTS

Research and Scholarly Projects includes original research as well as Continuous Quality Improvement (CQI) and Evidence Based Practice (EBP) projects. A **maximum of 25 points** is allowed.

If the applicant is audited, a formal abstract must be submitted upon request for any unpublished/not yet published work and a copy of the IRB/IEC determination if applicable.

See [section 3.2.2.3](#) for PA activities and points.

Note: If original research or EBP/CQI project is completed and published, points may be claimed in both category #2 and category #3.

5.3.3.4 CATEGORY 4: ADVANCED PROFESSIONAL ACTIVITIES

Credit is given for leadership roles and active participation in nursing organizations or initiatives that exceed expectations/duties of the employment position held at the time the activity was conducted. A **maximum of 25 points** is allowed.

See [section 3.2.2.4](#) for PA activities and points.

In addition, the following points for scoring professional activities for certification renewal include:

- a. One-Time Credit for Completing Certification by Portfolio = 5 points.
 - o The CRN-BC™ who participates in completing the certification by portfolio may earn a one-time credit for successful completion by portfolio.
- b. Participation in the Clinical Research Nurse Certification Council = 2 points per year for exemplar reviewers

If the applicant is audited, a letter must be submitted from the nursing organization or the event organizer to verify the applicant's role for any of the above activities upon request.

5.3.3.5 CATEGORY 5: ACADEMIC EDUCATION

Academic education (personal study) in the following courses only will be allowed: Methods, Statistics, Research, Translational Science. Credit will not be given for general education or other nursing courses. A **maximum of 25 points** is allowed.

See [section 3.2.2.5](#) for PA activities and points

5.4 SUBMISSION INSTRUCTIONS

- Review qualification and submission requirements
- Complete the following documents:

- [Certification Renewal Application](#)
 - Indicate IACRN Member or Non-member status.
 - Title is the title given to your current position by your organization.
 - Role describes what you do (e.g., manager, educator, direct care provider, study coordinator, etc.).
 - Complete attestation statements of RN licensure and clinical research practice hours in previous 5 years (excluding orientation or residency).
- [CE Documentation Record](#) and CE certificates earned
- [PA Documentation Record](#) (only if choosing Option 3 process of renewal)

If Applicable, include:

- [CRN Preceptor Form](#)
 - [CRN Mentorship Form](#)
 - Documentation of professional organization involvement
 - Transcript(s)
- Use the Certification Checklist for instructions on file naming and submission process
 - Go to CRNCC.org to submit a certification renewal application and required documents and fees
 - Please follow the naming convention instructions for documents
 - Include the renewal application fees (See website for fee structure) by the renewal deadline (See [section 4.2](#))
 - Applications received after the deadline will expire after December 31 of the 5th year of certification, unless the late filing option is used (See [section 4.2.1](#)).

For questions, contact <https://www.crncc.org/contact>.
See website for submission portal.

5.5 CRNCC REVIEW PROCESS FOR CERTIFICATION RENEWAL

Upon receipt of the renewal application, the CRNCC will proceed as follows:

Administrative Intake and Review

- A confirmation email is sent to the applicant upon receipt of the candidate's application
- An administrative review is conducted
 - Confirm all documents have been received
 - Confirm submission of appropriate payment (IACRN member or nonmember fee)
 - Confirm applicant meets license and practice hour qualifications
 - Confirm submission of CE and PA documents, based on the certificant's choice for renewal, and dates are within the immediate, previous 5 years:
 - Confirm CE Documentation Record and corresponding CE certificates have been submitted

- If Option 3 renewal was selected, confirm submission of PA Documentation Record and any required corresponding documents
- Certificants will be notified of any deficiencies above and provided a deadline for resubmission of any required information/corrections/documentation
- Complete applications are blinded and forwarded to peer reviewers

Peer-Review

- CE and PA hours/points are reviewed to determine if they meet requirements outlined in the CRN Candidate Handbook depending on the option chosen for renewal of certification, either option 1, 2, or 3 (See sections 5.3.1 and 5.3.3).
- CEs and PAs are reviewed to ensure certification renewal requirements are met.
- Approved CEs and PAs, if selecting option 3, are calculated to confirm the 75-point requirement
- Reviewer scores are submitted electronically to determine renewal status
- Applicants are notified of their renewal status

6 APPEALS PROCESS FOR CERTIFICATION AND CERTIFICATION RENEWAL

Applicants/certificants may initiate an appeal regarding CRNCC's decisions and/or action to deny or revoke certification.

The following are primary categories of appeals that can be requested of the CRNCC:

- Initial Certification appeal
- Certification Renewal appeal
- Revocation appeal

Regardless of category of appeal, submit the [Appeal of Certification Status form](#) and a letter outlining the reason for appeal to crcertification@gmail.com.

Documentation shall be submitted to the CRNCC within 30 days after notification of the official decision to deny certification or certification renewal or revocation of an existing certification.

Evaluation of the appeal will be based on certification criteria in place at the time of the appellant's most recent application. Under no circumstances will certification criteria be modified to accommodate an appeal.

Exceptions to the right to appeal shall include the following:

- Actions taken against an individual's certification resulting from the suspension or revocation of their RN license by a government licensing authority.
- Failure to receive a recertification notice. It is the sole responsibility of the certificant to notify the CRNCC of any change in name, mailing address, or email address, and to submit renewal applications by the deadline. Expiration dates are clearly stated on certificates and are verifiable through the CRNCC.
- Failure to submit a formal request for an appeal within 30 days of the date on the CRNCC decision notification

7 APPENDICES

7.1 APPENDIX A: SAMPLES OF CE CERTIFICATE LANGUAGE

The CE certificate must contain language that supports the activity is from an **accredited** or **approved provider** or an **accredited approver**. For example:

- *Maryland Nurses Association is **accredited** as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.*
- *In support of improving patient care, Medscape, LLC is jointly **accredited** by the Accreditation Council for Continuing Medical Education (ACCME), the Accreditation Council for Pharmacy Education (ACPE), and the American Nurses Credentialing Center (ANCC) to provide continuing education for the Healthcare team.*
- *The University of California, San Francisco School of Medicine (USCF) is **accredited** by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.*
- *Society of Clinical Research Associates is **accredited** as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*
- *This activity was planned by and for the healthcare team, and learners will receive 6 Interprofessional Continuing Education (IPCE) credits for learning and change.*

Note: See [IPCE website](#) for more details if interested

7.2 APPENDIX B: SAMPLE CE RECORD

Program Title	Date of Earned CE	Number of Earned Contact Hours
Results Reporting to ClinicalTrials.gov	2/8/2021	1
Role of the CRN During the COVID-19 Pandemic	12/16/2020	1
IACRN 12th Annual Conference	10/19/2020 - 10/21/2020	8.5
IACRN 11th Annual Conference	10/21/2019 - 10/23/2019	10.5
Ethics Grand Rounds: Vaccine trials for COVID-19: is there an obligation to offer the first vaccine shown to be effective to all participants?	10/7/2020	1
Ethical Considerations in Precision Health and Omics Science	6/19/2019	1
Study Intensity Tool for Clinical Research	4/24/2019	1
Oral Medication Adherence in a Clinical Trials	12/19/2018	1
IACRN 10th Annual Conference	10/15/2018 - 10/17/2018	14.25
Enhancing Quality in Translational Research Workforce (EQuaTR) Conference	5/4/2018	6
ONS Congress – see agenda for research specific contact hours	April 29-May 3, 2020	6

7.3 APPENDIX C SAMPLE PROFESSIONAL ACTIVITY (PA) RECORD

(1) Activity Title	(2) Date of Professional Activity (PA)	(3) PA Category (select one)	(4) Activity Description (See category description tab)	(5) Number of Earned PA points	(6) Accredited Provider (NA if not applicable)	(7) Comments
Webinar: Being a Clinical Research Nurse	11/11/2020	Category 1	Original presentation offered for CE credit: each 15 minutes = 1 point	4	ANCC	60-minute presentation
Mentorship of novice clinical research personnel	7/15/2020-10/11/2020	Category 4	Mentorship of novice investigators in protocol development and implementation – 80 hours of mentorship = 5 points	7	NA	
IACRN Board Member	Jan 2019 – Dec 2019	Category 4	CRNCC/IACRN Board of Directors = 7 points per year	14	NA	
Clinical Trials and the History of Drug Development in the United States	1/29/2019	Category 1	Original presentation not offered for CE credit: each 15 minutes = 0.5 points	2	St. Anselm College (Oncology Symposium)	60-minute presentation
The Clinical Research Nurse: Exploring Self-perceptions about the Role: doi: 10.1097/01.NAJ.0000577324.10524.c9	8/2019 publication	Category 2	Authorship of article published in a refereed/peer-reviewed journal = 10 points for first author; 8 points for other authors	8	NA	

7.4 APPENDIX D: RESUME TEMPLATE

NAME, CREDENTIALS

Home Address/Cell or Residential Telephone Number/Email Address

PROFESSIONAL GOALS

Provide a 2-3 sentence summary of your goals as a professional nurse.

EXPERIENCE

Beginning with the most recent position, please list employer, city/state, dates of employment, position, brief description of role responsibilities **and hours worked per year.**

EDUCATION

Beginning with the most recent degree, please list college/university, city/state, graduation date, earned degree.

PROFESSIONAL AFFILIATIONS

Please list all professional memberships (e.g., specialty nursing organizations, nursing honor society) with dates of involvement. Also identify any leadership positions and dates of service.

LICENSE AND CERTIFICATIONS

Beginning with the most recent document, please list all licenses and specialty nursing certifications. Please do not include certificates such as BLS, ACLS, PALS, or NALS.

AWARDS

Beginning with the most recent award, please identify local, state, and national awards received as a professional nurse.

7.5 APPENDIX E: EXEMPLAR RUBRICS

Rubric Topic: Professional Growth and Development				
Situation/Activity described:	(1) Unacceptable	(2) Marginal	(3) Good	(4) Excellent
Clearly demonstrates expert CRN practice by providing evidence that the situation/activity described (1) contributed to applicant's expertise, (2) provides reflection, (3) describes what was learned.	No to minimal evidence of CRN expertise	Limited evidence of CRN expertise	Acceptable evidence of CRN expertise	Clear, compelling evidence of CRN expertise
Demonstrates (1) relevance to the exemplar topic and (2) provides sufficient detail connecting the situation/activity to the topic being described.	Not relevant and lacking sufficient detail connecting activity/situation to the topic	Limited relevance and detail connecting activity/situation to the topic	Acceptable relevance and detail connecting activity/situation to the topic	Substantive relevance and detail connecting activity/situation to the topic
Clearly reflects expertise, considering quality, complexity and scope of work, in implementing current clinical research best practices	No to minimal evidence of clinical research best practices	Limited evidence of clinical research best practices	Acceptable evidence of clinical research best practices	Clear, compelling evidence of clinical research best practices
Presents content that is (1) well written, (2) organized, and (3) grammatically correct	Poorly written with many errors in grammar, spelling, sentence structure; no apparent attempt	Limited clarity in writing with frequent errors in grammar, spelling, sentence structure; all elements of	Generally good writing with few errors in grammar, spelling, sentence structure;	Well written with minimal errors in grammar, spelling, sentence structure; and well organized

	to organize content	directions addressed but organization lacking	generally good organization	
Rubric Topic: Professional Practice				
Situation/Activity described:	(1) Unacceptable	(2) Marginal	(3) Good	(4) Excellent
Clearly demonstrates expert CRN practice by providing evidence that the situation/activity described (1) contributed to applicant's expertise, (2) provides reflection, (3) describes what was learned.	No to minimal evidence of CRN expertise	Limited evidence of CRN expertise	Acceptable evidence of CRN expertise	Clear, compelling evidence of CRN expertise
Demonstrates (1) relevance to the exemplar topic and (2) provides sufficient detail connecting the situation/activity to the topic being described.	Not relevant and lacking sufficient detail connecting activity/situation to the topic	Limited relevance and detail connecting activity/situation to the topic	Acceptable relevance and detail connecting activity/situation to the topic	Substantive relevance and detail connecting activity/situation to the topic
Clearly reflects expertise, considering quality, complexity and scope of work, in implementing current clinical research best practices	No to minimal evidence of clinical research best practices	Limited evidence of clinical research best practices	Acceptable evidence of clinical research best practices	Clear, compelling evidence of clinical research best practices
Presents content that is (1) well written, (2) organized, and (3) grammatically correct	Poorly written with many errors in grammar, spelling, sentence structure; no apparent attempt	Limited clarity in writing with frequent errors in grammar, spelling, sentence structure; all elements of	Generally good writing with few errors in grammar, spelling, sentence structure;	Well written with minimal errors in grammar, spelling, sentence structure; and well organized

	to organize content	directions addressed but organization lacking	generally good organization	
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Rubric Topic: Team Focus and Interprofessional Collaboration				
Situation/Activity described:	(1) Unacceptable	(2) Marginal	(3) Good	(4) Excellent
Clearly demonstrates expert CRN practice by providing evidence that the situation/activity described (1) contributed to applicant's expertise, (2) provides reflection, (3) describes what was learned.	No to minimal evidence of CRN expertise	Limited evidence of CRN expertise	Acceptable evidence of CRN expertise	Clear, compelling evidence of CRN expertise
Demonstrates (1) relevance to the exemplar topic and (2) provides sufficient detail connecting the situation/activity to the topic being described.	Not relevant and lacking sufficient detail connecting activity/situation to the topic	Limited relevance and detail connecting activity/situation to the topic	Acceptable relevance and detail connecting activity/situation to the topic	Substantive relevance and detail connecting activity/situation to the topic
Clearly reflects expertise, considering quality, complexity and scope of work, in implementing current clinical research best practices	No to minimal evidence of clinical research best practices	Limited evidence of clinical research best practices	Acceptable evidence of clinical research best practices	Clear, compelling evidence of clinical research best practices
Presents content that is (1) well written, (2) organized, and (3) grammatically correct	Poorly written with many errors in grammar, spelling, sentence structure; no	Limited clarity in writing with frequent errors in grammar, spelling, sentence	Generally good writing with few errors in grammar, spelling, sentence	Well written with minimal errors in grammar, spelling, sentence

	apparent attempt to organize content	structure; all elements of directions addressed but organization lacking	structure; generally good organization	structure; and well organized
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Rubric Topic: Quality and Safety

Situation/Activity described:	(1) Unacceptable	(2) Marginal	(3) Good	(4) Excellent
Clearly demonstrates expert CRN practice by providing evidence that the situation/activity described (1) contributed to applicant's expertise, (2) provides reflection, (3) describes what was learned.	No to minimal evidence of CRN expertise	Limited evidence of CRN expertise	Acceptable evidence of CRN expertise	Clear, compelling evidence of CRN expertise
Demonstrates (1) relevance to the exemplar topic and (2) provides sufficient detail connecting the situation/activity to the topic being described.	Not relevant and lacking sufficient detail connecting activity/situation to the topic	Limited relevance and detail connecting activity/situation to the topic	Acceptable relevance and detail connecting activity/situation to the topic	Substantive relevance and detail connecting activity/situation to the topic
Clearly reflects expertise, considering quality, complexity and scope of work, in implementing current clinical research best practices	No to minimal evidence of clinical research best practices	Limited evidence of clinical research best practices	Acceptable evidence of clinical research best practices	Clear, compelling evidence of clinical research best practices
Presents content that is (1) well written, (2) organized, and (3) grammatically correct	Poorly written with many errors in grammar, spelling, sentence	Limited clarity in writing with frequent errors in grammar, spelling,	Generally good writing with few errors in grammar, spelling,	Well written with minimal errors in grammar, spelling,

	structure; no apparent attempt to organize content	sentence structure; all elements of directions addressed but organization lacking	sentence structure; generally good organization	sentence structure; and well organized
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