Certification Through Portfolio Application Requirements

This handbook provides important information on the application process for the American Nurses Credentialing Center's (ANCC's) certification through portfolio.

Candidates seeking initial certification will be required to meet the eligibility criteria established for the specialty, submit a complete portfolio, and pay any applicable fees. Only complete applications of candidates who have met the eligibility requirements will be reviewed and scored by specialty-trained appraisers.

The portfolio application is evaluated and scored by the appraisers in its entirety, including the resume/curriculum vitae and exemplars (i.e.clinical narrative, reflective practice addressing PCO criteria). The appraisers look for specific evidence in the portfolio that meet all the criteria elements listed in the Portfolio Content Outline (PCO) specific to the specialty.

Successful candidates will be awarded Board Certification in a specialty area. ANCC certification through portfolio is renewed every 5 years. Please check www.nursecredentialing.org/Certification.aspx for the most up-to-date resources and standards for your specialty.

If you have questions, contact the Customer Care Center at 1.800.284.2378 or visit **www.nursecredentialing.org**.

Certification Through Portfolio Application Requirements

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ELIGIBILITY AND EVIDENCE REQUIREMENTS

To be eligible for ANCC board certification through portfolio, the applicant must meet eligibility criteria for the specialty, submit required documentation, and pay all applicable fees.

ELIGIBILITY CRITERIA

Specific eligibility for each specialty can be found on the ANCC website at **www.nursecredentialing.org/Certification.aspx.**

PROFESSIONAL DEVELOPMENT REQUIREMENTS

All applicants must complete three of the six professional development categories listed below. All applicants are required to have completed a minimum of 30 continuing education hours in the specialty area within the last 3 years. Applicants may then choose the remaining two categories from the list below. Applicants may not double any of the professional development categories in order to meet the eligibility requirements.

Professional Development Categories:

Required:
- Continuing Education

Two additional categories are required, to be selected from the following list:
- Academic Credits
- Presentations
- Publication or Research
- Preceptor
- Professional Service

Note: Please see Step 3: Professional Development Record for additional information related to the professional development requirements.

ACCEPTED PRACTICE HOURS

Practice hours must be completed within the 3 years preceding your application submission.

A minimum number of practice hours in your board certification specialty area is required and can be completed either through employment or as a volunteer. Please refer to your specialty eligibility requirements for the number of practice hours required.

Faculty can use hours of direct clinical supervision of students for clinical practice. The direct clinical supervision must be in the board certification specialty area.

For further information regarding practice hours, select a specialty on the ANCC website at **www.nursecredentialing.org/Certification.aspx.**

EVIDENCE REQUIRED FOR SUBMISSION OF APPLICATION

Completion of an ANCC portfolio includes:
- Application Form
- Resume Template with focus on specialty
- Professional Development Record Template
- Exemplar Template (clinical narrative addressing criteria elements of Portfolio Content Outline (PCO)
- Performance Evaluation Requirement
    - Self-Evaluation Form (1)
    - Supervisor or Peer Evaluation Form (1)

Refer to the Portfolio Content Outline (PCO) specific to the specialty board certification you are applying for. It is important to review all the criteria elements under each of the four domains, and assigned weights that are unique to each specialty. All criteria elements must be addressed in the application.

BOARD CERTIFICATION AUDIT

ANCC conducts random audits of board certification applications. If your application is selected for audit, you will be required to submit all supporting documents. Please maintain a copy of your board certification application and the supporting certificates and other documents to satisfy any audit requests. Applicants should retain all backup documentation during the entire 5 year board certification period.

TO-DO LIST

DATE COMPLETED:

_____ Review board certification requirements for specialty area. Determine whether you are or when you will be eligible to submit a board certification through portfolio application.

_____ Download and read thoroughly the Portfolio Content Outline (PCO) from www.nursecredentialing.org/certification.aspx#specialty for a detailed description of the performance evaluation requirements for your specialty. Review specific criteria elements listed under each domain of your board certification specialty.

_____ Download and read the Certification Through Portfolio Application Requirements from www.nursecredentialing.org/certification.aspx#specialty for information about how to apply and additional requirements of the application process.

_____ Download and read the General Certification Through Portfolio Handbook from **www.nursecredentialing.org** for a comprehensive listing of policies and critical board certification candidate information.

PREPARE EVIDENCE
Approximately 2 to 3 months before you plan to submit your portfolio, do the following:

_____ Review Portfolio Preparation Tips under Study Aids and CE – Free Resources Tab

_____ Identify a supervisor or peer to complete the Supervisor or Peer Evaluation Form.

_____ Request transcripts as applicable to specialty requirements.

_____ Compile information required for the resume.

_____ Complete all professional development requirements including continuing education.

_____ Begin writing Exemplar (clinical narrative) using specific examples in your practice and based on the criteria in the four domains located in the Portfolio Content Outline, knowledge and skills identified for the specialty.

FILL OUT APPLICATION ONLINE

_____ Create an account through the ANCC Certification website.

Enter registration information, set up username and password.

Complete entire online application.

Submit payment.

IF REQUIRED, MAIL TRANSCRIPT

_____ For board certifications that require submission of a transcript, please mail all official sealed transcript(s) with degree(s) conferred directly from the university to:

American Nurses Credentialing Center
P.O. Box 8785
Silver Spring, MD 20907-8785

The review process does not begin until the application, all portfolio documents, and payment are received.

IMPORTANCE OF REVIEWING THE PORTFOLIO CONTENT OUTLINE

Portfolio applications are peer-reviewed by a team of trained appraisers who are experts in the field and who base evaluations on the Portfolio Content Outline (PCO) and Eligibility Criteria. Please review the PCO thoroughly and prepare your portfolio application accordingly. Adherence to the PCO is highly recommended.

Board certification through portfolio is designed to objectively assess specialized knowledge, understanding, and application of professional nursing practice and theory through the review of a collective body of work present in a nurse's portfolio.

Four domains have been established, along with performance evaluation requirements, as the framework for the portfolio. Each nurse's portfolio should demonstrate how his or her practice within the specialty area encompasses each of the four domains and completes the required evaluation materials.

Although the four domains may be universal—Professional Development, Professional and Ethical Nursing Practice, Teamwork and Collaboration, and Quality and Safety—there are distinct and unique criteria elements and requirements for each specialty.

For detailed information regarding the Portfolio Content Outline (PCO) specific to your specialty, go to the ANCC website at **www.nursecredentialing.org/Certification.aspx**.

APPLICATION INSTRUCTIONS

All applications for board certification through portfolio are submitted through an online application system. Please visit **www.nursecredentialing.org**, select Certification, and then select your specialty. Be sure to read the following thoroughly before beginning your portfolio application:

- Eligibility Criteria for How to Qualify
- Portfolio Content Outline
- Portfolio Preparation Tips

QUICK STEPS IN PORTFOLIO ONLINE APPLICATION
- Go to the ANCC website at **www.nursecredentialing.org**;
- Click on **"Choose your Certification,"** select specialty;
- Click on **"Apply Online"** and set up your account or if you already have an account, log on to the system; and
- Enter all application information and click on the **"Register"** button. Application can be entered and saved in the system, allowing the applicant to return later to complete the application. Please follow Steps 1 through 4 outlined in this handbook as you complete a board certification through portfolio application outline.

The review process will begin when the application, all portfolio documents, and payments are received. This includes submission of the Supervisor or Peer Evaluation Form from the requested individual.

For board certifications that require submission of a transcript, please submit applicable official sealed transcript(s) with degree(s) conferred directly from the university to:

American Nurses Credentialing Center
P.O. Box 8785
Silver Spring, MD 20907-8785

Candidates may be required to submit supporting documentation of their RN license, board certification, or a membership card to an association where a discount may be offered.

Upon receipt of the electronic application and required fees, the applicant will receive an acknowledgement of the receipt of application via email. Applicants will then receive one of the following:

• Email requesting additional information not yet submitted, or

• Letter stating you are not eligible for the board certification.

If you have any questions, please email the Customer Care Center at certification@ana.org or call 1.800.284.2378.

STEP 1: EVALUATIONS, CERTIFICATIONS

PERFORMANCE EVALUATION REQUIREMENT
All applicants are required to submit two evaluations using the ANCC Evaluation Forms in the online application. These evaluations are:
• Supervisor or Peer Evaluation (1)
• Self-Evaluation (1)

SUPERVISOR OR PEER EVALUATION
Applicants will select one supervisor or peer to complete an evaluation form. Applicants must submit their supervisor's or peer's contact information (full name, email address, and phone number) through the online application. The supervisor or peer selected by the applicant will receive an email notifying him or her to complete the evaluation form. The Supervisor or Peer Evaluation Form will be completed online by the individual selected and submitted directly to ANCC. Applicants will not receive the completed Supervisor or Peer Evaluation Form. **Please be aware that your application will not be reviewed if the Supervisor or Peer Evaluation Form has not been completed and submitted.** Applicants may choose to change their assigned Peer/Supervisor evaluation request as long as the evaluation has not been received by ANCC.

Note: Supervisor or peer evaluations will not be accepted from friends, relatives, or family members.

SELF-EVALUATION
Applicants will complete the Self-Evaluation Form in the online application.

CERTIFICATIONS
This section allows applicants to display all certifications they have obtained. If the applicant holds current ANCC board certifications, these will appear in the application when the applicant enters the online system using a current username and password.

Applicants can also enter any certifications they have achieved through other certifying agencies. Information requested includes the name of the board certification held, the certifying body that granted it, the certification number, and the certification expiration date. Applicants can also include relevant professional activities such as BLS, ACLS, ATLS, and PALS.

Note: Candidates who currently hold an ANCC board certification will not receive additional credit on their board certification application. Applicants holding any certification(s) are encouraged to enter all of their certification(s) in their portfolio as a way to demonstrate professional development. If required by specialty eligibility criteria, Advance Practice Registered Nurse (APRN) applicants holding non-ANCC certifications will require verification of their current and valid certifications. Please have verifications emailed to ANCCportfolio@ana.org.

STEP 2: PRACTICE HOURS, LICENSURE

PRACTICE HOURS
Applicants are required to answer specific questions about the board certification practice-hour requirements. If the candidate does not meet the practice-hour requirements, he or she will not be eligible for the board certification.

LICENSE INFORMATION
Applicants are required to submit their RN license information. Candidates may be required to submit supporting documentation of their RN license if online search results are not available.

STATEMENT OF UNDERSTANDING
All applications have a Statement of Understanding that must be read and agreed to by the applicant.

TRANSCRIPT (IF REQUIRED FOR THE SPECIALTY)

For board certification specialties that require submission of a transcript, please submit the applicable official sealed transcript(s) with degree(s) conferred directly from the university to:

> American Nurses Credentialing Center
> P.O. Box 8785
> Silver Spring, MD 20907-8785

Please check **www.nursecredentialing.org/certification.aspx** for the most up-to-date information and standards for your board certification specialty.

STEP 3: PROFESSIONAL DEVELOPMENT RECORD

PROFESSIONAL DEVELOPMENT RECORD

Professional development activities for the board certification should showcase your work within your specialty area and must be documented on the Professional Development Record in the online application. ANCC has six professional development categories:

1. Continuing Education (required)—Must be within 3 years preceding application submission.
2. Academic Credits
3. Presentations
4. Publication or Research
5. Preceptor
6. Professional Service

REQUIREMENTS FOR PROFESSIONAL DEVELOPMENT

All applicants must complete three of the six professional development categories as part of the eligibility criteria for the program. Each professional development category has a minimum requirement to meet the eligibility criteria, which are outlined in the sections to follow. The eligibility criteria require all applicants to complete 30 continuing education hours in the specialty area within the last 3 years. Applicants then may choose the remaining two categories from the list above. These additional categories may be beyond the 3 year time frame. Applicants may not double any of the professional development categories in order to meet the eligibility criteria.

ADDITIONAL PROFESSIONAL DEVELOPMENT

The first domain of the portfolio focuses on professional development. The Professional Development Record in the online application will be used to evaluate the criteria within the first domain of the Portfolio Content Outline (please refer to your specialty specific Portfolio Content Outline for the weights and criteria elements of each domain). Applicants must select and complete three professional development categories, including continuing education hours, required as eligibility criteria. Once those categories have been completed, applicants should complete all remaining sections of the Professional Development Record in the online application with any professional development activities **above and beyond** what is required for eligibility criteria. If a candidate has more professional development activities within his or her specialty area for a category selected for eligibility criteria, the applicant should enter the additional activities into the Professional Development Record in the online application.

Additional professional development activities within your specialty area that are applicable to each of the six categories should be included in your portfolio. Please refer to the Portfolio Content Outline as a guide for the type of information to include for additional professional development activities. These additional professional development activities do not have to be within the past 3 years; however, they should be inclusive of your specialty practice. Include all professional development activities relevant to your specialty that will showcase your professional practice. The Professional Development Record is scored by the team of appraisers, who are experts in the specialty field, through the peer-review process and can affect the overall scoring of the applicant's portfolio.

Additional Information: Do not include backup documentation (for example, photocopies of continuing education certificates) with the application. Any backup documentation submitted will be discarded.

CATEGORY 1: CONTINUING EDUCATION HOURS

1. All applicants are required to complete a minimum of 30 continuing education hours that must be formally approved contact hours and directly relate to the board certification specialty. When entering the information, please ensure that it is clear how the continuing education hours relate to the board certification specialty. These 30 contact hours must be completed within the 3 years preceding the submission of the application. Additional continuing education hours above the required 30 contact hours, which directly relate to the board certification specialty, should also be included.

2. Formally approved continuing education hours meet one or more of the criteria listed below:

   a. Continuing nursing education (CNE) approved for nursing contact hours by an accredited provider or approver of nursing continuing education

   b. Continuing medical education (CME) approved for CME hours

   c. Sponsored by organizations, agencies, or educational institutions accredited or approved by the American Nurses Credentialing Center (ANCC) or the Accreditation Council for Continuing Medical Education (ACCME) or the Accreditation Council for Pharmacy Education (ACPE) or the Commission on Dietetic Registration

   d. Provided by one of these accepted agencies:
   American Nurses Association
   American Academy of Family Physicians (AAFP)
   American Academy of Nurse Practitioners (AANP)
   American Academy of Physician Assistants (AAPA)
   American College of Nurse Midwives (ACNM)
   American Psychiatric Association (APA)
   American Psychological Association (APA)
   American Psychiatric Nurses Association (APNA)
   Emergency Nurses Association (ENA)
   National Association of Nurse Practitioners in Women's Health (NPWH)
   National Association of Pediatric Nurse Practitioners (NAPNAP)

3. Independent study and/or e-learning approved for continuing education hours by one of the accepted continuing education providers may be used for 100% of the required continuing education hours (e.g., independent study programs, online courses, authored articles from professional journals).

4. Other healthcare disciplines' continuing education hours applicable to your specialty (e.g., dietitian, medicine, social work, counselor, or physical therapist) are acceptable.

5. Repeat courses are not accepted for a board certification application. You may claim credit for a specific course only once.

6. The hours achieved from academic coursework that is applicable to your specialty can be converted to contact hours. See Professional Development Category 2 for accepted academic coursework.

7. As needed, you can use these formulas to convert continuing education credit/academic hours:

   1 contact hour = 1 CME or 0.1 CEU or 60 minutes
   1 academic semester credit = 15 contact hours
   1 CEU = 10 contact hours
   1 academic quarter credit = 12.5 contact hours

Documentation: Complete the continuing education hours section of the Professional Development Record in the online application to document the courses attended and the hours obtained. If the course title(s) does not reflect the content, you must provide a brief description of the content. Do not submit certificates in lieu of completing the form, because these are not acceptable and will delay the evaluation of your application.

Audit: If your record is audited, you will be required to submit supporting documents such as a copy of the completion certificate(s) showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course to your board certification specialty.

CATEGORY 2: ACADEMIC CREDITS

1. Complete three semester credits or four quarter credits of academic courses in your board certification specialty. Additional academic credits related to the specialty should be included.

2. If you do not have enough credits to complete this category, you may convert those credits to contact hours and report them under Category 1.

> 1 semester credit = 15 contact hours
> 1 quarter credit = 12.5 contact hours

3. Repeat courses are not accepted for a board certification application. You may claim credit for a specific course only once.

4. Courses taken toward degree completion or academic independent study courses are accepted if applicable to the specialty. These include:

   Adult education principles
   Anatomy
   Health/physical assessment
   Nursing management/administration
   Nursing research
   Pathophysiology
   Physiology
   Pharmacology
   Sign language for healthcare providers
   Foreign language for healthcare providers

5. Academic credit received for a thesis or dissertation related to your specialty is acceptable. (If you use your thesis or dissertation credits to meet Professional Development Category 2, then you cannot use the same thesis or dissertation credits to meet Professional Development Category 4.)

6. Examples of courses that are generally not accepted for Professional Development Category 2: audited course, art, chemistry, physics, foreign languages, history, math, music, public speaking.

Documentation: Complete the academic course section of the Professional Development Record in the online application to document the courses attended and the academic credits received. If the course title(s) does not reflect the content, you must provide a brief description of the content. Do not submit transcripts in lieu of completing the form, because these are not acceptable and will delay the evaluation of your application.

Audit: If your record is audited, you will be required to submit supporting documents such as a transcript(s) showing the number of academic credits, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the course content to your board certification specialty.

CATEGORY 3: PRESENTATIONS

Three different educational presentations in your board certification specialty fulfill these criteria:

1. You are the primary presenter of a first-time presentation;

2. The presentation times add up to at least 3 clock hours; and

3. The presentations are delivered:

    a. In a structured teaching/learning framework to nurses, other healthcare providers, or the public as part of conferences, grand rounds, in-services, seminars, CD-ROM content, Internet-based or other e-learning formats, teleconferences, patient/family teaching, or public education; or

    b. Poster presentations presented at a conference, an outside organization, or within your organization. A poster presentation counts as 1 clock hour.

4. At least one of the presentations must be peer-reviewed. For your presentation that was peer-reviewed, please indicate such by putting "peer-reviewed" in the subject/title section. Examples of peer-reviewed presentations: abstract submissions/presentations for conferences, presentations in which continuing education credits were awarded from accredited organizations.

Additional educational presentations that fulfill the criteria above and directly relate to the board certification specialty should be included.

Do not submit the following types of presentations, as they are not accepted for your board certification application: repeat presentations of the same material or modifications of the same material, or presentations for which you served as a panel moderator.

Documentation: Complete the presentation section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit supporting documents such as a copy of the presentation outline, abstract, letter accepting your abstract, or letter inviting you to speak, as well as evidence that you actually presented the topic (e.g., thank-you letter on official letterhead). Applicants must maintain supporting documentation for the entire 5-year certification cycle.

CATEGORY 4: PUBLICATION OR RESEARCH

To meet Category 4, applicants must select one of the four publication categories OR one of the four research categories listed below. Additional publications or research that directly relate to the specialty should be included.

PUBLICATION

1. One (1) article published in a peer-reviewed journal, or a book chapter related to your board certification specialty. You must be the author, co-author, editor, co-editor, or reviewer.

Documentation: Complete the publication section of the Professional Development Record in the online application. For your publication that was included in a peer-reviewed journal, please indicate such by putting "peer-reviewed" in the subject/title section.

Audit: If your record is audited, you will be required to submit the following supporting documents:

- A copy of the table of contents and a copy of the entire article or chapter, journal name with the date, and your name;
- If you are the editor, a copy of the page from the journal identifying you as the editor or a letter from the publisher stating you are the editor; and
- If you are the peer reviewer, a letter from the publisher stating that you reviewed the article and the date this occurred.

OR

2. Three (3) different articles related to your board certification specialty, published in a non-peer-reviewed journal and/or newsletter.

Documentation: Complete the publication section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit the following information:

- Detailed outline of the content,
- Copies of the non-peer-reviewed journal or newsletter articles that clearly state you are the primary author, and
- Letters from the publishers stating that you are the primary author.

OR

3. Primary author of content related to your board certification specialty utilized in e-learning and/or other media presentation.

Documentation: Complete the publication section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit the following information:

- Detailed outline of the content,
- Copy of the e-learning that clearly states you are the primary author, and
- Letter from the publisher stating that you are the primary author.

OR

4. Primary grant writer for a federal, state, or national organization project, and grant writing is not a primary component of your employment responsibilities. The purpose of the grant must be related to your board certification specialty.

Documentation: Complete the publication section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit a copy of the grant summary abstract and the letter from the grant sponsor acknowledging receipt of your grant application.

RESEARCH

1. An institutional review board (IRB) research project related to your board certification specialty, for which you are clearly identified as one of the researchers, investigators, or sub-investigators.

Documentation: Complete the research section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit supporting documents such as a copy of the IRB approval letter or IRB letter of exemption and a one-page abstract, no more than 250 words, describing the research study and findings and the period when the research was conducted.

OR

2. A completed dissertation, thesis, or graduate-level scholarly project related to your board certification specialty.

Documentation: Complete the research section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit supporting documents such as the dissertation, thesis, or scholarly project approval letter and a one-page abstract of no more than 250 words that describes your dissertation, thesis, or scholarly project findings and the time period during which the dissertation, thesis, or scholarly project was conducted. Note: The academic hours awarded for your dissertation, thesis, or scholarly project used to meet Category 4 requirements cannot be used to meet Professional Development Category 1 or 2.

OR

3. Serve as a content reviewer on an IRB, dissertation, thesis, or scholarly project related to your board certification specialty that is not a component of your employment duties.

Documentation: Complete the research section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit supporting documents from the organization describing this work and the dates you served as the reviewer (e.g., letter on official letterhead).

OR

4. Serve as a content expert reviewer of other activities related to your board certification specialty and not as a part of your employment duties (such as software, e-learning, etc.). Serving as a product reviewer for your organization is not acceptable.

Documentation: Complete the research section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit documentation from the publisher and/or organization describing the work and the dates you served as the reviewer (e.g., letter on official letterhead).

CATEGORY 5: PRECEPTOR

Complete a minimum of 72 hours as a preceptor in which you provided direct clinical supervision/teaching to students in an academic program or formal registered nurse refresher or internship program that is related to your board certification specialty.

OR

Provide a minimum of 72 hours of clinical supervision related to your specialty to registered nurses in a formal registered nurse refresher or internship program that relates to your board certification specialty.

For either option above, the following rules apply:
1. Preceptor hours cannot be counted toward your board certification practice hour requirement.
2. Faculty may not utilize this category for clinical supervision of students in their educational program.

Additional preceptor hours in the categories above that directly relate to the specialty should be included.

Documentation: Complete the preceptor section of the Professional Development Record in the online application.

Audit: If your record is audited, you will be required to submit the completed Preceptorship Documentation Form showing the hours, objectives, outcomes, and location of the preceptorship, signed by the institution responsible for the person being precepted. In addition, you will be required to submit a detailed written description of how serving as a preceptor aided you in gaining new knowledge in your board certification specialty and imparting that information to the person being precepted.

CATEGORY 6: PROFESSIONAL SERVICE

Complete a minimum of 2 years of volunteer service (preceding submission of application) with an international, national, state, or local healthcare–related organization in which your board certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, and task forces.

Additional years of volunteer service in which your board certification specialty expertise is required should be included.

Documentation: Complete the professional service section of the Professional Development Record in the online application.

Audit: If your record is audited, you must submit the official description of your volunteer duties and a detailed typewritten description of 500 words or less, describing the impact of this service on your ability to obtain new knowledge in your board certification specialty. In addition, you will be required to provide supporting documentation of your volunteer service (e.g., copy of the official letter or other documents from the organization attesting to your service and the dates of the service).

STEP 4: EMPLOYMENT AND CAREER INFORMATION

EMPLOYMENT DEMOGRAPHICS
This section of the application is optional. Providing the information is strictly voluntary, and it will be used for statistical purposes only.

CAREER INFORMATION
RESUME
Applicants are required to complete the Resume Template in the online application. Resumes should focus on the applicant's practice in the specialty area.

EDUCATION
Applicants should include all of their educational preparation. Be sure to include any graduate work as well as basic nursing education related to the board certification specialty.

EMPLOYMENT
Applicants should list the three (3) positions held most recently. If you have held only one or two positions, please include only those professional experiences. Please note that for present employment, you do not need to enter an end date.

ACCOMPLISHMENTS
The resume must also include a description of any activities or accomplishments relevant to the board certification specialty that are not included in other sections of the Resume or the Professional Development Record described in Step 3. Examples of activities or accomplishments to include are attendance at a national or regional conference, awards, honors, promotions, commendations, coaching, mentoring, policy or legislative development, case analysis, participation in media or software development (improvement or implementation) technical assistance, or other communities of practice (such as journal clubs or participation in professional organizations). Only activities that have been accomplished should be included. In-progress activities or in-press publications will not be accepted. Please note that the Accomplishments text box can be used to articulate career highlights and outstanding performances in the particular field of specialty practice that meet specific criteria elements listed in the Portfolio Content Outline.

EXEMPLAR (CLINICAL NARRATIVE)
The applicant's clinical narrative provides evidence of innovation and excellence in his or her specialty practice area related to the four domains found in the specialty-specific Portfolio Content Outline. Clinical narratives must relate to the client population for the board certification specialty area. Applicants should provide specific aspects of their practice to describe the criteria listed in the four domains of Professional Development, Professional and Ethical Nursing Practice, Teamwork and Collaboration, and Quality and Safety. Clinical narratives should incorporate aspects that highlight areas of your practice as they relate to the domains. A detailed description of the performance evaluation requirements for each specialty can be found on the ANCC website at **www.nursecredentialing.org/certification.aspx#specialty.**

Applicants must include specific evidence of all of the criteria elements for the Professional Development, Professional and Ethical Nursing Practice, Teamwork and Collaboration, and Quality and Safety domains. Please refer to the Portfolio Content Outline as you develop your exemplar. Applicants must use the Exemplar Template in the online application.

Note: The clinical narrative cannot exceed 8,000 characters (approximately 1,250 words).

ADDITIONAL APPLICATION INFORMATION

MY MEMBERSHIPS
If you are a member of a professional association that provides a discount for your board certification specialty, including the American Nurses Association, make sure you have your membership information, including your member number, to enter in the application. Please visit **www.nursecredentialing.org**, select Certification, and then select your specialty for information about discounts.

APPLICATION FEES
Please visit **www.nursecredentialing.org**, select Certification, and then select your specialty for pricing information.

The mission of the American Nurses Credentialing Center (ANCC), a subsidiary of the American Nurses Association (ANA), is to promote excellence in nursing and health care globally through credentialing programs. ANCC's internationally renowned credentialing programs certify and recognize individual nurses in specialty practice areas. ANCC recognizes healthcare organizations that promote nursing excellence and quality patient outcomes while providing safe, positive work environments. In addition, ANCC accredits healthcare organizations that provide and approve continuing nursing education. It also offers educational materials to support nurses and organizations as they work toward their credentials.

ANCC's Certification Program enables nurses to demonstrate their specialty expertise and validate their knowledge to employers and patients. Through targeted assessments that incorporate the latest nursing practice standards, ANCC certification empowers nurses with pride and professional satisfaction.

ANCC

AMERICAN NURSES CREDENTIALING CENTER

CERTIFICATION

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1.800.284.2378
301.628.5000 tel
301.628.5004 fax

ANCC is the only nurse credentialing organization to successfully achieve ISO 9001:2008 certification in the design, development, and delivery of global credentialing services and support products for nurses and healthcare organizations.