

# Applying for Recertification

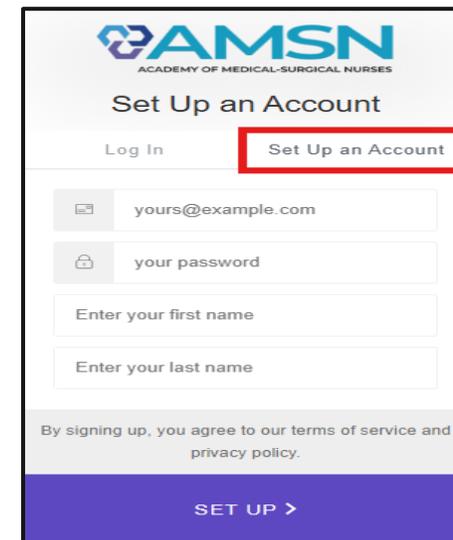
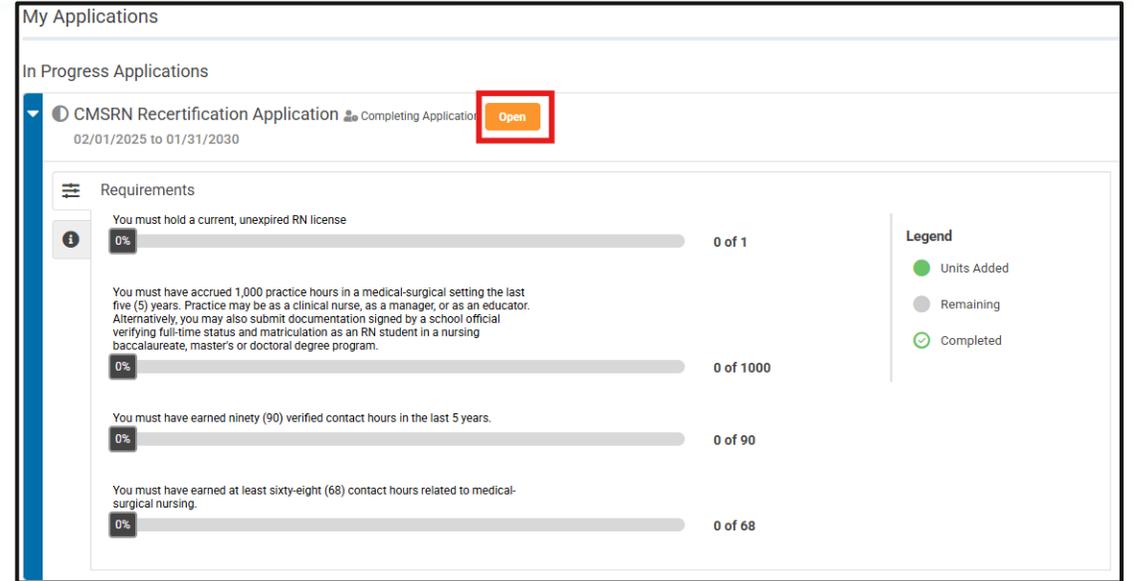
## 2025 Application User Guide

# Accessing Your Recertification Application

- You can find your current Recertification Application/tracker by logging into [AMSN.org](https://www.amsn.org) and navigating to:

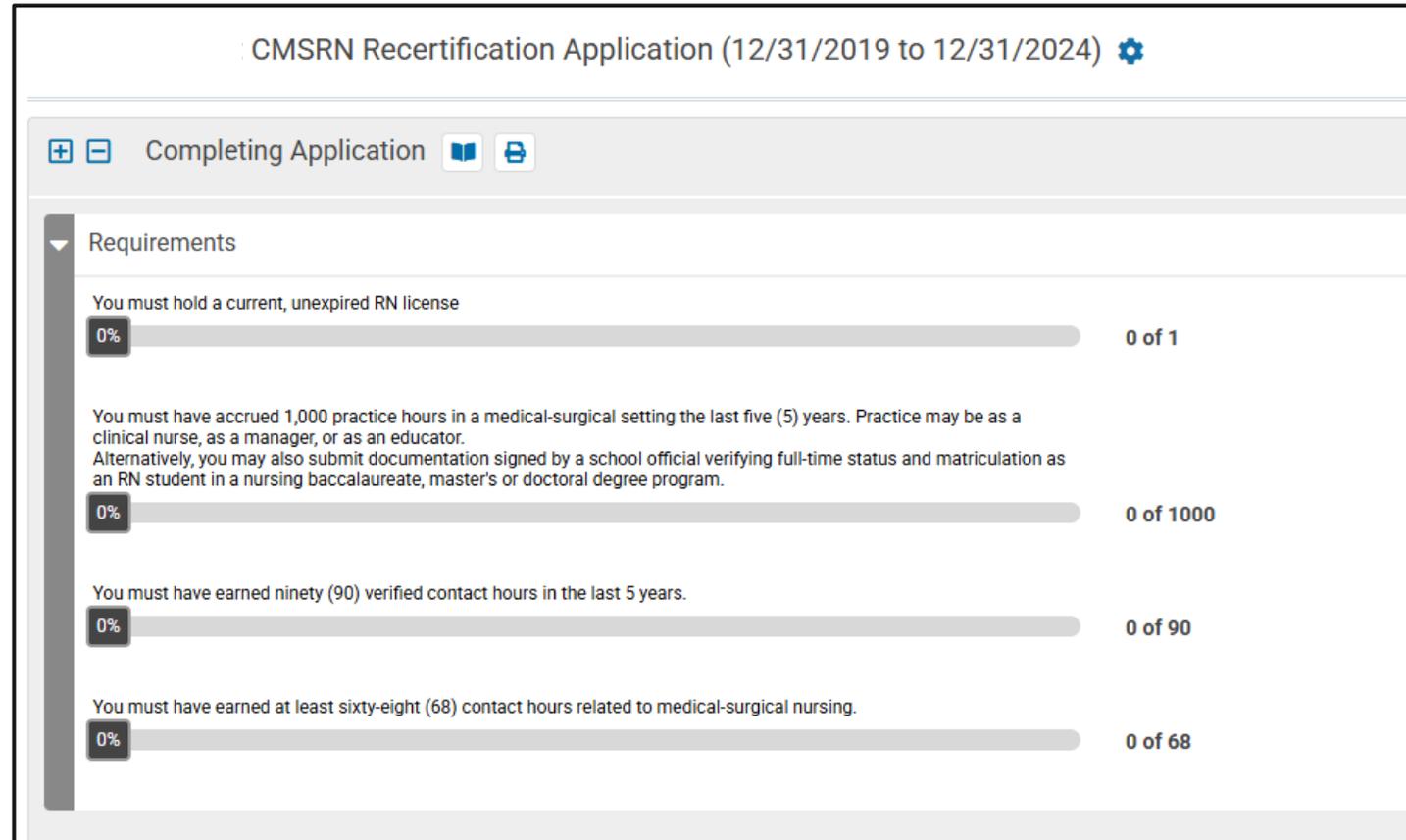
- **My Profile > Certification > [Application](#)**

- Haven't accessed your account in a while?
  - **If you have not logged in to your AMSN portal since 2023, as a result of a system change that year, selecting “Reset Your Password” will not work**
  - All users must click **Set Up an Account** and enter the email, first, and last name previously provided
    - You may select either the same or different password from your original account
    - After account set up is complete, you may login with these credentials moving forward



# Recertification Requirements

- The Recertification Application Requirements are listed at the top of your application:
- **All requirements must be met in order to submit the application and pay the associated fees:**
  - Active RN license
  - **1,000** practice hours in a Med-Surg setting within the last **5** years
  - **90 total** contact hours, with **68** of the total 90 being Med-Surg related (e.g. 68 Med-Surg + 22 Professional Development)
- Expired CMSRN?
  - After your CMSRN certification expires, there is a one-year grace period in which you can still recertify via contact hours for *all* recertification applications (*\$79 late fee required*)
    - After the one-year grace period has lapsed, you will need to recertify via exam (*with no exceptions*)



CMSRN Recertification Application (12/31/2019 to 12/31/2024) ⚙️

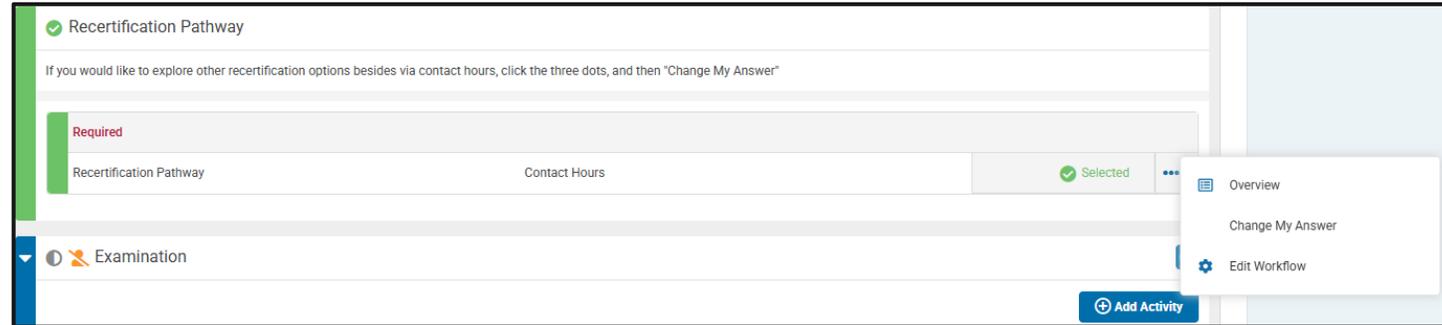
Completing Application 📖 📄

Requirements

- You must hold a current, unexpired RN license  
0% 0 of 1
- You must have accrued 1,000 practice hours in a medical-surgical setting the last five (5) years. Practice may be as a clinical nurse, as a manager, or as an educator. Alternatively, you may also submit documentation signed by a school official verifying full-time status and matriculation as an RN student in a nursing baccalaureate, master's or doctoral degree program.  
0% 0 of 1000
- You must have earned ninety (90) verified contact hours in the last 5 years.  
0% 0 of 90
- You must have earned at least sixty-eight (68) contact hours related to medical-surgical nursing.  
0% 0 of 68

# Recertification Pathway

- If you are recertifying by contact hours, this should already be selected for you!
  - If recertifying another way, you can **Change Your (My) Answer** by clicking the 3 blue dots next to the entry and selecting the option that applies to you

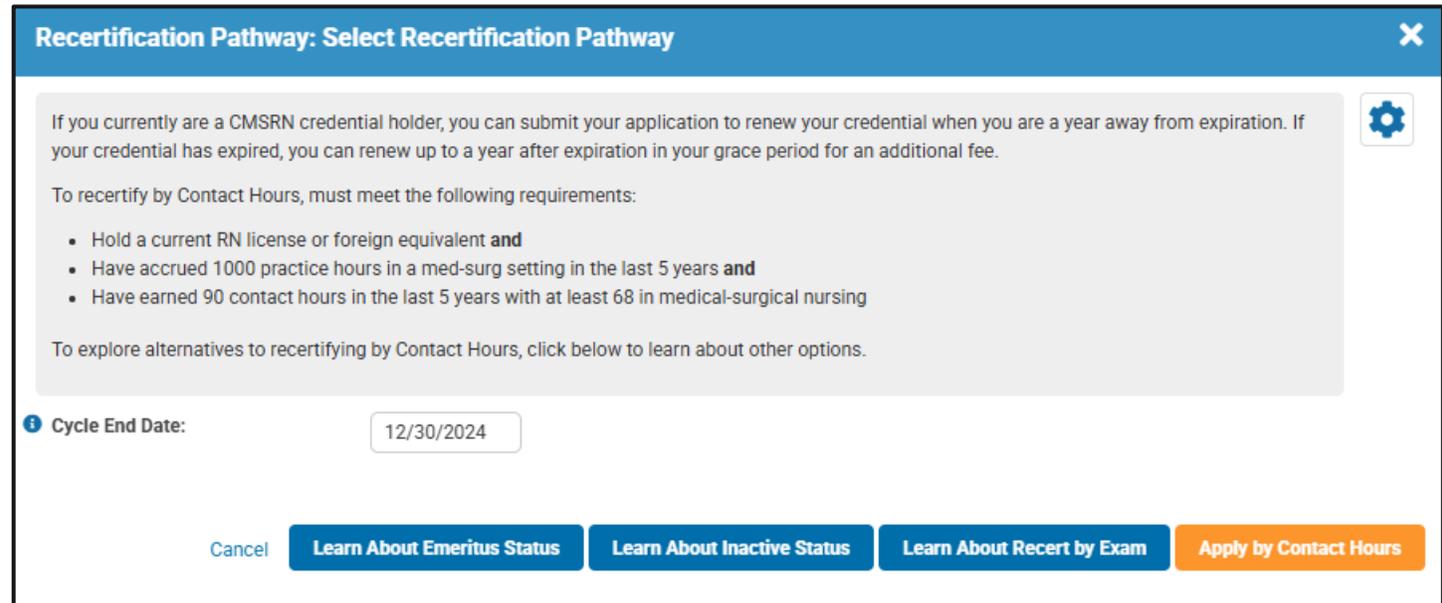


Recertification Pathway

If you would like to explore other recertification options besides via contact hours, click the three dots, and then "Change My Answer"

Required	Selected	Options
Recertification Pathway	Contact Hours	Selected
Examination		Overview, Change My Answer, Edit Workflow

+ Add Activity



### Recertification Pathway: Select Recertification Pathway

If you currently are a CMSRN credential holder, you can submit your application to renew your credential when you are a year away from expiration. If your credential has expired, you can renew up to a year after expiration in your grace period for an additional fee.

To recertify by Contact Hours, must meet the following requirements:

- Hold a current RN license or foreign equivalent **and**
- Have accrued 1000 practice hours in a med-surg setting in the last 5 years **and**
- Have earned 90 contact hours in the last 5 years with at least 68 in medical-surgical nursing

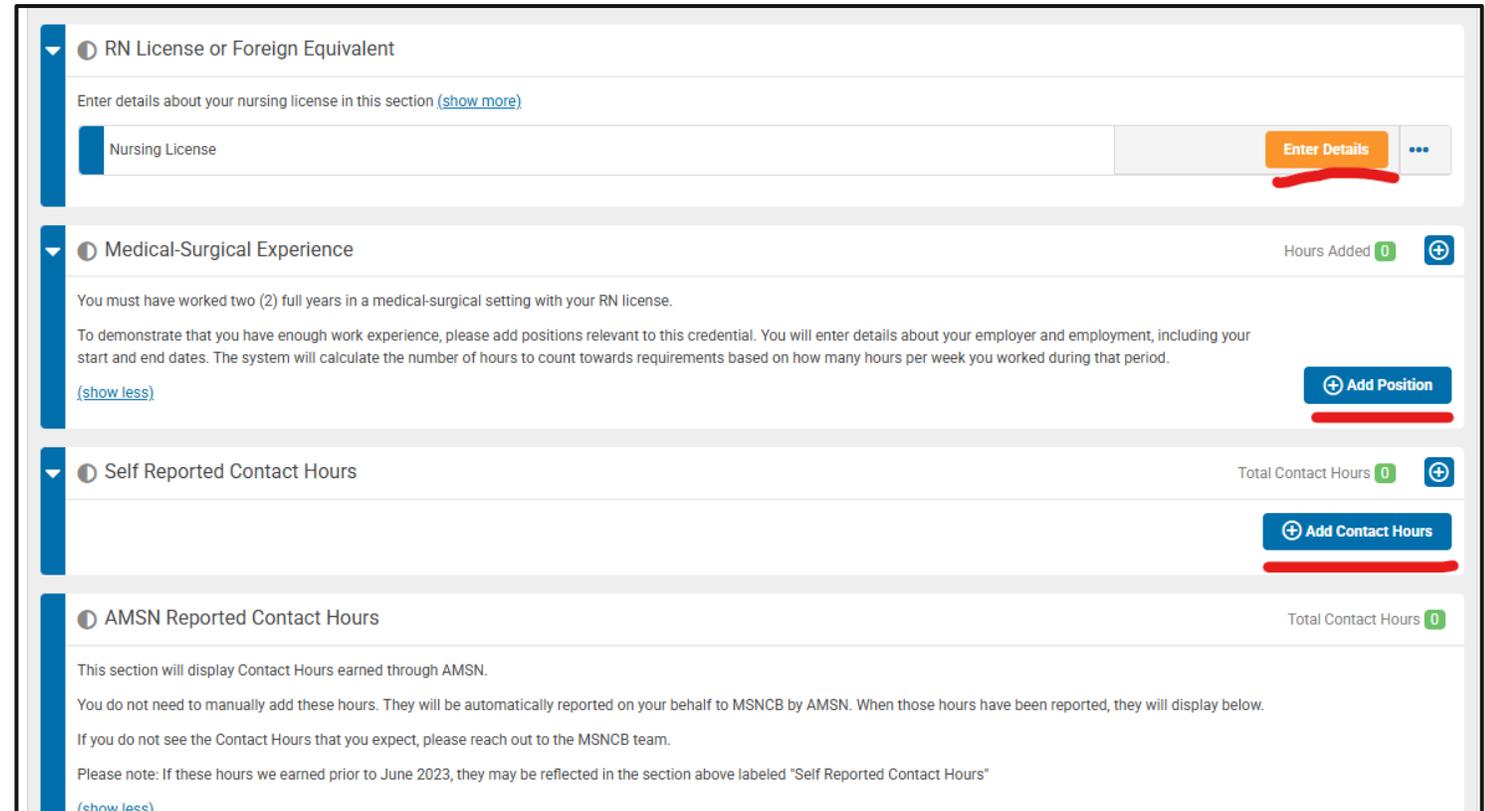
To explore alternatives to recertifying by Contact Hours, click below to learn about other options.

**i** Cycle End Date: 12/30/2024

Cancel [Learn About Emeritus Status](#) [Learn About Inactive Status](#) [Learn About Recert by Exam](#) [Apply by Contact Hours](#)

# Completing Your Requirements

- Your recertification process will revolve around these main steps.
  - **RN License (or Foreign Equivalent)**
  - **Medical-Surgical Experience**
  - **Self Reported Contact Hours**
  - ***Optional: AMSN Reported Contact Hours***



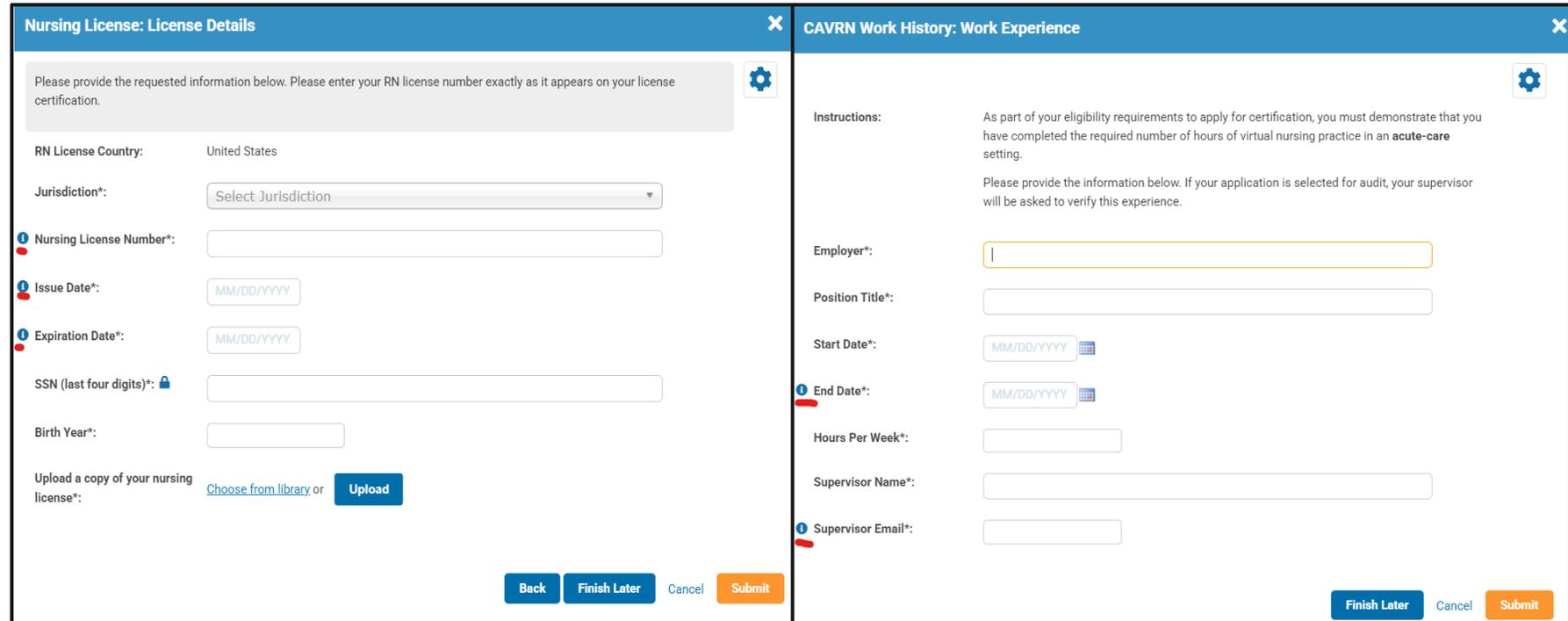
The screenshot displays a user interface for entering nursing license details. It features four main sections:

- RN License or Foreign Equivalent:** Includes a text input field for "Nursing License" and an orange "Enter Details" button.
- Medical-Surgical Experience:** Includes instructions on adding work experience, a "(show less)" link, and a blue "Add Position" button.
- Self Reported Contact Hours:** Includes a blue "Add Contact Hours" button.
- AMSN Reported Contact Hours:** Includes explanatory text and a "(show less)" link.

Each section has a "Total" value (e.g., "Hours Added 0", "Total Contact Hours 0") and a "+" icon.

# RN License and Work Experience

- Please fill out each form completely and make sure to hover over the blue bubbles left of the required field if you need additional information
- If your state no longer supplies RN licenses?
  - You can use the site [Nursys.com](https://www.nursys.com), a free national database of RN licenses, to find your license and download the report from there for supporting documentation!
  - Using your RN information from Nursys in your application will make the RN verification process smoother



The screenshot displays two side-by-side form panels. The left panel, titled 'Nursing License: License Details', contains a header with a gear icon and a note: 'Please provide the requested information below. Please enter your RN license number exactly as it appears on your license certification.' Below this are fields for 'RN License Country' (set to 'United States'), 'Jurisdiction\*' (a dropdown menu), 'Nursing License Number\*' (with a blue information bubble), 'Issue Date\*' (MM/DD/YYYY), 'Expiration Date\*' (MM/DD/YYYY), 'SSN (last four digits)\*' (with a lock icon), 'Birth Year\*', and an 'Upload a copy of your nursing license\*' section with a 'Choose from library or' link and an 'Upload' button. The right panel, titled 'CAVRN Work History: Work Experience', has an 'Instructions' section explaining the need for virtual nursing practice in an acute-care setting and a note about supervisor verification. Below are fields for 'Employer\*', 'Position Title\*', 'Start Date\*' (MM/DD/YYYY), 'End Date\*' (MM/DD/YYYY), 'Hours Per Week\*', 'Supervisor Name\*', and 'Supervisor Email\*'. Both panels have 'Back', 'Finish Later', 'Cancel', and 'Submit' buttons at the bottom.

# Self Reported Contact Hours

- Input all third-party continuing education credits under **Self Reported Contact Hours**
- Upload course information into the appropriate category
- Please ensure make sure these course receive the proper credit allocations by manually designating either **Professional Development** or **Med-Surg**
- For more guidance, reference the [CMSRN Handbook](#)

### Select Activity ✕

Activity Title	
▶ Continuing Education	<a href="#">+ Select</a>
▶ Preceptorship/Mentorship	<a href="#">+ Select</a>
▶ Academic Courses	<a href="#">+ Select</a>
▶ Presentations	<a href="#">+ Select</a>
▶ Publications	<a href="#">+ Select</a>
▶ Conference Poster	<a href="#">+ Select</a>
▶ Multimedia Program	<a href="#">+ Select</a>
▶ Research	<a href="#">+ Select</a>
▶ Board Member or Committee Chair of National Nursing Organization	<a href="#">+ Select</a>
▶ MSNCB Test Development and Task Forces	<a href="#">+ Select</a>
▶ MSNCB Recertification Committee	<a href="#">+ Select</a>

# Common Self-Reported Categories

- 1. Continuing Education Courses:
  - Courses provided and completed through your organization's CE provider
  - **Each course entry must be uploaded individually with a certificate of completion, including its accreditation statement and CEUs granted.**
    - CE transcripts are *not* accepted as a form of supporting documentation
- 2. Academic Courses:
  - If you received your degree within your certification period, you may use your transcripts as contact hours
  - **1 academic credit hour = 15 contact hours (with a maximum of 75 contact hours available per certification period)**
  - Classes related to Med-Surg nursing?
    - You can individually upload segments of your transcripts to include the courses that are Med-Surg nursing-related
- 3. Preceptorship:
  - Precepted hours must be uploaded using [this form](#)
  - **A maximum of 20 contact hours of preceptorship are permitted per certification period**

# Certificate of Completion Example

1. Course Name and Completion Date
2. Contact Hours Granted
3. Accreditation Statement



ACADEMY OF MEDICAL-SURGICAL NURSES

compassion • commitment • connection

amsn.org

CONTACT HOUR CERTIFICATE

1. **Course:** CMSRN Certification Review Course  
**Date of Completion:** 02/11/2024

2. 20.5 NCPD

RN License # / State: *(add if required)* \_\_\_\_\_

3. This session is jointly provided by Anthony J. Jannetti, Inc. (AJJ) and the Academy of Medical-Surgical Nurses (AMSUN).

Anthony J. Jannetti, Inc. is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

Anthony J. Jannetti, Inc. is an approved provider of continuing nursing education by the California Board of Registered Nurses, Provider Number CEP 5387.

A handwritten signature in black ink that reads "Michele Boyd-MSN, RN, NPD-BC".

Education Director

CH = contact hours

East Holly Ave, Box 56, Pitman, NJ 08071-0056  
856-256-2358 education@ajj.com

# Uploading an Entry

## 1. Main Section

- The **Course Name** must match the name listed on the certificate
- Required to designate either Professional Development or Med-Surg
- Enter the **Education Provider**
- The **Completion Date** must match the date listed on the certificate

## 2. Units

- **Units** granted for CE must match what was given on certificate

## 3. Supporting Documentation

- Clicking **Upload** will allow you to upload a document from your device

**Submit:** All sections **must** be completed with supporting documentation uploaded before you can manually submit

**Continuing Education: Submit Activity Details: Main Section**

Please complete the fields below to record your Contact Hours.

You must designate all contact hours as Medical-Surgical or Professional Development.

- **Medical-Surgical contact hours** must be related to the specialty of medical-surgical nursing and direct patient care. Medical-Surgical contact hours are also called **specialty** contact hours. Medical-Surgical excludes psychiatry, obstetrics, gynecology, and pediatrics.
- **Professional Development contact hours** are related to the broader area of health care and general nursing. Professional Development includes nursing informatics and theory, ethics, leadership, and more.

**Main Section** | Category: Continuing Education

**Units** | Description: Continuing education from an accredited provider or approver of Nursing Continuing Professional Development (NCPDs). To be eligible, the continuing education must confer a certificate that includes your name, the date and the title of the program, the number of NCPDs awarded, and an accreditation statement.

**Supporting Documentation**

1 **Contact Hour Title / Course Name\*:**

**Contact Hours Designation\*:**

**Education Provider / Publication Name\*:**

2 **Completion Date\*:**

< Previous Next >

Finish Later Cancel Submit

**Continuing Education: Submit Activity Details: Units**

Please complete the fields below to record your Contact Hours.

You must designate all contact hours as Medical-Surgical or Professional Development.

- **Medical-Surgical contact hours** must be related to the specialty of medical-surgical nursing and direct patient care. Medical-Surgical contact hours are also called **specialty** contact hours. Medical-Surgical excludes psychiatry, obstetrics, gynecology, and pediatrics.
- **Professional Development contact hours** are related to the broader area of health care and general nursing. Professional Development includes nursing informatics and theory, ethics, leadership, and more.

**Main Section** | One credit earned from continuing education is equal to 1 contact hour. You may earn a maximum of ninety (90) contact hours from continuing education.

**Units** 2 | Enter the number of Contact Hours are you requesting for this activity\*:

**Supporting Documentation**

< Previous Next >

Finish Later Cancel Submit

**Continuing Education: Submit Activity Details: Supporting Documentation**

Please complete the fields below to record your Contact Hours.

You must designate all contact hours as Medical-Surgical or Professional Development.

- **Medical-Surgical contact hours** must be related to the specialty of medical-surgical nursing and direct patient care. Medical-Surgical contact hours are also called **specialty** contact hours. Medical-Surgical excludes psychiatry, obstetrics, gynecology, and pediatrics.
- **Professional Development contact hours** are related to the broader area of health care and general nursing. Professional Development includes nursing informatics and theory, ethics, leadership, and more.

**Main Section** | Upload a certificate of completion that includes your name, the date and title of the program, the number of Nursing Continuing Professional Development units awarded (NCPD), and an accreditation statement.

**Units** | Upload your supporting documentation\*:

**Supporting Documentation** 3 | [Choose from library](#) or **Upload**

< Previous Next >

Finish Later Cancel Submit

# AMSN CEUs & Membership

- Looking for more CEUs?
  - The AMSN [Online Library](#) has CEUs that are all Med-Surg CEs
    - These will be transferred to your application for you and can be located in **AMSN Reported Contact Hours**
- AMSN members gain access to free CEs as well as discounts on CE courses and a **discounted recertification fee!**
  - CE Benefits:
    - **One free monthly NCPD course offering** (located in the [Announcement Section](#) of the library and updated each month)
    - **One free on-demand webinar** (located in the [Announcement Section](#) of the library and updated each month)
    - **One free Med-Surg Moments Podcast Evaluation** (new podcast evaluation each quarter)
    - A select few **2024 webinars & all 2023 on-demand webinars** have recently been made free for members!

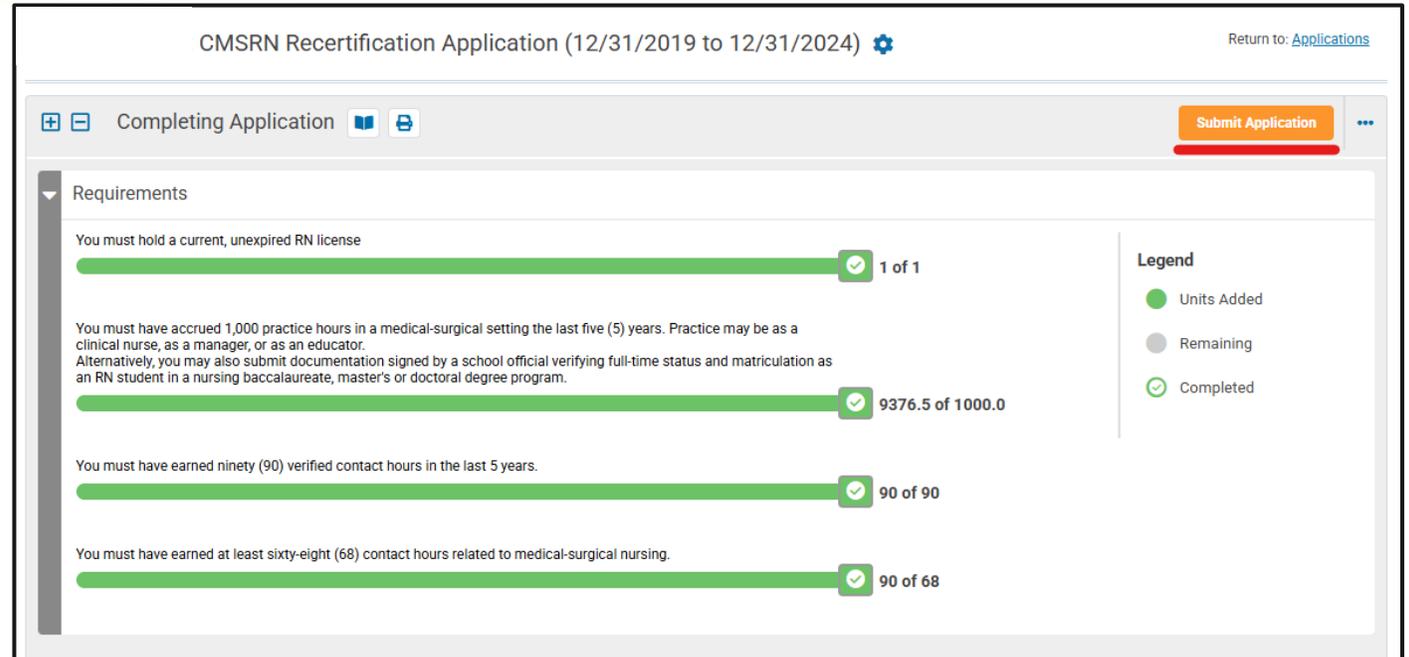
## Recertification application fees

	AMSN Member Fee	Standard Fee
Recertify by Contact Hours	\$193	\$303

- Learn more about AMSN's [member benefits](#) and [become a member](#) today!

# Submitting Your Application

- Once you have met all requirements, you are able to submit your application and pay the associated fees
  - The **Submit** button will only show once all requirements have been met
  - Please allow 1-2 business days for the application to be reviewed and approved
- Please note that although your application does not say “Accepted”, as long as the entry says **Submitted**, your CEUs are being calculated in your tracker towards your overall contact hour progress
  - They will only say “Accepted” after you submit the application



CMSRN Recertification Application (12/31/2019 to 12/31/2024)  [Return to: Applications](#)

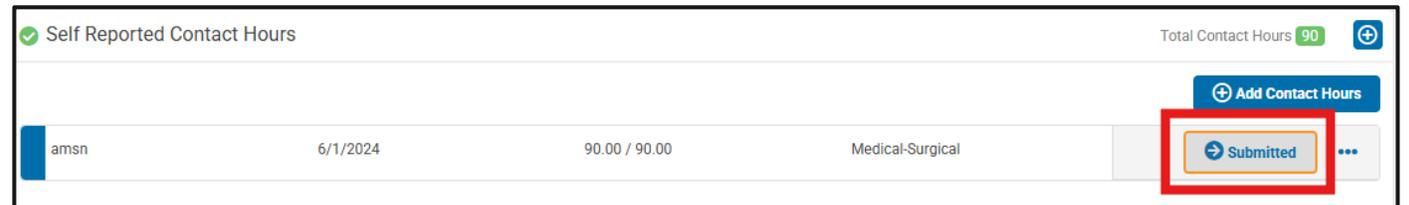
Completing Application   [Submit Application](#) 

Requirements

- You must hold a current, unexpired RN license   1 of 1
- You must have accrued 1,000 practice hours in a medical-surgical setting the last five (5) years. Practice may be as a clinical nurse, as a manager, or as an educator. Alternatively, you may also submit documentation signed by a school official verifying full-time status and matriculation as an RN student in a nursing baccalaureate, master's or doctoral degree program.   9376.5 of 1000.0
- You must have earned ninety (90) verified contact hours in the last 5 years.   90 of 90
- You must have earned at least sixty-eight (68) contact hours related to medical-surgical nursing.   90 of 68

Legend

-  Units Added
-  Remaining
-  Completed



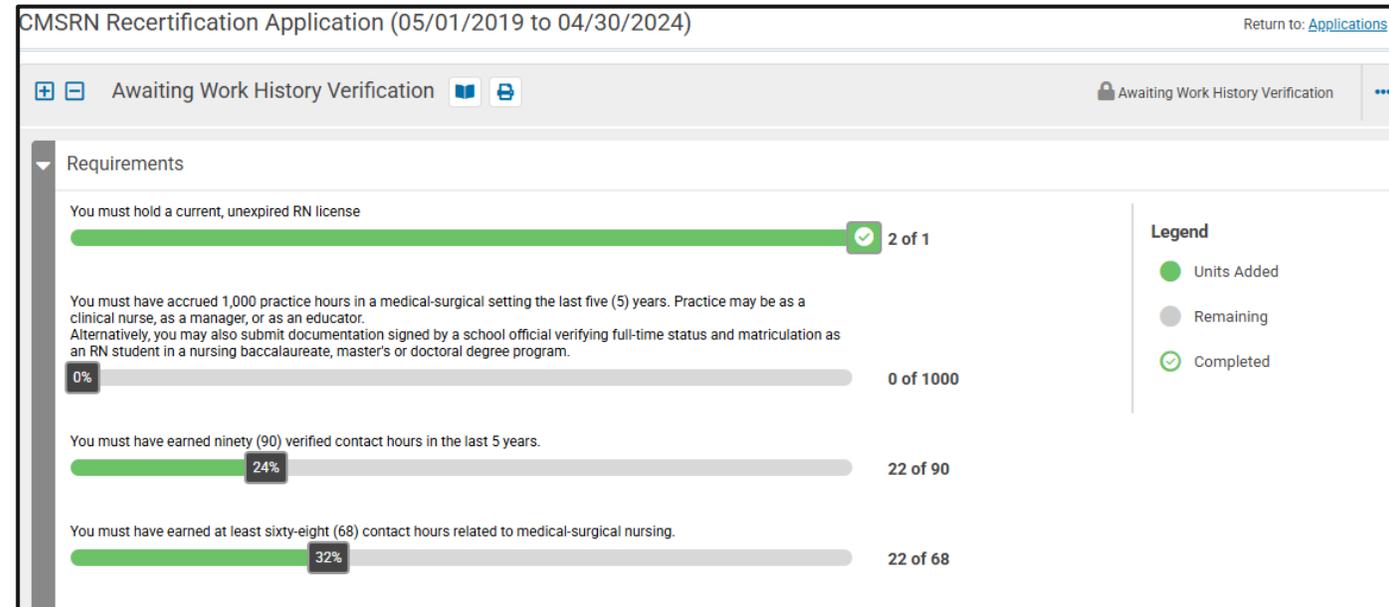
Self Reported Contact Hours Total Contact Hours **90** 

[+ Add Contact Hours](#)

amsn	6/1/2024	90.00 / 90.00	Medical-Surgical	<a href="#">Submitted</a> 
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# Selected for Audit?

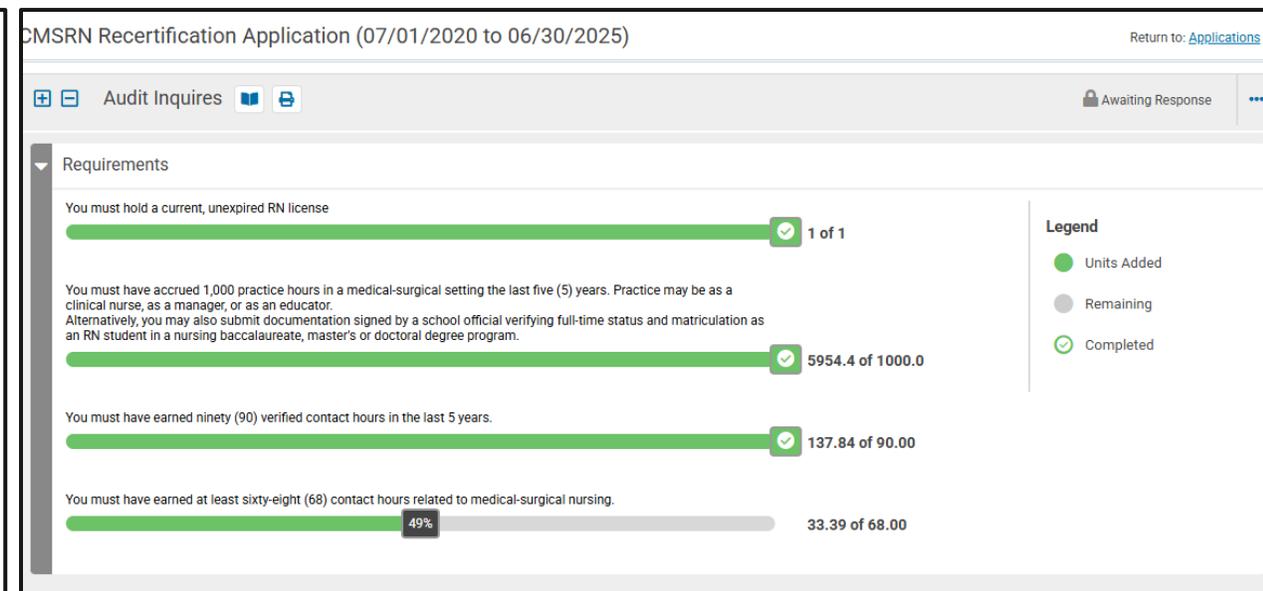
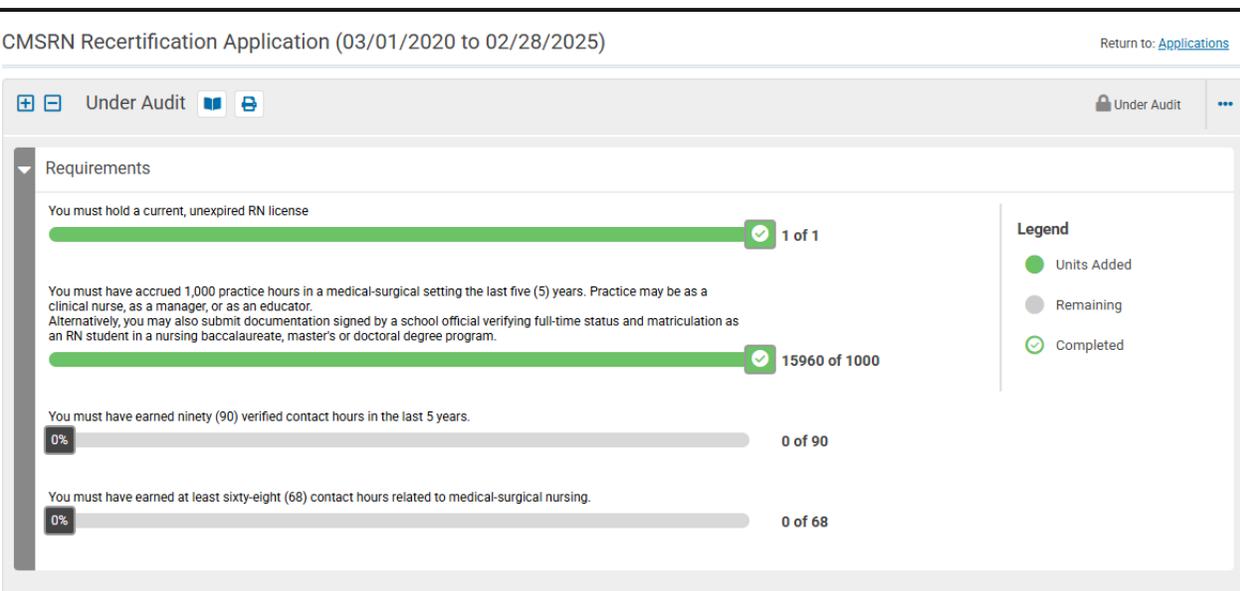
- 10% of applications are randomly selected for audit.
- After being selected, your supervisor listed in your work history should have received an automated email asking to verify your work experience
- They will need to complete the emailed questions for your work verification to be complete
  - If they have not received the email, please contact us at [msncb@msncb.org](mailto:msncb@msncb.org) and we can send you and your supervisor the questions that need to be answered!



# Audit Process

- **Work History Verification** is the initial step in the audit process
  - Once it has been verified, your audit will begin
  - The CEUs marked as “Not Completed” are only turned off in preparation for the audit by the auditor

- If the auditor has any inquiries, you will need to respond in order to resubmit for further review
  - You will see any entries that have been either **Accepted** or **Not Accepted**
  - The **Submit Details** button contains inquiries made by the auditor



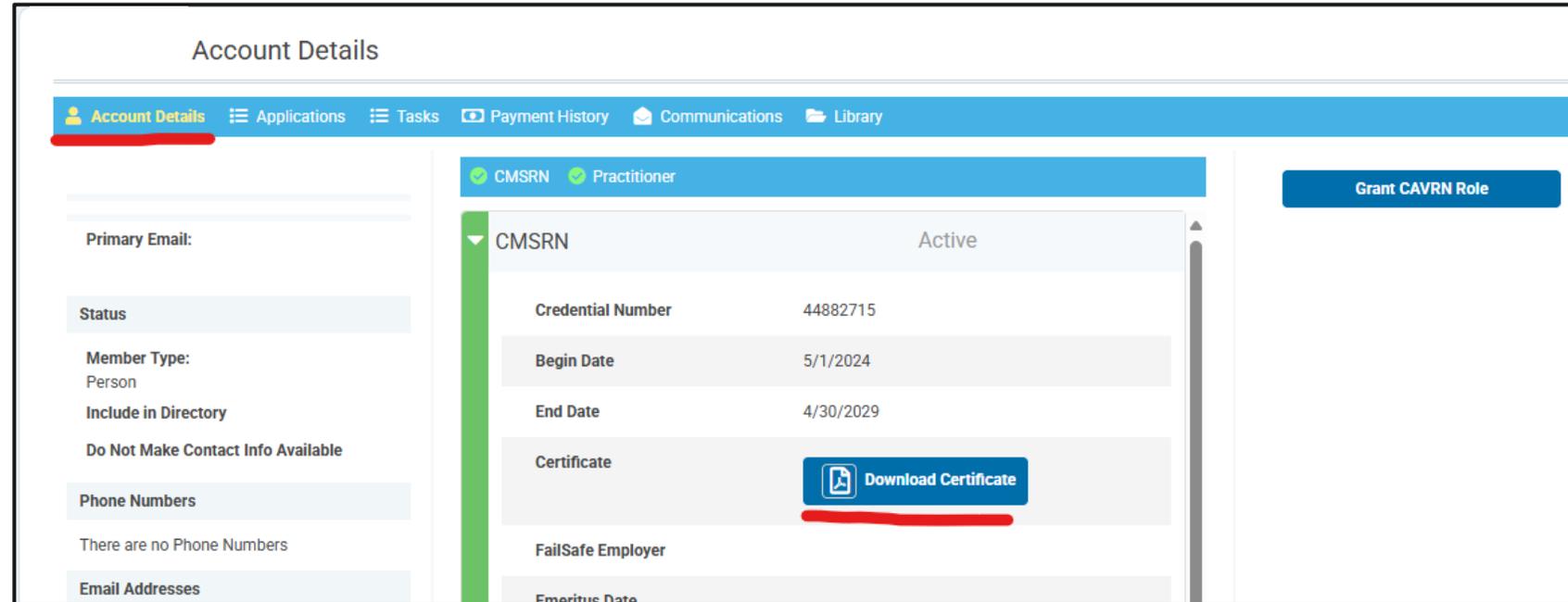
# Audit Inquiries

- Clicking the 3 blue dots and selecting **Overview** will allow you to see the comments made by the auditor
- Selecting **Submit Details** will allow you to re-access the entry form to make any necessary changes
- Once you have met the recertification requirements, you can **Resubmit** for further review/approval

Advanced Life Support-r.21	5/27/2021	0.00 / 6.50	Medical-Surgical	 Not Accepted	...
Bloodborne Pathogens and Sharps Safety	4/5/2021	0.00 / 1.00	Medical-Surgical	<b>Submit Details</b>	... <b>Overview</b> Delete
STROKE: DIAGNOSIS	8/18/2020	0.00 / 1.00	Medical-Surgical	<b>Submit Details</b>	...
STROKE: AN OVERVIEW # 20-411733	8/9/2020	0.00 / 1.00	Medical-Surgical	<b>Submit Details</b>	...
Emergency Nursing Orientation 3.0: Fluid and Electrolyte Imbalances and Vascular Access	2/27/2023	1.75 / 1.75	Medical-Surgical	 Submitted	...

# You are Recertified!

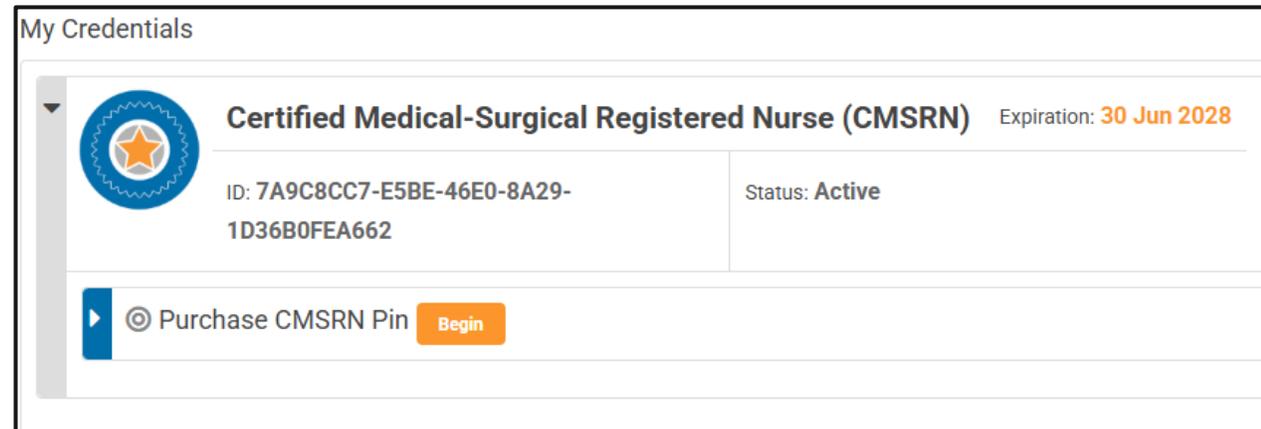
- Once your application has been approved, you can find the downloadable certificate
  - You can find it on [Account Details](#).
  - You may need to click the **CMSRN** drop down to see the blue button
  - If you would like to receive your digital badge, please email us at [msncb@msncb.org](mailto:msncb@msncb.org) requesting one
- If you would like to purchase a CMSRN pin, you can do so under **Applications** and click **Begin** pin application
  - You may need to click **My Credentials** to see the application.



The screenshot shows the 'Account Details' page. At the top, there is a navigation bar with 'Account Details' highlighted in red. Below the navigation bar, there are tabs for 'CMSRN' and 'Practitioner', both with green checkmarks. A 'Grant CAVRN Role' button is visible on the right. The main content area shows a dropdown menu for 'CMSRN' which is currently set to 'Active'. Below this, there is a table with the following information:

Field	Value
Credential Number	44882715
Begin Date	5/1/2024
End Date	4/30/2029
Certificate	<a href="#">Download Certificate</a>
FailSafe Employer	
Emeritus Date	

The 'Download Certificate' button is highlighted with a red underline.



The screenshot shows the 'My Credentials' page. It features a circular badge with a star and the text 'Certified Medical-Surgical Registered Nurse (CMSRN)'. To the right of the badge, it says 'Expiration: 30 Jun 2028'. Below the badge, there is a table with the following information:

ID	Status
7A9C8CC7-E5BE-46E0-8A29-1D36B0FEA662	Active

At the bottom of the page, there is a 'Purchase CMSRN Pin' button with a 'Begin' sub-button.