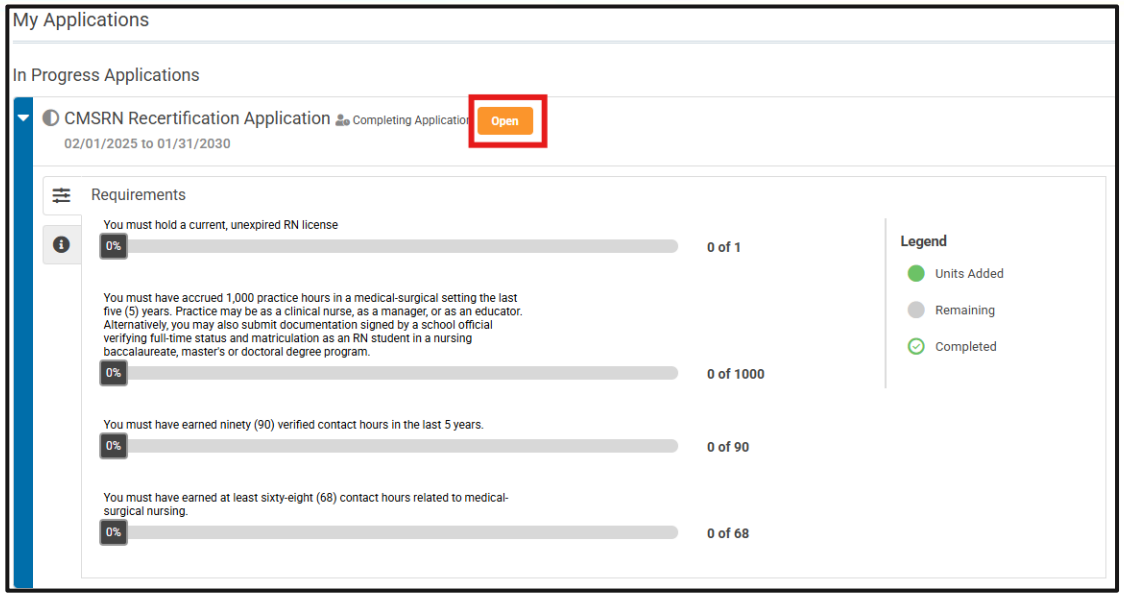
Applying for Recertification

2025 Application User Guide

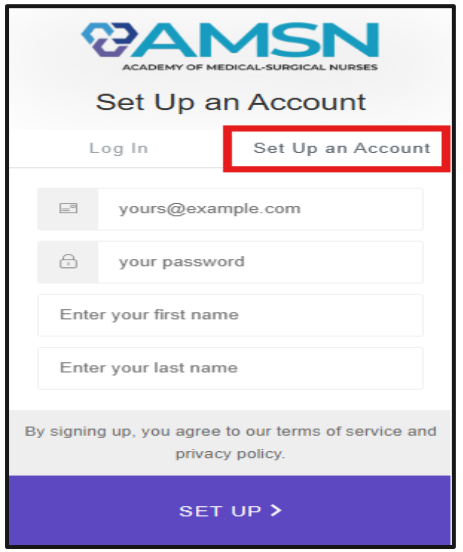
MSNCB®
medical-surgical nursing certification board
commitment | confidence | credibility

Accessing Your Recertification Application

- You can find your current Recertification Application/tracker by logging into AMSN.org and navigating to:
  - **My Profile** > **Certification** > Application



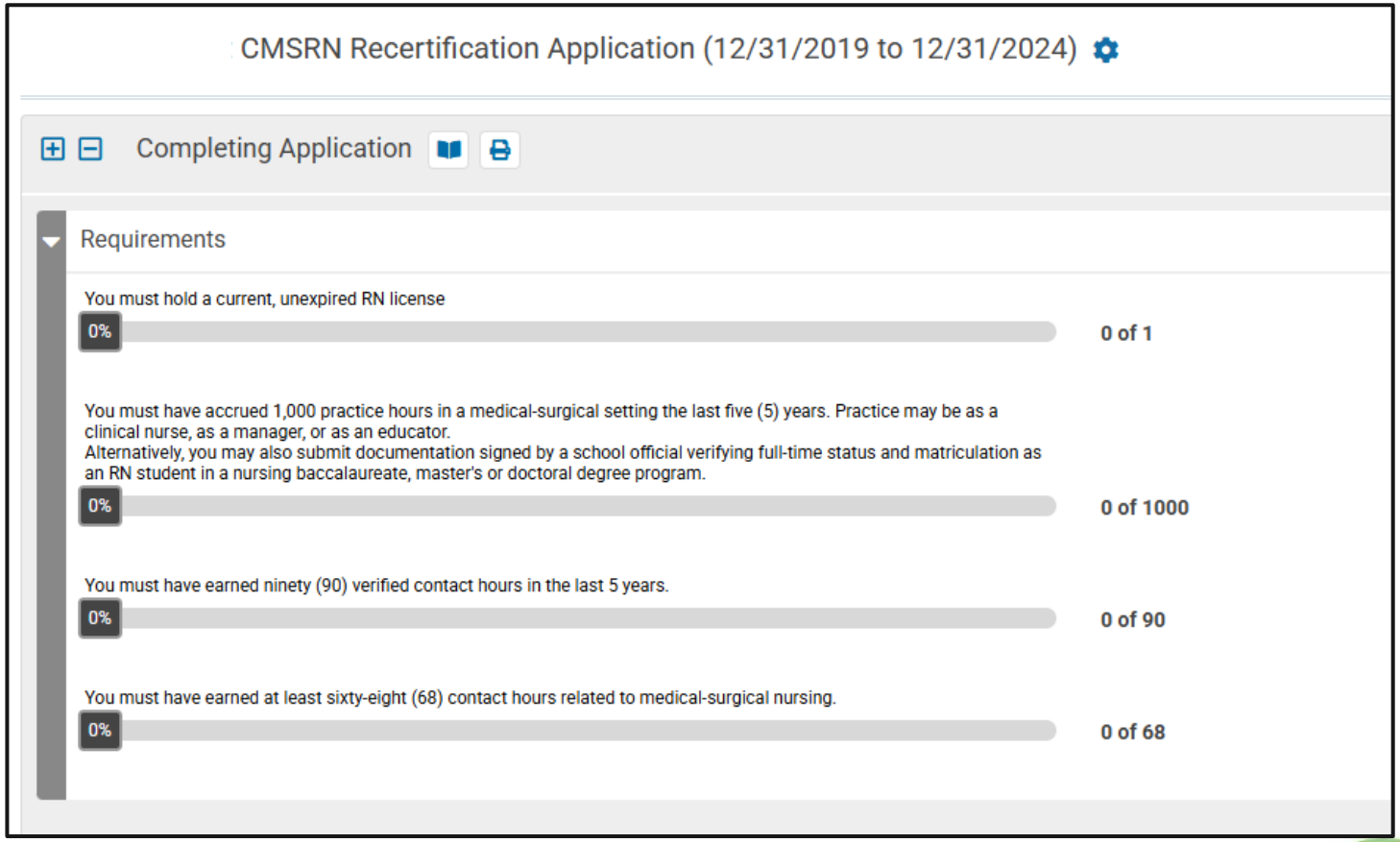
- Haven't accessed your account in a while?
  - **If you have not logged in to your AMSN portal since 2023, as a result of a system change that year, selecting "Reset Your Password" will not work**
  - All users must click **Set Up an Account** and enter the email, first, and last name previously provided
    - 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

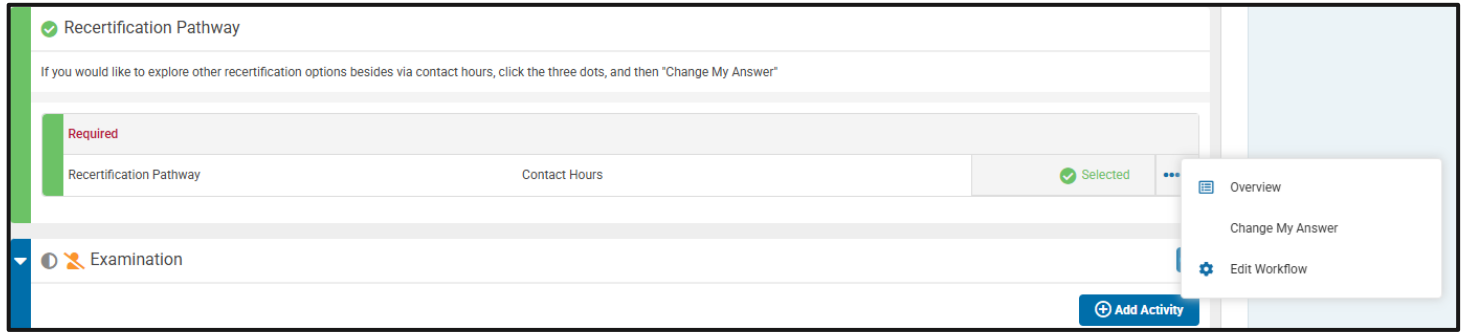
- The Recertification Application Requirements are listed at the top of your application:
- **All requirements must be met in order to submit the application and pay the associated fees:**
  - Active RN license
  - **1,000** practice hours in a Med-Surg setting within the last **5** years
  - **90 total** contact hours, with **68** of the total 90 being Med-Surg related (e.g. 68 Med-Surg + 22 Professional Development)

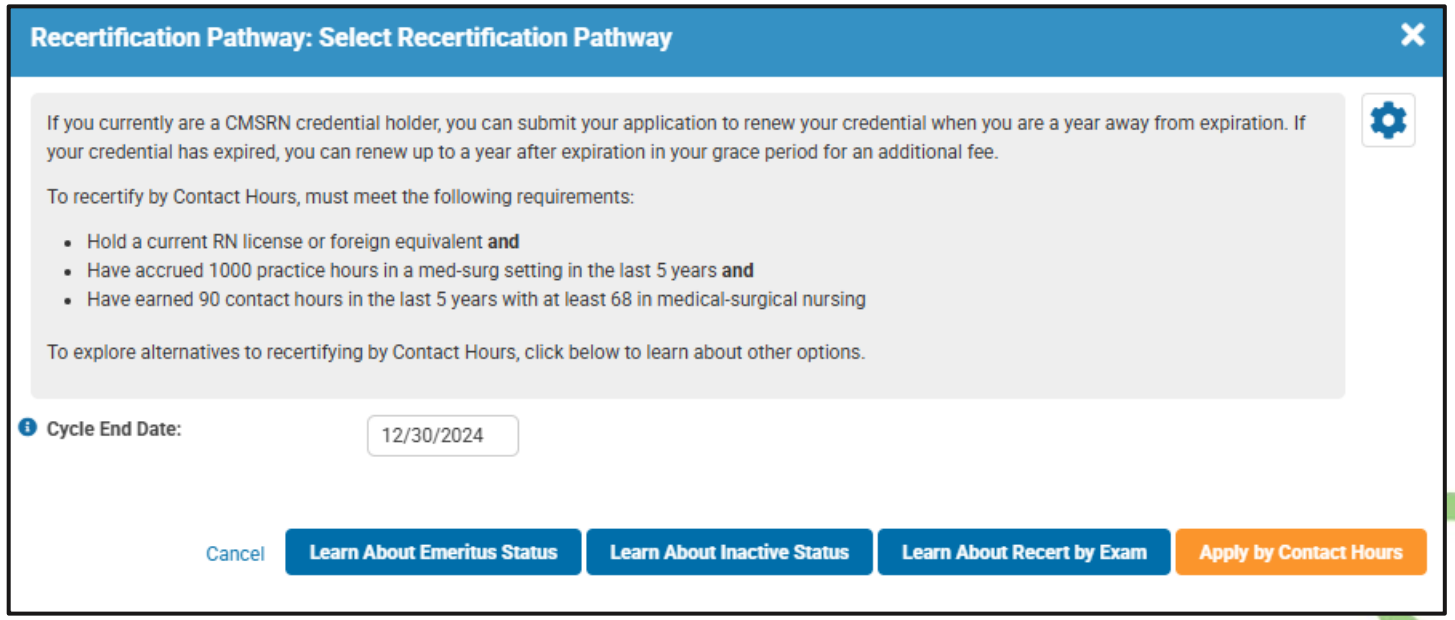
- Expired CMSRN?
  - After your CMSRN certification expires, there is a one-year grace period in which you can still recertify via contact hours for *all* recertification applications *($79 late fee required*)
    - After the one-year grace period has lapsed, you will need to recertify via exam (*with no exceptions*)



Recertification Pathway

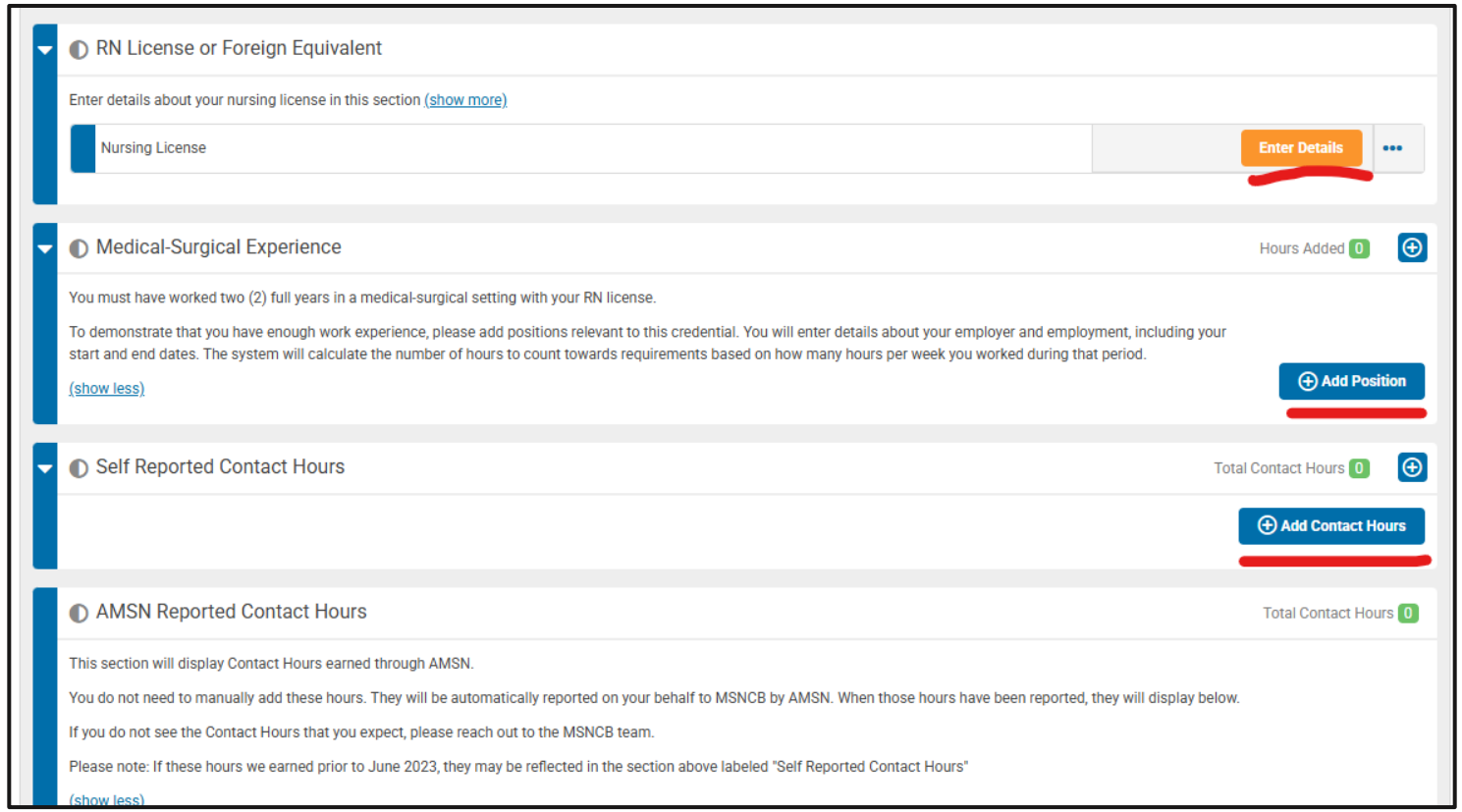
- If you are recertifying by contact hours, this should already be selected for you!
  - If recertifying another way, you can **Change Your (My) Answer** by clicking the 3 blue dots next to the entry and selecting the option that applies to you





Completing Your Requirements

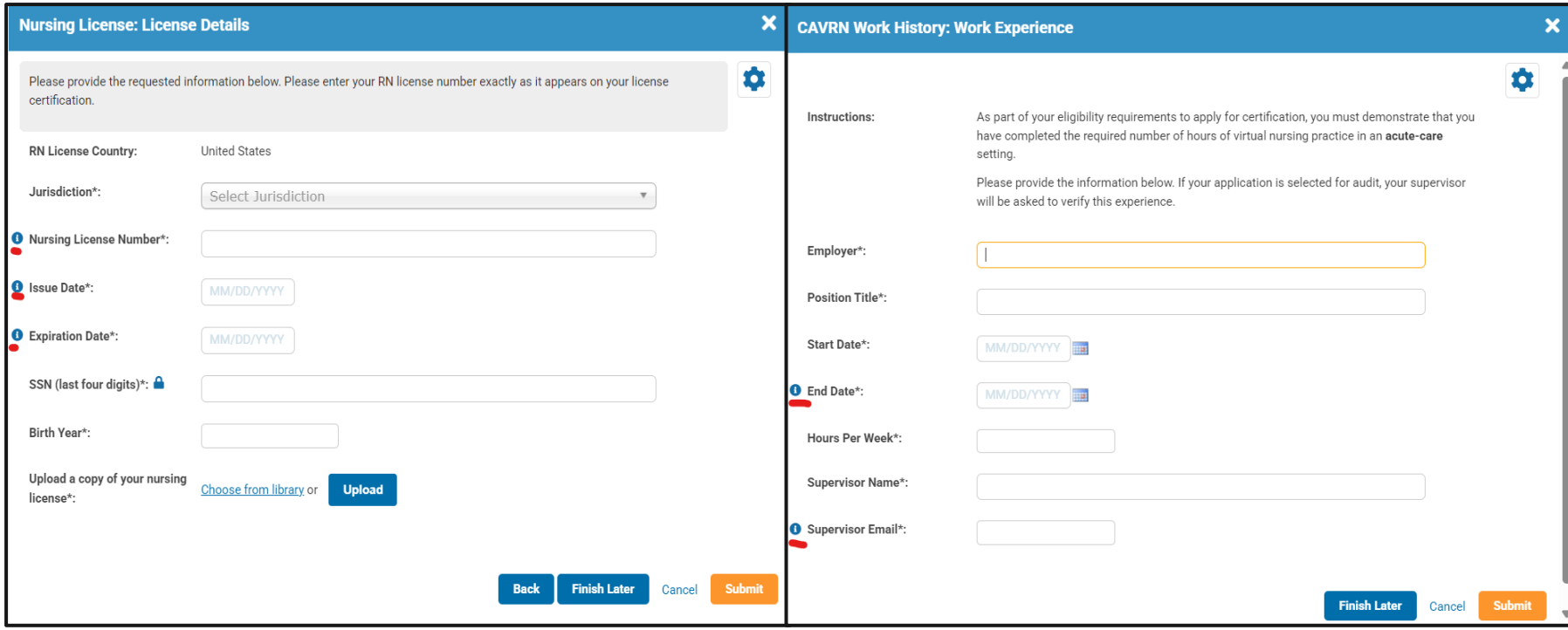
- Your recertification process will revolve around these main steps.
  - **RN License (or Foreign Equivalent)**
  - **Medical-Surgical Experience**
  - **Self Reported Contact Hours**
  - ***Optional**: AMSN Reported Contact Hours*



RN License and Work Experience

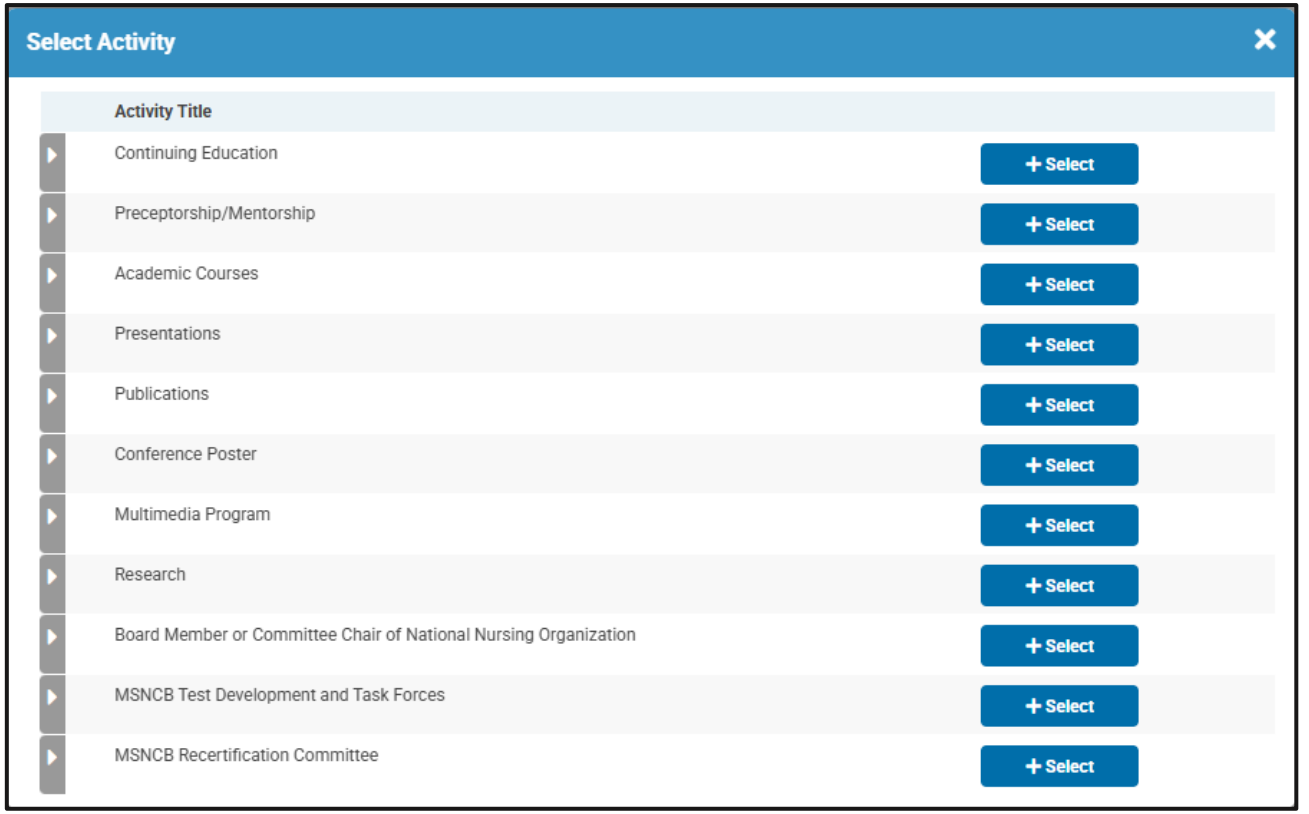
- Please fill out each form completely and make sure to hover over the blue bubbles left of the required field if you need additional information

- If your state no longer supplies RN licenses?
  - You can use the site Nursys.com, 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



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**

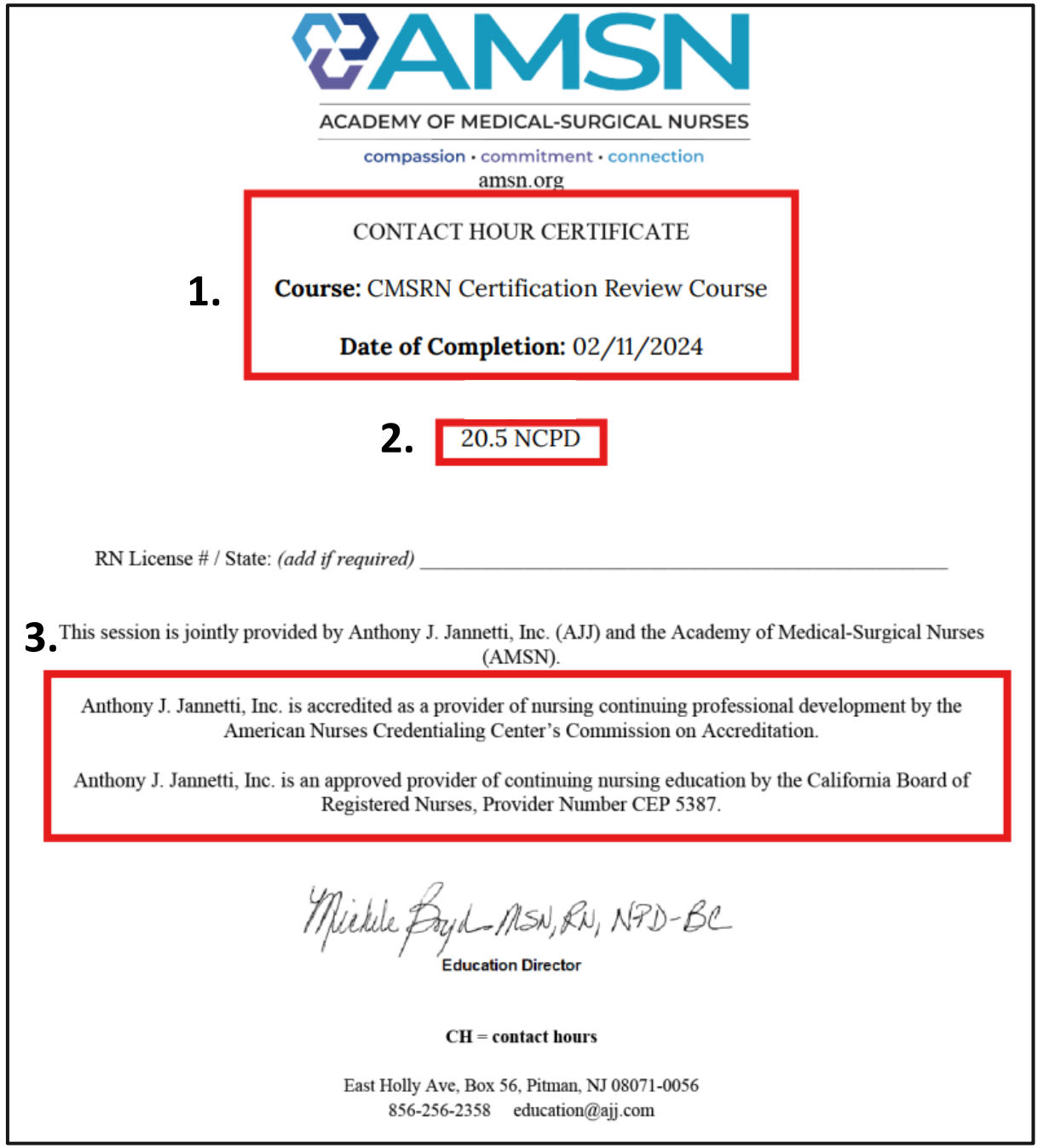


Common Self-Reported Categories

- 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



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1.

CONTACT HOUR CERTIFICATE

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 (AMSN).

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.

Mickie Boyd-MSN, RN, NPD-BC

Education Director

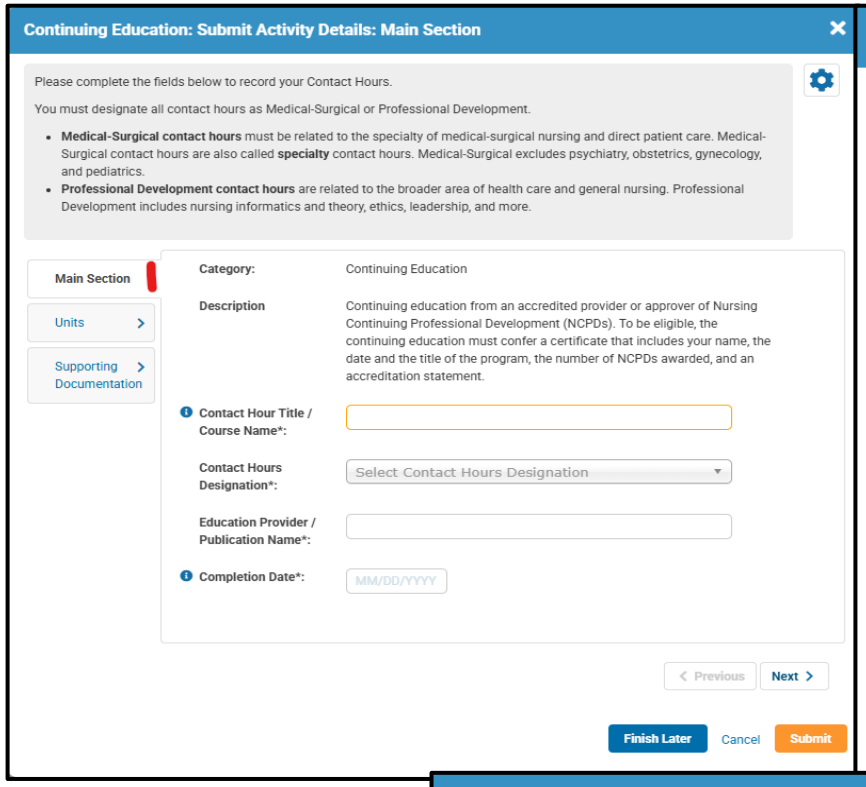
CH = contact hours

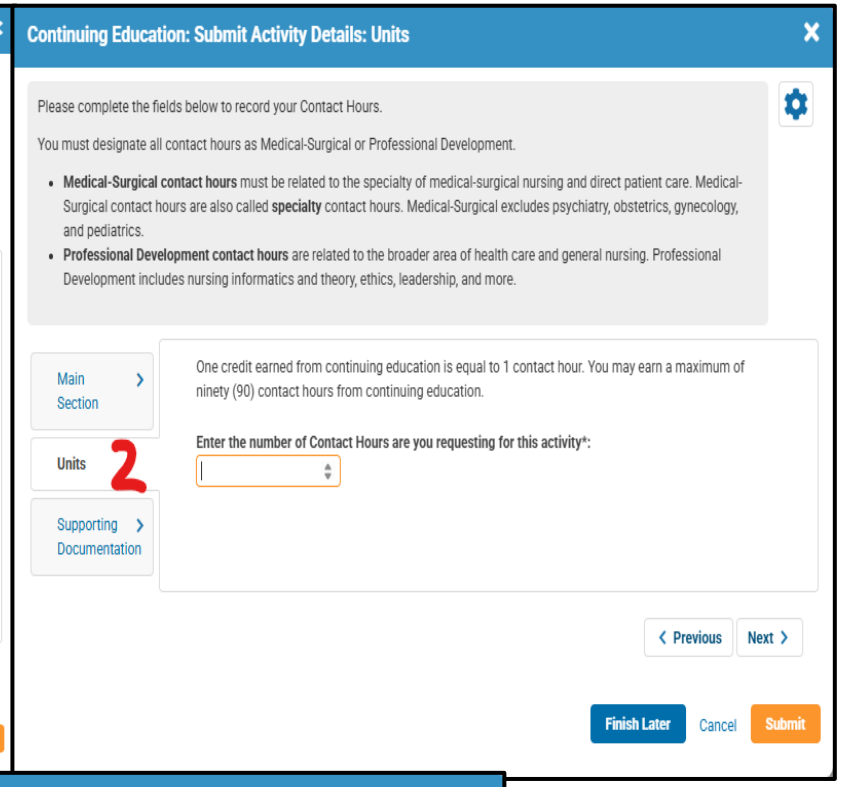
East Holly Ave, Box 56, Pitman, NJ 08071-0056
856-256-2358 education@ajj.com

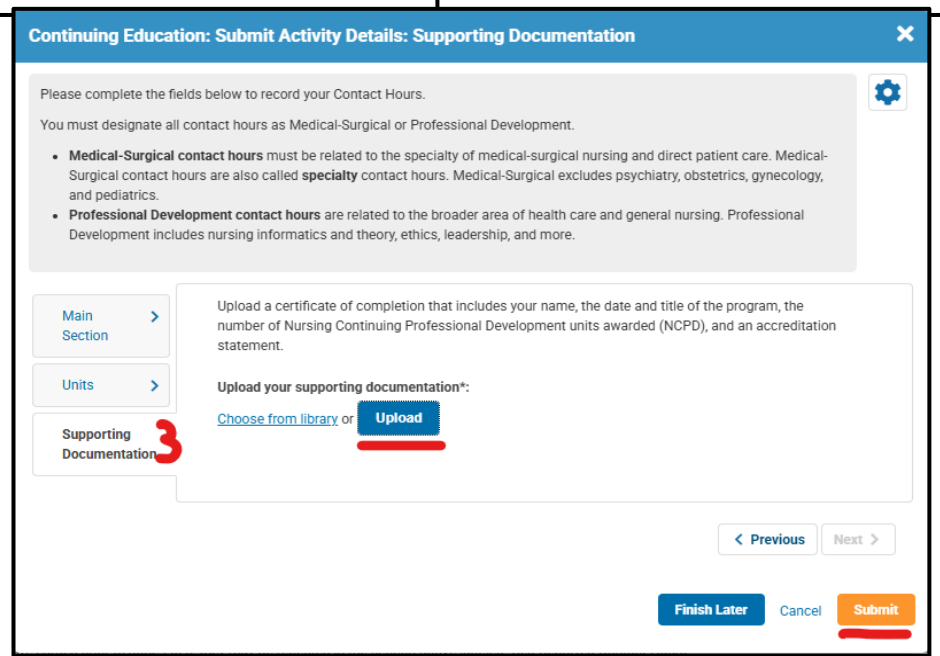
Uploading an Entry

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







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

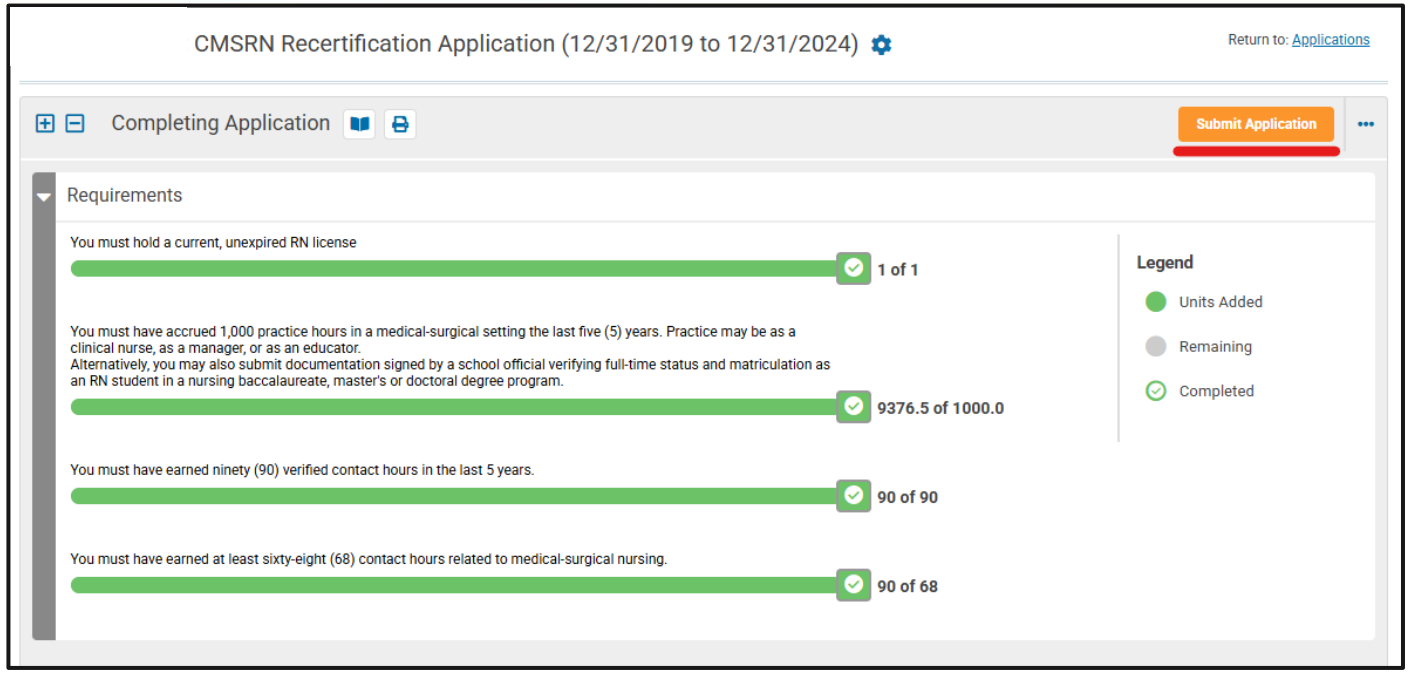
	AMSN Member Fee	Standard Fee
Recertify by Contact Hours	$193	$303

- 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

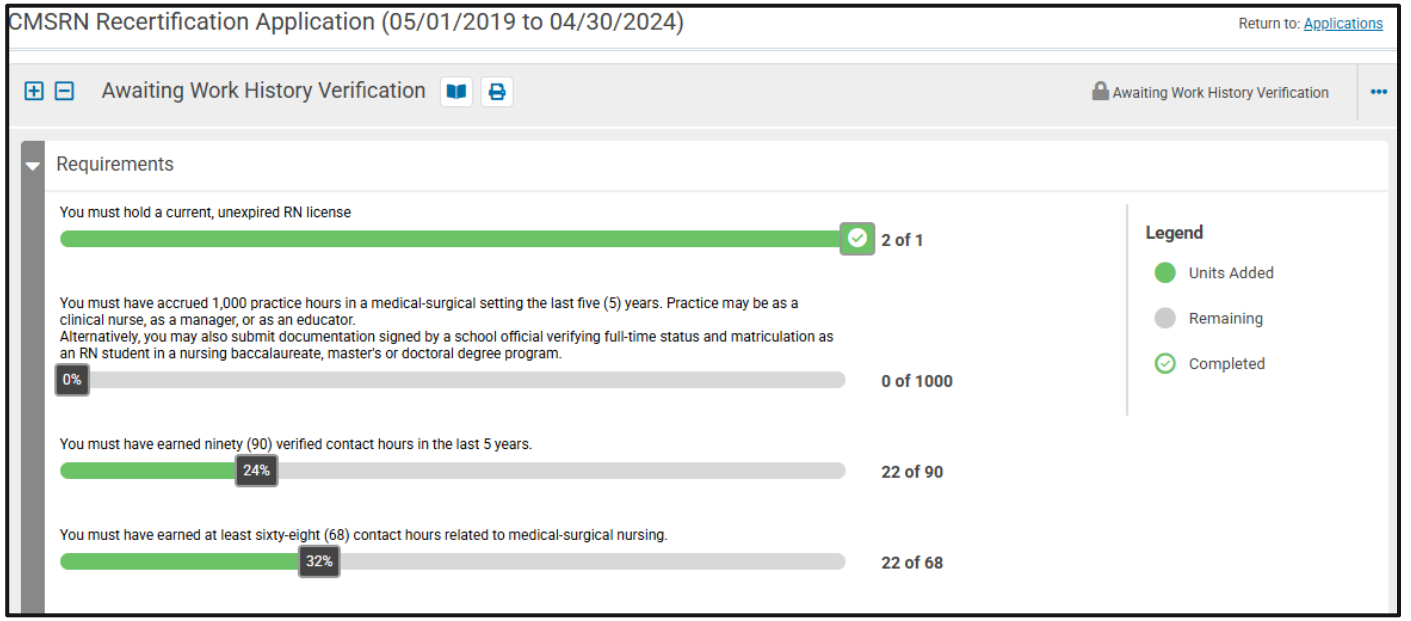


Selected for Audit?

- 10% of applications are randomly selected for audit.

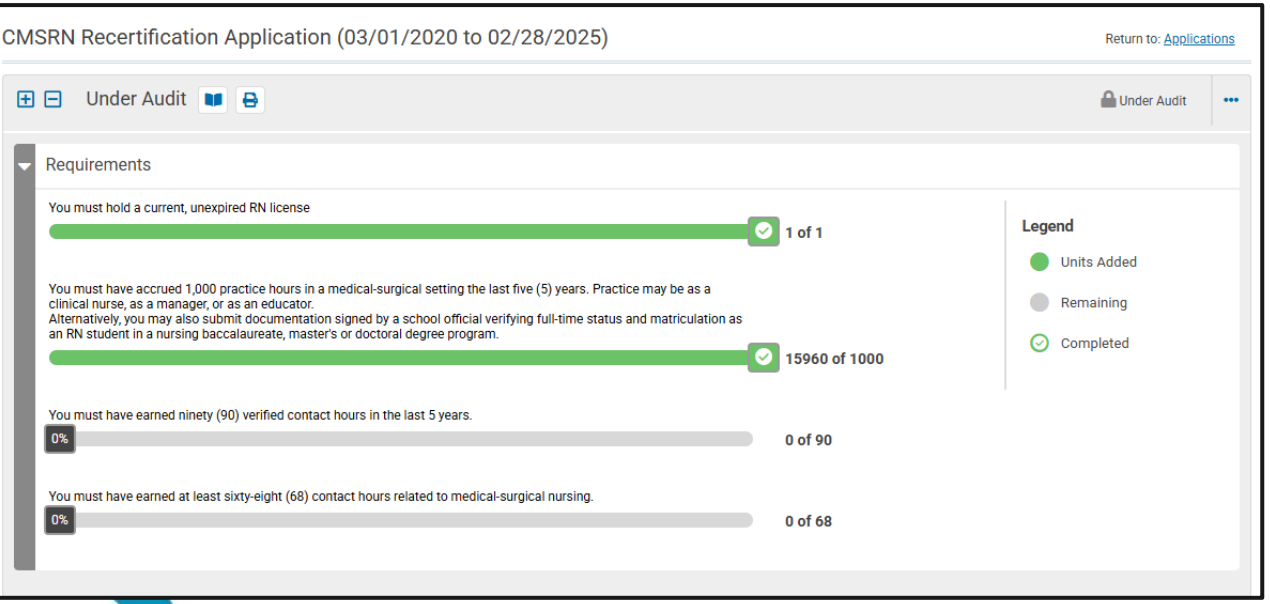
- After being selected, your supervisor listed in your work history should have received an automated email asking to verify your work experience

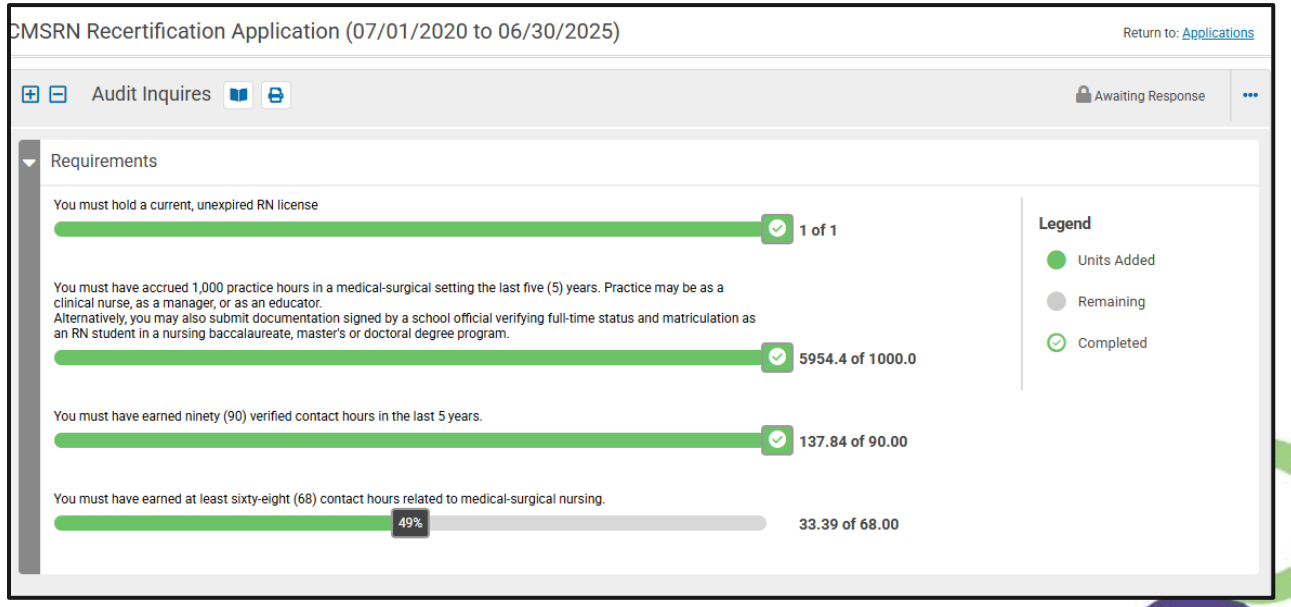
- They will need to complete the emailed questions for your work verification to be complete
  - If they have not received the email, please contact us at msncb@msncb.org and we can send you and your supervisor the questions that need to be answered!



Audit Process

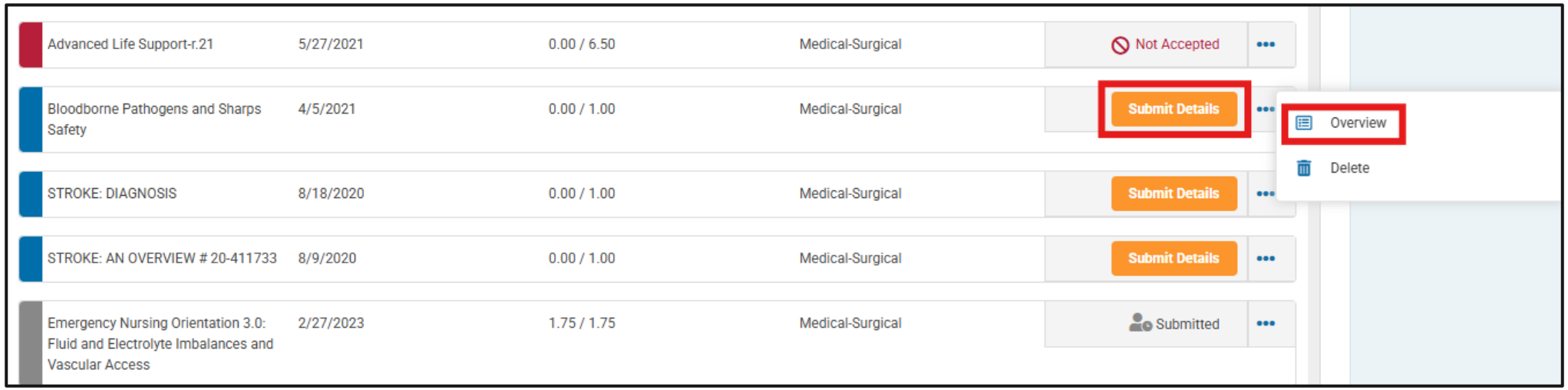
- **Work History Verification** is the initial step in the audit process
  - Once it has been verified, your audit will begin
  - The CEUs marked as “Not Completed” are only turned off in preparation for the audit by the auditor
- If the auditor has any inquiries, you will need to respond in order to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





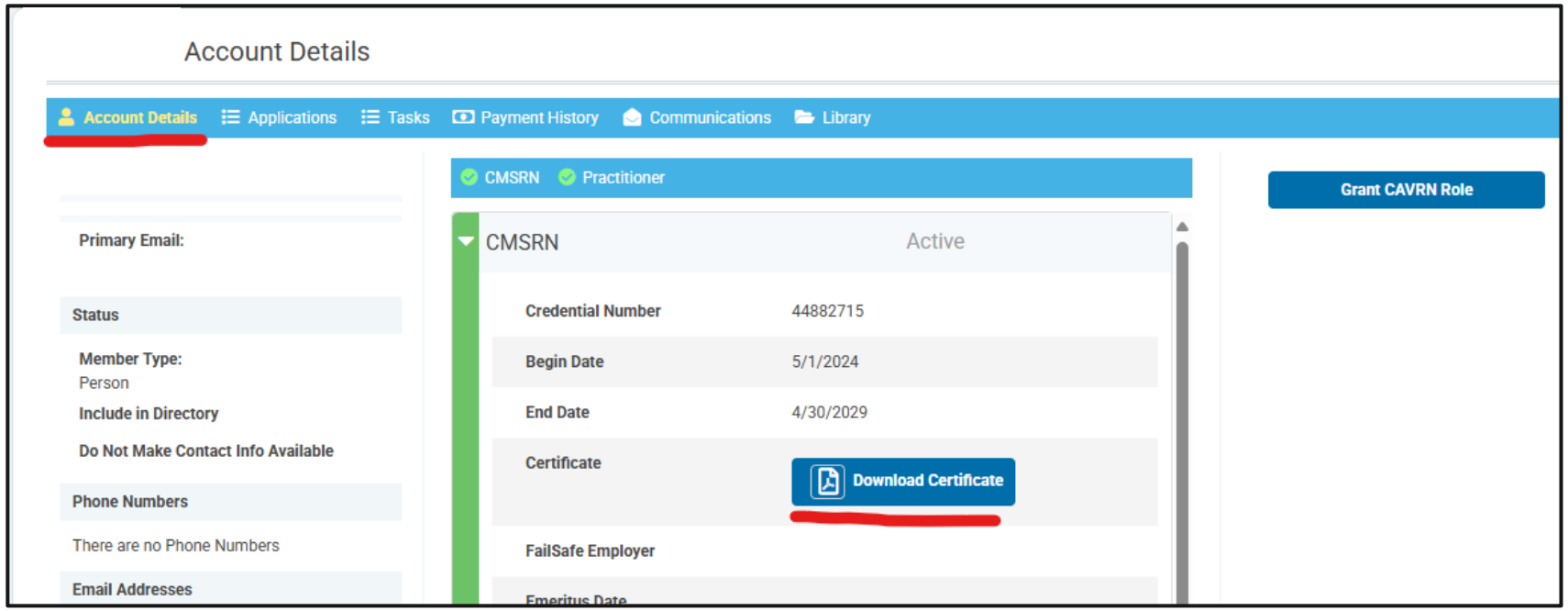
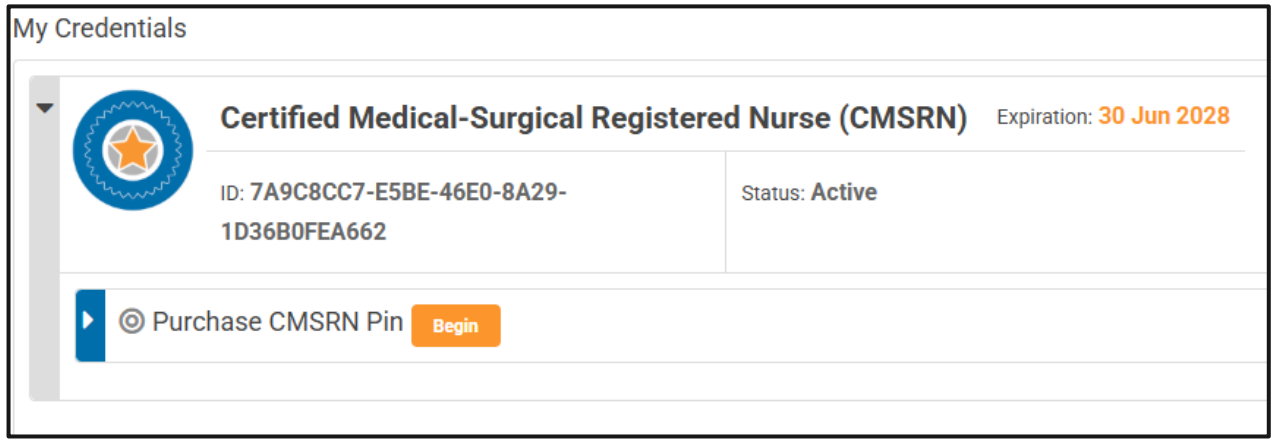
Audit Inquiries

- 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



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 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.