

[Apply for Recertification](#) ^[1]


Are you ready to apply to recertify your Certified in Care Coordination and Transition Management (CCCTM) credential? There are two options to recertify – by continuing education or by exam. [®]

If you are still in the planning stages for recertification, we have some tips and suggestions to help you along. MSNBC recommends you begin planning soon after certification. [Learn more](#) ^[2].

When you choose to recertify by continuing education, you will find the CCCTM Tracker is your online resource for planning, tracking, and applying for recertification.

If you haven't become familiar with the Tracker, we recommend you [log in](#) ^[3] and take a look around. It's a simple tool that packs a lot of convenience.

CCCTM Recertification Guide

Download this [handy guide](#)  ^[4] for all you need to know about CCCTM recertification.

Recertification Application Deadlines

You are able to apply for CCCTM recertification starting one year prior to and up to one year after your current certification expiration date. After this period, certification through MSNBC can be obtained by taking the CCCTM exam.

Allow up to 10 business days for self-reported contact hours (CHs) to be reviewed and verified. After all required CHs are verified, submit your application at least 30 days prior to your expiration date to avoid a late fee. This policy enables a continuous period of certification by allowing sufficient time for application processing.

**Applications submitted after the application deadline will be assessed a \$75 late fee in addition to the application fee.*

If recertifying by exam, you must pass the CCCTM exam by your certification expiration date in order to avoid a gap in certification.

This is the most popular option. To apply, make sure you have enough contact hours and practice hours. Confirm that your 90 contact hours are entered and verified in the CCCTM Tracker. [Read more on contact hours](#)

[5]

Eligibility Criteria



you:

You are eligible if

- Hold a current CCCTM **and**
- Hold an unencumbered and current RN license **and**
- Have accrued 1,000 practice hours in a care coordination and transition management setting in the last 5 years **and**
- Have earned 90 contact hours in the last 5 years

[Read more on eligibility requirements](#) [6]

Application

You can apply online using [CCCTM Tracker](#) [7].

Before applying, be sure you have:

- Met all of the eligibility requirements
- Entered all of the required 90 contact hours in your Tracker

- Confirmed that all required contact hours have been verified by MSNCB
MSNCB staff manually reviews self-reported contact hours so allow up to 10 business days after entry for your account to be updated.
- Provided the requested employment information

When your 90 contact hours have been entered and verified, you've entered the required employment information, and you are within the application time frame, the online application can be accessed from your Tracker.

Review My Status and ^[6]Apply for Recertification

Approval

Approximately 4 weeks after your application is reviewed and approved, you will receive your new certificate and lapel pin by mail. Your wallet card will be obtainable through your [CCCTM tracker](#) ^[3].

Medical-Surgical Nursing Certification Board (MSNCB)

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Quick Links

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Affiliate Organizations

- [Academy of Medical-Surgical Nurses \(AMSN\)](#)
- [American Academy of Ambulatory Care Nursing \(AAACN\)](#)

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- [4] https://msncb.org/files/ccctm_recertguide.pdf
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