
CONTINUING EDUCATION CONTACT HOURS

Ninety (90) contact hours (CHs) are required for recertification by continuing education. Of these, at least 68 CHs must be care coordination and/or transition management specific.

Care Coordination and/or Transition Management Contact Hours:

These hours include content related to direct patient care in a care coordination and/or transition management setting. If the content of the activity is included in the CCCTM exam blueprint, then the contact hours will be considered care coordination and/or transition management. A minimum of 68 contact hours in this category is required; however, it is permissible to have all 90 care coordination and/or transition management contact hours with no professional development.

Professional Development and Other Health Related Contact Hours:

Professional development and health related topic contact hours are defined as: Contact hours include the broad area of health care, general nursing, and professional development. Examples include leadership, delegation, documentation, or compassion fatigue. A maximum of 22 contact hours in this category is permitted.

Contact Hours Awarded:

Contact hours will be given according to the number awarded. Contact hours earned from January 1 of the first year of initial certification may be submitted for initial recertification. For all following certifications, contact hours within the current certification period may be submitted.

CONTACT HOUR REPORTING

Here are some helpful tips and reminders for earning and reporting contact hours.

- Earn your contact hours continuously throughout your five-year certification period.
- Enter the contact hours in your CCCTM Tracker as you earn them.
- Self-reported contact hours are manually verified. Allow up to 10 business days for your Tracker to be updated.
- **Your application deadline date is 30 days prior to your certification expiration date.**
Applications submitted after the application deadline will incur a \$75 late fee in addition to the application fee.

When reporting preceptor/mentor hours, you must submit the Preceptor/Mentor Verification Form found on the MSNCB website for the hours to be considered.

If reporting academic courses, you must submit a copy of your unofficial transcript before your contact hours will be verified.

You may mail, fax, or email these forms to the National Office.

Do not send certificates with your renewal. Copies of certificates are required only if audited.

ACCEPTABLE CONTACT HOUR ACTIVITIES

Continuing Nursing Education (CNE) Activities

1. Continuing Nursing Education (CNE) Activities

CNE contact hour activities provide a contact hour certificate. Activities include journal articles, courses, workshops, and independent study.

- Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content.
 - Education programs must be presented by an individual, state, or national organization accredited as a provider of continuing nursing education.
 - ACLS course work is accepted.
 - BLS course work **is not** accepted, as it is typically required for registered nurses.
 - Contact hours earned at an education convention or seminar with multiple sessions may be listed as a total amount for the entire convention or seminar. MSNCB reserves the right to request additional information on convention or seminar content or objectives.
 - Continuing Medical Education (CME) credits are acceptable when the content is also applicable to CCTM nursing. If audited, course outline and/or objectives must be submitted.
 - One CME = 1 CH, with a maximum of 45 CH per recertification period.
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ACCEPTABLE CONTACT HOUR ACTIVITIES

non-Continuing Nursing Education (non-CNE) Activities

2. Preceptorship/Mentoring

Preceptors/Mentors must provide clinical supervision to baccalaureate, masters or doctoral degree students and/or newly hired nurses.

- Contact hours in this category may be counted toward CCTM practice.
- The Preceptor/Mentor Verification form, found at msnbc.org, must be completed and submitted for the contact hours to be included.
- 30 hours as a CCTM focused preceptor/mentor = 5 CH, with a maximum of 20 CH per recertification period.

3. Academic Courses

A registered nurse enrolled in an accredited baccalaureate, masters, or doctoral degree program may receive CH credit for academic course work related to nursing.

- Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content.
- General education courses may not be used.
- A copy of a transcript must be submitted for the contact hours to be considered. In the event of an audit, an official transcript must be provided.
- One academic hour = 15 CH, with a maximum of 75 CH allowed per recertification period

4. Presentations

This category includes the preparation and presentation of content for academic courses and CNE programs.

- Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content.
- Presentations must be awarded academic credit or contact hours. Contact hours must be awarded by an accredited or approved provider of continuing nursing education.
- Each course applies one time only in the recertification period regardless of how many times the course is taught.
- One hour of presentation = 3 CH, with a maximum of 45 CH per recertification period.
 - E.g. a college level CCTM course of 12 one-hour class sessions is presented during a semester for a 3-credit course. The educator may claim 36 CH. (12 X 3 = 36 CH)
 - E.g. an RN presents a 2-hour CNE class one time only within the healthcare system. The RN may claim 6 CH (2 x 3 = 6 CH)

5. Professional Publications

The format must be a manuscript, research paper, book, or book chapter and must be published by a recognized publisher or professional journal.

- Contact hours in this category may be counted toward CCTM practice or professional development, depending on the content
- A maximum of 25 CH per recertification period is allowed for this category.
 - Authors, co-authors or editors of a book earn 25 CH.
 - Authors or co-authors of a book chapter earn 10 CH.
 - Authors or co-authors of a published article earn 5 CH.
- If audited, the following materials must be submitted for consideration: title of publication; name of publication; if book chapter or article; publisher; date; objectives; and bibliography.

6. Conference Poster Presentations

The poster must be relevant to CCTM nursing practice, and presented at a regional or national meeting.

- Contact hours in this category may be counted toward CCTM practice or professional development, depending on content.
- If audited, proof of poster development and presentation must be provided (e.g., meeting syllabus).
- Each poster will be counted only once during the recertification period, regardless of how many times the poster is presented.
- One poster = 5 CH, with a maximum of 20 CH per recertification period.

7. Multimedia Program Development

This category includes the development of program content and script for electronic media.

- Contact hours in this category may be counted toward CCTM practice or professional development, depending on content.
- The program must be awarded contact hours.
- The production of one 60-minute program = 5 CH, with a maximum of 20 CH per recertification period.
- If audited, the following materials must be submitted for consideration: media type; objectives; script or program outline; and bibliography.

8. Research and Evidence-Based Practice Projects

This category includes research projects that have been approved by the Investigational Review Board (IRB) in your facility in which you are clearly identified as being one of the primary investigators.

This category also includes evidence-based practice projects that have been given exempt status by the IRB or have been implemented in your facility and are reflected in its policies, procedures or clinical guidelines. You must be clearly identified as being one of the primary champions in the development, implementation and evaluation of the project.

- Contact hours in this category may be counted toward CCTM practice or professional development.
- A copy of the research proposal submitted to your facility's IRB or the evidence-based practice project must be included.
- One research project = 30 CH, with a maximum of 30 CH per recertification period.
- One evidence-based practice project = 15 CH, with a maximum of 15 CH per certification period.

9. Member of a National Nursing Organization Board or National Committee Chair

- Contact hours in this category may be counted toward professional development.
- One hour of participation = 1 CH, with a maximum of 5 CH per recertification period.

10. Test Development/Item Writing for MSNCB

Members of the CCCTM Test Development Committee/Item Writer Committee may count their volunteer time.

- Contact hours in this category may be counted toward CCTM practice.
- One volunteered weekend session = 5 CH, with a maximum of 20 CH per recertification period.

11. CCCTM Recertification Committee

Members of the CCCTM Recertification Committee may count their volunteer time when recertifying.

- Contact hours in this category may be counted toward professional development.
- 2 CH/year with a maximum of 10 CH per recertification period.