



# CERTIFICATION RENEWAL REQUIREMENTS



EFFECTIVE DATE: January 1, 2022

## ABOUT THIS HANDBOOK

The ANCC Certification Renewal Handbook provides important information on certification renewal policies, requirements to renew your certification, and the requirements to reactivate a lapsed or expired certification.

You can submit your certification renewal application as early as one year prior to your certification expiration date.

Visit [www.nursingworld.org/ancc](http://www.nursingworld.org/ancc) and review the Frequently Asked Questions which provides information on the most common questions regarding renewing an ANCC certification.

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## PURPOSE OF CERTIFICATION RENEWAL

Healthcare technology, strategies, and research can change professional practice and healthcare and can impact public safety. Due to these changes, ANCC's Commission on Board Certification (COC) established a policy for a five (5) year period for certification. Renewing certification every five (5) years provides evidence to the public that the certified individual is meeting requirements for continued competence in their certification role and population by updating their knowledge and showing commitment to lifelong learning. Certification can be renewed through various professional development and practice activities. Certification renewal may permit you to seek continued licensure, reimbursement of services, and potential employer recognition.

All certification related materials listed on the website are reviewed on an annual basis for compliance with the Certification Non-Discrimination Policy, found at <https://www.nursingworld.org/certification/certification-policies/non-discrimination/>. Certification renewal is required for you to continue to use your ANCC credentials. If you do not renew your ANCC certification, you are prohibited from using the ANCC credential and must immediately cease using the ANCC credential after the certification has expired. Important information about the use of ANCC Certification Credentials is available at this URL <https://www.nursingworld.org/certification/certification-policies/certification-credentials/>

### Certification Renewal Policies

- A. Certification, initial or renewal, is valid for a period of 5 years.
- B. Certification must be renewed before it lapses.
  - 1. Certificants are required to know when their certification expires and are solely responsible for timely completion of the application and all requirements for renewal.
  - 2. Failure to receive a notice or reminder of expiration does not excuse failure to renew on time.
- C. Lapse of Certification
  - 1. A certification has lapsed when it is not renewed on or before the certification expiration date.
  - 2. Individuals with a lapsed certification are prohibited from displaying the certification credentials, holding themselves out as ANCC certified or otherwise representing themselves as ANCC-certified.

The ANCC Commission on Board Certification (COC) has established a policy on reactivation of a lapsed certification.

- 1. An individual whose certification has lapsed and is within two (2) years from the date on which the certification expired, may reactivate the certification by completing the renewal requirements in effect at the time you submit an application, and pay all required fees.
- 2. An individual whose certification has lapsed more than two (2) years from the date on which it expired, and the same test is available, may reactivate the certification by submitting an application for reactivation, completing the mandatory 75 continuing education hours, retesting, and passing the certification examination in the same role and population or specialty as the lapsed certification, and paying all required fees.
- 3. An individual who holds a retired certification, e.g., the same test is no longer available, and the certification has lapsed for more than 2 years from the date in which it expired, cannot reactivate the certification.
- 4. For hardships caused by unforeseen medical conditions or natural disaster, the COC may consider brief extensions, if requested prior to the lapse and supported by sufficient and applicable documentation. All requests will be subject to review and approval.

### Renewal Only Certifications

Certifications with a retired examination or portfolio assessment are identified with the words “*Renewal Only*” on the website. If you hold a certification designated as “Renewal Only”, you cannot renew or reactivate the certification by testing. “*Renewal Only*” certifications that are 2 or more years past the expiration date cannot be reactivated.

### Incomplete applications

Only complete applications are professionally reviewed. A partial or incomplete application delays the professional review to determine approval to renew or reactivate your certification. This delay increases the gap in certification dates.

### Important information on late applications and backdating

Certification renewal applications received after the certification expiration date will have a renewal period beginning with the submission date and will result in a gap in your certification dates. ANCC cannot backdate a certification renewal to meet regulatory, reimbursement, or other requirements for practice or employment. You will need to check with your state licensing board, your employer, and the agency that reimburses your services to determine the impact of the lapsed certification on your ability to practice and reimburse.

### Name and Address Changes

You are responsible for notifying ANCC with any changes to your name or contact information. Failure to keep your information up-to-date may result in not receiving critical information about your certification. Update your contact information by one of the ways below.

**Online** <https://www.nursingworld.org> and select LOG IN from the top right corner of screen to access your Online Account.

**Email** [customerservice@ana.org](mailto:customerservice@ana.org)

*Legal name changes must be sent in writing with a copy of the marriage certificate, divorce decree, or court-approved legal name change document:*

**Mail** ANCC Certification, ATTN: Name Change, 8515 Georgia Avenue, Suite 400, Silver Spring, MD 20910

### Maintaining your ANCC Certification Overview

- Visit the ANCC Web site on a regular basis to download the most current renewal requirements. Certification renewal criteria can change to reflect changes in practice or regulatory requirements. You are responsible for tracking your renewal date, keeping your contact information current, and submitting renewal application in a timely manner. Failure to maintain current contact information with ANCC will result in missing critical updates regarding your certification.
- A current and active RN or APRN license is required to maintain your certification. If your license is placed on probation, suspended, revoked, surrendered, or becomes inactive, you must notify ANCC immediately and provide the board of nursing documentation. Remember, failure to notify ANCC of a change in the status of your RN or APRN license may jeopardize your ANCC certification.
- Create a plan to complete the professional development activities during your 5-year certification period.
- As you complete your professional development activities, enter the information into your Online Account.
- Clinical practice or work hours are not required to maintain your certification but can serve as one of the renewal categories.

## CERTIFICATION RENEWAL ELIGIBILITY OPTIONS

**Certification renewal eligibility when your certification credential is CURRENT. All requirements must be met within the current 5 year certification period.**

- > Hold a current, active RN license in a state or territory of the United States or the professional legally recognized equivalent in another country.
- > For National Healthcare Disaster certificants, hold the same license, registration, certificate, or degree used for initial test eligibility.
- > Hold a current ANCC board certification
- > Complete the Mandatory 75 CH as described on page 9. All certificants renewing a CNS or NP certification are required to complete 25 hours of pharmacology as a portion of the mandatory 75 CH.
- > Complete at least one (1) of the eight certification renewal categories in its entirety (see pages 7-8 for additional information regarding the renewal categories)
- > Pay the renewal fee.

**Certification renewal eligibility when your certification credential has been EXPIRED for less than 2 years, also called REACTIVATION. All requirements must be met within the five (5) years preceding the date you submit the application.**

- > Hold a current, active RN license in a state or territory of the United States or the professional legally recognized equivalent in another country.
- > For National Healthcare Disaster certificants, hold the same license, registration, certificate, or degree used for initial test eligibility.
- > Have an ANCC board certification expired for less than two (2) years.
- > Complete the Mandatory 75 CH as described on page 9. All certificants renewing a CNS or NP certification are required to complete 25 hours of pharmacology as a portion of the mandatory 75 CH.
- > Complete at least one (1) of the eight certification renewal categories in its entirety (see pages 9-15 for additional information regarding the renewal categories)
- > Pay the renewal fee and the additional reactivation fee of \$125.

**Certification renewal eligibility when your certification credential has been expired for more than 2 years, also called reactivation. This does not apply to certifications listed as “Renewal Only” or the test is retired.**

- > Hold a current, active RN license in a state or territory of the United States or the professional legally recognized equivalent in another country.
- > For National Healthcare Disaster certificants, continue to hold the same license, registration, certificate, or degree used for initial test eligibility.
- > Have an ANCC board certification expired for two (2) or more years.
- > Complete the Mandatory 75 CH as described on page xx. All certificants renewing a CNS or NP certification are required to complete 25 hours of pharmacology as a portion of the mandatory 75 CH.
- > Retest
- > Pay the renewal fee and the additional reactivation fee of \$125.

**Important note when a Retired or Renewal Only certification is expired for two or more years.** The ANCC Commission on Board Certification (COC) has established that a retired certification that has lapsed for more than 2 years cannot be renewed or reactivated. You can review this policy at [www.nursingworld.org/certification/certification-policies/reactivation-of-a-lapsed-certification/](http://www.nursingworld.org/certification/certification-policies/reactivation-of-a-lapsed-certification/).

A retired certification means the option to reactivate by examination or portfolio is unavailable. These certifications are identified as “Renewal Only” or described as retired. Visit [www.nursingworld.org/certification/certification-policies/certification-credentials/](http://www.nursingworld.org/certification/certification-policies/certification-credentials/) to determine if your certification has a “Renewal Only” designation.

## Certification Renewal Mandatory Continuing Education Requirement and Professional Development Categories

The professional development components of the certification renewal eligibility are composed of the Mandatory 75 continuing education hours **PLUS** at least one of the eight Professional Development Categories.

### Mandatory Continuing Education:

To renew an ANCC certification, all certification renewal candidates are required to complete 75 contact hours (CH) in the certification held. All APRNs renewing their CNS or NP certification are required to complete 25 CH of pharmacology, as a portion of the mandatory 75 CH that is related to the CNS or NP certification held.

### Renewal Categories:

The eight ANCC certification professional development categories with a brief description of each category are provided in the table on this page. You are responsible for reading the detailed requirements to each renewal category including the documentation and audit sections, found on pages 9 - 15.

Certification Professional Development Category	Brief Description
<b>1. Continuing Education Hours</b>	75 CH in the certification specialty. You may select this category, in addition to the Mandatory 75 Continuing Education (CH). See detailed description on page 9.
<b>2. Academic Credits</b>	Five (5) semester credits or six (6) quarter credits of academic courses in your certification specialty. See the detailed description on page 10
<b>3. Presentations</b>	One or more presentations totaling five (5) clock hours in your certification specialty. See the detailed description on page 10.
<b>4. Evidence-Based Practice (EBP), Quality Improvement Project (QI), Publication, or Research</b>	
<b>EBP/QI Project</b>	EBP/QI Project: One completed EBP/QI project that demonstrates the use of a problem solving approach.

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Certification Professional Development Category	Brief Description
<b>Publication</b>	One article published in a peer-reviewed journal or book chapter; five (5) different articles published in a non-peer-reviewed journal; primary author of content related to your certification specialty
<b>Research</b>	<p>An Institutional Review Board (IRB) research project or a completed dissertation or thesis, or doctoral project related to your certification specialty.</p> <p>See the detailed description on pages 11-13</p>
<b>5.Preceptor Hours</b>	<p>A minimum of 120 hours as a preceptor for students in an academic program related to your RN or APRN specialty; or provide clinical supervision to clinicians in a formal fellowship, residency, or internship program related to your RN or APRN specialty. See the detailed description on page 14 and link to the Preceptor Documentation Form: <a href="http://www.nursingworld.org/~4ad879/globalassets/certification/preceptorship-documentation-form.pdf">www.nursingworld.org/~4ad879/globalassets/certification/preceptorship-documentation-form.pdf</a>.</p>
<b>6.Professional Service</b>	<p>Two or more consecutive years of volunteer service during your certification period with an international, national, state, or local healthcare-related organization; accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, task forces, and medical missions. See the detailed description on page 14.</p>
<b>7.Practice Hours</b>	<p>A minimum of 1,000 practice hours in your certification specialty, completed within the five years preceding the date on your renewal application submission. Practice hours are not required to renew your certification. See the detailed description on page 15.</p>
<b>8.Test or Portfolio</b>	<p>Sit for and pass the current test. This option is not available for certifications list as “<i>Renewal Only</i>”. See the detailed description on page 15.</p>



## RENEWAL CATEGORIES

### CATEGORY 1: Continuing Education Hours

1. All 75 CH must be directly related to the full scope of your certification role and specialty.
2. At least 60 of the 75 CH must be formally approved continuing education hours. 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 CNE.
  - b. Continuing medical education (CME) approved for AMA PRA Category 1 Credits™
  - c. Continuing education hours approve through the “Joint Accreditation for Interprofessional Continuing Education. Visit [www.jointaccreditation.org/accredited-providers?page=8](http://www.jointaccreditation.org/accredited-providers?page=8) for a list of accredited providers
3. Other healthcare disciplines’ CH applicable to your certification specialty (e.g., dietitian, social work, emergency management, EMT, pharmacy, respiratory therapy, physical therapist, occupational therapist, physician assistants) are acceptable.
4. Repeat courses are not accepted for certification renewal. You may claim credit for a specific course only once, even if you took that course multiple times during the past five years.
5. The hours achieved from academic coursework that are applicable to your certification specialty can be converted to contact hours. See Category 2 for accepted academic coursework.
6. As needed, you can use these formulas to convert continuing education credit or academic hours:

1 Contact Hour = 60 Minutes or 1 AMA PRA Category 1 Credit™	1 Academic Semester Credit = 15 Contact Hours
60 Minutes = 1 Contact Hour or 1 AMA PRA Category 1 Credit™	1 Academic Quarter Credit = 12.5 Contact Hours

**Documentation:** Use your “My Account” to complete the CH section of the Professional Development Record 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. **We will not accept certificates of completion in lieu of completing the Professional Development entries.**

**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 certification. Please maintain supporting documentation for the entire five-year certification cycle.

## CATEGORY 2: Academic Credits

1. Complete five (5) semester credits or six (6) quarter credits of academic courses applicable to your area of certification.
2. If you do not have at least five (5) semester credits or six (6) quarter credits, you may convert those credits to contact hours and report them under Category 1 Continuing Education Hours.  
1 Semester Credit = 15 Contact Hours                      1 Quarter Credit = 12.5 Contact Hours
3. Repeat courses are not accepted for certification renewal. You may claim credit for a specific course only once, even if you took that course multiple times during the past five years.
4. Academic credit received for a thesis or dissertation related to your certification specialty is acceptable. (If you use your thesis or dissertation credits to meet Category 2, then you cannot use the same thesis or dissertation credits to meet Category 4.)

**Documentation:** Use your “My Account” to complete the academic course section of the Professional Development Record 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. These are not acceptable and will delay the evaluation of your application for certification renewal.**

**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 certification. Please maintain supporting documentation for the entire five (5) -year certification cycle.

## CATEGORY 3: Presentations

Complete one or more presentations totaling five (5) clock hours in the certification specialty. The presentation may not be repeated. You must fulfill these additional criteria:

1. You were the primary presenter of a first-time presentation.
2. The presentations were delivered in a structured teaching/learning framework to nurses, other healthcare providers, or the public as part of conferences, grand rounds, in-services, seminars, Internet-based or other e- learning formats, teleconferences, patient/family teaching, or public education. Do not submit the following types of presentations, as they are not accepted toward your certification renewal: repeat presentations of the same material or modifications of the same material, presentations or lectures that were a required part of your job, or presentations for which you served as a panel moderator.

**Documentation:** Use your “My Account” to complete the presentation section of the Professional Development Record.

**Audit:** If your certification 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 presented the topic (e.g., a thank-you letter on official letterhead). Please maintain supporting documentation for the entire five-year certification cycle.

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## CATEGORY 4: Evidence-Based Practice or Quality Improvement Project, Publication, or Research

### EVIDENCE-BASED PRACTICE OR QUALITY IMPROVEMENT PROJECT

Complete one evidence-based practice (EBP) project or quality improvement (QI) project that demonstrates the use of a problem-solving approach using the best evidence to answer a defined question related to your certification.

The project must be started and completed during the time frame of the certification renewal period.

**Documentation:** Use your “My Account” to complete the EBP/QI section of the Professional Development Record.

**Audit:** If your certification record is audited, you will be required to submit supporting documents showing:

- Title of the project;
- Identification of the question;
- Review and critique of the current evidence, research, or data;
- Evaluation of the current practice/problem;
- Identification interventions and strategies to implement the changes;
- Evaluation of the effectiveness of the translation/transfer of the evidence and/or intervention into practice;
- Your role in the project; and
- Contact information and signature of the responsible project leader verifying your role on the team or the project.

### PUBLICATION

1. Publish one article in a peer-reviewed journal or a book chapter related to your certification specialty. You must be the author, co-author, editor, co-editor, or reviewer.

**Documentation:** Use your “My Account” to complete the publication section of the Professional Development Record.

**Audit:** If your certification record is audited, you will be required to submit supporting documents, including:

- 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 were the editor, then a copy of the page from the journal identifying you as the editor or a letter from the publisher stating you were the editor; and
- If you were the peer reviewer, then a letter from the publisher stating you reviewed the article and the date this occurred.

### OR

2. Publish five different articles related to your certification specialty in a non-peer-reviewed journal and/or newsletter.

**Documentation:** Use your “My Account” to complete the publication section of the Professional Development Record.

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

- Detailed outline of the content;
- Copies of the e-learning journal or newsletter articles that clearly state you were the primary author; and
- Letters from the publishers stating that you were the primary author.

**OR**

3. Serve as the primary author of content related to your certification specialty utilized in e-learning and/or other media presentations.

**Documentation:** Use your “My Account” to complete the publication section of the Professional Development Record.

**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 document that clearly states you were the primary author; and
- Letter from the publisher stating you were the primary author.

**OR**

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

**Documentation:** Use your “My Account” to complete the publication section of the Professional Development Record.

**Audit:** If your certification 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. These publications are generally not accepted: publication(s) that is a component of your job (e.g., patient education materials, course syllabi), letter(s) to the editor, or publication(s) “in press”.

## RESEARCH

1. Complete an IRB research project related to your certification specialty, during your five-year certification period, for which you are clearly identified as one of the primary researchers, although research is not a primary component of your employment responsibilities.

**Documentation:** Use your “My Account” to complete the research section of the Professional Development Record.

**Audit:** If your certification 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 of no more than 250 words describing the research study and findings and the period when the research was conducted.

**OR**

2. Complete a dissertation, thesis, or graduate-level scholarly project (e.g., DNP project) related to your certification specialty.

**Documentation:** Use your “My Account” to complete the research section of the Professional Development Record.

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**Audit:** If your certification 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 that are used to meet Category 4 requirements cannot be used to meet the requirements of professional development Categories 1 or 2.

**OR**

3. Serve as a content reviewer on an IRB, dissertation, thesis, or scholarly project (e.g., DNP project) that is not a component of your employment duties.

**Documentation:** Use your “My Account” to complete the research section of the Professional Development Record.

**Audit:** If your certification 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., a letter on official letterhead).

**OR**

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

**Documentation:** Use your “My Account” to complete the research section of the Professional Development Record.

**Audit:** If your certification 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., a letter on official letterhead).

## CATEGORY 5: Preceptor Hours

Complete a minimum of 120 hours as a preceptor in which you provided direct clinical supervision/teaching to students in an academic program that is related to your certification specialty,

### OR

Provide a minimum of 120 hours of clinical supervision related to your certification specialty in a formal fellowship, residency, or internship program at the same practice level or higher.

For either option above, the following rules apply:

- Clinical nurse specialists and nurse practitioners must precept APRN, medical, physician assistant, or pharmacy students in an academic program related to your certification population.
- Orientation preceptor hours are not accepted.
- Preceptor hours cannot be counted toward your certification practice hour requirement.
- Faculty may not utilize this category for clinical supervision of students in their educational program.

**Documentation:** Use your “My Account” to complete the preceptor section of the Professional Development Record..

**Audit:** If your certification record is audited, you must submit a completed Preceptorship Documentation Form , found at the following link: <https://www.nursingworld.org/~4ad879/globalassets/certification/preceptorship-documentation-form.pdf> showing the hours, objectives, outcomes, and location of the preceptorship, signed by the institution responsible for the person being precepted.

## CATEGORY 6: Professional Service

Complete two or more consecutive years of volunteer service during your certification period with an international, national, state, or local healthcare-related organization in which your certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, task forces, and medical missions.

**Documentation:** Use your “My Account” to complete the professional service section of the Professional Development Record..

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

## CATEGORY 7: Practice Hours

Practice or work hours are an option to renew your certification, **but are not required**. If you chose to use practice or work hours, the practice or work hours must meet the requirements listed below.

- Practice hours must be completed within the five years preceding the date on your renewal application submission.
- A minimum of 1,000 practice hours in your certification specialty is required and can be completed either through employment or as a volunteer.
- CNSs and NPs must complete practice hours in their certification role and population at the advanced level.
- Faculty can use hours of direct clinical supervision of students for clinical practice. The direct clinical supervision must be in the certification role and population. CNS and NP faculty must have direct supervision of APRN students.
- Hours accumulated as a family caregiver are not accepted.


**Documentation:** Complete the Renewal Category Section of the online application.

**Audit:** Submit a letter from your immediate supervisor, on organizational letterhead, stating that you have practiced a minimum of 1,000 practice hours in your certification role and specialty over your five-year certification period. You may submit multiple letters if you have changed jobs. If you are self-employed, please submit a statement attesting that you have practiced a minimum of 1,000 practice hours in your role and specialty over your five-year certification period. This statement must be notarized prior to submission.

## CATEGORY 8: Assessment (Examination/Portfolio Resubmission)

Retake and pass the same examination as your certification. If your certification examination is retired or your certification is listed as “Renewal Only”, then testing is unavailable as a category to renew or reactivate your certification.

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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 health care organizations that promote nursing excellence and quality patient outcomes while providing safe, positive work environments. In addition, ANCC accredits health care organizations that provide and approve continuing nursing education.



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ANCC is the only nurse credentialing organization to successfully achieve ISO 9001:2015 certification in the design, development, and delivery of global credentialing services and support products for nurses and health care organizations.

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