



Recertification Handbook

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CRRN Recertification at a Glance

Maintaining Your CRRN Certification

Use this page as a quick reference. Complete details are provided throughout this handbook.

Eligibility Requirements

- ✓ Current, unrestricted U.S. RN license
- ✓ 1,000 hours of rehabilitation nursing practice
- ✓ 60 qualifying points of credit

Ways to Earn Points

Category	Max Points
Continuing Education	60
Presentations	12
Academic Coursework	48
Professional Publications	36
Community Service	10
Minimum required: 60 points. Points may be earned through one of more categories.	

Before You Apply

- ✓ Earned all required points of credit
- ✓ Verified activities meet recertification requirements
- ✓ Identified two professional references

Application Timeline

Milestone	When
Begin earning points	Throughout 5-year cycle
Application opens	6 months before expiration
Standard application deadline	90 days before expiration
Extension option	Through expiration date *

- Additional fees apply.

If You're Selected for Audit

Documentation is not required with your application.

If selected for audit, you must provide documentation supporting all claimed activities. Retain all records until your application has been approved.

Questions?

RNCB

800.229.7530

cert@rehabnurse.org

<https://rehabnurse.org/crrn-certification/crrn-certification>

Important Notice

Policies, procedures, fees and deadlines described in this handbook are subject to change. Before applying for recertification, verify that you are using the most current version of this handbook.

About This Handbook

This handbook explains how to maintain your Certified Rehabilitation Registered Nurse (CRRN) credential through recertification by points of credit. It outlines eligibility requirements, qualifying professional development activities, application procedures, fees, deadlines, audit requirements and recertification policies.

Please review this handbook carefully before applying. If you have questions, contact the Rehabilitation Nursing Certification Board (RNCB).

Eligibility Requirements

To be eligible to recertify by points of credit, you must:

- Hold a current, unrestricted U.S., U.S. Territories, or Canadian RN license.
- Complete 1,000 hours of rehabilitation nursing practice during your five-year cycle.
- Earn a minimum of 60 qualifying points of credit within your five-year certification cycle. Points must be earned before submitting your recertification application.

Rehabilitation Nursing Practice

Rehabilitation nursing is practiced in a variety of healthcare settings and professional roles. If your work involves helping individuals with physical disabilities or chronic illnesses restore, maintain, or achieve their highest possible level of health and function, your practice is likely to qualify as rehabilitation nursing.

Ask yourself:

Do I work with individuals who have physical disabilities or chronic illnesses to restore, maintain, or promote optimal health and function?

If the answer is yes, your practice generally meets the definition of rehabilitation nursing.

Definition of Rehabilitation Nursing

Rehabilitation Nursing is a specialty practice within professional nursing that focuses on helping individuals with disabilities and chronic illnesses achieve and maintain optimal health, functional ability, independence, and quality of life.

Rehabilitation nurses provide evidence-based care, education, advocacy, and support across the continuum of care. They promote health, facilitate adaptation to illness or disability, maximize functional independence, and provide compassionate care that supports each individual's goals and quality of life.

Rehabilitation Nursing Content

Professional development activities used for recertification must relate to rehabilitation nursing practice. In general, if the content addresses the care, treatment, rehabilitation, or long-term management of individuals with physical disabilities or chronic illnesses, it is considered rehabilitation nursing content. Examples of rehabilitation nursing topics include:

Alternative therapies	Communication skills	Patient education
Alzheimer's disease	Diabetes	Physical assessment
Arthritis	Discharge planning	PPS
Asthma	Ethics	Research
Behavior management	HIV/AIDS	Spinal cord injury
Bowel & bladder care	Hospice/end of life issues	Sexuality
Brain injury	Life skills/community living	Sleep issues
Cancer	Multiple sclerosis	Stress management
Cardiovascular issues	Nutrition	Stroke
Case management	Orthopedics	Team skills
Cognitive issues	Osteoporosis	Values and beliefs
Cultural competency	Pain management	Wound care

Recertification Fees

A recertification fee is required to maintain CRRN certification. Applicants who are active members of the Association of Rehabilitation Nurses (ARN) at the time of application are eligible for the discounted member rate.

ARN membership is not required to obtain or maintain CRRN certification.
Current recertification fees are available on the RNCB website.

Refunds

If you withdraw your application or your application is denied, a refund may be issued less the applicable processing fee.

Applications selected for audit are not eligible for a refund.

Extension Fee

The extension fee applies if you:

- Submit your recertification application after the standard application deadline but before your certification expiration date.
- Request to claim points of credit earned after the standard deadline but before your certification expiration date.

Application Deadlines

Standard Deadline

Your application must be submitted no later than 90 days before your certification expiration date. All points of credit used for recertification must be earned by that deadline.

Extension Option

For an additional fee, you may submit your application after the standard deadline, up to and including your certification expiration date. Points of credit earned during this extension period may also be applied toward recertification.

Applying for Recertification

Applications for recertification by points of credit become available six months before your certification expiration date.

To apply:

- Sign in to the Certification Center through your ARN account.
- Complete the recertification application.
- Pay the required application fee.
- Submit your application before the applicable deadline.

Additional Information

- If you withdraw your application or your application is denied, your fee will be refunded less a \$75 processing fee.
- If your application is selected for audit or additional information is required during the review process, you will be notified by email.
- To ensure you receive important communications, RNCB recommends using a personal email address rather than an employer email address, as employer email systems may block or filter automated messages.

Verification of Rehabilitation Nursing Experience

Applicants for recertification must have completed 1,000 hours of rehabilitation nursing experience during their current five-year certification cycle. As part of the application process, applicants must provide contact information for two professional references who can verify their rehabilitation nursing experience.

One reference must be either:

- Your immediate supervisor, or
- A current CRRN certificant.

The second reference may be another healthcare professional familiar with your rehabilitation nursing practice, such as a nurse, therapist, physician, case manager, social worker.

References are contacted only if your application is selected for audit.

Alternative Verification Option

An alternative verification option is available for CRRNs who:

- Practice independently and do not have a supervisor or CRRN colleague available to serve as a reference, or
- Have gained qualifying rehabilitation nursing experience through the care of physically disabled or chronically ill family members in lieu of paid employment.

Additional information about the alternative verification option is available on the [CRRN Requirements page](#).

Application Review

Applications are reviewed on a rolling basis, generally once a week.

After review, applicants will receive an email notifying them of the application status. If additional information is required, the application is selected for audit or your application is denied, RNCB will provide instructions regarding the next steps by email.

Certification Inactive Status

Inactive status is available to CRRNs who experienced significant life events that temporarily prevent them from meeting recertification requirements. Inactive status provides additional time to complete recertification requirements while preserving eligibility for future reinstatement.

Requirements

To qualify for inactive status, you must:

- Have experience one or more qualifying life events during your current certification period, including:
 - Birth or adoption of a child
 - Leaving paid employment to care for a child or other dependent
 - Active military duty
 - Divorce
 - Serious illness of yourself or family member
 - Death of a family member
 - Loss of primary residence due to natural disaster (e.g. earthquake, hurricane, fire, catastrophic flood)

Important Information

Inactive status may be granted for a period of up to three years. An application fee applies. Inactive status does not extend the deadline to apply for recertification. Rather, it provides additional time to complete the requirements for recertification.

Individuals on inactive status may not use the CRRN credential or represent themselves as a Certified Rehabilitation Registered Nurse.

Returning to Active Certification

To return to active certification status, you must meet all current eligibility requirements, submit an application and pay the fees in effect at the time of application.

Certification Retired Status

Retired Status is available to CRRNs who have retired from rehabilitation nursing or from nursing practice and wish to maintain an ongoing association with the CRRN program.

Individuals approved for Retired Status may use the designation CRRN–Retired.

Requirements

To qualify for retired status, you must:

- Hold a current CRRN certification or apply within six months of certification expiration; and
- Meet one of the following:
 - Hold a current, unrestricted nursing license and no longer be employed in rehabilitation nursing; or
 - Be fully retired from nursing practice and have held a nursing license in good standing at the time of retirement.

Important Information

Retired status is not an active certification. Continuing education and rehabilitation nursing practice requirements do not apply.

Individuals approved for Retired Status may use the designation CRRN–Retired but may not represent themselves as a Certified Rehabilitation Registered Nurse (CRRN).

An application fee applies. Current fees are available on the RNCB website.

Returning to Practice

Individuals who return to employment in the nursing profession must discontinue use of the CRRN–Retired designation. To regain the CRRN credential, applicants must meet the eligibility requirements in effect at the time of application, submit the required application, pay the applicable fees, and successfully pass the CRRN examination.

Earning Points During Your Certification Cycle

You may earn points of credit at any time during your five-year certification cycle. Applications for recertification become available six months before your certification expiration date. All recertification requirements must be completed before submitting your application. Deadlines are strictly enforced.

Recertification Point Categories

Recertification points may be earned through one or more of the categories described below. A minimum of 60 qualifying points is required for recertification.

Continuing Education

Description

Continuing education activities are learning experiences designed to enhance professional nursing knowledge, skills, and competence. Examples include conferences, workshops, seminars, webinars, journal-based learning activities, and independent study programs that award contact hours.

One contact hour equals one recertification point. Certificants may earn all 60 required points through continuing education activities.

Requirements

To receive recertification points for continuing education:

- All activities must be related to rehabilitation nursing.
- At least two-thirds of the submitted contact hours must be approved for nursing contact hours by a qualifying national or state nursing organization.

Rehabilitation Nursing Content

Continuing education activities must be relevant to rehabilitation nursing practice. Refer to the Rehabilitation Nursing section of this guide for examples of rehabilitation-related topics.

Nursing Contact Hour Approval

Continuing education activities are considered nursing-approved if they meet one of the following criteria:

- The activity was provided by a national or state nursing organization.
- The activity was approved for nursing contact hours by a national or state nursing organization.
- The activity was provided by an organization accredited to award nursing contact hours.

Examples of qualifying organizations include:

- Association of Rehabilitation Nurses (ARN)
- American Nurses Association (ANA)
- American Nurses Credentialing Center (ANCC)
- American Association of Critical-Care Nurses (AACN)
- American Association of Neuroscience Nurses (AANN)
- Any state board of nursing
- Any state nursing association

This list is provided as an example and is not all-inclusive.

In most cases, the certificate of completion or program materials will identify the organization that provided or approved the activity.

If you present a session as part of a larger educational program, you may claim continuing education points only for the portions of the program that you attended but did not present.

Restrictions

The following activities are not eligible for recertification:

- Employer-required annual training, such as CPR, ACLS, fire safety, bloodborne pathogens, or mandatory compliance education.
- Repeating the same continuing education activity during the certification cycle.
- Claiming points for both presenting and attending the same educational session.

Record Retention and Audit

Applicants must complete all continuing education activities and earn the required points of credit before submitting a recertification application.

RNCB does not require supporting documentation at the time of application, However, applicants are responsible for maintaining documentation of all continuing education activities claimed for recertification and must provide that documentation if selected for audit.

Examples of acceptable documentation include:

- Certificates of completion
- Official transcripts
- Program agendas or brochures
- Other records that verify:
 - Your name
 - Title of the activity
 - Date completed
 - Number of contact hours awarded
 - Approval or accreditation information, when applicable

Presentations**Description**

Presentations include educational activities in which you provide rehabilitation nursing content to nurses or other healthcare professionals.

Requirements

To qualify for points of credit, the presentation must be part of a structured educational program that has been approved for nursing contact hours by a qualifying national or state nursing organization.

Presentation activities may include:

- Primary instructor or faculty presentations
- Guest lectures
- Panel presentations
- Poster presentations
- Paper presentations

Points of Credit

One point of credit is awarded for each contact hour (60 minutes) of presentation time. A maximum of 12 points may be claimed in the Presentations category during a certification cycle.

For presentations with multiple speakers or panelists, points may be claimed only for the portion of the presentation you personally delivered. Divide the number of minutes you presented by 60 to determine the number of points.

Restrictions

The following activities are not eligible for recertification points:

- Presenting the same program more than once during the certification cycle.

- Presentations that were not approved for nursing contact hours by a qualifying national or state nursing organization.

Record Retention and Audit

Applicants must complete all presentation activities and earn the associated points before submitting a recertification application.

RNCB does not require supporting documentation at the time of application. However, applicants are responsible for maintaining records that support all recertification activities claimed and must provide that documentation if selected for audit.

Examples of acceptable documentation include:

- Conference brochures or agendas
- Speaker listings
- Program materials
- Certificates
- Other records that verify:
 - Your role as a presenter
 - Program title
 - Presentation date
 - Length of the presentation or number of contact hours awarded
 - Nursing contact hour approval information

Academic Coursework

Description

Academic coursework includes undergraduate or graduate level courses completed through an accredited college or university that are related to rehabilitation nursing practice.

Each academic credit hour equals 4 points of credit. A maximum of 48 points may be claimed in the Academic Coursework category during a certification cycle.

Requirements

- Coursework must be related to rehabilitation nursing.
- Courses may be completed at either the undergraduate or graduate level.
- Courses must be completed during the cycle for which recertification is being requested.

Points of Credit

To calculate points, multiply the number of academic credit hours earned by 4. Example:
 3 credit hours x 4 = 12 points

Record Retention and Audit

Applicants must complete all coursework and earn the associated points before submitting a recertification application.

RNCB does not require supporting documentation at the time of application. However, applicants are responsible for maintaining records that support all recertification activities claimed and must provide that documentation if selected for audit.

Examples of acceptable documentation include:

- Transcripts
- Grade reports
- Course completion records
- Other documentation that verifies:
 - Name of the educational institution
 - Course title
 - Date completed
 - Academic credit hours awarded

Professional Publications

Description

Professional publications include original journal articles or book chapters related to rehabilitation nursing and written for healthcare professionals and have been published or accepted for publication.

You may earn 12 points of credit for each qualifying publication. A maximum of 36 points may be claimed in the Professional Publications category during a certification cycle.

Requirements

- The publication must be written for healthcare professionals.
- The publication must have been published or formally accepted for publication during the certification cycle for which recertification is being requested.

Points of Credit

Each original journal article or book chapter is worth 12 points of credit. A maximum of 36 points may be claimed in this category during a certification cycle.

Restrictions

The following publications are not eligible for recertification:

- Claiming points for both acceptance and publication of the same manuscript.
- Articles, chapters, or materials written primarily for patient or public education.

Record Retention and Audit

Applicants must complete all publication activities and earn the associated points before submitting a recertification application.

RNCB does not require supporting documentation at the time of application. However, applicants are responsible for maintaining records that support all recertification activities claimed and must provide that documentation if selected for audit.

Examples of acceptable documentation include:

- A copy of the published article or chapter
- A letter or email confirming acceptance for publication
- Publication citation information
- Table of contents, chapter heading, or other publisher documentation showing your name as author

- Other records that verify:
 - Title of the manuscript
 - Name of the publication or publisher
 - Publication date or acceptance date
 - Authorship

Community Service

Description

Community service includes volunteer activities that help educate the public, improve the quality of life for individuals with physical disabilities or chronic illnesses, or advance the practice of professional rehabilitation nursing.

A maximum of 10 points of credit may be claimed in the Community Service category during a certification cycle.

Points of Credit

Publication of an Article or Chapter

Publication of an article or book chapter on a healthcare-related topic in a general interest or consumer publication.

- 2 points for each original publication

Public Presentations

Presentation of a healthcare-related topic to a public audience in a formal setting.

- 1 point for each original presentation

Volunteer Leadership

Service in a volunteer leadership role within a local, state, regional, national, or international healthcare organization. To qualify, you must have served as an officer or board member for at least 1 year.

- 1 point for each qualifying leadership activity

Review Board Participation

Service as a content expert on an editorial board, research review committee, grant review committee, continuing education review panel, or abstract review committee for a term of at least one year.

- 2 points for each qualifying appointment.

Volunteer Service

Volunteer activities involving organizations that directly serve individuals with physical disabilities or chronic illnesses. The organization's primary mission must be to serve this population.

Eligible activities include:

- Direct service to clients
- Event planning
- Volunteer training
- 2 points for each qualifying event or activity

Activities involving fundraising are not eligible. If participation involves a recurring event, the activity may be claimed only once during the certification cycle.

Restrictions

The following activities are not eligible for recertification:

- Activities for which you receive compensation exceeding \$75
- Activities that are part of your paid employment
- Fundraising activities
- Repeated participation in the same recurring volunteer activity

Record Retention and Audit

Applicants must complete all community service activities and earn the associated points before submitting a recertification application.

RNCB does not require supporting documentation at the time of application. However, applicants are responsible for maintaining records that support all recertification activities claimed and must provide that documentation if selected for audit.

Examples of acceptable documentation include:

- Letters verifying volunteer service or leadership roles
- Meeting minutes, rosters, or committee records
- Copies of published articles or chapters
- Programs, agendas, or promotional materials for public presentations
- Other documentation that verifies:
 - The activity completed
 - Dates of participation
 - Your role in the activity
 - The organization involved

Audit Process

A percentage of recertification applications are selected for audit each year to verify compliance with recertification requirements. Applications are selected through a random audit process.

Applicants attest that all recertification requirements, including the required 60 points of credit, have been completed prior to submitting a recertification application. Activities completed after the application submission date may not be used to satisfy recertification requirements for that application, including applications selected for audit.

Applicants selected for audit will be notified by RNCB and provided instructions for submitting supporting documentation. Documentation must be submitted within the timeframe specified in the audit notification.

Applicants are responsible for maintaining records that support all recertification activities claimed on their application. Supporting documentation is not required at the time of application but must be provided if the applicant is selected for audit.

Failure to provide requested documentation or failure to demonstrate compliance with

recertification requirements may result in denial of recertification. Documentation requirements are described in each applicable section of this guide.

Denial of Recertification

A recertification application may be denied for any of the following reasons:

- Failure to submit a complete application by the applicable deadline.
- Failure to meet the recertification requirements, including earning at least 60 qualifying points of credit prior to submitting the recertification application.
- Failure to provide documentation requested during an audit or failure to verify recertification activities claimed on the application.
- Restriction, suspension, revocation, or other limitation of an RN license in any jurisdiction.
- Failure to provide additional information requested by the specified deadline.
- Submission of false or misleading information.
- Misrepresentation of qualifications or certification status.
- Misuse of the CRRN credential.

Reconsideration and Appeals

Applicants whose recertification application is denied due to failure to meet recertification requirements, inability to verify recertification activities claimed on the application, falsification of application materials, misrepresentation, or misuse of the CRRN credential may request reconsideration and, if applicable, appeal the decision in accordance with RNCB policies.

Applications denied due to licensure restrictions, failure to submit an application by the deadline, or failure to provide requested information by the specified deadline are not eligible for reconsideration or appeal.

Additional information regarding the reconsideration and appeals process is available in the RNCB Recertification Appeals Policy.

Notification of Decision

Applicants will be notified by email once the review of their recertification application is complete. Applicants selected for audit will be notified separately and provided instructions for submitting supporting documentation.

Use of the CRRN Credential

Only individuals who hold a current CRRN certification may use the CRRN credential or represent themselves as a Certified Rehabilitation Registered Nurse.

Individuals whose certification has expired, lapsed, or been denied may not use the CRRN credential until all recertification requirements have been met and certification has been reinstated.

RNCB reserves the right to take appropriate action in cases involving misuse of the CRRN credential or misrepresentation of certification status.