

**Radiologic Nursing  
Certification Board, Inc.**



**Certified Radiology Nurse (CRN<sup>®</sup>)**

**Guidelines for Certification and Recertification**

**Radiologic Nursing Certification Board, Inc. (RNCB)**

**550M Ritchie Highway, #271**

**Severna Park, Maryland 21146**

**888-878-7622**

**[www.certifiedradiologynurse.org](http://www.certifiedradiologynurse.org)**

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## **MESSAGE FROM THE PRESIDENT OF RNCB**

Certification is one of the most important career decisions a nurse can make. As a Certified Radiology Nurse, you will enjoy recognition from peers and employers for having achieved a standard of competency in this nursing specialty. You will join certified colleagues by having validated your professional abilities according to a recognized level of competency. And you will have the personal satisfaction of being acknowledged for your commitment to the specialty of radiology nursing. We are pleased that you are contemplating certification in radiology nursing and look forward to being of assistance!

You have taken an important first step toward attaining certification in your area of specialty practice. We encourage you to submit your application early to be certain that you meet the deadlines for the examination.

This booklet contains information about certification and recertification. Initial certification is valid for 4 years. Certified Radiology Nurses may maintain their certified status either by examination or by meeting the continuing education requirements outlined in this booklet.

The RNCB does offer a CRN-Retired credential: CRNs no longer working in radiology and have no plans to return to active practice in radiology nursing, may apply for the CRN-Retired credential.

## **RADIOLOGIC NURSING CERTIFICATION BOARD, INC.**

The Radiologic Nursing Certification Board (RNCB) is a volunteer, non-profit organization whose mission is to develop and administer a certification program in radiologic nursing to candidates who meet the specified eligibility criteria. RNCB meets its mission by providing certification through examination and recertification by examination or recognition of continuing education credits.

The foundation of RNCB's mission is the belief that radiology nursing certification benefits the public interest by promoting current practice standards in the specialty of radiology nursing. This belief is based on the tenet that credentialed professionals have shown that they possess the knowledge, skills, and abilities required for the attainment of their specialty's certification. Credentials, therefore, are indicators of radiology nurses' capacity to practice according to the profession's standards, enabling the public to make informed decisions regarding the selection and use of the professional services of radiology nurses.

## **ABSNC ACCREDITATION**

The CRN<sup>®</sup> certification program was granted accreditation by the Accreditation Board for Specialty Nursing Certification, Inc, in July 2018. Accreditation status is granted for five years.

ABSNC is the standard setting body for specialty nursing certification programs and offers a very stringent and comprehensive accreditation process. The RNCB provided extensive documentation demonstrating that it has met the 18 ABNS standards of quality.

What does ABSNC accreditation mean for those interested in becoming a CRN<sup>®</sup> certified or those already certified? It means that a nationally recognized accrediting body has determined that the CRN<sup>®</sup> credential is based on a valid and reliable testing process and that the structures in place to administer the examination meet, and even exceed, the standards of the certification industry from a legal, regulatory and association management prospective.

For further information about ABNS and ABSNC accreditation process and standards visit [www.nursingcertification.org](http://www.nursingcertification.org)

## CERTIFICATION ELIGIBILITY REQUIREMENTS

Initial certification is achieved by qualifying for eligibility to sit for the certification exam and achieving a passing score on the exam. At the time a candidate applies to sit for the certification exam, a candidate must:

1. Currently hold an active RN license or international licensure equivalent. A photocopy of your current license, or an official download from the state board of nursing must be submitted with your application.

AND

2. Have practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing within the past 3 years.\*

AND

3. Have obtained 30 contact hours of continuing education applicable to nursing care of radiology patients within 24 months of the date the candidate sits for the exam. A minimum of 15 of the 30 contact hours must be specifically related to radiology nursing. Contact hours in radiology nursing may be accumulated through any of the categories of continuing education activities provided the content is applicable to radiology nursing.

\* Eligibility requirement #2 may be met if you are engaged in direct patient care or direct clinical management, supervision, education, or direction of other persons to achieve or help achieve patient/client goals for the stated number of hours.

**NOTE:** Two responsible practitioners in the specialty area, one in a supervisory position, must verify that the applicant meets the radiology nursing practice requirements below:

-- Has practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing practice within the past 3 years for certification. Have practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing practice within the past 4 years for recertification.

Documentation of continuing education must be retained by the applicant and submitted upon request. Documentation may include a copy of a contact hour certificate indicating approval of the educational activity, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor of the continuing education activity. It is the applicant's responsibility to obtain certificates, transcripts, and other documentation. RNCB will not obtain documentation of continuing education for applicants. RNCB reserves the right to verify participation in continuing education activities.

PALS, NALS, ENLS, TNCC and ACLS will be accepted for four general credits each for certification and recertification. These credits will apply only **once per certification and/or recertification**. Duplicate years of the same course are not counted during the certification and/or recertification process. To be accepted, contact hours must be approved by one of the following:

- Any agency, organization, or educational institution accredited by the American Nurses Credentialing Center Commission on Accreditation (ANCC), the credentialing body of the American Nurses Association.
- The state boards of nursing in those states where the state nurses association is not accredited by the American Nurses Credentialing Center (ANCC).
- A program awarding Continuing Medical Education (CME) credits.
- A program accredited or approved by the American Society of Radiologic Technologists (ASRT), the Association of Vascular and Interventional Radiographers (AVIR), or American Registry for Diagnostic Medical Sonography (ARDMS)

The continuing education requirements for certification may be met by using contact hour equivalencies as follows:

1 Contact Hour = 60 minutes = 1 CNE  
1 Academic Semester Hour = 15 Contact Hours  
1 Academic Quarter Hour = 12.5 Contact Hours  
1 CME = 60 minutes or 1 Contact Hour

### **Category A: Radiology Nursing Continuing Education**

This group encompasses radiology continuing education awarding continuing education credit. These programs must be specific to radiology nursing practice. To qualify, a program must indicate that a single continuing education unit equals 10 educational contact hours, OR the program must use the recognized value of contact hours. A copy of the certificate awarded must be retained by the applicant as proof of attendance and submitted upon request. Credit will be given according to the number of contact hours awarded. A minimum of 15 contact hours must be accrued in this category.

### **Category B: Academic Credit Courses**

This group encompasses programs that address the broad area of health care and nursing-related courses offered by an accredited educational institution. It is not necessary that the course content be radiology nursing concepts. If the applicant has been accepted into an accredited nursing program (BSN, MSN, DNSc, PhD), he/she can apply academic work toward the 15 non-radiology nursing specific contact hours required for certification.

### **Category C: Professional Publications**

This group encompasses the publication of material relevant to radiology nursing in a recognized professional journal or newsletter or a recognized publishing house. The format shall be a manuscript, book chapter, book, or research paper. Authorship of an article, manuscript, or chapter of a book equals 5 contact hours. An entire book equals 15 contact hours. A copy of the publication must be retained by the applicant and submitted upon request.

### **Category D: Presentations**

This group encompasses the presentation of material relevant to radiology nursing in a recognized educational venue, including continuing education sessions offered in conventions, conferences, seminars or workshops, inservice education classes, and academic credit courses. Only the initial presentation on a topic is eligible for credit; repeat presentations on the same topic are not eligible. Evidence of the presentation, including the objectives, content outline, and promotional materials for the program (brochure; schedule) must be retained by the applicant and submitted upon request. Two contact hours shall be awarded for each 60-minute presentation: 1 contact hour for preparation and 1 contact hour for presentation.

### **Category E: Multimedia Program Development**

This group encompasses the active participation in the preparation of program content/script of videotapes, audiotapes, and computer-generated discs. Reviewing the program content/script does not constitute active participation. The program must be approved for contact hours in nursing. Evidence of the approved number of contact hours must be retained and submitted upon request. The production of one program equals five (5) contact hours.

### **Category F: Home Study Activities**

This group encompasses approved continuing education programs designed for self-study. Credit will be given according to the number of contact hours awarded to each program including journal articles. Journal articles submitted for contact hour credit must be published during the four-year recertification period. All self-study programs are time-limited and will be accepted once during a certification/recertification period. A copy of the certificate awarded must be retained by the applicant and submitted upon request.

### **Category G: General Nursing and Health Care Programs**

This group encompasses programs that address a broad area of health care, general nursing application, and continuing education activities planned to meet the individual nurse's potential for professional growth. Classes taken to meet mandatory institutional or regulatory body requirements are not eligible for credit. A copy of the certificate that details the number of contact hours awarded must be retained by the applicant and submitted upon request. Credit will be given for the number of contact hours awarded.

## ADMINISTRATION

The certification program is sponsored by the Radiologic Nursing Certification Board (RNCB). The Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments is administered for the RNCB® by C-NET, 35 Journal Square, Suite 901, Jersey City, NJ 07306, (800) 463-0786.

## APPLICATION PROCEDURES

Carefully read the description of the practice area and eligibility requirements for the examination. You must meet all of the requirements listed in order to sit for the examination.

Incomplete applications delay the review process and may preclude you from sitting for the examination. Incomplete applications will be held in a pending file until resolved.

Applicants will be notified of “pending” status in the event of incomplete applications. Applicants will be requested to submit the missing materials within 5 business days by certified mail (or other traceable means). Applicants will not be sent candidate materials until the applications are completed and approved. RNCB will not process incomplete applications.

A complete continuing Education Documentation Form must accompany the application. The continuing education requirements for certification may be met by using inservice classes, grand rounds, academic credits, CME credits, and continuing education programs related to the specialty of radiology nursing practice. RNCB will not obtain documentation of continuing education for applicants. Ten percent of applicants will randomly be chosen for an audit. If selected for an audit, it is the applicant’s responsibility to provide documentation of their continuing education.

The application will not be processed without all required documents and fees. The application must be submitted on or before the application deadline.

All practice requirements must be completed by the date on the application. All practice requirements past and/or present must have been met while the applicant had an active registered nurse license in the state or territory in which practice occurred.

All requirements regarding number of hours practiced apply to practice as a licensed registered nurse only. You may not count any hours in which you practiced as a licensed practical nurse, a licensed vocational nurse, a graduate nurse, or those contained in educational preparation/training programs.

All application materials become the property of RNCB.

## APPLICATION DEADLINES

- **December 1 for January testing (January 1 through 31). December 15 with a late fee.**
- **March 1 for April testing (April 1 through 30). March 15 with late fee.**
- **June 1 for July testing (July 1 through 31). June 15 with late fee.**
- **September 1 for October testing (October 1 through 31). September 15 with late fee.**

The RNCB may work with the testing company to conduct the examination at additional times with specific locations, e.g., annual convention.

## REGIONAL TESTING CENTER INFORMATION

Contact C-NET for more information about testing centers. Locations are subject to change. Requests for change of testing center location must be received 8 weeks before the testing date.

## REQUESTS FOR SPECIAL TESTING CENTERS

Any person wishing to set up a special testing site to host the CRN exam must contact the Center for Nursing Education and Testing (C-NET) by emailing [info@cnetnurse.com](mailto:info@cnetnurse.com) to request a special site application.

### REQUIRED FEES

The application fee, late fee, and any special fees are non-refundable and non-transferable to another test year. All fees must be paid at the time of application.

#### Certification Fee

1. ARIN Member Rate - \$325.00. (Applications will be compared with ARIN database upon submission)
2. Non-Member Rate - \$425.00
3. Non-refundable Late Fee - \$45.00 (in addition to application and all other fees) The RNCB will accept late applications up to 14 days past the application deadline with the additional payment of the late fee; this fee applies to member and nonmember rates.

### COMPLETION OF APPLICATION

Complete or fill in as appropriate **all** information requested on the application. Mark only one response unless otherwise indicated.

**Candidate Information:** Please enter a non-work email to ensure return communications.

**Optional Information:** These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

**Candidate Attestation:** click yes to attest that that you meet all eligibility requirements for certification as stipulated in the Guidelines for Certification handbook.

**NOTE:** Applications received after the deadline cannot be guaranteed acceptance.

### CERTIFICATION APPLICATION CHECKLIST

To ensure that your certification application is complete, and to expedite processing of the application, please use the following checklist.

Be certain you:

- Include a copy of your current license to practice as a registered nurse
  - Two responsible practitioners in the specialty area, one in a supervisory position, must verify that the applicant meets the radiology nursing practice requirements below:
    - Has practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing practice within the past 3 years for certification. Have practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing practice within the past 4 years for recertification. (Verification of Professional Qualifications section on the application form)
  - List the continuing education activities that satisfy the 30-hour requirement
  - Keep, for a period of four years, all continuing education documentation in case of an audit.
  - Complete the demographic information
  - Attest to the application after having read and agreed to the "Statement of Understanding"
- Include the required fee(s) in U.S. funds



## **AFTER YOU FILE**

You should receive email confirmation of receipt of your application. If you do not receive this notification within 24 hours, please contact [admin@certifiedradiologynurse.org](mailto:admin@certifiedradiologynurse.org).

Once your application is reviewed, you will be notified of its acceptance or non-acceptance. Within two weeks of the testing month, an exam permit will be emailed to you. It will contain information about how to schedule your exam. You have a 30-day window to take your exam. Be sure to schedule your exam appointment at least 48 hours prior to your desired examination date.

If you are deemed ineligible to take the exam, you will be notified and your fees, minus a processing fee of \$100 will be refunded. Reconsideration requests may be made in writing to the RNCB.

## **CONFIDENTIALITY**

The RNCB maintains a strict policy on privacy. No personal information is released about an application or certification without consent.

## **WITHDRAWAL FROM THE EXAMINATION**

Exam appointments may be canceled and re-scheduled up to 48 hours prior to your exam date at no cost. The re-scheduled appointment must be within your assigned 30-day window. Your exam permit will provide information on how to do this.

If you miss the 48-hour window to reschedule, you will be assessed a \$100 administrative fee.

The RNCB will permit candidates to withdraw from the exam with sufficient notice and without penalty, except where notice has not been given in accordance with the following guidelines:

1. Candidates who are unable to sit for the examination as scheduled, must send a written request for withdrawal to the RNCB office 30 days prior to the exam. The examination fee, less a \$100.00 administrative fee, is refundable. The application fee, late fee, and any special fees are non-refundable.
2. Candidates who withdraw and plan to reapply at a future date, must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of the reapplication.
3. There will be no refund for withdrawals less than 30 days prior to the exam.
4. The RNCB reserves the right to change this refund policy without prior notice.
5. The RNCB President or Treasurer will authorize all refunds for certification and recertification application requests.

## **ADMISSION TO TESTING**

Examination permits providing the exact location of the exam site requested are sent 3 weeks prior to the exam date. The exam permit and a government issued photo ID are required to gain entry to your exam site. If you have not received your exam permit 5 days prior to you test date, contact C-NET: 800-463-0786.

## **SCHEDULE FOR EXAMINATION**

The schedule for the CRN® exam will be provided by the C-NET with the examination permit.

## RULES FOR THE EXAMINATION

1. No books, computers, or other reference materials may be taken into the examination room.
2. No signaling devices, including pagers, cellular phones, and alarms, may be operative during the examination.
3. No test materials, documents, or memoranda of any sort are to be taken from the examination room.
4. The examination will be held only on the day and at the time scheduled.
5. No questions concerning content of the examination may be asked during the testing period. The candidate should listen carefully to the instructions given by the examiner and carefully read any written instructions.

## CONTENT OF EXAMINATION

1. The Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments is a computer-based examination composed of a maximum of 150 multiple-choice, objective questions with a total testing time of 3 hours.
2. The content for the examination is described in the content outline.
3. The questions for the examination are obtained from individuals with expertise in radiology nursing and are reviewed for construction, accuracy, and appropriateness by the RNCB and other expert Certified Radiology Nurses.
4. The RNCB, with the advice and assistance of C-NET, prepares the examination.
5. The Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments will be weighted in approximately the following manner:

## TEST SPECIFICATIONS (BLUEPRINT)

### **WEIGHTS FOR AREAS OF RADIOLOGY NURSING PRACTICE**

- |   |     |
|---|-----|
| I. Assess patient and plan care .....   | 25% |
| II. Administer, monitor, and evaluate therapeutic interventions .....                             | 25% |
| III. Teach patient and family/Provide a supportive environment.....                               | 17% |
| IV. Provide a safe environment/Manage emergency situations.....                                   | 25% |
| V. Participate in QA/CQI, interdisciplinary activities, and professional practice activities..... | 8%  |

### **WEIGHTS FOR RADIOLOGY PRACTICE MODALITIES**

#### **A. Diagnostic Imaging, Fluoroscopy & Breast Health—15%**

Includes UGI, BE,, ERCP, voiding cystourethrogram, hysterosalpingogram, LP, myelogram, tube checks, mammography, breast MRI, breast US, sterotaxic biopsy

#### **B. CT and MRI—20%**

Includes CT scans, coronary CTA, CT/fluoroscopy, MRI, magnetic resonance angiography, biopsies

#### **C. Interventional Radiology—35%**

Cardiac catheterization, plasties, stents, thrombolysis, thrombectomy, intravascular medication infusions, coils, filters, embolotherapy, vertebroplasty, kyphoplasty, catheter placement, port placements, angiography, port studies, percutaneous cholangiogram, tumor ablation, transjugular liver biopsy, transjugular intrahepatic portal shunt

#### **D. Ultrasound/Vascular Ultrasound—15%**

Includes general, vascular, cardiac ultrasound. Paracentesis, thoracentesis, biopsies, cyst puncture, line placement, thrombin injections for pseudoaneurysms, laser vein ablation, pseudoaneurysm compression, Echo, TEE

#### **E. Nuclear Medicine, PET and Radiation Therapy—15%**

Includes isotope studies—thyroid, bone, nuclear medicine, Nuclear cardiology, VQ scan, ACE-inhibitor renogram. Hepatobiliary (HIDA) scans. Isotope therapies

## SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer:

1. Which of the following best describes nonionic contrast media?
  1. Does not contain iodine.
  2. Is high-osmolar contrast agents.
  3. Does not dissociate or ionize in water.
  4. Is associated with discomfort upon administration.
  
2. Life-threatening contrast media reactions are most likely to occur within which of the following time frames after contrast media injection?
  1. 20 minutes.
  2. 1-2 hours.
  3. 4-6 hours.
  4. Between 24-48 hours.
  
3. Which of the following will enhance visualization during a pelvic ultrasound examination?
  1. Scars.
  2. Obesity.
  3. Wound dressings.
  4. Full urinary bladder.
  
4. Which of the following is the most appropriate action to avoid absorption of radioactive material through the skin?
  1. Wearing disposable waterproof gloves.
  2. Washing hands with soap and water.
  3. Wearing a laboratory coat to protect clothing.
  4. Not eating or drinking in restricted area.
  
5. During a percutaneous transluminal angioplasty (PTA), which of the following is most appropriate?
  1. Providing videos and booklets about procedures.
  2. Offering patient a choice between intravenous procedures.
  3. Providing post-procedure discharge teaching.
  4. Providing comfort measures, supportive care, and a competent interventional team.
  
6. When instructing patients about outpatient nephrostomy catheter care, the patient should be aware of which of the following?
  1. Tub baths are not permitted.
  2. Dressing is not required.
  3. Nephrostomy tube always requires flushing.
  4. Discharge/leakage may never be a problem.

### Correct answers to sample questions

1) 3, 2) 1, 3) 4, 4) 1, 5) 4, 6) 1

## REFERENCES

The Radiologic Nursing Certification Board has prepared a suggested reference list to assist in preparing for the Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments. These references contain journals and textbooks that include information of significance to radiology nursing practice. This list does not attempt to include all acceptable references nor is it suggested that the Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments is necessarily based on these references.

American College of Radiology. (2016). *ACR Manual on Contrast Media* (Version 10). Reston, VA: Author. Retrieved from [http://www.acr.org/~media/ACR/Documents/PDF/QualitySafety/Resources/Contrast%20Manual/ FullManual.pdf](http://www.acr.org/~media/ACR/Documents/PDF/QualitySafety/Resources/Contrast%20Manual/FullManual.pdf)

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Torres, L. (2009). *Patient Care in Imaging Technology (Basic Medical Techniques and Patient Care in Imaging Technology)* (7<sup>th</sup> ed.). Philadelphia: Lippincott Williams & Wilkins.

Bartolomei, S. A., & Reifsnyder, C. A. (1997). *Patient Care in Interventional Radiology: A Resource Manual*. Gaithersburg, MD: Aspen.

## ***Website Resources***

American College of Radiology. (2006-2010). The American College of Radiology has practice guidelines specific to each department available at [www.acr.org](http://www.acr.org)

Association for Radiologic & Imaging Nursing (ARIN) [www.arinursing.org/resources](http://www.arinursing.org/resources)

[American Society of Radiologic Technologists \(ASRT\)](http://www.asrt.org) [www.asrt.org](http://www.asrt.org)

[NetCE: Continuing Education Online – www.netce.com](http://www.netce.com)

MedScape: Continuing Education Online—[www.medscape.com](http://www.medscape.com)

The following professional journals may provide additional help:

*American Journal of Gastroenterology*  
*American Journal of Nursing*  
*American Journal of Radiology*  
*American Journal of Surgery*  
*Applied Radiology*  
*Diagnostic Imaging*  
*Heart & Lung*  
*Interventional Radiology*  
*Investigative Radiology*  
*Journal of Computer Assisted Tomography*  
*Journal of Emergency Nursing*  
*Journal of Nuclear Medicine*  
*Journal of Radiology Nursing*  
*Journal of Urology*  
*Pediatric Nursing*  
*Radiologic Clinics of North America*  
*Radiology*  
*Radiology Management*  
*Radiologic Technology*  
*Surgical Clinics of North America*

## **MAINTAINING CERTIFICATION**

### **RECERTIFICATION**

Certification is valid for 4 years. To maintain your Certified Radiology Nurse (CRN<sup>®</sup>) credential, one should use the recertification process. The purpose of recertification is to ensure that the Certified Radiology Nurse continues to maintain a practice in nursing and has continued to expand and keep current his/her base of nursing knowledge. Recertification is also valid for a 4-year period. Maintenance of recertification is contingent upon the individual's maintaining RN licensure and meeting recertification requirements. If a candidate does not recertify and allows certification to lapse, the candidate must meet all requirements for initial certification, including taking the exam, in order to become certified again. The certification requirements are revised periodically to reflect changing standards of education and practice.

All applicants for recertification pay both an application fee and a recertification fee. All fees must be paid at the time of application.

#### Recertification Fee

1. ARIN Member Rate - \$325.00 (including a \$25.00 application fee and a recertification fee of \$300.00)
2. Non-Member Rate - \$425.00 (including a \$25.00 application fee and a recertification fee of \$400.00)
3. Non-refundable Late Fee: A \$125.00 late fee must be included for recertification applications submitted less than 60 calendar days before expiration of certification. This fee applies to member and nonmember rates.

### **WHEN YOU NEED TO RECERTIFY**

You must submit an online application for recertification before the expiration date on the initial certificate you were issued. The filing deadline for those selecting the continuing education option is at least 30 days in advance of the expiration date listed on the certificate. The filing deadline for those selecting the examination option is the same as for individuals taking the examination for the first time. RNCB will notify you in advance of the expiration date of the certification; however, it is your responsibility to maintain your certification by monitoring the dates it is valid and by submitting your application for recertification by the stipulated deadline. The RNCB website maintains a personal profile for all certificants. You can access this profile by logging in to the site and your profile will provide you with information regarding your certification expiration date.

### **APPLICATION PROCEDURES**

Carefully read eligibility requirements. You must meet all of the requirements listed in order to recertify.

Incomplete applications delay the review process. Incomplete applications will be held in a pending file until resolved.

Applicants will be notified of “pending” status in the event of incomplete applications. Applicants will be requested to submit the missing materials within 5 business days by certified mail (or other traceable means). Applicants will not be sent recertification materials until the applications are completed and approved. RNCB will not process incomplete applications.

A complete continuing Education Documentation Form must accompany the application. The continuing education requirements for recertification may be met by using inservice classes, grand rounds, academic credits, CME credits, and continuing education programs related to the specialty of radiology nursing practice. RNCB will not obtain documentation of continuing education for applicants. Ten percent of applicants will randomly be chosen for an audit. If selected for an audit, it is the applicant’s responsibility to provide documentation of their continuing education.

The application will not be processed without all required documents and fees. The application must be submitted on or before the application deadline.

All practice requirements must be completed by the date on the application. All practice requirements past and/or present must have been met while the applicant had an active registered nurse license in the state or territory in which practice occurred.

All requirements regarding number of hours practiced apply to practice as a licensed registered nurse only. You may not count any hours in which you practiced as a licensed practical nurse, a licensed vocational nurse, a graduate nurse, or those contained in educational preparation/training programs.

All application materials become the property of RNCB.

## HOW YOU RECERTIFY

At the time you apply for recertification, you must:

1. Currently hold an active RN license or international licensure equivalent. A photocopy of your current license must be submitted with your application for recertification.

AND

2. Have practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing within the past 4 years. \*

AND

3. Currently practice radiology nursing an average of 8 hours per week.\*

\* Eligibility requirements 2 and 3 may be met if you are engaged in direct patient care or direct clinical management, supervision, education, or direction of other persons to achieve or help achieve patient/client goals for the stated number of hours.

NOTE: Two responsible practitioners in the specialty area must be available to verify that you meet the practice requirements.

You may choose to recertify by examination meeting the requirements of initial certification or by obtaining continuing education contact hours. 60 contact hours within a 4-year period are required to meet the contact hour requirement for recertification.

A minimum of 30 of the 60 contact hours must be specifically related to radiology nursing. Contact hours in radiology nursing may be accumulated through any of the categories of continuing education activities provided the content is applicable to radiology nursing.

To be acceptable for recertification, contact hours must be approved by one of the following:

- Any agency, organization, or educational institution accredited by the American Nurses Credentialing Center Commission on Accreditation (ANCC), the credentialing body of the American Nurses Association.
- The state board of nursing in those states where the state nurse's association is not accredited by the American Nurses Credentialing Center (ANCC).
- A program awarding Continuing Medical Education (CME) credits
- A program accredited or approved by the American Society of Radiologic Technologists, the Association of Vascular and Interventional Radiographers, or the American Registry for Diagnostic Medical Sonography.

Documentation of continuing education must be retained during the period of your recertification, and submitted upon

request. Documentation may include a copy of a contact hour certificate indicating approval of the educational activity, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor of the continuing education activity.

BLS will be accepted for two general credits. PALS, NALS, ENLS, ARLS and ACLS will be accepted for four general credits each for certification and recertification. **These credits will apply only once per certification and/or recertification.** Duplicate years of the same course are not counted during the certification and/or recertification process. **The number of continuing education credits must be included on the certificate.**

The continuing education requirements for recertification may be met by using contact hour equivalencies as follows:

- 1 Contact Hour = 60 minutes = 1 CNE
- 1 Academic Semester Hour = 15 Contact Hours
- 1 Academic Quarter Hour = 12.5 Contact Hours
- 1 CME = 60 minutes or 1 Contact Hour

Proof of 60 contact hours may be submitted for any of the following activities:

#### **Category A: Radiology Nursing Programs**

This group encompasses radiologic programs awarding continuing education credit. These programs must be specific to radiologic nursing practice. To qualify, a program must indicate that a single continuing education unit equals 10 educational contact hours, OR the program must use the recognized value of contact hours. A copy of the certificate awarded must be retained as proof of attendance and submitted upon request. Credit will be given according to the number of contact hours awarded. A minimum of 30 contact hours must be accrued in this category.

#### **Category B: Academic Credit Courses**

This group encompasses programs that address the broad area of health care and nursing-related courses offered by an accredited educational institution. It is not necessary that the course content be radiologic nursing concepts. If the applicant has been accepted into an accredited nursing program (BSN, MSN, DNSc, PhD), he/she can apply academic work toward the 30 non-radiologic nursing specific contact hours required for recertification.

#### **Category C: Professional Publications**

This group encompasses the publication of material relevant to radiologic nursing in a recognized professional journal or newsletter or a recognized publishing house. The format shall be a manuscript, book chapter, book, or research paper. Authorship of an article, manuscript, or chapter of a book equals 5 contact hours. An entire book equals 15 contact hours. A copy of the publication must be retained as part of the application for recertification, and supplied upon request.

#### **Category D: Presentations**

This group encompasses the presentation of material relevant to radiologic nursing in a recognized educational venue, including continuing education sessions offered in conventions, conferences, seminars or workshops, inservice education classes, and academic credit courses. Only the initial presentation on a topic is eligible for credit; repeat presentations on the same topic are not eligible. Evidence of the presentation, including the objectives, content outline, and promotional materials for the program (brochure; schedule) must be retained and submitted upon request. Two contact hours shall be awarded for each 60-minute presentation: 1 contact hour for preparation and 1 contact hour for presentation.

#### **Category E: Multimedia Program Development**

This group encompasses the active participation in the preparation of program content/script of videotapes, audiotapes, and computer-generated discs. Reviewing the program content/script does not constitute active participation. The program must be approved for contact hours in nursing. Evidence of the approved number of contact hours must be retained and



submitted upon request. The production of one program equals five contact hours.

### **Category F: Home Study Activities**

This group encompasses approved continuing education programs designed for self-study. Credit will be given according to the number of contact hours awarded to each program including journal articles. Journal articles submitted for contact hour credit must be published during the 4-year recertification period. All self-study programs are time-limited. A copy of the certificate awarded, and the date must be retained and submitted upon request.

### **Category G: General Nursing and Health Care Programs**

This group encompasses programs that address a broad area of health care, general nursing application, and continuing education activities planned to meet the individual nurse's potential for professional growth. Classes taken to meet mandatory institutional or regulatory body requirements are not eligible for credit. A copy of the certificate that details the number of contact hours awarded must be retained and submitted upon request as documentation of attendance. Credit will be given for the number of contact hours awarded.

A list of the contact hours used to meet the contact hour requirement must be submitted with the application for recertification. (The form is included with the application materials.) If requested, acceptable evidence may be a copy of a contact hour certificate, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor. It is the applicant's responsibility to obtain certificates, transcripts, and other documentation. RNCB will not obtain documentation of continuing education for applicants. RNCB reserves the right to verify participation in continuing education activities.

## **WITHDRAWAL OF RECERTIFICATION APPLICATION**

The RNCB will permit recertification candidates to withdraw their recertification with sufficient notice of cause and without penalty, except where notice has not been given according to the following guidelines:

1. Candidates who wish to withdraw their recertification application using continuing education credits must do so within 30 days of their recertification deadline. The recertification fee minus a \$100 administrative fee can be refunded.
2. Candidates who have applied to become recertified by sitting for the examination must send a written request for withdrawal to the RNCB office 30 days prior to the exam. The recertification fee, less a \$100. administrative fee, is refundable.
3. Candidates who withdraw a recertification application and wish to retest at a later date, must complete a new application, pay all applicable fees, and meet all certification eligibility requirements in effect for the year in which candidate applies.
4. There will be no refund for requests for withdrawals fewer than 30 days prior to the certification expiration date.
5. The RNCB reserves the right to change this refund policy without prior notice.
6. Individuals that do not renew their certification will no longer be able to use the CRN® designation with their credentials once the expiration date has passed.
7. The RNCB President or Treasurer will review and authorize all refunds for certification and recertification application requests.

## **RECERTIFICATION APPLICATION CHECKLIST**

To ensure that your recertification application is complete, and to expedite processing of the application, please use the following checklist. Remember, an incomplete application could mean that the application is not accepted, and you will not be recertified.

Be certain you:

- Enter all the information on the application form.
- Attach a copy of your current license to practice as a registered nurse.
- Provide the name and contact information of two responsible practitioners in the specialty area to verify that you meet the radiology nursing practice requirements (Verification of Professional Qualifications section on the application form).
- List the continuing education activities that meet the 60-hour requirements.
- Keep for a period of four years the necessary documentation to provide evidence of participation in the continuing education activities in the event you are chosen for audit.  Complete the demographic information.
- Attest to having read and agreed to the "Statement of Understanding".
- Include the required fee(s) in U.S. funds.
- Keep copies of all of the application materials for your records.

## **RECOGNITION OF RECERTIFICATION**

Within approximately 10 business days of approval of your application for recertification, you will be sent a wallet size identification card, and an official notification of recertification to recognize your continued achievement.

## **DENIAL OF RECERTIFICATION**

Individuals whose recertification is denied may request reconsideration of their application. The reconsideration procedures will be sent to the applicant upon request from the RNCB office. Reconsideration requests must be made by certified mail (or other traceable means) within 5 business days of receipt of the notice of ineligibility.

## **REVOCAION OF CERTIFICATION**

Revocation of certification, for conduct deemed harmful to the public or inappropriate to the discipline (e.g., incompetence, unethical behavior, or physical or mental impairment affecting performance) is the prerogative of RNCB. Procedures related to revocation of certification are available from RNCB by written request.

## **APPEALS PROCESS**

Candidates who have been denied eligibility to sit for the exam, those whose certification/recertification is denied, and those whose certification is revoked, have the right of appeal. Appeal, or reconsideration, procedures, which incorporate due process, are available upon request from the RNCB office. Individuals wishing to request reconsideration of a decision of the RNCB must 1) pay for the cost of the appeal, including travel expenses if necessary, and 2) initiate the request for reconsideration within the time frame delineated in the reconsideration procedures.

## **RETENTION OF RECORDS**

Computer records of exam performance are maintained indefinitely. The Radiologic Nursing Certification Board, Inc. shall maintain computer records indefinitely using an offsite backup server.

## GENERAL INFORMATION

RNCB does not discriminate on the basis of race, age, ethnicity, gender identity, sexual orientation, political or religious beliefs, handicap, marital status, or national origin. These rules are subject to change.

Candidates for certification and recertification must understand that it is not the intent of the RNCB and its members individually to qualify or permit any Certified Radiology Nurse to perform any procedure or render any treatment that is permitted only by professional licensure or state law as set forth by state licensing authorities.

RNCB does not warrant that the examination fulfills any continuing education requirements as may be necessitated by any state or institution.

The RNCB examination is not offered to be used as a qualification for promotion or employment.

The RNCB and its members individually do not guarantee that the candidate achieving a passing score has the technical abilities associated with the areas tested.

The RNCB examination is given for individuals and is not offered at the request of any teaching facility, hospital or institution.

The information in this booklet is current as of the time of publication. Additional information about the RNCB certification program may be obtained by writing

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