



Recertification Handbook

ALNCCB

American Legal Nurse Consultant Certification Board

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Recertification Application Instructions

This Recertification Handbook has been published to help you through the recertification process.

You can make the recertification process easier for yourself by following these easy steps:

1. Read through the entire handbook to thoroughly understand each step of the process required.
2. Applications must be submitted electronically at <https://aalnc.org/recertification/>
3. Submit your application between January 1st and October 31st of the year you are due to recertify.
4. Only include contact hours earned during the current recertification period. The certification period begins with the date certification is granted (exam date or date noted on last recertification certificate) up until date of submission for recertification.
5. Use the information provided in this handbook to organize documentation of contact hours and to provide the appropriate documentation for all of the contact hours submitted.

Eligibility Requirements for Recertification

To qualify for recertification, candidates must meet the following criteria:

- Attest to 2000 hours of legal nurse consulting practice within the 5 years prior to recertification.
- Candidates must have an unrestricted license as a Registered Nurse (RN) in the United States.
- Complete **one** of the following:
 1. Submit **60 contact hours** that meet the [published criteria](#).
 2. Pass the LNCC certification examination.

Recertification Fees

AALNC Members: \$325

Non-members: \$450

Recertification by Examination

To recertify by examination, candidates will take the current certification examination at the same times and in the same places as candidates for initial certification. When recertifying by exam, candidates must submit an application through the Certification Center and meet all applicable deadlines and fees. For information regarding test sites and registration deadlines go on-line to <https://aalnc.org/lncc-certification/>. If you have further questions, contact ALNCCB at info@aalnc.org or 810-309-1748.

Recertification by Contact Hours

To qualify for recertification by contact hours, a candidate must:

- a. Meet the eligibility requirements listed above
- b. Complete the online application and submit by October 31st of the year you are due to recertify. The application will close at 11:59 pm Eastern Standard Time.
- c. Meet the contact hour requirements

Contact Hours Requirements:

- i. A total of 60 contact hours
- ii. At least **20% of the hours submitted** must be approved as **Continuing Nursing Education contact hours (CNE)**. Contact hours must have significant intellectual or practical content with the primary purpose of increasing the participant's professional competence in their field of legal nurse consulting.

If you choose to submit contact hours from a variety of activities, remember, there are maximums in some categories.

Recertification Eligible Contact Hours: Education and Activities

| Means to Credits | Definition of Means | Proof of Completion | Maximum allowed for 5 yr. certification period |
|---|---|---|--|
| Continuing Education Offerings | Contact hours related to legal nurse consulting, must have significant intellectual or practical content with the primary purpose of increasing the participant's professional competence as a legal nurse consultant. Presentations include: live programs, on-line programs, satellite broadcasts or independent study are acceptable activities. At least 20% of the hours submitted are approved or provided by a body that is accredited as an approver or provider of continuing education by In nursing by: 1) the American Nurses Credentialing Center's Commission on Accreditation (ANCC-COA), 2) a state board of nursing, or 3) state nursing association, or 4) county bar association In law by: 1) a state bar association, or 2) the American Bar Association, or 3) the county bar association In medicine by: the Accreditation Council for Continuing Medical Education (ACCME) In case management by the Commission for Case Manager Certification In risk management by the American Hospital Association Certification Center | Certificate of attendance/ certificate of completion with CE hours earned | No limit |
| Academic coursework | From an accredited college or university. (one semester credit = 15 contact hours if quarter calendar = 10 contact hours) Must be related to the content areas of the examination. Classes can be online or face to face classroom. | Transcript copy | 15 contact hours |
| Academic teaching | In an accredited college or university and this is not your full time job. (one semester credit = 15 contact hours if quarter calendar = 10 contact hours) | Letter from academic institution | 15 contact hours |
| Professional Presentation | At an educational program or a meeting of a national, regional, state or local professional association or society (one hour credit for one hour presentation). | Copy of program - with your name and the time presenting | 15 contact hours |
| SME -Test item writing | For the LNCC examination (0.1 contact hour is awarded for each accepted test item) | Letter from ALNCCB | 15 contact hours |
| Auditing | Auditing applications for certification/renewal (0.1 contact hour is awarded for each application audit) | Letter from ALNCCB | 15 contact hours |
| Authoring/ editing /Publishing | Authoring/editing a book or chapter (15 contact hours). Authoring an article published in professional journals or periodicals related to legal nurse consulting (7.5 contact hours). Must bear the author's name, publication's name and date of publication | Copy of book/chapter or articles | 15 contact hours |
| AALNC/ALNCCB Board of Directors or Committees | Participation in scheduled meetings, workshops or working sessions. 5.0 contact hours per 1 year of Board of Director or Committee participation at either/or national or state level committees or chapter boards of AALNC or ALNCCB. | Letter from Chapter President/ AALNC/ ALNCCB | 15 contact hours |

Required Documentation

ALNCCB reserves the right to request additional documentation to support an application at any time. You should keep complete records of your contact hours as you earn them. Records should include certificates, brochures, course descriptions, as well as all other documentation mentioned in each category.

Concise and careful record keeping make completing the Recertification Application easier. Backup documentation may be requested in addition to certificates in the event your application is selected for audit.

If Your Certification Expires

Contact hours will **NOT** be accepted to regain certified status. The only way to be reinstated as with your LNCC certification is to retake the examination. For this reason, candidates are urged to begin the recertification process early to allow time to meet deadlines and allow time for review.

Late Submission

Applications submitted after the deadline, but between November 1 - November 30, must include an extended deadline late fee of \$100. Applications submitted past the extended deadline date are considered past deadline and will not be accepted. Certification may be regained only by re-taking and passing the LNCC examination.

A certificant who fails to meet the provisions is no longer considered certified and must cease using the LNCC certification credential and any items representative of having achieved certification.

Recertification Audits

10% of LNCC Recertification applications are randomly selected for audit. Per ALNCCB rules, as an accredited certifying board, ALNCCB is required to adhere to this standard. Candidates will be notified by email within two weeks following the submission of their application if they are selected for audit.

Materials uploaded with the application submission will be reviewed. The reviewer may request additional documentation if the provided documentation is not sufficient for any contact hours listed.

Insufficient Contact Hours

If it is determined that insufficient contact hours were submitted the candidates will be notified. If it is prior to December 31, the candidate will be allowed to earn additional contact hours to meet all requirements. If it is after December 31, candidates that do not meet the contact hour requirements will be denied recertification. If LNCC status is to be regained, the exam must be retaken.

You will be notified of the results of the review of your application within 6-8 weeks of submitting your certificates and documentation.

Review and Appeal

A review process and an appeal procedure are available for candidates whose applications for recertification by contact hours have been denied or for those whose certifications have been revoked. Please contact ALNCCB headquarters for more information regarding the process and policies for review and appeals.

Revocation of Certification

ALNCCB has the right to revoke any certificate which it has issued in the event that the recipient engages in past or current conduct found to be not in compliance with the program's procedures or professional standards.

Revocation of certification does not constitute evidence that the practitioner acted wrongly or became incompetent. LNCC certification may be revoked for any of the following reasons:

1. Falsification of the certification or recertification application.
2. Falsification of any information requested by ALNCCB.
3. Failure to maintain eligibility requirements.
4. Failure to pay fees.
5. Misrepresentation of LNCC status.
6. Conviction of a felony.
7. Cheating on the examination.

Non-Discrimination

ALNCCB does not discriminate on the basis of race, age, gender, sexual orientation, political beliefs disability or national origin.

Confidentiality Policy

ALNCCB respects the privacy of all candidates. All materials submitted with applications and the results of any review of application packets will be held in confidence except as required by law.

ALNCCB, however, has an obligation to the public. Therefore, it responds to questions from employers, payers and others regarding whether or not an individual is certified. Additionally since publishing and releasing the names of certified nurses and/or successful candidates recognizes those individuals and encourages certification, ALNCCB reserves the right, without limitation, to release the names of certified individuals or successful candidates. Application for certification through this program constitutes acknowledgment and acceptance of ALNCCB's policy with regard to publication and release of names.