

CNLCP® Certification Board  
[www.cnlcp.org](http://www.cnlcp.org)

December 2020

To All Certified Nurse Life Care Planners (CNLCP®) due to recertify in spring 2021:

Attached are the application and Guidelines for Certified Nurse Life Care Planner Recertification through Continuing Education (CE).

The recertification application fee is \$375 for AANLCP® Members and \$475 for non-Members. Please make your check or money order payable to Professional Testing Corporation. Visa, MasterCard and American Express are also accepted – just complete and sign the credit card payment form on side 2 of the application\*.

*\*There is an additional \$20 processing for credit card use*

All applications for CNLCP® recertification by continuing education (CE) must be postmarked by the first of the month prior to the expiration date of your CNLCP® credential. For example, your application would need to be postmarked by April 1, 2021 if your CNLCP® is due to expire on or before April 30, 2021. If paying by credit card, you can also scan and email your application to [sfrier@ptcny.com](mailto:sfrier@ptcny.com).

If mailing your application, fees, copy of your current RN license and copies of your continuing education certificates of completion, please mail to:

CNLCP® Recertification  
c/o Professional Testing Corporation  
1350 Broadway – Suite 800  
New York, NY 10018

Please note that the AANLCP® Annual Conference provides continuing education units; and, that additional information regarding recertification is available at [www.aanlcp.org](http://www.aanlcp.org).

All Candidates, whether recertifying by examination or continuing education, will be notified of their status within four to six weeks after submission of their application. Questions pertaining to the recertification process and/or the status of an application can be directed to PTC at 212-356-0660.

CNLCP® Certification Board

## 2021 CNLCP® RECERTIFICATION GUIDELINES

### **Overview of the CNLCP® Certification Board**

The Certified Nurse Life Care Planner (CNLCP®) Certification Board provides oversight of the certification examination for Nurse Life Care Planners. This oversight includes item and examination review (item writing and test question selection); tracking of initial certification and quality assurance of the exam and periodic updates of exam content outlines based on industry trends. A passing score on the certification exam allows a nursing professional to utilize the designation Certified Nurse Life Care Planner (CNLCP®) for a period of five (5) years. The certification board is a voluntary organization comprised of up to eight (8) Registered Nurses, specializing in the field of life care planning, and who have earned the designation of CNLCP®, as well as one (1) public member with an interest in the field.

### **Mission Statement**

The mission of the Certified Nurse Life Care Planner (CNLCP®) Certification Board is to ensure a nursing certification process that validates qualifications and knowledge obtained through professional education and experience in the specialty of nurse life care planning.

### **The CNLCP® Certification Board:**

Recognizes nurses who maintain continued levels of competency as a Certified Nurse Life Care Planner.

Ensures that all decisions made by the Certification Board are taken in accordance with the CNLCP® Certification Board established bylaws and guidelines.

Ensures that initial certifications and renewals meet the established criteria.

Holds in highest regard privacy and confidential information of its Certified Nurse Life Care Planners.

Does not discriminate against any person.

### **The CNLCP® Certification Board purpose is to:**

Establish criteria and direct the Initial Certification Process and Recertification Process for nurse life care planners.

Direct and maintain the national certification examination.

Develop the item writing and test content for certification consistent with evidence specialty standards for nurse life care planning.

Develop criteria and oversee the approval process for Core Curriculum Providers and Continuing Education Providers of educational programs for the Certified Nurse Life Care Planner.

Address any public concerns with regards to Certified Nurse Life Care Planners.

Direct the application process for CNLCP® accreditation by the Accreditation Board for Specialty Nursing Certification (ABSNC).

## **Position Statement**

As healthcare has become more complex, it is increasingly vital to assure the public that healthcare professionals are competent. Individual State Registered Nurse (RN) licensure measures entry-level competence only; and, in so doing, provides the legal authority for an individual to practice nursing. It is the minimum professional practice standard.

Certification, on the other hand, is a formal recognition that validates knowledge, experience, skills and clinical judgment within a specific nursing specialty; and, as such, is reflective of a more stringent professional practice standard. It reflects achievement of proficiency beyond basic licensure.

The CNLCP® Certification Board is a separately incorporated entity that facilitates consumer health and safety through credentialing/certification of Nurse Life Care Planners. It ensures that their practice is consistent with established standards of excellence in the development and defense of the life care planning document.

Similar to consumers knowing to seek out certification status within other professions (e.g., pharmacists, attorneys), certification within the field of nurse life care planning has become an important indicator that a certified nurse is not only licensed by their State to practice nursing, but is one who is qualified, competent and has met rigorous requirements in the achievement of the CNLCP® credential.

## **CNLCP® Certification Renewal**

Certification in nurse life care planning is recognized for a period of five (5) years, at which time the Candidate must retake and pass the current Nurse Life Care Planner Certification Examination or meet such requirements\* in effect at the time in order to retain certification.

\*See the Educational Requirements section below for further details.

The CNLCP® recertification criteria includes verification of sixty (60) continuing education units (e.g., CEUs, points of credit) in nurse life care planning, or completion of at least twelve (12) academic semester credits of nursing coursework related to nurse life care planning at the licensee's current level of licensure or higher.

To renew by points of credit/continuing education unit requirements, the CNLCP® must:

- Have current licensure as a registered nurse, with no restrictions. A copy of your current RN license must be sent with your recertification application.
- Complete the enclosed recertification application listing sixty (60) hours of continuing education units (CEUs) and/or 60 points of credit hours earned within your 5 year certification period.
- Include copies of the Provider Certificates of Course Completion that include verification of course hours. The Certificate should also include the name of the course provider, course title, provider name, date, and location of the course.
- Have no lapse in CNLCP® certification.
- Include required renewal fee of: \$375 for AANCLP® members or \$475 for non-members.

To renew by examination, contact Professional Testing Corporation (PTC) at 212-356-0660 or [www.PTCNY.com](http://www.PTCNY.com) for an Application and Handbook for Candidates. The exam must be completed prior to the expiration of your certification.

## **Educational Requirements**

A total of 60 points of credit are needed every five (5) years for renewal. The CNLCP® Certification Board points of credit renewal system is designed to encourage professional development. The system affords the CNLCP® the latitude to select from a variety of education activities that meet both the professional and personal needs as described in the following categories:

**Category 1: Continuing Education Hours:** One hour (60 minutes) of approved nursing continuing education pertaining to life care planning = 1 contact hour. Examples of courses that would be approved include, but are not limited to: Life care planning relevant to SCI, TBI, prosthetics, amputations, burns, chronic pain, nurse case management, nursing process, etc. Questions regarding applicability of a particular course can be resolved through submission of course outlines to the CNLCP® Certification Board for review/approval of contact hours 90 days prior to the application renewal deadline.

**Category 2: Academic Credit:** Verification of the twelve (12) academic semester credits of nursing coursework related to nurse life care planning. Course semester outlines should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the renewal deadline.

**Category 3: Presentations:** Five (5) points of credit for a maximum of ten (10) within the five (5) year renewal period for each presentation, for which national or state approved continuing education units have been granted to participants. Presentation outlines should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the application for renewal deadline.

**Category 4: Publications or Research:** Publications or research related to a nurse life care planning should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the application for renewal deadline.

- ***Publications:***

Five (5) Points of Credit will be awarded for one article published in a peer-reviewed journal related to nurse life care planning. Certificant must be the author, or co-author.

Ten (10) Points of Credit will be awarded for one chapter published in a peer-reviewed book related to nurse life care planning. Certificant must be the author, co-author, editor, co-editor, or reviewer.

- ***Research:*** Forty (40) Points of Credit will be awarded for an institutional review board (IRB) research project, a completed dissertation, thesis, or graduate-level scholarly project related to nurse life care planning completed during the five (5) year certification period, for which the certificant is clearly identified as one of the primary researchers/authors.

**Category 5: Item Writing / Test Questions:** One (1) point of credit, for a maximum of ten (10) points of credit, within the five (5) year renewal period for every five (5) questions submitted that are supported by evidence-based nursing practice/medical references. Questions with reference supported answers should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the application renewal deadline.

**Category 6:** Participation on the AANLCP® Executive Board, the CNLCP® Certification Board, or an AANLCP® Committee: Ten (10) points of credit per year will be granted, up to a maximum of 20 points within the five (5) year renewal period. Additional points of credit may be granted, by and at the discretion of the CNLCP® Certification Board, for non-board member participation on specialty CNLCP® Certification Board committees. Documentation, with proof of participation\* should be submitted to the CNLCP® Certification Board for review/approval of point of credit 90 days prior to the application renewal deadline. \*Participation is defined as 85% involvement on/in the various activities indicated.

### **Record Keeping**

- It is your responsibility to maintain your records.
- Copies of your Certificates of Completion must be sent with your recertification application.
- It is your responsibility to remember to recertify before your certification expiration date.

### **Late Fee**

For candidates who submit the application within 30 days after the expiration of your CNLCP® credential, the fee, including a late fee, will be \$575 for AANCLP members and \$675 for non-members.

To recertify by continuing education, please fully complete, sign and return the enclosed Recertification by Continuing Education application with your fee, copies of your Certificates of Completion and your current RN license to:

CNLCP® Recertification  
c/o Professional Testing Corporation  
1350 Broadway – Suite 800  
New York, NY 10018

The application fee can be paid by check or credit card. If paying by credit card, please add an additional fee of \$20. If paying by check, please make your check payable to Professional Testing Corporation.

If the recertification application is delinquent and received beyond 30 days of the expiration date, the Candidate is no longer able to use the designation of CNLCP® and, as such, must submit to retesting at the full examination fee of \$425.00 for AANLCP members and \$525.00 for non-members.

Further information can be obtained at [www.cnlcp.org](http://www.cnlcp.org).

CNLCP® is a registered trademark of the CNLCP® Certification Board.



Name			
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**D. CONTINUING EDUCATION - Life Care Planning:**  
 You must provide documentation of continuing education. You are required to complete 60 CEUs within appropriate course content in the last five year period beginning from the date of your initial certification or recertification. You must maintain an unrestricted, current RN license throughout the five year certification period. Refer to your Recertification Guidelines ([www.cnlcp.org](http://www.cnlcp.org)) for appropriate course content and for alternatives to continuing education. You may duplicate this page if more space is needed.

**YOU MUST SEND CERTIFICATES OF COMPLETION WITH THIS APPLICATION. PLEASE NOTE THAT PROOF OF ATTENDANCE AND/OR COPIES OF CERTIFICATES SHOULD BE KEPT BY YOU FOR A MINIMUM OF 5 YEARS. YOUR DOCUMENTATION IS SUBJECT TO AUDIT BY THE CERTIFICATION BOARD.**

DATES	NAME OF COURSE	CONTACT NUMBER & ADDRESS OF CEU PROVIDER	CONTACT HOURS	FOR CNLCP®/CB USE
<b>TOTAL HOURS THIS PAGE =&gt;</b>				

### Candidate Signature

I have read the recertification guidelines for Candidates and understand that I am responsible for knowing its contents. I certify that the information given in this Application is in accordance with recertification guidelines instructions and is accurate, correct, and complete. Information of a candidate's initial certification date, renewal dates, and any CNLCP® suspensions or revocation of CNLCP® will be released by the CNLCP® Certification Board upon requests to any public entity or agency. Verification is also available via the website tool. By signing this Application, I am providing authorization for release of this information and for the use of aggregate data. I additionally authorize the CNLCP® Certification Board to post my name, email address, date of my initial certification and expiration date on the CNLCP® Certification Board website for its online listing of current certified nurse life care planners. Additional personal information will not be released without my approval.

**CANDIDATE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CREDIT CARD PAYMENT** *If you want to charge your application fee on your credit card provide all of the following information.*

Name (as it appears on your card): \_\_\_\_\_

Address (as it appears on your statement): \_\_\_\_\_

Charge my credit card for the total fee of: \$

Expiration date (month/year):  /

Card type:  Visa  MasterCard  American Express

Card Number:

SIGNATURE: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
0830

Date: \_\_\_\_\_

Fee:

CC  Check