



# Recertification Application

## Renewal by Contact Hours

for LNCCs certified between 2004 - 2005

American Legal Nurse Consultant Certification Board®  
401 N. Michigan Avenue  
Chicago, IL 60611  
877/402-2562  
[info@lncertified.org](mailto:info@lncertified.org)

For office use only

Date received \_\_\_\_\_

Certificant name \_\_\_\_\_  
\_\_\_\_\_

Current expiration date \_\_\_\_\_

Meets criteria \_\_\_\_\_

Payment \_\_\_\_\_

Renewal expiration date \_\_\_\_\_

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## Introduction

Maintaining your LNCC<sup>®</sup> certification is an investment in one of your most important assets: your professional credibility. You may renew your certification either by examination or a contact hour system. This booklet provides all the information you need to renew by contact hours. For an examination application, call 877/402-2562 or check our web site, [www.lnccertified.org](http://www.lnccertified.org).

The goal of the contact hour renewal system is for the LNCC to pursue activities that will enhance his or her practice of legal nurse consulting and build upon the base level of knowledge demonstrated for initial certification. Contact hours may be earned for continuing education, academic education, presentations, and publications related to legal nurse consulting. Any combination of contact hours that total a minimum of 60 may be used within the limits outlined in this application.

### Eligibility criteria

To renew certification, LNCCs must:

1. Have a current, unrestricted RN license
2. Have evidence of 2000 hours of LNC practice within the 5 years prior to renewal at the time of application
3. Complete ONE of the following:
  - a. Pass the certification examination
  - OR
  - b. Submit 60 contact hours that meet the published criteria

### Fee

The fee for certification renewal is \$295 for AALNC members and \$395 for non-members. The fee must be submitted at the time of application. Applications submitted after the deadline and before or on the extended deadline must include the late fee of \$100.

### Acceptable contact hours

You may earn contact hours for continuing education, academic coursework, presentations, or publications. You may use any combination of contact hours, provided the criteria are met for each method used and you have completed a minimum of 60 contact hours.

### Time frame for earning contact hours

Contact hours must be earned during your current certification period. This period begins the last day of the month in which you passed the examination and ends the last day of the month, 6 months prior to your certification expiration date.

If you passed the exam in...	Your certification will expire on...	The application deadline date is...	The extended deadline date is... (\$100 late fee applies)	You may use contact hours earned between...
March 2004	March 31, 2009	October 31, 2008	March 5, 2009	October 31, 2003 - October 31, 2008
April 2004	April 30, 2009	October 31, 2008	March 5, 2009	October 31, 2003 - October 31, 2008
May 2004	May 31, 2009	October 31, 2008	March 5, 2009	October 31, 2003 - October 31, 2008
October 2004	October 31, 2009	April 30, 2009	September 5, 2009	April 30, 2004 - April 30, 2009

March 2005	March 31, 2010	October 31, 2009	March 5, 2010	October 31, 2004 - October 31, 2009
April 2005	April 30, 2010	October 31, 2009	March 5, 2010	October 31, 2004 - October 31, 2009
October 2005	October 31, 2005	April 30, 2010	September 5, 2010	April 30, 2005 - April 30, 2010

## Application process

### Instructions

1. Complete the application page and include payment information (check or credit card).
2. Complete Forms A through D as necessary.
3. Complete the application summary on page 6.
4. Mail this entire booklet to: ALNCCB, 401 N. Michigan Avenue, Chicago, IL 60611.

It is acceptable to submit more than 60 contact hours, but there is no need to go beyond 70 or 80 contact hours. We will stop reviewing your application when we find a minimum of 60 contact hours that meet the criteria. It is not necessary to submit any documentation other than the renewal application. If your initial application is selected for audit, you will be contacted for further information. Please be sure to retain your documentation until you receive your notification of certification renewal and new certificate.

### Deadlines

Application deadlines are strictly observed, and no exceptions or extensions will be made. Avoid the possibility of last-minute problems or surprises that may jeopardize your LNCC renewal by completing your application well before the deadline. The application deadlines are outlined on page 3. The late fee option is available for applications postmarked after the application deadline and before or on the extended deadline date. Shipment date information from UPS, FedEx, or another delivery company is considered equivalent to a U.S. Postal Service postmark. We encourage the use of a traceable delivery service.

**Please be aware that the extended deadline does not extend the time frame for earning contact hours. All contact hours must be earned between the dates on the chart on page 3.**

### Application review process

When your application is received, it will be dated, the fee will be deposited, and you will be notified via email that it is received. If you decide not to complete the renewal process or if your certification renewal is denied, we will refund your payment less a \$50 processing fee. Your application will be reviewed and you will be contacted if we have any questions or need additional information. A random selection of applications will be audited. In the event of an audit or a request for additional information, you will be given 15 days from the date you receive the notification to respond. **Please note that applications take 8-10 weeks to review.**

**Notification of renewal decision**

You can expect a decision on your application within eight - ten weeks following your application deadline. If your application is approved, you will receive a letter with a new certificate and certification maintenance information. If your application is denied, you will be notified in writing.

# Application for LNCC renewal by contact hours

Name: \_\_\_\_\_  
Last First

Certificate number (same as member number for AALNC members): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

RN license number: \_\_\_\_\_ State: \_\_\_\_\_

I hereby attest that I have completed 2000 hours of legal nurse consulting practice within the past five years and am a registered nurse with an unrestricted license.

Signature and date

## Payment information

\$295 (AALNC member rate)

\$395 (non-member rate)

\$100 late fee

Total Fee \_\_\_\_\_

I have enclosed a check OR  MasterCard  VISA  American Express

\_\_\_\_\_  
Credit card number Exp. Date

Cardholder signature and date

## Statement of Understanding

I hereby apply for Legal Nurse Consultant Certified renewal and verify that all the information provided is accurate. I authorize the evaluation and validation of my credentials by ALNCCB. In furtherance of my application, I authorize any individual or organization who may have information concerning my credentials to provide such information to ALNCCB. I hereby waive any claim for damages, or otherwise, that I may have against ALNCCB and any individual or organization that supplies such information by reason of any act or omission by any of them taken in good faith in connection with the application. I understand that the decision as to whether I qualify for certification rests solely and exclusively in ALNCCB and that its decision is final. By signing and submitting this application, I also agree to be bound by all policies and procedures of ALNCCB.

\_\_\_\_\_  
Signature and date

# Application Summary Form

## Instructions

After you have completed forms A-D, enter the total number of contact hours in each area on this summary page.

### Form A: Continuing Education (page 12)

Number of contact hours awarded \_\_\_\_\_

Number of nursing approved contact hours awarded \_\_\_\_\_

This must be at least 20% of the total number of continuing education contact hours.

### Form B: Academic Education (page 14)

Number of contact hours awarded + \_\_\_\_\_

### Form C: Presentations (page 16)

Number of contact hours awarded + \_\_\_\_\_

### Form D: Publications (page 18)

Number of contact hours awarded + \_\_\_\_\_

**Total number of contact hours awarded = \_\_\_\_\_**

## Form A: Continuing Education

Continuing education is defined as learning activities intended to build upon the educational and experiential bases of the professional nurse for the enhancement of practice as a legal nurse consultant. The learning activities must have significant intellectual or practical content with the primary purpose of increasing the participant's professional competence as a legal nurse consultant. Presentations intended for multiple participants, including but not limited to live programs, on-line programs, satellite broadcasts, or independent study (video, audio, printed, or electronic) are acceptable activities.

Contact hours for continuing education related to legal nurse consulting will be accepted. To be considered related to legal nurse consulting, a program must address a topic in either the scope or content areas of the LNCC examination as listed below. Continuing education contact hours may come from any provider, as long as a minimum of 20% of the hours you submit are approved or provided by a body that is accredited as an approver or provider of continuing education in nursing by 1) the American Nurses Credentialing Center's Commission on Accreditation, 2) a state board of nursing, or 3) a state nursing association.

If credit is provided in a format other than contact hours, the time should be converted to contact hours. **Sixty minutes** of educational time is equal to one contact hour. \*\*Per ABNS policy, please note the change in number of minutes needed to equal one contact hour, effective January 1, 2007. All contact hours obtained before 1/1/2007 will continue with the previous policy that 50 minutes of educational time is equal to one contact hour.

For conferences in which only some of the sessions addressed the topics listed below, count only the sessions that meet the definition. For example, for AALNC conferences, you may not count sessions on marketing or motivation or other topics not included on the list below.

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### Topic Codes

#### Scope of the examination

Code	Topic
S1	Collect and investigate healthcare records, research, literature, standards, guidelines, laws, costs, etc. related to a case, concerning issues of standards of care, causation, and/or damages.
S2	Analyze data in the pertinent medical records, research, literature, standards, guidelines, laws, costs, etc. related to a case, concerning issues of standards of care, causation, and/or damages.
S3	Facilitate communication between clients (e.g., attorney, claims manager, agency) and parties, experts, witnesses, and vendors.
S4	Draft materials considered attorney work product or to be used as evidence in healthcare-related cases.
S5	Educate oneself and clients on the health sciences pertaining to issues in a case.
S6	Collaborate with clients to support case strategy during discovery or case management.

S7	Support the process of adjudication of cases (e.g., trial, settlement, arbitration, or mediation).
S8	Testify as an expert opinion or fact witness.

(Continuing education on clinical topics need not be related to a specific case.)

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#### Content areas of the examination

Code	Topic
C1	Medical malpractice
C2	Personal injury
C3	Product liability/toxic tort
C4	Workers' compensation
C5	Risk management
C6	Life care planning
C7	Criminal/forensic
C8	Administrative health law
C9	Elder law

## Completing Form A

1. Print the date of the program in column 1.
2. Print the name of the organization that sponsored or provided the program in column 2.
3. Print the program title in column 3.
4. Print the code(s) of the corresponding topic (from either the scope or content areas listed on page 8) in column 4.
5. Print the number of contact hours awarded in column 5.
6. If a nursing organization approved the activity for contact hours, print the name of the organization in column 6. This organization must be accredited as an approver or provider of continuing education in nursing by 1) the American Nurses Credentialing Center's Commission on Accreditation, 2) a state board of nursing, or 3) a state nursing association. This information is generally included on the certificate or in the promotional literature. If you believe an activity was approved but this information is not available on the certificate or promotional literature, contact the provider to verify approval.
7. If a nursing organization approved the activity for contact hours, print the number of nursing-approved contact hours in column 7.

Once you have completed Form A, complete the summary on page 12. Please check to be sure that at least 20% of the contact hours submitted have been approved for nursing contact hours by an approved nursing organization.

### Form A: Continuing Education

(1) Program date (mm/dd/yy)	(2) Program sponsor	(3) Program title	(4) Topic code	(5) # of contact hours	Nursing approval	
					(6) Name of approving body	(7) # of contact hours
10/18/04	Oregon Bar Association	Forensic Psychiatric Evaluation of Trauma Claims	C7	2.0		
4/19-22/05	American Association of Legal Nurse Consultants	Climbing to Meet the Challenges of the 21 <sup>st</sup> Century	C3, S5, C10, S1, S2	13.2	Illinois Nurses Association	13.2
<b>Start here</b>						
<b>Subtotal number of contact hours</b>					<b>Subtotal number of nursing approved contact hours</b>	

### Form A: Continuing Education

(1) Program date (mm/dd/yy)	(2) Program sponsor	(3) Program title	(4) Topic code	(5) # of contact hours	Nursing approval	
					(6) Name of approving body	(7) # of contact hours
<b>Subtotal number of contact hours</b>					<b>Subtotal number of nursing approved contact hours</b>	

### Form A: Continuing Education

(1) Program date (mm/dd/yy)	(2) Program sponsor	(3) Program title	(4) Topic code	(5) # of contact hours	Nursing approval	
					(6) Name of approving body	(7) # of contact hours
				<b>Subtotal number of contact hours</b>		<b>Subtotal number of nursing approved contact hours</b>

12

Subtotal column 5 from page 10 \_\_\_\_\_

Subtotal column 7 from page 10 \_\_\_\_\_

Subtotal column 5 from page 11 + \_\_\_\_\_

Subtotal column 7 from page 11 + \_\_\_\_\_

Subtotal column 5 from page 12 + \_\_\_\_\_

Subtotal column 7 from page 12 + \_\_\_\_\_

Total # of contact hours awarded= \_\_\_\_\_

Total # of nursing approved contact hours awarded\* = \_\_\_\_\_

\* This number must be at least 20% of the total number of contact hours awarded.

## Form B: Academic Education

Successful completion of college or university courses at the baccalaureate level or higher is acceptable. (For a one-semester course, one credit hour is equal to 15 contact hours.) Coursework in the following subjects will be accepted:

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### Topic Codes

Code	Topic
A1	Nursing arts or sciences
A2	Health sciences
A3	Medical or health sciences research
A4	Environmental sciences
A5	Epidemiology
A6	Trauma
A7	Healthcare risk management
A8	Social sciences
A9	Rehabilitation sciences
A10	Forensic sciences
A11	Healthcare administration
A12	Health law
A13	Medical arts or sciences
A14	Criminal justice pertaining to injury or death
A15	Civil litigation related to healthcare providers' professional negligence, personal injury, product liability, toxic torts, workers compensation, or elder law.

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### Completing Form B

1. Print the date the course was completed in column 1.
2. Print the course title in column 2.
3. Print the topic code in column 3, using the list above.
4. Print the name of the college or university in column 4.
5. Print the number of credit hours earned in column 5.
6. Multiply the number of credit hours recorded in column 5 by 15 and print this number in column 6.
7. Print the total number of contact hours earned at the bottom of column 6.

**Form B: Academic Education**

(1) Date of completion (mm/yy)	(2) Course title	(3) Topic Code	(4) Name of college or university	(5) # of credit hours earned		(6) # of contact hours
5/04	Perspectives on Injury Law	A15	Northwestern Law School	3	x 15	45
12/05	Healthcare Economics	A11	Kellogg Graduate School of Management	2	x 15	30
<b>Start here</b>					x 15	
					x 15	
					x 15	
					x 15	
					x 15	
					x 15	
<b>Total number of contact hours earned</b>						

Sample

## Form C: Presentations

Presenting educational programs on topics related to legal nurse consulting is acceptable. (Please see page 8 for legal nurse consulting-related topics.) Presentations must be delivered within a structured framework for teaching and learning and may be delivered to nurses, legal team members, and/or other healthcare professionals. Presentations must be at least 60 minutes in length and may be submitted only once. Sixty minutes of presentation time is equal to one contact hour. A maximum of 20 contact hours may be used in this category.

### Completing Form C

1. Print the date of the presentation in column 1
2. Print the title of the presentation in column 2.
3. Print the code(s) of the presentation's topic(s) (from either the scope or content areas listed on page 8) in column 3.
4. Print the name of the organization sponsoring or providing the program in column 4.
5. Print the number of contact hours earned in column 5. Each 60 minute period of presentation equals 1 contact hour.
6. Print the total number of contact hours earned at the bottom of column 5.

**Form C: Presentations**

(1) Presentation date (mm/dd/yy)	(2) Presentation title	(3) Topic code	(4) Sponsor/Provider	(5) # of contact hours
9/17/04	Researching Standards of Practice	S1	Chicago Chapter of American Association of Legal Nurse Consultants	1
1/25/05	Avoiding Liability in Long Term Care Settings	C9	National Association of Directors of Long Term Care Facilities	2
<b>Start here</b>				
<b>Total number of contact hours earned</b> (maximum number accepted is 20)				

## **Form D: Publications**

Publishing an original manuscript in a peer-reviewed professional journal or as a chapter in a text on topics related to legal nurse consulting is acceptable. Refer to the scope and content areas on page 8 for acceptable topics and topic codes. Your name must be identified as author or co-author in the publication to receive credit. Fifteen contact hours will be awarded for each journal article or chapter written. Editing a textbook or chapter on topics related to legal nurse consulting will be awarded 12 contact hours. Your name must be identified in the publication as editor to receive credit.

### **Completing form D**

1. Print the date the original manuscript or chapter text was published or accepted for publication in column 1.
2. Print the title of the journal or text in column 2.
3. Print the title of the article or chapter in column 3
4. Print the topic code number in column 4.
5. Indicate your role by checking the appropriate box in column 5.
6. Print the number of contact hours earned in column 6.
7. Print the total number of contact hours earned at the bottom of column 6.

**Form D: Publications**

(1) Publication date (mm/yy)	(2) Title of journal or text	(3) Title of article or chapter	(4) Topic code	(5) Role		(6) # of contact hours earned
				Author	Editor	
2/04	<i>The Journal of Legal Nurse Consulting</i>	The LNC's role in arbitration	S7	X		15
2/06	<i>The Journal of Legal Nurse Consulting</i>	Safety issues in alternative medicine	S5	X		15
Start here						
<b>Total number of contact hours earned</b>						

Sample

## Appendix

### Audits

A designated percentage or number of applications will be audited in each renewal cycle. Auditees will be asked to provide documentation of their practice hours and of the contact hours submitted on their renewal application as listed below. Please be sure to retain your documentation until you receive your notification of certification renewal and new certificate.

#### Form A: Continuing education

Copies of certificates of attendance showing the number of contact hours awarded, the name of the auditee, the name of the program, the identity of the provider, identity of approval/accreditation body, and the date and location of the program. Auditees will also be required to provide a content outline, a program brochure, or other documentation about the content of the program.

#### Form B: Academic education

Copy of transcript showing successful completion of the course(s) and an official course description.

#### Form C: Presentations

Copy of the program brochure or content outline showing the program title, date and location of the program, the identity of the provider, the auditee's name as a presenter, the title of the auditee's presentation, and the length of the presentation.

#### Form D: Publications

Documentation from the publication (text or journal) showing the auditee's name as author or editor, date of publication, publisher, and edition. If the journal or text is not yet in print, the auditee may submit a letter of acceptance from the publisher. A copy of the publication or pages from the publication showing the content covered in the publication is also required.

#### Denial of certification renewal by contact hours

Certification renewal by contact hours will be denied in the following situations:

- A. Failure to submit a minimum of 60 contact hours that meets outlined criteria or failure to pass the examination
- B. Limitation, suspension, or termination of RN license in any jurisdiction
- C. Failure to meet published deadlines
- D. Failure to supply additional requested information by established deadline
- E. Falsification of application materials
- F. Misrepresentation or misuse of the LNCC credential
- G. Failure to pay required fees