

ACLPN RECERTIFICATION APPLICATION FORM

Last Name		First Name	
Address		City, State, Zip Code	
Home Phone		Work Phone	
Cell Phone		Email	

ACLPN Information		LPN Information	
Year of Initial Certification		State of Licensure	
Year of Last Recertification		LPN License Number	
ACLPN Certificate Number		LPN License Expiration Date	

Submit this form and pay online via the [HANCB website](#).

Background Information

Please complete the following information (highlight appropriate response):

A. Percent of Time Currently Working in HIV Nursing

- Less than 25%
- 25-50%
- 51-75%
- More than 75%

B. Primary Position (Select only one response)

- Clinical Nurse Specialist Consultant
 - Counselor
 - Director/Assistant Director
 - Head Nurse/Nurse Manager
 - Infection Control Practitioner
 - LPN/LVN
 - Nurse Case Manager/Coordinator
 - Nurse Educator/Faculty Member
 - Nurse Practitioner
 - Nurse Researcher
 - Patient Educator
 - Sales/Marketing/Industry: Nursing Rep
 - Staff nurse/clinician
 - Other – please specify
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C. Area of Professional HIV Emphasis

- Adult
- Pediatrics
- Both adult and pediatrics

D. Current Practice Setting (Select only one response)

- Clinical Trial Group
 - Community-Based Organization
 - Family Planning/STD
 - Forensic Setting (jail, prison)
 - HIV Testing Center
 - Home Care
 - Hospice
 - Inpatient: community hospital
 - Inpatient: university affiliated hospital
 - Long-term Care Facility
 - Outpatient/ambulatory care
 - Physician's office
 - Primary Prevention Program
 - Private/Group Practice
 - Public/community health
 - School of Nursing
 - Substance Abuse Treatment Center
 - Other – please specify
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E. Experience in HIV Nursing

- 3-6 years
- 7-10 years
- More than 10 years

F. Employment Status

- Full-time
- Part-time
- Unemployed
- Retired

G. Primary Practice Location

- Mixed
- Rural
- Suburban
- Urban (less than 1 million population)
- Urban (more than 1 million population) Not applicable

H. Highest Academic Level Earned

- Associate Degree, Nursing
- Baccalaureate, Nursing
- Baccalaureate, Other
- Diploma in Nursing
- Doctorate in Nursing
- Doctorate, Other
- LPN/LVN Certificate
- Masters, Nursing
- Masters, Other
- Other

I. Other Certifications Held (ALL that apply)

- None
- CCRN
 - CEN
 - CIC
 - CRNH
 - OCN
 - RN, C
 - RN, CS
 - Other

J. Are you currently a member of ANAC/CANAC?

- No
- Yes

If yes, please provide your membership number

Optional Information:

Race/Ethnicity

- African American/Black
- Asian/Pacific Islander
- Hispanic/Latino/Latina
- Native American
- White
- Other

Age Range:

- Under 25
- 25-29
- 30-39
- 40-49
- 50-59
- 60 or older

Gender:

- Female
- Male
- Transgender Female
- Transgender Male
- Non-binary
- Prefer not to answer

Declaration

I affirm that all statements given on this application are true and correct, to the best of my knowledge, and that HANCB is hereby authorized to contact any organization or individual listed hereon to verify my continuing education or licensure history.

Signature _____

Date _____

PAYMENT OPTIONS

Recertification Fee: \$100

Late Fee: \$50 (due on applications submitted after certificate expiration date)

Payment can be made online via the [HANCB website](#).

Note you do not need to have a PayPal account – you can check out as a guest.

Alternatively, HANCB now utilizes the secured third-party platform BILL.com for invoicing and collecting payments.

You can be invoiced for your recertification fee by providing the following information:

Contact Name: _____

Address: _____

Phone Number: _____

Email address for invoice: _____



Category I - HIV Nursing Continuing Education: 25 credits minimum.

- See Appendix A for more information.

Course Title	Date	NCPD Credits	Accredited By
Total			



Category I - HIV Nursing Continuing Education (continued)

Course Title	Date	NCPD Credits	Accredited By
Total			

Category II - Other Nursing Continuing Education: 12 credits maximum.

- See Appendix A for more information.

Course Title	Date	NCPD Credits	Accredited By
Total			



Category III - Academic Courses: 25 credits maximum.

- See Appendix A for more information.

Course Title	Provider	Credit Type/Hours	Course Dates	NCPD Credits
Total				



Category IV - Professional Activities: 10 credits maximum.

- See Appendix A for more information.

Course Title	Date	NCPD Credits	HIV (Y/N)	Verification (Y/N)
Total				

ACLPN RECERTIFICATION PROTOCOL

POLICY:

HANCB has developed protocols for recertification requirements to ensure ACLPNs have continued to maintain competence and/or expand their HIV knowledge base within the four (4) year certification/recertification period. Recertification protocols will be reviewed at least once a year to determine if the requirements are complete and meet the goals of maintaining competence and/or enhancing HIV nursing practice.

PROTOCOL:

Certification Renewal by Nursing Continuing Professional Development (NCPD) credits:

- Nursing continuing professional development (NCPD) recertification includes a wide spectrum of continuing education activities performed by the HIV nurse. It includes both formal and informal education experience for the HIV nurse. NCPD credits are also granted for other activities such as HIV publications, presentations, and volunteer/leadership responsibilities.
- ACLPN certification renewal by NCPD is obtained by accumulating a total of **50 NCPD credits** within a 4-year period. A minimum of 25 NCPD in Category I is required. The remaining 25 NCPD can be accumulated in categories I – IV, although there are limits to the number of NCPD accepted in each of the remaining categories (II through IV).
- NCPD must be accumulated during the 4-year recertification period. NCPD obtained prior to initial ACLPN certification cannot be applied towards recertification. Only NCPD obtained after the date of initial certification can be applied towards recertification. A description of the acceptable continuing education activities can be found in Appendix A.
- HANCB will randomly audit a certain percentage of ACLPN recertification applications. If audited, you will be asked to submit copies of certificates and other documents, as described in Appendix A, verifying your NCPD activities with your renewal application. During each 4-year period, all ACLPNs are encouraged to keep all documentation and be prepared to submit it upon request if audited. All applications are subject to audit at the discretion of the HANCB. Finally, non-audited ACLPNs may be required to submit supporting evidence of recertification requirements at any time.
- It is important to notify the HANCB of any change in address and/or name. It is the responsibility of the renewing ACLPN to submit all required documentation at the time of renewal. Failure to submit documentation as required may delay recertification.

APPENDIX A

Nursing Continuing Professional Development (NCPD) activities approved for ACLPNs

Category I - HIV Nursing Continuing Education

Description of Activities

This category includes HIV nursing programs granting contact hours or NCPD credits. These programs must address topics that have direct application to the nursing care needs of persons living with HIV or their significant others.

- All 50 NCPD credits may be obtained in Category I.
- A minimum of 25 NCPD in Category I are required per four-year period. All courses must be taken during the current certification period. Courses taken during the month of certification/recertification will be allowed. Any courses taken during an extension period for the previous renewal period will not be allowed.
- One contact hour (50 minutes of actual classroom time) equals one NCPD.
- If audited, a photocopy of the continuing education certificate is required. The certificate must include the name, date(s) of attendance, title of course, number of contact hours granted, and accrediting agency.

All NCPD must be accredited by:

- a state board of nursing
- Accreditation Council for Continuing Medical Education (ACCME)
- AIDS Education and Training Center (AETC)
- American Academy of Nurse Practitioners (AANP)
- American Medical Association (AMA)
- American Nurses Credentialing Center (ANCC)
- Association of Nurses in AIDS Care (ANAC)
- or the international equivalent of these organizations

Accrediting agencies for each course must be listed on the application form.

Category II - Other Nursing Continuing Education

Description of Activities

This category includes continuing education credits in nursing that are not HIV related.

- A maximum of 12 NCPD can be earned.
- One contact hour (50 minutes of actual classroom time) equals one NCPD.
- If audited, a photocopy of the continuing education certificate is required. The certificate must include the name, date(s) of attendance, title of course, number of contact hours granted, and accrediting agency.

All NCPD must be accredited by:

- a state board of nursing
- Accreditation Council for Continuing Medical Education (ACCME)
- AIDS Education and Training Center (AETC)
- American Academy of Nurse Practitioners (AANP)
- American Medical Association (AMA)
- American Nurses Credentialing Center (ANCC)
- Association of Nurses in AIDS Care (ANAC)
- or the international equivalent of these organizations

Accrediting agencies for each course must be listed on the application form

Category III - Academic Credit Courses

Description of Activities

This category includes formal academic courses offered by an accredited college or university.

- In the semester system, one semester credit or semester hour is equal to 15 NCPD. A 3-credit semester course is equivalent to 45 NCPD.
- In the quarter system, one quarter credit, one quarter hour or one credit equals 10 NCPD. A 3-credit quarter course is equivalent to 30 NCPD.
- In the trimester system, one trimester credit equals 12 NCPD. A 3-credit trimester course is equivalent to 36 NCPD.
- An unlimited number of applicable NCPD can be earned. However, only a maximum of 25 NCPD can be applied towards recertification since 25 NCPD must be earned in Category I.
- If audited, a photocopy of formal transcript or grade report is required. A course description, course content, or syllabus should be included.

These courses should address the biopsychosocial knowledge required to practice HIV professional nursing. Courses should have clear applicability to HIV practice. Examples of academic courses applicable to this category include:

- addictions
- cell biology
- epidemiology
- immunology
- mental health
- pathophysiology
- research methods
- statistics
- virology

Undergraduate/graduate nursing courses related to HIV, physical assessment, differential diagnosis, or pharmacology are also applicable.

Pre-requisite nursing education courses are not acceptable.

Examples of courses which are NOT acceptable include, but are not limited to, the following:

- art
- biology
- chemistry
- English
- health care management
- history
- human anatomy and physiology
- math
- music
- philosophy
- psychology
- sociology

Category IV - Professional Activities

Description of Activities

This category includes a variety of professional activities in which HIV nurses are involved. Acceptable activities in Category IV include publications, presentations, and volunteer activities. These professional activities should have clear applicability to HIV nursing. A maximum of 10 NCPD can be earned per four (4) year renewal period.

Publications:

Publications include professional nursing articles for which the ACLPN was author, co-author, or editor. NCPD for joint authorship are determined by dividing the number of NCPD to be awarded by the number of authors.

- A maximum of 10 NCPD per renewal period can be earned for publications.
- If audited, a copy of the article or journal; research publication; title page and/or table of contents of the book are required. Publisher's notice of acceptance can be submitted if publication is pending at the time of recertification; however, credit will not be given for this same publication in a subsequent recertification period.

Examples of activities and maximum NCPD related to publications include:

- HIV related editorial in a nursing journal, 2 NCPD
- Original HIV related research article, 5 NCPD
- HIV textbook editor, 10 NCPD
- Chapter in an HIV textbook, 5 NCPD
- Authored HIV textbook, 10 NCPD
- HIV related journal article, 5 NCPD

Presentations:

Presentations include professional nursing presentations where the ACLPN delivered HIV information to nurses, other health care professionals, or the public. The presentation must be delivered within the context of a teaching/learning setting. A presentation includes an in-service, seminar, workshop, or conference. NCPD for joint presentations are determined by dividing the number of NCPD to be awarded by the number of presenters.

- A maximum of 6 NCPD per renewal period will be granted for professional presentations.
- If audited, the following must be submitted: evidence of participation in the presentation (i.e., brochure, announcement, or written statement).

Examples of activities and maximum CNE allowed for presentations include:

- 2 NCPD for each contact hour (50 minutes) of lecture material presented.
- A repeat presentation will be granted 1 NCPD for a maximum of 1 time within the current renewal period.
- A 50-minute presentation that is repeated once (one original and one repeat presentation) would be granted 3 NCPD.

Volunteer Activities:

Recognizing the leadership role many ACLPNs have in HIV nursing, NCPD can be earned through volunteer activities with an established HIV volunteer service or non-profit organization. These activities may include committee or taskforce involvement at the local or national level. A maximum of 7 NCPD per renewal period can be earned in category VI for volunteer activities.

Regardless of whether you are being audited or not, the following must be submitted to earn NCPD for volunteer activities: For ANAC and HANCB volunteer activities:

- Evidence of participation in the volunteer activity (written verification from the sponsoring organization).

For precepting activities:

- A written letter from your immediate supervisor or faculty liaison stating the number of hours precepted and the purpose of the precepting experience (orienting new staff nurse, precepting undergraduate community health student, etc.).

For volunteer nursing activities:

- Written documentation of the volunteer organization's (non-ANAC and HANCB) values and mission statement.
- Written documentation from a program sponsor verifying evidence of participation in the volunteer activity, including the number of volunteer hours completed.

ANAC and HANCB volunteer

- Serving as an HANCB Board Member, 7 NCPD per year.
- Serving as a national ANAC Board Member, 7 NCPD per year. Serving as a local chapter ANAC Board Member, 3 NCPD per year.
- Serving as committee chair on an ANAC national committee, 3 NCPD per year. Participation on an ANAC national committee, 2 NCPD per year.
- Participation as a JANAC or other HIV related manuscript peer reviewer, 2 NCPD per year. Participation in a local/regional/national HIV planning or advisory committee, 3 NCPD per year.
- Serving as a field representative on an AIDS Clinical Trials Group (ACTG) protocol team, 7 NCPD per year.

Precepting

- Serving as a preceptor for new nurses, undergraduate/graduate nursing students, 2 NCPD per year.

Volunteer nursing activities

A maximum of 7 NCPD per year can be earned as a volunteer nurse.

Examples of acceptable volunteer activities where direct nursing care is provided include:

- Camp nursing for children with HIV, 1 NCPD for every 3 hours of volunteer nursing.
- Residential care facilities or homeless shelters where service for PWHIV are provided, 1 NCPD for every 3 hours of volunteer nursing.
- Serving as a nurse on the medical support team for AIDS Ride and/or AIDS Walk, 1 NCPD for every 3 hours of volunteer nursing.