CNOR®

Certified Perioperative Nurse Handbook

CCI®
The Leader in Perioperative Certification

ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining and maintaining the Certified Perioperative Nurse (CNOR®) certification. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the Competency and Credentialing Institute (CCI) acting against your eligibility or certification. It is the responsibility of each applicant and certificant to familiarize themselves with the content of this handbook and any essential linked documents.

This handbook has clickable images and links within the text that lead directly to CCI documents. The Table of Contents has anchored bookmarks, and a Table of Contents icon (📄) on the corner of each page will return you to the Table of Contents page. New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements. Certificants should check the current version of the handbook prior to recertifying their credential.

CCI does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, natural hair, or national origin.   In addition to this commitment, we enforce adequate protection against discrimination in access to certification, complying with all relevant jurisdictional laws and regulations. Any concerns regarding discrimination can be promptly reported through our Contact Us Form.

CCI reserves the right to amend all procedures outlined in this handbook at any time and without notice. This includes information related to testing content and fees.

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This document should be referenced as follows:
Competency & Credentialing Institute. (2025). Certified Perioperative Nurse (CNOR) Handbook. Littleton, CO: Author.

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INTRODUCTION TO CERTIFICATION

Certification

Certification, as defined by the Accreditation Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes.

Purposes of Certification

- Demonstrates commitment to accountability to the public for safe nursing practice.

- Enhances quality patient care.

- Identifies registered nurses who have demonstrated professional achievement in providing perioperative nursing care.

- Provides employing agencies with a means of identifying the professional achievement of an individual practitioner.

- Provides personal satisfaction for practitioners.

Objectives of Certification

- Recognize the individual registered nurse who is proficient in practice.

- Strengthen the use of evidence-based theory in assessing, planning, implementing, and evaluating nursing care.

- Enhance professional growth through continued learning that results in broader knowledge and expanded skills and practice.

Approval of Candidate Policies

The establishment and approval of candidate policies within CCI exemplify our commitment to excellence, transparency, and fairness. Prior to the formulation of any policy, a comprehensive review process involving stakeholders from diverse backgrounds and expertise is undertaken. This multidimensional perspective ensures that the policies are not only robust but also inclusive, reflecting the evolving needs of our candidates and the industry at large.

Each policy undergoes meticulous scrutiny to guarantee alignment with the professional landscape and our organization's core values.

To ensure the utmost credibility and relevance, candidate policies are subject to input from stakeholders, a thorough development process led by a competent panel of Subject Matter Experts, and approval by CCI's

Certification Council. The CCI Certification Council determines any recommended changes to the eligibility requirements for the examination. The Council serves as the expert panel to review the data from the last job analysis and determine if any changes to the eligibility requirements are needed. This approval process encompasses a holistic evaluation of the policy's potential impact, consistency with regulatory requirements, feedback mechanisms, and adherence to ethical principles.

CNOR® CREDENTIAL BACKGROUND

The CNOR® certification exam requires the following:

- Having a thorough and sound foundation of the knowledge and skills required for competent clinical practice (see CNOR® Exam Subject Areas below). Knowledge can be obtained through work experiences, independent learning, and formal educational programs. The CNOR® exam is based on what a registered nurse (RN) with two years and 2,400 hours of practice in the perioperative setting is expected to know. The exam assesses a combination of experiential and cognitive knowledge to form the foundation of competent clinical practice.

- Understanding of the test-taking process. The exam is composed of 200 multiple-choice questions, of which 185 are scored. Becoming familiar with the format of multiple-choice questions is important. Ultimately, your competency is demonstrated by successfully having and applying knowledge in the perioperative environment.

Exam Development

CCI periodically conducts test development activities to develop and maintain the CNOR® exam consistent with accreditation standards. A complete list of test development committees is presented in CCI's test development process document. Key among these is the Job Analysis study. This is designed to capture the current knowledge and skill set required of perioperative nurses with 2 years and 2,400 hours of experience. Test development work is done in collaboration with CNOR®-certified subject matter experts and our testing partner, PSI. Task and knowledge statements are developed using the results of the job analysis and constitute the blueprint for the CNOR® exam (see the complete list of CNOR® task and knowledge statements). It is recognized that the task and knowledge statements may not reflect all specific tasks performed by an individual functioning in this role, especially in niche or highly specialized environments. Details regarding exam development can be found in CCI's test development process document.

Cultural bias occurs in testing materials when test items assess knowledge or experiences specific to a certain culture. To address the issue of cultural bias, all questions on the CNOR® exam are screened for cultural bias by a diverse panel of nurses holding the CNOR® credential. This review is conducted under the supervision of test development experts from our testing partner.

Cut Score Setting Process

Development and maintenance of the certification examination is the product of a scientifically rigorous process subject to accreditation agency oversight and approval. CCI utilizes the modified-Angoff method for standard setting. This method is criterion-referenced, meaning that the passing score is determined by a panel of subject matter experts and approved by the Certification Council. Performance on the examination is dependent on the candidate's understanding of the exam content.

Members of the Standard Setting Committee critically evaluate new forms of the exam to determine different cut scores that will be used to measure a candidate's performance on the exam. Part of this process entails taking the new form of the exam just as an examinee would.

CNOR® is accredited by the National Commission for Certifying Agencies (NCCA) and the Accreditation Board for Specialty Nursing Certification (ABSNC).

CNOR® CREDENTIAL OVERVIEW

CNOR® is not an acronym in that the letters do not represent specific words or a title. To earn the CNOR® credential, applicants must meet all eligibility requirements at the time of application and pass the certification exam.

Eligibility Requirements

There are no waivers for eligibility requirements. **To be eligible, you must meet the requirements below:**

- Hold a current, unrestricted RN license in the state or country where current practice occurs.

- Currently be working full- or part-time in perioperative nursing, including nursing education, administration, research, or clinical practice.

- Have a minimum of 2 years and 2,400 hours of experience as a perioperative registered nurse (RN). A minimum of 50% (1,200 hours) of those hours must be in the intraoperative setting.

If you are a CFPN® credential holder or have earned your CST, TS-C, or military equivalent, a minimum of 18 months and 2,400 hours of experience as a perioperative registered nurse is required.

Subject Areas on the Exam

The CNOR® exam is comprised of the following subjects. For a complete list of the task and knowledge statements for the CNOR® exam, see our CNOR® Task and Knowledge Statements.

CNOR® Exam Subject Area	Percent of Exam	Number of Questions
1. Pre/postoperative Patient Assessment and Diagnosis	15%	28
2. Individualized Plan of Care Development and Expected Outcome Identification	8%	15
3. Management of Intraoperative Activities		
a. Patient Care and Safety	25%	46
b. Management of Personnel, Services and Materials	9%	17
4. Communication and Documentation	11%	20
5. Infection Prevention and Control of Environment, Instrumentation and Supplies	16%	30
6. Emergency Situations	10%	19
7. Professional Accountabilities	6%	10
Total	**100%**	**185**

APPLYING FOR THE CNOR® CREDENTIAL

How to Apply

Applicants may apply for the CNOR® exam by [creating an account or logging into their existing account](#). The following information is required to complete the online application. The application will take approximately 15 minutes.

- Personal contact information: address, home and work phone numbers, and email

- Make sure you are using an email that you plan to use long-term and will allow you to receive communications from CCI. Your email will also be your login ID.

- Use your legal name as it appears on your original, valid (unexpired), government-issued photo ID bearing a signature.

- RN license expiration date and number, state(s) licensed to practice.

- Perioperative work history: past 2 years, date began working in the OR, current position, and current practice area.

- Employer contact information: facility name, address, and phone number

- Supervisor contact information: name, address, email, phone number

- Payment information

Application Fees

Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full. All required fees are non-refundable.

CNOR® Application Fee	Price
CNOR® Certification application Fee	$467
CNOR® Take 2 Certification application Fee	$520

There is a $40 discount available for those who hold an active CCI credential outside of CNOR®. Discounts cannot be combined and only one discount can be utilized per transaction.

If you are an applicant who has been the recipient of a DAISY Award, there is a $40 discount available. Applicant must provide a copy of their official Award letter in order to receive this discount.

Verification of Application Information

Information on applications may be verified. A percentage of certification applications are randomly selected for audit. If there is any reason to believe that any applicant has not met eligibility requirements, or if an outside party informs CCI that an individual has not met certain requirements, the application may be flagged for audit.

The Credentialing Department will contact the individual by email to obtain documentation to substantiate the information in question. Information may be verified by telephone, email, and/or letter by the Credentialing Department. All information gained through verification procedures will be confidential, except when the law demands the disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- A current manager, supervisor, or HR must complete an employee verification form.

- Verification of applicant's RN license through NURSYS.

- Verification of professional nursing history through contact with past employers if needed.

The applicant is responsible for submitting items requested through the audit process. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. Delayed submission of documents and/or submitting incomplete documentation may result in a shortened testing window. An email will be sent to the applicant detailing the audit results after reviewing the documents.

Failure to comply with all audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the application fee paid will be provided to applicants that do not successfully pass the audit.

INDIVIDUAL TAKE 2 PROGRAM

CNOR® Take 2 Program

The Take 2 program allows a CNOR® nurse to utilize a second exam attempt (during the duration of the application) if the first exam attempt is unsuccessful. Perioperative nurses who meet CNOR eligibility requirements at the time of application may participate in the program. All exam attempts are subject to testing windows and testing seat availability. CCI may amend the Take 2 program at any time with or without notice.
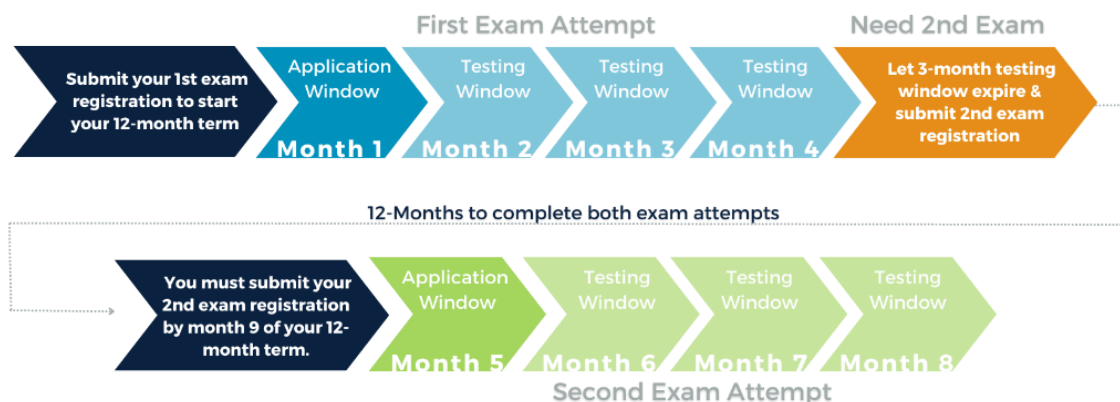
Application

You may submit your Individual Take 2 application at any time. When you submit your application and are placed in your initial 3-month testing window, your 12-month application term begins the first day of the following month. Your application term will expire 12 months from this date. Extensions to the 12-month application term will not be granted.

Both exam attempts must be completed prior to the expiration of the application term. Upon the expiration of the application term, any unused exam attempts will be forfeited.

While the duration of the application is for 12 months, testing opportunities will not span the entire 12-month period. See additional information below about scheduling exams.

First Exam Attempt

When submitting your initial application, you will be placed in the following 3-month testing window, which begins the month after your registration. You must be prepared to take the exam during the subsequent 3-month period.

Participants who pass the exam on the first attempt will not receive another exam attempt.

Second Exam Attempt

If your first exam attempt is unsuccessful, you must register for the second 3-month testing window after your initial 3-month testing window expires. Upon registration, your new 3-month testing window will start the first day of the following month. You must be prepared to take the exam during this 3-month period.

You will register for the second testing window in the same way you previously registered; however, no payment will be required. You must register for your second testing window no later than 9 months after the start of your 12-month period.

Failure to register for a second testing window by 11:59 pm (Eastern Time) of the last day of the 9th month will result in forfeiture of the second attempt. The second exam attempt is non-refundable and cannot be transferred to another person.

Exam Window Transfers

You are allowed to transfer your **initial** testing window only and a transfer requires a $75 fee. If you need to transfer a testing window, you will be moved to the next testing window.

For more information, please refer to the "Withdrawing, Canceling, Rescheduling or Transferring Your Exam" section in this handbook.

Withdrawing from a Testing Window

CCI does not permit the withdrawal of the application for any reason. No refunds of the application fee will be provided.

FACILITY TAKE 2 PROGRAM

The CNOR® Facility Take 2 Program is available to hospitals and health systems interested in bulk purchasing exams for nursing staff.

Participants who pass the CNOR® Exam on the first attempt will not receive another exam attempt. The second attempt cannot be transferred to another person and is non-refundable.

Facility Take 2 Fee

Facilities may register multiple nurses at a reduced rate. The fee for facilities that register a minimum of five (5) CNOR®-eligible nurses is $467 per participant. All participants must be employed at the same facility. Payment must be made in a single transaction by facility ACH, check, or credit card; individuals may not make a payment on behalf of the facility.

Interested in Facility Take 2 Program

If you are a facility registering five or more CNOR®-eligible nurses, download our CNOR® Credential Take 2 Facility Order Form, which includes complete details on the Terms and Conditions of the CNOR® Exam Take 2 Facility program.

If you are a facility adding Participants to your original term, download the CNOR® Credential Take 2 Facility Order Form Addendum located at the end of the order form.

CCI may amend the CNOR® Facility Take 2 program at any time with or without notice.

Apply for First Exam Attempt

A Facility Take 2 term will commence as determined by the date CCI approves the CNOR® Credential Take 2 Facility Order Form and notifies the Administrator via e-mail. If the approval is between the first (1st) and fifteenth (15th) of the month, the term will begin on the first (1st) of the calendar month of order approval. If the approval is between the sixteenth (16th) and the end of the month, the term will begin on the first (1st) of the following month.

Participants can access two attempts within the application when the following conditions are met:
- The application for the first attempt **must be received by 11:59 pm (Eastern Time)** on the last day of the fifth (5th) month of the contract's term.

- The application for the second attempt **must be received by 11:59 pm (Eastern Time**) on the last day of the ninth (9th) month of the contract's term.

Failure to meet each requirement by the specified deadline will result in the forfeiture of the applicable exam attempt.

A facility may add participants to its original term until the end of month 5. The original term will not be extended or modified for new participants. A CNOR® Credential Take 2 Facility Order Form Addendum is required. Substitutions may be granted on a case-by-case basis at CCI's sole discretion.
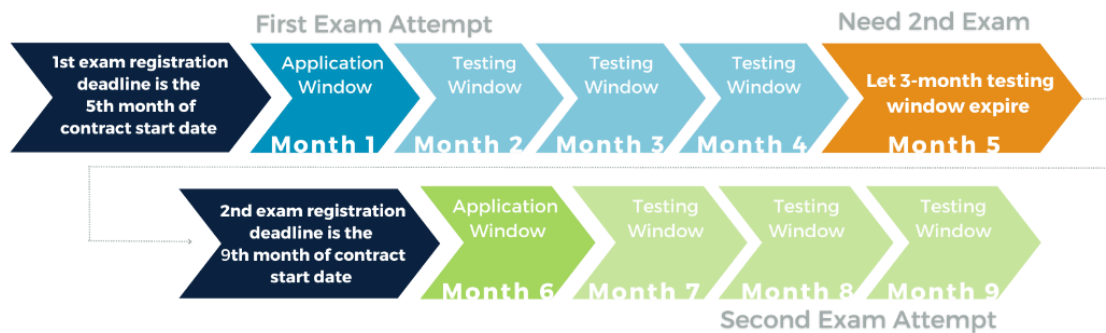
Exam Window Transfers

Candidates are allowed to transfer the **initial** testing window only and a transfer requires a $75 fee. If transferring a testing window is needed, candidate will be moved to the next testing window.

For more information, please refer to the "Withdrawing, Canceling, Rescheduling or Transferring Your Exam" section in this handbook.

Withdrawing from a Testing Window

CCI does not permit the withdrawal of the application for any reason. No refunds of the application fee will be provided.

CNOR® EXAM

The CNOR® exam consists of 200 multiple-choice questions. Of the 200 questions, 185 are used to calculate your test score. The remaining 15 questions serve as pre-test questions and do not affect your score. Pre-test questions are dispersed throughout the exam and cannot be identified by an examinee.

The CNOR® exam is a timed test and must be completed in 3 hours and 45 minutes. The computer hosting the exam will keep the official time.

The computerized format of the exam requires basic computer experience. If you elect to take your exam with the Remote Secure Proctored Exam option, **you must do a system check of your computer prior to attending the examination**. An optional pre-exam tutorial will provide instructions on how to take the exam on the computer. It will also provide examples on selecting answers and marking any questions you may want to return to and review before finishing the exam. The time allotted for completing the tutorial is separate from the actual exam time.

Recommended Study Time for CNOR® Exam

The recommended study period to prepare for the CNOR® certification exam is three months. Reviewing the task and knowledge statements for each subject will aid in identifying areas of strengths and possible areas for improvement. The CNOR® Study Plan aligns these identified areas with materials to assist with each section. Use experiences at work to gain additional knowledge and skills in unfamiliar areas. Using a variety of preparation aids and frequent review have been found to increase comprehension and retention of information.

As a certification organization, CCI's role is in developing and administering certification examinations to determine the qualifications of applicants for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses. Applicants may prepare for certification examinations with any educational materials they choose. The purchase of CCI review materials is not a requirement for testing, nor does the use of any review materials imply successful performance on the certification examinations. CCI offers various study resources for the certification examinations, including an on-demand prep course, practice exams, and a study guide. No study resources are prerequisites for the certification examinations.

Reference Materials

Four primary references are recommended in preparing for the CNOR® exam:

- AORN. (current edition). *Guidelines for perioperative practice*. AORN.

- Phillips, N., & Hornacky, A. (Eds.). (2025). *Berry and Kohn's operating room technique* (15th ed.). Elsevier.

- Rothrock, J. C. (Ed.). (2023). *Alexander's care of the patient in surgery* (17th ed.). Elsevier.

- Odom-Forren, J. (Ed.). (2024). *Drain's perianesthesia nursing: A critical care approach* (8th ed.) Elsevier.

Schedule Exam Appointment

The CNOR® exam is delivered at PSI testing centers and online as a Remote Secured Proctored Exam (RSPE). Once the application and payment have been received, the option to schedule will be available in your CCI account and you will receive an Authorization to Test (ATT) email. This email contains important information on your exam window, scheduling your exam, and PSI protocols; please read it carefully. You are responsible for scheduling an appointment to take the exam. You are strongly encouraged to schedule your appointment as soon as possible, as availability is on a first-come, first-served basis, and CCI cannot guarantee appointment availability. PSI administers in-person exams by appointment only, Monday through Saturday, in test centers. Appointment starting times may vary by location. You can search for a test center in your area here.

Online scheduling for remote proctored exams is available 24 hours a day, 7 days a week. To schedule online, click the "PSI Exam Scheduling" button in your CCI account. This will direct you to PSI's scheduling system.

If you are randomly selected for audit, the option to schedule will be available **after** submission and approval of required documentation.

To schedule an examination by phone, please call PSI at **855-834-8752**. Please note it may take up to 24 hours to receive a response. Live operators are available at the following times:

Time Zone	Monday-Friday	Saturday-Sunday
Eastern	7:30 am - 10:00 pm	9:00 am - 5:30 pm
Central	6:30 am - 9:00 pm	8:00 am - 4:30 pm
Mountain	5:30 am - 8:00 pm	7:00 am - 3:30 pm
Pacific	4:30 am - 7:00 pm	6:00 am - 2:30 pm

CNOR® Exam is Offered

Applicants may take the exam Monday through Saturday, excluding holidays, year-round at a PSI testing center. You may also take the CNOR® certification examination through Remote Secure Proctored Exam (RSPE) on your personal computer. The use of RSPE allows more flexibility for the test taker to include appointments 24 hours a day, 7 days a week, based on availability.

Once your application has been approved, you have a 3-month testing window to schedule and sit for the exam at either a PSI testing center or via RSPE. An applicant's 3-month testing window opens the month immediately following the application submission, as illustrated below. It is the applicant's responsibility to schedule an appointment and ensure their appointment is completed before the end of their testing window.
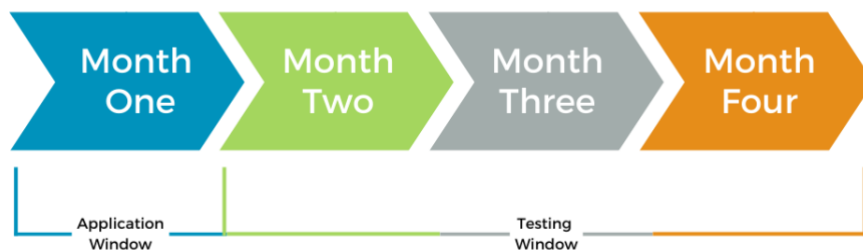
Applicants may test only **once** during any testing window.

Application Approved	Testing Months	Application Approved	Testing Months
January	February, March, April	July	August, September, October
February	March, April, May	August	September, October, November
March	April, May, June	September	October, November, December
April	May, June, July	October	November, December, January
May	June, July, August	November	December, January, February
June	July, August, September	December	January, February, March

Failure to Schedule

If you fail to schedule an exam appointment in your 3-month testing window, your entire application fee is forfeited. Current eligibility criteria must be met to reapply, and the fee applicable at that time must be paid.

Tardiness or Missing Test Appointment

For testing center appointments, if you are more than 15 minutes late or miss your scheduled appointment time, you will be considered absent and forfeit your eligibility and application fee for that exam window.

For RSPE appointments, Applicants may log in for their exam up to 30 minutes prior to the scheduled start time but may not be connected with a proctor until their exam time. If you do not start your exam within 15 minutes of your scheduled appointment time, you will be considered absent and forfeit your eligibility and application fee for that exam window.

Unscheduled Breaks During Testing

Candidates who need or want breaks should plan to test in-person at a testing center and will be given one 10-minute unscheduled break during their exam session. Candidates who test remotely are unable to take a break during their exam session.

Any candidates who do not return from their break in the allotted time will forfeit their exam attempt and associated application fees.

Secondary Application and Testing

Subsequent certification applications cannot be submitted in the same exam window as an unsuccessful exam attempt. You must wait for your 3-month testing window to expire before you can apply to retake the exam. The full application fee must be paid for each testing attempt unless the applicant participates in the Take 2 Program (see "CNOR® Individual Take 2" that appears earlier in this handbook). A new application must be submitted for each new exam attempt.

Due to CCI's commitment to quality and exam security, there are multiple versions of the CNOR® Exam, and those retaking the exam will not take the same exam as their first attempt.

Test Development Process

The Competency and Credentialing Institute (CCI) collaborates with our testing partner, PSI, in the test development process. Development and maintenance of the certification examination is the product of a scientifically rigorous process subject to accreditation agency oversight and approval. Additional information on the CCI test development can be found in our Test Development Process Guide.

Scoring Methodology

For the CNOR® certification exam, there is one reported pass/fail decision score. Scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 200 to 800. You need a total scaled score of at least 620 to pass this examination. Applicants should answer all questions on the exam, as any question not answered may count against the final score.

A scaled score is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. A scaled score is transformed from the raw test score (the number of test questions answered correctly). A scaled score allows for consistent scoring across multiple forms of the exam.

CNOR® Exam Results

You will be shown a pass or fail notification immediately after you complete the exam. If you pass the CNOR® exam, your score report will not include a detailed breakdown and the passing score will not be revealed. A more detailed score report will be e-mailed to you by PSI within 24 hours of exam failure. Scores will not be reported if the confidentiality of the exam is broken or misconduct at the testing center is reported.

SAMPLE EXAM QUESTIONS

The following questions represent similar content to what can be found on the examination. These questions are provided solely to offer applicants insight into the format of the examination and are not intended as study questions. Practice questions can be found online.

1. The narrowest part of a child's airway is the

   a. vocal cords
   b. cricoid cartilage.
   c. mouth opening.
   d. bronchioles.

2. What type of plan should a healthcare facility have to address a breakdown in the medical gas delivery system?

   a. Fire safety plan
   b. Patient care plan
   c. Utility failure plan
   d. Hazardous materials plan

3. If a pinprick to the palmar surface of the pinky finder is perceived as dull, this would indicate a possible injury to the _____ nerve.

   a. radial
   b. ulnar
   c. palmar
   d. medical

4. If an intracranial mass is suspected as the cause of increased intracranial pressure (ICP), which of the following would be contraindicated?

   a. Lumbar puncture
   b. Burr hole
   c. Administration of a non-osmotic diuretic
   d. Intravenous transfusion of hypertonic mannitol

5. What is the normal range for an ejection fraction of an adult?

   a. 40-50%
   b. 60-70%
   c. 80-90%
   d. 90-100%

WITHDRAWAL, CANCELLATION, RESCHEDULING, OR TRANSFER 📑

You may reschedule your exam appointment within your original 3-month testing window, or transfer your exam to another 3-month testing window. For additional information, please refer to the following definitions of terms and the table below. For information related to Take 2 programs, please review "CNOR® Individual Take 2" in this handbook.

Definitions of Terms

- **Withdraw/cancel**: You have submitted your application and have been placed into your initial exam window but have decided to cancel your application.

- **Rescheduling/changing the date for a previously scheduled exam:** You have scheduled a date/time for your exam and want to move the testing date to another day within the same testing window.

- **Transferring the current exam window to another testing window:** You have submitted your application and want to move the testing date to a day in the next 3-month testing window.

Withdrawal/Cancel:

- Once an application is submitted, CCI does not permit the withdrawal of the application for any reason. No refunds of the application fee will be provided.

Transfer:

- A $75 transfer fee is required. Fee is non-refundable upon approval of your transfer request.
  - Please ensure you have canceled all appointments prior to requesting a transfer.
- You may only transfer your individual single take twice per application. Take 2 program participants may transfer their initial exam window only.
  - If an exam appointment is scheduled with PSI, the appointment must be canceled 48 business hours prior before CCI can process a transfer.

TIME FRAME	At least two business days or more prior to end of testing window or scheduled test date	Less than two business days prior to end of testing window or scheduled test date
WITHDRAW APPLICATION/CANCEL AN EXAM APPOINTMENT	You are unable to withdraw/cancel your exam appointment. You must sit for the exam, or all fees will be forfeited.	**You are unable to withdraw/cancel your exam appointment. You must sit for the exam, or all fees will be forfeited.**
RESCHEDULE AN EXAM DATE WITHIN THE SAME TEST WINDOW	1. Contact PSI to cancel your exam appointment. 2. Reschedule the new exam date within the 90-day test window.	**You are unable to change or cancel the date for your exam appointment. You must sit for the exam, or all fees will be forfeited.**
TRANSFER AN EXAM DATE OUTSIDE ORIGINAL TEST WINDOW	1. Contact PSI to cancel your exam appointment. 2. Log into your CCI account and complete the transfer request. **A non-refundable $75 fee will be charged by CCI.** 3. Schedule an appointment in the new exam window.	**You are unable to transfer to a new testing window for your exam. You must sit for the exam, or all fees will be forfeited.**

	Note: you can only transfer twice within a single application.	

For exams scheduled at a testing center impacted by inclement weather, power failure, or other unforeseen emergencies affecting the site on the day of an examination, PSI will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. The examination will usually not be rescheduled if the test center personnel are able to open the test center.

You may visit www.psionline.com/openings prior to the examination to determine if PSI has been advised that any test centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a test center, all scheduled applicants will receive notification from PSI regarding rescheduling procedures.

Applicants are responsible for scheduling a new exam appointment within your exam window following a cancellation made by PSI.

If an applicant fails to schedule an exam appointment within the 3-month testing window, the entire application fee is forfeited. To reapply, the applicant must meet the current eligibility criteria and pay the fee that is applicable at that time.

PSI GUIDELINES FOR CCI EXAMINATIONS

Extensive check-in and security measures are enforced at testing sites and during live, remote proctored exams administered online. A FAQ page and Test Instructions, including quick videos for reviewing test center and online proctored experiences, are available on the PSI website link.

PSI REMOTE SECURE PROCTORED EXAM GUIDELINES

Identification

You must present an original, valid (unexpired), government-issued photo ID bearing a signature. CCI recommends bringing a second form of ID as well. No form of temporary identification will be accepted.

- Examples of valid forms of identification are photo ID, such as a driver's license, state identification card or passport. **Military identification cannot be used for remotely proctored exams.**

- Your name must match on your CCI account and your government-issued photo ID. If your name does not match, PSI has the right to refuse your admittance to the exam.

- If the name on your registration differs from what appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).
    - PSI may request a second form of ID bearing your name and signature (e.g., a credit card).

Beginning June 14, 2024, you may upload your identification through the Mobile ID Upload feature during booking of your exam. This update is designed to streamline the booking and check-in process, ensuring a smoother, more efficient experience on test day.

If there is any concern about the validity of your identification, **PSI has the right to ask for additional identification or refuse your admittance to the exam**. Failure to provide appropriate identification at the time of the examination is considered a missed appointment and will result in forfeiture of your application fees. Please contact PSI if you have any questions about acceptable forms of identification.

Monitoring

Several security measures will be enforced during the exam administration. PSI administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. Be aware that you will be observed at all times while taking the exam. This observation may include direct observation by test center staff or a remote proctor and audio and video recordings of your testing session.

No guests, visitors, or family members are allowed to enter the room in which you plan to take your test. It is recommended and encouraged to be in a closed room with a door and to put a note on the door. You cannot test in a public space i.e. public library. People entering or passing through the testing environment can result in termination of your exam.

Examinations are proprietary. No cameras, calculators, tape recorders, pagers, or cellular/smartphones are allowed in the testing room. Possession of a cellular/smartphone or other electronic device(s) is strictly prohibited and will result in dismissal from the examination without a refund.

Exams cannot be viewed, copied, or studied by any individual. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

Personal Belongings

Your test environment must be clear of clutter and all personal belongings. Ensure that your desk is limited to the computer (no monitors allowed), mouse and keyboard. All other items should be removed from the desk space and there should be nothing within arm's reach of the desk.

Your testing space/desk must be free of all personal items and valuables including but not limited to:

- Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games including laptop computers not used for testing, must be stowed away from testing area.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as, but not limited to, loose sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in during testing. If you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, paper, pens, pencils, other writing devices, food, drinks, and good luck items.

You will be required, as part of check-in, to perform a series of room scans to confirm there are no prohibited items in the testing area. Please allow for this time in addition to your exam time.

If any personal items are observed in the testing room after the examination starts, the examination will be forfeited. Please visit the PSI website for additional test center regulations.

System Requirements

Remote Secure proctoring system requirements are regularly updated and should be checked in advance of booking HERE.

PSI Bridge is not supported on work devices, tablets, hybrid devices, mobile devices, Surface Pros, or Chromebooks.

A link to the compatibility check is available during scheduling. Please run the compatibility check at least 24 hours before your scheduled exam. Passing the compatibility check does not guarantee that technical issues will not occur. You can also access the compatibility check here: PSI Online Proctoring Compatibility Check.

Please be aware this is a hardware and operating system check only. The systems check is unable to verify if there are any firewalls that might prevent the download of the PSI secure browser. This firewall check will occur the day of the exam. If you have any questions regarding the computer compatibility, please contact PSI directly at 1-855-834-8752.

A PSI proctor will be monitoring the session throughout the entirety of the exam. Applicants are expected to show their photo ID, take a selfie, and perform a room scan of the testing environment. The environment should be private, well-lit, and free from reference materials and clutter. The proctor may ask that the space be cleared before the release of the exam if not already done. No one is permitted to enter the testing area during the exam.

PSI proctors will not have access to your computer. PSI uses a secure browser that must be downloaded and installed just before your scheduled appointment. Clicking the "Launch Exam" button up to 30 minutes before your appointment will automatically start the download process. The secure browser will prevent the ability to copy, paste, take screenshots, use instant messaging or other applications, and access other websites.

Dismissal from a Test Session

The remote proctor is authorized to dismiss an applicant from a test session, including but not limited to the following reasons:

- One's failure to follow the remote proctor's directions.

- Creating a disturbance of any kind.

- Possession of unauthorized personal belongings.

- Talking to or participating in a conversation with others during the examination.

- Giving or receiving assistance of any kind.

- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.

- Removing or attempting to remove test questions and/or responses (in any format)

- Failing to demonstrate the destruction of scratch paper during a remotely proctored exam.

- Attempting to take the test for someone else.

- Attempting to tamper with the operation of the computer.
  - Leaving the testing room or camera view without permission.

- Using electronic communications or recording equipment such as cellular phones and like devices.

- Bringing any materials to the test environment that may compromise the administration of the exam.

- Sharing information about the test and test questions with an unauthorized person(s).

If a proctor witnesses what they believe to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to PSI. PSI reviews the session for quality and to determine if there was any inappropriate action requiring follow-up. For test center examinations, a report is provided to CCI.

If it is believed that an applicant violates the test center Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual, which may include but not be limited to the following:

- The exam taker may receive a suspension for either a specific or undetermined amount of time.

- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.

PSI Test Center Exam guidelines

Identification

You must present an original, valid (unexpired), government-issued photo ID bearing a signature. CCI recommends bringing a second form of ID as well. No form of temporary identification will be accepted.

- Examples of valid forms of identification are photo ID, such as a driver's license, state identification card, passport, or military identification card (on-site examinations only).
- Your name must match on your CCI account and your government-issued photo ID. If your name does not match, PSI has the right to refuse your admittance to the exam.
- If the name on your registration differs from what appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).
  - PSI may request a second form of ID bearing your name and signature (e.g., a credit card).

Beginning June 14, 2024, you may upload your identification through the Mobile ID Upload feature during booking of your exam. This update is designed to streamline the booking and check-in process, ensuring a smoother, more efficient experience on test day.

If there is any concern about the validity of your identification, **PSI has the right to ask for additional identification or refuse your admittance to the exam**. Failure to provide appropriate identification at the time of the examination is considered a missed appointment and will result in forfeiture of your application fees. Please contact PSI if you have any questions about acceptable forms of identification.

Monitoring

Several security measures will be enforced during the exam administration. PSI administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. Be aware that you will be observed at all times while taking the exam by test center staff. Test centers are also equipped with video surveillance.

No guests, visitors, or family members are allowed in the testing room or reception areas.

Examinations are proprietary. No cameras, calculators, tape recorders, pagers, or cellular/smartphones are allowed in the testing room. Possession of a cellular/smartphone or other electronic devices is strictly prohibited and will result in dismissal from the examination without a refund.

Exams cannot be viewed, copied, or studied by any individual. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

Personal Belongings

No personal items, valuables, or weapons should be brought to the test center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided with a soft locker or a locker with a padlock to store your wallet and/or keys with you in the testing room. You will not have access to these items

until after the examination. Please note: personal items such as watches, hats, wallets, and keys will not be allowed in the testing room except securely locked in the soft locker.

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. The proctor may also ask applicants to lift the ends of their sleeves and the bottoms of their pantlegs to ensure that notes or recording devices are not hidden. Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device.

If all personal items do not fit in the locker, you must make arrangements to store these somewhere else (e.g., your vehicle), or you may be unable to test. The site will not store any personal belongings. Personal belongings include, but are not limited to, the following items:

- Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as, but not limited to, loose sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. If you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

If any personal items are observed in the testing room after the examination starts, the examination will be forfeited. Please visit the PSI website for additional test center regulations.

Dismissal from a Test Session

The test center administrator is authorized to dismiss an applicant from a test session, including but not limited to the following reasons:

- One's failure to follow the test center administrator's directions.
- Creating a disturbance of any kind.
- Possession of unauthorized personal belongings.
- Talking to or participating in a conversation with others during the examination.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format) from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room.
- Leaving the test center/building at any time.

- Using electronic communications or recording equipment such as cellular phones and like devices.

- Bringing any materials to the test center that may compromise the administration of the exam.

- Sharing information about the test and test questions with an unauthorized person(s).

If a proctor witnesses what they believe to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to PSI. PSI reviews the session for quality and to determine if there was any inappropriate action requiring follow-up. For test center examinations, a report is provided to CCI.

If it is believed that an applicant violates the test center Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual, which may include but not be limited to the following:

- The exam taker may receive a suspension for either a specific or undetermined amount of time.

- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.

Group Testing Irregularities

Unlike cases of individual applicant misconduct, testing irregularities occasionally affect a group of test takers. Such problems include, without limitation, administrative errors, defective test center equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g., natural disasters and other emergencies).

When group testing irregularities occur, PSI will investigate to provide information to CCI. Based on this information, CCI may direct PSI either not to score the exam or to cancel the exam score. When appropriate, CCI will arrange with PSI to allow affected test takers to retake the exam as soon as possible, without charge. Affected exam takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

ACCOMMODATIONS

Under the Americans with Disabilities Act ("ADA"), persons with disabilities may be entitled to accommodations if (i) they have a physical or mental impairment, (ii) that substantially limits a major life activity (e.g., hearing, seeing, learning, reading, or concentrating), or (iii) a primary bodily function (e.g., neurological, endocrine, or digestive system). However, CCI is not obligated to provide accommodations that would fundamentally alter the measurement of the skills or knowledge the exam intends to test or impose an undue burden on CCI.

Request an Accommodation

CCI is committed to providing reasonable accommodation in its exam processes to otherwise qualified individuals with physical or mental disabilities complying with the ADA. CCI will make every reasonable attempt to comply with Federal regulations concerning the test administration for qualified persons who are temporarily or permanently disabled or who request accommodations for religious reasons at the time of the scheduled exam in accordance with the following policies:

- A disability requires written documentation and validation. The documentation provided should include correspondence from a healthcare provider with firsthand knowledge of the disability that describes the nature of the disability and specific recommendations regarding the type of accommodation required to address the disability. The letter should be on that professional's letterhead stationery and include their title, address, phone number, and original signature.

- The applicant must notify CCI of their temporary or permanent disability for testing and provide supporting documentation at the time of application.

- The applicant must notify CCI of a request for accommodation for religious reasons at the time of registration.

- This accommodation shall not compromise the content and validity of the exam.

- CCI will make all determinations for accommodations at its sole discretion. All reasonable attempts will be made to accommodate the needs of the disabled person. If no feasible solution can be reached, the applicant will be notified in writing, and a refund will be issued.

Examples of requests for special testing accommodations that may be granted include, but are not limited to:

- modification of seating or other physical arrangements in the exam facility,

- providing for the exam to be taken in an accessible location, or

- providing for a reasonable extension of testing time.

Examples of requests for special testing accommodations that may be denied include:

- modification of the content of an objective multiple-choice exam,

- providing for unlimited testing time, or

- permitting a reader to paraphrase test material or translate the material into another language.

USING THE CREDENTIAL

CNOR® certification is defined as "the documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for patients pre-, intra-, and post-surgery."

Active Credential

Certification is conferred for 5 years, with recertification available after that 5-year accrual period. When the credential lapses, the nurse may no longer use the CNOR® designation in their credentials.

Use the Credential

The CNOR® mark is federally registered with the U.S. Patent and Trademark Office. It may only be used in accordance with CCI policy by those who have achieved and actively maintained the credential. See Appendix D for CCI's "Certification Mark Use Policy."

Using My Credential

The CNOR® credential can be used upon credential verification on the CCI website. Certificants can also print a certificate from their CCI account.

Certificate

Within one week of passing the exam, your CCI certificate will be available within your CCI account. You may download and print your certificate directly from your CCI account.

Display My Name and Credential

In writing, proper usage is as follows: Jane A. Doe, BSN, RN, CNOR®. CCI's "Certification Mark Use Policy" can be found in Appendix D.

MISUSE OR MISREPRESENTATION

Any misuse or misrepresentation of the CNOR® credential by those not currently holding the credential shall be subject to legal action by CCI. Misrepresentation includes the use of the CNOR® credential once the credential has lapsed.

REVOCATION

CCI may deny, suspend, or revoke certification for cause, including but not limited to the following:

- Failure to complete or provide evidence of completion of the initial certification and certification renewal requirements*

- Failure to maintain the required professional licensure

- The determination that initial certification or certification renewal was improperly granted

- Falsification or misstatement of information on any certification-related document

- Providing false or misleading information

- Misrepresentation regarding the credentialing status

- Cheating or assisting others to cheat

- Causing, creating, or participating in an examination irregularity

- Assisting others to wrongfully obtain initial certification or certification renewal

- Failure to comply with the scope and standards of practice in an area in which the certification is held

- Misuse of or misrepresentation with respect to the CCI credential

- Commission of a crime or gross negligence in the practice of nursing

- Violation of CCI policy or procedure

- Failure of audit processes

- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements

- Conduct unbecoming of the nursing profession

- Has not paid all outstanding debts to CCI

*Certified nurses will be informed by letter of CCI's decision to revoke the CNOR® status. There will be no refund if the CNOR® status is revoked for any reason.

Recertification

Recertification is the continued documented validation of professional achievement of identified standards of practice by an individual registered nurse providing perioperative nursing care.

Purposes of Recertification

- Recognizes the professional nurse who demonstrates continued competency in perioperative nursing practice.

- Strengthens conscious use of theory in assessing, planning, implementing, and evaluating perioperative patient care.

- Enhances professional development through life-long learning that results in acquiring current knowledge and expanded skills and practice.

Recertification Justification

The rapid pace of change and the prevalence of technology in the modern perioperative setting require a conscious effort to maintain competency. Certification is valid for 5 years, at which time a CNOR® may seek recertification. The required CNOR® recertification activities are created from and are consistent with the knowledge statements of the Job Analysis, which is performed on a 5-year cycle. The recertification requirements guide professional development activities by providing parameters for acceptable activity and maintaining a link to the most current body of knowledge. Linking the certification period to the Job Analysis cycle ensures that certificants are engaged in activities pertinent to their professional development.

Competency is the actual performance in a situation and consists of knowledge, skills, and attitude. Each of these components is a necessary element. The CNOR® recertification process acknowledges the need for active work to maintain continuing competency by directly addressing 2 of the 3 components. The practice requirement facilitates the maintenance of current skills and promotes the acquisition of new skills through exposure to the practice setting. Other professional development activities (e.g., continuing education) facilitate the acquisition of knowledge, which is the second essential component of competency. It is assumed that ongoing professional development and engagement guided by the recertification process will also indirectly influence the certificant and thus effect positive change in attitude, the third component of competency.

RECERTIFICATION

Recertification Timeframe

CCI confers the certified status of an individual RN for a period of 5 years, at which time a CNOR® may seek recertification. The recertification process requires a CNOR® to complete recertification activities during the 5-year accrual period, meet recertification eligibility requirements, and apply during their recertification year.
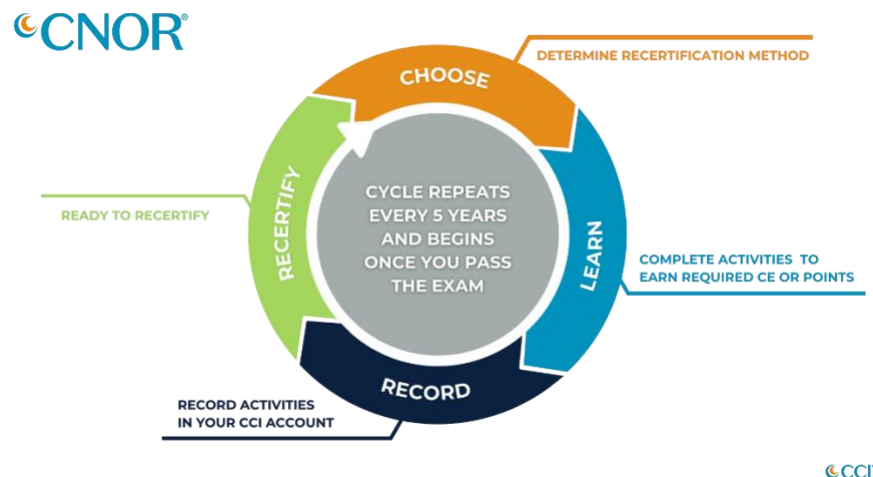
Accrual Period

The accrual period is the time frame the certificant must complete continuing education or professional development activities.

Accrual Period Deadlines

Year Certified	Accrual Period*	Recertification Year	Recertification Applications Accepted	Recertification Application Deadline
2020	2020-2024	2025	Jan 1-Dec 31, 2025	December 31, 2025
2021	2021-2025	2026	Jan 1-Dec 31, 2026	December 31, 2026
2022	2022-2026	2027	Jan 1-Dec 31, 2027	December 31, 2027
2023	2023-2027	2028	Jan 1-Dec 31, 2028	December 31, 2028
2024	2024-2028	2029	Jan 1-Dec 31, 2029	December 31, 2029
2025	2025-2029	2030	Jan 1-Dec 31, 2030	December 31, 2030

Certificant accrual periods begin on January 1 of the year certified or recertified.

Recertification Requirements

Choose recertification methods available based on your certification date (see table).

- Complete recertification activities during your accrual period.
- Meet the recertification eligibility requirements at the time of application.
- Complete CCI's recertification application during your recertification year.
  - New recertification and accrual dates will be listed in your CCI account once your application is approved.
- Pay the application fee.

Recertification Eligibility Requirements

CNOR® recertification applicants must meet the following eligibility requirements at the time of application:

- Hold an active CNOR® credential.
- Hold a current, unrestricted RN license.
- Currently working full-time or part-time in perioperative nursing in clinical practice, nursing education, administration, perioperative quality assurance/improvement, or research.
- Have worked a minimum of 500 hours in perioperative nursing within the 5-year recertification cycle.
- Of those 500 hours, 250 hours must be in education, administration, research, or clinical practice that impacts patient care in the intraoperative setting.
- Practice hours earned in a volunteer status while working in a CNOR® role may be utilized to fulfill this requirement.

Recertification Fees

Please see below for the current list of recertification fees, options, and available discounts. Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid by 11:59 pm EST December 31 of your recertification year.

CNOR® Recertification Method	Standard Price	Discounted Price* January 1 – March 31
Recertification by Professional Activity Points	$446	$406
Recertification by Contact Hours	$446	$406
CNOR® Extension Year	$257	N/A
CNOR® Emeritus Status (Retired)	$184	N/A

*The discount of $40 for recertifications between January 1 – March 31, will automatically apply at checkout, the full recertification fee will show in your cart until that time. Additionally, there is a $40 discount available for those who hold an active CCI credential outside of the one you are recertifying. This discount is available from April 1 – December 31. **Discounts cannot be combined and only one discount can be utilized per transaction.**

Assessing Late Fees for Recertification

CCI will reinstate a lapsed credential on a one-time basis, with a late fee payment of $125, in addition to the recertification fee, if the following conditions are met:

- **Request Timing:** The certificant submits a request within 90 days following the credential's lapsed date.

- **Previous Compliance:** All recertification requirements were fulfilled before the credential's lapse, except the recertification fee payment.

RECERTIFICATION METHODS

Certificants must select a recertification method to maintain their CNOR® credential, including a specific plan for their ongoing professional development. Certificants must complete their recertification activities within their 5-year accrual period and apply for recertification within the following recertification year.

As of January 1, 2019, newly certified certificants will be required to complete recertification using professional points activities.

Recertification Methods

CNOR® certificants may choose one of the following methods to recertify the credential based on the year of initial certification. Your accrual year begins January 1st of the year you are certified, regardless of the date of initial certification or recertification. You cannot recertify by retaking the CNOR® certification exam.

CNOR® Certified in 2018 and Prior			
Accrual Period	**Recertification Method**	**Recertification Year**	**Next Recertification Method**
2020-2024	CE or Points	2025	**Points**
2021-2025	Points	2026	**Points**
2022-2026	Points	2027	**Points**
2023-2027	Points	2028	**Points**
2024-2028	Points	2029	**Points**
2025-2029	Points	2030	**Points**

Recertification by Contact Hours

Recertification by contact hours requires 125 contact hours offered by approved providers, accrued within the 5-year accrual period. Of the 125 contact hours, 75 must be related to perioperative nursing. If audited, the certificant is responsible for providing certificates of attendance from accredited providers. Appendix A outlines the specific recertification requirements by contact hours and lists approved providers.

Recertification by Points

Recertification by points recognizes that professional development and competency maintenance may be accomplished in various ways. To recertify by points, you must earn 300 points within your 5-year accrual period. Appendix B outlines the specific requirements of recertification by points.

Recertification Application

Recertification by contact hours or points requires an online application via your CCI account. **You will need your e-mail address associated with your account and password to log into your CCI profile**. If you are unable to

access your account, do not create a duplicate account. A new account will not have your credential associated with it. Contact the CCI Credentialing Department for assistance at 888-257-2667 or info@cc-institute.org.

Access the application from the CCI website to recertify by professional development points. A complete application includes:

- Application, including RN license and current employment information

- Logged points activities obtained during your accrual period

- Acknowledgement of understanding of CCI's terms and conditions

- Application fee

Audit

CCI randomly selects a percentage of recertification applications for audit. If there is reason to believe there has been a breach in the integrity of the process by an individual seeking recertification, CCI may also select those individuals for audit.

Applicants selected for audit will be notified by CCI and required to submit additional documentation within 30 days of notification. After reviewing the documents, an e-mail will be sent to the applicant detailing the audit results. Delay in submission of documentation or submission of incomplete documentation may result in a delay in the recertification process. Appendix C outlines the specific requirements for an application under audit.

Failure to comply with all recertification audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the recertification application fee will be provided to applicants that do not successfully pass the audit.

Extension Year and Recertification Audit

If an extension year is purchased during a recertification audit, the current recertification audit will be failed in order to allow the extension year to take effect. **A failed audit results in the forfeiture of your recertification application fees and no refunds will be provided**.

Recertification applications must be resubmitted **prior** to the expiration of the extension year. Upon resubmission of the recertification application, you will be required to submit the recertification fee **and** comply with the recertification audit.

Emeritus Status and Recertification Audit

If an emeritus status is purchased during a recertification audit, the current recertification audit will be failed in order to allow the emeritus status to take effect. **A failed audit results in the forfeiture of your recertification application fees and no refunds will be provided**.

RECERTIFICATION ALTERNATIVES

Not Eligible to Recertify

There are three options if you are not eligible to recertify:

- File for an Extension Year by logging into your CCI account to complete the online application.
- File for Emeritus status (Retire your credential) by logging into your CCI account to complete the online application.
- Allow the credential to lapse.

Extension Year

An extension year extends your recertification year to the following year, allowing one more year to accrue the necessary points activities or contact hours for recertification and meet other eligibility requirements (e.g., current employment). Your CNOR® credential will remain active during this time. Please contact CCI's Credentialing Department at 1-888-257-2667 or info@cc- institute.org for more information.

Below are key points regarding the Extension Year process:

- An extension year is only available once every 10 years or 2 recertification cycles for the CNOR® certification.
- You must apply in the year you are due to recertify.
- The extension year adds one calendar year to your original accrual end date. No additional time will be granted for your extension year.
- Your current recertification options remain unchanged for the extension year.
- No refunds or discounts are applicable. The full recertification fee will be due when the recertification application is submitted.

CNOR® Recertification Alternative	Standard Price
CNOR® Extension Year	$257

Extension Year Requirements

All fields (e.g., RN license and employment information) in the certificant's account must be updated. To recertify your CNOR® credential following your extension year, you must meet all the recertification requirements in effect at the time of application and pay the recertification fee.

Extension Year Recertification

You may apply for recertification at any time during your new recertification year. Log in to your CCI account to complete your recertification application available from your CCI account. See the table below for extension year accrual periods and recertification dates.

Original Year to Recertify	Original Accrual Period	Last Date to File	New Accrual Period	New Year to Recertify
2024	Jan. 1, 2019 – Dec. 31, 2023	Dec. 31, 2024	Jan. 1, 2019 – Dec. 31, 2024	2025
2025	Jan. 1, 2020 – Dec. 31, 2024	Dec. 31, 2025	Jan. 1, 2020 – Dec. 31, 2025	2026
2026	Jan. 1, 2021 – Dec. 31, 2025	Dec. 31, 2026	Jan. 1, 2021 – Dec. 31, 2026	2027
2027	Jan. 1, 2022 – Dec. 31, 2026	Dec. 31, 2027	Jan. 1, 2022 – Dec. 31, 2027	2028
2028	Jan. 1, 2023 – Dec. 31, 2027	Dec. 31, 2028	Jan. 1, 2023 – Dec. 31, 2028	2029

Emeritus Status

CCI established the emeritus status to recognize retired perioperative nurses' service and commitment to the perioperative profession and their achievement and maintenance of earning the CNOR® credential. The designation for CNOR® emeritus is CNOR®(E). CNOR®(E) holders are eligible to be considered for CCI Board and committee appointments. Emeritus status is an inactive designation; if your position requires active credentials, this status does NOT meet that requirement

Emeritus status retires your credential and renders it inactive. To regain active status, you must reapply, meet the eligibility requirements, and pass the CNOR® exam.

If you would like a list of your self-reported CEs, please return to your recertification application to obtain this list before placing your certification in emeritus status. Once you place your credential in emeritus status, you will no longer have access to the list of CEs you reported in your recertification application. Please note that this list is not primary source verification and cannot be used as a transcript to verify completion of these courses.

Emeritus Status Requirements

You must currently hold an active CNOR® credential to be eligible to apply for CNOR® emeritus status and retire your credential. Emeritus status is not available if your CNOR® credential has lapsed. No recertification is required when you retire your credential, as a retired (emeritus) credential is in a **non-active status.**

Obtaining Emeritus Status

 Applicants can complete the emeritus process by logging in to their CCI account to complete the online application and submit fees. Once your request and fee have been received, your emeritus status certificate will be available to print immediately from your CCI account. When your emeritus status has been conferred, your credential will be immediately retired and will move into a **non-active status**.

CNOR® Recertification Alternative	Standard Price
CNOR® Emeritus Status	**$184**

Taking my Credential Out of Emeritus Status

Once your credential is in emeritus (retired/non-active) status, if you would like to obtain an active credential again, you must reapply, meet eligibility requirements, and pass the CNOR® Exam.

Reversal of Emeritus Status

Emeritus status may be reversed when all of the following conditions apply:
- Per certificant's request when Emeritus status was incorrectly selected
- Within 90 days of the date Emeritus status was granted
- When certificant has paid the necessary fees due to obtain an Extension, as applicable.

Expired, Lapsed and Inactive Credentials

You are not eligible to use the CNOR® credential after 11:59 pm Eastern on December 31st of your recertification year.

Emeritus Status for Expired Credentials

Emeritus status may be granted on expired credentials if the request is made within 90 days of the credential's expiration date **and** all fees are paid.

Definitions of Terms

- **Expired**: Your certification is considered expired after 11:59 pm Eastern on December 31st of your recertification year.

- **Lapsed:** For 90 days following the expiration of your certification, you can renew your credential for a late fee payment of $125, in addition to the standard recertification fee. See Assessing Late Fees for Lapsed Recertification for more information.

- **Inactive:** Once your credential has lapsed and no action has been taken by you, you will need to pass the exam to achieve certification and be eligible to use it.

SPECIALTY DESIGNATIONS

Introduction to Specialty Designations

Specialty designations recognize the exceptional expertise and dedication of CNOR®-certified nurses in a variety of settings. Applications for each designation can be found online. Once a CNOR-certified nurse has downloaded and completed the application, they must return to the website and select the option to *"Make Payment & Upload Application"*. Once payment is made, the applicant will receive a confirmation email with instructions on how to upload their application.

CCI currently offers the following specialty designations:

Orthopedics	CNOR-ORTHO
Surgical Obstetrics/Gynecology	CNOR-SURG-OB
Pediatric Specialty	CNOR-PEDS
Robotics	CNOR- ROBO
Cardiac	CNOR-CARD
Bariatrics	CNOR-BARI

Additional specialty designations released periodically and information regarding specialty designations can be found on the CCI website.

Specialty Designations Application Fees

Applications for specialty designations cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full. All required fees are non-refundable.

The fee to apply for a specialty designation(s) is separate and in addition to the application fees required to obtain a CNOR®.

CNOR® Specialty Designation	Application Fee
CNOR-ORTHO	$150
CNOR-SURG-OB	$150
CNOR-PEDS	$150
CNOR-ROBO	$150
CNOR-CARD	$150
CNOR-BARI	$150

Eligibility Requirements for Specialty Designations

A CNOR-certified nurse may hold up to two specialty designations. Please note that application approval may take up to 45 business days.

Specialty Area	Eligibility Requirements
Orthopedics *CNOR-ORTHO*	1. Active CNOR Certification 2. Minimum of an ADN 3. 2,000 hrs. experience (intraoperative only) in 5 yrs. OR 1,000 hrs. experience 50 NCPD specialty-specific content or 100 points specialty-specific content.
Surgical Obstetrics /Gynecology *CNOR-SURG-OB*	1. Active CNOR Certification 2. Minimum of an ADN 3. 2,000 hrs. experience (intraoperative only) in 5 yrs. OR 1,000 hrs. experience 50 NCPD specialty-specific content or 100 points specialty-specific content.
Pediatrics *CNOR-PEDS*	1. Active CNOR Certification 2. Minimum of an ADN 3. 2,000 hrs. experience (intraoperative only) in 5 yrs. OR 1,000 hrs. experience 50 NCPD specialty-specific content or 100 points specialty-specific content.
Robotics *CNOR-ROBO*	1. Active CNOR Certification 2. Minimum of an ADN 3. 2,000 hrs. experience (intraoperative only) in 5 yrs. OR 1,000 hrs. experience 50 NCPD specialty-specific content or 100 points specialty-specific content.
Cardiac *CNOR-CARD*	1. Active CNOR Certification 2. Minimum of an ADN 3. 2,000 hrs. experience (intraoperative only) in 5 yrs. OR 1,000 hrs. experience 50 NCPD specialty-specific content or 100 points specialty-specific content.
Bariatrics *CNOR-BARI*	1. Active CNOR Certification 2. Minimum of an ADN 3. 2,000 hrs. experience (intraoperative only) in 5 yrs. OR 1,000 hrs. experience 50 NCPD specialty-specific content or 100 points specialty-specific content.

Verification of Application Information

Information on applications may require verification. A percentage of specialty designation applications are randomly selected for audit. If there is any reason to believe that any applicant has not met eligibility requirements, or if an outside party informs CCI that an individual has not met certain requirements, the application may be flagged for audit. CCI will contact you via email to obtain documentation to substantiate the information in question. Information may be verified by telephone and/or email by the Credentialing Department. All information gained through verification procedures will be confidential, except when the law demands the disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- A current manager, supervisor, or HR must complete an employee verification form.

- Verification of applicant's education via diploma (un)official transcripts.

- Verification of professional nursing history through contact with past employers if needed.

The applicant is responsible for submitting items requested through the audit process. Should any information on the application be found false, the applicant will be notified and declared ineligible to receive the Specialty Designation for which the application was submitted. An email will be sent to the applicant detailing the audit results after reviewing the documents.

Failure to comply with all audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the application fee paid will be provided to applicants that do not successfully pass the audit.

Using My Specialty Designation(s)

The specialty designation(s) to the CNOR® credential can be used upon credential verification on the CCI website. Certificants can also print a certificate from their CCI account profile displaying their Specialty Designation(s).

Specialty Designation Certificate

Within one week of earning the specialty designation(s), your CCI certificate will be available within your CCI account. You may download and print your certificate directly from your CCI account. This certificate will replace your CNOR® certificate in your account.

Display My Name and Specialty Designation(s)

In writing, an example of proper usage of a CNOR® specialty designation is as follows: Jane A. Doe, BSN, RN, CNOR-ORTHO. CCI's "Certification Mark Use Policy" can be found in Appendix D.

Recertification Requirements for Specialty Designations

Requirements for recertification of CNOR® specialty designations may vary from one designation to the next. It is essential that the CNOR-certified nurse ensures they have met the requirements for the designations that they hold by reviewing this handbook or the CCI website regularly.

Recertification applications for each designation can be found online. Once a CNOR-certified nurse has downloaded and completed the recertification application, they must return and select the option to *"Make Payment & Upload Recertification Application"*. Once payment is made, the applicant will receive a confirmation email with instructions on how to upload their recertification application and any additional required documentation.

Specialty Designation	Recertification Requirements
Orthopedics *CNOR-ORTHO*	1. 50 NCPD/100 points a. ONCB Certification Category A professional development counts toward this requirement 2. Currently practicing in this area
Surgical Obstetrics /Gynecology	1. 50 NCPD/100 points 2. Currently practicing in this area

CNOR-SURG-OB	
Pediatrics *CNOR-PEDS*	1. 50 NCPD/100 points 2. Currently practicing in this area
Robotics *CNOR-ROBO*	1. 50 NCPD/100 points 2. Currently practicing in this area
Cardiac *CNOR-CARD*	1. 50 NCPD/100 points 2. Currently practicing in this area
Bariatrics *CNOR-BARI*	1. 50 NCPD/100 points 2. Currently practicing in this area

Please note the NCPD requirement is not in addition to the CNOR requirement. NCPD and points can be combined with your CNOR requirements.

Recertification Fees for Specialty Designations

Please see below for the current specialty designation recertification fees. Applications for designation recertification cannot be processed without payment. The fee to recertify your Specialty Designation(s) is separate and in addition to the recertification fees required to maintain your CNOR®.

CNOR® Specialty Designation	Application Fee
CNOR-ORTHO	$100
CNOR-SURG-OB	$100
CNOR-PEDS	$100
CNOR-ROBO	$100
CNOR-CARD	$100
CNOR-BARI	$100

If you obtain your specialty designation within two years of your CNOR recertification date, the recertification fee for your specialty designation will be waived.

Audit

CCI randomly selects a percentage of Specialty Designation recertification applications for audit. Applicants selected for audit will be notified by CCI and required to submit additional documentation within 30 days of notification. After reviewing the documents, an e-mail detailing the audit results will be sent to the applicant. Delay in submitting documentation or submission of incomplete documentation may result in a delay in the recertification process. Appendix C outlines the specific requirements for an application under audit.

Failure to comply with all recertification audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the recertification application fee will be provided to applicants that do not successfully pass the audit.

ETHICS, DISCIPLINARY APPEALS & RECONSIDERATIONS

Alleged Ethical Violations by a CCI Certificant

CCI strives to safeguard the integrity of its certifications. Nurses holding any CCI certifications are expected to demonstrate safety, competency, and ethical behavior in compliance with applicable laws and rules.

Information about CCI's Ethics Policy information and directions for Reporting an Alleged Ethical Violation can be found on the CCI website.

Appeal of Disciplinary Consequences

Certificants who have received consequences as part of a disciplinary violation have the opportunity to submit a one-time appeal regarding the determination. If the determination is appealed, an independent Certification Council review committee, consisting of individuals who were not part of the initial determination, will review ethics (disciplinary) appeal submissions and render a determination. Disciplinary appeal determinations are final; there is no option for additional review after a determination has been made

Compliance Team Outreach
Compliance Team confirmation of submission

Investigation Process
Compliance Team investigation of documents, policies, procedures, and supporting materials

Conclusion
CCI allows only one submission per event

Day 1

Submission
Submission must be received within specified timeframe; automated confirmation sent

Day 15

Review Process
Compliance Team review of the submission and supporting documentation.

Day 30+

Determination
Compliance Team outreach regarding determination

Reconsideration Submissions (Non-Disciplinary Matters)

Individuals have the right to submit a reconsideration for **non-disciplinary** matters. Submissions are reviewed by an independent committee and a determination is rendered based on policy, precedent, and circumstances. Reconsideration determinations are final; there is no option for additional review after a determination has been made.

Information about the types of Reconsiderations and the Reconsideration Submission Form can be found on the CCI website.

Compliance Team Outreach
Compliance Team confirmation of submission

Investigation Process
Compliance Team investigation of documents, policies, procedures, and supporting materials

Conclusion
CCI allows only one submission per event

Day 1

Submission
Submission must be received within specified timeframe; automated confirmation sent

Day 15

Review Process
Compliance Team review of the submission and supporting documentation.

Day 30+

Determination
Compliance Team outreach regarding determination

Feedback & Recommendations for Change

CCI values input from certificants, the perioperative community, and other interest holders. To support continuous feedback, we encourage you to share your feedback and suggestions for improvement. This submission form can be found on the [CCI website](#)

GENERAL DATA INFORMATION

Information Confidentiality

The CEO, in consultation with CCI Leadership, will approve all requests for data and access to certificants.

Following accreditation requirements, CCI must make certain data about its certificants public (e.g., the demographic breakdown of certificants, number of certificants, number of test-takers, and pass rates for certification exams). All data is de-identified and shared in aggregate only, in accordance with Federal privacy law.

Use of Personal Data

CCI may process certificant data based on the following grounds, as appropriate:

- You have provided your consent which can be withdrawn at any time.

- The processing is necessary for the performance of a contract to which you are a party, including the processing of exams, certification, or recertification applications.

- The processing is necessary to meet legal obligations or to defend or maintain any claims involving us or our applicants and certificants.

- The processing is required to protect your vital and legal interests or those of another person.

- The processing is necessary for the purposes of CCI's operations and mission.

For additional details how CCI utilizes data, visit our Privacy Policy.

Credential Verification

Verification of your credential can be accessed through the CCI website.

APPENDIX A: RECERTIFICATION BY CONTACT HOURS

Recertification by contact hours requires 125 contact hours offered by approved providers. Of the 125 contact hours, 75 must be related to perioperative nursing. Certificants must maintain a copy of the certificate of attendance for each approved program attended and submit such records if audited. If the applicant has an official log from the provider with the same information as that on a certificate and the information on the acceptable accredited provider, it may be used instead of certificates. The certificant is responsible for providing the certificates of attendance. **Each certificate of attendance must have an accreditation statement and/or provider number.** An activity with the same course information (name, content, etc.) may only be reported once a year.

The following DO NOT meet the criteria for recertification and therefore are not acceptable:

- Handwritten accreditation statements or provider numbers.

- Certificates of attendance without an appropriate accreditation statement and/or acceptable provider number.

- Contact hours earned outside of your accrual window.

- Provider numbers that do not state the Board of Registered Nursing.

Accredited, Approved Providers

Contact hours approved by any of the following groups are acceptable:

- Accreditation Council for Cont. Medical Education (ACCME)

- American Academy of Family Practitioners (AAFP)

- American Academy of Nurse Practitioners (AANP)

- American Academy of Physicians Assistants (AAPA)

- American Association of Critical-Care Nurses (AACN)

- American Association of Neuroscience Nurses (AANN)

- American Association of Nurse Anesthetists (AANA)

- American College of Healthcare Executives (ACHE)

- American College of Nurse-Midwives (ACNM)

- American Health Information Management Association (AHIMA)

- American Heart Association (AHA)

- American Nurses Credentialing Center (ANCC)

- An agency, organization, or educational institution accredited by ANCC

- Any State Board of Nursing

- Any state nurses' association

- Association for Healthcare Resource and Materials Management (AHRMM)

- Association of periOperative Registered Nurses (AORN)

- Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN, formerly NAACOG)

- Board of Ambulatory Surgery Certification (BASC)

- Department of Veterans Affairs (VA)

- Healthcare Sterile Processing Association (HSPA)

- International Association for Continuing Education and Training (IACET)

- National Association of Clinical Nurse Specialists (NACNS)

- National Association of Nurse Practitioners in Women's Health (NPWH)

- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

Certificates from other groups deemed equivalent to those listed above may be accepted. The Director of Credentialing will approve this decision in consultation with the Credentialing Department.

Approved Topics

To ensure the validity of this credential and its consistency with industry standards, CCI requires 75 contact hours earned for CNOR® recertification to be related to the specialty of perioperative nursing. Although the following is not an all-inclusive list, it provides various perioperative-related subjects.

- Anatomy and Physiology

- Critical thinking skills

- Communication

- Disease management (HIV, hepatitis, diabetes, etc.)

- Discharge planning

- Ethics

- Infection control

- Leadership/supervisory skills

- Legal issues

- Nursing process

- Pain management

- Perioperative scope of practice

- Pharmacology

- Pre-, intra-, and postoperative patient care (patient assessment)

- Precepting

- Professional development

- Professional guidelines

- Research posters

- Surgical procedures

- Technology

- Research

- Evidence-Based Practice

- Quality Improvement/Quality Assurance

Academic Credit

At most, 50% (or 62.5 contact hours) of the 125 contact hours required for recertification may be earned through academic credits. CNOR®s may use academic credits in partial fulfillment of the requirements for recertification through the contact hour method. All academic credits must meet the following criteria to be acceptable for use toward CNOR® recertification.

Courses must be those required for a baccalaureate or higher degree. Although courses must be taken for credit, CNOR®s do not need to be enrolled in a formal degree program when the course is taken. To be acceptable, a grade of C or better must be achieved for each course, and an accredited educational institution must sponsor courses.

Academic credits will be converted to contact hours using the following calculation:

Course	Contact Hours
1 semester hour/credit	20 contact hours
1 quarter hour	10 contact hours

CME Credits

CNOR®s may submit Category 1 CME (continuing medical education) credits to fulfill the contact hour requirements. Category 2 CME may not be used for recertification.

You are responsible for converting CME credits into contact hours using the ANCC conversion of:

Category	Contact Hours
1 CME Credit	1 contact hour

APPENDIX B: RECERTIFICATION BY POINTS

You must earn a total of 300 points to recertify your CNOR® credential. The following is a list of eligible activities which may be used to recertify your CNOR® by points. A maximum number of points is permitted for each activity except for academic study and academic teaching, where you may earn unlimited points.

You do not have to choose every activity. Please see Appendix C for a list of documents to be supplied if the certificant is audited.

- Academic Study
- Additional Perioperative Related Certification
- Additional Points Activities
- Board or Committee Service
- Case Studies
- Clinical Inquiry (Research, Evidence-Based Practice, Quality Assurance/Quality Improvement)
- Games
- Nursing Continuing Professional Development
- Ongoing Professional Development
- Precepting and /or Mentoring
- Professional Growth and Development: Digital Media
- Professional Organization Activities
- Professional Presentations
- Publishing
- Reflections
- Teaching for Academic Credit
- Training Certificates
- Volunteer, CCI Certification Support Committees
- Volunteer, CCI Test Development Committee
- Volunteer, Healthcare Related Service

Academic Study

Unlimited points may be earned in the Academic Study category. The course must be part of a degree completion program, such as a healthcare degree (BSN, MSN, DNP, etc.) or a degree where the knowledge attained is used to advance your perioperative nursing career (including an MBA). You must list the course individually that are a part of the degree program.

Note: If your RNFA certificate awards contact hours, please report under Nursing Continuing Professional Development Category. Please note this type of certificate does not award academic credit.

Course	Point Value
1 semester hour/credit	20 points
1 quarter hour/credit	10 points

Additional Perioperative Related Certification

A maximum of 100 points may be earned for earning an accredited perioperative-related certification or completing the recertification process for an accredited perioperative-related certification. Accredited perioperative-related certifications include NEA-BC, CAPA, CPAN, CRCST, or ABCGN—accreditation by ANSI, ABSNC, or NCCA. The list is not intended to be all-inclusive. Other accredited certifications deemed equivalent by the CEO of CCI in consultation with the CCI Credentialing Department may be accepted. CCI Credentials, excluding CFPN®, qualify for additional points in this category. The credential currently in the recertification process cannot be utilized for points toward that recertification (e.g., CNOR® cannot be used for CNOR® recertification points).

Attain/Maintain an Accredited Perioperative Certification	Point Value
Initial Certification	30 points
Renewal of Certification	20 points

Additional Points Activities

A maximum of 100 points may be earned for additional points activities, as determined by the Certification Council. Visit the CCI store for free activity options in this category. Examples of approved activities include the following:

Role	Point Value
10 Question Activities • Approved by CCI Certification Council or CEO	10 points
20 Question Activities • Approved by CCI Certification Council or CEO	20 points
Journal Club Attendee • Minimum of 4 meetings per year	15 points per year
TrueNorth Award Packet Writer	15 points per packet

Board or Committee Service

A maximum of 150 points may be earned in the Service as a Board or Committee Member category.

Role	Point Value
CCI Board of Directors	50 points per year
CCI Certification Council	50 points per year

International, National, or State Board Member	30 points per year
Local or facility-level committee	30 points per year
Non-healthcare related committee, any level	15 points per year

Case Studies

A maximum of 100 points may be earned for completing a case study activity. Visit the CCI Store to access free case studies.

Case Study	Point Value
Free Case Study Activity in CCI store	50 points

Clinical Inquiry

A maximum of 100 points may be earned in the Clinical Inquiry category. Quality Improvement (QI), Quality Assurance (QA), Evidence-Based Practice (EBP), and Research projects are accepted under this heading. To receive points in this category, you must be primarily responsible for developing, implementing, and/or evaluating projects in these categories. The activity must show evidence of participating in or applying clinical inquiry that improves current practice and/or patient outcomes.

Role	Point Value
Co-Investigator or Project Team	30 points per project
Primary Project Leader or Primary Investigator	50 points per project

Games

A maximum of 30 points may be earned for games activities. Visit the CCI Store to access free games.

Games	Point Value
Free Games in the CCI store	2 points

Nursing Continuing Professional Development

A maximum of 100 points (50 contact hours) may be earned from Nursing Continuing Professional Development (NCPD) credits through an approved provider:

Category	Point Value

1 contact hour	2 points
1 CME Category 1 credit = 1 contact hour	2 points

Ongoing Professional Development

A maximum of 200 points may be earned in this category. In alignment with the CCI mission to promote continuous professional development and lifelong learning, this category includes Microcredentials (MC) and Certificates of Mastery (COM). Visit the CCI store to purchase a variety of MCs and COM on topics related to perioperative nursing practice.

Role	Point Value
Certificates of Mastery	150 points
Microcredentials	50 points

Precepting and/or Mentoring

A maximum of 100 points may be earned in the Precepting and/or Mentoring Category. Examples include mentoring a new employee, orienting a new employee, and teaching practicum students.

Precepting	Point Value
1 Precepted or Mentored Employee • A minimum of 80 hours must have been spent with each employee or student. • A maximum of four (4) different employees and/or students is allowed.	25 points

Professional Growth & Development: Digital Media

A maximum of 50 points can be earned in this category. The content must be healthcare-related, and live events can be repeated if presented to a new audience. Activities include blogs, podcasts, hosting/organizing live events, and creating professional development activities.

Blogs:

- Content/objectives must reference the CCI task and knowledge statements.
- 300-word minimum word count per entry.
- Must have a minimum of one post per month for 12 consecutive months.
- **If all requirements above are met, 50 points will be awarded.**

Podcasts:

- Objectives must reference the CCI task and knowledge statements.

- Host 60 minutes of content. (minimum of 15-minute segments) = 20 points
- Facilitate 60 minutes of content. (minimum of 15-minute segments) = 10 points

Live Events:

- Hosting and/or organizing symposiums (live event/virtual/in person)
- Flyer, marketing materials, or link to applicable events and other online content.
- 1 hour of content presented = 10 points

Professional Development Activities:

- Education/training activities must reference the CCI task and knowledge statements (digital media, i.e., puzzle books, virtual escape rooms)
- Receive 25 points per activity.

Professional Organization Activities

A maximum of 100 points may be earned for coursework-related activities from CCI. These activities are available in the "Professional Organization Activities" section of the CCI store.

Activity	Point Value
10-question activity	10 points
20-question activity	20 points

Professional Presentations

A maximum of 150 points may be earned in the Professional Presentations category. A presentation may be repeated if presented to another audience. The presentation must be on a healthcare-related topic.

Material	Point Value
NCPD Podium Presentations • minimum 30 minutes	30 points
In-service • minimum 30 minutes	10 points
Presentations for non-NCPD • minimum 60 minutes	30 points
Poster Presentations • minimum 60 minutes	20 points

Publishing

A maximum of 150 points may be earned in the Publishing category.

Material	Point Value

Author, Book Review	20 points
Contributing Author, Book Chapter	30 points
Contributing Author, Peer-Reviewed Professional Journal Article	30 points
Development of a Patient Education tool or Healthcare factsheet	20 points
DNP Capstone Project	150 points
Doctoral Dissertation	150 points
Editorial, Peer-Reviewed Professional Journal	30 points
Guest Editor, Peer-Reviewed Professional Journal	50 points
Peer Reviewer	25 points
Poster Presentation at a Professional Meeting	20 points
Primary Author, Book Chapter	50 points
Primary Author, Peer-Reviewed Professional Journal Article	50 points
Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter	20 points

Reflections

A maximum of 50 points may be earned for reflective activities. Visit the CCI Store to access free reflections.

Reflection	Point Value
Reflective Activity in CCI Store	25 points

Teaching a Perioperative-Related Course for College Credit

Unlimited points may be earned in the Teaching a Perioperative-Related Course for College Credit category.

Course	Point Value
8-week perioperative class taught	25 points
16-week perioperative class taught	50 points

Training Certificates

A maximum of 30 points may be earned for certificates of training by an approved provider (e.g., American Heart Association, American Red Cross, or Military Training Network). Additional points may be earned for in person non-CE training. Each event type/training topic may only be reported once per calendar year.

Event Type	Point Value
ACLS	10 points
BLS	5 points
NRP	10 points
PALS	10 points
TNCC	10 points
Non-CE • live taught perioperative training program • examples include ANSI Laser Training, Da Vinci Robotics training, and informatics training	10 points
Other training may be approved by CCI on a case-by-case basis. Documentation must be provided to CCI for review.	

Volunteer, CCI Certification Support Committees

A maximum of 100 points may be earned as a volunteer for educational product committee or serving as a Certification Coach.

Role	Point Value
Certification Coaches • Applicable towards the 100-point maximum allowed for CCI volunteer work per recertification cycle.	20 points per year
Volunteer writing and submitting 20 questions per assignment	20 points
Volunteer writing and submitting 10 questions per assignment	10 points

Volunteer, CCI Test Development Committee

A maximum of 100 points may be earned for serving as a volunteer for a CCI Test Development Committee. A CNOR® who serves as a subject matter expert for CCI Test Development Committee may earn points for recertification.

All upcoming test development committees will be hosted remotely and jointly facilitated by CCI and PSI staff. This does not change the point values offered below.

Committee	Point Value
Alternate	5 points
Cut Score/Standard Setting	30 points
Form Review	25 points
Item Review	25 points

Item Writer	30 points
Job Analysis	100 points
Task Force	25 points
Survey Completion	5 points
Survey Review Call	10 points
Pilot Survey Review Call	10 points
Subgroup Analysis Call	15 points
Test Specs	25 points
Other: Ad Hoc Committee (specify)	15 points

Volunteer, Healthcare Related Service

A maximum of 100 points may be earned for volunteer service activities. Any combination of volunteer service may be used toward the 100-point maximum. Examples of local events include Red Cross volunteer activities, hospice programs, community wellness clinics, and Handy Helper visits. State nursing association activities would qualify as a state event. Project Cure is an example of a regional organization. A surgical mission trip outside the country would qualify as an international event.

Event Type	Point Value
Local/Facility	5 points per activity
National/International	
• Participant	25 points per activity
• Leadership	50 points per activity
Regional	5 points per activity
State	15 points per activity
Non-Healthcare Related	15 points per activity

APPENDIX C: RECERTIFICATION AUDIT DOCUMENTATION

A percentage of recertification applications will be randomly selected for audit. If you are selected, you will be notified after you have submitted your recertification application. Applicants chosen for audit will be required to electronically submit copies of specific documentation, as outlined below.

ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION

Copy of official or unofficial transcript. Courses must be listed out as a part of the degree program.

ADDITIONAL PERIOPERATIVE RELATED CERTIFICATION

Copy of certificate or wallet card. Requirement is the same for both initial certification and recertification.

ADDITIONAL POINTS ACTIVITIES

- TrueNorth: submission confirmation page showing author's name

- Journal club: club summary, minutes, or committee report (minimum of four meetings per year required).

- Other: copy of points certificate.

BOARD OR COMMITTEE SERVICE

- Board summary, minutes, or committee report (minimum of four meetings per year required).

- If official summaries are unavailable, a supervisor may provide a letter confirming committee service and details.

CLINICAL INQUIRY

A final report summarizing evidence of participation in a QA, QI, EBP, or research project, including its impact on current practice and/or patient outcomes.

NURSING CONTINUING PROFESSIONAL DEVELOPMENT

- Copies of attendance certificate(s) from an accepted provider must be provided. Transcripts may be accepted instead of certificates but must include the accredited provider's name and number. Transcripts that do not include accrediting provider information will not be accepted.

PRESENTATIONS

A program brochure, activity documentation form (ADF), or completed course evaluation must be provided. Each document must include the title, the presentation date, and the objectives of the presentation.

PRECEPTING/MENTORING IN THE PERIOPERATIVE NURSE ROLE

Letter from applicant's supervisor confirming precepting/mentoring experience including a minimum of 80 hours and date range. Practicums: copy of the agreement between the organization and university.

PROFESSIONAL GROWTH AND DEVELOPMENT: DIGITAL MEDIA

Copy of or link to content/objective materials presented or other documentation that verifies the digital media activity.

PROFESSIONAL ORGANIZATION ACTIVITIES

A copy of the points certificate must be provided. The points activity is automatically imported to your CCI account if completed through CCI.

PUBLISHING

Copy of the title page, table of contents, or abstract indicating you are the author, co-author, or contributor.

REFLECTION/GAMES/CASE STUDIES/ETC.

Documentation is not required for this activity. CCI courses are completed through our system and will be automatically approved in your account.

TEACHING A PERIOPERATIVE-RELATED COURSE FOR COLLEGE CREDIT

Syllabus, course description, or other documentation that verifies the name and role of the instructor must be provided.

TRAINING CERTIFICATES

- Copy of training certificate by an approved provider (BLS, ACLS, PALS, etc.)

- If training grants contact hours, these should be reported under the "Continuing Education" category.

VOLUNTEER, CCI TEST DEVELOPMENT COMMITTEE

- Certificate of completion from each committee assignment. If you need a copy of your certificate, please email volunteer@cc-institute.org

- Letter of Participation

VOLUNTEER, CCI CERTIFICATION SUPPORT

Education writing assignment for points activities: Copy of points certificate. If you need a copy of your certificate, please email education@cc-institute.org

Certification Coaches: Certificate of achievement from CCI. If you need a copy of your certificate, please email coaches@cc-institute.org.

VOLUNTEER, HEALTHCARE RELATED SERVICE

Letter from supervisor or mission director on organization letterhead attesting to dates and contributions of volunteer.

APPENDIX D: CERTIFICATION MARK USE POLICY

The Competency and Credentialing Institute ("CCI") owns several certification marks (the "Certification Marks") related to CCI's perioperative nursing certification programs (e.g., CNOR®, CSSM®, CNS-CP®, CFPN®, and CNAMB®). These Certification Marks represent that authorized individuals performing perioperative nursing services have satisfied applicable requirements established by CCI. This Policy establishes the rules and requirements for using the Certification Marks, including proper use on occupational and business materials by individuals certified by CCI. All CCI-authorized individuals should review this Policy carefully to ensure all uses of the Certification Marks conform to the policy requirements.

This Certification Mark Use Policy states the terms and conditions under which CCI certificants may use the Certification Marks.

1. CCI retains all intellectual property and other ownership rights concerning the Certification Marks. CCI may create and use additional certification marks as it deems appropriate.

2. CCI grants limited permission to use the Certification Marks to qualified individuals who satisfy all applicable CCI certification requirements. Consistent with applicable law and organizational policies, CCI will ensure that the Certification Marks are displayed and otherwise used properly, as such use represents CCI certification to the public.

3. Permission by CCI to use a CCI Certification Mark does not include authorization to use any CCI trademarks.

4. Use of the Certification Marks is limited strictly to those individuals who are CCI certificants in good standing. Each CCI certificant accepts and assumes sole responsibility for understanding and satisfying all CCI organizational and legal requirements related to using and displaying the Certification Marks. CCI will not be liable or otherwise responsible for any claims, complaints, suits, or damages relating to a certificant's use or display of a Certification Mark.

Among other requirements, each certificant is responsible for ensuring that the use of any Certification Mark on occupational and business-related materials (e.g., business cards, stationery and/or letterhead, email signatures, advertisements, brochures, or Internet websites) is consistent with this Policy, and is not in conflict with applicable laws. CCI assumes no responsibility concerning the interpretation or application of such legal requirements.

CCI certificants are prohibited from making any public statement or representation related to the CCI certification programs that bring CCI into disrepute, that is materially false, or that is otherwise contrary to the interests of CCI.

1. Permission to use the CCI Certification Marks is limited to CCI certificants. It may not be transferred to, assigned to, or otherwise used by any other individual, organization, business, or entity.

2. Each individual CCI certificant must use the Certification Marks only in conjunction with their name and in connection with the services related to the certification, i.e., perioperative nursing services. The Certification Marks may not be positioned, displayed, or used in a manner that may lead the public to believe that a company or organization is certified or otherwise endorsed by CCI.

Certification Marks must be associated only with the certified individual that is authorized. Certificants are prohibited from using the Certification Marks to expressly or implicitly suggest an affiliation or other relationship with CCI that is untruthful or inaccurate. Additionally, Certification Marks should always be used in their

entirety. If a Certification Mark is protected by federal registration, the registration notice ("®") must appear at least once in the advertising copy.

Concerning other affiliation marks and/or logos, the CCI Certification Marks may be located near such other marks or logos but must remain separate and distinct to avoid confusion concerning the source of the certification and to avoid the appearance that other marks, certifications, credentials, designations, or organizations are associated with, or endorsed by, CCI. Furthermore, the Certification Marks may not be modified except only as authorized by CCI.

The Certification Marks denote more than merely a title; they confirm that the individual certificant has met CCI's high standards of excellence. Thus, proper use of a Certification Mark must specifically note such certification, such as through the use of a term such as "professional," "practitioner," "certificant," or "certification." Examples of proper use are noted below. Other proper uses include listing the particular certification on a "CERTIFICATIONS" portion of a resume or social media profile. Use solely of a Certification Mark itself at the end of the certificant's name, with nothing more, is not the proper use of a Certification Mark.

For certificants that hold a CNOR® Specialty Designation, CNOR® would be replaced with the following and the certificant should cease utilization of the CNOR® certification mark:

Orthopedics	CNOR-ORTHO
Surgical Obstetrics/Gynecology	CNOR-SURG-OB
Pediatric Specialty	CNOR-PEDS
Robotics	CNOR- ROBO
Cardiac	CNOR-CARD
Bariatrics	CNOR-BARI

Examples of proper uses and appearance of a CCI Certification Mark include, but are not limited to:

Jane C. Doe
CNOR® Certificant

John A. Smith
a CCI CSSM® Professional

Jane B. Thomas
CNS-CP® Nursing Professional

John D. Doe holds a
CNAMB® certification from CCI

Jane C. Doe
CNOR-ORTHO

Jane E. Holms
CNOR-SURG-OB, CNOR-PEDS

1. A CCI certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of a CCI Certification Mark by another certificate.

2. Each CCI certificant is responsible for reporting the unauthorized use, misuse, or other violation of this Policy to CCI promptly. This reporting responsibility includes any circumstance where the use of a CCI Certification Mark is related to an individual or organization that is not a CCI certificant or where a CCI certificant misuses a Certification Mark.

3. All mark misuse complaints and other matters concerning potential violations of this Policy will be reviewed and resolved by the CCI's designee. If, after notice and a fair opportunity to respond, the designee determines that there has been a violation of the terms of this Policy, CCI reserves the right to

take any action consistent with CCI policies or applicable law, including but not limited to certification suspension or revocation.

In addition, CCI may refer cases of Certification Mark misuse, infringement, or other similar matters to appropriate agencies and other organizations or initiate appropriate legal action.

CNOR® Certification: Eligibility and Maintenance Requirement Rationales

The CNOR® credential recognizes perioperative nurses who demonstrate the knowledge, experience, and commitment needed to provide safe and effective care in the operating room. Eligibility criteria for initial certification and recertification are based on industry best practices, input from subject matter experts, and national accreditation standards. Below is a summary of these requirements and the rationale behind them, presented in a clear and accessible format for current and prospective certificants.

Initial Certification

- Hold a current, unrestricted RN license

  This confirms the candidate has met legal and educational requirements to practice independently as a registered nurse, including passing the NCLEX exam and completing an accredited program.

- Currently work in perioperative nursing

  Active engagement in perioperative practice—whether clinical, educational, administrative, or research— ensures the candidate's knowledge and skills are current and aligned with the realities of practice.

- Have at least 2 years and 2,400 hours of perioperative RN experience

  This timeframe reflects the minimum duration needed to build competence across the wide scope of perioperative responsibilities. It also ensures candidates have post-licensure, real-world experience beyond academic preparation.

- At least 50% of those hours must be in the intraoperative setting

  Since over half of the CNOR exam focuses on intraoperative care, this ensures that candidates have relevant, hands-on experience in the operating room before certification.

- Alternate pathway: CFPN®, CST, TS-C, or military equivalent

  These credentials represent structured training that overlaps with CNOR content. This path allows early application while still requiring the full 2,400 hours of experience.

Recertification

- Hold an active CNOR® and RN license

  Maintaining these confirms the nurse continues to meet practice and legal standards of the profession.

- Currently working in perioperative nursing

  Ensures certificants stay connected to the specialty and apply their knowledge in a real-world setting.

- Complete at least 500 perioperative hours in 5 years (250 must relate to intraoperative practice)

This balances flexibility with the need for continued relevance and practice in areas that influence patient outcomes in the OR.

- Volunteer work may count toward practice hours

    This supports inclusivity and recognizes the contributions of certificants who serve in community or unpaid clinical roles.

- Complete professional development (300 points or 125 contact hours)

    Professional development ensures certificants stay up-to-date with current best practices and continue growing in their specialty.

VERSION HISTORY & UPDATES

New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements. Below candidates will find a listing of the most recent versions and updates that were made in each.

Version 6.2025 Updates (Current Version)

In addition to minor edits to enhance clarity, the following changes were made:
- Updated information regarding the Individual Take 2 Program (p. 9, 10)
- Clarification regarding matching of name to identification for both in-person and remote testing (p. 20)
- Updated information regarding Extension Year, Emeritus and Audit (p. 35)
- Addition of Appendix E: Eligibility and Maintenance Requirement Rationales (p. 61)

Version 1.2025 Updates

In addition to minor edits to enhance clarity, the following changes were made:
- Updated the pricing for certification (p. 7)
- Updated the pricing for recertification (p. 33)
- Updated the pricing for extension year (p. 33, 37)
- Updated the pricing for emeritus status (p.33, 36)

Version 12.2024 Updates

In addition to minor edits to enhance clarity, the following changes were made:
- Removal of information related to the ability to withdrawal an application and updated language to note that withdrawal is no longer an option. (p. 18)
- Addition of language on the approval process for candidate policies (p. 1)
- Addition of Rationale for Eligibility Requirements (p. 5)
- Addition of Rationale for Maintenance Standards (p. 32)
- Addition of Assessing Late Fees for Recertification (p.33)
- Updates to the Ethics, Disciplinary Appeals and Reconsiderations policies and process information (p. 43)
- Addition of Feedback & Recommendations for Change section (p. 44)

Version 6.2024 Updates

In addition to minor edits to enhance clarity, the following changes were made:
- Addition of reference listing for handbook (p. ii)
- Update to the information regarding system requirements for remote proctored exams (p. 21)