CNL RENEWAL AUDIT

CNC audits approximately 10% of the renewal applications received prior to the certification expiration date. Auditing ensures that the renewal processes have been successfully completed and documented. Applicants who are audited will be notified by CNC and must submit documentation of professional activities listed in the application. Applications submitted for a lapsed certification are automatically audited – supporting documentation is required.

AUDIT PROCESS

1. CNC notifies applicant of audit.
2. Applicant uploads supporting documentation of CEUs in the application within 30 days of the notification (licensure, employment, continuing education, etc.).
3. Documentation is reviewed by CNC staff. CNC may request additional information if necessary.
4. Applicant is notified in writing of the audit results – 1) the application meets recertification criteria and is approved, or 2) the application does not meet recertification criteria and is denied approval.
5. If the application is denied, the applicant may appeal to CNC.
   - The CNC Appeals Committee will review the request and make a recommendation for approval or denial to the CNC Board of Commissioners.
   - CNC will notify the candidate in writing of the CNC Board of Commissioners' decision. The ruling of the CNC Board of Commissioners is final.

EXAMPLES OF DOCUMENTATION

Part I: Professional Practice: Current curriculum vitae or resume, job descriptions, performance evaluations; copy of RN license or documentation from state licensing board.

Part II: Contact Hours/Continuing Education Hours Earned - For a full list of acceptable CEU documentation, please review page 3 of the CNL Renewal Guidelines.

Continuing Education
Copies of certificates of attendance showing the number of contact hours awarded, name of the certificant, program title, identity of the provider, identity of approval/accreditation body, date and location of the program.

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

Presentations
Copy of the program brochure or content outline showing the program title, date/ location of the program, the identity of the provider, the certificant's name as a presenter, the title of the certificant's presentation, and the length of the presentation; or, letter from sponsoring organization confirming presentation details

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

SUBMISSION OF DOCUMENTATION

Documentation must be uploaded into the renewal application via your **MyCNC Profile** (once logged in, look under the My CNL Certification tab and click on "View Certification Application History", select "View Application", click on "Resume Saved Applications" and select "Step 4" to edit the CEU listing and upload your documentation. **NOTE: Documentation must match the information provided in the renewal application.**