



FORENSIC NURSING CERTIFICATION BOARD

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Nursing Career Path Today!





Forensic Nursing Certification Board

**Forensic Nursing Certification Board (FNCB)
Certification Renewal Manual**

**Generalist Forensic Nurse Certified (GFN-C™)
Advanced Forensic Nurse Certified (AFN-C™)**

2022

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Nondiscrimination Policy

FNCB does not discriminate against any individual with respect to age, sex, race, color, religion, national origin, ethnicity, disability, marital status, sexual orientation, gender identity, veteran status, or any other characteristic legally protected by law. Eligibility for certification renewal will be determined solely based on criteria as outlined in the FNCB Certification Renewal Handbook.

Hold Harmless Waiver

The process of certification renewal is dependent upon FNCB's evaluation of the candidate's certification renewal application. By submitting an application for renewal, the applicant hereby waives and releases, and shall indemnify and hold harmless, FNCB, its officers, directors, members, employees, volunteers, and agents from and against all claims, losses, costs, and expenses, including attorney fees, that may arise directly or indirectly in connection with the application, or the examination conducted by FNCB. This waiver and release includes, but is not limited to, denying an applicant's eligibility to take an examination, the score given to the applicant on the examination, granting certification to an applicant, renewing certification previously granted to an applicant, revoking certification previously granted to an applicant, denying certification to an applicant, or FNCB's notification of interested persons of such actions of FNCB.

Overview

FNCB certification renewal supports professional development since engagement in continuing education and forensic nursing practice are requirements for certification renewal. This manual provides general information regarding Forensic Nurse Certification Board (FNCB) certification renewal policies and processes.

Certification Duration

FNCB certification as a Generalist Forensic Nurse Certified (GFN-C™) or Advanced Forensic Nurse Certified (AFN-C™) is valid for a period of three years from the date of credential conferral.

Certification Renewal Eligibility Requirements

Renewal applicants must meet the following eligibility requirements:

1. Hold a current, active, unencumbered RN license in a state or territory of the U.S. or the professional, legally recognized equivalent of the RN license in another country.
2. Be currently certified by FNCB with the credential in which certification renewal is being sought.
3. Meet the renewal requirements for the certification for which applicant is seeking renewal.
4. Submit renewal application with applicable fee.

Generalist Forensic Nurse Certified (GFN-C™) Renewal Requirements

Generalist Forensic Nurse Certified candidates have two options for pursuing renewal: Pathway 1- Continuing Education Pathway 2- Retesting. ***All requirements must be completed within the three years since initial certification or last renewal.***

Pathway 1- Continuing Education

1. A minimum of 30 CE credits** (contact hours) or an equivalent in college coursework.
 - a. CE must directly apply to the applicant's area of forensic nursing practice.
 - b. 60% of CEs must be ANCC accredited offerings.
 - c. Multi-day conferences may include professional practice topics or may be focused on a specific topic such as forensic nursing response to trauma, criminology/victimology, criminal justice, and forensic science. For multi-day conferences, please provide documentation of each session attended.
 - d. 1 semester hour of coursework from an accredited nursing program is equal to 15 CE Credits.
2. A minimum of 500 forensic nursing practice* hours

Pathway 2- Retesting

1. **Certification renewal through examination
2. A minimum of 500 forensic nursing practice* hours

**Candidates who do not meet the certification renewal CE requirement have the opportunity to renew by examination. Applicants who choose to renew by examination must achieve a passing score on the examination before their certification expires. For more information on certification by examination, refer to the Forensic Nursing Certification Board Certification Examination Application Manual.

Advanced Forensic Nurse Certified (AFN-C™) Renewal Requirements

Advanced Forensic Nurse Certified renewal candidates have two options for pursuing renewal: Pathway 1- Continuing Education or Pathway 2- Retesting. ***All requirements must be completed within the three years since initial certification or last renewal.***

Pathway 1- Continuing Education

1. A minimum of 45 CE credits** (contact hours) or an equivalent in college coursework.
 - a. CE must directly apply to the applicant's area of forensic nursing practice.
 - b. 60% of CEs must be ANCC accredited offerings.
 - c. Multi-day conferences may include professional practice topics or may be focused on a specific topic such as forensic nursing response to trauma, criminology/victimology, criminal justice, and forensic science. For multi-day conferences, please provide documentation of each session attended.
 - d. 1 semester hour of coursework from an accredited nursing program is equal to 15 CE Credits.
2. A minimum of 1000 forensic nursing practice* hours

Pathway 2- Retesting

1. **Certification renewal through examination
2. A minimum of 1000 forensic nursing practice* hours

****Candidates who do not meet the certification renewal CE requirement have the opportunity to renew by examination. Applicants who choose to renew by examination must achieve a passing score on the examination before their certification expires. For more information on certification by examination, refer to the Forensic Nursing Certification Board Certification Examination Application Manual.**

Practice Requirements for Renewal

* Practice is defined as:

- Direct clinical practice in the role of a forensic nurse ***or*** direct supervision of others in a forensic nursing role. (1 hour of practice or supervision = 1 practice hour)
- Teaching in an accredited school or college of nursing in a forensic nursing education program at the BSN or graduate level (1 semester hour = 15 practice hours).
- Consultation in the role of a forensic nurse (expert consultation and testimony, fact witness, records review etc.). (1 hour of consultation = 1 practice hour)
- Participation on forensic-related task forces, community coordinated teams, multidisciplinary teams, and professional organizations. (1 hour of participation = 1 practice hour)
- Scholarship and research in forensic nursing topics such as publications, best practice documents, presenting at conferences or in webinars (AACN, 2021, p. 25). (applicants will be expected to document the number of hours spent for practice in the areas of scholarship and research. Upon review, applicants may be asked to submit additional documentation as verification.)

Deadlines and Fee Schedule

- An application for renewal may be submitted as early as 1-year prior to the certification expiration date.
- Applications for renewal must be received by FNCB ***at least three months*** prior to the certification expiration date. Applications received after this time will not be accepted or processed.
- Certification expiration dates can be found on the official credential certificate.
- FNCB will send a renewal notice to the applicant's most recent email address on file approximately one year preceding certification renewal. Applicants are responsible for contacting FNCB at ForensicNCB@gmail.com with email and/or address changes.
- AFN member certification renewal fee: \$345.
- Non-AFN member certification renewal fee: \$400.

Refund Policy

Application fees are non-refundable and cannot be transferred to another applicant. If after review it is determined that an applicant is not eligible for renewal, the application fee will be returned minus a \$195 processing fee.

Application Submission

Applications are accepted through the online application system only. All fees must be paid at the time the application is submitted. Applications received with insufficient funds will not be processed and re-application is required.

Steps for application:

1. Select and pay for the certification renewal you wish to apply for:
<https://goforensicncb.org/exam-application>
2. Separate applications are required for each certification or micro-certification renewal.
3. Once payment is received, a link to your certification renewal application will be sent to the email address provided during payment. Please use the same email address used during payment when completing your renewal application. This email address will be used for all formal communication from FNCB.
4. Complete all sections of the renewal application. In order for your application to be considered complete and undergo review for eligibility, the following must be submitted. Make sure to have all materials listed below prior to moving on with your application.
 - a. Certification Renewal Application (completed via Qualtrics ®)
 - b. Application Supplement (Appendix A)
5. Please note, FNCB randomly audits 10% of applications for quality assurance purposes. Those applicants selected for review may be required to submit additional materials as part of the auditing process. Materials may include but are not limited to: proof of CE completion, attestation from a supervisor or program director regarding practice hours, etc. Further, if it is suspected that any materials have been submitted fraudulently, FNCB reserves the right to request additional supporting material, or deny certification and may file a report with the applicant's State Board of Nursing.
6. If payment has been made, but the application is determined to be incomplete, FNCB will attempt to contact the applicant at the email address provided with instructions and a time frame for completion. If the application is still incomplete after the application deadline, the applicant will be ineligible to take the examination. The application fee minus a \$195 processing fee will be returned.
7. Within 72 hours of application submission, the applicant will receive an email confirming receipt of application at the email address provided. If this confirmation is not received please contact FNCB at: ForensicNCB@gmail.com

Eligibility Review

All applications will undergo an evaluation to verify renewal eligibility. Applicants with incomplete applications will receive an email requesting additional materials in order to determine eligibility. To maintain the credibility of any certifications endorsed by FNCB, the board reserves the right to request verification of the information contained in any application. Up to 10% of all applications will be randomly selected for verification of information before eligibility status will be determined.

Applicants will be notified of their renewal status via email within 30 business days after receipt of all application materials. Notification will include one of the following responses :

1. **Renewal Approved.** Applicants may continue to use their FNCB certification credentials and will receive an updated certification certificate valid for a period of three years.
2. **Renewal not Approved.** Applicants may no longer use their FNCB certification credentials. Reasons for non-approval include applicants who do not meet renewal eligibility requirements within their designated certification period or applicants who choose to renew by examination and are unsuccessful in passing the renewal examination.

Applicants who are not approved for renewal but would like to regain certification are required to complete the initial certification application process.

Renewal Eligibility Appeal

Applicants not approved for renewal have the right to appeal the decision of FNCB by submitting a letter to FNCB (ForensicNCB@gmail.com) stating the grounds for the appeal no later than 30 days after notification of ineligibility. FNCB will review the appeal and render a decision within 30 days of the appeal submission. The decision of FNCB is final.

FNCB Credentials

Applicants who successfully complete the renewal process may continue to use the credentials conferred upon initial certification and subsequent renewal, i.e. Generalist Forensic Nurse Certified (**GFN-C™**) or Advanced Forensic Nurse Certified (**AFN-C™**). GFN-C™ and AFN-C™ credentials are registered trademarks. Credentials are valid for a period of three years. Applicants who are not approved for renewal may no longer use FNCB certification credentials.

Certification credentials are generally located after any academic degrees and licensure. FNCB follows the American Nurse Credentialing Center (ANCC) listing of nursing credentials. Please refer to ANCC, [How to display your credentials](#), for additional information regarding use and ordering of nursing credentials.

Concerns or Feedback About the Renewal Process

After completing the certification renewal, applicants will be asked to complete a brief survey which provides feedback to FNCB for quality improvement initiatives. Further questions or comments about the renewal process may be sent directly to: ForensicNCB@gmail.com

Records Management and Retention

Electronic records of all applicant activity (application, verification documents, examination results, certification renewal, etc.) are confidentiality maintained in the FNCB database.

Maintaining your Contact Information

Failure to maintain current contact information may result in missing important information regarding updates and certification renewal. If you have a change in address or phone number, please update FNCB by email (ForensicNCB@gmail.com).

Denial, Suspension, or Revocation of Certification

FNCB will investigate written allegations of misconduct by FNCB certification renewal applicants and certified individuals.

FNCB may delay certification renewal if an applicant has an open complaint or investigation. If misconduct is determined, the applicant may be denied certification and currently certified individuals may have their certification suspended and/or revoked.

Certification renewal may be denied, suspended, or revoked for cause, including but not limited to:

1. Failure to provide requirements for initial certification, certification renewal, or reactivation of certification.
2. Failure to maintain required professional nursing licensure and other authority to practice.
3. Failure to comply with the American Nurses Association's Code of Ethics for Nurses, or the applicable profession code of ethics.
4. Failure to comply with the scope and standards of practice in an area in which certification is held.
5. Failure to respond to or comply with FNCB audit inquiries and/or requests.
6. Determination that initial certification, certification renewal, or certification reactivation was improperly granted due to ineligibility or falsification of information.
7. Any other form of misconduct related to the certification examination process, including but not limited to: reproducing, distributing, or discussing examination content.

Misrepresentation of an FNCB Credential

If an individual is identified as misrepresenting themselves as certified when they are not, FNCB has an obligation to take appropriate steps to protect examination credentials.

Appendix A

Application Supplement- Generalist Forensic Nurse Certified Renewal

Pathway #1 (Continuing Education)

- A minimum of 30 CE credits** (contact hours) or an equivalent in college coursework in the three years prior to the date of application.
 - CE must directly apply to the applicant's area of forensic nursing practice.
 - 60% of CEs must be ANCC accredited offerings.
 - Multi-day conferences may include professional practice topics or may be focused on a specific topic such as forensic nursing response to trauma, criminology/victimology, criminal justice, and forensic science. For multi-day conferences, please provide documentation of each session attended.
 - 1 semester hour of coursework from an accredited nursing program is equal to 15 CEs.
- A minimum of 500 forensic nursing practice* hours

Forensic Nursing CEs (add additional lines if necessary)

Name of CE Activity (in the case of a conference, list each activity separately)	Description of CE Activity and how it relates to your FN role/practice	ANCC accredited (yes/no)	Date of Activity	Number of CEs obtained (must meet 60 CEs)

Forensic Nursing Practice Hours

<u>Agency Name (list all)</u>	<u>Address</u>	<u>Job Title/Role</u>	<u>Dates of Employment</u>	<u>Number of Practice Hours</u>	<u>Name of Supervisor</u>	<u>Supervisor Title</u>	<u>Supervisor Contact Information (email, phone number)</u>

Ten percent of applicants WILL BE audited. If selected for audit, applicants will be asked to produce proof of CE completion. In addition, FNCB will contact the supervisor to verify practice hours.

Pathway #2 (Retesting)

- Applicants who renew by examination must achieve a passing score on the examination before their certification expires. For more information on certification by examination, refer to the Forensic Nursing Certification Board Certification Examination Application Manual.
- A minimum of 500 forensic nursing practice* hours

Forensic Nursing Practice Hours

<u>Agency Name (list all)</u>	<u>Address</u>	<u>Job Title/Role</u>	<u>Dates of Employment</u>	<u>Number of Practice Hours</u>	<u>Name of Supervisor</u>	<u>Supervisor Title</u>	<u>Supervisor Contact Information (email, phone number)</u>

Ten percent of applicants WILL BE audited. If selected for audit, applicants will be asked to produce proof of CE completion. In addition, FNCB will contact the supervisor to verify practice hours.

Appendix B

Application Supplement- Advanced Forensic Nurse Renewal

Pathway #1 (Continuing Education)

- A minimum of 45 CE credits** (contact hours) or an equivalent in college coursework in the three years prior to the date of application
 - CE must directly apply to the applicant's area of forensic nursing practice.
 - 60% of CEs must be ANCC accredited offerings.
 - Multi-day conferences may include professional practice topics or may be focused on a specific topic such as forensic nursing response to trauma, criminology/victimology, criminal justice, and forensic science. For multi-day conferences, please provide documentation of each session attended.
 - 1 semester hour of coursework from an accredited nursing program is equal to 15 CE Credits.
- A minimum of 1000 forensic nursing practice* hours

Forensic Nursing CEs (add additional lines if necessary)

Name of CE Activity (in the case of a conference, list each activity separately)	Description of CE Activity and how it relates to your FN role/practice	ANCC accredited (yes/no)	Date of Activity	Number of CEs obtained (must meet 90 CEs)

Forensic Nursing Practice Hours

<u>Agency Name</u> (list all)	<u>Address</u>	<u>Job Title/Role</u>	<u>Dates of Employment</u>	<u>Number of Practice Hours</u>	<u>Name of Supervisor</u>	<u>Supervisor Title</u>	<u>Supervisor Contact Information (email, phone number)</u>

Ten percent of applicants WILL BE audited. If selected for audit, applicants will be asked to produce proof of CE completion. In addition, FNCB will contact the supervisor to verify practice hours.

Pathway #2 (Retesting)

- Applicants who renew by examination must achieve a passing score on the examination before their certification expires. For more information on certification by examination, refer to the Forensic Nursing Certification Board Certification Examination Application Manual.
- A minimum of 1000 forensic nursing practice* hours

Forensic Nursing Practice Hours

<u>Agency Name (list all)</u>	<u>Address</u>	<u>Job Title/Role</u>	<u>Dates of Employment</u>	<u>Number of Practice Hours</u>	<u>Name of Supervisor</u>	<u>Supervisor Title</u>	<u>Supervisor Contact Information (email, phone number)</u>

Ten percent of applicants WILL BE audited. If selected for audit, applicants will be asked to produce proof of CE completion. In addition, FNCB will contact the supervisor to verify practice hours.