

# GUIDELINES FOR CORLN RECERTIFICATION THROUGH CONTINUING EDUCATION IN OTORHINOLARYNGOLOGY AND HEAD-NECK NURSING

## QUALIFICATION CRITERIA

To apply for recertification through continuing education, 100 contact hours (CH) of continuing education **related to otorhinolaryngology and head-neck nursing practice** must be submitted for consideration. All CHs must have been completed during the five years prior to the certificant's certification renewal date and may be accumulated in any combination of continuing education programs.

The continuing education programs may include workshops, seminars, professional development offerings, home-study courses, and state or national conferences. The continuing education offering must be provided by or approved for contact hours by the Society of Otorhinolaryngology and Head-Neck Nursing (SOHN) or another organization accredited by the American Nurses Credential Center's Commission on Accreditation. 100 points can be earned through ORL nursing contact hours, or you can have a combination of the following:

1. Maximum of 25 ENT-based CMEs in five years.
2. 10 points for an original clinical referenced article published in ORL-Head and Neck Nursing (maximum of one article in five years).
3. National presentations at the SOHN spring or fall conferences – 5 points each. Two allowed in five-year period for maximum of 10 points.

The certificant may be requested to show proof of contact hours submitted.

All program information must be listed on the Application for CORLN Recertification through Continuing Education in Otorhinolaryngology and Head-Neck Nursing and must include date, program title, provider or sponsor, and number of CHs awarded. If criteria are acceptable, a new five-year certificate will be issued to the CORLN.

**DEADLINES:** Applications for recertification must be submitted at least two (2) months prior to certification expiration date or certificants must take the Certification Examination in Otorhinolaryngology and Head-Neck Nursing to maintain CORLN status.

Recertification may be denied for failure to meet 100 contact hours, falsification or misrepresentation of information, failure to apply before deadline, or failure to verify information when proper documentation is requested. Recertification will be denied to any certificant who does not have a current RN license. All applications are subject to potential audit. Selection of applications for audit will be made upon their receipt and the certificant will receive notice of the audit at that time. In the event of an audit, copies of certificates will be requested.

The Appeals Committee of the National Certifying Board for Otorhinolaryngology and Head-Neck Nurses (NCBOHN) provides the appeal mechanism for challenging the denial of recertification. It is the responsibility of the certificant to initiate the process in writing.

If certification lapses, a certificant must meet current eligibility requirements and take the Certification Examination for Otorhinolaryngology and Head-Neck Nursing.

The application for CORLN Recertification through Continuing Education is online: [National Certifying Board of Otorhinolaryngology and Head-Neck Nurses \(NCBOHN\) | Professional Testing Corporation](#)

**COMPLETION OF ONLINE APPLICATION:**

The recertification system provides an online platform to submit your CEUs, application, payment, and email notifications throughout the recertification process.

1. Track credits with the online fillable form and submit a recertification application at <https://apply.ptcny.com/pages/authentication/login> and click Apply Online. You will need to create an account. The directions are on the website.
2. Complete the application, pay online, and submit the application for review.
3. Email notification is sent to the certificant of receipt of the application and payment.

**FEES**

Application fee for CORLN Recertification through Continuing Education in Otorhinolaryngology and Head-Neck Nursing:

SOHN Member .....	\$325.00
Non- SOHN Member .....	\$425.00

**Note:** There will be no refunds of recertification application fees.