



CRND Recertification by Learning Activities

Duration of Certification

The Consortium of Multiple Sclerosis Centers is proud to offer opportunities to validate professional practice. The CRND designation recognizes expertise in rare neuroimmunologic disorders. The CRND certification for those who earn the credential is recognized for five years. The expiration date of the CRND credential is on June 30th or December 31st (depending on when the examination was taken) five years after the original certification date. For example, if the certification examination was passed in February, then certification expires on June 30th; if the examination was passed in August, the expiration date will be December 31st. Therefore, recertification will always expire on June 30th or December 31st of the 5th year after the certification examination was passed, and every 5 years thereafter. Application for recertification must be submitted online no later than 3 months prior to the expiration date (i.e., March 30th for certifications expiring June 30th and September 30th for certifications expiring December 31st).

To be eligible to recertify, the CRND must be licensed as a health care professional, complete the online application, and pay the applicable fees. Recertification may be achieved by retaking the current certification examination **or** by completing the required number of learning activity (LA) hours, as described below. Eligible learning activities and practice hours must be obtained during the five-year certification period.

The online CRND Recertification Application **must** be completed no later than three months prior to the certification expiration date. It is the responsibility of the CRND to initiate the recertification process and to notify PTC or the Consortium of Multiple Sclerosis Centers of any name or address changes. The deadline for recertification submissions for each certified group will be identified in the CRND Recertification Guidelines and website. Online applications received after the application deadline are subject to a \$75.00 late administration fee. Online applications received after the certification expiration date will be **denied** and the CRND certification will be considered lapsed.

Recertification reminder notifications will be emailed to CRNDs two times prior to expiration.

- One year prior to expiration
- Three months prior to expiration

It is the responsibility of the CRND to notify CMSC or PTC of any change in contact information, such as a new email address, to ensure that notifications are sent to the correct address. If you do not receive your recertification reminder one year or three months prior to the certification expiration date, contact CMSC or PTC to confirm that the address they have on file is correct.

Application Deadlines:

March 31st for June 30th certification expiration
September 30th for December 31st certification expiration

Lapsed Certification

If you do not recertify before the five-year term has ended, your CRND certification is considered lapsed. To regain certification, you must meet the current eligibility criteria, submit a new application and fee, and retake and pass the current certification examination.

Eligibility for Recertification

- Current licensure as a health care professional or the equivalent in another country.
 - Completion and filing of the CRND Recertification Application with required payment.
 - Retaking and passing the current certification examination
- OR**
Completing learning activity hours in one of two ways:
- *Option 1:* Completing 75 CRND learning activity hours over the previous 5 years **or**
 - *Option 2:* Completing 1000 CRND practice hours and 50 CRND learning activity hours over the previous 5 years
- NOTE: Candidates for recertification who fail the examination cannot then recertify with learning activities or practice hours and learning activities.

Definition of CRND Learning Activities

- CRND professional learning activities include rare neuroimmunologic disorder-related courses, presentations, conferences; publications, independent study, and professional development (see guidelines for learning activities below). One learning activity hour equals one clock hour.

Definition of CRND Practice Hours

- CRND practice hours include clinical practice, consultation, research, administration, or education related to the field of rare neuroimmunologic disorders (RND).

Guidelines for Learning Activities (LA)

All learning activities must be obtained during the 5-year certification period.

- **Academic Courses**
 - The course must be applicable to RND professional care or research.
 - Courses taken toward degree completion can be counted if they apply to RND care. For example, a CRND taking a family studies course towards a degree has focused one's assignment on family issues.
 - Allow one LA hour for every hour spent attending the course (i.e., 2 hours/week x 10 weeks = 20 LA hours).
 - Academic courses shall not exceed 20 LA hours over the 5-year certification period.
 - Ph.D. degree/dissertation equals 40 LA hours. Must be completed within the 5-year certification period.
 - Master's degree/thesis equals 20 LA hours. Must be completed within the 5-year certification period.
- **Conferences, Teleconferences, Videoconferences, Seminars, Workshops, and Internet Offerings**
 - Must be related to RND care. One LA hour for 1 hour in attendance.
 - Maximum 50 LA hours.
- **In-Service for Staff**
 - Attendance at a staff RND-related education session (i.e., medical grand rounds or physiotherapy in-service on the benefits of stretching exercises for spasticity). One

- LA hour for 1 hour in attendance.
- Maximum 10 LA hours.
- **Participation in Certification Examination Development**
 - Examples include translating exam, participating in item reviews, and item writing for the exam.
 - Exam content must be RND-related.
 - Five exam items are worth 3 LA hours.
 - Participation in a series of item reviews is worth 10 LA hours
 - Maximum 10 LA hours.
- **RND Practice**
 - Participation in the development, implementation, or publication of RND practice guidelines, pathways, or protocols.
 - One LA hour for 1 hour of participation.
 - Maximum 15 LA hours.
- **Independent Study**
 - Completing the requirements for continuing education credits related to RND articles in professional journals, on-line journals, on-line RND education monographs. Follow the continuing education credit submission guidelines as specified by the publication.
 - Learning activities will equal credits allotted by the journal.
 - Maximum 50 LA hours.
- **Research**
 - Research activities must be related to RND professional care.
 - Research activities are defined as conducting a study, participation in a collaborative study, or utilizing research in practice (critique of research article; implementation of evidence-based care).
 - Participation in clinical drug trials does not fulfill the LA criteria.
 - Each hour of research activity counts as one LA hour
 - Maximum 15 LA hours.
- **Publication**
 - Publication of material relevant to RND care.
 - LA hours allotted:
 - For authorship or co-authorship of a book, 20 LA hours.
 - For contribution to a book chapter, journal article, monograph, or patient education pamphlet, 10 LA hours.
 - Maximum 40 LA hours.
- **Poster Presentation**
 - One poster equals 3 LA hours.
 - Maximum 15 LA hours.
- **Presenter/Lecturer**
 - Presentation or lectures to other health professionals or community groups on topics related to RND.
 - Each presentation hour is worth one LA hour plus related hours for preparation (e.g., 1-hour presentation + 2 hours of preparation = 3 LA hours).
 - Duplication of a presentation cannot be counted toward additional LA hours unless the presentation was revised.
 - Maximum 15 LA hours.
- **Professional Committee Membership**
 - Membership on a committee which develops or oversees educational activities in the area of rare neuroimmunologic disorders or on a research committee (for example, a steering committee) will be accepted as an IA.
 - Hours of service must be recorded and verified by either the chair of the committee or an associate who has membership as well.

Keeping Track of Learning Activities

You are responsible for documenting which learning activities apply toward your Recertification, based on the guidelines above.

- Keep a list of all learning activities, identifying activity, sponsor or provider, date of activity, and hours of activity. For example: Attended CMSC 2003 annual conference, sponsored by the Consortium of MS Centers, May 28 to June 1, 5 hrs./day for 25 hours or 25 LA hours.
- Submit your list at the time of application for recertification.
- Maintain a file of all LA documentation (e.g., educational certificates, course outlines etc.).

Quality Assurance Audits

The CRND Specialist Certification Project Committee will randomly audit 10% of the candidates applying for recertification by learning activities. It is your responsibility to ensure that you have your documentation reflecting the learning activities obtained during the 5-year certification period. If you are selected for audit, you will be required to provide documented proof of learning activities, so it is imperative that you keep your documentation organized and up to date so that you can submit it when requested or recertification may be denied.

Contact Sources

* Professional Testing Corporation, 1350 Broadway, Suite 800, New York, New York, 10018 USA
(www.ptcny.com) (212) 356-0660

** CRND c/o CMSC, 3 University Plaza Drive, Suite 116, Hackensack, NJ 07601 USA (www.msca.org)

FEES

Application fee for CRND Recertification by Learning Activities: **\$250.00**

Late administration fee for applications submitted after application deadline: **\$75.00**

Note: There will be no refund of recertification application fees.

Application Deadlines:

PLEASE SUBMIT YOUR COMPLETED APPLICATION AND FEE BY THE FOLLOWING DATE:

**March 31st for June 30th certification expiration
September 30th for December 31st certification expiration**

***Recertification applications sent after application deadlines must include late administration fee in addition to the application fee.**

***Recertification applications received after expiration dates will be denied.**