

2019

CERTIFICATION RENEWAL HANDBOOK

Sexual Assault Nurse Examiner

(SANE-A[®] and SANE-P[®])



COMMISSION FOR
FORENSIC NURSING
CERTIFICATION

Table of Contents

Introduction	3
Renewal Basics.....	4
PURPOSE AND RATIONALE.....	4
DURATION OF CERTIFICATION	4
EXPIRATION DATE	4
RESPONSIBILITY FOR RENEWAL	4
ELIGIBILITY REQUIREMENTS	5
NONDISCRIMINATION POLICY.....	5
Renewal Options.....	6
BY EXAM.....	6
BY CONTINUING EDUCATION (CE).....	6
Deadlines and Fee Schedule	7
Refund Policy	7
Renewing by CE.....	8
CE REQUIREMENTS	8
WHAT CE COUNTS FOR RENEWAL?.....	8
Timing: CE Accrual Start and End Dates.....	8
Content of CE Activities.....	9
SANE-A® Test Content Outline	9
SANE-P® Test Content Outline.....	13
WHAT CE DOES NOT COUNT FOR RENEWAL?.....	16
How to Complete Your Application	17
WHAT IS CATEGORY A?	17
WHAT IS CATEGORY B?	17
DOCUMENTING YOUR CE.....	19
INCOMPLETE RENEWAL APPLICATIONS.....	19
How to Submit.....	19
SUBMISSION OPTIONS.....	19
After You Submit.....	20
AUDIT PROCESS.....	20

What If My Application Is Selected for Audit?.....	20
NOTIFICATION OF CERTIFICATION RENEWAL STATUS.....	21
USE OF THE CREDENTIALS	21
APPEALS PROCESS	22
DISCIPLINARY AND COMPLAINTS POLICY	22
Contact Information	23

SANE CERTIFICATION RENEWAL APPLICATION LINKS:

ONLINE APPLICATION (PREFERRED)

<https://www.cognitoforms.com/InternationalAssociationOfForensicNurses/SEXUALASSAULTNURSEEXAMINERCERTIFICATIONRENEWALAPPLICATION>

or

WORD-FILLABLE APPLICATION (ONLY IF YOU CANNOT APPLY ONLINE)

[HTTPS://WWW.FORENSICNURSES.ORG/RESOURCE/RESMGR/CERTIFICATION/2019_SANE_RENEWAL_APP_WORD_.DOCX](https://www.forensicnurses.org/resource/resmgr/certification/2019_sane_renewal_app_word_.docx)

Introduction

Congratulations on your decision to seek renewal of the credential of Sexual Assault Nurse Examiner – Adult/Adolescent (SANE-A®) and/or Sexual Assault Nurse Examiner – Pediatric/Adolescent (SANE-P®).¹

A nurse who earns one or both of these credentials demonstrates the highest standards of forensic nursing for sexual assault nurse examiners. By meeting the requirements to maintain the SANE-A and/or SANE-P credential, you exhibit an ongoing professional commitment to provide quality patient care through continuous SANE-related education and practice. The International Association of Forensic Nurses (Association), through the Commission for Forensic Nursing Certification (CFNC), is honored to help you maintain certification in this challenging and dynamic nursing specialty.

The mission of the CFNC is to ensure that the Association's certification program is psychometrically sound, technically accurate, and legally defensible. The Association established the CFNC to promote the highest standards of forensic nursing practice through the development, implementation, coordination, and evaluation of all aspects of the certification and certification renewal processes. As the independent and autonomous governing body for the SANE-A and SANE-P certification examination programs, the CFNC has the sole authority for establishing policies regarding certification eligibility, development and scoring of the examinations, administration of the examinations, certification renewal requirements, and operations of the certification programs.

This handbook explains the process for renewing the SANE-A and/or SANE-P certification, including:

- Eligibility requirements;
- Methods of renewal;
- Guidelines for completing the application; and
- What to expect after you submit your application.

Please review this handbook carefully before you submit your application. A complete application enables the Certification Renewal/Audit Committee to process your application expeditiously. You are responsible for ensuring that you meet the eligibility requirements before you submit your application.

Questions? Please contact:
CFNC c/o International Association of Forensic Nurses
6755 Business Parkway, Suite 303
Elkridge, MD 21075
p: 410.626.7805/f: 410.626.7804
email: certification@ForensicNurses.org
website: www.ForensicNurses.org

¹ The International Association of Forensic Nurses holds the registered trademarks for the SANE-A® and SANE-P® designations. For readability, the registration marks appear in the text of this document only upon initial mention.

Renewal Basics

PURPOSE AND RATIONALE

The CFNC supports the ongoing professional development of its certificants. The purpose of a mandatory renewal process is to provide you with an opportunity to demonstrate, reinforce, and expand your knowledge and skills. Renewal also encourages, acknowledges, and ensures that you as a certificant participate in ongoing professional development activities and continued learning that is specific to sexual assault forensic nursing.

The CFNC certification renewal requirements mandate continuing education and professional activities that enhance ongoing professional development, recognize learning opportunities, and provide a process to attain and document professional development achievements. You may accomplish professional development either by obtaining the required number of continuing education hours or by achieving a passing score on the certification examination.

DURATION OF CERTIFICATION

Certification as a Sexual Assault Nurse Examiner – Adult/Adolescent (SANE-A) or Pediatric/Adolescent (SANE-P) is valid for a period of 3 years. The scope of issues that face sexual assault nurse examiners has compelled the CFNC to conclude that new practices, research, and information are introduced in the field with frequency. Requiring that professional development activities be conducted at least every 3 years ensures that you will remain up-to-date with both current best practices and emerging knowledge.

EXPIRATION DATE

Regardless of the month in which you obtain your certification, your certification expires on December 31 of the third year of certification. For example, if you achieved certification in May of 2016, your certification expires on December 31, 2019. Similarly, if you achieved certification in October of 2016, your certification expires on December 31, 2019.

RESPONSIBILITY FOR RENEWAL

- You are responsible for your certification renewal.
- You are responsible for notifying the Association of any changes to your mailing and email addresses.
- The Association is not responsible for notices that fail to reach you.

As a courtesy, the Association sends a renewal notice to your most recent email address on file approximately 9 months before the certification renewal application deadline. Following the initial renewal notice, the Association may send at least one additional email reminder.

ELIGIBILITY REQUIREMENTS

To be eligible to renew the SANE-A and/or SANE-P certification, you must:

1. Hold current certification in the renewing specialty (i.e., SANE-A or SANE-P);

AND

2. Hold an active, unrestricted license as a registered nurse (RN) in the United States or a US territory

OR

Hold an active, unrestricted license as a first-level general nurse (or the equivalent) in the country/jurisdiction of practice;²

AND

3. Have *practiced*³ as a sexual assault nurse examiner for a minimum of 300 hours within the past 3 years. At least 200 of those 300 hours must comprise SANE-related practice that is focused on the certification you seek to renew (e.g., for the SANE-A certification, at least 200 of the 300 hours must comprise SANE-related practice that is focused on the adult patient population; for the SANE-P certification, at least 200 of the 300 hours must comprise SANE-related practice that is focused on the prepubescent patient population);

AND

4. Obtain either the required continuing education hours

OR

Achieve a passing score on the certification examination.

NONDISCRIMINATION POLICY

The Association and the CFNC do not discriminate against any applicant or candidate for certification on the basis of race, color, creed, age, gender, national origin, religion, disability,

² Applicants who do not have a US RN license must have completed a post-secondary nursing education program that includes classroom instruction and clinical practice in medical, surgical, obstetric, pediatric, and psychiatric nursing. To confirm eligibility, these applicants may be asked to provide a transcript from their nursing education program.

³ *Practice* includes any combination of the following activities:

- Providing direct patient care as a SANE
- Taking on-call shifts to respond to patients as a SANE (even if not seeing a patient)
- Teaching/precepting SANEs
- Providing consultation on SANE issues/cases
- Participating in peer review of SANE cases.

marital status, parental status, ancestry, sexual orientation, military discharge status, or source of income. Applicants/candidates for certification will be judged solely on the criteria determined by the CFNC.

Renewal Options

You have two options for renewal:

1. Achieve a passing score on the certification examination prior to the certification expiration date of December 31;
OR
2. Obtain the required amount of continuing education hours during the previous 3-year certification period as outlined below.

BY EXAM

Since the examination is updated periodically, renewal by exam ensures that you have continued to build your knowledge and skills since achieving initial certification.

Should you choose to renew by exam, you must take and achieve a passing score on the examination before your certification expires on December 31. You may take the exam in either testing window (Spring or Fall) in the year in which your certification expires. For more information, see: [www.ForensicNurses.org/Certification/Take the Exam](http://www.ForensicNurses.org/Certification/Take%20the%20Exam).

To renew by taking the certification exam, you must:

- Meet the certification renewal eligibility requirements;
AND
- Submit the Certification Exam Application with the appropriate fee(s);
AND
- Schedule and sit for the exam;
AND
- Achieve a passing score.

BY CONTINUING EDUCATION (CE)

After obtaining certification, you may use, for certification renewal certain continuing education (CE) hours you have accrued during the previous 3 years. When renewing by CE, applications, associated forms, and usual fee(s) must be received by November 1 of the expiration year. If you file a late application (after November 1), the application must be received by November 15 and include a late fee. No applications will be accepted after November 15.

To renew by CE, you must:

- Meet the certification renewal eligibility requirements;
AND
- Submit the Certification Renewal Application with the appropriate fee(s);
AND
- Submit the completed Continuing Education Log(s). Supporting documentation of attendance at each activity is not required unless your application is selected for audit.

Please be sure to retain a copy of your completed application and associated forms.

Deadlines and Fee Schedule		
	IAFN Member Application Fee	Non- Member
April 30, 2019: early filing discount ends	\$175	\$325
May 1 – November 1, 2019: standard filing fee applies	\$275	\$425
November 2 – 15, 2019: \$150 late filing fee is included	\$425	\$575

You may remit payment via credit card (including paying online), personal check, money order, or certified check. If a personal check is returned for insufficient funds, you will be required to pay a \$45 returned-check fee. Following a returned check, any fees you remit must be by money order, certified check, or credit card.

Refund Policy

All application fees are nonrefundable and nontransferable to another applicant. In the event you fail to meet the eligibility requirements, the application fee minus a processing fee of \$100 may be refunded upon request.

Renewing by CE

CE REQUIREMENTS

SANE-A and/or SANE-P certification renewal requires a total of 45 hours of CE activities. These hours may be completed in Category A or a combination of Categories A and B. Should you choose to renew by obtaining CE, you must meet the following criteria:

- Complete a total of 45 hours of CE within the previous 3-year certification period;
AND
- Ensure that at least 30 of the 45 hours of CE fall under Category A;
AND
- Ensure that at 6 of the 30 hours of CE under Category A are from an accredited/approved continuing nursing education provider, meaning that continuing nursing education contact hours have been awarded. Certificants outside the United States shall have the alternative requirement that at least 6 of the 30 hours of CE under Category A have been hosted/provided by a nursing organization or an employer of nurses.

For more information about Category A, Category B, and allowable CE, see pages 17–19.

WHAT CE COUNTS FOR RENEWAL?

Timing: CE Accrual Start and End Dates

The last day to accrue CE hours is November 1 of the year your certification expires. Your CE accrual start date? It is tailored to you! That date is the earlier of either:

- November 2 of the year you certified
OR
- the date on the letter of congratulations from IAFN for achieving certification (by either exam or renewal).

For example, if you certified (by either exam or renewal) in April—and your letter is dated June 6, 2016—you may accrue CE starting June 6, 2016. If you cannot locate your letter, please go to www.ForensicNurses.org/Certification/IAFN-Certified-Nurses. Search for your name and look for the “SANE Certification Start Date” for the certification you are renewing. Note that date to list on your application—and feel free to use any appropriate CE starting on that date forward.

CE activities that you attended prior to the date of your initial certification (or most recent renewal) are not accepted. CE hours obtained after November 1 in the year of renewal will be applied to your next renewal cycle.

Content of CE Activities

Renewal by meeting CE requirements ensures that you have participated in professional development activities that are directly related to the body of knowledge for SANEs as defined by the respective exam content outlines.

All CE activities submitted must relate to the appropriate test content outline (e.g., SANE-A test content outline for SANE-A renewal and SANE-P test content outline for SANE-P renewal). The CFNC is not able to provide approval of courses prior to attendance. For your convenience, however, the CFNC has designated courses in the Association's Online Learning Center that will be accepted for renewal purposes.

SANE-A: If you are renewing your SANE-A certification, does the content of each session you plan to submit appear on the SANE-A test content outline below?

SANE-A® Test Content Outline

Domain 1: Assessment and Documentation 32%	
0101	Identify urgent/emergent medical problems (e.g., strangulation, head injury, wounds, drug/alcohol intoxication) that require medical treatment prior to and/or during the medical forensic examination.
0102	Assess safety needs of the patient (e.g., bed rails, medical equipment, environment, patient identity) and implement safety measures during the SANE evaluation.
0103	Identify the acute and long-term emotional and psychological response (e.g., neurobiological, suicidal ideation, post-traumatic stress disorder) to sexual assault.
0104	Obtain and document the health history (e.g., medical, psychosocial, developmental).
0105	Obtain and document the sexual assault history.
0106	Assess the patient for indicators of alcohol- and/or drug-facilitated sexual assault.
0107	Assess the patient's level of development (e.g., physical, psychological, cognitive).
0108	Assess the patient for sexually transmitted infections and/or exposure risk.
0109	Assess the patient for pregnancy and/or pregnancy risk.
0110	Assess the patient's immunization status (e.g., tetanus, hepatitis B, HPV).
0111	Conduct a comprehensive head-to-toe physical assessment and document findings (e.g., narrative, diagrammatic).
0112	Assess orifices involved in the sexual assault for trauma by using appropriate methods or adjuncts (e.g., speculum, anoscope, magnification, toluidine blue dye, catheter technique).
0113	Distinguish trauma from normal and abnormal physical findings.
0114	Complete photographic documentation by using principles of forensic photography.

Domain 2: Evidence Collection 18%	
0201	Identify items for evidence collection based on the circumstances or events (e.g., time frame, orifices involved, body contact).
0202	Collect biological and trace specimens from involved orifices and other body areas of contact by using appropriate methods or adjuncts (e.g., alternate light sources, toxicology kits, sexual assault evidence kits).
0203	Collect reference samples (e.g., blood, buccal swab) for the patient's DNA.
0204	Preserve forensic sample integrity (e.g., knowledge of biological degradation, chain of custody).
0205	Document clothing and biological and trace specimens collected.
Domain 3: Patient Management 28%	
0301	Utilize appropriate communication resources (e.g., interpreters, technology, translation services) based on the patient's needs.
0302	Provide crisis intervention to the patient and family members/caregivers.
0303	Provide the patient with developmentally appropriate control and consent.
0304	Conduct the medical forensic examination by using trauma-informed care principles.
0305	Modify and document examination techniques (e.g., positioning) based on the patient's specific needs (e.g., variations in anatomy, physical/cognitive impairments).
0306	Educate the patient about transmission of sexually transmitted infections.
0307	Educate the patient about testing, prophylaxis, and treatment for sexually transmitted infections.
0308	Administer testing, prophylaxis, and treatment for sexually transmitted infections as indicated.
0309	Educate the patient on pregnancy risks and emergency contraception.
0310	Administer pregnancy testing and emergency contraception as indicated.
0311	Educate the patient about actions and side effects of prophylactic medications.
0312	Consult with or refer to other healthcare providers regarding medical problems identified.
0313	Refer the patient for follow-up counseling, support, and/or advocacy services.
0314	Create discharge and safety plans (i.e., intimate partner violence).
0315	Conduct follow-up based on medical forensic needs (e.g., wound healing, photography, lab results).
Domain 4: Legal Issues and the Judicial Process 10%	
0401	Adhere to applicable mandatory reporting requirements as appropriate (e.g., vulnerable persons, injuries, reportable infections, minors).
0402	Respond to subpoenas and court orders for judicial proceedings (e.g., civil, criminal, administrative).
0403	Testify as a fact or expert witness for the prosecution or defense.
0404	Provide ethical and professional testimony (e.g., objective, evidence-based, accurate).
Domain 5: Professional Practice 12%	
0501	Implement safety measures (e.g., physical, environmental, equipment) for the safety of the SANE during and after the medical forensic examination.
0502	Implement principles of confidentiality (e.g., privacy laws, release of information, restricted vs. nonrestricted reporting).

0503	Implement principles of informed consent and informed refusal.
0504	Evaluate and utilize current evidence-based practice (e.g., research, professional development, guidelines).
0505	Participate in peer review, case review, and quality improvement processes.
0506	Implement strategies to collaborate with interprofessional team members.
0507	Identify risks, prevention, and interventions for vicarious trauma.
0508	Incorporate ethical principles in professional practice (i.e., autonomy, beneficence, nonmaleficence, justice).

SANE-A® Reference List

This reference list contains recommended resources to assist you in preparing for the certification examination. This list is not all-inclusive; other references may help you study to meet the competencies, including the *Journal of Forensic Nursing* and other peer-reviewed journals.

American Nurses Association & International Association of Forensic Nurses. (2017). *Forensic nursing: Scope and standards of practice* (2nd ed.). Silver Spring, MD: Nursesbooks.org.

Hammer, R. M., Moynihan, B., & Pagliaro, E. M. (2013). *Forensic nursing: A handbook for practice* (2nd ed.). Sudbury, MA: Jones & Bartlett Learning, LLC.

Centers for Disease Control & Prevention. (2016). [Updated guidelines for antiretroviral postexposure prophylaxis after sexual, injection drug use, or other nonoccupational exposure to HIV—United States, 2016](https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf). Atlanta, GA: Centers for Disease Control & Prevention. Available at: <https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf>

International Association of Forensic Nurses. (2013). *Atlas of sexual violence*. T. Henry (Ed.). St. Louis, MO: Mosby.

International Association of Forensic Nurses. (2018). [Sexual assault nurse examiner \(SANE\) education guidelines](https://cdn.ymaws.com/www.forensicnurses.org/resource/resmgr/education/2018_sane_edguidelines.pdf). Elkridge, MD: International Association of Forensic Nurses. Available at https://cdn.ymaws.com/www.forensicnurses.org/resource/resmgr/education/2018_sane_edguidelines.pdf

Kaplan, R., Adams, J. A., Starling, S. P., & Giardino, A. P. (2011). *Medical response to child sexual abuse: A resource for professionals working with children and families*. St. Louis, MO: STM Learning Inc.

Ledray, L. E., Burgess, A. W., & Giardino, A. P. (2011). *Medical response to adult sexual assault: A resource for clinicians and related professionals*. St. Louis, MO: STM Learning Inc.

Lynch, V. A., & Duval, J. B. (2011). *Forensic nursing science* (2nd ed.). St. Louis, MO: Mosby.

Mezey, G. C., & King, M. B., eds. (2000). *Male victims of sexual assault* (2nd ed.). New York, NY: Oxford University Press.

National Sexual Violence Resource Center. (2018). [Sexual assault response team \(SART\) toolkit](https://www.nsvrc.org/sarts/toolkit) (2nd ed.). Harrisburg, PA: National Sexual Violence Resource Center. Available at: <https://www.nsvrc.org/sarts/toolkit>

- Panel on Antiretroviral Guidelines for Adults and Adolescents. (2018). [*Guidelines for the Use of Antiretroviral Agents in Adults and Adolescents Living with HIV*](#). Washington, DC: Department of Health and Human Services. Available at <https://stacks.cdc.gov/view/cdc/38856>
- Price, B., & Maguire, K. (2016). *Core curriculum for forensic nursing*. Philadelphia, PA: Lippincott Wolters Kluwer.
- US Department of Justice, Office of Justice Programs, National Institute of Justice. (2017). [*National best practices for sexual assault kits: A multidisciplinary approach*](#). Washington, DC: US Department of Justice, Office of Justice Programs. Available at: <https://www.ncjrs.gov/pdffiles1/nij/250384.pdf>
- US Department of Justice, Office of Justice Programs, Office for Victims of Crime. (2018). [*SANE program development and operation guide*](#). National Institute of Justice. Washington, DC: US Department of Justice, Office of Justice Programs. Available at: <https://www.ovcttac.gov/saneguide/introduction/>
- US Department of Justice, Office on Violence Against Women. (2013). [*A national protocol for sexual assault medical forensic examinations: Adults/adolescents*](#) (2nd ed.). Washington, DC: US Department of Justice, Office on Violence Against Women. Available at <https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf>
- Workowski, K. A., & Bolan, G. A., Centers for Disease Control & Prevention. (2015). [*Sexually transmitted diseases treatment guidelines, 2015*](#). *Morbidity & Mortality Weekly Report*, 64(RR-03), 1-137. Available at www.cdc.gov
- World Health Organization (WHO). (2003). [*Guidelines for medico-legal care for victims of sexual violence*](#). Geneva, Switzerland: WHO Press. Available at <http://apps.who.int/iris/bitstream/10665/42788/1/924154628X.pdf>
- World Health Organization (WHO). (2003). [*Guidelines for the management of sexually transmitted infections*](#). Geneva, Switzerland: WHO Press. Available at http://apps.who.int/iris/bitstream/10665/42782/1/9241546263_eng.pdf
- World Health Organization (WHO). (2016). [*Consolidated guidelines on HIV prevention, diagnosis, treatment and care for key populations--2016 update*](#). Geneva, Switzerland: WHO Press. Available at <http://apps.who.int/iris/bitstream/10665/258967/1/WHO-HIV-2017.05-eng.pdf?ua=1>
- 9/10/12, 11/25/15, 1/2/19 Revised—TH, MD; 6/19/13, 10/24/13, 12/31/16, 12/31/17 Updated—KM

SANE-P: If you are renewing your SANE-P certification, does the content of each session you plan to submit appear on the SANE-P test content outline below?

SANE-P® Test Content Outline

Domain 1: Assessment and Documentation	
34%	
0101	Identify urgent/emergent medical problems (e.g., strangulation, head injury, wounds, drug/alcohol intoxication) that require medical treatment prior to and/or during the medical forensic examination.
0102	Assess safety needs of the patient (e.g., bed rails, medical equipment, environment, patient identity) and implement safety measures during the SANE evaluation.
0103	Identify the acute and long-term emotional and psychological response (e.g., neurobiological, suicidal ideation, post-traumatic stress disorder) to sexual assault/abuse.
0104	Obtain and document the health history (e.g., medical, psychosocial, developmental, behavioral).
0105	Obtain and document the sexual assault/abuse history.
0106	Assess the patient for indicators of alcohol- and/or drug-facilitated sexual assault/abuse.
0107	Assess the patient's level of development (e.g., physical, psychological, cognitive, sexual maturation).
0108	Assess the patient for sexually transmitted infections and/or exposure risk.
0109	Assess the patient for pregnancy and/or pregnancy risk.
0110	Assess the patient's immunization status (e.g., tetanus, hepatitis B, HPV).
0111	Conduct a comprehensive head-to-toe physical assessment and document findings (e.g., narrative, diagrammatic).
0112	Assess orifices involved in the sexual assault/abuse for trauma by using appropriate methods or adjuncts (e.g., speculum, anoscope, magnification, toluidine blue dye, catheter technique, positioning).
0113	Distinguish trauma from normal and abnormal physical findings (e.g., normal variances, mimics of abuse).
0114	Complete photographic documentation by using principles of forensic photography.
Domain 2: Evidence Collection	
14%	
0201	Identify items for evidence collection based on the circumstances or events (e.g., time frame, orifices involved, body contact).
0202	Collect biological and trace specimens from involved orifices and other body areas of contact by using appropriate methods or adjuncts (e.g., alternate light sources, toxicology kits, sexual assault evidence kits).
0203	Collect reference samples (e.g., blood, buccal swab) for the patient's DNA.
0204	Preserve forensic sample integrity (e.g., knowledge of biological degradation, chain of custody)
0205	Document clothing and biological and trace specimens collected.

Domain 3: Patient Management 30%	
0301	Utilize appropriate communication resources (e.g., interpreters, technology, translation services) based on patient and/or caregiver needs.
0302	Provide crisis intervention to the patient and family members/caregivers.
0303	Provide the patient with developmentally appropriate control and consent.
0304	Conduct the medical forensic examination by using trauma-informed care principles.
0305	Modify and document examination techniques (e.g., positioning) based on the patient's specific needs (e.g., variations in anatomy, physical/cognitive impairments).
0306	Educate the patient and/or caregiver about transmission of sexually transmitted infections.
0307	Educate the patient and/or caregiver about testing, prophylaxis, and treatment for sexually transmitted infections.
0308	Administer testing, prophylaxis, and treatment for sexually transmitted infections as indicated.
0309	Educate the patient and/or caregiver on pregnancy risks and emergency contraception.
0310	Administer pregnancy testing and emergency contraception as indicated.
0311	Educate the patient and/or caregiver about actions and side effects of prophylactic medications.
0312	Consult with or refer to other healthcare providers regarding medical problems identified.
0313	Refer the patient and/or caregiver for follow-up counseling, support, and/or advocacy services.
0314	Create discharge and safety plans (i.e., intimate partner violence).
0315	Conduct follow-up based on medical forensic needs (e.g., wound healing, photography, lab results).
Domain 4: Legal Issues and the Judicial Process 10%	
0401	Adhere to applicable mandatory reporting requirements as appropriate.
0402	Respond to subpoenas and court orders for judicial proceedings (e.g., civil, criminal, administrative).
0403	Testify as a fact or expert witness for the prosecution or defense.
0404	Provide ethical and professional testimony (e.g., objective, evidence-based, accurate).
Domain 5: Professional Practice 12%	
0501	Implement safety measures (e.g., physical, environmental, equipment) for the safety of the SANE during and after the medical forensic examination.
0502	Implement principles of confidentiality (e.g., privacy laws, release of information).
0503	Implement principles of informed consent/assent and informed refusal.
0504	Evaluate and utilize current evidence-based practice (e.g., research, professional development, guidelines).
0505	Participate in peer review, case review, and quality improvement processes.
0506	Implement strategies to collaborate with interprofessional team members.
0507	Identify risks, prevention, and interventions for vicarious trauma.
0508	Incorporate ethical principles into professional practice (i.e., autonomy, beneficence, nonmaleficence, justice).

SANE-P® Reference List

This reference list contains recommended resources to assist you in preparing for the certification examination. This list is not all-inclusive; other references may help you study to meet the competencies, including the *Journal of Forensic Nursing* and other peer-reviewed journals.

- American Nurses Association & International Association of Forensic Nurses. (2017). *Forensic nursing: Scope and standards of practice* (2nd ed.). Silver Spring, MD: Nursesbooks.org.
- American Professional Society on the Abuse of Children. (2018). *The APSAC handbook on child maltreatment* (4th ed.). J. Bart Klika & J. R. Conte (Eds.). Thousand Oaks, CA: Sage Publications.
- Centers for Disease Control & Prevention. (2016). [Updated guidelines for antiretroviral postexposure prophylaxis after sexual, injection drug use, or other nonoccupational exposure to HIV—United States, 2016](https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf). Atlanta, GA: Centers for Disease Control & Prevention. Available at: <https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf>
- Clements, P. T., Burgess, A. W., Fay-Hillier, T. M., & Giardino, A. P. (2015). *Nursing approach to the evaluation of child maltreatment* (2nd ed.). St. Louis, MO: STM Learning Inc.
- Giardino, A. P., & Alexander, R. (2005). *Child maltreatment: A clinical guide and photographic reference* (3rd ed.). St. Louis, MO: GW Medical Publishing.
- International Association of Forensic Nurses. (2013). *Atlas of sexual violence*. T. Henry (Ed.). St. Louis, MO: Mosby.
- International Association of Forensic Nurses. (2018). [Sexual assault nurse examiner \(SANE\) education guidelines](https://cdn.ymaws.com/www.forensicnurses.org/resource/resmgr/education/2018_sane_edguidelines.pdf). Elkridge, MD: International Association of Forensic Nurses. Available at https://cdn.ymaws.com/www.forensicnurses.org/resource/resmgr/education/2018_sane_edguidelines.pdf
- Jenny, C. (2011). *Child abuse and neglect: Diagnosis, treatment and evidence*. Philadelphia, PA: Saunders.
- Kaplan, R., Adams, J. A., Starling, S. P., & Giardino, A. P. (2011). *Medical response to child sexual abuse: A resource for professionals working with children and families*. St. Louis, MO: STM Learning Inc.
- Lynch, V. A., & Duval, J. B. (2011). *Forensic nursing science* (2nd ed.). St. Louis, MO: Mosby.
- National Sexual Violence Resource Center. (2018). [Sexual assault response team \(SART\) toolkit](https://www.nsvrc.org/sarts/toolkit) (2nd ed.). Harrisburg, PA: National Sexual Violence Resource Center. Available at: <https://www.nsvrc.org/sarts/toolkit>
- Price, B., & Maguire, K. (2016). *Core curriculum for forensic nursing*. Philadelphia, PA: Lippincott Wolters Kluwer.
- US Department of Justice, Office of Justice Programs, National Institute of Justice. (2017). [National best practices for sexual assault kits: A multidisciplinary approach](https://www.ncjrs.gov/pdffiles1/nij/250384.pdf). Washington, DC: US Department of Justice, Office of Justice Programs. Available at: <https://www.ncjrs.gov/pdffiles1/nij/250384.pdf>

US Department of Justice, Office of Justice Programs, Office for Victims of Crime. (2018). [SANE program development and operation guide](https://www.ovcttac.gov/saneguide/introduction/). National Institute of Justice. Washington, DC: US Department of Justice, Office of Justice Programs. Available at: <https://www.ovcttac.gov/saneguide/introduction/>

US Department of Justice, Office on Violence Against Women. (2013). [A national protocol for sexual assault medical forensic examinations: Adults/adolescents](https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf) (2nd ed.). Washington, DC: US Department of Justice, Office on Violence Against Women. Available at <https://www.ncjrs.gov/pdffiles1/ovw/241903.pdf>

US Department of Justice, Office on Violence Against Women. (2016). [A national protocol for sexual assault medical forensic examinations: Pediatric](https://www.justice.gov/ovw/file/846856/download). Washington, DC: US Department of Justice, Office on Violence Against Women. Available at <https://www.justice.gov/ovw/file/846856/download>

Workowski, K. A., & Bolan, G. A., Centers for Disease Control & Prevention. (2015). [Sexually transmitted diseases treatment guidelines, 2015](http://www.cdc.gov). *Morbidity & Mortality Weekly Report*, 64(RR-03), 1-137. Available at www.cdc.gov

World Health Organization (WHO). (2003). [Guidelines for medico-legal care for victims of sexual violence](http://apps.who.int/iris/bitstream/10665/42788/1/924154628X.pdf). Geneva, Switzerland: WHO Press. Available at <http://apps.who.int/iris/bitstream/10665/42788/1/924154628X.pdf>

World Health Organization (WHO). (2016). [Consolidated guidelines on HIV prevention, diagnosis, treatment and care for key populations--2016 update](http://apps.who.int/iris/bitstream/10665/258967/1/WHO-HIV-2017.05-eng.pdf?ua=1). Geneva, Switzerland: WHO Press. Available at <http://apps.who.int/iris/bitstream/10665/258967/1/WHO-HIV-2017.05-eng.pdf?ua=1>

9/10/12, 11/25/15, 1/2/19 Revised—TH, MD; 6/19/13, 10/24/13, 12/31/16, 12/31/17 Updated—KM

WHAT CE DOES NOT COUNT FOR RENEWAL?

The following courses and topics are non-exhaustive examples of what is not acceptable for SANE certification renewal purposes:

- Basic Cardiac Life Support (BCLS)
- Advanced Cardiac Life Support (ACLS)
- Pediatric Advanced Life Support (PALS)
- Advanced Burn Life Support (ABLS)
- Advanced Life Support in Obstetrics (ALSO)
- Neonatal Resuscitation Program (NRP)
- SANE-A and/or SANE-P certification preparation/review courses
- Certification review or training courses, such as those for Certified Emergency Nursing (CEN) or Trauma Nurse Core Curriculum (TNCC)
- Physical abuse, neglect, gunshot wounds, death investigation, or other non-sexual assault/abuse-related forensic nursing topics
- Non-sexual assault/abuse-related health topics (i.e., diabetes, cardiac arrhythmias, cancer, travel medicine)

How to Complete Your Application

WHAT IS CATEGORY A?

Category A includes attendance at:

- Workshops
- Conferences
- Conventions
- Seminars
- Webinars

A minimum of 30 hours of continuing education is required under Category A.

All CE activities under Category A must meet the following criteria:

- Educational content is specific to the test content outline (i.e., for SANE-A renewal—content must be specific to the SANE-A test content outline; for SANE-P renewal—content must be specific to the SANE-P test content outline);
- You may attend an initial SANE-A or SANE-P training course for a maximum of 1 time (that is, attending one course or the other) per renewal cycle. Because these courses are considered basic preparation, however, you may use only 25% of the CE contact hours for certification renewal purposes;
 - Dartmouth Virtual Practicum DVD may be used 1 time per renewal cycle. Because it is considered basic training, however, you may use only 25% of the CE hours for certification renewal purposes
- You may submit no more than 10 Category A hours per topic (i.e., human trafficking, strangulation, sexually transmitted infections, etc.).
- At least 10 of the 30 Category A hours must be specific to the population of the certification you seek to renew (e.g., the SANE-A renewal applicant must submit at least 10 hours of Category A that address SANE-related issues targeting the adult patient population; the SANE-P renewal applicant must submit at least 10 hours of Category A that address SANE-related issues targeting the prepubescent patient population);
- At least 6 of the 30 Category A hours must be from an accredited/approved continuing nursing education provider. Certificants outside the United States shall have the alternative requirement that at least 6 of the 30 hours of CE under Category A have been hosted/provided by a nursing organization or an employer of nurses.

WHAT IS CATEGORY B?

Category B includes:

- Completion or instruction of SANE-related academic courses
- Publication of a SANE-related article or chapter in a book, journal, or newsletter

- Presentation of SANE nursing content to professional or community groups
- Poster Presentations of SANE-related topics
- Precepting other SANE nurses

No more than 15 hours of activities in Category B may be used for certification renewal.

Category B activities may be used for renewal as follows:

- **Academic Credit Courses:**
Attendance at courses offered by an accredited educational institution may be used if the content applies to the test content outline for which you seek renewal. To use the course for certification renewal, you must obtain a grade of “C” or better. Credit is given as follows:
 - one academic semester hour = 15 hours toward renewal
 - one academic quarter hour = 12.5 hours toward renewal
- **Professional Publications:**
Publication of content on the test content outline for which you seek renewal may be used. The content must be published in a recognized professional journal or newsletter or by a recognized publishing company. The format may be an article, book, book chapter, or research paper. Credit is given as follows:
 - authorship or co-authorship of a book = 15 hours toward renewal
 - authorship or co-authorship of a book chapter, article, or research paper = 5 hours toward renewal
- **SANE Nursing Presentations:**
Presentation of a program to professionals and/or the community, reflecting a topic on the test content outline for which you seek renewal may be used. Each presentation must be a minimum of 30 minutes in length and may be submitted only once during a renewal period. Credit is given as follows:
 - each 30 minutes of presentation time = 1.5 hours toward renewal
 - each 60 minutes of presentation time = 3 hours toward renewal
- **SANE Poster Presentations:**
A poster presentation reflecting a topic on the test content outline for which you seek renewal may be used. Each poster presentation may be submitted only once during the renewal period. Credit is given as follows:
 - poster development = 1 hour toward renewal
 - poster development and presentation = 2 hours toward renewal
- **SANE Nursing Preceptorship:**
Participation as a preceptor for sexual assault nurse examiners may be used. This is typically a one-on-one relationship with specific, mutually determined goals. The total

hours can be accumulated through multiple preceptorships with different preceptees. To submit the precepting experience for renewal, you must have precepted for at least 45 hours. Credit is given as follows:

- each 45 hours as a preceptor = 5 hours toward renewal

DOCUMENTING YOUR CE

Use the application's Continuing Education (CE) Log(s) to document your CE activities. Please list your CE (per category) in chronological order, starting with your CE accrual start date through the present (or November 1 of your expiration year).

If renewing both the SANE-A and SANE-P certifications, you are required to submit a separate application and a CE Log for each certification. You may apply any CE activities you attend to both certification renewal applications, however, IF the topic of the CE is reflected on both the test content outlines.

INCOMPLETE RENEWAL APPLICATIONS

Renewal applications must be complete before they can be processed and approved.

Renewal applications are considered incomplete if any of the required information is missing and/or illegible, or the appropriate fee is not included. If your renewal application is incomplete, the Association's staff will notify you at least once via email and perhaps once via phone to detail what you must submit within a specified time frame to complete your application. The notice(s) will include a deadline for response.

If you fail to respond within 14 days, you will be notified that the renewal application will not be processed. Any resubmission of the application after the final notification is subject to an additional processing fee.

How to Submit

SUBMISSION OPTIONS

Applications are available online at [www.ForensicNurses.org/Certification/Renew Your Certification](http://www.ForensicNurses.org/Certification/Renew>Your%20Certification). You may submit an application either:

- Electronically—processing is free
 - [Apply Online](#)—strongly preferred
 - [Email](#)—only if cannot apply online: download, complete, and email the [Word-fillable application](#)

- via Paper—processing fee is \$20
 - Fax—only if cannot apply online: download, complete, and fax the Word-fillable application
 - Mail—only if cannot apply online: download, complete, and email the Word-fillable application

After You Submit

After submitting your application and fee, you will receive an email notice that your application has been received and/or confirming payment.

AUDIT PROCESS

To maintain the credibility and integrity of the certification process, the CFNC reserves the right to verify any information you provide on the renewal application. Requests for verification may be made prior to or after determination of your certification renewal status.

You are advised to retain all renewal documentation for at least 6 months after your renewal deadline.

To ensure that all renewal requirements are met, the CFNC will audit 10% of the certification renewal applications. Generally, renewal applications will be selected randomly for audit; however, applications that were initially submitted with missing/incomplete/possibly inaccurate information may trigger an audit. In addition, in the event that the CFNC becomes aware of information suggesting that an application may contain inaccurate documentation, it may conduct a targeted audit at any point in the certification renewal process.

What If My Application Is Selected for Audit?

If your application is selected for audit, the Association’s staff will notify you via email and ask that you submit documentation supporting all activities listed on the CE Log in both Category A and Category B, as well as verification of your SANE-related practice hours.

- For listed Category A activities: Documentation of attendance is required for each activity you listed. The documentation must contain a certificate of completion or attendance, which states:
 - your name; and
 - date(s) of attendance; and
 - program title; and
 - course location; and
 - program sponsor; and
 - number of continuing education/contact hours received; and
 - the accredited provider name or provider number, if applicable.

If you did not receive a certificate of attendance or completion, you may submit a program brochure or a letter from your supervisor attesting to your attendance.

- For listed Category B activities, a copy of the following is required:
 - Academic course – the transcript/grade report (if you are a student) or the syllabus (if you are an instructor)
 - Authorship or co-authorship of a book – the book’s Title Page and the Table of Contents
 - Authorship of a book chapter – the book’s Title Page and Table of Contents listing you as an author
 - Published journal article – the Table of Contents listing the title of the article and you as an author
 - Presentation – the course brochure or advertisement listing you as a presenter
 - Poster presentation – the meeting brochure/syllabus, photograph of the poster, title page of the PowerPoint, or copy of the abstract acceptance letter, each listing the title of the poster presentation and you as an author
 - Preceptorship hours – a log with the date, time, and name of the person(s) you supervised and a brief description of each activity you supervised or a letter from your supervisor verifying this activity

If any areas of nonadherence are identified during the audit (or any review of an application for renewal), you will be granted 14 days to submit the required information. If you do not provide the required information, your certification will expire at the end of the 14 days or on the normal expiration date (whichever comes last). Should you seek to submit requested materials after the specified deadline, a reasonable processing fee may be imposed. If your application is selected for audit and you fail to respond or do not submit the requested documentation, the certification will not be renewed.

NOTIFICATION OF CERTIFICATION RENEWAL STATUS

You will receive initial notification of your renewal status by email; we strive to inform applicants within 2 months of the application submission date. Your official notification will be mailed to you directly from the Association. In the event that your application for renewal is at risk of being denied, you will be contacted by email or phone to discuss potential options.

USE OF THE CREDENTIALS

After achieving certification renewal, you may use the credentials in all correspondence and professional relations. The credential is typically placed after your name, following any academic degrees and licensure (e.g., Mary Smith, RN, SANE-A). If you have earned both the SANE-A and the SANE-P credentials, list them separately (e.g., Mary Smith, RN, SANE- A, SANE-P). You may use the credential as long as the certification remains valid. For more information on how to list your credentials, please see www.ForensicNurses.org/Certification/Certification Resources/Use of Credentials.

APPEALS PROCESS

If your application for certification renewal is denied and you believe that a violation of CFNC policy may have contributed, you have the right to appeal. You must submit your appeal in writing to the CFNC c/o the Director of Certification within 30 days of your receipt of the determination. Your letter should outline the reason you believe that you are eligible for renewal and comply with the renewal requirements. A reasonable administrative fee may be assessed. If the issue cannot be readily resolved, the CFNC will review the appeal and render a decision. You will be notified of the CFNC's decision within 2 months of the appeal submission. The decision of the CFNC is final and binding.

DISCIPLINARY AND COMPLAINTS POLICY

If a certificant fails to meet the renewal criteria specified above, the certification will not be renewed and the candidate must meet the eligibility criteria for initial certification and take the certification examination. The CFNC will deny certification renewal or revoke certification if a certificant engages in any of the following activities:

- Fraud, falsification, or misrepresentation in an initial application or renewal application for certification;
- Falsification of any material information requested by the Association/CFNC;
- Failure to meet the general eligibility requirements;
- Failure to meet established continuing education requirements, including failure to submit the appropriate number and type of continuing education credits (for those who renew by continuing education);
- Failure to achieve a passing score on the certification examination (for those who renew by examination);
- Any restrictions on the general or registered nursing license, such as revocation, suspension, probation, or other sanctions by a recognized nursing authority;
- Misrepresentation of SANE-A and/or SANE-P certification status;
- Cheating on any SANE-A and/or SANE-P certification examination;
- Failure to provide the documentation requested for an audit; or
- Failure to submit the renewal application by the stated deadline.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made about the conduct of the certificant in appropriate situations.

Contact Information

CFNC c/o International Association of Forensic Nurses
6755 Business Parkway, Suite 303
Elkridge, MD 21075
p: 410.626.7805
f: 410.626.7804
email: certification@ForensicNurses.org
website: www.ForensicNurses.org

Revised 1/10/19—KM