2020 CERTIFICATION RENEWAL HANDBOOK

Sexual Assault Nurse Examiner (SANE-A® and SANE-P®)

COMMISSION FOR FORENSIC NURSING CERTIFICATION
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SANE CERTIFICATION RENEWAL APPLICATION LINK:

ONLINE APPLICATION:
https://www.cognitoforms.com/InternationalAssociationOfForensicNurses/_2020SANE CertificationRenewalApplication

QUESTIONS? EMAIL: certification@ForensicNurses.org
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®).

A nurse who earns a SANE credential 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 certification for the SANE-A and/or SANE-P credential, including:

- Eligibility requirements;
- Methods of renewal;
- Guidelines for completing the application if renewing by continuing education; and
- What to expect after you submit.

Please review this handbook carefully before you submit. The information herein will help you submit a completed application, which enables the Certification Renewal/Audit Committee to process your application expeditiously. You are responsible for meeting the eligibility requirements before submitting.

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 an opportunity for you to demonstrate, reinforce, and expand your knowledge and skills. Renewal 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 accruing the required hours of continuing education 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 2017, your certification expires on December 31, 2020. Similarly, if you achieved certification in October 2017, your certification expires on December 31, 2020.

RESPONSIBILITY FOR RENEWAL

- You are responsible for your certification renewal.
- You are responsible for notifying the Association of any changes to your current mailing and email addresses. The Association is not responsible if the notices sent to your address/email address on file fail to reach you.

As a courtesy, the Association sends at least one 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, but typically sends at least one per month.
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 practiced³ 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/CFNC do not discriminate against any applicant or candidate for certification on the basis of race, color, creed, age, sex, national origin, country of residence, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or otherwise as may be prohibited by federal and state law. Applicants/candidates for certification will be judged solely on the criteria determined by the CFNC.

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.
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.

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 16, 2020, 11:59 PM ET and include a late fee. No application will be accepted after this late-filing deadline.
To renew by CE, you must:

- Meet the certification renewal eligibility requirements;

AND

- Submit the Certification Renewal Application with the appropriate fee(s);

AND

- Retain records of your continuing education activity. 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.

<table>
<thead>
<tr>
<th>Deadlines and Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IAFN Member</strong></td>
</tr>
<tr>
<td><strong>April 30, 2020:</strong> early filing discount ends</td>
</tr>
<tr>
<td><strong>May 1 – November 1, 2020:</strong> standard filing fee applies</td>
</tr>
<tr>
<td><strong>November 2 – 16, 2020:</strong> $150 late filing fee is included</td>
</tr>
</tbody>
</table>

*The application must be RECEIVED in the Association’s home office by the deadline date. **No application will be accepted after the late-filing deadline: November 16, 2020, 11:59 PM ET.**

You may remit payment via credit card (including paying online), personal check, money order, or certified check. If a 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 are denied certification renewal, the application fee minus a $100 processing fee 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 appropriate 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 appropriate 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 least 12 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 12 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 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 May—and your letter is dated May 6, 2017—you may accrue CE starting May 6, 2017. If you cannot locate your letter, please go to www.ForensicNurses.org/Certification/IAFN-Certified Nurses. Search for your name and your “SANE Certification Start Date.” List that date 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 for renewal purposes all the courses offered in the Association’s Online Learning Center, at the Annual Conference, and on the SAFEta.org and tribalforensichealthcare.org websites.

SANE-A: Is the topic of the session you plan to submit listed on the SANE-A test content outline below? If not, do not list. Only topics listed will be credited for renewal purposes.

**SANE-A® Test Content Outline**

<table>
<thead>
<tr>
<th>Domain 1: Assessment and Documentation</th>
<th>32%</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>0102 Assess safety needs of the patient (e.g., bed rails, medical equipment, environment, patient identity) and implement safety measures during the SANE evaluation.</td>
<td></td>
</tr>
<tr>
<td>0103 Identify the acute and long-term emotional and psychological response (e.g., neurobiological, suicidal ideation, post-traumatic stress disorder) to sexual assault.</td>
<td></td>
</tr>
<tr>
<td>0104 Obtain and document the health history (e.g., medical, psychosocial, developmental).</td>
<td></td>
</tr>
<tr>
<td>0105 Obtain and document the sexual assault history.</td>
<td></td>
</tr>
<tr>
<td>0106 Assess the patient for indicators of alcohol- and/or drug-facilitated sexual assault.</td>
<td></td>
</tr>
<tr>
<td>0107 Assess the patient’s level of development (e.g., physical, psychological, cognitive).</td>
<td></td>
</tr>
<tr>
<td>0108 Assess the patient for sexually transmitted infections and/or exposure risk.</td>
<td></td>
</tr>
<tr>
<td>0109 Assess the patient for pregnancy and/or pregnancy risk.</td>
<td></td>
</tr>
<tr>
<td>0110 Assess the patient’s immunization status (e.g., tetanus, hepatitis B, HPV).</td>
<td></td>
</tr>
<tr>
<td>0111 Conduct a comprehensive head-to-toe physical assessment and document findings (e.g., narrative, diagrammatic).</td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
</tbody>
</table>
### Domain 2: Evidence Collection

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0201</td>
<td>Identify items for evidence collection based on the circumstances or events (e.g., time frame, orifices involved, body contact).</td>
</tr>
<tr>
<td>0202</td>
<td>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).</td>
</tr>
<tr>
<td>0203</td>
<td>Collect reference samples (e.g., blood, buccal swab) for the patient’s DNA.</td>
</tr>
<tr>
<td>0204</td>
<td>Preserve forensic sample integrity (e.g., knowledge of biological degradation, chain of custody).</td>
</tr>
<tr>
<td>0205</td>
<td>Document clothing and biological and trace specimens collected.</td>
</tr>
</tbody>
</table>

### Domain 3: Patient Management

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0301</td>
<td>Utilize appropriate communication resources (e.g., interpreters, technology, translation services) based on the patient’s needs.</td>
</tr>
<tr>
<td>0302</td>
<td>Provide crisis intervention to the patient and family members/caregivers.</td>
</tr>
<tr>
<td>0303</td>
<td>Provide the patient with developmentally appropriate control and consent.</td>
</tr>
<tr>
<td>0304</td>
<td>Conduct the medical forensic examination by using trauma-informed care principles.</td>
</tr>
<tr>
<td>0305</td>
<td>Modify and document examination techniques (e.g., positioning) based on the patient’s specific needs (e.g., variations in anatomy, physical/cognitive impairments).</td>
</tr>
<tr>
<td>0306</td>
<td>Educate the patient about transmission of sexually transmitted infections.</td>
</tr>
<tr>
<td>0307</td>
<td>Educate the patient about testing, prophylaxis, and treatment for sexually transmitted infections.</td>
</tr>
<tr>
<td>0308</td>
<td>Administer testing, prophylaxis, and treatment for sexually transmitted infections as indicated.</td>
</tr>
<tr>
<td>0309</td>
<td>Educate the patient on pregnancy risks and emergency contraception.</td>
</tr>
<tr>
<td>0310</td>
<td>Administer pregnancy testing and emergency contraception as indicated.</td>
</tr>
<tr>
<td>0311</td>
<td>Educate the patient about actions and side effects of prophylactic medications.</td>
</tr>
<tr>
<td>0312</td>
<td>Consult with or refer to other healthcare providers regarding medical problems identified.</td>
</tr>
<tr>
<td>0313</td>
<td>Refer the patient for follow-up counseling, support, and/or advocacy services.</td>
</tr>
<tr>
<td>0314</td>
<td>Create discharge and safety plans (i.e., intimate partner violence).</td>
</tr>
<tr>
<td>0315</td>
<td>Conduct follow-up based on medical forensic needs (e.g., wound healing, photography, lab results).</td>
</tr>
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</table>

### Domain 4: Legal Issues and the Judicial Process

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0401</td>
<td>Adhere to applicable mandatory reporting requirements as appropriate (e.g., vulnerable persons, injuries, reportable infections, minors).</td>
</tr>
<tr>
<td>0402</td>
<td>Respond to subpoenas and court orders for judicial proceedings (e.g., civil, criminal, administrative).</td>
</tr>
<tr>
<td>0403</td>
<td>Testify as a fact or expert witness for the prosecution or defense.</td>
</tr>
<tr>
<td>0404</td>
<td>Provide ethical and professional testimony (e.g., objective, evidence-based, accurate).</td>
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</table>

### Domain 5: Professional Practice

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0501</td>
<td>Implement safety measures (e.g., physical, environmental, equipment) for the safety of the SANE during and after the medical forensic examination.</td>
</tr>
</tbody>
</table>
Implement principles of confidentiality (e.g., privacy laws, release of information, restricted vs. nonrestricted reporting).

Implement principles of informed consent and informed refusal.

Evaluate and utilize current evidence-based practice (e.g., research, professional development, guidelines).

Participate in peer review, case review, and quality improvement processes.

Implement strategies to collaborate with interprofessional team members.

Identify risks, prevention, and interventions for vicarious trauma.

Incorporate ethical principles in professional practice (i.e., autonomy, beneficence, nonmalfeasance, 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 to study, including information in the Journal of Forensic Nursing and other peer-reviewed journals.


© International Association of Forensic Nurses 2020
SANE-P® Test Content Outline

<table>
<thead>
<tr>
<th>Domain 1: Assessment and Documentation</th>
<th>34%</th>
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<td>0104 Obtain and document the health history (e.g., medical, psychosocial, developmental, behavioral).</td>
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<td>0105 Obtain and document the sexual assault/abuse history.</td>
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<td>0106 Assess the patient for indicators of alcohol- and/or drug-facilitated sexual assault/abuse.</td>
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<td>0107 Assess the patient’s level of development (e.g., physical, psychological, cognitive, sexual maturation).</td>
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<tr>
<td>0109 Assess the patient for pregnancy and/or pregnancy risk.</td>
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<td>0110 Assess the patient’s immunization status (e.g., tetanus, hepatitis B, HPV).</td>
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</tr>
<tr>
<td>0111 Conduct a comprehensive head-to-toe physical assessment and document findings (e.g., narrative, diagrammatic).</td>
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</tr>
<tr>
<td>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).</td>
<td></td>
</tr>
<tr>
<td>0113 Distinguish trauma from normal and abnormal physical findings (e.g., normal variances, mimics of abuse).</td>
<td></td>
</tr>
<tr>
<td>0114 Complete photographic documentation by using principles of forensic photography.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domain 2: Evidence Collection</th>
<th>14%</th>
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<tbody>
<tr>
<td>0201 Identify items for evidence collection based on the circumstances or events (e.g., time frame, orifices involved, body contact).</td>
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<td>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).</td>
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</tr>
<tr>
<td>0203 Collect reference samples (e.g., blood, buccal swab) for the patient’s DNA.</td>
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<td>0204 Preserve forensic sample integrity (e.g., knowledge of biological degradation, chain of custody).</td>
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<tr>
<td>0205 Document clothing and biological and trace specimens collected.</td>
<td></td>
</tr>
</tbody>
</table>
### 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, nonmalfeasance, 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 to study, including information in the Journal of Forensic Nursing and other peer-reviewed journals.


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., acne, 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 1 initial SANE-A or SANE-P training course for a maximum of 1 time (that is, attending 1 course or the other) per renewal cycle. Because these courses are considered basic preparation, they are credited at 25% of the CE contact hours granted.
  - Dartmouth Virtual Practicum DVD may be used 1 time per renewal cycle. Because it is considered basic training, it is credited at 25% of the CE contact hours granted.

- Single-topic courses/workshops/sessions (i.e., strangulation, human trafficking, sexually transmitted infections, etc.) are credited at a maximum of 10 Category A hours per topic.

- 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 12 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 12 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 to document the appropriate CE activities for both topic and timing. Your listed CE must have been accrued between your “SANE Certification CE Start Date” and November 1, 2020.

DUAL CERTIFICANTS

If renewing both the SANE-A and SANE-P certifications, you must submit a separate application for each certification. You may list the same CE activity on both applications IF the topic of the CE is reflected on both the SANE-A and SANE-P 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 7 days, the renewal application will be subject to denial and may be subject to an additional processing fee. If you fail to respond within 14 days, the renewal will be denied.

How to Submit

Starting in 2020, applications must be submitted online. Access the online application through the link on page 2 or at: www.ForensicNurses.org/Certification/Renew Your Certification
After You Submit

After submitting your application, 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 prompt an audit. In addition, in the event 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 CE activities listed 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:
  o your name; and
  o date(s) of attendance; and
  o program title; and
  o course location; and
  o program sponsor; and
  o number of continuing education/contact hours received; and
  o 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:
  o Academic course – the transcript/grade report (if you are a student) or the syllabus (if you are an instructor)
o Authorship or co-authorship of a book – the book’s Title Page and the Table of Contents
o Authorship of a book chapter – the book’s Title Page and Table of Contents listing you as an author
o Published journal article – the Table of Contents listing the title of the article and you as an author
o Presentation – the course brochure or advertisement listing you as a presenter
o 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
o 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

The Association will email you an initial notification of your renewal approval; we strive to inform you within 1 month of your application submission date. The Association will mail your official notification of renewal approval to your current mailing address on file. In the event your application for renewal is at risk of being denied, the Association’s staff will contact you by email or phone to discuss potential options.

If you fail to meet the renewal criteria specified above, the certification will not be approved for renewed and the Association will email you a letter detailing the rationale for denial and the certification expiration date. To recertify, you must then meet the eligibility criteria for initial certification, apply for, take, and achieve a passing score on the certification exam.

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: 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

In the event a certification candidate or certificant violates the CFNC certification requirements and/or policies, the CFNC may issue a reprimand, which may include revocation of the individual’s certification. The grounds for sanctions under these procedures may include, but are not necessarily limited to:

- 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 certification applicant or certificant in appropriate situations.
Contact Information

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