



CNL® Renewal Frequently Asked Questions

1. How do I apply for renewal?
2. What are the requirements for CNL renewal?
3. What is the cost to renew?
4. When is the renewal application due?
5. When does my certification expire?
6. What happens if I am delinquent submitting the application?
7. If my certification is suspended, can I be reinstated as a CNL?
8. I've had a change in my professional career. What do I need to do?
9. If I teach a college course more than once within my certification period, can I count all hours toward my renewal?

1. How do I apply for renewal?

Visit the [CNL Renewal Page](#) to renew your certification online. Review and [Download the Renewal Guidelines](#).

2. What are the requirements for CNL renewal?

For CNL renewal, the following is required:

- **CNL Certification**
- **RN Licensure**
Certificants must have a current unencumbered license as a Registered Nurse (RN).
- **Professional Practice**
Applicants must attest to their employment status of a minimum 2,000 hours in the five-year certification period. Job title of "Clinical Nurse Leader" is not required to renew.
- **Contact Hours/Continuing Education**
Applications must earn a minimum of 50 contact hours within their five-year certification period that support the CNL role, job analysis and competencies. Hours earned to renew your RN license will be accepted.
- **Outcomes and Professional Practice**
Applicants are requested to complete a brief survey about their current role responsibilities.
- **Documentation**
CNLs are responsible for maintaining records of their continuing education credits and may be required to substantiate these units during random audits. Certificants are encouraged to maintain an electronic portfolio. However, documentation may be submitted to the CNC electronically or in a hard copy format.

3. What is the cost to renew?

The cost to renew is \$310 for applications submitted on or before the December 31st deadline. Applicants must pay the late renewal fee of \$360 if the application is submitted after December 31st and before June 30th. Applicants must reinstate their credential and pay \$460 if the application is submitted July 1st and/or before December 31st of the year following their certification expiration date.

4. When is the renewal application due?

The renewal application should be submitted on or before December 31st. Submissions received after the fact will pay the late renewal fee or must reinstate.

5. When does my certification expire?

The CNL certification expires December 31st of the fifth year of initial certification or previous renewal. Certificants must renew once every five years to maintain an “active” certification status.

6. What happens if I am delinquent submitting the application?

Individuals whose certification has expired or been suspended or revoked may not represent him/herself as a CNL certificant and may not use the designation until he/she receives official notice that the renewal requirements have been satisfied or that certification status has been reinstated.

7. If my certification is suspended, can I be reinstated as a CNL?

If certification has been expired for 6-11 months, an individual may reinstate his/her certification by meeting all the published renewal requirements, submitting the online renewal application and paying the reinstatement fee. If the application is approved, the individual’s expiration date for the reinstated credential will be the same as if the certification had been renewed on time.

If certification has been expired for 12 months or more, an individual who wishes to regain CNL status must meet all eligibility requirements in effect at the time of re-application and pass the examination.

8. I’ve had a change in my professional career. What do I need to do?

A CNL credential holder in good standing may want to relinquish their active status due to a professional career change in which they are no longer employed in the nursing arena and maintenance of the CNL designation is not required. Log into the [CNC Portal](#) and under the “Forms tab” click on “View Available Forms” to complete the Change in Status Application.

Note: Inactive credential holders do not need to report continuing education. Inactive credential holders no longer may use the CNL designation.

9. If I teach a college course more than once within my certification period, can I count all hours toward my renewal?

No. CNC will only accept hours for college courses taught once within your five-year certification period. For example, if you teach Advanced Pathophysiology and Pharmacology (3 credits) during Spring 2019, Fall 2019 and Winter 2019, you can only submit documentation for the course being taught once and not all three times.