## **Attention IACRN Members and Fellow CRNs!**

## **CRN-BCTM Certification by Portfolio is Now Accepting Submissions**

## **SUBMISSION INSTRUCTIONS**

1. **Review the requirements for submission in the CRN Certification Candidate Handbook**
2. **Complete the following documents**

**Required for all applicants**

* [Certification Application](https://iacrn.wildapricot.org/resources/Documents/CRN%20Certification%20by%20Portfolio/Application_Certifiation%20(2).pdf)
* [**CE Documentation**](https://iacrn.wildapricot.org/resources/Documents/CRN%20Certification%20by%20Portfolio/Continuing%20Education%20Record.xlsx)
* [Professional Development Record](https://iacrn.wildapricot.org/resources/Documents/CRN%20Certification%20by%20Portfolio/Professional%20Development%20Record%20(V1).xlsx)
* **Resume (follow instructions and template in Candidate Handbook)**
* **Exemplars (follow instructions in Candidate Handbook)**

**If Applicable**

* [CRN Preceptor Form](https://iacrn.wildapricot.org/resources/Documents/CRN%20Certification%20by%20Portfolio/CRN%20Preceptor%20Form_final.pdf)
* [CRN Mentorship form](https://iacrn.wildapricot.org/resources/Documents/CRN%20Certification%20by%20Portfolio/FORM.CRN%20Mentorshipform_final.pdf)

1. **Use the Application Check list for instructions on file naming, the submission, and fee payment process**

* In one email, send your completed application and documents to **CRNCertification@gmail.com.** Please follow the naming convention instructions for documents and enter the following in the email subject line: **CRN Application Packet Last Name, First Name**
* **Fees:** Once your certification documents are submitted you will receive a confirmation email with a link to PayPal from [CRNcertification@gmail.com](mailto:CRNcertification@gmail.com). Once confirmation of payment is made your portfolio will be reviewed. Submission fees are as follows IACRN members: $345; All others: $495.
* Application submission deadlines are April 1st and October 1st. Applications received after the deadline will be included in the next review session (either April or October).

1. **For additional information and required documents, go to IACRN.org**
2. **If you have questions, please submit them to** [**CRNcertification@gmail.com**](mailto:CRNcertification@gmail.com)