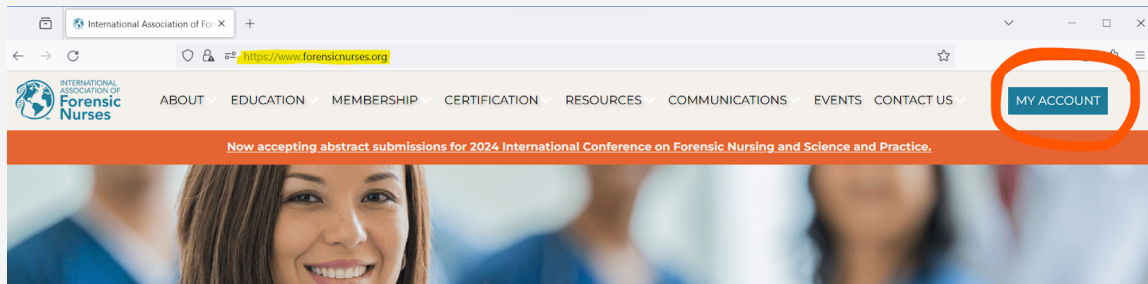


To renew your SANE certification, you'll need to follow these steps:

1. Go to the **IAFN Website** at [forensicnurses.org](https://www.forensicnurses.org) and click the **"My Account"** button in the upper right corner of the page to access the IAFN Member Portal.

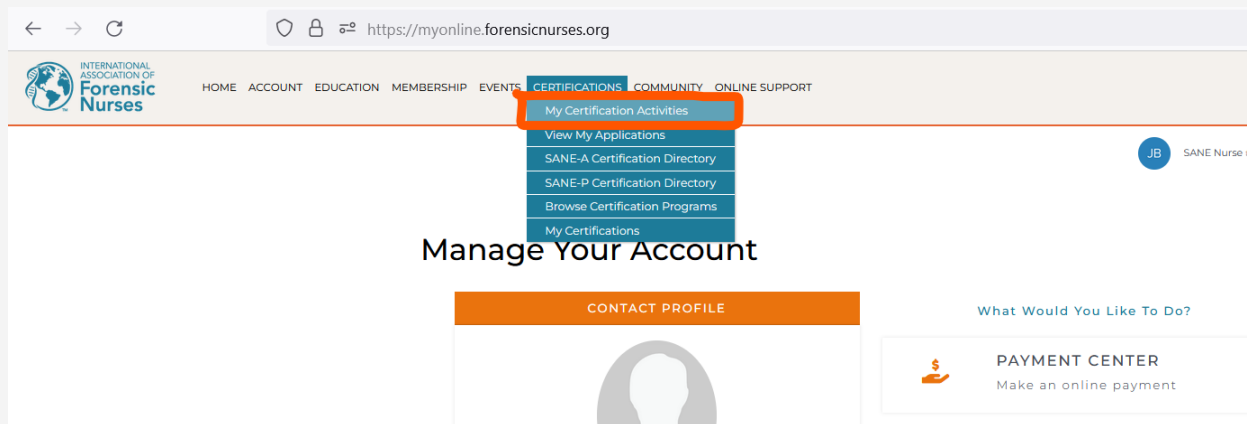


2. **Log In** to your existing account or, if you don't have an account, select the **Set Up an Account** option in the IAFN Member Portal.

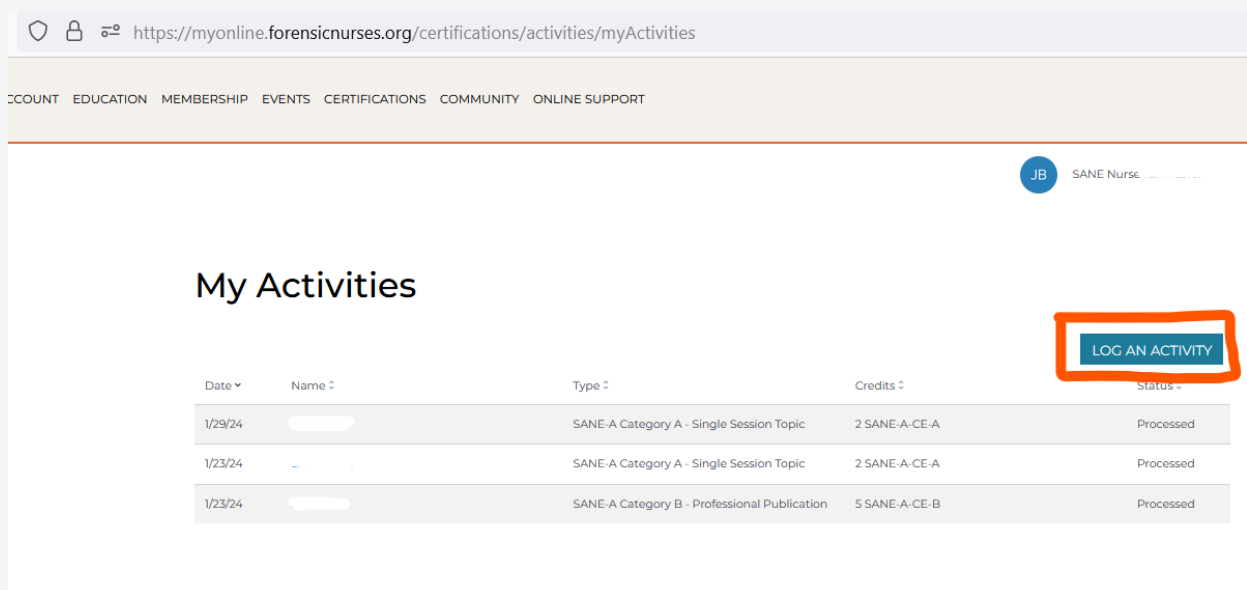
A screenshot of the IAFN Portal login and account setup page. The page has a white background with a light blue header featuring the IAFN logo and the tagline 'Research. Educate. Lead.'. Below the header, the text 'IAFN Portal' is centered. A welcome message follows: 'Welcome to the new IAFN Portal! Everyone must first jump in and click 'Set Up an Account' to get started. Your old account will no longer work. If you're having issues, please email support@forensicnurses.org.' Below this message are two tabs: 'Log In' (selected) and 'Set Up an Account'. Under the 'Log In' tab, there are two input fields: one for an email address (containing 'sanenurse@email.com') and one for a password (displayed as dots). To the right of each input field is a red eye icon. Below the password field is a link that says 'Don't remember your password?'. At the bottom of the form is a large orange button labeled 'LOG IN >'. The entire form is set against a light gray background with a subtle shadow.

IMPORTANT: Please note that you'll need to log your CE hours before starting your renewal application. For guidance on classifying your CE activities and for the maximum hours allowed for Category A and Category B CEs, please refer to the **Renewal Handbook**.

3. In the Member Portal, select the **"Certifications"** menu option on the top of your screen, then click on **"My Certification Activities"**.




4. Click **"Log An Activity"**.



- Click the **“Select”** button next to the correct certification program (SANE-A or SANE-P) and activity so that the button is highlighted in green and displays **“Selected”**.

Scroll down to the bottom of the page to select **“Continue.”**

 <https://myonline.forensicnurses.org/certifications/activities/log>


Attendance at courses offered by an accredited educational institution may be used in the content applied to the total content outline for which you seek renewal. To use the course for certification renewal, you must obtain a grade of "C" or better.

SANE-A Category B - Professional Publication For content published as an article, book, book chapter, or research paper.	<input type="button" value="SELECT"/>
SANE-A Category B - SANE Nursing Preceptorship Participation as a preceptor for sexual assault nurse examiners	<input type="button" value="SELECT"/>
SANE-A Category B - SANE Nursing Presentation Presentation of a program to professionals and/or the community	<input checked="" type="button" value="SELECT"/>
SANE-A Category B - SANE Poster For the development and/or presentation of a SANE poster	<input type="button" value="SELECT"/>
SANE-P Category A - Basic Course For initial SANE-P training courses.	<input type="button" value="SELECT"/>

- Click the **“Select”** button next to **“Log CE Activity for Renewal”** so that the button is highlighted in green and displays **“Selected”**.

Then click **“Next”**.

ITION MEMBERSHIP EVENTS CERTIFICATIONS COMMUNITY ONLINE SUPPORT

 JB SANE Nurse

Log an Activity

What would you like to do?

Log CE Activity for Renewal	<input checked="" type="button" value="SELECT"/>
Test Reporting	<input type="button" value="SELECT"/>

- # Log an Activity

1

2

3

ENTER ACTIVITY INFORMATION

CONFIRM INFORMATION

COMPLETE

Certification-Related Activity Information

Presentation of a program to professionals and/or the community

What was the name of your nursing presentation? *

What was the date of this presentation?

Interesting SANE-A Presentation

09/30/2022

How many *minutes* was your presentation? Please use 30 min increments. *

60

Please provide the location of this presentation.*

2022 IAFN Annual Conference
Dallas, TX

Upload Supporting Information

- Credits to Issue

Presentations must reflect 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 the same presentation may be submitted only once during a renewal period.

Credit is given as follows:
Every 30 minutes of presentation time = 1.5 CEs toward renew

Please enter your presentation time below, using 30 minute increments (i.e. 30 minutes, 60 minutes).

You can use the calculator below to help calculate the amount of credits you should receive.

Presentation Time (In Minutes)*

60

3

SANE-A Category B CE

CANCEL

NEXT

9. Review the information you've provided for completeness and accuracy. Click on **"Save Changes"** to record the activity.

JB SANE Nurse

Log an Activity

1 ENTER ACTIVITY INFORMATION 2 CONFIRM INFORMATION 3 COMPLETE

Activity Type:
SANE-A Category B - SANE Nursing Presentation

Name:
Interesting SANE-A Presentation

Date:
9/30/22

Quantity:
60

Additional Details:
2022 IAFN Annual Conference Dallas, TX

Supporting Information:
Document uploaded. (download)(remove/replace)

Credits:
SANE-A Category B CE x 3


BACK CANCEL **SAVE CHANGES**

10. You'll see a success message to confirm that you've successfully logged your CE activity. Click **"Continue"** to review what you've logged so far and to log a new activity.

JB SANE Nurse

Log an Activity

1 ENTER ACTIVITY INFORMATION 2 CONFIRM INFORMATION 3 COMPLETE



Activity Processed Successfully

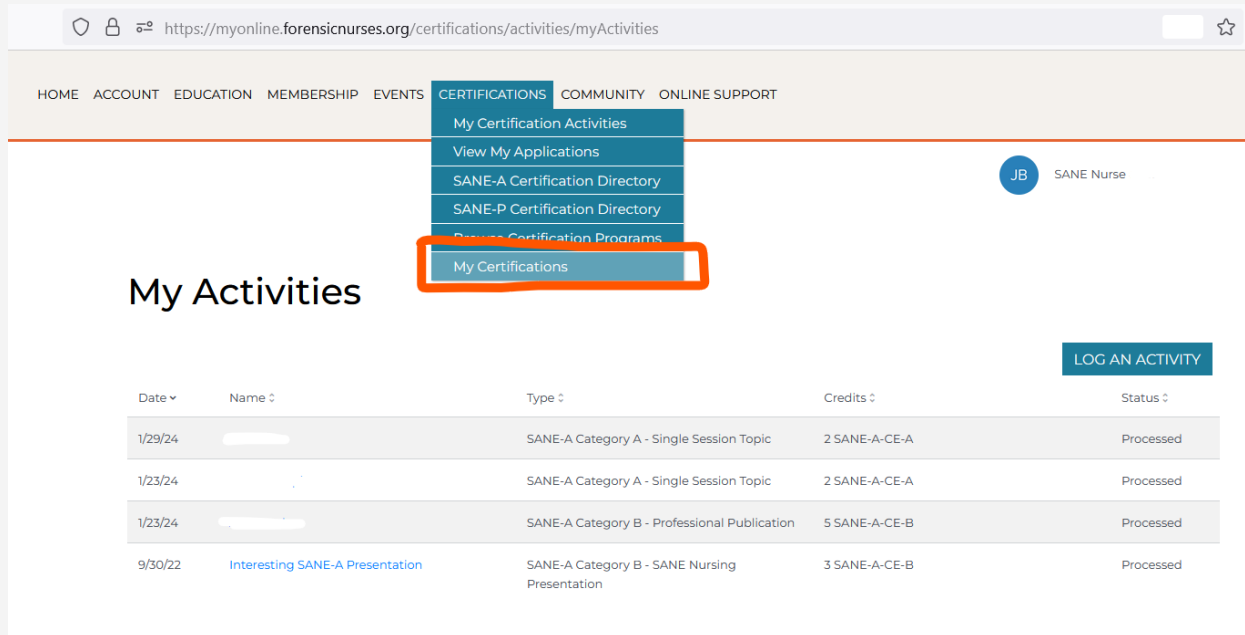
We've successfully processed your activity and any applicable credits have been generated.

→ CONTINUE

Certification Activity Reporting Default Form

IMPORTANT: Start here if you've logged your CE Activity over time and you are now ready to submit your Renewal application.

11. Once you've logged all of the activities you need for renewal, select the **"Certifications"** menu option on the top of your screen, then click on **"My Certifications"**.



https://myonline.forensicnurses.org/certifications/activities/myActivities

HOME ACCOUNT EDUCATION MEMBERSHIP EVENTS CERTIFICATIONS COMMUNITY ONLINE SUPPORT

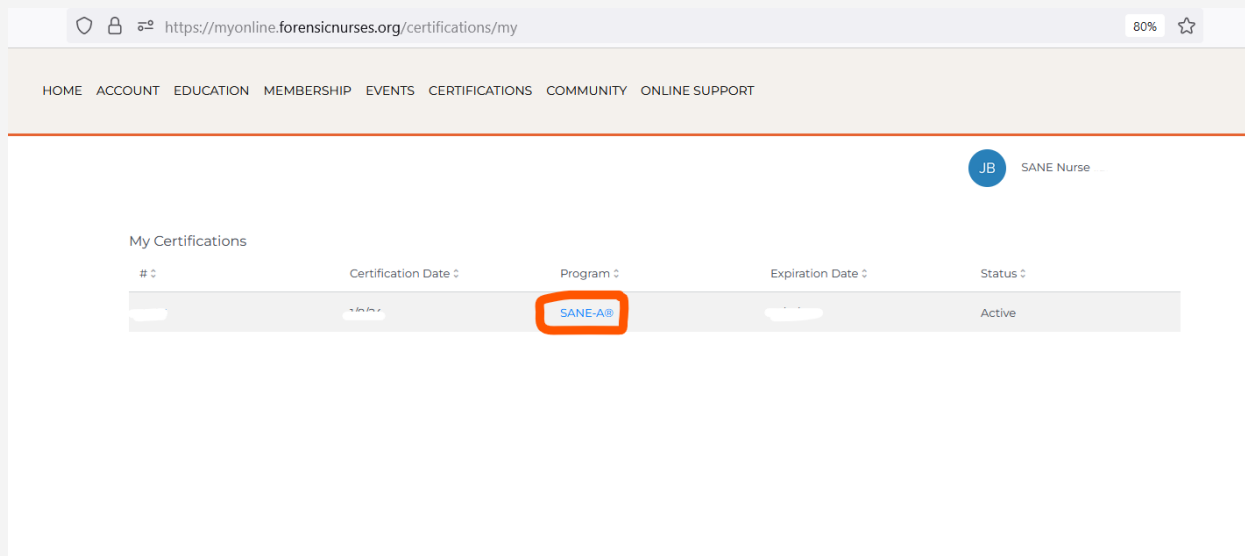
My Certification Activities
View My Applications
SANE-A Certification Directory
SANE-P Certification Directory
Business Certification Programs
My Certifications

JB SANE Nurse

LOG AN ACTIVITY

Date ▾	Name ▾	Type ▾	Credits ▾	Status ▾
1/29/24		SANE-A Category A - Single Session Topic	2 SANE-A-CE-A	Processed
1/23/24		SANE-A Category A - Single Session Topic	2 SANE-A-CE-A	Processed
1/23/24		SANE-A Category B - Professional Publication	5 SANE-A-CE-B	Processed
9/30/22	Interesting SANE-A Presentation	SANE-A Category B - SANE Nursing Presentation	3 SANE-A-CE-B	Processed

12. Verify that your Expiration Date is 12/31/2024. Click the blue **"SANE-A"** or **"SANE-P"** link to select the certification that you'd like to renew.



https://myonline.forensicnurses.org/certifications/my

HOME ACCOUNT EDUCATION MEMBERSHIP EVENTS CERTIFICATIONS COMMUNITY ONLINE SUPPORT

JB SANE Nurse

My Certifications

# ▾	Certification Date ▾	Program ▾	Expiration Date ▾	Status ▾
		SANE-A		Active

13. Click the “**Apply/Renew**” button to begin your renewal application.

The screenshot shows the 'My Certification' page for a user named JB, a SANE Nurse. At the top right, there is a user profile icon and name. Below the header, the page title 'My Certification' is displayed. A navigation bar contains three buttons: 'VIEW ALL MY CERTIFICATIONS', 'APPLY/RENEW' (highlighted with an orange box), and 'CERTIFICATION PROGRAM HOME'. The main content area shows certification details: 'Certification #', 'Program: SANE-A@', 'Status: Active', 'Certification Date', and 'Expiration Date'. Below this is a table titled 'Applications' with columns for 'Type', 'Date', and 'Status'. The table contains one row with 'Certification' as the type and 'Activated' as the status. At the bottom of the table, it says '1 total'.

14. Click the “**Select**” button next to the “Renew Your SANE Certification by CE” option so that the button is highlighted in green and displays “**Selected**”. Click “**Next**”.

The screenshot shows the 'Apply for Certification' page. At the top, there is a navigation bar with links: HOME, ACCOUNT, EDUCATION, MEMBERSHIP, EVENTS, CERTIFICATIONS, COMMUNITY, and ONLINE SUPPORT. Below the header, the page title 'Apply for Certification' is displayed. The main content area is titled 'What would you like to do?'. It contains two options: 'Renew Your SANE-A Certification by CE' and 'Renew Your SANE-A Certification by Exam'. The 'Renew Your SANE-A Certification by CE' option is highlighted with a green background and a green 'SELECTED' button (highlighted with an orange box). The 'Renew Your SANE-A Certification by Exam' option has a white background and a 'SELECT' button. At the bottom right of the page, there is a 'NEXT' button.

15. Start your renewal application by entering your contact information, confirming that it is correct, and clicking **"Save"** at the bottom of the page.

Apply for Certification

Name

Please enter your name *as it appears on your driver's license*. It is important that what you enter here matches the official identification you present for test proctoring.

First Name on Driver's License *

If None, enter NMN *

Last Name on Driver's License *

16. The renewal application contains a summary of all Category A CEs that you have submitted, along with an explanation of the full CE requirements for renewal. **Please note that while Category B CEs will not be listed on the application, they will still be counted towards your renewal if you have submitted them.** To proceed, click the **"Next"** button at the bottom of the page.

Apply for Certification

1

CE REQUIREMENTS

2

AFFIDAVIT & SIGNATURE

3

PAYMENT

4

CONFIRM ORDER DETAILS

5

SUCCESS

Getting Started

To renew by CE:

- Download the [Certification Renewal Handbook](#)
- Meet the eligibility requirements
- Accrue all appropriate CE by Oct 1
- Apply & Submit

CE must be obtained during the 3-year certification period. You must accrue all your CE by Oct1, but your CE accrual start date is tailored to you! **Your CE start date for renewal is the earlier of either:**

- Nov 2 of the year you last certified or
- date on your last letter of certification congratulations from IAFN (for either exam or renewal by CE).

Your Credits

You must claim a minimum of 30 hours of CE in Category A. Consult the Category A section of the Certification Renewal Handbook for details; some courses are partially credited. *Do **not** send verification unless we notify you that your application has been designated for audit.*

You may be credited for a maximum of 15 hours of CE in Category B. Consult the Category B section of the Certification Renewal Handbook for details about how Category B activities are credited.

Credit Type	What's Required	What You Have Accrued	What You Need
SANE-A Category A CE	30	4	26

Your Activities

Date	Type	Name	Credits
1/29/24	SANE-A Category A - Single Session Topic (X 4)		2 X SANE-A-CE-A
1/23/24	SANE-A Category A - Single Session Topic (X 2)		2 X SANE-A-CE-A

17. **Review your application** and sign the affidavit by clicking and holding down your mouse in the signature box until your signature is complete. Proceed to pay your renewal fee by clicking **"Next"**.

The screenshot shows the 'Affidavit & Signature' step of a five-step process. On the left, a vertical list of steps is shown: 1. CE REQUIREMENTS, 2. AFFIDAVIT & SIGNATURE (highlighted), 3. PAYMENT, 4. CONFIRM ORDER DETAILS, and 5. SUCCESS. At the top right, there are radio buttons for 'Yes' and 'No', with 'No' selected. The main content area is titled 'Affidavit & Signature' and contains a statement: 'By signing below, I hereby attest that:'. Below this, there are five numbered points of attestation regarding the user's understanding of the certification process, the Association's policies, and the use of their information. At the bottom of the attestation section, there is a statement: 'To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that the Commission for Forensic Nursing Certification reserves the right to verify any or all information I have included in this application.' Below this statement, there are two input fields: 'Signature *' and 'Date *'. The 'Signature' field contains a handwritten signature, and the 'Date' field contains the date '2024-02-01T07:30:27-05:00'. Below the signature field is a 'CLEAR SIGNATURE' button. At the bottom of the form, there are three buttons: 'BACK', 'CANCEL', and 'NEXT' (highlighted in blue). The footer of the page reads 'Certification Renewal Application'.

18. Enter your payment method by clicking the **"Add a credit or debit card"** option. Then click **"Next"** to continue.

The screenshot shows the 'Apply for Certification' payment step of a five-step process. On the left, a vertical list of steps is shown: 1. CE REQUIREMENTS, 2. AFFIDAVIT & SIGNATURE, 3. PAYMENT (highlighted), 4. CONFIRM ORDER DETAILS, and 5. SUCCESS. The main content area is titled 'Apply for Certification' and contains a 'Renewal Payment' section. Below this, there is a table with the following information: 'Amount Due Now: \$325.00' and an 'APPLY COUPON CODE' button. Below the table, there is a section titled 'Your Credit & Debit Cards' with columns for 'Name on card' and 'Expires on'. Below this section, there is a button labeled '+ Add a credit or debit card' which is highlighted with a red rectangle. Below the button, there is a red error message: '⚠ No payment method selected. Please select a payment option to continue.' At the bottom of the form, there are three buttons: 'BACK', 'CANCEL', and 'NEXT' (highlighted in blue). The footer of the page reads 'Certification Renewal Application'.

19. On the **Confirm Order Details** check that the total amount highlighted in green is correct and then click **"Process Order."**

JB

SANE Nurse #2147483781

Apply for Certification

1

CE REQUIREMENTS

2

AFFIDAVIT & SIGNATURE

3

PAYMENT

4

CONFIRM ORDER DETAILS

5

SUCCESS

Heads up! Your order is not yet complete! Review the information below and click the **Process** button at the bottom of the screen to complete your order.

Item	Quantity	Unit Price	Total
Renewal Registration Fee	1	\$325.00	\$0.00
Subtotal:			\$0.00
Shipping:			\$0.00
Taxes:			\$0.00
Less Discounts			-\$325.00
Total:			\$0.00

Payment Method:

No payment is required.

Payment Amount:

\$0.00

BACK

CANCEL

PROCESS ORDER

Certification Renewal Application

20. You will see a **Success** page confirming that your application form has been completed successfully!

JB

SANE Nurse

Apply for Certification

1

CE REQUIREMENTS

2

AFFIDAVIT & SIGNATURE

3


PAYMENT

4

CONFIRM ORDER DETAILS

5

SUCCESS



Application Processed Successfully

We've successfully processed your application for certification.

→ CONTINUE

Certification Renewal Application