

2024

CERTIFICATION RENEWAL HANDBOOK

Sexual Assault Nurse Examiner

(SANE-A[®] and SANE-P[®])



INTERNATIONAL
ASSOCIATION OF
**Forensic
Nurses**

**COMMISSION FOR
FORENSIC NURSING
CERTIFICATION**

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QUESTIONS? COMMENTS? SUGGESTIONS?
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Introduction

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

A nurse who achieves certification as a SANE-A or SANE-P demonstrates through objective validation to [themselves](#), colleagues, clients, [employers](#), and the [public](#) at-large that they have the knowledge and expertise required for this specialty practice—and possess an ongoing professional commitment to providing quality patient care. 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 vital 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, scoring, and administration of the exams; 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 credentials, including:

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

Please review this handbook carefully before you [register](#). This document will guide you through the application process. You are responsible for meeting the eligibility requirements before you register and apply, and for submitting your application by the established deadlines.

The Association and the CFNC reserve the right to make changes to this document.

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.

Questions?

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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 demonstrate professional development to recertify either by achieving a passing score on the certification exam or accruing the required hours of appropriate continuing education.

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 facing 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 July 2021, your certification expires on December 31, 2024. Similarly, if you achieved certification in November 2019, your certification expires on December 31, 2024.

RESPONSIBILITY FOR RENEWAL

- You are responsible for your certification renewal.
- You are responsible for updating any changes to your current email and mailing addresses in your IAFN profile (portal). **The Association is not responsible if notices sent to an email address/ mailing address you provide in your IAFN profile (portal) or on your renewal application fail to reach you.**

The Association will send a renewal notice to your primary email address listed in your IAFN profile (portal) approximately 9 months before the certification renewal application deadline. The Association also posts reminders on the web site and social media, and typically issues at least monthly reminders in Association newsletter emails.

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) or advanced practice registered nurse (APRN) 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 the 300 hours must focus on the population for which the applicant seeks certification (e.g., for the SANE-A exam and recertification, at least 200 of the applicant's 300 SANE-related practice hours focus on the adult/adolescent patient population; for the SANE-P exam, at least 200 of the applicant's 300 SANE-related practice hours focus on the prepubescent patient population, for SANE-P recertification, 200 of the 300 hours may focus on the prepubescent and/or adolescent patient population);

AND

4. Obtain either the required continuing education hours

OR

Achieve a passing score on the certification examination.

The eligibility requirements for recertification were initially established based on the first job analysis studies conducted for the exams. The CFNC reviews the eligibility requirements annually and updates, as needed.

NONDISCRIMINATION POLICY

The Association/CFNC do not discriminate against any applicant or candidate for certification on

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 (*Limit: No more than 100 hours*)
- Teaching/precepting SANEs (including via telehealth modality)
- Providing direction/consultation on SANE issues/cases (including via telehealth modality)
- Participating in peer review of SANE cases

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.

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 appropriate continuing education hours during the previous 3-year certification period by November 1 of the year your certification expires.

BY EXAM

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

Should you choose to renew by exam, you must take and achieve a passing score on the examination whose certification you seek to renew before your certification expires on December 31. You may take the exam in either testing window (April or September) in the year in which your certification expires. For more information, see the [Take the Exam](#) web page:

To renew by taking the certification exam, you must:

- Meet the certification renewal/exam eligibility requirements;
- AND
- Register, pay the appropriate fee(s), and submit the Exam Application;
- AND
- Schedule and sit for the exam;
- AND
- Achieve a passing score within the designated renewal certification time frame.

BY CONTINUING EDUCATION (CE)

After obtaining certification, you may opt to renew by accruing, during the previous 3 years, continuing education (CE) hours of specified content and number. **When renewing by CE, you must accrue all requisite CE by October 1, 11:59 PM ET, of the year your certification**

expires. You must [register/pay](#) and submit by the established deadlines.

To renew by CE, you must:

- Meet the certification renewal eligibility requirements;
AND
- Register and submit the appropriate fee(s);
AND
- Complete and submit your Renewal Application;
AND
- Retain records of your continuing education activity. Do **not** submit supporting documentation of attendance at each activity unless we notify you that your application has been designated for audit.

DEADLINES AND FEE SCHEDULE

| | IAFN Member Application Fee | Non-Member Application Fee | Int'l* Member Application Fee | Int'l* Non-Member Application Fee |
|--|--------------------------------|----------------------------------|--|--|
| Until Apr 30, 2024: early filing-fee applies | \$175 | \$325 | \$250 | \$375 |
| May 1–Oct 1, 2024: standard filing-fee applies | \$275 | \$425 | \$350 | \$475 |
| Oct 2–Oct 15, 2024: late filing-fee applies | \$455 | \$605 | \$530 | \$655 |

*International=residence outside the US or Canada

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 October 15 2024, 11:59 PM ET.

You must first register and remit payment via credit card (or promo code) at that time. Call the home office in advance if arranging any alternate payment (i.e., personal check, money order, certified check). If a check is returned for insufficient funds, you will be required to pay a \$45 returned-check fee and then must remit 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 due to ineligibility by exam or CE, the application fee minus a processing fee of \$125 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. To renew by CE, you must meet the following criteria:

- Complete a total of 45 hours of appropriate CE within the previous 3-year certification period beginning with your CE accrual start date;

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 provider of nursing continuing professional development, 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 details about Category A, Category B, and allowable CE, see pgs. 17–19.

WHAT CE COUNTS FOR RENEWAL?

Timing: CE Accrual Start and End Dates

Your start date for CE is tailored to you! That date is the **earlier** of either:

- November 2 of the year you certified

OR

- date on IAFN's last certification congratulations letter (for either exam or renewal).

For example, if you certified (by either exam or renewal) in May—and your letter is dated May 6, 2021—you may accrue CE starting May 6, 2021. Cannot find your letter?

1. Go to www.ForensicNurses.org

2. Log in to your IAFN profile (portal)
3. Under **Certifications**, select the certification you are renewing
4. Click **Print**
5. Note the **Certification Date**—enter this date on your application in the **Certification Date** field. That is **your start date for claiming any appropriate CE**

The **stop date to accrue CE is October 1** of the year your certification expires.

CE activities that you attended prior to the date of your initial certification (or most recent recertification) are not accepted. You may apply to your next renewal cycle any CE hours obtained after October 1 in the year you renew.

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 test content outline of the certification being renewed (e.g., SANE-A test content outline for SANE-A; SANE-P test content outline for SANE-P).

The CFNC is unable to provide approval of courses prior to attendance. For your convenience, however, the CFNC has designated for renewal purposes all courses offered in the Association’s Online Learning Center, at the Annual Conference, and on the SAFETA.org web site.

SANE-A: Is the topic of the session you plan to claim 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

| 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 to study, including information in the *Journal of Forensic Nursing* and other peer-reviewed journals.

Alexander, R., & Harper, N. S. (2019). *Medical response to child sexual abuse: A resource for professionals working with children and families* (2nd ed.). STM Learning Inc.

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

Centers for Disease Control & Prevention (CDC). (2016). [Updated guidelines for antiretroviral postexposure prophylaxis after sexual, injection drug use, or other nonoccupational exposure to HIV—United States, 2016](#). CDC.

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

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- Panel on Antiretroviral Guidelines for Adults and Adolescents. (2022, September 21). [Guidelines for the use of antiretroviral agents in adults and adolescents with HIV](#). Department of Health and Human Services.
- Price, B., & Maguire, K. (2016). *Core curriculum for forensic nursing*. 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](#). US Department of Justice, Office of Justice Programs.
- US Department of Justice, Office of Justice Programs, Office for Victims of Crime. (2018). [SANE program development and operation guide](#). National Institute of Justice & US Department of Justice, Office of Justice Programs.
- US Department of Justice, Office on Violence Against Women. (2013). [A national protocol for sexual assault medical forensic examinations: Adults/adolescents](#) (2nd ed.). US Department of Justice, Office on Violence Against Women.
- Workowski, K. A., Bachmann, L. H., Chan, P. A., et al., Centers for Disease Control & Prevention. (2021). [Sexually transmitted infections treatment guidelines, 2021](#). *Morbidity & Mortality Weekly Report*, 70(4), 1–192
- World Health Organization (WHO). (2003). [Guidelines for medico-legal care for victims of sexual violence](#). WHO Press.
- World Health Organization (WHO). (2017). [Policy brief: Consolidated guidelines on HIV prevention, diagnosis, treatment and care for key populations--2016 update](#). WHO Press.
- World Health Organization (WHO). (2021). [Guidelines for the management of symptomatic sexually transmitted infections](#). WHO Press.
- World Health Organization (WHO) & United Nations Office of Drugs & Crime (UNODC). [Strengthening the medico-legal response to sexual violence](#). WHO Press.

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

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 to study, including information in the *Journal of Forensic Nursing* and other peer-reviewed journals.

Alexander, R., & Harper, N. S. (2019). *Medical response to child sexual abuse: A resource for professionals working with children and families* (2nd ed.). STM Learning Inc.

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9/10/12, 11/25/15, 1/2/19, 12/31/21 Revised—CFNC 6/19/13, 10/24/13, 12/31/16, 12/31/17, 12/31/19, 12/31/20, 12/28/22 Updated—KM

WHAT CE DOES NOT COUNT FOR RENEWAL?

The following courses and topics are non-exhaustive examples of what is NOT credited 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 Certified Emergency Nursing (CEN) or Trauma Nurse Core Curriculum (TNCC)
- 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)

Renewal Application Categories

WHAT IS CATEGORY A?

Category A includes attendance at:

- Conferences
- Conventions
- Workshops
- Seminars
- Webinars
- Peer review meetings/sessions

You must claim—and receive credit for—a minimum of 30 hours of CE under Category A. All Category A CE activities must meet the following criteria:

- **Educational content is specific to the test content outline** (i.e., SANE-A renewal content reflects the SANE-A test content outline; SANE-P renewal content reflects 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. Considered basic preparation, these courses are credited at 25% of the CE contact hours granted.
 - The Virtual Practicum DVD may be claimed 1 time per renewal cycle. As basic training, it is credited at 25% of the CE contact hours granted.
- Single-topic courses/workshops/sessions (i.e., strangulation, human trafficking, intimate partner violence, etc.) are credited at a maximum of 10 Category A hours per topic.
- 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 employer.
- Individual CE sessions with the same date of completion will be credited at a maximum of 24 hours.

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 the **same presentation 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. The **same 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 including via telehealth modality. 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

COMPLETING THE APPLICATION

- List a **valid, *personal (not work)*** email address to ensure confidential communication about your certification renewal status.
- List only those CE activities that meet both topic and timing criteria. **You must accrue your CE between your Certification Date/Start Date for CE and October 1, 2024.**
- Please retain all renewal documentation for at least 6 months after the renewal deadline.

DUAL CERTIFICANTS

If renewing both the SANE-A and SANE-P certifications, you must register/pay for and submit a separate application for each certification. You may list the same CE activity on both applications IF the CE topic is reflected on both the SANE-A and SANE-P test content outlines.

INCOMPLETE RENEWAL APPLICATIONS

Complete all sections/fields of the application. Applications are considered incomplete if: 1) any required information is missing; 2) the appropriate fee is not paid; or 3) you do not submit the requisite number of CEs required for renewal. If your application is incomplete, the Association's staff will notify you once via email sent to the email address you listed on your application. The email will detail what you must submit to complete your application and include a deadline in which to submit. If you fail to complete/respond by the designated deadline, the renewal application will be subject to denial and may be subject to an additional processing fee. Only completed applications are processed.

Online Application Process

Plan to:

- 1) **Register** (and apply) listing a **valid, *personal (not work)*** email address. This helps ensure you will receive the **IMMEDIATE** email with confirmation after completion. **A \$25 fee applies to resend a renewal email if you fail to list a personal email address.**
- 2) **Pay** by credit card (or promo code).

- 3) Expect an **IMMEDIATE** email confirmation that your application was received. If you do not receive the IMMEDIATE email, check your spam and delete boxes. If not there, you must **email within 24 hours: certification@ForensicNurses.org**

AUDIT PROCESS

To maintain the credibility and integrity of the certification process, at any point prior to or after determination of certification renewal status, the CFNC reserves the right to verify any information provided on your renewal application to determine your eligibility for recertification. To ensure that all renewal eligibility requirements are being met, the CFNC randomly audits the certification renewal applications. Every 10th renewal application is designated for random audit. However, if an application is submitted with missing/incomplete or possibly inaccurate information or information suggesting ineligibility, the CFNC may conduct a focused audit.

What If You Receive an Audit Notice?

If your application is designated for random audit, IAFN staff will email you at the email address you provided on your application and ask you to submit documentation supporting all CE activities you listed in both Category A and B, as well as verification of your SANE-related practice hours. The email will include a deadline of up to 14 days for applications submitted on or before October 1 and up to 7 days for applications submitted October 2–15. If your application is designated for focused audit (typically involving fewer documents), the IAFN staff will follow the procedure above; the submission deadline is up to 7 days.

- For listed Category A activities: Documentation of attendance is required for each activity you list. The documentation must contain a certificate of completion or attendance, which states:
 - your name; and
 - date(s) of attendance; and
 - program title; 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 your audit submission contains areas of nonadherence, you will be granted at least 3 days to submit additional information. If you then fail to timely submit, your application will be denied. If your application is designated for audit and you fail to respond/submit the requested documentation within the established deadline(s), the renewal application will be denied.

After You Submit Your Application

NOTIFICATION OF CERTIFICATION RENEWAL STATUS

The Association will email a renewal approval notice to the email address you listed on your application, typically within 5-10 business days of your submission. The Association will email the certificate and official notice to the home email address provided on your application/IAFN profile (portal).

If your application to recertify by CE is at risk of being denied, the Association's staff will email you at the email address you listed on your application, detail the issue and what is needed, and request you respond by a given deadline. If you fail to respond within the deadline, the application will be denied. If you fail to meet the renewal criteria specified, the recertification application will be denied and the Association will email a confidential letter to the email address you listed on your application, detailing the reason(s) for denial, refund policy, appeals process, and date of certification expiration. To recertify, you must then meet the eligibility criteria for the certification exam, and test and achieve a passing score. **No uniformly applied efforts, which may exceed the times or means for contact outlined herein, may comprise a viable basis for appeal.**

USE OF THE CREDENTIALS

After achieving certification, 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, BSN, RN, SANE-A). If you have earned both the SANE-A and the SANE-P credentials, list them separately (e.g., Mary Smith, BSN, RN, SANE-A, SANE-P). You may use the credential as long as the certification remains valid, which is 3 years, barring disciplinary action. For more information, please see [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 Certification Director within 30 days of the date on the letter of the notice of denial. Your appeal letter should identify the CFNC policy violation(s) and why you believe you comply with the renewal requirements. A reasonable administrative fee may be imposed. If the issue cannot be 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 date. The decision of the CFNC is final.

DISCIPLINARY AND COMPLAINTS POLICY

In the event a certification applicant/candidate/examinee 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:

- Any restrictions on the general or registered nursing license, such as revocation, suspension, probation, or other sanctions by a recognized nursing authority;
- Violation of established CFNC requirements and/or policies;
- Conviction of a felony or other crime of moral turpitude under federal, state/provincial, or similar law in a matter related to the practice of, or qualifications for, forensic nursing;
- Gross negligence or willful misconduct in the performance of SANE-A and/or SANE-P professional services, or other unethical or unprofessional conduct based on the formal determination of a licensing body;
- Fraud, falsification, or misrepresentation in an application for certification examination or certification renewal;
- Falsification of any material information requested by the Association/CFNC;
- Misrepresentation of SANE-A and/or SANE-P certification status; or
- Cheating on any SANE-A and/or SANE-P certification examination.

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

Contact Information

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