

The American Holistic Nurses' Certification Corporation

811 Linden Loop Cedar Park, Texas 78613

1-877-284-0998

email: ahncc@flash.net

Address

March 22, 2004

Dear

Your HNC certification will expire xxx date. In order to renew your HNC it is necessary for you to meet the established criterion in continuing education or complete the full certification process as described in the AHNCC Handbook and Application to Qualify for Certification in Holistic Nursing. **You will need to submit the enclosed application by xxx date (sixty days prior to the expiration date) for certification renewal** as well as the Recertification fee of \$250.00 for the five-year period.

The continuing education criterion for renewal of the HNC is 100 contact hours in holistic nursing or related disciplines over the period of time from last certification to date for renewal. Credit is also given for alternative activities such as publishing and curriculum development. If you are interested in learning more about these alternative equivalent hours for the continuing education requirement please email us at ahncc@flash.net.

Criteria for Contact Hours:

- At least 20% of contact hours must directly address holistic nursing, theories, theorists or major concepts such as sacred space or presence.
- The remaining contact hours can be related to holistic modalities, methods of practice, and studies that facilitate self-care, growth, and transformation within a holistic context. Medical focused courses will not be accepted.
- The contact hours must be approved either by a licensing board, credentialed body, educational institution, or other qualified individual or organization.
- Certificates of completion or other documentation that gives proof of attendance for each course must be submitted with the renewal application.

Please note: you are not eligible to use the epithet, HNC, if your certification has not been renewed by the date of expiration. Renewal packets including a renewal application, documentation for contact hours and the application fee must be postmarked no later than 60 days prior to expiration. Late fees will be assessed as follows:

Renewal packets postmarked after the due date (i.e. 60 days before certification expiration) will be assessed a \$35.00 late fee;

Renewal packets postmarked after the date of certification expiration will be assessed a late fee of \$100 for the first 90 days after date of expiration. PACKETS WILL NOT BE ACCEPTED FOR RENEWAL AFTER 90 DAYS EXPIRATION.

If I can assist you in your renewal process, please do not hesitate to contact me. Have a nice day.

Best wishes, peace and honor,
Sincerely,

Margaret Erickson, PhD, RN, HNC
Executive Director, AHNCC