



# Certified Surgical Services Manager Handbook

## ABOUT THIS HANDBOOK

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This handbook describes the requirements for obtaining and maintaining the Certified Surgical Services Manager (CSSM®) certification. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the Competency & Credentialing Institute (CCI) acting against your eligibility or certification. It is the responsibility of each applicant and certificant to familiarize themselves with the content of this handbook and any essential linked documents.

This handbook has clickable images and links within the text that lead directly to CCI documents. The Table of Contents has anchored bookmarks, and a Table of Contents icon (  ) on the corner of each page will return you to the Table of Contents page. New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements. Certificants should check the current version of the handbook prior to recertifying their credential.

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CCI reserves the right to amend all procedures outlined in this handbook at any time and without notice. This includes information related to testing content and fees.

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## *Certification*

Certification, as defined by the Accreditation Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes.

## *Purposes of Certification*

- Demonstrates commitment to accountability to the public for safe nursing practice.
- Enhances quality patient care.
- Identifies registered nurses who have demonstrated professional achievement in providing perioperative nursing leadership and management.
- Provides employing agencies a means of identifying the professional achievement of an individual practitioner.
- Provides personal satisfaction for practitioners.
- Contributes to a career path for perioperative nurse leaders/managers.

## *Objectives of Certification*

- Recognize the individual registered nurse who is proficient in practice.
- Strengthen the use of evidence-based theory in assessing, planning, implementing, and evaluating nursing care.
- Enhance professional growth through continued learning that results in greater depth of knowledge and expanded skills and practice.

## *Approval of Candidate Policies*

The establishment and approval of candidate policies within CCI exemplify our commitment to excellence, transparency, and fairness. Prior to the formulation of any policy, a comprehensive review process involving stakeholders from diverse backgrounds and expertise is undertaken. This multidimensional perspective ensures that the policies are not only robust but also inclusive, reflecting the evolving needs of our candidates and the industry at large.

Each policy undergoes meticulous scrutiny to guarantee alignment with the professional landscape and our organization's core values.

To ensure the utmost credibility and relevance, candidate policies are subject to input from stakeholders, a thorough development process led by a competent panel of Subject Matter Experts, and approval by CCI's Certification Council. The CCI Certification Council determines any recommended changes to the eligibility

requirements for the examination. The Council serves as the expert panel to review the data from the last job analysis and determine if any changes to the eligibility requirements are needed. This approval process encompasses a holistic evaluation of the policy's potential impact, consistency with regulatory requirements, feedback mechanisms, and adherence to ethical principles.



*The CSSM® certification exam requires the following:*

- Having a thorough and sound foundation of the knowledge and skills required for competent perioperative nursing management practice. Knowledge can be obtained through work experiences, independent learning, and formal educational programs.
- Understanding of the test-taking process. The exam is composed of 180 multiple-choice questions. Becoming familiar with techniques for responding to multiple-choice questions will improve your chances of successful performance on the CSSM® exam. A detailed tutorial on answering multiple-choice questions is provided at the beginning of the CSSM® exam.

## *Exam Development*

CCI periodically conducts test development activities to develop and maintain the CSSM® exam consistent with accreditation standards. A full list of test development committees is presented in [CCI's Test Development Process Document](#). Key among these is the Job Analysis study designed to capture the current knowledge and skill set required of a practitioner in this role.. Test development work is done in collaboration with CSSM® certified subject matter experts and our testing partner, PSI. Task and knowledge statements are developed using the results of the Job Analysis and constitute the blueprint for the CSSM exam (see the complete list of [CSSM® task and knowledge statements](#)). It is recognized that the task and knowledge statements may not reflect all specific tasks performed by an individual functioning in this role, especially in niche or highly specialized environments-

Cultural bias occurs in testing materials when test items assess knowledge or experiences specific to a certain culture. To address the issue of cultural bias, all questions on the CSSM® exam are screened for cultural bias by a diverse panel of nurses holding the CSSM® credential. This review is conducted under the supervision of test development experts from our testing partner.

## *Cut Score Setting Process*

Development and maintenance of the certification examination is the product of a scientifically rigorous process subject to accreditation agency oversight and approval. CCI utilizes the modified-Angoff method for standard setting. This method is criterion referenced, meaning that the passing score is determined by a panel of subject matter experts and approved by the Certification Council. Performance on the examination is dependent on the candidate's understanding of the exam content.

Members of the Standard Setting Committee critically evaluate new forms of the exam to determine different cut scores that will be used to measure a candidate's performance on the exam. Part of this process entails taking the new form of the exam just as an examinee would.

## *Credential Accreditation*

CSSM® is accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC).

# CSSM® CREDENTIAL OVERVIEW



CSSM® is an acronym and stands for Certified Surgical Services Manager. To earn the CSSM® credential, applicants must meet all eligibility requirements at the time of application and sit for the CSSM® certification exam. Applicants must take one of two eligibility paths to qualify for the CSSM® certification examination.

## Eligibility Requirements

There are no waivers for eligibility requirements. **To be eligible, you must meet the requirements below:**

| CRITERIA                                             | CNOR® CERTIFIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NON-CNOR® CERTIFIED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Licensure                                            | <ul style="list-style-type: none"><li>Have a current unrestricted RN license in the state/country where currently practicing.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>Have a current unrestricted RN license in the state or country where currently practicing.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Academic Degree                                      | <ul style="list-style-type: none"><li>Minimum academic degree is a BA/BS.</li><li>It is not required that the baccalaureate degree be a BSN.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"><li>Minimum academic degree is a BA/BS.</li><li>It is not required that the baccalaureate degree be a BSN.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Work Experience                                      | <ul style="list-style-type: none"><li>Must be currently working in a surgical services management role and have a minimum of two (2) years' and 2,400 hours' surgical services management experience as a perioperative registered nurse (RN). Work experience in a non-paid, volunteer capacity is acceptable.</li><li>The leadership/management role may be overseeing personnel, a budget, or a service line.</li></ul>                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>Must be currently working in a surgical services management role and have a minimum of four (4) years' and 4,800 hours' surgical services management experience as a perioperative registered nurse (RN). Work experience in a non-paid, volunteer capacity is acceptable.</li><li>The leadership/management role may be overseeing personnel, a budget, or a service line.</li></ul>                                                                                                                                                                                                                                                                                                                                                                  |
| Surgical Services Management Course Work Requirement | <ul style="list-style-type: none"><li>30 contact hours or 60 Professional Development Points of content specific to the domains of the CSSM® Job Analysis.</li><li>All 30 contact hours or Professional Development Points must be earned in the 2-year period prior to the date of application to take the CSSM® certification examination. The CE material must be from an acceptable provider. Acceptable CE providers are listed in <a href="#">Appendix A</a>.</li><li>Academic credit may be submitted in lieu of CE to fulfill this requirement. Six (6) academic credits at either the baccalaureate or graduate level from an accredited program earned in the 2-year period prior to the application date for the CSSM® certification examination will be accepted.</li></ul> | <ul style="list-style-type: none"><li>50 contact hours or 100 Professional Development Points of content specific to the domains of the CSSM® Job Analysis.</li><li>All 50 contact hours or Professional Development Points must be earned in the 2-year period prior to the date of application to take the CSSM® certification examination. The CE material must be from an acceptable provider. Acceptable CE providers are listed in <a href="#">Appendix A</a>.</li><li>Academic credit may be submitted in lieu of CE to fulfill this requirement. Twelve (12) academic credits at either the baccalaureate or graduate level from an accredited program earned in the 2-year period prior to the application date for the CSSM® certification examination will be accepted.</li></ul> |

### *Subject Areas on the Exam*

The CSSM® exam is comprised of the following subjects. For a complete list see [CSSM® Task and Knowledge Statements](#).

| CSSM® Exam Subject Area                      | Percent of Exam | Number of Questions |
|----------------------------------------------|-----------------|---------------------|
| 1. Communication and Relationship Management | 18%             | 32                  |
| 2. Strategic Management                      | 12%             | 22                  |
| 3. Financial Management                      | 15%             | 27                  |
| 4. Human Resource Management                 | 12%             | 22                  |
| 5. Operational Management                    | 18%             | 32                  |
| 6. Leadership                                | 15%             | 27                  |
| 7. Professionalism                           | 10%             | 18                  |
| Total                                        | 100%            | 180                 |



## How to Apply

Applicants may apply for the CSSM® exam by [creating an account or logging into their existing account](#). The following information is required to complete the online application. The application will take approximately 15 minutes.

- Personal contact information: address, home and work phone numbers, and e-mail
  - Make sure you are using an e-mail that you plan to use long-term and will allow you to receive communications from CCI. Your e-mail will also be your login ID.
  - Use your legal name as it appears on your original, valid (unexpired), government-issued photo ID bearing a signature.
- RN license information: RN license expiration date and number, state(s) licensed to practice.
- Perioperative work history: past 2-4 years, date began working in the OR, current position, and current practice area.
  - management role may be overseeing personnel, a budget, or a service line (e.g., team leader, charge nurse, educator, etc.).
- Employer contact information: facility name, address, and phone number
- Supervisor contact information: name, address, e-mail, phone number
- Payment information

## Certification Fees

Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full.

| CSSM® Certification Fee                         | Price |
|-------------------------------------------------|-------|
| CSSM® Certification application Fee             | \$420 |
| \$40 Discount for Active CCI Credential Holders | \$380 |

*\*There is a \$40 discount available for those who hold an active CCI credential outside of CSSM®. Discounts cannot be combined and only one discount can be utilized per transaction.*

If you are an applicant who has been the recipient of a DAISY Award, there is a \$40 discount available. Applicant must provide a copy of their official Award letter in order to receive this discount.

## Verification of Application Information

Information on applications may be verified. A minimum percentage of certification applications are randomly selected for audit. If there is any reason to believe that any applicant has not met eligibility requirements, or if an outside party informs CCI that an individual has not met certain requirements, the application may be flagged for audit. The Credentialing Department will contact the individual by email to obtain documentation to

substantiate the information in question. Information may be verified by telephone, email, and/or letter by the Credentialing Department. All information gained through verification procedures will be confidential, except when the law demands the disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- A current manager, supervisor, or HR must complete an employee verification form.
- Verification of applicant's RN license through NURSYS.
- Verification of professional nursing history through contact with past employers if needed.

The applicant is responsible for finishing items requested through the audit process. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. Delayed submission of documents and/or submitting incomplete documentation may result in a shortened testing window. An email will be sent to the applicant detailing the audit results after reviewing the documents.

*Failure to comply with all audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the application fee paid will be provided to applicants that do not successfully pass the audit.*



The CSSM® certification facility order form is available to hospitals and health systems interested in bulk purchasing exams for nursing staff.

## *Facility Enrollment Fee*

Facilities may register multiple nurses at a reduced rate. Fee for facilities that register a minimum of five (5) CSSM®-eligible nurses is \$368 per participant. All participants must be employed at the same facility. Payment must be made in a single transaction by facility ACH, check, or credit card; individuals may not make payment on behalf of the facility.

## *Interested in Facility Enrollment Program*

If you are a facility registering five or more CSSM®-eligible nurses, download our [CSSM® Certification Facility Order Form](#), which includes complete details on the [Terms and Conditions](#) of the CSSM® Exam Facility Enrollment program.

If you are a facility adding participants to your original term, download the [CSSM® Certification Facility Order Form Addendum](#) located at the end of the order form.

CCI may amend the CSSM® Facility Enrollment program at any time with or without notice.

## *Guidelines and Restrictions*

A Facility Order Form term will commence as determined by the date CCI approves the [CSSM® Certification Facility Order Form](#) and notifies the Administrator via e-mail. If the approval is between the first (1st) and fifteenth (15th) of the month, the Term will begin on the first (1st) of the calendar month of order approval. If the approval is between the sixteenth (16th) and the end of the month, the Term will begin on the first (1st) of the following month.

All exams must be completed by the end of the Term. Any unused exams will be forfeited. Extensions to the original 12-month Term will not be granted.

A facility may add participants to its original term until the end of month 5. The original term will not be extended or modified for new participants. A [CSSM® Certification Facility Order Form Addendum](#) is required. Substitutions may be granted on a case-by-case basis at CCI's sole discretion.



The CSSM® exam consists of 180 multiple-choice questions. Of the 180 questions, 150 are used to calculate your test score. The remaining 30 questions are pre-test questions and do not affect your score. Pre-test questions are dispersed throughout the exam and cannot be identified by an examinee.

The CSSM® exam is a timed test and must be completed in 3 hours and 30 minutes. The computer used to take the exam will keep the official time.

The computerized format of the exam requires basic computer experience. If you elect to take your exam with the Remote Secure Proctored Exam option, you must do a system check of your computer prior to scheduling the examination. An optional pre-exam tutorial will provide instructions on how to take the exam on the computer. It will also provide examples on selecting answers and marking any questions you may want to return to and review before finishing the exam. The time allotted for completing the tutorial is separate from the actual exam time.

### *Recommended Study Time for CSSM® Exam*

The recommended study period to prepare for the CSSM® certification exam is three months. Reviewing [the task and knowledge statements](#) for each subject will aid in identifying areas of strengths and possible weaknesses. The [CSSM® Study Plan](#) aligns these identified areas with materials to assist with each section. Use experiences at work to gain additional knowledge and skills in unfamiliar areas. Using a variety of preparation aids and frequent review have been found to increase comprehension and retention of information.

As a certification organization, CCI's role is in developing and administering certification examinations to determine the qualifications of applicants for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses. Applicants may prepare for certification examinations with any educational materials they choose. The purchase of CCI review materials is not a requirement for testing, nor does the use of any review materials imply successful performance on the certification examinations. CCI offers various study resources for the certification examinations, including an [on-demand prep course, practice exams, and a study guide](#). No study resources are prerequisites for the certification examinations.

### *Reference Materials*

The following are all recommended references for the CSSM® certification examination:

- AORN. (current edition). *Guidelines for perioperative practice*. AORN.
- Phillips, N., & Hornack, A. (Eds.). (2025). *Berry and Kohn's operating room technique* (15th ed.). Elsevier.
- Rothrock, J. C. (Ed.). (2023). *Alexander's care of the patient in surgery* (17th ed.). Elsevier.
- Knighten, M. L., & Waxman, K. T. (Eds.). (2024). *Penner's economics and financial management for nurses and nurse leaders* (4th ed.). Springer Publishing Company.
- Kaye, A. D., Urman, R. D., & Fox, C. J. III. (Eds.). (2019). *Operating room leadership and management* (2nd ed.). Cambridge University Press.

## Schedule Exam Appointment

CSSM® is delivered at PSI testing centers and online as a Remote Secured Proctored Exam (RSPE). Once application and payment have been received, the option to schedule will be available in your [CCI account](#) and you will receive an Authorization to Test (ATT) email. This email contains important information on your exam window, scheduling your exam, and PSI protocols; please read it carefully. You are responsible for scheduling an appointment to take the exam. You are strongly encouraged to schedule your appointment as soon as possible, as availability is on a first-come, first-served basis, and CCI cannot guarantee appointment availability. PSI administers in-person exams by appointment only, Monday through Saturday, in test centers. Appointment starting times may vary by location. You can search for a test center in your area [here](#).

Online scheduling for remote proctored exams is available 24 hours a day, 7 days a week. To schedule online, click the “PSI Exam Scheduling” button in your CCI account. This will direct you to PSI’s scheduling system.

If you are randomly selected for audit, the option to schedule will be available **after** submission and approval of required documentation.

To schedule an examination by phone, please call PSI at **855-834-8752**. Please note it may take up to 24 hours to receive a response. Live operators are available at the following times:

| Time Zone | Monday-Friday      | Saturday-Sunday   |
|-----------|--------------------|-------------------|
| Eastern   | 7:30 am - 10:00 pm | 9:00 am - 5:30 pm |
| Central   | 6:30 am - 9:00 pm  | 8:00 am - 4:30 pm |
| Mountain  | 5:30 am - 8:00 pm  | 7:00 am - 3:30 pm |
| Pacific   | 4:30 am - 7:00 pm  | 6:00 am - 2:30 pm |

## CSSM® Exam is Offered

Applicants may take the exam Monday through Saturday, excluding holidays, year-round at a PSI testing center. You may also take the CSSM® certification examination through Remote Secure Proctored Exam (RSPE) on your personal computer. The use of RSPE allows more flexibility for the test taker to include appointments 24 hours a day, 7 days a week, based on availability.

Once your application has been approved, you have a 3- month window to schedule and take your test at either a PSI testing center or via RSPE. An applicant’s 3-month testing window opens the month immediately following submission of the application, as illustrated below. It is the applicant’s responsibility to schedule an appointment and ensure their appointment is completed before the end of their testing window.



Applicants may test only **once** during any testing window.

| Application Submitted | Testing Months          | Application Submitted | Testing Months               |
|-----------------------|-------------------------|-----------------------|------------------------------|
| January               | February, March, April  | July                  | August, September, October   |
| February              | March, April, May       | August                | September, October, November |
| March                 | April, May, June        | September             | October, November, December  |
| April                 | May, June, July         | October               | November, December, January  |
| May                   | June, July, August      | November              | December, January, February  |
| June                  | July, August, September | December              | January, February, March     |

*Failure to Schedule*

If you fail to schedule an exam appointment in your 3-month testing window, your entire application fee is forfeited. Current eligibility criteria must be met to reapply, and the fee applicable at that time must be paid.

*Tardiness or Missing Test Appointment*

For testing center appointments, if you are more than 15 minutes late or miss your scheduled appointment time, you will be considered absent and forfeit your eligibility and application fee for that exam window.

For remote proctored exams, applicants may log in for their exam up to 30 minutes prior to the scheduled start time but may not be connected with a proctor until their exam time. If you do not start your exam within 15 minutes of your scheduled appointment time, you will be considered absent and forfeit your eligibility and application fee for that exam window.

*Unscheduled Breaks During Testing*

Candidates who need or want breaks should plan to test in-person at a testing center and will be given one 10-minute unscheduled break during their exam session. Candidates who test remotely are unable to take a break during their exam session.

Any candidates who do not return from their break in the allotted time will forfeit their exam attempt and associated application fees.

*Secondary Application and Testing*

Subsequent certification applications cannot be submitted in the same exam window as an unsuccessful exam attempt. You must wait for your 3-month testing window to expire before you can apply to retake the exam. The full exam price must be paid for each testing attempt. A new application must be submitted for each new exam attempt.

Due to CCI’s commitment to quality and test security, there are multiple versions of the CSSM® exam, and those retaking the exam will not take the same exam as their first attempt.

## *Test Development Process*

The Competency and Credentialing Institute (CCI) collaborates with our testing partner, PSI, in the test development process. Development and maintenance of the certification examination is the product of a scientifically rigorous process subject to accreditation agency oversight and approval. Additional information on the CCI test development can be found in our [Test Development Process Guide](#).

## *Scoring Methodology*

For the CSSM® certification exam, there is one reported pass/fail decision score. Scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 200 to 800. You need a total scaled score of at least 620 to pass this examination. Applicants should answer all questions on the exam, as any question not answered may count against the final score.

A scaled score is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. A scaled score is transformed from the raw test score (the number of test questions answered correctly). A scaled score allows for consistent scoring across multiple forms of the exam.

## *CSSM® Exam Results*

You will be shown a pass or fail notification immediately after you complete the exam. If you pass the CSSM® exam, your score report will not include a detailed break down and the passing score will not be revealed. A more detailed score report will be e-mailed to you by PSI within 24 hours of exam failure. Scores will not be reported if the confidentiality of the exam is broken or misconduct at the testing center is reported.

## SAMPLE EXAM QUESTIONS

The following questions represent similar content to what can be found on the examination. These questions are provided solely to offer applicants insight into the format of the examination and are not intended as study questions. Practice questions can be [found online](#).

1. There are three key parts to a \_\_\_\_\_ statement that discuss beliefs, commitment, and community.
  - a. **mission**
  - b. vision
  - c. values
  - d. Code of conduct
2. Research about management says leadership is about influential social interaction, inspiring/developing others, and
  - a. **self-management.**
  - b. mastering situations.
  - c. sympathy.
  - d. completing tasks on time.
3. The \_\_\_\_\_ developed a framework that defines primary drivers of high-performing systems as quality control, quality improvement, and establishing a culture of high-performance management.
  - a. Joint Commission
  - b. Risk Management Association
  - c. **Institute for Healthcare Improvement**
  - d. National Management Association
4. A medication management plan should include aspects of the \_\_\_\_\_ phases of the medication use process.
  - a. three
  - b. four
  - c. **five**
  - d. six
5. Which type of leadership model is best suited to the framework of delegation?
  - a. **Situational**
  - b. Transformational
  - c. Dictatorial
  - d. Democratic

# WITHDRAWAL, CANCELLATION, RESCHEDULING, OR TRANSFER



You may reschedule your exam date or time within your original 3-month testing window or transfer your exam to another 3-month testing window. For additional information, please refer to the following definitions of terms and the table below.

## Definitions of Terms

- **Withdraw/cancel:** You have submitted your application and have been placed into your initial exam window but have decided to cancel the event.
- **Rescheduling/changing the date for a previously scheduled exam:** You have scheduled a date/time for your exam and want to move the testing date to another day within the same testing window.
- **Transferring a previously scheduled exam to another testing window:** You have applied for your exam and now want to move the testing date to a day in the next 3-month testing window.

## Withdrawal/Cancel:

- Once an application is submitted, CCI does not permit the withdrawal of the application for any reason. No refunds of the application fee will be provided.

## Transfer:

- A \$75 transfer fee is required. Fee is non-refundable upon approval of your transfer request.
  - Please ensure you have cancelled all appointments prior to requesting a transfer.
- You may only transfer your individual single take twice per certification application.
  - If an exam appointment is scheduled with PSI, the appointment must be canceled 48 business hours prior before CCI can process a transfer.

| TIME FRAME                                          | At least two business days or more prior to end of testing window or scheduled test date                                                                                                                                                                                                                                                                                                       | Less than two business days prior to end of testing window or scheduled test date                                                |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| WITHDRAW/CANCEL AN EXAM APPOINTMENT                 | You are unable to withdraw/cancel your exam appointment. You must sit for the exam, or all fees will be forfeited.                                                                                                                                                                                                                                                                             | You are unable to withdraw/cancel your exam appointment. You must sit for the exam, or all fees will be forfeited.               |
| RESCHEDULE AN EXAM DATE WITHIN THE SAME TEST WINDOW | <ol style="list-style-type: none"><li>1. Contact PSI or log into your CCI account to cancel your exam appointment.</li><li>2. Reschedule the new exam date within the 3-month test window.</li></ol>                                                                                                                                                                                           | You are unable to change or cancel the date for your exam appointment. You must sit for the exam, or all fees will be forfeited. |
| TRANSFER AN EXAM DATE OUTSIDE ORIGINAL TEST WINDOW  | <ol style="list-style-type: none"><li>1. Contact PSI or log into your CCI account to cancel your exam appointment.</li><li>2. Log into your CCI account and complete the transfer request. <b>A non-refundable \$75 fee will be charged by CCI.</b></li><li>3. Schedule an appointment in the new exam window.</li></ol> <i>Note: you can only transfer twice within a single application.</i> | You are unable to transfer to a new testing window for your exam. You must sit for the exam, or all fees will be forfeited.      |

For exams scheduled at a testing center impacted by inclement weather, power failure, or other unforeseen emergencies affecting the site on the day of an examination, PSI will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. The examination will usually not be rescheduled if the test center personnel are able to open the test center.

You may visit [www.psionline.com/openings](http://www.psionline.com/openings) prior to the examination to determine if PSI has been advised that any test centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a test center, all scheduled applicants will receive notification from PSI regarding rescheduling procedures.

Applicants are responsible for scheduling a new exam appointment within your exam window following a cancellation made by PSI.

*If an applicant fails to schedule an exam appointment within the 3-month testing window, the entire application fee is forfeited. To reapply, current eligibility criteria must be met and the fee applicable at that time must be paid.*

# PSI GUIDELINES FOR CCI EXAMINATIONS



Extensive check-in and security measures are enforced at testing sites and during live, remote proctored exams administered online. An FAQ page and Test Instructions, including quick videos for reviewing test center and online proctored experiences, are available on the [PSI website](#) link.

## PSI REMOTE SECURE PROCTORED EXAM GUIDELINES

### Identification

You must present an original, valid (unexpired), government-issued photo ID bearing a signature. CCI recommends bringing a second form of ID as well. No form of temporary identification will be accepted.

- Examples of valid forms of identification are photo ID, such as a driver's license, state identification card or passport. **Military identification cannot be used for remotely proctored exams.**
- Your name must match on your CCI account and your government-issued photo ID. If your name does not match, PSI has the right to refuse your admittance to the exam.
- If the name on your registration differs from what appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).
  - PSI may request a second form of ID bearing your name and signature (e.g., a credit card).

If there is any concern about the validity of your identification, **PSI has the right to ask for additional identification or refuse your admittance to the exam.** Failure to provide appropriate identification at the time of the examination is considered a missed appointment and will result in forfeiture of your application fees. Please contact PSI if you have any questions about acceptable forms of identification.

### Monitoring

Several security measures will be enforced during the exam administration. PSI administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. Be aware that you will be observed at all times while taking the exam. This observation may include direct observation by a remote proctor and audio and video recordings of your testing session.

No guests, visitors, or family members are allowed to enter the room in which you plan to take your test. It is recommended and encouraged to be in a closed room with a door and to put a note on the door. You cannot test in a public space i.e. public library. People entering or passing through the testing environment can result in termination of your exam.

Examinations are proprietary. No cameras, calculators, tape recorders, pagers, or cellular/smartphones are allowed in the testing room. Possession of a cellular/smartphone or other electronic device(s) is strictly prohibited and will result in dismissal from the examination without a refund.

Exams cannot be viewed, copied, or studied by any individual. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

## Personal Belongings

Your test environment must be clear of clutter and all personal belongings. Ensure that your desk is limited to the computer (no monitors allowed), mouse and keyboard. All other items should be removed from the desk space and there should be nothing within arm's reach of the desk.

Your testing space/desk must be free of all personal items and valuables including but not limited to:

- Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games including laptop computers not used for testing, must be stowed away from testing area.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as, but not limited to, loose sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in during testing. If you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, paper, pens, pencils, other writing devices, food, drinks, and good luck items.

**You will be required, as part of check-in, to perform a series of room scans to confirm there are no prohibited items in the testing area. Please allow for this time in addition to your exam time.**

If any personal items are observed in the testing room, the examination will be forfeited. Please visit the [PSI website](#) for additional test center regulations.

## System Requirements

Remote Secure proctoring system requirements are regularly updated and should be checked in advance of booking [HERE](#).

*PSI Bridge is not supported on work devices, tablets, hybrid devices, mobile devices, Surface Pros, or Chromebooks.*

A link to the compatibility check is available during scheduling. Please run the compatibility check at least 24 hours before your scheduled exam. Passing the compatibility check does not guarantee that technical issues will not occur. You can also access the compatibility check here: [PSI Online Proctoring Compatibility Check](#). Please be aware this is a hardware check only. The systems check that confirms your devices operating system will be performed the day of the exam.

Please be aware this is a hardware check only. The systems check is unable to verify if there are any firewalls that might prevent the download of the PSI secure browser. This firewall check will occur the day of the exam. If you have any questions regarding the computer compatibility, please contact PSI directly at 1-855-834-8752.

A PSI proctor will be monitoring the session throughout the entirety of the exam. Applicants are expected to show their photo ID, take a selfie, and perform a room scan of the testing environment. The environment should be private, well-lit, and free from reference materials and clutter. The proctor may ask that the space be cleared

before the release of the exam if not already done. No one is permitted to enter the testing area during the exam.

PSI Proctors will not have access to your computer. PSI uses a secure browser that must be downloaded and installed just before your scheduled appointment. Clicking the “Launch Exam” button up to 30 minutes before your appointment will automatically start the download process. The secure browser will prevent the ability to copy, paste, take screenshots, use instant messaging or other applications, and access other websites.

### Dismissal from a Test Session

The test center administrator or remote proctor is authorized to dismiss an applicant from a test session, including but not limited to the following reasons:

- One’s failure to follow the remote proctor’s directions.
- Creating a disturbance of any kind.
- Possession of unauthorized personal belongings.
- Talking to or participating in a conversation with others during the examination.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format)
- Failing to demonstrate the destruction of scratch paper during a remotely proctored exam.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room or camera view without permission.
- Using electronic communications or recording equipment such as cellular phones and like devices.
- Bringing any materials to the test environment that may compromise the administration of the exam.
- Sharing information about the test and test questions with an unauthorized person(s).

If a proctor witnesses what they believe to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to PSI. PSI reviews the session for quality and to determine if there was any inappropriate action requiring follow-up. For test center examinations, a report is provided to CCI.

If it is believed that an applicant violates the test center Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual, which may include but not be limited to the following:

- The exam taker may receive a suspension for either a specific or undetermined amount of time.
- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.

### *PSI Test Center Exam guidelines*

## Identification

You must present an original, valid (unexpired), government-issued photo ID bearing a signature. CCI recommends bringing a second form of ID as well. No form of temporary identification will be accepted.

- Examples of valid forms of identification are photo ID, such as a driver's license, state identification card, passport, or military identification card (on-site examinations only).
- Your name must match on your CCI account and your government-issued photo ID. If your name does not match, PSI has the right to refuse your admittance to the exam.
- If the name on your registration differs from what appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).
  - PSI may request a second form of ID bearing your name and signature (e.g., a credit card).

If there is any concern about the validity of your identification, **PSI has the right to ask for additional identification or refuse your admittance to the exam.** Failure to provide appropriate identification at the time of the examination is considered a missed appointment and will result in forfeiture of your application fees. Please contact PSI if you have any questions about acceptable forms of identification.

## Monitoring

Several security measures will be enforced during the exam administration. PSI administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. Be aware that you will be observed at all times while taking the exam by test center staff. Test centers are also equipped with video surveillance.

No guests, visitors, or family members are allowed in the testing room or reception areas.

Examinations are proprietary. No cameras, calculators, tape recorders, pagers, or cellular/smartphones are allowed in the testing room. Possession of a cellular/smartphone or other electronic devices is strictly prohibited and will result in dismissal from the examination without a refund.

Exams cannot be viewed, copied, or studied by any individual. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

## Personal Belongings

No personal items, valuables, or weapons should be brought to the test center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided with a soft locker or a locker with a padlock to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination. Please note: personal items such as watches, hats, wallets, and keys will not be allowed in the testing room except securely locked in the soft locker.

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. The proctor may also ask applicants to lift the ends of their sleeves and the bottoms of their pantlegs to ensure that notes or recording devices are not hidden. Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device.

If all personal items do not fit in the locker, you must make arrangements to store these somewhere else (e.g., your vehicle), or you may be unable to test. The site will not store any personal belongings. Personal belongings include, but are not limited to, the following items:

- Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as, but not limited to, loose sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. If you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

If any personal items are observed in the testing room after the examination starts, the examination will be forfeited. Please visit the [PSI website](#) for additional test center regulations.

### Dismissal from a Test Session

The test center administrator is authorized to dismiss an applicant from a test session, including but not limited to the following reasons:

- One's failure to follow the test center administrator's directions.
- Creating a disturbance of any kind.
- Possession of unauthorized personal belongings.
- Talking to or participating in a conversation with others during the examination.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format) from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room.
- Leaving the test center/building at any time.
- Using electronic communications or recording equipment such as cellular phones and like devices.
- Bringing any materials to the test center that may compromise the administration of the exam.
- Sharing information about the test and test questions with an unauthorized person(s).

If a proctor witnesses what they believe to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to PSI. PSI reviews the session for quality

and to determine if there was any inappropriate action requiring follow-up. For test center examinations, a report is provided to CCI.

If it is believed that an applicant violates the test center Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual, which may include but not be limited to the following:

- The exam taker may receive a suspension for either a specific or undetermined amount of time.
- At the discretion of the CCI Certification Council and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.



### *Group Testing Irregularities*

Unlike cases of individual applicant misconduct, testing irregularities occasionally affect a group of test takers. Such problems include, without limitation, administrative errors, defective test center equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g., natural disasters and other emergencies).

When group testing irregularities occur, PSI will investigate to provide information to CCI. Based on this information, CCI may direct PSI either not to score the exam or to cancel the exam score. When appropriate, CCI will arrange with PSI to allow affected test takers to retake the exam as soon as possible, without charge. Affected exam takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

## ACCOMMODATIONS



Under the Americans with Disabilities Act (“ADA”), persons with disabilities may be entitled to accommodations if (i) they have a physical or mental impairment, (ii) that substantially limits a major life activity (e.g., hearing, seeing, learning, reading, or concentrating), or (iii) a primary bodily function (e.g., neurological, endocrine, or digestive system). However, CCI is not obligated to provide accommodations that would fundamentally alter the measurement of the skills or knowledge the exam intends to test or impose an undue burden on CCI.

### *Request an Accommodation*

CCI is committed to providing reasonable accommodation in its exam processes to otherwise qualified individuals with physical or mental disabilities complying with the ADA. CCI will make every reasonable attempt to comply with Federal regulations concerning the test administration for qualified persons who are temporarily or permanently disabled or who request accommodations for religious reasons at the time of the scheduled exam in accordance with the following policies:

- A disability requires written documentation and validation. The documentation provided should include correspondence from a healthcare provider with firsthand knowledge of the disability that describes the nature of the disability and specific recommendations regarding the type of accommodation required to address the disability. The letter should be on that professional’s letterhead stationery and include their title, address, phone number, and original signature.
- The applicant must notify CCI of their temporary or permanent disability for testing and provide supporting documentation at the time of application.
- The applicant must notify CCI of a request for accommodation for religious reasons at the time of registration.
- This accommodation shall not compromise the content and validity of the exam.
- CCI will make all determinations for accommodations at its sole discretion. All reasonable attempts will be made to accommodate the needs of the disabled person. If no feasible solution can be reached, the applicant will be notified in writing, and a refund will be issued.

Examples of requests for [special testing accommodations](#) that may be granted include, but are not limited to:

- modification of seating or other physical arrangements in the exam facility,
- providing for the exam to be taken in an accessible location, or
- providing for a reasonable extension of testing time.

Examples of requests for special testing accommodations that may be denied include:

- modification of the content of an objective multiple-choice exam,
- providing for unlimited testing time, or
- permitting a reader to paraphrase test material or translate the material into another language.

# USING THE CREDENTIAL



CSSM® is the official designation recognizing the Certified Surgical Services Manager. The CSSM® certification documents the validation of the professional achievement of identified standards of practice by a registered nurse in a leadership/management role in the perioperative setting.

## *Active Credential*

The CSSM® Certification is conferred for 3 years, with recertification available after that 3-year earning period. When the credential lapses, the nurse may no longer use the CSSM® designation in their credentials.

## *Use the Credential*

The CSSM® mark is federally registered with the U.S. Patent and Trademark Office. It may only be used in accordance with CCI policy by those who have achieved and actively maintained the credential. See [Appendix C](#) for CCI's "[Certification Mark Use Policy](#)."

## *Using My Credential*

The CSSM® credential may be used upon credential verification on the [CCI website](#). Certificants can also download and print a certificate from their [CCI account](#) profile.

## *Certificate*

Within one week of passing the exam, your CCI certificate will be available in your [CCI account](#). You may download and print your certificate directly from your CCI account.

## *Display My Name and Credential*

In writing, proper usage is as follows: Jane A. Doe, BSN, RN, CSSM®. CCI's "[Certification Mark Use Policy](#)" can be found in [Appendix C](#).

## MISUSE OR MISREPRESENTATION

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Any misuse or misrepresentation of the CSSM® credential by those not currently holding the credential shall be subject to legal action by CCI. Misrepresentation includes the use of the CSSM® credential once the credential has lapsed.

## REVOCATION

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CCI may deny, suspend, or revoke certification for cause, including but not limited to the following:

- Failure to complete or provide evidence of completion of the initial certification and certification renewal requirements\*
- Failure to maintain the required professional licensure.
- The determination that initial certification or certification renewal was improperly granted
- Falsification or misstatement of information on any certification-related document
- Providing false or misleading information
- Misrepresentation regarding the credentialing status
- Cheating or assisting others to cheat
- Causing, creating, or participating in an examination irregularity
- Assisting others to wrongfully obtain initial certification or certification renewal
- Failure to comply with the scope and standards of practice in an area in which the certification is held
- Misuse of or misrepresentation with respect to the CCI credential
- Commission of a crime or gross negligence in the practice of nursing
- Violation of CCI policy or procedure
- Failure of audit processes
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements
- Conduct unbecoming of the nursing profession
- Has not paid all outstanding debts to CCI

\*Certified nurses will be informed by letter of CCI's decision to revoke the CSSM® status. If the CSSM® status is revoked for any reason, there will be no refund.



## *Recertification*

Recertification of the CSSM® credential recognizes the professional achievement of a surgical services manager who has chosen to maintain proficiency in that role in the perioperative setting. All activities undertaken in the certification renewal process are designed to enhance the knowledge of the CSSM® certificant and improve the nurse's ability to function as a surgical services manager in the perioperative setting.

## *Purposes of Recertification*

- Recognizes the individual surgical services manager who is proficient in practice in the perioperative setting.
- Supports the development of theoretical constructs which strengthen perioperative management practice.
- Enhances professional growth through continued learning and acquisition of current evidence to expand management skill sets.

## *Recertification Justification*

Certification is recognized for 3 years, with recertification required to retain the credential after that period. The rapid pace of change and increased complexity of technology in healthcare require a conscious effort to maintain competency. The required CSSM® recertification activities align with the task and knowledge statements of the most current CSSM® Job Analysis. Recertification requirements guide professional development activities to provide parameters for acceptable practice and maintain a link to the most current body of knowledge. Correlating the certification period with the Job Analysis cycle ensures certificants are engaged in activities pertinent to their professional development. CCI conducts a CSSM® Job Analysis every 3 to 5 years or as needed to maintain accreditation to ensure the certification program reflects current best practices.

Competency consists of the knowledge, skills, and attitudes necessary to safely and independently function in a given situation. The CSSM® recertification process acknowledges the need for active work to maintain continued competency. The practice and professional activity requirements facilitate the maintenance of current skills, and the acquisition of new ones, through exposure to the practice setting and planned, purposeful learning activities.

# RECERTIFICATION



## Recertification Timeframe

CCI confers the certified status of an individual RN for 3 years, at which time a CSSM® may seek recertification. The recertification process requires an active CSSM® to complete recertification activities during the accrual period, meet recertification eligibility requirements, and apply during their recertification year.



## Accrual Period

The accrual period is the time frame in which the certificant must complete professional points activities.

## Accrual Period Deadlines

| Year Certified | Accrual Period | Recertification Year | Recertification Applications Accepted | Recertification Application Deadline |
|----------------|----------------|----------------------|---------------------------------------|--------------------------------------|
| 2022           | 2022-2024      | 2025                 | Jan 1-Dec 31, 2025                    | December 31, 2025                    |
| 2023           | 2023-2025      | 2026                 | Jan 1-Dec 31, 2026                    | December 31, 2026                    |
| 2024           | 2024-2026      | 2027                 | Jan 1-Dec 31, 2027                    | December 31, 2027                    |
| 2025           | 2025-2027      | 2028                 | Jan 1-Dec 31, 2028                    | December 31, 2028                    |

\*Certificant accrual periods begin on January 1 of the year certified or recertified.

## Recertification Requirements

To recertify the credential, certificants must use the Professional Points Activities Method. This is the only recertification option.

To recertify your credential, you must do the following:

- Meet the recertification eligibility requirements at the time of application (these differ from requirements for first-time certification). See the section below for eligibility requirements.

- Earn 200 points within your three-year accrual period. [Appendix A](#) outlines eligible points activities.
- Log all points activities into your [CCI account](#).
- Complete CCI's recertification online application during your recertification year.
- Pay the application fee.

### Recertification Eligibility Requirements

All the following requirements must be met at the time of application for CSSM® recertification:

- Hold an active CSSM® credential.
- Hold a current, unrestricted RN license.
- Be currently employed in perioperative nursing in surgical services management. The leadership/management role may oversee personnel, a budget, or a program. Employment as a consultant or interim manager will meet this requirement. Work experience in a non-paid, volunteer capacity is acceptable.
- Have worked a minimum of 1,500 hours in surgical services management within the three-year recertification cycle.

The CSSM® credential is not tied to or linked to other CCI certifications. For example, a nurse may hold both the CNOR® and CSSM® certifications, but there is no requirement.

### Recertification Fees

Please see below for the current list of recertification fees, options, and available discounts. Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid by 11:59 pm EST on December 31 of your recertification year.

CSSM® certificants who hold other CCI credentials receive a discount on recertification. The discount is automatically applied at checkout.

| CSSM® Recertification Method                    | Standard Price | Discounted Price*<br>January 1 – March 31 |
|-------------------------------------------------|----------------|-------------------------------------------|
| Recertification by Professional Activity Points | \$315          | \$275                                     |
| CSSM® Extension Year                            | \$257          | N/A                                       |
| CSSM® Emeritus Status (Retired)                 | \$184          | N/A                                       |

*\*The discount of \$40 for recertifications between January 1 – March 31, will automatically apply at checkout, the full recertification fee will show in your cart until that time. Additionally, there is a \$40 discount available for those who hold an active CCI credential outside of the one you are recertifying. This discount is available from April 1 – December 31. **Discounts cannot be combined and only one discount can be utilized per transaction.***

### *Assessing Late Fees for Recertification*

CCI will reinstate a lapsed credential on a one-time basis, with a late fee payment of \$125, in addition to the recertification fee, if the following conditions are met:

- **Request Timing:** The certificant submits a request within 90 days following the credential's lapsed date.
- **Previous Compliance:** All recertification requirements were fulfilled before the credential's lapse, except the recertification fee payment.

## RECERTIFICATION METHODS



Recertification by points recognizes that professional development and competency maintenance may be accomplished in various ways. To recertify by points, you must earn 200 points within your 3-year accrual period. [Appendix A](#) outlines the specific requirements of recertification by points.

### *Recertification Application*

Recertification by points requires an online application via your [CCI account](#). **You will need your e-mail address associated with your account and password to log into your CCI profile.** If you are unable to login to your account, do not create a duplicate account. A new account will not have your credential associated with it. Contact the CCI Credentialing Department for assistance at 888-257-2667 or [info@cc-institute.org](mailto:info@cc-institute.org).

Access the application from the [CCI website](#) to recertify by professional points activities. A complete application includes:

- Application, including RN license and current employment information
- Logged points activities obtained during your accrual period
- Acknowledgement of understanding of CCI's terms and conditions
- Application fee

### *Audit*

CCI randomly selects a percentage of recertification applications for audit. If there is reason to believe there has been a breach in the integrity of the process by an individual seeking recertification, CCI may also select those individuals for audit.

Applicants selected for audit will be notified by CCI and required to submit additional documentation within 30 days of notification. After reviewing the documents, an e-mail will be sent to the applicant detailing the audit results. Delay in submission of documentation or submission of incomplete documentation may result in a delay in the recertification process. [Appendix B](#) outlines the specific requirements for an application under audit.

*Failure to comply with all recertification audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the recertification application fee will be provided to applicants that do not successfully pass the audit.*

### *Extension Year and Recertification Audit*

If an extension year is purchased during a recertification audit, the current recertification audit will be failed in order to allow the extension year to take effect. **A failed audit results in the forfeiture of your recertification application fees and no refunds will be provided.**

Recertification applications must be resubmitted **prior** to the expiration of the extension year. Upon resubmission of the recertification application, you will be required to submit the recertification fee **and** comply with the recertification audit.

### *Emeritus Status and Recertification Audit*

If an emeritus status is purchased during a recertification audit, the current recertification audit will be failed in order to allow the emeritus status to take effect. **A failed audit results in the forfeiture of your recertification application fees and no refunds will be provided.**

# RECERTIFICATION ALTERNATIVES



## Not Eligible to Recertify

There are three options if you are not eligible to recertify:

- File for an Extension Year by logging in to your [CCI account](#) to complete the online application.
- File for Emeritus status (Retire) by logging in to your [CCI account](#) to complete the online application.
- Allow the credential to lapse.

## Extension Year

An extension year will allow one more year to accrue the necessary points activities for recertification and meet other eligibility requirements (e.g., current employment). The extension year also extends your recertification year to the following year. Your CSSM® credential will remain active during this time. Please contact CCI's Credentialing Department at 1-888-257-2667 or [info@cc-institute.org](mailto:info@cc-institute.org) for more information.

Below are key points regarding the extension year process:

- An extension year is only available once every 6 years or 2 recertification cycles for the CSSM® certification.
- You must apply in the year you are due to recertify.
- The extension year adds one calendar year to your original accrual end date. No additional time will be granted for your extension year.
- Your current recertification options remain unchanged for the extension year.
- No discounts apply, and no refunds are given. The full recertification fee will be due when the recertification application is submitted.

| CSSM® Recertification Alternatives | Standard Price |
|------------------------------------|----------------|
| CSSM® Extension Year               | \$257          |

## Extension Year Requirements

All fields (e.g., RN license and work information) in the certificant's account must be updated. To recertify your CSSM® credential following your extension year, you must meet all the recertification requirements in effect at the time of application and pay the recertification fee.

### Extension Year Recertification

You may apply for recertification at any time during your new recertification year. Log in to your [CCI account](#) to complete your recertification application. See the table below for Extension Year accrual periods and recertification dates.

| Original Year to Recertify | Original Accrual Period      | Last Date to File | New Accrual Period           | New Year to Recertify |
|----------------------------|------------------------------|-------------------|------------------------------|-----------------------|
| 2024                       | Jan. 1, 2021 – Dec. 31, 2023 | Dec. 31, 2024     | Jan. 1, 2021 – Dec. 31, 2024 | 2025                  |
| 2025                       | Jan. 1, 2022 – Dec. 31, 2024 | Dec. 31, 2025     | Jan. 1, 2022 – Dec. 31, 2025 | 2026                  |
| 2026                       | Jan. 1, 2023 – Dec. 31, 2025 | Dec. 31, 2026     | Jan. 1, 2023 – Dec. 31, 2026 | 2027                  |
| 2027                       | Jan. 1, 2024 – Dec. 31, 2026 | Dec. 31, 2027     | Jan. 1, 2024 – Dec. 31, 2027 | 2028                  |

### Emeritus Status

CCI established the emeritus status to recognize retired perioperative nurses’ service and commitment to the perioperative profession, and their achievement of earning the CSSM® credential. The designation for CSSM® emeritus is CSSM®(E). CSSM®(E) holders are eligible to be considered for CCI Board and committee appointments. Emeritus status is an inactive designation; if your position requires active credentials, this status does NOT meet that requirement.

**Emeritus status retires your credential and renders it inactive. To regain active status, you must reapply, meet the eligibility requirements, and pass the CSSM® exam.**

*If you would like a list of your self-reported CEs, please return to your recertification application to obtain this list before placing your certification in emeritus status. Once you place your credential in emeritus status, you will no longer have access to the list of CEs you reported in your recertification application. Please note that this list is not primary source verification and cannot be used as a transcript to verify completion of these courses.*

### Emeritus Status Requirements

You must currently hold an active CSSM® credential to apply for CSSM® emeritus status and retire your credential. Emeritus status is not available if your CSSM® credential has lapsed. No recertification is required when you move into emeritus status and retire your credential, as a retired (emeritus) credential is in a **non-active status**.

### Obtaining Emeritus Status

Applicants can complete the emeritus process by logging in to their [CCI account](#) to complete the online application. Once your request and fee have been received, your emeritus status certificate will be available to print immediately from your CCI account. When your emeritus status has been conferred, your credential will be immediately retired and will move into a **non-active status**.

| CSSM® Recertification Alternative | Standard Price |
|-----------------------------------|----------------|
| CSSM® Emeritus Status             | \$184          |

## Taking my Credential Out of Emeritus Status

Once your credential is in emeritus (retired/non-active) status, if you would like to maintain an active credential again, you must reapply, meet eligibility requirements, and pass the CSSM® Exam.

## Reversal of Emeritus Status

Emeritus status may be reversed when all of the following conditions apply:

- Per certificant's request when Emeritus status was incorrectly selected
- Within 90 days of the date Emeritus status was granted
- When certificant has paid the necessary fees due to obtain an Extension, as applicable.

## Expired, Lapsed and Inactive Credentials

You are not eligible to use the CSSM® credential after 11:59 pm Eastern on December 31<sup>st</sup> of your recertification year.

## Emeritus Status for Expired Credentials

Emeritus status may be granted on expired credentials if the request is made within 90 days of the credential's expiration date **and** all fees are paid.

## Definitions of Terms

- **Expired:** Your certification is considered expired after 11:59 pm Eastern on December 31<sup>st</sup> of your recertification year.
- **Lapsed:** For 90 days following the expiration of your certification, you can renew your credential for a late fee payment of \$125, in addition to the standard recertification fee. See [Assessing Late Fees for Lapsed Recertification](#) for more information.
- **Inactive:** Once your credential has lapsed and no action has been taken by you, you will need to pass the exam to achieve certification and be eligible to use it.



# ETHICS, DISCIPLINARY APPEALS, & RECONSIDERATIONS



## *Alleged Ethical Violations by a CCI Certificant*

CCI strives to safeguard the integrity of its certifications. Nurses holding any CCI certifications are expected to demonstrate safety, competency, and ethical behavior in compliance with applicable laws and rules.

Information about CCI's [Ethics Policy](#) information and directions for [Reporting an Alleged Ethical Violation](#) can be found on the CCI website.

## *Appeal of Disciplinary Consequences*

Certificants who have received consequences as part of a disciplinary violation have the opportunity to submit a one-time appeal regarding the determination. If the determination is appealed, an independent Certification Council review committee, consisting of individuals who were not part of the initial determination will review ethics (disciplinary) appeal submissions and render a determination. Disciplinary appeal determinations are final; there is no option for additional review after a determination has been made.



## *Reconsideration Submissions (Non-Disciplinary Matters)*

Individuals have the right to submit a reconsideration for **non-disciplinary** matters. Submissions are reviewed by an independent committee and a determination is rendered based on policy, precedent, and circumstances. Reconsideration determinations are final; there is no option for additional review after a determination has been made.

Information about the types of Reconsiderations and the [Reconsideration Submission Form](#) can be found on the CCI website.



### *Feedback & Recommendations for Change*

CCI values input from certificants, the perioperative community, and other interest holders. To support continuous feedback, we encourage you to share your feedback and suggestions for improvement. This submission form can be found on the [CCI website](#).



### *Information Confidentiality*

In consultation with CCI Leadership, the CEO will approve all requests for data and access to certificants.

Following accreditation requirements, CCI must make certain data about its certificants public (e.g., the demographic breakdown of certificants, number of certificants, number of test-takers, and pass rates for certification exams). All data are de-identified and shared in aggregate only, in accordance with Federal privacy law.

### *Use of Personal Data*

CCI may process certificant data based on the following grounds, as appropriate:

- You have provided your consent which can be withdrawn at any time.
- The processing is necessary for the performance of a contract to which you are a party, including the processing of exams, certification, or recertification applications.
- The processing is necessary to meet legal obligations or to defend or maintain any claims involving us or our applicants and certificants.
- The processing is required to protect your vital and legal interests or those of another person.
- The processing is necessary for CCI's operations and mission.

For additional details on how CCI utilizes data, visit our [Privacy Policy](#).

### *Credential Verification*

Verification of your credential can be accessed through the [CCI website](#).

## APPENDIX A: RECERTIFICATION BY POINTS



**You must earn 200 points during your accrual period.** The following is a list of eligible activities which may be used to recertify your CSSM® credential by points. A maximum number of points is permitted for each activity except for academic study and academic teaching, where you may earn unlimited points.

Certificates from other groups deemed equivalent to those listed above may be accepted. The Director of Credentialing will approve this decision in consultation with the Credentialing Department.

You do not have to choose every activity. Please see [Appendix B](#) for a list of documents to be supplied if the certificant is audited.

- Academic Study
- Additional Perioperative Related Certification
- Additional Points Activities
- Board or Committee Service
- Case Studies
- Clinical Inquiry (Research, Evidence-Based Practice, Quality Assurance/Quality Improvement)
- Games
- Nursing Continuing Professional Development
- Ongoing Professional Development
- Precepting and /or Mentoring
- Professional Growth and Development: Digital Media
- Professional Organization Activities
- Professional Presentations
- Publishing
- Reflections
- Teaching for Academic Credit
- Training Certificates
- Volunteer, CCI Certification Support Committees
- Volunteer, CCI Test Development Committee
- Volunteer, Healthcare Related Service

### Academic Study

**Unlimited points** may be earned in the Academic Study category. Each individual course must be reported and a part of a degree completion program, such as a healthcare degree (BSN, MSN, DNP, etc.) or a degree where the knowledge attained is used to advance your perioperative nursing career (including an MBA). You must list the courses out individually in your degree program.

Note: If your RNFA certificate awards contact hours, please report under Nursing Continuing Professional Development Category. Please note this type of certificate does not award academic credit.

| Course                 | Point Value |
|------------------------|-------------|
| 1 semester hour/credit | 20 points   |
| 1 quarter hour/credit  | 10 points   |

### Additional Perioperative Related Certification

**A maximum of 100 points** may be earned for earning an accredited perioperative-related certification or completing the recertification process for an accredited perioperative-related certification. Accredited perioperative-related certifications include NEA-BC, CAPA, CPAN, CRCST, CRNFA, or ABCGN—accreditation by ANSI, ABSNC, or NCCA. The list is not intended to be all-inclusive. Other accredited certifications deemed equivalent by the CEO of CCI in consultation with the CCI Credentialing Department may be accepted. CCI Credentials, excluding CFPN®, qualify for additional points in this category. The credential currently in the recertification process cannot be utilized for points toward that recertification (e.g., CSSM® cannot be used for CSSM® recertification points).

| Attain/Maintain an Accredited Perioperative Certification | Point Value |
|-----------------------------------------------------------|-------------|
| Initial Certification                                     | 30 points   |
| Renewal of Certification                                  | 20 points   |

### Additional Points Activities

**A maximum of 100 points** may be earned for additional points activities, as determined by the Recertification Committee. Visit the [CCI store](#) for free activity options in this category. Examples of approved activities include the following:

| Role                                                                                                                | Point Value          |
|---------------------------------------------------------------------------------------------------------------------|----------------------|
| 10 Question Activities <ul style="list-style-type: none"><li>Approved by CCI Certification Council or CEO</li></ul> | 10 points            |
| 20 Question Activities <ul style="list-style-type: none"><li>Approved by CCI Certification Council or CEO</li></ul> | 20 points            |
| Journal Club Attendee <ul style="list-style-type: none"><li>Minimum of 4 meetings per year</li></ul>                | 15 points per year   |
| TrueNorth Award Packet Writer                                                                                       | 15 points per packet |

### Board or Committee Service

**A maximum of 150 points** may be earned in the Service as a Board or Committee Member category.

| Role | Point Value |
|------|-------------|
|------|-------------|

|                                                |                    |
|------------------------------------------------|--------------------|
| CCI Board of Directors                         | 50 points per year |
| CCI Certification Council                      | 50 points per year |
| International, National, or State Board Member | 30 points per year |
| Local or facility-level committee              | 30 points per year |
| Non-healthcare related committee, any level    | 15 points per year |

## Case Studies

**A maximum of 100 points** may be earned for completing a case study activity. Visit the [CCI Store](#) to access free case studies.

| Case Study                                            | Point Value |
|-------------------------------------------------------|-------------|
| Free Case Study Activity in <a href="#">CCI store</a> | 50 points   |

## Clinical Inquiry

**A maximum of 100 points** may be earned in the Clinical Inquiry category. Quality Improvement (QI), Quality Assurance (QA), Evidence-Based Practice (EBP), and Research projects are accepted under this heading. To receive points in this category, you must be primarily responsible for developing, implementing, and/or evaluating projects in these categories. The activity must show evidence of participating in or applying clinical inquiry that improves current practice and/or patient outcomes.

| Role                                           | Point Value           |
|------------------------------------------------|-----------------------|
| Co-Investigator or Project Team                | 30 points per project |
| Primary Project Leader or Primary Investigator | 50 points per project |

## Games

**A maximum of 30 points** may be earned for games activities. Visit the [CCI Store](#) to access free games.

| Games                                       | Point Value |
|---------------------------------------------|-------------|
| Free Games in the <a href="#">CCI store</a> | 2 points    |

## Nursing Continuing Professional Development

**A maximum of 100 points** (50 contact hours) may be earned from Nursing Continuing Professional Development (NCPD) credits through an [approved provider](#):

| Category                                 | Point Value |
|------------------------------------------|-------------|
| 1 contact hour                           | 2 points    |
| 1 CME Category 1 credit = 1 contact hour | 2 points    |

## Ongoing Professional Development

**A maximum of 200 points** may be earned in this category. In alignment with the CCI mission to promote continuous professional development and lifelong learning, this category includes Microcredentials (MC) and Certificates of Mastery (COM). Visit the [CCI store](#) to purchase a variety of MCs and COM on topics related to perioperative nursing practice.

| Role                    | Point Value |
|-------------------------|-------------|
| Certificates of Mastery | 150 points  |
| Microcredentials        | 50 points   |

## Precepting and/or Mentoring

**A maximum of 100 points** may be earned in the Precepting and/or Mentoring Category. Examples include mentoring a new employee, orienting a new employee, and teaching practicum students.

| Precepting                                                                                                                                                                                                                                  | Point Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 Precepted or Mentored Employee <ul style="list-style-type: none"> <li>A minimum of 80 hours must have been spent with each employee or student.</li> <li>A maximum of four (4) different employees and/or students is allowed.</li> </ul> | 25 points   |

## Professional Growth & Development: Digital Media

**A maximum of 50 points** can be earned in this category. The content must be healthcare-related, and live events can be repeated if presented to a new audience. Activities include blogs, podcasts, hosting/organizing live events, and creating professional development activities.

### Blogs:

- Content/objectives must reference the [CCI task and knowledge statements](#).
- 300-word minimum word count per entry.
- Must have a minimum of one post per month for 12 consecutive months.
- If all requirements above are met, 50 points will be awarded.**

### Podcasts:

- Objectives must reference the [CCI task and knowledge statements](#).
- Host 60 minutes of content. (minimum of 15-minute segments) = 20 points
- Facilitate 60 minutes of content. (minimum of 15-minute segments) = 10 points

#### Live Events:

- Hosting and/or organizing symposiums (live event/virtual/in person)
- Flyer, marketing materials, or link to applicable events and other online content.
- 1 hour of content presented = 10 points

#### Professional Development Activities:

- Education/training activities must reference the [CCI task and knowledge statements](#) (digital media, i.e., puzzle books, virtual escape rooms)
- Receive 25 points per activity.

### Professional Organization Activities

**A maximum of 100 points** may be earned for coursework-related activities from CCI. These activities are available in the “Professional Organization Activities” section of the [CCI store](#).

| Activity             | Point Value |
|----------------------|-------------|
| 10-question activity | 10 points   |
| 20-question activity | 20 points   |

### Professional Presentations

**A maximum of 150 points** may be earned in the Professional Presentations category. A presentation may be repeated if presented to another audience. The presentation must be on a healthcare-related topic.

| Material                                                                                          | Point Value |
|---------------------------------------------------------------------------------------------------|-------------|
| NCPD Podium Presentations <ul style="list-style-type: none"> <li>• minimum 30 minutes</li> </ul>  | 30 points   |
| In-service <ul style="list-style-type: none"> <li>• minimum 30 minutes</li> </ul>                 | 10 points   |
| Presentations for non-NCPD <ul style="list-style-type: none"> <li>• minimum 60 minutes</li> </ul> | 30 points   |
| Poster Presentations <ul style="list-style-type: none"> <li>• minimum 60 minutes</li> </ul>       | 20 points   |

### Publishing

**A maximum of 150 points** may be earned in the Publishing category.

| Material                                                                    | Point Value |
|-----------------------------------------------------------------------------|-------------|
| Author, Book Review                                                         | 20 points   |
| Contributing Author, Book Chapter                                           | 30 points   |
| Contributing Author, Peer-Reviewed Professional Journal Article             | 30 points   |
| Development of a Patient Education tool or Healthcare factsheet             | 20 points   |
| DNP Capstone Project                                                        | 150 points  |
| Doctoral Dissertation                                                       | 150 points  |
| Editorial, Peer-Reviewed Professional Journal                               | 30 points   |
| Guest Editor, Peer-Reviewed Professional Journal                            | 50 points   |
| Peer Reviewer                                                               | 25 points   |
| Poster Presentation at a Professional Meeting                               | 20 points   |
| Primary Author, Book Chapter                                                | 50 points   |
| Primary Author, Peer-Reviewed Professional Journal Article                  | 50 points   |
| Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter | 20 points   |

## Reflections

**A maximum of 50 points** may be earned for reflective activities. Visit the [CCI Store](#) to access free reflections.

| Reflection                                       | Point Value |
|--------------------------------------------------|-------------|
| Reflective Activity in <a href="#">CCI Store</a> | 25 points   |

## Teaching a Perioperative-Related Course for College Credit

**Unlimited points** may be earned in the Teaching a Perioperative-Related Course for College Credit category.

| Course                             | Point Value |
|------------------------------------|-------------|
| 8-week perioperative class taught  | 25 points   |
| 16-week perioperative class taught | 50 points   |

## Training Certificates

**A maximum of 30 points** may be earned for certificates of training by an approved provider (e.g., American Heart Association, American Red Cross, or Military Training Network). Additional points may be earned for in-person non-CE training. Each event type/training topic may only be reported once per calendar year.

| Event Type                                                                                                                                                                                              | Point Value |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| ACLS                                                                                                                                                                                                    | 10 points   |
| BLS                                                                                                                                                                                                     | 5 points    |
| NRP                                                                                                                                                                                                     | 10 points   |
| PALS                                                                                                                                                                                                    | 10 points   |
| TNCC                                                                                                                                                                                                    | 10 points   |
| Non-CE <ul style="list-style-type: none"> <li>live taught perioperative training program</li> <li>examples include ANSI Laser Training, Da Vinci Robotics training, and informatics training</li> </ul> | 10 points   |
| Other training may be approved by CCI on a case-by-case basis. Documentation must be provided to CCI for review.                                                                                        |             |

### Volunteer, CCI Certification Support Committees

**A maximum of 100 points** may be earned as a volunteer for educational product committee or serving as a Certification Coach.

| Role                                                                                                                                                                       | Point Value        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Certification Coaches <ul style="list-style-type: none"> <li>Applicable towards the 100-point maximum allowed for CCI volunteer work per recertification cycle.</li> </ul> | 20 points per year |
| Volunteer writing and submitting 20 questions per assignment                                                                                                               | 20 points          |
| Volunteer writing and submitting 10 questions per assignment                                                                                                               | 10 points          |

### Volunteer, CCI Test Development Committee

**A maximum of 100 points** may be earned for serving as a volunteer for a CCI Test Development Committee. A CSSM® who serves as a subject matter expert for CCI Test Development Committee may earn points for recertification.

All upcoming test development committees will be hosted remotely and jointly facilitated by CCI and PSI staff. This does not change the point values offered below.

| Committee                  | Point Value |
|----------------------------|-------------|
| Alternate                  | 5 points    |
| Cut Score/Standard Setting | 30 points   |

|                                   |            |
|-----------------------------------|------------|
| Form Review                       | 25 points  |
| Item Review                       | 25 points  |
| Item Writer                       | 30 points  |
| Job Analysis                      | 100 points |
| Task Force                        | 25 points  |
| Survey Completion                 | 5 points   |
| Survey Review Call                | 10 points  |
| Pilot Survey Review Call          | 10 points  |
| Subgroup Analysis Call            | 15 points  |
| Test Specs                        | 25 points  |
| Other: Ad Hoc Committee (specify) | 15 points  |

### Volunteer, Healthcare Related Service

**A maximum of 100 points** may be earned for volunteer service activities. Any combination of volunteer service may be used toward the 100-point maximum. Examples of local events include Red Cross volunteer activities, hospice programs, community wellness clinics, and Handy Helper visits. State nursing association activities would qualify as a state event. Project Cure is an example of a regional organization. A surgical mission trip outside the country would qualify as an international event.

| Event Type                                                    | Point Value            |
|---------------------------------------------------------------|------------------------|
| Local/Facility                                                | 5 points per activity  |
| National/International                                        |                        |
| <ul style="list-style-type: none"> <li>Participant</li> </ul> | 25 points per activity |
| <ul style="list-style-type: none"> <li>Leadership</li> </ul>  | 50 points per activity |
| Regional                                                      | 5 points per activity  |
| State                                                         | 15 points per activity |
| Non-Healthcare Related                                        | 15 points              |

## APPENDIX B: RECERTIFICATION AUDIT DOCUMENTATION



A percentage of recertification applications will be randomly selected for audit. If you are selected, you will be notified after you have submitted your recertification application. Applicants chosen for audit will be required to electronically submit copies of specific documentation, as outlined below.

### ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION

Copy of official or unofficial transcript. Courses must be listed out individually on transcript from degree program.

### ATTAIN/MAINTAIN PERIOPERATIVE-RELATED CERTIFICATION

Copy of certificate or wallet card.

### ADDITIONAL POINTS ACTIVITIES

- TrueNorth: submission confirmation page showing author's name
- Journal club: club summary, minutes, or committee report (minimum of four meetings per year required).
- Other: copy of points certificate.
- CEs imported from AORN to your CCI account must be verified with certificates or a transcript.

### BOARD OR COMMITTEE SERVICE

- Board summary, minutes, or committee report (minimum of four meetings per year required).
- If official summaries are unavailable, a supervisor may provide a letter confirming committee service and details.

### CLINICAL INQUIRY

A final report summarizing evidence of participation in a QA, QI, EBP, or research project, including its impact on current practice and/or patient outcomes.

### NURSING CONTINUING PROFESSIONAL DEVELOPMENT

- Copies of attendance certificate(s) from an accepted provider must be provided. Transcripts may be accepted instead of certificates but must include the accredited provider's name and number. Transcripts that do not include accrediting provider information will not be accepted.

The following DO NOT meet the criteria for recertification and therefore are not acceptable:

- Handwritten accreditation statements or provider numbers.
- Certificates of attendance without an appropriate accreditation statement and/or acceptable provider number.
- Contact hours earned outside of your accrual window.
- Provider numbers that do not state the Board of Registered Nursing.

## Accredited, Approved Providers

Contact hours approved by any of the following groups are acceptable:

- Accreditation Council for Cont. Medical Education (ACCME)
- American Academy of Family Practitioners (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Physicians Assistants (AAPA)
- American Association of Critical-Care Nurses (AACN)
- American Association of Neuroscience Nurses (AANN)
- American Association of Nurse Anesthetists (AANA)
- American College of Nurse-Midwives (ACNM)
- American Health Information Management Association (AHIMA)
- American Nurses Credentialing Center (ANCC)
- An agency, organization, or educational institution accredited by ANCC
- Any State Board of Nursing
- Any state nurses' association
- Association for Healthcare Resource and Materials Management (AHRMM)
- Association of periOperative Registered Nurses (AORN)
- Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN, formerly NAACOG)
- International Association for Continuing Education and Training (IACET)
- National Association of Nurse Practitioners in Women's Health (NPWH)
- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

Certificates from other groups deemed equivalent to those listed above may be accepted. The Director of Credentialing will approve this decision in consultation with the Credentialing Department.

## PRESENTATIONS

A program brochure, activity documentation form (ADF), or completed course evaluation must be provided. Each document must include the title, the presentation date, and the objectives of the presentation.

## PRECEPTING/MENTORING IN THE PERIOPERATIVE NURSE ROLE

Letter from applicant's supervisor confirming precepting/mentoring experience including a minimum of 80 hours and date range. Practicums: copy of the agreement between the organization and university.

## PROFESSIONAL GROWTH AND DEVELOPMENT: DIGITAL MEDIA

Copy of or link to content/objective materials presented or other documentation that verifies the digital media activity.

## PROFESSIONAL ORGANIZATION ACTIVITIES

A copy of the points certificate must be provided. The points activity is automatically imported to your [CCI account](#) if completed through CCI.

## PUBLISHING

Copy of the title page, table of contents, or abstract indicating you are the author, co-author, or contributor.

## REFLECTION/GAMES/CASE STUDIES

Copy of points certificate. The points activity is automatically imported to your CCI account if completed through CCI.

## TEACHING A PERIOPERATIVE-RELATED COURSE FOR COLLEGE CREDIT

Syllabus, course description, or other documentation that verifies the name and role of the instructor must be provided.

## TRAINING CERTIFICATES

- Copy of training certificate by an approved provider (BLS, ACLS, PALS, etc.)
- If training grants contact hours, these should be reported under the “Continuing Education” category.

## VOLUNTEER, CCI TEST DEVELOPMENT COMMITTEE

- Certificate of completion from each committee assignment. If you need a copy of your certificate, please email [volunteer@cc-institute.org](mailto:volunteer@cc-institute.org)
- Letter of Participation

## VOLUNTEER, CCI CERTIFICATION SUPPORT

Education writing assignment for points activities: Copy of points certificate. If you need a copy of your certificate, please email [education@cc-institute.org](mailto:education@cc-institute.org)

Certification Coaches: Certificate of achievement from CCI. If you need a copy of your certificate, please email [coaches@cc-institute.org](mailto:coaches@cc-institute.org).

## VOLUNTEER, HEALTHCARE RELATED SERVICE

Letter from supervisor or mission director on organization letterhead attesting to dates and contributions of volunteer.

## APPENDIX C: CERTIFICATION MARK USE POLICY



The Competency and Credentialing Institute (“CCI”) owns several certification marks (the “Certification Marks”) related to CCI’s perioperative nursing certification programs (e.g., CNOR®, CSSM®, CNS-CP®, CFPN®, CNAMB®, and NPDA-BC®). These Certification Marks represent that authorized individuals performing perioperative nursing services have satisfied applicable requirements established by CCI. This Policy establishes the rules and requirements for using the Certification Marks, including proper use on occupational and business materials by individuals certified by CCI. All CCI-authorized individuals should review this Policy carefully to ensure all uses of the Certification Marks conform to the Policy requirements.

This Certification Mark Use Policy states the terms and conditions under which CCI certificants may use the Certification Marks.

1. CCI retains all intellectual property and other ownership rights concerning the Certification Marks. CCI may create and use additional certification marks as it deems appropriate.
2. CCI grants limited permission to use the Certification Marks to qualified individuals who satisfy all applicable CCI certification requirements. Consistent with applicable law and organizational policies, CCI will ensure that the Certification Marks are displayed and otherwise used properly, as such use represents CCI certification to the public.
3. Permission by CCI to use a CCI Certification Mark does not include authorization to use any CCI trademarks.
4. Use of the Certification Marks is limited strictly to those individuals who are CCI certificants in good standing. Each CCI certificant accepts and assumes sole responsibility for understanding and satisfying all CCI organizational and legal requirements related to using and displaying the Certification Marks. CCI will not be liable or otherwise responsible for any claims, complaints, suits, or damages relating to a certificant’s use or display of a Certification Mark.

Among other requirements, each certificant is responsible for ensuring that the use of any Certification Mark on occupational and business-related materials (e.g., business cards, stationery and/or letterhead, email signatures, advertisements, brochures, or Internet websites) is consistent with this Policy, and is not in conflict with applicable laws. CCI assumes no responsibility concerning the interpretation or application of such legal requirements.

CCI certificants are prohibited from making any public statement or representation related to the CCI certification programs that bring CCI into disrepute, that is materially false, or that is otherwise contrary to the interests of CCI.

1. Permission to use the CCI Certification Marks is limited to CCI certificants. It may not be transferred to, assigned to, or otherwise used by any other individual, organization, business, or entity.
2. Each individual CCI certificant must use the Certification Marks only in conjunction with their name and in connection with the services related to the certification, i.e., perioperative nursing services. The Certification Marks may not be positioned, displayed, or used in a manner that may lead the public to believe that a company or organization is certified or otherwise endorsed by CCI.

Certification Marks must be associated only with the certified individual that is authorized. Certificants are prohibited from using the Certification Marks to expressly or implicitly suggest an affiliation or other relationship with CCI that is untruthful or inaccurate. Additionally, Certification Marks should always be used in their

entirety. If a Certification Mark is protected by federal registration, the registration notice (“®”) must appear at least once in the advertising copy.

Concerning other affiliation marks and/or logos, the CCI Certification Marks may be located near such other marks or logos but must remain separate and distinct to avoid confusion concerning the source of the certification and to avoid the appearance that other marks, certifications, credentials, designations, or organizations are associated with, or endorsed by, CCI. Furthermore, the Certification Marks may not be modified except only as authorized by CCI.

The Certification Marks denote more than merely a title; they confirm that the individual certificant has met CCI’s high standards of excellence. Thus, proper use of a Certification Mark must specifically note such certification, such as through the use of a term such as “professional,” “practitioner,” “certificant,” or “certification.” Examples of proper use are noted below. Other proper uses include listing the particular certification on a “CERTIFICATIONS” portion of a resume or social media profile. Use solely of a Certification Mark itself at the end of the certificant’s name, with nothing more, is not the proper use of a Certification Mark.

Examples of proper uses and appearance of a CCI Certification Mark include, but are not limited to:

|                                                |                                                      |
|------------------------------------------------|------------------------------------------------------|
| Jane C. Doe<br>CNOR® Certificant               | John A. Smith<br>a CCI CSSM® Professional            |
| Jane B. Thomas<br>CNS-CP® Nursing Professional | John D. Doe holds a<br>CNAMB® certification from CCI |

1. A CCI certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of a CCI Certification Mark by another certificant.
2. Each CCI certificant is responsible for reporting the unauthorized use, misuse, or other violation of this Policy to CCI promptly. This reporting responsibility includes any circumstance where the use of a CCI Certification Mark is related to an individual or organization that is not a CCI certificant or where a CCI certificant misuses a Certification Mark.
3. All mark misuse complaints and other matters concerning potential violations of this Policy will be reviewed and resolved by the CCI’s designee. If, after notice and a fair opportunity to respond, the designee determines that there has been a violation of the terms of this Policy, CCI reserves the right to take any action consistent with CCI policies or applicable law, including but not limited to certification suspension or revocation.

In addition, CCI may refer cases of Certification Mark misuse, infringement, or other similar matters to appropriate agencies and other organizations or initiate appropriate legal action.

### *CSSM® Certification: Eligibility and Maintenance Requirement Rationales*

The CSSM® credential recognizes perioperative nurses who serve in leadership and management roles within surgical services. Eligibility criteria for both initial certification and recertification are grounded in national standards, expert input, and current healthcare practice trends. Two distinct eligibility pathways—one for CNOR-certified nurses and one for non-CNOR applicants—offer flexible but rigorous routes to credentialing. Below is a summary of these requirements and the rationale behind them.

#### *Initial Certification*

*Two eligibility pathways are available depending on whether the applicant currently holds CNOR certification.*

#### Pathway 1: CNOR-Certified Applicants

- Hold a current, unrestricted RN license

Confirms legal authority for independent nursing practice and completion of required education and NCLEX examination.

- Hold a BA/BS or higher (not required to be a BSN)

Demonstrates foundational leadership competencies in communication, systems thinking, and analysis—regardless of degree field.

- Minimum of 2 years and 2,400 hours of surgical services management experience

Ensures leadership readiness based on active engagement in surgical services operations, building on clinical knowledge verified by CNOR.

- Volunteer leadership experience may count

Recognizes unpaid roles that involve relevant management responsibilities.

- 30 contact hours or 60 professional development points earned in past 2 years

Confirms recent, focused education aligned to the CSSM® content domains. Academic coursework may also be submitted.

#### Pathway 2: Non-CNOR Applicants

- Hold a current, unrestricted RN license

Same rationale as above.

- Hold a BA/BS or higher (not required to be a BSN)

Same rationale as above.

- Minimum of 4 years and 4,800 hours of surgical services management experience

Ensures sufficient exposure to leadership, strategic planning, and perioperative operations in the absence of CNOR certification.

- Volunteer leadership experience may count

Same rationale as above.

- 50 contact hours or 100 professional development points earned in past 2 years

Ensures greater professional preparation for candidates without CNOR, compensating through higher education volume.

### *Recertification*

- Hold an active CSSM® and RN license

Maintains credential validity and legal practice authority.

- Currently employed in surgical services management

Confirms active leadership engagement. Includes consultants, interim roles, and qualifying volunteer positions.

- At least 1,500 hours of management experience over 3 years

Accommodates managers in shared or part-time roles, such as those in rural or hybrid positions.

- Earn 200 points through professional development

Promotes continued learning and leadership advancement in surgical services.

## VERSION HISTORY & UPDATES

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New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements. Below candidates will find a listing of the most recent versions and updates that were made in each.

### *Version 6.2025 Updates (Current Version)*

In addition to minor edits to enhance clarity, the following changes were made:

- Updated information regarding facility enrollment ([p. 8](#))
- Clarification regarding matching of name to identification for both in-person and remote testing ([p. 16](#))
- Updated information regarding Extension Year, Emeritus and Audit ([p. 30, 31](#))
- Addition of Appendix D: Eligibility and Maintenance Requirement Rationales ([p. 51](#))

### *Version 1.2025 Updates*

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the pricing for certification ([p. 6](#))
- Updated the pricing for recertification ([p. 29](#))
- Updated the pricing for extension year ([p. 29, 32](#))
- Updated the pricing for emeritus status ([p. 29, 33](#))

### *Version 12.2024 Updates*

In addition to minor edits to enhance clarity, the following changes were made:

- Addition of language on the approval process for candidate policies ([p. 2](#))
- Inclusion of Cut Score Setting Process language ([p. 3](#))
- Addition of Rationale for Eligibility Requirements ([p. 5](#))
- Removal of information related to the ability to withdrawal an application and updated language to note that withdrawal is no longer an option. ([p. 14](#))
- Addition of Rationale for Maintenance Standards ([p. 29](#))
- Addition of Assessing Late Fees for Recertification ([p. 30](#))
- Updates to the Ethics, Disciplinary Appeals and Reconsiderations policies and process information ([p. 35](#))
- Addition of Feedback & Recommendations for Change section ([p. 36](#))

### *Version 6.2024 Updates*

In addition to minor edits to enhance clarity, the following changes were made:

- Addition of reference listing for handbook ([p. ii](#))
- Update to the information regarding system requirements for remote proctored exams ([p. 16](#))



