



Advanced Practice Portfolio Handbook

**For Recertification in Advanced Practice Wound, Ostomy,
and Continence Nursing**

A publication of the WOCNCB®

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January 2025

orig. publ. (May 2005)

Note: The Handbook may be downloaded at www.wocncb.org

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Table of Contents

ABOUT THE AP PORTFOLIO	4	POLICIES	19
Eligibility Criteria	4	Revocation of Certification	19
Fees	4	Appeals Policy	19
Late Fees	5	ABOUT THE WOCNCB	20
Applying for Portfolio in Combination with exams / AP Portfolio Payment. ...	5	Mission Statement	20
Deadlines	5	Certification Statement	20
Point Accumulation	6	Portfolio Program	20
Online Submission System / Quick Start	6	Philosophy on Advanced Practice Recertification	20
AP PORTFOLIO REQUIREMENTS	7	Credentials	20
Help / Questions	7	Accreditation	21
APPLICATION REVIEW PROCESS	8	Statement of Non-Discrimination Policy	21
AP POINT CATEGORIES	9		
CATEGORY 1: CONTINUING EDUCATION	9		
CATEGORY 2: PRACTICE HOURS	10		
CATEGORY 3: AP PROFESSIONAL ACTIVITIES	11		
APPENDIX A – CONTINUING EDUCATION EXAMPLES	14		
APPENDIX B – PROFESSIONAL PRACTICE	15		
APPENDIX C – QUALITY IMPROVEMENT EXAMPLE	16		
UNASSIGNED	16		
REVISIONS AND RESUBMISSIONS	17		
AUDIT PROCESS	18		

About The AP Portfolio

The Advanced Practice (AP) Portfolio Program is an option for renewing your AP-level wound, ostomy and/or continence certification via AP level activities that contribute to and demonstrate continued competence and current knowledge at the advanced practice level. Certified Advanced Practice WOC nurses demonstrate application of their specialty knowledge by their active involvement with peers, professional organizations and patients. Activities such as teaching presentations, research, publications and volunteering are some of the ways to demonstrate active involvement.

Recertification is achieved every 5 years via exam or by submitting an “Advanced Practice Portfolio” (APP) using the interactive online submission system for each specialty certification being sought by earning points from the projects or activities outlined in this AP Portfolio Handbook. There are three (3) categories of activities and projects:

- ▶ **Category One** – Continuing Education (CE)
- ▶ **Category Two** – Practice Hours
- ▶ **Category Three** – AP Professional Activities: Teaching, Programs/Projects, Writing/Publications, Research, Volunteering

Each project and activity has defined point values and are listed in each of the above categories (see pages 9 - 13) in this handbook. Portfolios are developed using these point values to equal a minimum of 80 points for each specialty. The AP Committee will review and approve the portfolio to ensure it meets the recertification requirements. Your portfolio must be approved prior to credentials expiration.

Once a candidate’s application, fee, and portfolio(s) are received, members of the WOCNCB® Advanced Practice Committee will review the portfolio(s) to verify recertification requirements are met. The review process typically takes one to two weeks.

Eligibility Criteria

To be eligible for recertification via WOCNCB® Advanced Practice Portfolio (APP), a certificant must fulfill/complete/achieve the following requirements during the current certification period:

- A. Possess a current APRN (NP, CNS, NMW or CRNA) license.
- B. Possess current AP level WOCNCB® certification in the related specialty.
- C. Earn the equivalent of 20 hours of specialty-specific continuing education points, for each specialty certification sought.
- D. Earn the equivalent of at least 10 **general** pharmacology continuing education points.
- E. Complete at least 200 practice hours related to the specialty in the AP role during the current 5 year certification period. These hours will be equivalent to 10 AP portfolio points. The practice hours can be in any work setting (Acute Care, Ambulatory Care, Long Term Care, Home Care, Academics, Administrative, Industry, and Independent Practice).
- F. Complete an additional 40 points using any activity combination from Category 3, which include: Continuing Education, various professional AP activities, or general practice hours (non-specialty) in your AP role. The additional 40 points are not required to be specialty-specific.

Fees

After completing your online portfolio, click on the hyperlink to “Submit Application”. You will be re-directed to the testing agency website, Meazure Learning (<https://assessments.meazurelearning.com/WOCNCB>), for payment. You may submit only your AP portfolio or a combination of AP portfolio and exams (see **page 5** for instructions). Fees are subject to change.

One Specialty: \$395

Two Specialties: \$510

Three Specialties: \$610

Four Specialties: \$670

Administrative fee: \$25 per resubmission/per specialty (see **page 17** “Revisions and Resubmissions”)

Late Fee \$75*

AP portfolio submission fees are non-refundable unless you withdraw the portfolio within 48 hours of submission.

About The AP Portfolio

Late Fees

*A late fee of \$75 allows you to submit up to 30 days after the APP submission deadline. Online link for late fee on www.wocncb.org/pgp:

Late Fee Submission Instructions:

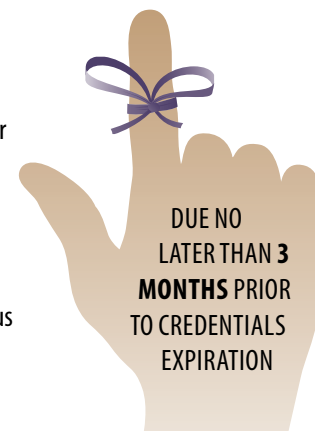
1. Go to online link for late fee on <http://www.wocncb.org/forms/pgp-late-fee-application.php>
2. Submit your \$75 late fee
3. Your portfolio deadline will be updated within 1 business day in your APP account to the new date that is 30 days after your original deadline
4. Complete your portfolio, click the "Submit Application" link, and submit the regular recertification fees.

Applying for Portfolio in Combination with exams / AP Portfolio Payment

The costs are the same whether combining Exam and AP portfolio or not, as shown in the "Fees" section.

Instructions:

1. When submitting your completed AP portfolio, click "Submit Application" while logged into your AP portfolio account
2. You are then automatically directed to the testing agency site, <https://assessments.meazurelearning.com/WOCNCB> for payment (either AP or Exams or both)
3. Click on "Password Retrieval" to obtain a new password only used for the purposes of payment
4. Sign in to the <https://assessments.meazurelearning.com/WOCNCB> site
5. Click "start application" and verify "APP" is indicated for each specialty you are sending by portfolio (rather than exam)
6. Click "advanced" as the option next to any specialty for which you wish to take the advanced practice level exam (versus regular non-AP exam)
7. Fill out exam application (only if applicable) -- be sure you are NOT filling out an exam application if you are ONLY submitting an AP portfolio
8. Click "start application" a second time to submit the credit card information



Deadlines

Portfolio Submission Deadline: Portfolios MUST be submitted no later than 3 months prior to credential expiration. You may submit a portfolio during a 9 month "Submission Window". This window starts 12 months before and ends 3 months before the candidate's current certification is due to expire. See the examples below.

Certification expiration <i>examples only</i>	Portfolio Application & Fees may be submitted as early as	Portfolio Submission Deadline - Application & Fees must be received no later than	New certification will expire
June 30, 2026	June 30, 2025	March 30 th , 2026	June 30 th , 5 years later
February 28, 2026	February 28, 2025	November 30 st , 2025	February 28 th , 5 years later

IMPORTANT NOTES:

- Your Portfolio Submission **Deadline is 3 months** before your current certification expires, and may be submitted up to 12 months prior to credentials expiration.
- Portfolio & fees must be received during your Portfolio Submission Window (see above).
- If your portfolio submission is initially found to be incomplete, you may continue completing requirements and submit those up to your application deadline. AP portfolio requirements completed after your application deadline will be applicable to your next five-year recertification period.
- WOCNCB® certifications earned on different dates will each have their own deadline. Submissions of one specialty recertification will not impact deadline dates of the others.
- Portfolios submitted and approved early in one's "submission window" will not impact the duration of one's current certification. The new certification period will not start until the previous one expires.
- If you would like to combine any individual certification credentials you hold so they all expire on the same date, please submit your request in writing to the WOCNCB® office at info@WOCNCB.org.

While certification is for a 5-year period, recertification activities must occur between the date your current certification took effect and your "portfolio submission deadline" date. Therefore, candidates have less than 5 years to fulfill recertification requirements.

About The AP Portfolio

Point Accumulation

You may continue to accumulate APP points for the current 5-year recertification period until your submission deadline. APP points earned after the submission deadlines will be applicable to your next 5-year recertification period. For new certificants or certificants who recertify using the exam, the 5-year recertification period begins the day after passing the certification exam. For certificants who previously recertified using APP, the 5-year recertification period begins the day after the portfolio is accepted until the next APP submission deadline.

Example: You recertified via portfolio in 2020, and your certification expires December 31, 2025 and your portfolio submission deadline is September 30, 2025 – therefore your 5-year certification period for accumulating points is from September 30, 2020 to September 30, 2025. Candidates may begin to accrue points for their next recertification period the day after their portfolio is accepted, even if this date is prior to the APP Submission Deadline.

Example: Portfolios Submitted on September 1, 2024 for a March 2025 credentials expiration when the APP Submission Deadline is December 31, 2024 – and the portfolio is accepted on September 20, 2024; your next recertification period begins with September 21, 2024 to accrue points.



Point Accumulation Example

Certification expires: September 30, 2025

Eligibility window: September 30, 2024 to June 30, 2025

Points accrual: June 30, 2020 to June 30, 2025

Online Submission System / Quick Start

- For a Quick Start Guide, click here: https://www.wocncb.org/UserFiles/file/WOCNCB_Quick_Guide_AP_Portfolio.pdf
- The online submission system can be found at <http://pgp.wocncb.org>
- Prior to creating your portfolio, register and create a login and password.
- Enter your APRN License number in your profile.
- Enter activities in each specialty portfolio in which you seek to recertify.
- You will be able to continuously access your saved data in order to work on your portfolio over the five-year recertification period.
- The “Unassigned” section allows you to enter activities that might fit into more than one specialty. You may later move them to the appropriate specialty as needed.
- Submit your completed specialty portfolio(s) to WOCNCB® via the website between 3 and 12 months prior to your credentials expiration.
- APP payment is made to the Measure Learning site and you may add Exams if needed and pay for both. Note: Your APP “Profile” email must match Measure’s records for the payment to be successful. Call or email Measure Learning for help if needed: 919-572-6880 or candidatesupport@measurelearning.com.
- All the portfolio activities entered online are secure and will be maintained over the entire 5-year recertification period. The server back-up systems protect data and prevent data loss. This is the same information that will be received and processed by WOCNCB®’s AP Committee for review and approval.
- You are encouraged to use the “Export to MS Word” feature to save each specialty portfolio for your records.
- If you experience technical difficulties please contact the WOCNCB office directly for assistance: 1-888-496-2622 or info@wocncb.org.
- Await email confirmation stating revision is needed or that you successfully recertified.
- Certificates are mailed and your credential verification will appear on the www.wocncb.org website within 6 weeks. Certificates are mailed once all exams/portfolios are approved for recertification. The certificate is mailed by Measure Learning.

For any specific questions regarding your APP activities, please use the on-line “Ask the Board” (<http://www.wocncb.org/ask-the-board>) prior to submission. Questions are routinely answered within 48 – 72 hours.

AP Portfolio Requirements

1. AP portfolio requirements (licensure, practice hours, CE, & AP Level Professional Activities) must be fulfilled/completed during the applicant's current certification period.
2. **The handbook is updated periodically. Be sure to follow the most current handbook edition.**
3. Carefully review descriptions for each AP Level Activity before deciding which one to submit under.
4. AP Level activities submitted under one specialty may not be submitted under another specialty.
5. Credit or points can only be given for repeating activities on different dates, when content has been significantly revised due to new evidence or a significantly altered situation.
6. It is permissible to recertify by examination after submitting an unsuccessful portfolio(s).

Disclaimer: It is at the discretion of the AP Committee to verify content truly relates to the clinical specialty under which it was submitted.

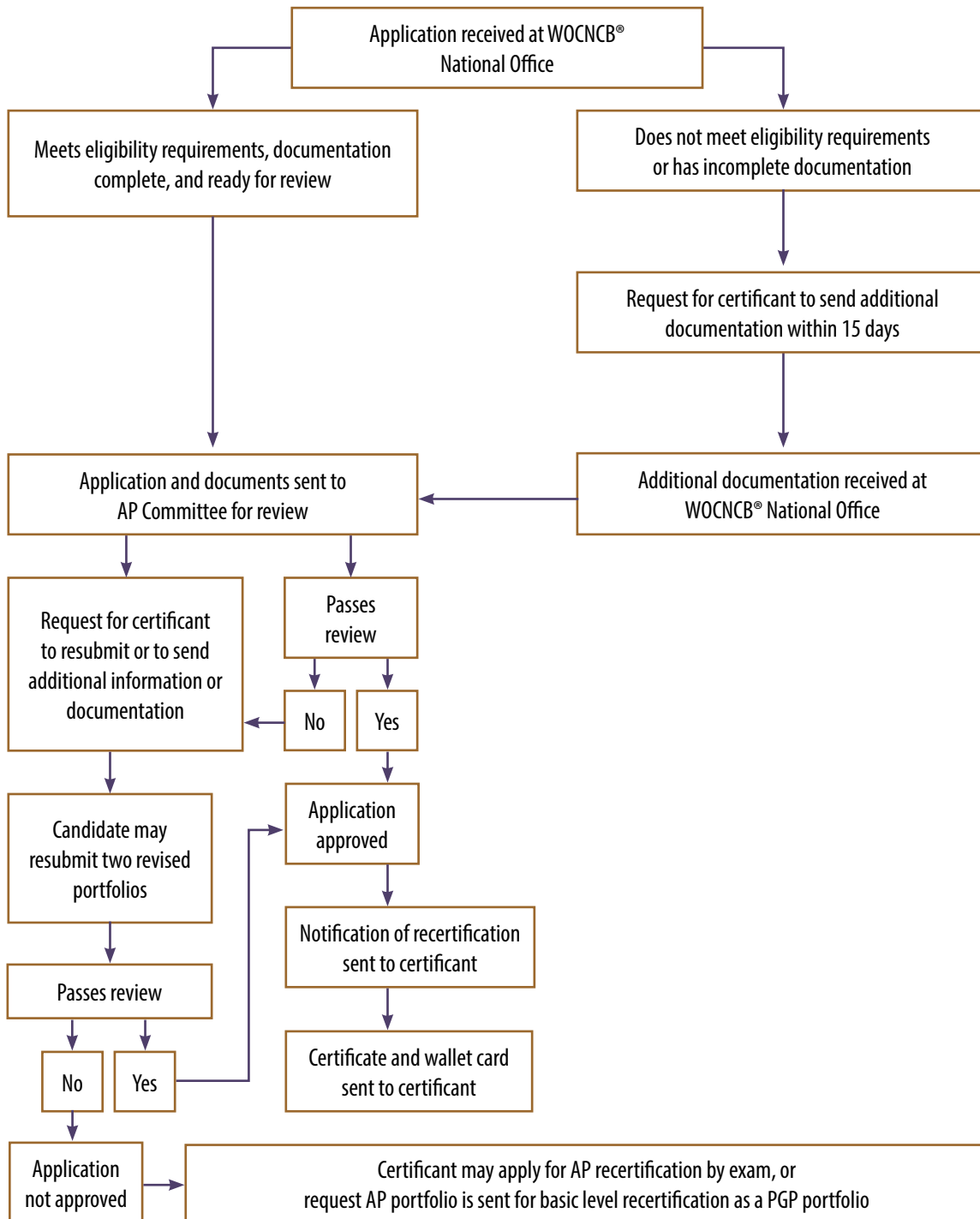
Help / Questions

If, after careful review of this handbook, you still have questions about the AP process, such as what is or is not acceptable, please refer to the "Ask the Board" section of the WOCNCB® website www.wocncb.org. You may find your question was answered previously. If you cannot find a pertinent answer, feel free to post your question. A Board member will post an answer to your question within 48 hours.

Disclaimer: *The Board's answers to AP questions posted on the www.wocncb.org Web site's "Ask the Board" are as accurate as possible without having the questioner's complete portfolio. Questions may at times lack comprehensive information about a specific activity, or a question or answer may be misinterpreted by the reader. As a result, the WOCNCB® cannot guarantee that it will accept points based on answers posted on "Ask the Board." Points can only be fully verified and justified when the complete portfolio is evaluated by AP reviewers.*

Application Review Process

Once a complete and eligible application is received, it may take as long as 60 days before a pass/fail determination is made. If you have not received notification within 45 days, however, please feel free to contact the WOCNCB®.



Continuing Education

You must have **30** hours of education within the current certification period that meet the following requirements:

- ▶ **At least 20 CE/contact hours must be directly related to the clinical specialty for which certification is sought**
- ▶ **At least 10 CE/contact hours must be focused on general pharmacology**
- ▶ **No more than 10 CE/contact hours may be focused on professional nursing practice**
- ▶ A maximum of 40 CE in a portfolio are allowed
- ▶ Courses used in one specialty portfolio may not be used again in a different specialty portfolio, and will be considered duplication.
- ▶ Poster viewing for CE credit may also be used.
 - Enter posters as one activity with the total poster CE's earned as shown in Appendix A.
 - Specific poster titles do not need to be entered – you may list “poster viewing” in the brief description.
 - CE earned from electronic format posters are acceptable.



30 Minimum CE Required

~20 specialty

~10 pharmacology

Maximum 40 CE allowed

No more than 10 CE in professional practice

Continuing Education: One Contact Hour (CME, CNE or CE) = 50-60 minutes

Professional practice CE are only allowed from SAWC (WHS), WCET, NPIAP, WOCN, SUNA, AANP, ANCC, or AAWC. Note that professional practice CE are not required and that all CE may pertain to the specialty. When using professional practice CE, a maximum of 10 are allowed.

NOTE: When claiming continuing education points for this category, the full program title must be specified. Portfolios submitted with a general conference title will not be accepted. For example, listing the “WOCN Annual Conference” is unacceptable. Each lecture attended must be listed separately to determine relevance to the specialty, e.g. “Pharmacologic Agents for Continence Management”, “Topical Treatments for Control of Bioburden” or “Pouching Techniques for Enterocutaneous Fistulas”.

Examples of professional practice topics would be “WOCN Legal Issues”, “Preceptor Workshop” or “Marketing Your Business”. Continuing Education points related to such topics as HIPPA, CPR, ACLS, etc. are not acceptable because they are not specific to WOCN practice. More examples are shown in Appendix A. For definition and requirements, see Professional Activities Explained – Appendix B.

Documentation Required if Audited:

1. Certificate of completion that includes name, date, program title, and the number of CE credits awarded, with official provider signature.

Practice Hours

Requirements: For each specialty (wound, ostomy and/or continence), candidate **must** complete a minimum of 200 related practice hours focused on that specialty during the certification period. The hours required will count for 10 AP portfolio points.

Definition: Hours practiced within the role of an Advanced Practice Wound, Ostomy, Continence nurse in any work setting (Acute Care, Ambulatory Care, Long Term Care, Home Care, Academics, Administrative, Industry and Independent Practice).

Documentation required if audited:

Submit a tracking form and attestation statement, as on example, below.

MINIMUM POINTS REQUIRED: 200 Practice Hours in the specialty within your AP role are required in Category 2 (10 point value).

Tracking Example:

Hours

Date	W	O	C
Month of 8/2023	80	40	20
Month of 7/2023	80	40	20
Month of 6/2023	80	40	20
Month of 5/2023	80	40	20
Month of 4/2023	80	40	20
Month of 3/2023	80	40	20
Month of 2/2023	80	40	20
Month of 1/2023	80	40	20
2023 YTD	640	320	160

Attestation: I attest the practice hours as listed are true and accurate, to the best of my knowledge.

Signature: *Jane S. Smith*

AP Professional Activities

Activities are listed below grouped in order by point values. Each group shows “S” or “PP” to indicate the activities will only count as “Specialty” or “Professional Practice” within your portfolio. You will need an additional 40 points in Category 3, taken from any combination of AP professional activities from Category 3. Category 3 provides various activities worth 40, 20, 10 and 5 points.

There are Maximums in Category 3 for CE and Practice Hours, as follows:

—Maximum of 20 additional CEU in Category 3 —Maximum 20 points for additional practice hours in Category 3

40 points – Specialty (S)

- ▶ Establish WOC nursing service: independent or within facility (per service)
 - Definition:** You began a NEW SERVICE IN A FACILITY that never had the services of a WOC nurse. This involves writing the proposal to begin this service, developing the billing process and developing policy/procedures. **NOTE** – this 40 point activity can only be used once, and is considered duplication if entered into each specialty portfolio.
 - Audit documentation:** Internal or external marketing announcing the service or meeting minutes.
- ▶ Textbook chapter author (per chapter)
- ▶ Textbook editor (per textbook)

20 Points – Specialty (S)

- ▶ Continuing Education, with a maximum of 20 credits in this Category 3
- ▶ Practice Hours (using rubric below), with a maximum of 20 points in this Category 3.
 - Practice hours in Category 3 are defined as ‘general’ (not specialty specific) in your AP role.
 - 2,000 hours = 20 points
 - 1,000 hours = 10 points
 - 500 hours = 5 points
- ▶ Conference planning chair - international, national, state, regional (per event)
- ▶ Data Analysis / Collection / Grant Writing - IRB (per grant / project)
 - Definition:** IRB (Institutional Review Board) is a committee/group that is given the responsibility by an institution to review research projects involving human subjects. The purpose and role of the IRB is to assure the protection, safety, rights, and welfare of research participants (human subjects).
- ▶ Journal article author - peer reviewed (per article)
- ▶ Mission trip in the AP role (per week)
- ▶ QI Project (per completed project)
 - Definition:** Quality Improvement project is defined as an activity in which a problem and solutions are identified and a corrective program is implemented. After an initial period of utilizing the program, the solutions are evaluated to identify the results and success of the program.

QI Project Requirements: This activity is a multistep process and must include all of the following elements:

- Problem identification, including starting data that is measurable and reportable
- Identification and implementation of corrective program, listing at least 3 different steps not duplicated in other elements listed here
- Evaluation of outcomes of program (negative and/or positive), conclusion and recommendations for practice, including time period used to implement the plan and measure the outcome data
- Measureable and reported results (the project must be finished during this certification period and cannot be described as ongoing)
- You must include measured data.
- It is expected this project would occur over a significant period of time. This project must be completed prior to including it in the portfolio. Activities done during this multi-step process cannot be claimed again (i.e., in-services, data collection) as another activity and would be considered duplication of activity. Look at your individual activities for the QI to consider whether to break out into separate PGP activities for points, instead of submitting as a QI. (See example in Appendix C)

10 points:**Academic education post-masters/
doctoral studies (per course) –
Professional Practice (PP)**

Definition: Academic credits must be from an accredited college or university. Credits acquired for a nursing major or by challenge examinations are acceptable. Credits should relate to health care, management, teaching or the biopsychosocial knowledge base of human services. Coursework should enhance or impact the WOC nurse role and relate to health care, teaching, research, management, etc. Points for academic education are considered Professional Practice as the courses will not be directly related to the specialties. Academic credits are not considered CE/CNE/CME.

Examples of Acceptable Courses

- Physical Assessment
- Anatomy and Physiology
- Business
- Ethics
- Medical languages, e.g., Spanish
- Chemistry/Biology/Microbiology/Natural Sciences

**Professional organizations –
Professional Practice (PP)**

Definition: You must be a volunteer and serve on an appointed committee or a patient support group. Dues paid membership does not provide PGP points.

- ▶ National/International/State/Region/
Local Organization Board/Officer/Member
(per year)
- ▶ National/International/State//Region/
Local Conference Planning Chair/Member
(per year)

**Research/Authoring/Reviewing –
Specialty (S)**

- ▶ Data Analysis / Collection, non-IRB (per study)

Definition: The process of gathering and measuring information on variables of interest, in an established and systematic fashion, that enables one to answer a stated question or hypothesis and evaluate outcomes. Please note, this is different than a Product Trial. See the activity “Product Trial” on page 13 in the 5 points section of this handbook for its definition and requirements.

- ▶ Develop or testing a research tool (per tool)
- ▶ Expert legal case reviewer, peer reviewed (per case)
- ▶ Developing a poster (international/national/
regional/local) (per poster)
Requirements: You must be listed as author or co-author. Points can be claimed for both developing and presenting the poster. Cannot be duplicated by using the same poster at different events.
- ▶ Journal article reviewer, peer reviewed (per article)
- ▶ Participation in research project, direct patient application – specialty specific (non-IRB)
- ▶ Present a poster - national/regional/local (per poster)
Requirements: You must be listed as author or co-author. Points can be claimed for both developing and presenting the poster. Cannot be duplicated by using the same poster at different events.

Teaching – Specialty (S)

- ▶ Presentation of an educational program with CEU (per 1 hour program, not repeated)
- ▶ SWCA/WTA/OCA Course facilitator/faculty (per course)
- ▶ Develop an educational program with CEU (per 1 hour program, not repeated) — points are based on amount of presentation time and you may claim points for both development and presentation

Volunteer Work – Specialty (S)

- ▶ Medical Mission Trip (non-AP role) and Humanitarian Work (per trip)
- ▶ Meeting Coordinator for WOC Networking Group (per year)
- ▶ Volunteer Work for Patient Support Organization (per event or year as appropriate to activity)
Examples: UOAA Stoma Clinic is an event worth 10 points. Ostomy support group volunteering for one year is worth 10 points. Other examples: support group, fundraising/event planning/event participation.

5 points:**Professional organizations –
Professional Practice (PP)**

Definition: You must be a volunteer and serve on an appointed committee

- ▶ Facility committee member/chair – per year
- ▶ State/Region/Local/National/International/Committee Chair/Member (per year)
- ▶ Task force chair/member – per year

Programs & Projects – Specialty (S)

- ▶ Arranging a Product fair (per fair)

Definition: An organized event involving display of 3 or more products from more than one vendor for individuals to evaluate and vendors to demonstrate correct product usage. This can consist of multiple vendor display tables/sections. This is not a product trial.

- ▶ Conference Booth Volunteer
- ▶ Grant Activities, not-research based (per grant application)
- ▶ Product trial (per trial)

Definition: Product testing intended to provide market information for facility to examine, use and test the product prior to fully committing to use or implementation.

Requirements: Product trial cannot be duplicated as product formulary revision. Product Trial cannot be used as a QI project.

- ▶ Product formulary - develop (per formulary)

Definition: A complete line of products related to WOC available for routine use at healthcare facility.
- ▶ Product formulary - revise (per revision) – you must revise the entire product line and not just one product, to be counted
- ▶ WOCNCB Job Analysis / Role Delineation survey, per specialty

Writing – Specialty (S)

- ▶ Abstract Author / Co-Author (per abstract) – points may be claimed for a submitted abstract
- ▶ Algorithm - develop (per algorithm)
- ▶ Developing competency based tool or an educational tool for patients or health care providers (per tool)
- ▶ Journal / Magazine / Newsletter Articles, author for non-peer reviewed publication (per article; per review)
- ▶ Journal / Magazine Article Reviewer for non-peer reviewed publication (per article; per review)
- ▶ Newsletter article/social media - author or editor (per article/per year)
- ▶ Writing a book / Article review (per review)

Teaching – Specialty (S)

- ▶ Develop an educational program – **non-CEU** (per 30 minute program, not repeated)

Requirements: Points may be claimed for both presenting and developing a program. Points for developing are based on the amount of presentation time (i.e., a 30 minute presentation you developed is worth the 5 points.)
- ▶ Presentation of an educational program – **non-CEU** (per 30 minute program, not repeated)
- ▶ Precepting WOCN students or other medical professionals/students

Requirements: Must precept for 10 hours minimum to earn the 5 points, and are worth 5 points for each 10 hours. You must consolidate your total 5 years' worth of all precepting hours into one entry, including all students/professionals for all facilities.

Appendix A – Continuing Education Examples

Below is an example of how to enter one conference and its Ostomy specialty points in continuing nursing/medical education. This can be a national or regional conference.

Specialty CE's

Title of Session/Course: 2022 Annual WOCN Conference

CE/CNE/CME credits earned OR Length of session in hours: 4.50

Brief Description of course content:

Prevention and Management of GI Fistulas (1.0 CE/CNE/CME)
 Prevention and Management of Peristomal Hernias (1.0 CE/CNE/CME)
 Site Marking for Difficult Stomas (1.0 CE/CNE/CME)
 Management of the High Output Stoma (1.5 CE/CNE/CME)

Session / Course Provider: WOCN

Approved Accrediting Organization: ANCC

Date completed: 12/12/2023

Professional or Specialty: Specialty

PGP points claimed: 4.5

Poster CE's

Title of Session/Course: 2022 Annual WOCNext Conference

CE/CNE/CME credits earned OR Length of session in hours: 10.0

Brief Description of course content:

Poster viewing (do not enter individual poster titles)

Session or Course Provider: WOCN

Approved Accrediting Organization: ANCC

Below is an example of how to enter one conference and its Professional Practice points in continuing education. This can be a national or regional conference.

NOTE: Professional practice CE are only allowed from SAWC (WHS), WCET, NPIAP, WOCN, SUNA, AANP, ANCC, or AAWC. Note that professional practice CE are not required and that all CE may pertain to the specialty.

Professional Practice CE/CNE/CMEs

Title of Session/Course: 2022 Annual WOCN Conference

CE/CNE/CME credits earned OR Length of session in hours: 7.25

Brief Description of Course Content:

Developing a Clinical Practice Supported by content Validated Evidence Based Tools (1.25 CE/CNE/CME)
 Navigating the Rapids of Joint Commission and Magnet (1.0 CE/CNE/CME)
 WOC Roles: The Gateway to Opportunities (1.0 CE/CNE/CME)
 Surgeons and Ethics: You Bet! (1.0 CE/CNE/CME)
 The WOC Nurses Role in Leading the Charge to Improve Health Care (1.0 CE/CNE/CME)
 Annual Evidence Based Medicine Symposium: Transitions and Transformations in Care (2.0 CE/CNE/CME)

Session / Course Provider: WOCN

Approved Accrediting Organization: ANCC

PGP Points claimed: 7.25

See Appendix B for full description of Professional Practice.

Appendix B – Professional Practice

Definition

Professional Practice is defined as courses and activities that are not directly or clinically related to wound, ostomy, or continence–specific activities, yet they directly impact or enhance one’s role as a wound, ostomy and/or continence nurse at the advanced practice level.

Examples of Professional Practice related to WOC nursing: “Pain Management in Clinical Practice”, “Evidence Based Practice from Conception to Implementation”, “Leadership Development Workshop.”

Professional Practice submissions should not be related to general nursing or non-nursing tasks: “CPR”, “ACLS”, “HIPAA”, “Expectations of the Staff Nurse”, “Decline in Hospitalized Patients”, “Elders, Promoting Workforce Integrity”, “Cultivating the Heart and Soul of Our Nursing Profession.”

Disclaimer: AP portfolios are subject to review by the AP committee. Final determinations cannot be made until a complete portfolio is officially submitted and reviewed.

Requirements

- Professional practice CE are only allowed from SAWC (WHS), WCET, NPIAP, WOCN, SUNA, AANP, ANCC, or AAWC
- It is **not** required to have any items in a portfolio that are professional practice topics (i.e., an entire portfolio can relate to the specialty).
- AP portfolio points submitted as Professional Practice are subject to review by the AP committee.

? Ask yourself “would this topic alone make me a WOC specialist?” (For example, if I were only taking CE courses in “Patient Safety” or “CPR” would that make me a WOC Nurse?) If the answer is No, it is likely not qualified as “Professional Practice”.

Example

Below are examples of topics directly related to the Clinical Specialty versus Professional Practice. Professional practice CE are only allowed from SAWC (WHS) WCET, NPIAP, WOCN, SUNA, AANP, ANCC, or AAWC

Topic	Provider	Professional Practice	Clinical Specialty
Marketing Your Business	WOCN	✓	
Legal Issues	WOCN	✓	
Deposition on the Witness Stand	NPIAP	✓	
Research: Fine Tuning your Practice	WHS	✓	
General Session: When the Music Changes, So Does the Dance	AAWC	✓	
Conference Planning Committee, WOCN Region	WOCN Region	✓	
It All Starts With Attitude	SUNA	✓	
Publication Ethics	AANP	✓	
Insider Secrets to Wound Care	SAWC		✓
Palliative Wound Care	SAWC		✓
It’s Not Just a Rash! So What Is It? What Do I Do?	WOCN Regional		✓
Treatment and Management of Wound Pain	WOCN		✓
Stage 2 Pressure Injury: Partial Thickness Skin Loss	NPIAP		✓
Over the Rainbow with Skin Tears	Mercy Med.Ctr.		✓
MASD vs. Pressure Injuries: What is that Yellow Stuff	ANCC		✓

Appendix C – Quality Improvement Example

Below is an example of a Quality Improvement Project write-up as it would appear in your online portfolio.

Activity type*

Professional practice * Specialty

Date activity completed * 05/18/2023

PGP points claimed for this activity: 20

Give an overview of the problem identified including the starting data (this must be measurable and reportable data) *

My facility-acquired pressure injury (HAPI) prevalence and incidence (P&I) rate was 8%. This high rate was not acceptable and had implications for the financial reimbursement of the facility. There was a need identified to reduce the HAPI rate for the first quarter of the year.

Describe the corrective plan and implementation of the plan listing a minimum of 3 different steps (in-services, data collections, task force meetings)

*** these activities cannot be duplicated in other entries *

1. I formed a team of colleagues that includes nurse managers, quality specialists, nursing educators, and skin care champions.
2. The team reviewed our policies, procedures, and protocols for preventing pressure injuries and reviewed current literature on best practice. The team determined what changes needed to be implemented in my facility.
3. An education process began with nursing staff on the proposed changes.
4. I developed a pressure injury team of nurses from each unit that make sure to implement the changes that were identified.

Describe the time period used to implement the plan and measure the outcome data *

This project started with the identification of high HAPI P&I rates and identification of the changes in January and the collection of data in April through June for comparison to the previous rate noted at 8%.

Enter the measurable and reported outcome data for the project (the project must be finished during this certification period and cannot be described as ongoing) *

After collecting the data of reported HAPI for the three months following the intervention, there is a drop in the HAPI rate to 2%. The data was presented to the nursing quality improvement staff and the appropriate changes were made to the policies and procedures. HAPI rates continue to be monitored on a regular basis and stay at or below 2%.

Unassigned

The online system has sections for wound, ostomy, continence, etc. and includes a section marked “Unassigned”. This is a place you may enter projects and activities when you are unsure of how or where to use them. It is a placeholder for you to save them and later assign the item to a portfolio specialty. By clicking on the “move” feature it can be sent to Wound, Ostomy, Continence.

NOTE: Information is never transmitted to WOCNCB from Unassigned unless you move it to a specialty portfolio. You may delete items if you do not plan to use them but they will always be stored here if you do not delete them.

APP Dashboard

Wound	Ostomy	Continence	Unassigned
Current certification expires: 2028 12 31	Current certification expires: 2028 12 31	Current certification expires: 2028 12 31	Points Accrued: 9
Accrual Period: 2023-09-30 thru 2028-09-30	Accrual Period: 2023-09-30 thru 2028-09-30	Accrual Period: 2023-09-30 thru 2028-09-30	View unassigned activities
Points Accrued: 42.5	Points Accrued: 0	Points Accrued: 0	
Go to Portfolio	Go to Portfolio	Go to Portfolio	

Revisions and Resubmissions

If your portfolio is deemed incomplete or incorrectly filed, it will be returned and you may choose to revise and resubmit. The following rules apply to portfolio revisions and resubmissions:



Limit of two revisions

- There is a LIMIT OF TWO revisions and resubmissions. An administrative fee of \$25 per resubmission is charged for each specialty portfolio. For example, the initial portfolio is submitted, and a revision is requested. The first revision is submitted. If required, a second revision will be requested, and that revision will need to be submitted. At that point, no further revisions of the portfolio will be accepted.
- Minor requests for clarification/edits may be sent to you without request for revision/resubmission and administrative fee. Example: You entered a CE/CNE/CME and clicked the checkbox for “Professional Practice” and it is actually related to the wound care specialty and you should have clicked the “Specialty” checkbox. This can be sent to you for minor editing.
- You will be allowed to revise your original portfolio and resubmit it for consideration for further review for recertification if it is not approved initially. Portfolios cannot exceed 90 points.
- An email notification is sent for revision requests within 1 to 2 weeks. Check your spam and junk emails if you have not received a message in your inbox. Contact WOCNCB directly if you have not received messages.
- The revised portfolio must meet all the standards outlined in the handbook.
- Portfolios must receive approval prior to your credentials expiration.
- After the second and final revision, if that version of the portfolio is not approved – your portfolio is considered a fail status for recertification.
- If your portfolio is not accepted, you must apply for examination with a separate application and fees.
- You MUST resubmit your revised portfolio within 30 days of the request, even if you have submitted it prior to the deadline or were granted an extension. If it is resubmitted past 30 days, another \$25 fee will be assessed.
- Clarification Examples of a portfolio being deemed returned for clarification are:
 - You entered professional practice topics that were marked as “specialty”
 - You submitted an APP activity for a presentation and the presentation evaluation method was described as “1 – 5”, but this should be clarified in order to rank the presenter between 1 and 5, worst to best, on evaluations
 - A Wound Care Committee activity was marked “professional practice”. This should be corrected by clicking the checkbox as “specialty”
 - Abbreviations were used in your write-up such as “PICC”, and the reviewer would like you to spell out the meaning as “Peripherally Inserted Central Catheter”
 - You gave a vague title of a committee, such as “Safe Patient Handling Committee”, and the reviewer asked you to clarify what was your role on the committee as it pertains to the specialty.
 - You completed the online form by answering the questions on a QI when it was unnecessary

Two other options exist when a portfolio is not approved. They are:

- Submit portfolio via the Professional Growth Process for consideration of entry-level recertification. In this case, no additional fee will be charged.
- Submit an application to recertify by AP examination. Full examination fees will apply.

Audit Process

The WOCNCB® performs a random audit on AP portfolio applications. Certificants selected for audit will be notified by email within five days of application, from info@wocncb.org. If audited, you must submit the documentation required for audit to the WOCNCB® within 30 days of notice. Documentation may be added to the online system “audit” section via upload, or emailed or mailed to WOCNCB. The required audit documentation is listed at the end of each AP-Level Activity category. Only one opportunity to comply is allowed. Candidates who fail to comply will lose the options of recertifying by PGP and AP Portfolio leaving examination the only remaining option for recertification.

Policies

Revocation of Certification

The WOCNCB® will revoke certification for any reason deemed appropriate including, but not limited to, the following:

- Falsification of the certification application or application materials.
- Falsification of any information requested by the WOCNCB®.
- Knowingly assisting another person or persons in obtaining or attempting to obtain certification or recertification by fraud.
- Misrepresentation of certification status.
- Illegal use of the certification certificate or falsification of credentials. This would include any lapse in professional license during the five-year period and any appearance of revocation, including those due to any misdemeanor or felony charges.
- Cheating (or reasonable evidence of intent to cheat), such as copying or using another person's portfolio contents.
- Unauthorized possession or distribution of official WOCNCB® materials.

The WOCNCB® provides an appeal mechanism for challenging revocation of certification. It is the responsibility of the former certificant to initiate this process.

The complete process may be found on the WOCNCB® website at www.WOCNCB.org. Written appeals should be forwarded to the WOCNCB® at the address listed on the website.

Appeals Policy

An appeal policy and procedure is available to any Applicant or Certificant who has applied for WOCNCB® certification/recertification and wishes to contest any adverse decision affecting their certification/recertification status or eligibility. Any individual who does not file a request for an appeal within the required time limit shall waive the right to appeal.

1. **Review of Eligibility Decisions.** In the event of a determination that an individual has been denied certification or recertification based on a failure to satisfy application or eligibility requirements, pay fees required by WOCNCB®, a change in certification status, or failure of their recertification, the individual shall have thirty (30) days to file a written request for review.
2. **Appeals process.** The individual may file a written appeal request to the WOCNCB® office within thirty (30) days of the date of their receipt of the determination in the above instances. Once the request is received, it will be reviewed by the Credentialing and Review and Appeals Committee whereby, a vote will take place to determine if the eligibility decision will be upheld or reversed. If the eligibility decision is reversed, the Credentialing and Review and Appeals Committee will determine the terms and issue a decision in writing.

About The WOCNCB

The Wound, Ostomy and Continence Nursing Certification Board® (WOCNCB®) was established in 1978 by the International Association of Enterostomal Therapy (IAET), now known as the Wound, Ostomy and Continence Nurses Society (WOCN®). It is incorporated as a separate, distinct and financially independent entity of that group. The WOCNCB® is a national, non-governmental certifying agency organized to grant certification credentials to qualified nurses who are involved in providing care or education to individuals with wound, ostomy, incontinence, and/or foot care needs. The organization is dedicated to promoting excellence in the profession of wound, ostomy, continence and foot care nursing through development, maintenance and protection of the certification process.

This process consists of fulfilling rigorous eligibility requirements that allow an individual to take the WOCNCB® certification exam(s). Upon passing the exam(s), individuals receive their CWOCN®, CWCN®, COCN®, CCCN®, CWON®, WTA-C®, CFCN®, CWOCN-AP®, CWON-AP®, CWCN-AP®, or CCCN-AP® credential. Certification must be re-established every five years.

Mission Statement

WOCNCB® is committed to safe, patient-centered care by maintaining the Gold Standard in wound, ostomy, continence and foot care nursing.

Certification Statement

The Wound, Ostomy and Continence Nursing Certification Board® (WOCNCB®) supports and endorses the concept of voluntary, periodic certification by examination for all wound care nurses, ostomy care nurses, continence care nurses and foot care nurses. Certification is one component of credentialing and is a process by which a non-governmental agency or association grants recognition of competence to an individual who has met certain predetermined standards specified by that agency or association.

Portfolio Program

This document was developed by the Advanced Practice Committee of the WOCNCB® and approved by the Board of Directors: November 2023. The WOCNCB® is committed to updating the APP process to reflect the most current clinical practices of the WOC nursing profession. This Handbook is used as your guideline for development of your professional portfolio for recertification. Be sure to check www.wocncb.org for the most current Handbook.

If you have questions, please call the WOCNCB® office at 1-888-496-2622 or email: info@wocncb.org.

Philosophy on Advanced Practice Recertification

The WOCNCB® endorses the concept of voluntary, periodic recertification as an indication of continuing competence and current knowledge in a specialized area. WOCNCB® certifications must be renewed every 5 years. Qualified advanced practice nurses may recertify in the specialties of wound, ostomy, and/or continence by passing the exam OR by fulfilling requirements of the Advanced Practice Portfolio (APP), OR, when more than one specialty certification is held, through a combination of these two processes. This handbook describes the process of recertification at the advanced practice level via professional portfolio.

The objectives of the WOCNCB® certification program are to promote excellence in wound, ostomy, continence nursing by:

1. Formally recognizing those individuals who meet all the requirements of the WOCNCB®
2. Encouraging continued professional growth in the practice of wound, ostomy, continence nursing
3. Establishing and measuring the level of knowledge required for certification in wound, ostomy, continence nursing
4. Providing a standard of knowledge required for certification, thereby assisting employers, the public and members of health professions in the assessment of the wound, ostomy, continence nurse.

Credentials

Upon passing the exam, individuals receive their CWOCN®, CWCN®, COCN®, CCCN®, CWON®, CFCN®, WTA-C®, CWOCN-AP®, CWCN-AP®, COCN-AP®, CCCN-AP®, or CWON-AP® credential. Certification must be re-established every five years.

Qualified nurses may recertify in the specialties of wound, ostomy, continence or foot care nursing by passing the exam OR by fulfilling the activity requirements of the Advanced Practice Professional Program (APP), or through a combination of the two processes.

About The WOCNCB

Accreditation

ABSNC

The WOCNCB® earned reaccreditation status of the following examination programs: CWOCN, CWON, CWCN, COCN, CCCN, and CFCN by the Accreditation Board for Specialty Nursing Certification (ABSNC). Accreditation status is granted for five years. ABSNC, the only accrediting body specifically for nursing certification, is the standard-setting body for nursing certification programs. ABSNC sets a very stringent and comprehensive accreditation process. WOCNCB® provided extensive documentation demonstrating it has met the 18 ABSNC standards of quality. Using the analogy that ABSNC is to nursing certification organizations as is The Joint Commission for Accreditation of Hospital Organizations (TJC) to hospitals is appropriate. (www.nursingcertification.org)

NCCA

The WOCNCB® is also accredited by the National Commission for Certifying Agencies (NCCA). Accreditation by the prestigious NCCA assures that the WOCNCB® has met the most stringent and rigorous of standards in issuing its credentials. By meeting these standards, the WOCNCB® helps to ensure safe and expert practice of wound, ostomy and continence nursing. Additionally, accreditation assures that:

- The validity and integrity of credentials issued by the WOCNCB® are unquestionable and of the highest caliber.
- Fair and equitable standards have been met for each certificant who is certifying or recertifying.
- WOCNCB® certificants have earned credentials that are esteemed and valued among their peers, other medical professionals and employers. (<http://www.credentialingexcellence.org/>)

The WOCNCB® is proud of the hard-earned ABSNC and NCCA accreditations, and we hope our certificants share our pride.

Statement of Non-Discrimination Policy

The WOCNCB® does not discriminate among certificants on any basis that would violate any applicable laws.