

GUIDELINES FOR COMPLETING THE SPECIALIST NURSE RE-CREDENTIALING APPLICATION

ACMHN Appendix

Professional registration

Related Criterion: Hold a current registration as a Registered Nurse (Division 1) General with the Nursing and Midwifery Board of Australia

Nil additional requirements.

Employment

Related Criterion: Applicants must provide evidence of working a minimum of 12 weeks full time equivalent over the preceding 12 months or the equivalent length of experience over the preceding two years, or over the preceding three years in the area of specialty

Note: A specialty nursing organisation may require you to provide a copy of your CV

All applicants for mental health credentialing are required to upload a copy of an up to date CV.

Continuing Professional Development (CPD)

Related Criterion: Continuing professional development - Applicants are required to provide evidence of completion of a certain number of hours of continuing professional development in the previous 3 years

Note: Some specialties use different CPD Records and have different requirements around the number of hours required.

Under this criterion you are required to demonstrate that in the previous 3 years, you have undertaken a minimum of 150 hours of continuing professional development:

- A minimum of 60 hours of Professional Education, and
- A minimum of 60 hours of Practice Development
- Up to 30 hours of CPD, not directly related to mental health nursing, can be included.

Nurses should use the **C4N Evidence Based Record Template** to record their CPD.

Please refer to the **ACMHN Evidence Based Record Guide** which contains information on how to complete the template as well as examples of activities. The Evidence Based Record is where you are required to provide a summary of the continuing education and practice development activities, relevant to mental health nursing, that you have been undertaking within three years prior to your application.

Referee Report

Related Criterion: Support from one referee who is a Registered Health Professional with AHPRA, and is familiar with your practice, must be provided to support your application. If your referee is not registered with AHPRA, then support from two referees who are familiar with your practice must be provided to support your application. These must be uploaded with the application.

No additional requirements.
