Begin your Recertification Application:

When you start your CGRN Recertification Application, you will see the navigation bar that includes your application, digital wallet and your application profile. Your digital wallet will include copies of your payment receipt, Contact Hour Certificates that you upload and a copy of your certificate once you have been approved for Recertification.

Below are screen shots of the new application, each step will require action to be taken to complete your application. Each step has the directions needed to navigate each page.

As you move through the application you will see the blue paper buttons turn green and when those pages are approved you will see them contain a check mark. This will allow you to see the progress of your application. You can enter and exit the application as needed.

Screen Shots of Application page

Once each step is completed and approved, you will see the green check mark as displayed below.
Steps and Actions:

1. **Update Contact Information**
   - Please ensure that you reviewed the ABGCN Recertification Handbook prior to completing your application.
   - ABCGN *does not* require candidates to upload a copy of your nursing license; you are required to enter your license number and expiration. For those that need to confirm their status through https://www.nursys.com/.
   - You will be required to provide a signature at the completion of this step; you will use your mouse to sign the form.

2. **Work Experience**
   - You must provide your gastroenterology/endoscopy employment history for the past 5 years.

3. **Validation of Professional Qualification**
   - You must provide contact information of two practitioners in the specialty (physicians, supervisors, nurse-managers, or human resource specialists) who can verify work experience and professional qualifications.

4. **Continuing Education**

   **Important Policy Updates below**
   - Certificants are *required* to submit their contact hour certificates with their applications.
   - Certificants will *not be allowed to submit more* than the required 75 contact hours.
   - All entries will need to be in multiples of at least .5 contact hours. ABCGN will allow rounding up to ensure your entry meets this standard. *Example*: If you have a submission for 7.25 contact hours, you are permitted to submit 7.5 contact hours.
   - You have three choices when entering your Contact Hours
     - GI Specific Category 1 – 30 Required
     - GI Specific (any category) – 30 Required
     - General Nursing Education – 15 (contact hours obtained from any category)

   **Steps to Submitting Your Contact Hours**
   - On the left side of the picture below, you will see the requirements for recertification; you have to submit 75 total contact hours. You have two main sections to complete.
     1. GI Specific Education (Right side of the Page)
     2. General Continuing Education (Left side of the Page, click on the title to add contact hours)
   - On the right side of the picture, you will see the GI Specific Education submission for Category 1 ready. (Please note that you can only submit 30 CEs for this section, if you have more Category
If you need to submit any other categories other or additional Category 1 GI Specific contact hours you need to click on the CANCEL button at the bottom of the page and it will show you an additional section for CEs title GI Specific Education.

- If you choose to enter in other categories of any type of Contact hours before you enter your Category 1, you will need to hit cancel and you will return to the options to enter your CEs (as described above).

- As you enter in your contact hours, you will see the application calculate the required 75 contact hours in three sections, incomplete, pending verification and completed.
4. Continuing Education

You can verify the certificates you submitted by clicking on the title of the CE certificate that you uploaded.

If you need to edit your submission, you will need to select the RESET link in blue and reenter your submission information and certificate upload.

All certificates will be saved in your digital wallet for review.

5. Renewal Fee

The entire renewal fee is due in U.S. dollars upon submission of your application.

You are required to select your payment about and fill in the Quantity of 1 and enter your credit card information.

ABCGN accepts Visa, MasterCard, Discover and American Express; you will receive an email copy of your receipt.

If you need to print a copy of your receipt you can re-print that from your digital wallet.

6. ABCGN Board Review

10% of Recertification application will be randomly chosen for audit. If you are chosen for an audit, you will be notified via email. You are not required to submit any documentation unless ABCGN requests clarification for any documents previously uploaded. Audits will be processed within 6 to 8 weeks.