

Nursing Credentialing Renewal Process

Clinical Instructor Credentialing Renewal Process

The Credentialing Process is a Two-Stage Process: Completing the [Application for Renewal of Privileges](#) through the Center for Nursing Excellence secure Teams Form and submitting the following completed items highlighted in Stage Two through the Center for Nursing Excellence secure [Dropbox](#).

Stage One

Completion of the following Form through Teams:

1. You must submit an [Application for Renewal of Privileges](#) if your role will continue exactly as your original credentialing. If you teach at BWH for two different schools, you must submit a separate packet for each school.

Stage Two

Completion and transfer of the following items into the Center for Nursing Excellence secure [Dropbox](#).

1. **BLS Provider Card:** Please include a copy of your current BLS card.
2. **HealthStream:** The Brigham Compliance Office requires all staff and Extended Workers to complete the annual online HealthStream Compliance competencies (HIPAA, fire safety, etc.). This includes the school of nursing clinical instructors (and students). Failure to complete these before the due date will result in loss of access and deactivation of your account. **Please check your HealthStream assignments** before, during and after the semester so you do not lose access if you intend to continue teaching at Brigham.
3. **From now on, your credential renewal will be due annually on your birthday:**
 - a. Your renewal is due at least six weeks before the expiration date.
 - b. You will receive a reminder email from BWHNursingCredentialing@partners.org 8 and 4 weeks beforehand.
 - c. We will include the school on subsequent reminders sent to you until you submit your paperwork or notify us that you are no longer teaching for that school.
 - d. You will receive an email informing you that we have archived your file if you do not renew within four weeks past your expiration date.
4. You must submit a complete "New" Application for Privileges:

- a. If you have contracted to teach for an additional school.
 - b. If your credential privileges have expired for more than one year,
- 5. Please email your completed renewal packet at the same time to the [CNE Dropbox](#).