



PNCB Recertification Audit Frequently Asked Questions

Coming in fall 2011:

Beginning with the 2012 Recertification Program, PNCB will audit supporting Recertification documentation *during* the Recertification process. If your application is chosen for audit, you will be notified prior to submitting your online Recertification application. You will then be contacted by email with instructions on how to submit audit documentation.

See the FAQs below for information on PNCB's Recertification audit process. For further questions about this process, please email recert@pncb.org.

Q. I recertified using the CE option. What documentation do I need to send PNCB?

A. You must provide a copy of certificate/s for **only the** contact hours submitted for Recertification. This documentation must include the date contact hours were earned/awarded, the number of contact hours earned and the name of the accrediting agency. The audit process is separate from the Recertification process, therefore if you have already uploaded your certificate through PNCB's web site please notify us by emailing verif@pncb.org. You will be required to submit any additional documentation included in your audit letter.

Q. Which accrediting agencies do you accept?

A. Please visit the following link at the PNCB web site for a list of approving agencies:
<http://www.pncb.org/ptistore/control/certs/ce>

Q. What if my CE certificate does not list an accrediting agency?

A. Sometimes the accrediting agency is shown in smaller print on the certificate. If you cannot find an accrediting agency listed on your certificate, please contact the issuer of your certificate for that information. PNCB will need written documentation from the accrediting agency that contact hours were awarded for the CE offering.

Individual State Boards of Nursing will not be listed on our list of agencies. All individual state boards are included under the umbrella of "States Board of Nursing".

Q. How do I submit documentation of my CE?

A. You can quickly send requested documentation to PNCB using <http://www.pncb.org/ptistore/control/fileupload>. You will be asked to log in before uploading your documents. If you do not have an electronic copy, you may fax your documents to 301-330-1504.

Q. What documentation will I need to submit for the Recertification option of **Academic Credit**?

A. Provide an unofficial transcript documenting completion of 1 semester or quarter hour of academic credit.

Q. What documentation do I need to submit for the Recertification option of **PPL/Lecture Presentations**?

A. Provide lecture outline, name of sponsoring organization and documentation of awarded CEs.

Q. What documentation do I need to submit for the Recertification option of **PPL/Scholarly Posters**?

A. Provide documentation demonstrating the poster content and acceptance of the poster by the sponsoring organization.

Q. What documentation do I need to submit for the Recertification option of **PPL/Authorship**?

A. For journal articles, provide proof of authorship by submitting a copy of the title page with the title, your name as author and publication date. For book authorship, submit pages from the book that identify the book and/or chapter title, your authorship and publication date.

Q. What documentation do I need to submit for the Recertification option of **PPL/Preceptorship**?

A. Provide a letter from the sponsoring institution on official letterhead and signed by the appropriate authorizing person indicating responsibilities as a preceptor and dates of precepting.

Q. What documentation do I need to submit for the Recertification option of **PPL/Clinical Hours**?

A. A portion of your audit letter will include a form on which you will document practice hours earned, the name of the clinical setting, and the time period practiced. This form must be signed by a supervisor to verify your clinical practice reported.