

# CPN

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• CERTIFIED PEDIATRIC NURSE •

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# RECERTIFICATION

YOUR GUIDE TO RECERTIFYING FOR 2018

Valid for 2018 Recertification Enrollment

October 1, 2017 – January 31, 2018

*Or with a Late Fee February 1 – 28, 2018*



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PEDIATRIC NURSING  
CERTIFICATION BOARD

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# ABOUT

# Recertification

Thank you for choosing PNCB as your board! All certification boards require a renewal or recertification process to document how you are maintaining competency in your practice. PNCB recertification, or Recert, is annual.

Use this guide to learn about the process and access helpful tools. You have options, but you also have requirements. If you have questions, let PNCB help! Email [recert@pncb.org](mailto:recert@pncb.org) or call 888-641-2767. Our office is open Monday through Friday, from 8:30 am to 5:00 pm Eastern Time except during [holiday closings](#).



### Questions?

Contact PNCB: [recert@pncb.org](mailto:recert@pncb.org) or 888-641-2767 then press 5 for assistance.

Our office hours are Monday through Friday 8:30 am to 5:00 pm Eastern Time.



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# When to Recertify

## ***You recertify every year...***

during an open enrollment period **between October 1 and January 31** prior to the expiration date on [your online wallet card](#). So to maintain your certification for 2018, you will need to document completed activities on PNCB's online recertification application no later than January 31, 2018 to avoid a late fee.

**Avoid the late fee:** A late fee is added if you wait to recertify between February 1 and February 28.

You pick which day of open enrollment to recertify using PNCB's online application.

PNCB will send you a postcard reminder. You also receive email reminders unless you opt out. Be sure to keep your contact information up to date.

## ***Newly certified?***

You will recertify the next calendar year after passing the initial certification exam.


For example, if you pass the initial PNCB board exam in June 2017, you do not recertify that fall/winter. Your first year to recertify will be during the next enrollment window of October 1, 2018 to January 31, 2019 (or February 1 to 28, 2019 with a late fee).

Regardless of when you became certified, the expiration date on your wallet card will always be February 28.

## ***Your 7-Year Recert Tracking Cycle***

The 7-Year Cycle allows you to track use of the Record Review Year option. You are allowed one Record Review Year option per cycle. This does not mean you recertify every 7 years. Each year you will still complete an online recertification form to stay certified. Learn more about Record Review Year on [page 14](#). Using the Record Review Year option once per cycle is not a requirement, but can be helpful, especially if you experience a major life event.

A new cycle begins every 7 years and is simply used to track any usage of Record Review Year. Log in to [My Recert Dashboard](#) to see where you are in your current 7-Year Recert Tracking Cycle.



***Annual recertification keeps costs manageable and your contact information current so you don't miss important reminders.***

## UNDERSTAND

# Requirements & Options

You will need to meet the following requirements to maintain your PNCB certification.

### 1. Keep your license current, active, and unencumbered.

You'll document US, Canadian, or US territory registered nurse licensure on the Recert application. [Update your PNCB account](#) when you renew or change licensing boards. If your license is encumbered, email [recert@pncb.org](mailto:recert@pncb.org) an explanation of why and send a copy of related board of nursing documentation.

----- AND -----

### 2. Each year, document 15 completed contact hours in the certification specialty or equivalent activities accepted by PNCB on an online application.

You can also use 1 Record Review Year during each 7-Year Recert Tracking Cycle. The following pages outline strategies for meeting the annual requirement of 15 completed contact hours or accepted equivalents.

**So how should you meet the 15 contact hour requirement each year?** The choice is up to you.

**How you stay up-to-date during the year can often guide your choices.** The purpose of recertification is to document the various ways you maintain current practice as a CPN. For example:

- Do you attend conferences or earn CE online or at work?
- Do you work at least 200 or 400 direct patient care or indirect care hours per year?
- Are you back in school working on a higher nursing degree?

**Here are ways you can meet the annual 15 contact hour requirement.** You do not have to use the same option each year. Contact [recert@pncb.org](mailto:recert@pncb.org) for personal guidance on recertifying if needed.

#### RECERT OPTIONS TO MEET 15 CONTACT HOURS OR EQUIVALENTS

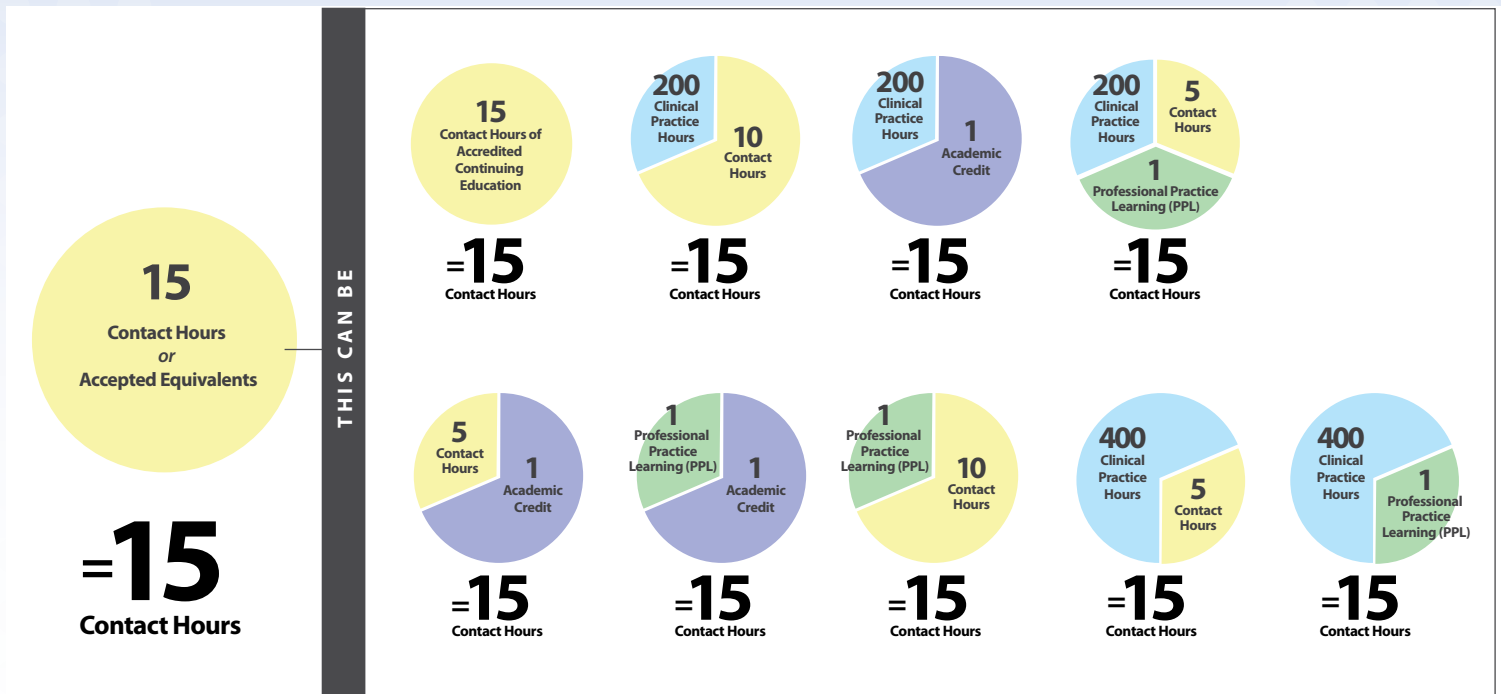
<b>OPTION 1</b>	<b>15 contact hours of accepted activities</b> You have flexible ways to meet this option. See <a href="#">pages 8-13</a> for details.
<b>OPTION 2</b>	<b>Record Review Year</b> You have flexible ways to meet this option. See <a href="#">page 14</a> for details.
<b>OPTION 3</b>	<b>1 PNCB Pediatric Updates for RNs Module</b> This module is no longer available for purchase as of 9/10/15. See <a href="#">page 15</a> for details.

# Option 1 Details

## OPTION 1

*15 accredited contact hours or other equivalent activities accepted by PNCB*

The following are different ways to meet the 15 contact hour requirement. **You are not required to document all of these activities in a 7-Year Recert Tracking Cycle.** In fact, some CPNs just use 15 accredited contact hours each year. Others often use clinical practice hours combined with contact hours each year. Learn more about contact hours and other accepted activities on [pages 8-13](#).



# Option 2 Details

## OPTION 2

### *Record Review Year*

An option called Record Review Year is available to you one time during each 7-Year Recert Tracking Cycle. Using Record Review Year is helpful when you want to recertify but a major life event occurs or you are unable to complete accredited contact hours or other accepted activities.

To use Record Review Year, you will still complete the online Recert application to update your information. You pay a reduced fee, but do not document contact hours or other activities for the year.

Learn more about this option on [page 14](#).



**Record Review Year**

Application and fee still required. No other activity required.

**=15**  
contact hours

# Option 3 Details

## OPTION 3

1 PNCB Pediatric Updates for RNs module (15 contact hours)  
*Equals the 15 contact hours needed for your recertification*

*The final module was available to purchase until September 9, 2015. This option is only available if you ordered the module before that date.* Documenting this completed module is no longer required, but it remains an option if you would like to participate. To do so, order and successfully complete the module *prior* to recertifying. Then document these 15 hours of module activity on the annual Recert application. Learn more about Pediatric Updates for RNs on [page 15](#).

1  
PNCB  
Pediatric Updates  
for RNs Module  
(formerly SAE)

= 15  
Contact Hours

# Accredited Contact Hours

**Contact hours (also known as CE, CNE, or CME) are earned for participating in accredited continuing education (CE) activities.** One contact hour is equivalent to a 60-minute educational program. Examples can include lectures, presentations, seminars, conferences, online education, grand rounds, journal activities, and in-services that award continuing education.

**Are actual contact hours required?** Not necessarily. You could use PNCB-accepted activities like clinical practice, academic credit, and Professional Practice Learning (PPL) to count as contact hours.

**Tip!** On the application you will first choose between 15 contact hours or equivalent activities or Record Review Year. If you choose contact hours, the next screen, asks you if you want to document actual contact hours or other activity PNCB accepts as equivalents. If documenting actual accredited contact hours, follow the policies on these two pages.

**When do I need to earn the hours?** Contact hours must have been earned within 24 months preceding your recertification application submission.

**What content is accepted?** Hours related to your certification specialty.

**Do I need to send paperwork or CE certificates?** Not unless selected for audit. PNCB conducts random audits of Recert applications. If your application is selected for audit, you will be required to submit all supporting documents. Please maintain copies of any supporting certificates and other documents for at least 24 months after you recertify to satisfy any audit requests.

**Can I use PALS, PEARS, or BLS?** Hours from programs such as PALS, PEARS, Advanced Pediatric/Cardiac/Trauma Life Support, or Basic Trauma Life Support from the American Heart Association (AHA) or Emergency Nurses Association (ENA) or the Emergency Nurses Pediatric Course (ENPC) **are applicable only when earned from the initial course/certification, not a refresher course, and accredited contact hours awarded for completion/attendance.** If audited, providing a PALS, etc. card is not acceptable documentation. Only a certificate acknowledging awarded contact hours for PALS, etc. is acceptable for recertification. The initial program may be applied to recertification only once.

**What information do I type on the application?** Name of activity, date contact hours were awarded, accrediting body, and number of hours.

**What accrediting bodies must award the hours?** PNCB accepts continuing education contact hours accredited by the organizations below, **among others.** The accrediting body will be listed on your CE certificate. PNCB reviews its list annually and has a process for adding new accredited CE providers.

**What if the accrediting body on my certificate is not on PNCB's list?** If the organization accrediting/approving the hours is not listed below/on our online recertification application, **contact PNCB.** You will be asked to send your CE certificate for review.



# Accepted CE Providers

- Accreditation Council for Continuing Medical Education (ACCME) - Category 1 - AMA
- American Academy of Family Physicians (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Pediatrics (AAP)
- American Academy of Physician Assistants (AAPA)
- American Association for Respiratory Care
- American Association of Critical Care Nurses (AACN)
- American Association of Diabetes Educators (AADE)
- American Association of Nurse Practitioners
- American Heart Association (AHA)
- American Nurses Credentialing Center (ANCC)
- American Psychological Association (APA)
- Association for Women's Health, Obstetric and Neonatal Nurses (AWHONN)
- Centers for Disease Control (CDC)
- Emergency Nurses Association (ENA)
- International Association for Continuing Education and Training (IACET)
- International Board of Lactation Consultants (IBLC)
- National Association of Neonatal Nurses (NANN)
- National Association of Pediatric Nurse Practitioners (NAPNAP)
- National Association of Social Workers (NASW)
- National League for Nursing (NLN)
- Nurse Practitioner Associates for Continuing Education (NPACE)
- Society of Critical Care Medicine (SCCM)
- Society of Pediatric Nurses (SPN)
- State Boards of Nursing (SBN)
- State Nurses Associations (SNA)

# Clinical Practice



*Indirect care through management, teaching, research, or consultation is included in this category.*

**Can count for a maximum of 10 contact hours**

**Clinical practice means direct *or* indirect care of the pediatric population, whether paid or volunteer hours.**

Direct care involves “hands-on” care of patients. Indirect care includes nursing roles that impact patient care and influence nursing practice through management, teaching, research, or consultation. Documenting clinical practice hours can be helpful when you do not have a chance to earn enough contact hours to recertify.

- **Is clinical practice required?** No. Clinical practice is optional.
- **How many contact hours does clinical practice equal?**
  - A minimum of 200 hours in the past 12 months counts as 5 contact hours
  - A minimum of 400 hours in the past 12 months counts as 10 contact hours
- **Can I double clinical practice?** You can document a maximum of 400 hours (counts as 10 contact hours).
- **How recent must the hours be?** Worked within 12 months preceding your Recert application submission.
- **Do I need to send paperwork?** Not unless selected for random audit.
- **What information do I type on the application?** You will be asked to describe clinical practice as 200 or 400 hours from (MM/YY) to (MM/YY) at (employer or organization name).

## **Options for Clinical Practice:**

- Completed while holding active licensure for the state/territory in which the hours were performed

### ***If Non-faculty***

- May be direct “hands-on” assessment/clinical management of pediatric populations - **OR** -
- May be management of other personnel or students to help achieve patient care goals - **OR** -
- May be consultation or clinical education

### ***If Faculty (Including adjunct)***

- May be direct supervision of pediatric clinical hours with RN students - **OR** -
- May be teaching class time that awards accredited academic credit to RN students

### ***If Research (Faculty or non-faculty)***

- May be IRB research related to the certification specialty for which you are a primary researcher; does not need to be a primary component of your employment

## **How Clinical Practice works:**

You can combine clinical practice with other PNCB-accepted activity to meet the requirement of 15 hours per year. **Here are some scenarios you could use:**

*200 clinical practice hours + 10 accredited contact hours = 15 hours for that year*

*200 clinical practice hours + 1 academic credit = 15 hours for that year*

*200 clinical practice hours + 5 accredited contact hours + 1 Professional Practice Learning = 15 hours for that year*

*400 clinical practice hours + 5 accredited contact hours = 15 hours for that year*

# Professional Practice Learning (PPL)

*Can count for a maximum of 5 contact hours*

**PPL activities contribute to professional growth and development.** Categories accepted by PNCB are Authorship, Poster, Lectures or Presentations, Precepting, or Committees.

- **Is PPL required?** No. PPL is optional.
- **How many contact hours does a PPL activity equal?** PPL equals 5 contact hours toward recertification.
- **Can I use more than 1 PPL?** No. A maximum of 1 PPL per annual recertification application is allowed.
- **How current must the PPL be?** The activity must have been accomplished within 24 months preceding your recertification application submission.
- **Do I need to send paperwork?** Not unless selected for random audit.
- **What information do I type on the application?** You will be prompted for the following:
  - **Authorship, posters, lectures, or presentations:** Type title. Date is publish date.
  - **Precepting:** Type 80 hours from (MM/YY) to (MM/YY) at (institution name)
  - **Committee membership:** Type name of committee/task force, participation dates as (MM/YY) to (MM/YY), and the name of state or national organization.

## How PPL works:

You can count PPL as 5 contact hours and combine them with 10 contact hours of other PNCB-accepted activity to meet the requirement of 15 hours per year. **Here are the 4 scenarios you could use.** The next page explores accepted PPL activities.

*1 PPL + 1 academic credit = 15 hours for that year*

*1 PPL + 10 accredited contact hours = 15 hours for that year*

*1 PPL + 5 accredited contact hours + 200 clinical practice hours = 15 hours for that year*

*1 PPL + 400 clinical practice hours = 15 hours for that year*



### **Reminder that for this year and beyond:**

- **Academic lectures (i.e., teaching) is now in the Clinical Practice category, not PPL.**
- **IRB research is now in the Clinical Practice category, not PPL.**

# What Counts for PPL

TYPE OF PPL	WHAT IS ACCEPTED
<b>Authorship</b>	<p>Peer-reviewed journal article, textbook contributions, or teaching aids for patients and families.</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Any page length</li> <li><input checked="" type="checkbox"/> May be co-authored</li> <li><input checked="" type="checkbox"/> Unpublished or published Doctoral dissertation/capstone project or Master's thesis completed will also be accepted</li> </ul> <p><b>NEW!</b> For IRB research projects: Count this on your application as Clinical Practice.</p>
<b>Poster</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Scholarly poster presentation selected for conference or hospital presentation</li> <li><input checked="" type="checkbox"/> Related to pediatric nursing or nursing practice</li> </ul>
<b>Lecture or Presentation</b>	<p><i>Use PPL specifically for non-academic Settings (e.g., conferences). For academic settings, faculty should now count classroom lectures as Clinical Practice (pg. 10).</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Related to pediatric nursing or nursing leadership</li> <li><input checked="" type="checkbox"/> Sponsored by employer or a membership or an educational organization</li> <li><input checked="" type="checkbox"/> At least one hour in length</li> <li><input checked="" type="checkbox"/> Included learning objectives and a reference list</li> </ul> <p>In addition, this option must have:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Awarded CE to attendees <b>or</b></li> <li><input checked="" type="checkbox"/> Included education materials created for public education or patient/family teaching. Please submit education materials for approval to <a href="mailto:recert@pncb.org">recert@pncb.org</a> prior to recertifying.</li> </ul> <p><input checked="" type="checkbox"/> A specific lecture cannot be used more than once for PPL credit</p>
<b>Preceptor Hours</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A minimum of 80 hours completed in the past 24 months prior to Recert enrollment</li> <li><input checked="" type="checkbox"/> Level-appropriate: CPNs must precept RN-level nursing students or RNs entering a nursing residency program in pediatric nursing content</li> <li><input checked="" type="checkbox"/> Completed while holding active licensure for the state/territory in which the hours were performed</li> </ul> <p><input checked="" type="checkbox"/> Does not include orientation of new employees to hospital policies and procedures</p> <p><input checked="" type="checkbox"/> Preceptor hours cannot also be used as a clinical practice option for Recert</p>
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Local, state, or national level as an officer or committee task force member</li> <li><input checked="" type="checkbox"/> Also accepted: review and editorial board membership</li> <li><input checked="" type="checkbox"/> Related to your certification specialty.</li> </ul> <p><input checked="" type="checkbox"/> PNCB committee members receive CE and discounted recertification fees for volunteering and therefore cannot also apply PNCB activity to the committee PPL option</p>

# Academic Credit

*Can count for a maximum of 10 contact hours*

Academic credit is coursework **taken by you** relevant to pediatric nursing or nursing leadership whereby **you earned a grade** from an accredited institution/college/university.

- **Is academic credit required?** No. Academic credit is optional.
- **How many contact hours does academic credit equal?** PNCB equates 1 semester or quarter hour of academic credit to 10 contact hours when you combine it with accredited contact hours, clinical practice, or Professional Practice Learning (PPL).
- **How current must the academic credit be?** Academic credit must have been awarded by an institution within 24 months preceding your recertification application submission.
- **Do I need to send paperwork?** Not unless selected for random audit.
- **What information do I type on the application?** You will be asked to enter course name, institution name, credit hours, and date completed.

## Restrictions:

- Cannot be the same credit applied in a previous year.
- Adult continuing education at colleges or universities should be counted as contact hours, not as academic credit.

## **How academic credit works:**

You can count academic credit as 10 contact hours and combine it with any other accepted activity equaling 5 contact hours (5 accredited contact hours, 200 clinical practice hours, or 1 PPL) to meet the requirement of 15 hours per year. **Here are the 3 scenarios you could use:**

*1 academic credit + 5 accredited contact hours = 15 hours for that year*

*1 academic credit + 200 clinical practice hours = 15 hours for that year*

*1 academic credit + 1 PPL = 15 hours for that year*

# Record Review Year

*Can equal 15 contact hours for 1 Recert application per 7-Year Recert Tracking Cycle*

The Record Review Year option is available to you one time during each of your 7-Year Recert Tracking Cycles. This option allows you to review and update your information with PNCB and maintain your certification. To use Record Review Year, you will still complete the online Recert application to update your information. You pay a reduced fee, but do not document contact hours or other activity that year.

- **Is it required?** No. Record Review Year is optional once per 7-Year Recert Tracking Cycle.
- **Why use it?** Documenting a Record Review Year is helpful if a major life event occurs or when you are unable to complete contact hours or other activity that PNCB will accept.
- **Do I need to do anything to use this option?** Yes. To use Record Review Year, you will still complete the online Recert application to update your contact and license information plus other demographic data. You pay a lower fee.

# Pediatric Updates Module

**Special note:** *This option is only available if you had ordered this module prior to September 10, 2015.*

**Pediatric Updates for RNs is no longer required for CPNs.** PNCB's Pediatric Updates for RNs is an online module and an optional way to fulfill recertification. It features updated knowledge of pediatric nursing practice. Think of the module as an open-book evidence-based literature review. Collaboration is allowed.

- The module consists of approximately 70 questions that you answer online.
- You earn 15 contact hours accredited by NAPNAP when you pass the module.
- These contact hours count for the 15 contact hours needed for an annual recertification. You will still need to complete the online Recert application, but you do not pay a fee on the application because you already paid for the module.

## PEDIATRIC UPDATES FAQs

<b>What's included?</b>	You receive online article references, rationale for answers, and instant scoring.
<b>Is it required?</b>	No. If you would like to use this option to recertify, you must finish and pass a module (with a score of 70% or above) to be able to apply it to your Recert application.
<b>How do I get it?</b>	<b><i>This module is no longer available.</i></b> The last day to purchase the final edition was September 9, 2015.
<b>When should I complete it?</b>	You have 150 days to complete it, but you will want to finish it successfully by January 31 (or with a late fee between February 1 and February 28) to be able to apply it on your online Recert application. You have unlimited access to online answering until your deadline or until you submit final answers for scoring. Learn more about how to access and complete a purchased module with this <a href="#">Answering Your Online Module</a> help document.
<b>How do I recertify with it?</b>	After you pass a module, your CE certificate is processed within 24 hours and added to your <a href="#">ReCErt Tracker</a> . When you return to the website between 10/1 and 1/31 (or between 2/1 and 2/28 with a late fee) to complete your online Recert application, PNCB prompts you to apply a module you passed.

# Fees\*

RECERTIFICATION OPTION FEES		
<b>OPTION 1</b>	\$65	<i>15 contact hours of accepted activities</i>
<b>OPTION 2</b>	\$50	<i>Record Review Year</i>
<b>OPTION 3</b>	\$0	<i>1 PNCB Pediatric Updates for RNs Module</i> There is no cost to apply this previously purchased RN module to your Recert application. The last day to purchase the final edition was September 9, 2015. Note that this module is no longer required to recertify.

OTHER FEES AND NOTICES		
<b>Late Recert Application</b>	\$100	If you miss the January 31 deadline to submit your online recertification application, you can still recertify with a late fee between February 1 and 28.
<b>Change Order</b>	\$30	Please consider your options carefully before submitting online orders/application. All Recert Option or Pediatric Updates changes must be written and submitted to <a href="mailto:recert@pncb.org">recert@pncb.org</a> .
<b>Module Extension</b>	\$20	You may extend your module due date by 30 days by ordering an extension. Please note that if you intend to use a module toward your recertification, it must be completed before recertifying. You cannot use the extension to delay your recertification beyond 1/31/18, or 2/28/18 with a late recertification fee.

\* All fees subject to change without notice. Check [www.pncb.org](http://www.pncb.org) for current costs.



# Tools & Tips

## TOOLS

### [My Recert Dashboard](#)

Log in to see a countdown to recertification, basic policies, and a snapshot of your past activities.

### [My ReCERT Tracker](#)

Log in to pre-load completed activities and save time on the Recert application. Pediatric Updates modules automatically load for you when your CE certificate is processed. While the Free CE module information will populate automatically on your Recert application, you will have to manually enter completed Pediatric Update modules on your Recert application as continuing education.

### [My Recert History](#)

Log in to see what you documented on past recertification applications.

## TIPS

### **Complete Activities *Before* Recertifying**

When you start the online application, you will be asked to document completed activities. You cannot document activities that are incomplete or scheduled for the future.

### **Preload Completed Activities**

While you are not required to use [My ReCERT Tracker](#), it can save you time on the online application. This tool can also be used for personal recordkeeping because you can track activities not used for recertifying. You can even upload documentation there. PNCB's Pediatric Updates and Free CE modules are loaded for you automatically after your CE certificate is processed. Free CE module information will populate automatically on your Recert application, however, you will manually enter completed Pediatric Updates modules as continuing education.

### **Have Your Paperwork Handy**

Gather CE certificates not issued by PNCB and not added to your Recert Tracker, and allow approximately 15 minutes to complete the online form.

### **Need Contact Hours?**

PNCB's Marketplace offers [Free CE @ PNCB](#). Check CE description to confirm that it can be used toward CPN recertification. [Advanced Practice Pediatric Updates](#) for a fee that are marked as applicable to CPN practice can be used too. Note there are no discounts for your CPN Recert fee if you choose to use the APRN Pediatric Updates. PNCB's website offers links to other [respected free or low-cost CE sources](#). Be sure that the content of the activity is accepted for your recertification.

## WHAT YOU

# Need to Know

## RECERTIFYING USING PNCB'S ONLINE APPLICATION

You recertify using an online application at [www.pncb.org](http://www.pncb.org) during open enrollment between October 1 and January 31. You can recertify with a **late fee between February 1 and February 28**.

The recertification application link will be prominently displayed on the home page and other pages of the website.

You pick the day and time to recertify during these dates by documenting accepted activities and updating your record. Gather any documentation not yet added to your [ReCErt Tracker](#) and allow approximately 15 minutes to complete the online form.

**Tech Tip!** PNCB's website works best with Internet Explorer (IE), Safari, and Google Chrome. PNCB does not guarantee compatibility with iPads, iPhones, Kindles, or other devices. Contact [website@pncb.org](mailto:website@pncb.org) for technical assistance during normal office hours.

## CONFIRMATION OF YOUR APPLICATION

After payment and submission of your application, look for your confirmation email. If you do not see it within 24 hours, check your spam inbox. Not there either? Contact [recert@pncb.org](mailto:recert@pncb.org).

You can print a receipt by logging in to [My Receipts](#) at the PNCB website.

## PRINT YOUR UPDATED WALLET CARD

Your online wallet card is always available online. It is updated immediately after your application is submitted. A good time to print or download a copy of your updated card for your records is right after recertifying. Log in to [My Documents & Wallet Card](#) for this documentation.

## WHAT YOU

# Need to Know

## BENEFIT REVIEW

Thank you for maintaining your certification with PNCB! Visit [My CPN Corner](#) to learn about the following:

- Free replacement lapel pin
- Discounts to Lands' End, *Pediatric Nursing* journal subscriptions, Advance Healthcare Shop, and Elsevier texts

## PLANNING TO RETIRE?

Read about how to officially [retire your certification](#) so we can remove you from recertification reminders and send you a letter thanking you for your years of service to children and families.

## AUDIT

PNCB is required by our accreditor to randomly audit recertification applications. PNCB will notify you if selected and inform you of how and when to submit supporting documentation. If your record is audited, you will be required to submit supporting documents, such as a copy of the completion CE certificate(s) showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the program/course to your certification. Non-compliance with audit may affect your certification.

## APPEALS

An appeals process is available to those who wish to contest an adverse decision or proposed action affecting their application for certification, exam results, or recertification. Decisions made by PNCB during the appeals process are final. [See Appeals Procedures.](#)

All PNCB policies and requirements are subject to change without notice.

# FAQs and Assistance

Contact PNCB any time of the year for questions about recertifying. Our office hours are Monday through Friday 8:30 am to 5:00 pm Eastern Time. [See holiday closings.](#)

Recertification:	<a href="mailto:recert@pncb.org">recert@pncb.org</a>
Pediatric Updates Content:	<a href="mailto:ce@pncb.org">ce@pncb.org</a>
Verifications:	<a href="mailto:verif@pncb.org">verif@pncb.org</a>
Web Technical Support:	<a href="mailto:website@pncb.org">website@pncb.org</a>

## Can I recertify if I no longer hold a license?

No. A current, active, unencumbered RN or RN/APRN license is required to maintain certification.

## If a conference awards me more than 15 contact hours, can I use the remaining hours next year?

Yes. Hours can be used the next year provided they were earned within 24 months preceding your recertification application submission.

## What if I hold both CPN and Certified Pediatric Nurse Practitioner (CPNP) certification?

Effective for 2015 and beyond, you will need to fulfill both your CPN and your CPNP annual and 7-Year Recert Tracking Cycle requirements to maintain both certifications. Recertification programs are consistent with the professional scopes and standards of practice for roles. Dually certified CPN/CPNPs must demonstrate continuing competency for both roles. PNCB recognizes that some individuals may want to maintain both certifications and have reduced the cost to maintain the CPN certification. For additional information about appropriate continuing education, please review the [online FAQs](#).

Visit PNCB's website for [additional FAQs](#). Thank you for recertifying!