RECERTIFICATION
A GUIDE FOR MAINTAINING YOUR CREDENTIAL

EFFECTIVE FOR 2020 RECERTIFICATION
November 1, 2019 - January 31, 2020
LATE FEE PERIOD: February 1 - 28, 2020

www.pncb.org
About Recertification
Recert, renewal, maintenance, recertification... no matter the name, all certification boards require a process to document how you are maintaining competence in practice. CPNP recertification is annual. This keeps requirements more manageable for you.

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 or call 888-641-2767 and press 5. Our office is open Monday through Friday, from 8:30 am to 5:00 pm Eastern Time except during holiday closings.

When to Recertify
You recertify every year during an open enrollment period between November 1 and January 31 prior to the expiration date on your online wallet card. You pick which day of open enrollment to recertify using PNCB’s online application.

To maintain your certification for 2020, you will need to document completed activities on PNCB’s online recertification application no later than January 31, 2020 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.

Annual recertification keeps costs manageable and your contact information current, so you don’t miss important reminders. 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 2019, you do not recertify that fall/winter. Your first year to recertify will be during the next enrollment window of November 1, 2020 to January 31, 2021 (or February 1 to 28, 2021 with a late fee).

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

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HOW TO RECERTIFY CPNP-PC
QUICK GUIDE

A current/active/unrestricted nursing license is needed to renew.

EARN 15
Before you can recertify, complete 15 contact hours (or equivalents that PNCB accepts).

Clinical practice/work hours are not required but can count as a maximum of 10 toward the 15. Activities like academic credit can be used too. It doesn't matter to PNCB which accepted methods you choose to earn the 15, as long as the hours are:
✓ Already earned
✓ In the accepted date range
✓ Accredited (if actual contact hours)
✓ Not a refresher of PALS etc. or initial PALS etc. that has already been applied to past Recert
✓ Relevant to CPNP-PC practice

INCLUDE 7-YEAR REQUIREMENTS
Plan ahead for incorporating your 7-year cycle requirements as you recertify annually:

15 hours of pediatric pharm
+ 4 required PNCB modules (2 Primary Care, 2 of your choice)

You don’t document the above in addition to the 15 hours needed each year—you make them part of the 15. You decide when to incorporate these requirements each year. The idea is to complete cycle requirements little-by-little over the 7-year period. We suggest you begin incorporating the module and pharm requirements by Year 3 at the latest. “Primary Care” will be in the module title.

PNCB modules are available year-round. PNCB offers pharm modules if you don’t have access to pediatric pharm elsewhere. Your personalized Recert Dashboard helps you track requirements.

Recertification happens when you complete the online application with either your payment or a No Pass, No Pay code.
Your receipt and updated wallet card mean you are recertified.

IT’S ANNUAL
To recertify your credential, you document your 15 hours on an online application between November 1 and January 31 each year. You choose the day during this window. PNCB sends a postcard reminder, plus emails unless you opt out of General Alerts.

- Avoid the late fee. A late fee is added if you wait to recertify between February 1 and 28.
- Newly certified? You will recertify the next calendar year after passing the initial exam.

For help, contact recert@pncb.org or 1-888-641-2767 x301. Our hours are Monday through Friday 8:30 am to 5:00 pm.

During Recert time, log in at www.pncb.org to complete your application.
### RECERTIFICATION REQUIREMENTS

You will need to meet the following requirements on the application and over each 7-Year Recert Tracking Cycle to maintain your PNCB certification.

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| **1** | **Keep your license current, active, and unencumbered.**  
You’ll document current US, Canadian, or US territory RN or RN/APRN licensure on the Recert application. Email recert@pncb.org if your license is placed on probation, suspended, or revoked and send a copy of related board of nursing documentation. If your license becomes encumbered at any time, you must communicate with PNCB. Remember, you must maintain an active license—changing your license to an inactive status will jeopardize your PNCB certification. |
| **2** | **Each year, document 15 completed contact hours or equivalent activities accepted by PNCB that are related to the CPNP-PC certification specialty on an online application.**  
You can also use 1 Record Review Year (see pages 6 and 14) 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. |
| **3** | **Over a period of 7 years, document a total of 15 hours of accredited pediatric pharmacology.** These hours can count toward the 15 required each year. Learn more on page 10. You can choose to complete PNCB’s Pediatric Updates to meet this requirement, which also meets the requirement of completing 2 modules of your choice. |
| **4** | **Over a period of 7 years, complete required 4 PNCB Pediatric Updates modules.**  
Pediatric Updates are evidence-based online modules developed by PNCB and CPNPs. You decide when to order and complete them. Learn more about modules on page 7.  
- You earn 7.5 contact hours after successful module completion.  
- These contact hours count toward the 15 contact hours needed each year.  
- PNCB assigns each CPNP a 7-Year Recert Tracking Cycle. A new cycle begins every 7 years.  

Here are the module categories you need to complete within 7 years. Log in and click Marketplace to browse topics and order.  
- 2 Primary Care modules (they will contain “Primary Care” in the title)  
- 2 modules of your choice |

### TIPS

- **Finishing a module is not the same as recertifying.** You will still need to use the online Recert application to officially tell PNCB that you want to apply a completed module to a recertification year.  
- **Modules must be completed to count.** You must pass modules with a score of 70% or above.  
- **If you complete PNCB’s Pharm Pediatric Updates, they can count towards required pharm hours and toward your choice/elective modules.** This strategy allows you to address two requirements at the same time.
Your 7-Year Recert Tracking Cycle

Although you will recertify with PNCB every year, to maintain your certification you will also complete 4 required PNCB Pediatric Updates and 15 hours of pediatric pharmacology within a 7-Year Recert Tracking Cycle assigned by PNCB.

*The 7-Year Cycle does not mean you recertify every 7 years.* See page 7 for more about required Pediatric Updates modules. Each year that you document contact hours from PNCB modules and pharmacology, those hours count toward the 15 contact hours needed for that year.

You are also allowed 1 Record Review Year in each 7-Year Recert Tracking Cycle. Learn more about Record Review Year on pages 6 and 14. A new cycle begins every 7 years.

Log in to your Recert Dashboard to see where you are in your current 7-Year Recert Tracking Cycle. Here are suggestions on managing your 7-year cycle:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get to know your Recert Dashboard early this year. Check it at least every spring. On this year’s application, document 15 completed contact hours or other accepted activities.</td>
<td>Haven’t started incorporating your 7-year requirements? Plan now to work some in next year. Be sure to have 15 contact hours of activity completed to document on this year’s application.</td>
<td>On this year’s application, PNCB recommends at least 1 required module be documented.</td>
<td>By now, PNCB recommends at least 2 required modules completed and about 8 hours of pediatric pharm completed.</td>
<td>At this point, PNCB recommends 3 required modules be complete. Pediatric pharm should be nearing 10 hours.</td>
<td>Are your 4 modules complete? Do you have a cumulative total of 15 peds pharm hours from any source PNCB accepts?</td>
<td>Already documented your 7-year cycle requirements? Consider documenting Record Review for Year 7 to save time and money.</td>
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DetailsService about Recert Methods

So how should you meet the 15-contact hour requirement each year? You can choose any PNCB accepted options as long as you also manage to complete and document your required 4 PNCB Pediatric Updates and 15 pharm hours per 7-Year Recert Tracking Cycle. Policies for each method’s activity are described on the pages that follow.

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 CPNP-PC. For example:

- Do you attend conferences or earn CE/CME online or at work?
- Do you work at least 200 or 400 direct patient care or indirect care hours in primary care pediatrics per year?
- Are you back in school for nursing or working on a DNP?

Activities must be:

- Completed before you start the application.
- Meet all specific policies, including timeframe in which the hours were earned.
- Related to the CPNP-PC credential.

Tips:

- You do not have to use the same option each year.
- It doesn’t matter to PNCB which accepted method you choose, as long as you meet 7-year cycle requirements.
- Early in the online application, PNCB will alert you to any completed date-valid Pediatric Updates. This will help ensure you apply those completed activities and receive credit.
<table>
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<th>Choose 1 Method</th>
<th>Cost</th>
<th>Details</th>
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| 1 Pediatric Updates Module (7.5 hrs)                                           | $170 for 2 modules, $0 on Recert application* | - You can apply a maximum of 2 modules per annual application.  
- Completing modules is not the same as recertifying. You need to apply modules on the Recert application for them to count.  
- Use your Recert Dashboard to track these requirements. The Dashboard shows statuses for the number and categories needed.  |
| 1 Pediatric Updates Module (7.5 hrs)                                           | $85 for 1 module + $45 on Recert application* | You have choices for the 7.5 contact hours. You will choose from combinations at right.                                                                                                               |
| 1 Pediatric Updates Module (7.5 hrs) or other accepted activities            | $85*           | You have choices for the 15 contact hours. You will choose from combinations at right.                                                                                                               |
| 15 Contact Hours or Accepted Equivalents                                       | $85*           | You have choices for the 15 contact hours. You will choose from combinations at right.                                                                                                               |
| Record Review Year Application and fee still required. No other activity required. | $65*           | - Available to you one time per 7-Year Recert Tracking Cycle.  
- To use this method, you still complete the Recert application to update your information. You pay a reduced fee, but do not document contact hours or other activity that year.  
- You must be on track for 7-Year Cycle requirements. For example, you cannot use this method for Years 6 and 7 if you have not completed your 4 Pediatric Updates and 15 Rx hours.  |

*If you miss the January 31 deadline to submit your application, you can still recertify with a $100 late fee added between February 1 and 28. Always check www.pncb.org for current pricing of all products and services. Fees subject to change without notice.
**Pediatric Updates**

Developed by CPNPs, Pediatric Updates are self-paced learning modules and a required component of your recertification. They feature updated knowledge of PNP practice and were formerly called SAEs.

Think of the modules as open-book evidence-based literature reviews. Collaboration is allowed.

- Each Pediatric Updates module consists of 35-40 questions that you answer online.
- You earn 7.5 contact hours accredited by NAPNAP each time you pass a module.
- These contact hours count toward the 15 contact hours needed each year.

<table>
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<td><strong>What’s required?</strong></td>
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<td><strong>How do I get them?</strong></td>
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<tr>
<td><strong>When should I order and complete them?</strong></td>
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<tr>
<td><strong>When do I complete them?</strong></td>
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<td><strong>How do I recertify with them?</strong></td>
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<tr>
<td><strong>What if I don’t pass?</strong></td>
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<tr>
<td><strong>What if I have a question?</strong></td>
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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 if accredited CE is awarded, journal activities, and in-services that award continuing education.

FAQs

*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.

*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 is required to conduct random audits of Recert applications. If your application is selected for audit, you will be asked 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 are 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?* You will choose “Self Reported” and type the 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 on the next page, 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 that accredited or approved the hours is not listed below/on our online recertification application, email recert@pncb.org. You will be asked to send your CE certificate for review.

Tips

- When entering contact hours on the application or ReCert Tracker, use Self Reported as the type. If the CE is earned from PNCB, we will automatically load it for you, including the type.
- Consider entering only the 15 hours required each year on the application.
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)

The CE accrediting organization name is on the CE certificate, sometimes in fine print near the bottom. Look for language like “approved by” or “accredited by.”

What if the accrediting body on my certificate is not on PNCB’s list?

Email recert@pncb.org. You will be asked to send your CE certificate for review.
**Pharm-specific Contact Hours**

**Pediatric Pharmacology Hours:**

CPNPs are required to complete 15 contact hours of accredited pediatric pharmacology within each 7-Year Recert Tracking Cycle.

**Are actual contact hours required?**

Yes. These hours can come from any accredited source that PNCB accepts. See the previous page for a list of commonly used accrediting organizations.

**When do I need to earn the hours?**

You decide when to complete these hours during each 7-Year Tracking Cycle but be sure to document any hours on a Recert application within 24 months of earning them.

**Are PNCB’s Pharmacology Pediatric Updates still be available?**

Yes, and if you complete these modules, each will count toward your elective module requirement and toward your pharm hour requirement.

*These scenarios at right can help you maximize the activities you complete.*
Clinical Practice
*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. Documenting clinical practice hours can be helpful when you do not have a chance to earn enough contact hours to recertify. Clinical practice hours must have been completed while holding active licensure for the state/territory in which the hours were performed.

- **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.

**How Clinical Practice works:**

- 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

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

- 200 clinical practice hours + 10 accredited contact hours = 15 hours for that year
- 400 clinical practice hours + 5 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

**Options for Clinical Practice**

**If Non-faculty**

- May be direct “hands-on” assessment/clinical management of pediatric populations - OR -
- May be management of other primary care advanced practice nursing personnel or students (NP or CNS) to help achieve patient care goals (precepting does not count here; it’s in the PPL category on pages 12-13) - OR -
- May be consultation or clinical education

**If Faculty (Including adjunct)**

- May be direct supervision of primary care pediatric clinical hours with advanced practice nursing students in primary care (NP or CNS) - OR -
- May be teaching class time that awards accredited academic credit to advanced practice nursing 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

**FAQs**

**Is clinical practice required?** No. Clinical practice is optional.

**Can I double clinical practice?** You can document a maximum of 400 hours (counts as 10 contact hours). The option for 600 hours included on the ReCert Tracker is for a different certification (Pediatric Primary Care Mental Health Specialist) and cannot be used for CPNP.

**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 at (employer or organization name) and provide start and end dates.
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
- Committees
- New for 2020 Recert and beyond: Quality Improvement Projects

Specific policies are described on the next page.

Teaching and IRB research projects are considered Clinical Practice activities. See the preceding page for details.

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 4 examples. 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

FAQs

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 CPNP 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, except for the following categories:

- For Lecture or Presentation, submit materials created for public education or patient/family teaching to recert@pncb.org for approval prior to recertifying.
- For a Quality Improvement Project, complete this form and email it to recert@pncb.org after you submit the application.

What information do I type on the application? You will be prompted for dates and the following:

- Authorship, posters, lectures, or presentations: Type title. Date is published date.
- Precepting: Type 80 hours at (employer/institution name).
- Committee membership: Type name of committee/task force and the name of state or national organization.
- Quality Improvement Project: Type name of project at (employer/institution name).
# What Counts for PPL

<table>
<thead>
<tr>
<th>Type of PPL</th>
<th>What’s Accepted</th>
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<tbody>
<tr>
<td><strong>Authorship</strong></td>
<td>Peer-reviewed journal article, textbook contributions, or teaching aids for patients and families related to your certification specialty.   &lt;br&gt;✔️ Any page length. &lt;br&gt;✔️ May be co-authored.  &lt;br&gt;✔️ Unpublished or published Doctoral dissertation/capstone project or Master’s thesis completed will also be accepted, if not part of the education that allowed you to meet CPNP exam eligibility requirements.</td>
</tr>
<tr>
<td><strong>Poster</strong></td>
<td>Scholarly poster presentation selected for conference or hospital presentation  &lt;br&gt;✔️ Related to your certification specialty.</td>
</tr>
<tr>
<td><strong>Lecture or Presentation</strong></td>
<td>Use PPL specifically for non-academic Settings (e.g., conferences). For academic settings, faculty count classroom lectures as Clinical Practice (pg. 11).  &lt;br&gt;✔️ Related to your certification specialty.  &lt;br&gt;✔️ Sponsored by employer or a membership or an educational organization.  &lt;br&gt;✔️ At least one hour in length.  &lt;br&gt;✔️ Included learning objectives and a reference list.  &lt;br&gt;✔️ A specific lecture cannot be used more than once for PPL credit.  &lt;br&gt;✔️ In addition, this option must have:  &lt;br&gt;✔️ Awarded CE to attendees or  &lt;br&gt;✔️ 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.</td>
</tr>
<tr>
<td><strong>Preceptor Hours</strong></td>
<td>A minimum of 80 hours completed in the past 24 months prior to Recert enrollment  &lt;br&gt;✔️ Level-appropriate: CPNPs must precept graduate PNP or FNP students with a focus on mastery of primary care pediatric clinical content.  &lt;br&gt;✔️ Completed while holding active licensure for the state/territory in which the hours were performed.  &lt;br&gt;✔️ Does not include orientation of new employees to hospital/employer policies and procedures.  &lt;br&gt;✔️ Preceptor hours cannot also be used as a clinical practice option for Recert.</td>
</tr>
<tr>
<td><strong>Committee Membership</strong></td>
<td>Local, state, or national level as an officer or committee task force member. Also accepted: review and editorial board membership.  &lt;br&gt;✔️ Related to your certification specialty.  &lt;br&gt;✔️ PNCB committee members receive CE and discounted recertification fees for volunteering and therefore cannot also apply PNCB activity to the committee PPL option.</td>
</tr>
<tr>
<td><strong>Quality Improvement Project</strong></td>
<td>Individuals concerned if their QI project meets PPL requirements are welcome to fill out the description form and submit for approval prior to recertification.  &lt;br&gt;✔️ A minimum of 10 hours of your involvement in the project. Not required to be a primary project lead but must have held a significant role.  &lt;br&gt;✔️ Must be involved in the entirety of the project from conception through completion. Completion is defined as one complete cycle from conception to initiation, implementation, measurement of outcomes, and re-evaluation/future initiatives.  &lt;br&gt;✔️ Project must have been completed in the past 24 months prior to Recert enrollment.  &lt;br&gt;✔️ A project previously submitted for PPL, either as a publication or poster presentation, cannot be used again for QI PPL. Conversely, QI PPL cannot be duplicated as a publication or poster presentation for another Recert application.</td>
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Academic Credit

*Can count for a maximum of 10 contact hours*

**Academic credit is coursework taken by you relevant to your certification specialty whereby you earned a grade from an accredited institution/college/university.**

**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

**Restrictions:**

- Cannot be the same credit that allowed you to meet CPNP exam eligibility requirements.
- Cannot be the same credit applied in a previous year.
- Adult continuing education at colleges or universities are to be counted as contact hours, not as academic credit.

**FAQs**

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. However, it cannot be the same credit that allowed you to meet CPNP exam eligibility requirements.

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.

**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.

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.
Record Review Year continued

**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.

**Can I use a Record Review Year even if I have not met my Pediatric Updates requirements?** Maybe. It depends on where you are in your 7-Year Recert Tracking Cycle. You are required to complete 4 Pediatric Updates (2 Primary Care and 2 of your choice) and 15 pharmacology hours for your 7-Year Recert Tracking Cycle to remain certified.

*Example 1:* A CPNP needs to recertify for Year 6 and still has not completed any of his 4 required PNCB Pediatric Updates modules to fulfill his 7-Year Recert Tracking Cycle. He would not be able to use the Record Review Year option for Years 6 or 7. He would need to successfully document the modules (documenting 2 completed modules per each remaining year of that cycle).

*Example 2:* A CPNP needs to recertify for Year 2 and has not completed any Pediatric Updates, but a major issue has happened in her life. She is early enough in her cycle to use Record Review Year and still meet her requirement of 4 Pediatric Updates.

**Does using this option impact board of nursing verification?** No. If a CPNP recertifies using the Record Review Year option, your board of nursing or any third-party verification requestor receives the standard primary source verification of certification information. The words “Record Review Year” do not appear in verification documentation.

**Tools**

**Recert Dashboard**
Log in to check your status of all required modules and pharmacology hours, basic policies, and a snapshot of past application activities. This tool also tracks the once-per-7-year use of the Record Review Year option.

**ReCerTracker**
Log in to pre-load completed activities and save time on the Recert application. PNCB’s Pediatric Updates, Free CE, and Alternative CE modules automatically load for you when your CE certificate is processed.
- Note that you will be asked to enter your license information on the actual Recert application, even if you recently entered it in the ReCerTracker.
- Use the Applied Points column to see the number of hours applied toward a past Recert. If no number is listed, hours may be available to apply. Check Completed Date to confirm they will not expire before you submit your Recert application.

**Tips: Before Recertifying**

**Content Must Relate to Your Certification Specialty**
All PNCB-accepted activity, including PNCB’s own Free CE, Alternative CE, and Pediatric Updates CE modules must relate to your certification specialty if you want to apply the contact hours toward Recert.

**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.
Need Contact Hours?
Pediatric Updates and free or low-cost CE is available in your PNCB portal’s Marketplace. 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.

Preload Completed Activities
While you are not required to use your ReCErt Tracker, it can save you time on the online application. This tool can also be used for personal record keeping 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. Do not manually enter completed PNCB’s Pediatric Updates or other PNCB modules as continuing education.

Tips: Using the Online Recert Application

Find the Application
Log in to the PNCB portal at https://mypncb.pncb.org/pncbssa. You will also find the portal login link at the upper right of the PNCB website.

Device Compatibility
The application works best with a PC, and we do not guarantee compatibility with iPads, iPhones, Kindles, or other devices. Contact website@pncb.org for technical assistance. We will respond during normal office hours.

Dates
You recertify using an online application at www.pncb.org during open enrollment between November 1 and January 31. You can recertify with a late fee between February 1 and February 28. You pick the day and time to recertify during the open enrollment timeframe.

Have Any Paperwork Handy
Gather CE certificates not issued by PNCB and not yet added to your ReCErt Tracker, and allow approximately 15 minutes to complete the online application.

Check the Boxes
After you enter activity on the Recert application (or if you see preloaded activity from your ReCErt Tracker), you will need to check the boxes to the right of the activity to apply it on the application.

Restarting an In-Progress Application
If you start an application but don’t finish it, your submittals grid will guide your next step.
• Click the Details link unless your application is expired. If an application is in progress, you may see a status of pending, No Pass, No Pay, or checkout, etc. Return to your in-progress application by clicking the blue word Details at the far right of the final line item.
• Expired status? An application expires in 10 days if you don’t complete it. If the application has expired, create a new one with the lower right blue button.

How Do I Know I Recertified?

Your Emailed Receipt
After payment and submission of your application, look for your receipt email. If you do not see it within 24 hours, check your spam inbox. Not there? Log in to your portal and view your Message History Report. Here you can print a receipt. Not there either? Contact recert@pncb.org.
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 your PNCB portal for this documentation.

Other Ways to Know
In your PNCB portal, your Recert Dashboard will be updated, and the ReCERt Tracker will reflect applied activity. You also would not be able to start another Recert application until the next November 1.

Verification for Boards of Nursing
Each Board of Nursing has on-demand access to a verification of certification portal. Boards will continually be notified to log in and view the current recertification information for nurses who are licensed in their state and have recertified. Boards of Nursing are also notified in bulk during recertification.

- Two Boards of Nursing you list on your Recert application receive verification at no cost to you.
- If you need additional verifications sent to employers, additional boards, or a new board, order verifications in your portal.
- Additional verifications (e.g., to employers or to a new state board not listed on the application) are $40 each. Fees are subject to change without notice. Check www.pncb.org for current costs.

Benefits & Discounts
Thank you for maintaining your certification with PNCB! Visit My CPNP-PC Corner to learn about special discounts. A replacement lapel pin is available upon request in your PNCB portal.

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.

Ethics
To support excellence in nursing practice, PNCB requires that every nurse certified by this organization will uphold and adhere to the Certificant Code of Ethics. In addition to addressing patient care, respect, and safety, the Certificant Code of Ethics states that you cannot falsify information provided to PNCB or act dishonestly concerning PNCB exams and recertification. This includes disclosure of exam content to candidates. Protect your certification by adhering to the Certificant Code of Ethics.
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. Changing the status of your license to inactive will jeopardize your 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.

Why are Pediatric Updates required to be completed before I recertify?  
This policy, announced in 2011, aligns with all other PNCB documentation strategies for recertification enrollment: all activities must be completed before you can use them to recertify.

What if I will be seeking Acute Care CPNP certification as well?  
Primary Care CPNPs who later earn Acute Care CPNP certification will enter the dual AC/PC CPNP recertification program the calendar year after passing the Acute Care CPNP exam. Dual CPNP certification saves you time when filling out the recertification application and reduces costs. You will start a new 7-Year Recert Tracking Cycle that includes both certifications. You will have 2 additional Pediatric Updates to complete per cycle. Review Dual AC/PC recertification information on the web to learn more.

What if I hold both CPNP and Certified Pediatric Nurse (CPN) certification?  
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/CPNP must demonstrate continuing competency for both roles. PNCB recognizes that some individuals may want to maintain both certifications and has 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!