

PMHS

• PEDIATRIC PRIMARY CARE MENTAL HEALTH SPECIALIST •

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



PEDIATRIC NURSING
CERTIFICATION BOARD

ABOUT

Recertification

Thank you for choosing PNCB for PMHS specialty certification! All certification boards require a renewal or recertification process to document how you are maintaining competency in your practice. PNCB recertification, or Recert, is required every three years to maintain this credential.

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. 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 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 3 years...

during an open enrollment period **between October 1 and January 31** prior to the expiration date on **your online wallet card**.

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

You pick which day during that window of time 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?

Your first year to recertify will be three years after you passed the exam. For example, if you passed the exam in 2014, you would need to recertify by completing an online application between October 1, 2017 and January 31, 2018.

PNCB will send you a postcard reminder and emails to ensure you don't miss the date!

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



PNCB will send you a postcard reminder and emails.

Be sure to keep your contact information up to date.

UNDERSTAND

Requirements

Every three years, you will need to meet the following requirements to maintain your PNCB certification.

1. Maintain any advanced practice certification (NP or CNS) that was required per PMHS exam eligibility criteria. You will attest that this certification is active and in good standing when completing the online recertification application. This certification does not have to be the same one held when you took the PMHS exam (e.g., an FNP who has since become PNP certified or someone who has changed boards).

----- AND -----

2. Maintain current, active, unencumbered US or Canadian advanced practice nursing licensure. You will attest that this licensure is active and in good standing when completing the online recertification application.

----- AND -----

3. Complete an equivalent of 45 contact hours of pediatric behavioral/mental health (BMH), of which 15 contact hours MUST be pediatric psychopharmacology.

- These hours must be earned within 36 months preceding your recertification application submission.
- Your 15 hours of pediatric psychopharmacology must be accredited contact hours of CE or CME earned from conferences, online modules, or journals. A maximum of 10 contact hours could be from academic credit consisting of fully pediatric psychopharm content.
- Your remaining 30 hours of pediatric BMH can be from accredited contact hours of CE/CME or from other equivalents that PNCB will accept. See the following pages for full details.



If you also hold PNCB's CPNP-PC or CPNP-PC/AC certification:
Accredited contact hours earned for PMHS recertification can also be applied to your CPNP recertification.

If your APRN license is encumbered:
Contact recert@pncb.org with an explanation of why your license is encumbered and send a copy of the state board of nursing documentation relating to the encumbered license.

Options to Meet Requirements

So how should you meet the 45 contact hour requirement?

Your 15 contact hours of pediatric psychopharmacology must be accredited contact hours of CE or CME earned from conferences, online modules, or journals. A maximum of 10 contact hours could be from academic credit consisting of fully pediatric psychopharm content.

- **Tip!** PNCB's [Psychopharmacology Pediatric Updates module](#) offers 7.5 contact hours. The module preloads in your Recert application after CE certificate processing (within 24 hours of successful module completion).

Your 30 contact hours of pediatric behavioral/mental health (BMH) could be from accredited contact hours of CE or CME as well. But there are other equivalents that PNCB will accept.

- **Tip!** PNCB currently offers a [Primary Care Behavioral/Mental Health Pediatric Updates module](#) for 7.5 contact hours, which is set to be retired from purchase availability in November 2017. The module preloads in your Recert application after CE certificate processing (within 24 hours of successful module completion).

How you stay up-to-date during the year can guide your choices for meeting the 30 BMH hour requirement.

For example:

- Do you attend conferences or earn CE/CME online or at work?
- Do you work at least 200 direct patient care hours related to the PMHS role in a 12-month period?
- Did you complete a PMHS-relevant university course, article, or poster presentation?

Here are different choices for fulfilling the 30 contact hours of pediatric BMH. Professional Practice Learning (PPL) includes activities like direct-care clinical practice hours, lectures, poster presentations, authorship, precepting, or committee membership. For more about PPL, see [page 8](#).

- 30 contact hours of BMH CE
- 25 contact hours of BMH CE + 5 hours of PPL (1 activity)
- 20 contact hours of BMH CE + 10 hours of PPL (2 activities)
- 20 contact hours of BMH CE + 1 academic credit
- 15 contact hours of BMH CE + 15 hours of PPL (3 activities)
- 15 contact hours of BMH CE + 1 academic credit + 5 hours of PPL (1 activity)

You will use an online application to document completed activities.

Accredited Contact Hours

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

Are actual contact hours required?

- For your 15 hours of pediatric psychopharm, the answer is yes unless you have 10 contact hours' worth of academic credit (i.e., 1 semester or quarter credit). PNCB currently offers a [Psychopharmacology Pediatric Updates module](#) for 7.5 contact hours.
- For your 30 hours of BMH, you could use up to 15 hours of other PNCB-accepted activities like Professional Practice Learning (PPL), clinical practice, or academic credit to count as contact hours.

What content is accepted?

- For your pediatric BMH requirement (30 hours or accepted equivalents needed): Hours must reflect advanced practice nursing related to the pediatric BMH arena and applicable to primary care.
- For your pediatric psychopharmacology requirement (15 hours needed): Hours must be related to prescribing and management of drug treatments for children and adolescent with behavioral/mental health needs. Learning opportunities you select must focus on the use of medications and other substances utilized for their effect on behavior and the mind, particularly in the context of treatment of mental disorders, and the indications, contraindications, use, dosing, monitoring and adverse effects.

When do I need to earn the hours? Contact hours must have been earned within 36 months preceding your recertification application submission.

What information do I type on the application? You will be asked to type the name of activity, date contact hours were awarded, accrediting body, and number of hours. You will be able to document whether the hours are psychopharmacology.

I attended a conference that offered applicable content in some but not all sessions. Can I document portions of a conference I attend? Yes. Make your best assessment of the amount of pediatric primary care BMH content.

I attended a psychopharmacology conference that did not identify how many contact hours are specific to pediatric psychopharmacology on the CE certificate. Can I use any of these hours? How would I document the hours for my recertification? You may use contact hours related to pediatric psychopharmacology from approved accredited providers. The session or workshop title should provide an obvious connection to pediatric-relevant content. Make your best assessment.


More about Contact Hours

Pediatric psychopharmacology is incorporated within many mental health CE offerings I take concerning ADHD, anxiety, depression, etc. However, the pharm hours are not specified as “pediatric psychopharmacology.” Can these pharm hours be counted toward the pediatric psychopharm requirement for recertification? You are expected to select and complete pediatric psychopharmacology CE pertinent to your continuing competency educational needs. Make your best assessment of the amount of pediatric content. Session or workshop titles should provide obvious relevance to pediatric behavioral and mental health. PNCB realizes that not all accredited providers make this clear on CE certificates.

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.

What accrediting bodies must award the hours? PNCB accepts hours from the accrediting organizations listed below, among others. The accrediting body will be listed on your CE certificate. This list is not inclusive of all organizations accepted as PNCB often adds to this list throughout the year. If you do not see a particular organization when completing the online recertification application, please contact recert@pncb.org.

- Accreditation Council for Continuing Medical Education (ACCME) Category 1 (AMA)
- Accreditation Council for Pharmacy Education (ACPE)
- 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 of Critical Care Nurses (AACN)
- American Association of Diabetes Educators (AADE)
- American Nurses Credentialing Center (ANCC)
- American Psychological Association (APA)
- Centers for Disease Control (CDC)
- Emergency Nurses Association (ENA)
- International Association for Continuing Education and Training (IACET)
- 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)



Save conference brochures and related literature from the event for your records in case your recertification application is selected for random audit.

During audit, PNCB reviews and validates your documentation of CE by event title or description to determine that the earned CE was related to pediatric behavioral mental health and/or pediatric psychopharmacology.

Professional Practice Learning (PPL)

Can count for a maximum of 15 BMH contact hours

PPL activities contribute to professional growth and development. PPL offers an alternative to accredited contact hours or academic credit.

PPL can be direct- or indirect-care clinical practice work hours (includes teaching, consultation, or research), authorship, poster presentations, lectures, presentations, precepting, or committee membership. The activity must be related to pediatric primary care behavioral/mental health. Use the chart on the next page for specific PPL criteria.



Is PPL required?

No. PPL is an optional way to meet non-pharm contact hours requirements, if desired.

How many contact hours does a PPL activity equal? 1 PPL equals 5 contact hours toward recertification.

How PPL works: You can count a maximum of 3 PPL activities for PMHS recertification.

1 PPL + 25 accredited BMH contact hours = 30 BMH hours for your recertification

2 PPL + 20 accredited BMH contact hours = 30 BMH hours for your recertification

3 PPL + 15 accredited BMH contact hours = 30 BMH hours for your recertification

How current must the PPL be? The activity must have been accomplished within 36 months preceding your recertification application submission.

Can I count more than one PPL in a single year? Yes. PNCB does not limit you to only 1 PPL per year for PMHS Recert. For example, a PMHS may accomplish both clinical practice and precepting in a single 12-month timeframe (2 PPLs per year). Another PMHS may accomplish a poster, a conference presentation, and clinical practice in a single 12-month timeframe (3 PPLs per year).

Do I need to send paperwork? Not unless selected for random audit.

What information do I type on the application? You will be prompted to enter basic descriptive information such as the name of activity and date accomplished.

What Counts for PPL

PPL TYPE	WHAT IS ACCEPTED
Clinical Practice <i>(Teaching, research, and more count in this category)</i>	Direct or indirect pediatric primary care BMH advanced practice work hours (paid or volunteer) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed while holding active licensure for the state/territory in which the hours were performed <i>If Non-faculty</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> May be direct “hands-on” assessment or clinical management of children with primary care BMH issues <input checked="" type="checkbox"/> Or may be indirect care such as consultation, clinical education, or management of other personnel to support patient care goals <i>If Faculty</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> May be teaching class time that awarded accredited academic credit to students <input checked="" type="checkbox"/> Or may be direct supervision of pediatric BMH clinical hours with advanced practice nursing students in primary care (can be CNS or NP students) <i>If Research-related (faculty or non-faculty)</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> May be IRB research for which you are a primary researcher; does not need to be a primary component of your employment
Authorship	BMH-related peer-reviewed journal article, textbook contributions, teaching aids for patients and families, or research: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> May be any page length <input checked="" type="checkbox"/> May be co-authored <input checked="" type="checkbox"/> May also be unpublished or published Doctoral dissertation/capstone project or Master’s thesis
Poster	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scholarly poster presentation selected for conference or hospital presentation <input checked="" type="checkbox"/> Related to pediatric BMH nursing practice in primary care
Lecture or Presentation	<i>Use PPL specifically for non-academic Settings (e.g., conferences). For academic settings, faculty should now count classroom lectures as Clinical Practice above.</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Related to your certification specialty <input checked="" type="checkbox"/> Sponsored by employer or a membership or an educational organization <input checked="" type="checkbox"/> At least one hour in length <input checked="" type="checkbox"/> Included learning objectives and a reference list In addition, this option must have: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Awarded CE to attendees or <input checked="" type="checkbox"/> Included education materials created for public education or patient/family teaching. Please submit education materials for approval to recert@pncb.org prior to recertifying. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A specific lecture cannot be used more than once for PPL credit
Preceptor Hours	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A minimum of 80 hours completed in the past 36 months prior to Recert application submission <input checked="" type="checkbox"/> Level-appropriate: must precept graduate NP or CNS students with a focus on mastery of pediatric BMH clinical content related to primary care <input checked="" type="checkbox"/> Completed while holding active licensure for the state/territory in which the hours were performed <input checked="" type="checkbox"/> Does not include staff orientation <input checked="" type="checkbox"/> Preceptor hours cannot also be used as a clinical practice option for Recert
Committee Membership	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local, state, or national level as an officer or committee task force member for an organization related to pediatric BMH concerns <input checked="" type="checkbox"/> BMH-related review and editorial board membership also accepted <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

More PPL FAQs

May I use clinical hours for each of the past 3 years for a total of 15 contact hours? Yes, a minimum of 200 clinical hours worked in 1 year counts as 5 contact hours as PPL. This means a potential of 600 clinical hours worked over a 3-year period count as a maximum of 15 contact hours. Use your best judgment to estimate the number of applicable hours; these hours need to reinforce your continuing competency in the specialized PMHS role.

Scenario	Take credit for clinical hours
A PMHS works full time (40 hours) in a primary care office. Caring for children with behavioral and mental health issues is a theme during every clinical day.	40 hours per week (or 160 hours per month)
A PMHS works full time (40 hours) in a primary care office, with in-depth behavioral/ mental health screening, evaluation and management by appointment only, and for only 3 days per week.	24 hours per week (or 96 hours per month)

If I have precepted more than one student, each for at least 80 hours for each of the last 3 years, may I use this as Professional Practice Learning (PPL) three times on the recertification application for a total of 15 contact hours? Yes. Preceptorship must be of graduate nursing students, and it is expected that the precepting hours you count focus on behavioral/mental health issues in primary care. A total of 80 hours precepted in 1 year counts as 5 contact hours. This means a potential of 240 precepting hours over a 3-year period count as a maximum of 15 contact hours.

80 hours of precepting in 3 years	5 contact hours
160 hours of precepting in 3 years	10 contact hours
240 hours of precepting in 3 years	15 contact hours

How do I determine the number of hours of BMH I teach when precepting students? Provide your best estimate when determining BMH-related hours when precepting. There is no requirement for detailed documentation.

Academic Credit

Can count for a maximum of 10 pediatric BMH contact hours

If pediatric psychopharmacology, can count as 10 psychopharmacology hours

Academic credit is coursework **taken by you** relevant to pediatric behavioral/mental health or pediatric psychopharmacology 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.

How current must the academic credit be? Academic credit must have been awarded by an institution within 36 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 basic descriptive information such as the course name and date completed.

Restrictions:

- Cannot be the same credit applied in a previous PMHS recertification application.
- Psychopharmacology coursework may be applied toward the required 15 hours of psychopharmacology or toward the required 30 hours of BMH, but cannot be applied to both.

How academic credit works:

- If the content is pediatric BMH, you can count academic credit as 10 contact hours and combine it with any other accepted activity equaling 20 contact hours to meet the total requirement of 30 pediatric BMH contact hours.

Fees*

PMHS RECERTIFICATION FEES		
Cost to Recertify: <i>No Applicable PNCB Pediatric Updates Used</i>	\$200	You will pay this online when you submit your web-based application.
Cost to Recertify: <i>PNCB Psychopharm Pediatric Updates Used</i>	(cost above reduced by price of module)	You are not required to complete any available PNCB psychopharmacology Pediatric Updates, but if you do, then your Recert cost will be reduced by the price of 1 successfully completed psychopharmacology module applied to recertification. Limit 1 discount per PMHS Recert application. You must earn a score of 70% or above to receive module credit.
Late Recert Application	\$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.
Change Order	\$30	Please consider your options carefully before submitting online orders/ application. All Recert Option or Pediatric Updates changes must be written and submitted to recert@pncb.org .

* All fees subject to change without notice. Check www.pncb.org for current costs.

TOOLS & TIPS

To Plan Ahead

TOOLS

[My Recert Dashboard](#)

Log in to see a countdown to recertification and basic policies.

[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.

Have Your Paperwork Handy

Gather CE certificates and allow approximately 15 minutes to complete the online form. Or refer to your ReCErt Tracker before starting your application and note the details of preloaded activities before you begin.

Consider BMH Activity for CPNP Certification Too

If your CE options are limited, maximize your earned activities: because PMHS is an added specialty credential with a primary care focus, CE you earn in support of PMHS recertification also supports CPNP-PC and CPNP-PC/AC dual continuing competency.



The only activities in your ReCErt Tracker that preload are BMH-related Pediatric Updates.

- Refer to your ReCErt Tracker **before** starting your online application to access details of any other preloaded activity.

WHAT YOU

Need to Know

RECERTIFYING USING PNCB'S ONLINE APPLICATION

You recertify every 3 years using an online application at www.pncb.org during open enrollment (between October 1 and January 31, or between February 1 and February 28 with a late fee). Note the expiration date on your online PMHS wallet card. You will recertify prior to the expiration date in the window described above.

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 and allow approximately 15 minutes to complete the online form. If you also hold PNCB's CPNP or CPN certification, you will complete a separate application for that recertification; PMHS Recert will not be combined with a CPN or CPNP recertification application.

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 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. 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

PLANNING TO RETIRE?

Read about how to officially [retire your certification](#) so we can remove your email 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, accrediting 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	recert@pncb.org
Web Technical Support	website@pncb.org

Can I recertify if I no longer hold an APRN license? Can I recertify if I no longer hold an RN license?

A current, active, unencumbered advanced practice RN (APRN) license is required to maintain PMHS certification. An RN license is not required.

Can I recertify if I no longer hold a certification required for PMHS eligibility?

On the recertification application, you are required to attest that a primary certification (NP or CNS) per PMHS exam eligibility requirements is active and in good standing. It may be a different certification than what you held when meeting PMHS exam criteria (e.g., an FNP who has since become PNP certified or someone who has changed boards), but you must hold one of those foundational certifications.

Can I recertify if I'm no longer practicing in a setting where my PMHS credential is applicable?

Yes, as long as you can continue to meet PMHS recertification requirements.

Can CE I earned for my PMHS recertification also be used for my PNCB Primary Care or Dual Primary Care/ Acute Care CPNP recertification?

Yes. Because PMHS is an added specialty credential with a primary care focus, CE you earn in support of PMHS recertification also supports CPNP-PC and CPNP-PC/AC dual continuing competency. If you hold only Acute Care CPNP certification, you are not eligible to take the PMHS exam, and therefore PMHS-related CE will not be accepted for Acute Care CPNP recertification.

If I am also a CPNP or CPN, do I need to complete 2 separate Recert applications, one for each credential?

Yes. Please note that recertifying your CPNP credential does not recertify your PMHS credential or vice versa. PMHS recertification has a separate application since demographic questions will vary for each certification. Recertification programs are consistent with the professional scopes and standards of practice for roles.

Contact recert@pncb.org if you have additional questions so we can help. Thank you for recertifying!