

**EFFECTIVE FOR 2025 RECERTIFICATION**

**November 1, 2024 - January 31, 2025**

**EARLY BIRD SAVINGS:** November 1-25, 2024

**LATE PERIOD:** February 1-28, 2025

# Pediatric Primary Care Mental Health Specialist (PMHS) Recertification

**A GUIDE FOR MAINTAINING  
YOUR CREDENTIAL**



**PEDIATRIC NURSING  
CERTIFICATION BOARD**

**[www.pncb.org](http://www.pncb.org)**



# Dear Pediatric Primary Care Mental Health Specialist,

Congratulations on belonging to the community of PMHSs! You've met a rigorous standard to add those letters behind your name. We're here to help you understand the process to maintain this respected credential you worked hard to earn.

Being a PMHS represents more than passing an exam; it's part of your deep commitment to staying up to date in pediatric healthcare.

This guide shares information to help you feel confident in your choice of recertification methods and activities. If you have any questions along the way, please contact the PNCB team at [recert@pncb.org](mailto:recert@pncb.org) or 1-888-641-2767.

Thank you for including PMHS certification as part of your professional journey.

Sincerely,



Sheri Sesay-Tuffour, PhD, CAE, ICE-CCP, CNED  
PNCB Chief Executive Officer

## 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. **PMHS recertification is now an annual process.** This keeps costs and requirements manageable.

**Practice hours are not required for recertification.** If you need contact hours to recertify, PNCB's [Marketplace](#) offers CE modules that will count toward your PMHS recertification, including [Pediatric Updates modules](#) (7.5 contact hours each).

## 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 2025, you will need to document completed activities on PNCB's online recertification application no later than January 31, 2025 to avoid a late fee.

**Avoid the late fee:** A \$100 late fee is added to your fees 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. As a courtesy, PNCB will send you a postcard, email, text, and robocall reminders, unless you opt out. It is your responsibility to keep your contact information up to date, and to be opted-in to emails, robotexts, and robocalls.

## 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 2024, you do not recertify that fall/winter. Your first year to recertify will be during the next enrollment window of November 1, 2025 to January 31, 2026 (or February 1 to 28, 2026 with a late fee).

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

# Mapping Your Activities

For each recertification activity (e.g., practice hours, CE, PPL) that you add to your application, you will select 1 of 6 competency roles that best align with each activity. These 6 pediatric RN role-based competency areas are found in PNCB's [Competency Framework for Pediatric Nurses](#), showing how pediatric nurses progress in their professional role over time.

There is no requirement to use all competency areas during your recertification cycle. PNCB is collecting this information to further understand how pediatric nursing professionals maintain and gain competence.

Need more information? Contact us at [recert@pncb.org](mailto:recert@pncb.org).

## Example:

As an example, if you are using PNCB's CE module about anticipatory guidance in adolescence you can map that to the educator role since anticipatory guidance involves educating children and their families.

Please choose from the drop-down menu the competency area which best matches the selected activity.\*

Select One ▾

Advocate  
Clinician  
Collaborator  
Educator  
Innovator  
Leader

### Applying Credits

Add/Edit Contact Hours

Description	Course Name	Completed Date	Total Hours Earned	Rx Hrs	Psycho Rx Hrs	DBMH Hrs	DBMH Used Hours	Total Hrs Balance	Apply Credits	Uploaded Files	Competency
Self Reported	Contact Hours Test	03/03/2023	5	0	0	0		5	<input checked="" type="checkbox"/>		Educator ▾

## Competency Area: Advocate

Definition: The pediatric nurse advocate acts on behalf of patients and families, nurses, communities, and self to improve, influence, and transform patient care, healthcare systems, the nursing profession, and social and political health-related policy.

## Competency Area: Clinician

Definition: The pediatric nurse clinician uses evidence-based practice, clinical judgment, professional engagement, and informatics to provide safe patient- and family-centered care for diverse pediatric populations. A pediatric nurse clinician engages in lifelong professional development to build and maintain

## Competency Area: Collaborator

Definition: The pediatric nurse collaborator builds relationships with patients, families, and the team in order to identify needs and goals and incorporates these into decision-making processes. A pediatric nurse collaborator works with interprofessional colleagues to assist in meeting optimal patient goals.

## Competency Area: Education

Definition: The pediatric nurse educator is engaged in the process of knowledge transfer at all levels or practice over the care continuum while tailoring approaches to the needs of specific target audiences to achieve optimal outcomes.

## Competency Area: Innovator

Definition: The pediatric nurse innovator creates or adopts new methods, ideas, or products through creative solutions and generates new knowledge through scientific inquiry.

## Competency Area: Leader

Definition: The pediatric nurse leader develops relationships and uses systems thinking in the workplace to guide and influence nurses and the profession, resulting in improvements in the provision of care and health outcomes.

# Table of Contents

<u>How to Recertify Quick Guide</u>	5
<u>Fees</u>	5
<u>Requirements</u>	6
<u>Recertification Methods</u>	7
<u>When to Recertify</u>	8
<u>What is the 7-year cycle?</u>	8
<u>Details about Recert Methods</u>	8
<u>Accredited DBMH/Psychopharm Hrs (CE/CNE/CME)</u>	9
<u>Accepted CE Providers</u>	10
<u>Practice Hours (Direct or Indirect)</u>	11
<u>Professional Practice Linkages (PPL)</u>	12
<u>Academic Credit</u>	14
<u>Record Review Year</u>	15
<u>Tools, and Tips including Optional Recert Planner</u>	16
<u>The Online Application</u>	17
<u>How Do I Know I Recertified?</u>	17
<u>Your Wallet Card</u>	17
<u>Benefits &amp; Discounts</u>	18
<u>Retirement, Audit, &amp; Appeals</u>	18
<u>Ethics</u>	19
<u>Assistance &amp; FAQs</u>	19

# HOW TO RECERTIFY PMHS QUICK GUIDE

**A current/active/unrestricted advanced practice nursing license is needed to renew.  
An advance practice certification (NP or CNS) is required to be active/in good standing.**



## EARN 15

Before you can recertify, complete 15 contact hours of pediatric/behavioral/mental health (DBMH). 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, if the hours are:

- ✓ Already earned
- ✓ In the accepted date range
- ✓ Accredited (if actual contact hours)
- ✓ Relevant to the certification specialty

## INCLUDE 7-YEAR REQUIREMENTS

Plan for incorporating your 7-year cycle requirements as you recertify annually:

### **30 hours of pediatric psychopharmacology**

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.



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

**Recertification happens when you complete the online application with your payment.  
Your payment receipt and updated wallet card mean you are recertified.**

## Fees – pricing subject to change

Recert Method	Early Bird Nov. 1-25, 2024	Cost Nov. 26, 2024 – Jan. 31, 2025	Late Fee Pricing Feb. 1-28, 2025
15 DBMH/Psychopharm hours of accepted activity	\$45	\$65	\$165
15 DBMH/Psychopharm hours of accepted activity that includes at least one PNCB Psychopharmacology module	\$25	\$45	\$145
Record Review Year – allowed once per 7-year Recert cycle	\$30	\$50	\$150

## 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.

During Recert time, log in at [www.pncb.org](http://www.pncb.org) to complete your application.

1

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

You are not permitted to maintain your certification if your APRN license is inactive. You'll document current US or Canadian APRN licensure on the Recert application. Email [recert@pncb.org](mailto: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, or you have been notified by your state board of nursing of an investigation or complaint, you must immediately communicate with PNCB. You cannot recertify until you communicate with us.** You must maintain an active license.

AND

2

### Maintain your foundational certification that was required per PMHS exam eligibility criteria.

You must maintain your APRN foundational certification to remain PMHS certified. You will attest that this certification is active and in good standing when completing the online recertification application. This 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

3

### Each year, document 15 completed contact hours or equivalent activities accepted by PNCB that are related to the PMHS certification specialty on an online application.



You can also use 1 Record Review Year (see page 15) 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.

AND

4

### Over a period of 7 years, document a total of 30 hours of accredited pediatric psychopharmacology.

These hours can count toward the 15 required each year. Learn more on page 8.

**Tip:** PNCB [Psychopharmacology Modules](#) can help you meet this requirement.



# RECERTIFICATION METHODS

The online application offers the following choices.

*You will choose 1 method below.*

Click the method component for detailed policies.

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-PC or CPNP0-PC/AC certification.

Method	What's Required		
Contact Hours	15 Contact Hours		
Contact Hours and Practice Hours	10 contact hours + 200 practice hours	OR	5 contact hours + 400 practice hours
Contact Hours and PPL	5 contact hours + 1 PPL		
Contact Hours and Academic Credit	5 contact hours + 1 academic credit		
Practice Hours and PPL	200 practice hours + 1 PPL		
PPL and Academic Credit	1 academic credit + 1 PPL		
Academic Credit and Practice Hours	1 academic credit + 200 practice hours		
Practice Hours and 1 PNCB Psychopharm Module	400 practice hours + 1 PNCB Psychopharmacology Module		
Contact Hours and 1 PNCB Psychopharm Module	7.5 contact hours + 1 PNCB Psychopharmacology Module		
PPL and 1 PNCB Psychopharm Module	1 PPL + 1 PNCB Psychopharmacology Module		
Academic Credit and 1 PNCB Psychopharm Module	1 academic credit + 1 PNCB Psychopharmacology Module		
2 PNCB Psychopharmacology Modules	2 PNCB Psychopharmacology Modules		
Record Review Year	No activity required, but you still complete the application. You pay a lower fee.		

# Your 7-Year Recert Tracking Cycle

Although you will recertify with PNCB every year, to maintain your certification you will also complete **30 hours of pediatric psychopharmacology** within a 7-Year Recert Tracking Cycle assigned by PNCB.

**The 7-Year Cycle does not mean you recertify every 7 years.** Each year that you document contact hours from pediatric psychopharmacology, those hours count toward the 15 DBMH/Psychopharm hours needed for that year.

You are also allowed 1 Record Review Year within each 7-Year Recert Tracking Cycle. Learn more about Record Review Year on page 15. 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.

## Details about Recert Methods

**How should you meet the 15-DBMH/Psychopharm hour requirement each year?** You can choose any of the methods described on page 7. Policies for each method's activity are described on the pages that follow.



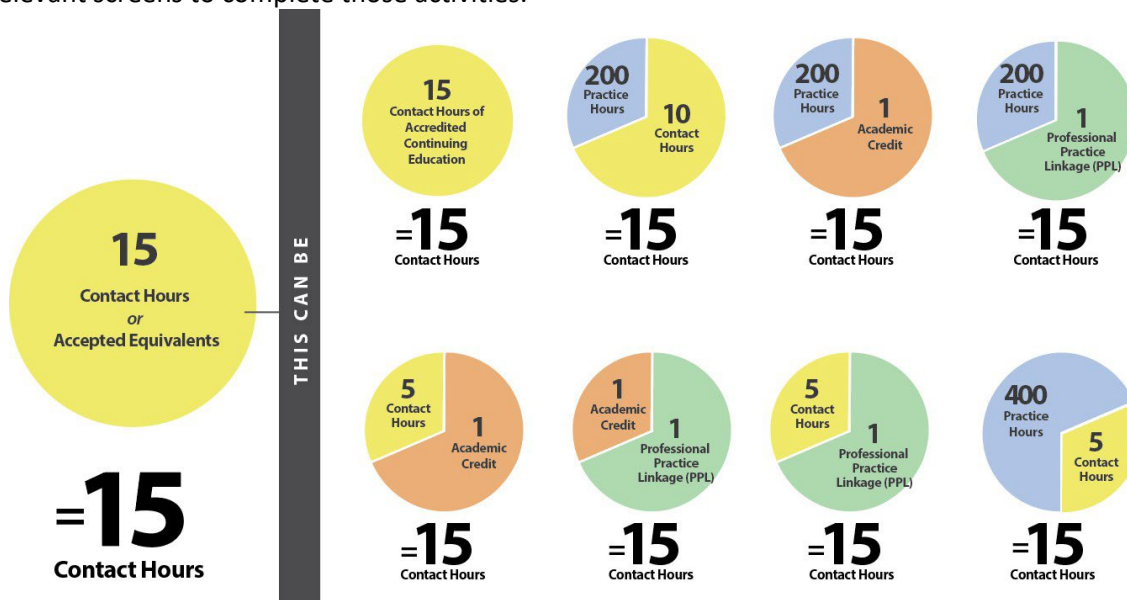
**How you stay up to date during the year can often guide your choices.** The purpose of recertification is to document the various ways you maintain current practice as a PMHS. For example:

- Do you attend conferences or earn CE/CME online or at work?
- Do you work at least 200 or 400 direct DBMH patient care or indirect care hours related to the PMHS role each year?
- Did you complete a PMHS-relevant university course, article, or poster presentation or a fully pediatric psychopharmacology course?

Activities must be:

- Completed before you start the application.
- Meet all specific policies, including the timeframe in which the hours were earned.
- Related to the PMHS credential.
  - For example, if you hold CPN certification and an advanced practice nursing (APRN) certification, not all APRN activities will be applicable to CPN. Your CPN recertification must reflect CPN-appropriate content.
  - If you hold CPNP-PC certification and PMHS certification, all activities completed for your PMHS recertification may also be used for CPNP-PC recertification.

On the application, you will see this illustration of the methods to refresh your memory. After you choose your method, you will see the relevant screens to complete those activities.





# Accredited DBMH/Psychopharm Hours

DBMH/Psychopharm hours (CE/CNE/CME) are earned for participating in accredited continuing education activities which you attend. 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. For additional information please review our respected DBMH/Psychopharm [hours](#) on our web site. Please also review our [annual list](#) of additional DBMH/psychopharm CE.

## FAQs for Contact Hours

### **Are actual contact hours required?**

For your 30 pediatric psychopharmacology hours, the answer is likely yes unless you have earned 3 academic credits with pediatric psychopharmacology content. Please note that you can earn some psychopharmacology hours from taking PNCB's Psychopharmacology Pediatric Updates modules, when available, for 7.5 contact hours each.

**When do I need to earn the hours?** DBMH/Psychopharm hours must have been earned within 24 months preceding each recertification application submission.

### **What content is accepted?**

- For your pediatric DBMH requirement (30 hours or accepted equivalents needed): Hours must reflect advanced practice nursing related to the pediatric DBMH role and applicable to pediatric developmental and behavioral mental health.
- For your pediatric psychopharmacology requirement (15 hours needed): Hours must be related to prescribing and management of drug treatments for children and adolescents 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.

**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. Annual audit takes place during April/May after recertification ends.

**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. You will be able to document whether the hours are psychopharmacology and/or DBMH-related.

### **Can I enter a single aggregate "lump sum" entry for UpToDate, Audio Digest, Prescriber's Letter, etc. and conferences?**

Yes, however, if you are audited you will need to provide your CE certificates and transcripts to document the pediatric DBMH/psychopharm content (please do not count unrelated content).

### **I attended a conference with applicable content in some but not all sessions. Can I document portions of the conference?**

Yes. Make your best assessment of the amount of pediatric primary care DBMH 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.

***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.

***What accrediting bodies must award the hours?*** PNCB accepts continuing education DBMH/Psychopharm 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](mailto:recert@pncb.org). You will be asked to send your CE certificate for review.

## Tips

- Save time by preloading activity on the ReCErt Tracker any time of the year. The Tracker is optional and does not recertify you.
- When entering DBMH/Psychopharm 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.
- When entering all activities check the box confirming that your hours are DBMH hours.

## Accepted CE Providers

- 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)

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

Email [recert@pncb.org](mailto:recert@pncb.org). You will be asked to send your CE certificate for review.

**PNCB** Pediatric Nursing Certification Board (Provider Number: A 01)  
2101 Gaither Road, Suite 150 • Rockville, MD 20850  
Phone: 1-888-641-2767 • Email: [ce@pncb.org](mailto:ce@pncb.org)

By awarding the certificate, providers assure that the participant has successfully achieved the continuing education objectives of the program.

Name: \_\_\_\_\_

☐ National NAPNAP Member Number: \_\_\_\_\_ ☐ Nonmember: \_\_\_\_\_ RN State: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_


Program Title: \_\_\_\_\_

Program Date(s): \_\_\_\_\_

Program Location (Facility, City, State): \_\_\_\_\_

Awarding Institution: <b>NAPNAP</b> 5 Hanover Square, Suite 1401 New York, NY 10004	Provider Information: <b>Pediatric Nursing Certification Board (PNCB)</b> 2101 Gaither Road, Suite 150 Rockville, MD 20850 <a href="http://www.pncb.org">www.pncb.org</a> Provider Number: A 01	Chapter/Agency/Program #: N/A
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This program is accredited for 0.0 NAPNAP CE contact hours of which 0.0 contain pharmacology (Rx) content, (0 related to psychopharmacology) (0 related to controlled substances), per the National Association of Pediatric Nurse Practitioners Continuing Education Guidelines.

 *Caroline Bauer*  
Caroline Bauer, MSN, RN, CPNP-PC/AC, PNCB Credentialing Program Associate

KEEP THIS CERTIFICATE FOR YOUR RECORDS FOR SIX (6) YEARS. Request for duplicate certificates should be made to PNCB.

NAPNAP is approved by the Florida Department of Health, Division of Quality Assurance, BON Accreditation (CE Provider # \_\_\_\_\_)

This program is accredited for 0.0 NAPNAP CE contact hours of which 0.0 contain pharmacology (Rx) content, (0 related to controlled substances), per the National Association of Pediatric Nurse Practitioners Continuing Education Guidelines.

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

## Practice Hours

*Can count for a maximum of 10 DBMH hours – **not required to recertify***

Practice hours means **direct or indirect pediatric primary care DBMH advanced practice work hours (paid or volunteer)**. Documenting practice hours can be helpful when you do not have a chance to earn enough DBMH hours to recertify. Practice hours must have been completed while holding active advanced practice 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 Practice Hours work:

- A minimum of 200 hours in the past 12 months counts as 5 DBMH hours
- A minimum of 400 hours in the past 12 months counts as 10 DBMH hours

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

- 200 practice hours + 10 accredited DBMH hours = 15 hours for that year
- 400 practice hours + 5 accredited DBMH hours = 15 hours for that year
- 200 practice hours + 1 academic credit = 15 hours for that year
- 200 practice hours + 1 Professional Practice Linkages = 15 hours for that year



# Options for Practice Hours



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

- ✓ May be direct “hands-on” assessment or clinical management of children with primary care DBMH issues - **OR** -  
May be indirect care such as consultation, clinical education, or management of other personnel to support patient care goals

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

- ✓ May be teaching class time that awarded accredited academic credit to students- **OR** -  
May be direct supervision of pediatric DBMH clinical hours with advanced practice nursing students in primary care (can be CNS or NP 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 for Practice Hours

**Are practice hours required?** No. Practice hours are optional.

**Can I double practice hours?** You can document a maximum of 400 hours (counts as 10 DBMH hours). Please note that practice hours are different for CPNs, CPNP-PCs, CPNP-ACs, and PMHSs – one entry for practice hours cannot be used for all certifications. However, your practice hours used for PMHS recertification can be used for your CPNP-PC certification.

**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 Linkages (PPL)

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

**PPL activities contribute to professional growth and development.** Categories accepted by PNCB are:

- Authorship
- Poster
- Lectures or Presentations
- Precepting
- Committees
- Quality Improvement Projects
- Nursing Awards

Specific policies are described on the next page.

Teaching and IRB research projects are considered Clinical Practice activities.

### How PPL works:

You can count PPL as 10 DBMH hours and combine them with 5 DBMH/Psychopharm hours of other PNCB-accepted activity to meet the requirement of 15 hours per year. **Here are the 3 scenarios you could use.** The next page explores accepted PPL activities.

- 1 PPL + 1 academic credit = 15 hours for that year (only 5 hours would be used from your Academic Credit entry)
- 1 PPL + 5 accredited DBMH/Psychopharm hours = 15 hours for that year
- 1 PPL + 200 practice hours = 15 hours for that year

## FAQs for Professional Practice Linkages

**Is PPL required?** No. PPL is optional.

**How many DBMH hours does a PPL activity equal?** PPL equals 10 DBMH hours toward recertification.

**Can I use more than 1 PPL?** No. A maximum of 1 PPL per annual PMHS 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 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).
- ☐ **Nursing Award:** Type the name of the award and the name of the organization granting the award.

## What Counts for PPL

Type of PPL	What's Accepted
Authorship	<ul style="list-style-type: none"><li>☑ DBMH-related peer-reviewed journal article, textbook contributions, teaching aids for patients and families, or research: Any page length.</li><li>☑ May be co-authored.</li><li>☑ Unpublished or published Doctoral dissertation/capstone project or master's thesis completed will also be accepted.</li></ul>
Poster	Scholarly poster presentation selected for conference or hospital presentation <ul style="list-style-type: none"><li>☑ Related to pediatric DBMH nursing practice in primary care</li></ul>
Lecture or Presentation	Use PPL specifically for non-academic Settings (e.g., conferences). For academic settings, faculty count classroom lectures as Practice Hours (page 11). <ul style="list-style-type: none"><li>☑ Related to your certification specialty</li><li>☑ Sponsored by employer or a membership or an educational organization.</li><li>☑ At least one hour in length.</li><li>☑ Included learning objectives and a reference list.</li><li>☒ A specific lecture cannot be used more than once for PPL credit.</li><li>☑ In addition, this option must have:<ul style="list-style-type: none"><li>☑ Awarded CE to attendees <b>or</b></li><li>☑ Included education materials created for public education or patient/family teaching.</li></ul></li></ul>



<b>Preceptor Hours</b>	<p>A minimum of 80 hours completed in the past 24 months prior to Recert enrollment</p> <ul style="list-style-type: none"> <li>☑ Level-appropriate: must precept graduate NP or CNS students with a focus on mastery of pediatric DBMH clinical content related to primary care</li> <li>☑ Completed while holding active licensure for the state/territory in which the hours were performed.</li> <li>☒ Does not include orientation of new employees to hospital/employer policies and procedures.</li> <li>☒ Preceptor hours cannot also be used as a practice hours option for Recert.</li> </ul>
<b>Committee Membership</b>	<p>Local, state, or national level as an officer or committee task force member for an organization related to pediatric DBMH concerns Also accepted: DBMH-related review and editorial board membership also accepted</p> <ul style="list-style-type: none"> <li>☒ PNCB committee members receive CE and discounted recertification fees for volunteering and therefore cannot also apply PNCB activity to the committee PPL option.</li> </ul>
<b>Quality Improvement Project</b>	<ul style="list-style-type: none"> <li>☑ 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.</li> <li>☑ 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.</li> <li>☑ Project must have been completed in the past 24 months prior to Recert enrollment.</li> <li>☒ 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.</li> </ul>
<b>Nursing Award</b>	<p>A national or international award. Examples of awards or organizations granting eligible awards include but are not limited to Daisy, GEM, Nightingale, PNCB, Magnet Nurse of the Year, Society of Pediatric Nurses (SPN), or the National Association of Pediatric Nurse Practitioners (NAPNAP).</p> <ul style="list-style-type: none"> <li>☑ Related to your certification specialty.</li> </ul>

## Academic Credit

*Can count for a maximum of 10 DBMH 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.

### How academic credit works:

If the content is pediatric DBMH or Psychopharmacology, you can count academic credit as 10 DBMH/Psychopharm hours and combine it with any other accepted activity equaling 5 DBMH/Psychopharm hours to meet the total requirement of 15 pediatric DBMH/Psychopharm hours. **Here are the 3 scenarios you could use:**

- 1 academic credit + 5 accredited DBMH/Psychopharm hours = 15 hours for that year
- 1 academic credit + 200 practice hours = 15 hours for that year
- 1 academic credit + 1 PPL = 15 hours for that year

### Restrictions:

- ✗ 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 for Academic Credit

**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 Linkages (PPL).

**How current must 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 PMHS recertification application.
- Psychopharmacology coursework will count as 10 hours toward the 30 psychopharm hours required over the 7-year cycle.

# 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. ***See the PNCB portal Dashboard example on the next page.***

**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.

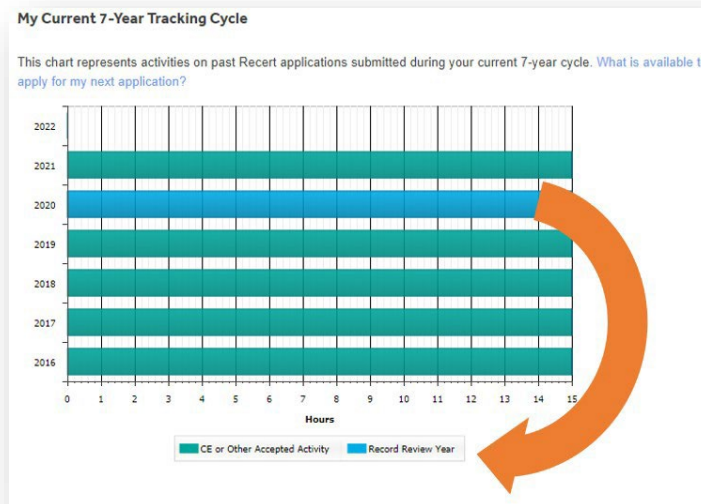
**Do I need to do anything to use this option?** Yes. To use Record Review Year, you will still complete the online Recert application to update your contact and license information plus other demographic data. You pay a lower fee.



# Tools

## Recert Dashboard

[Log in](#) for a snapshot of your past activities and basic policies. This tool tracks the once-per-7-year use of the Record Review Year option.



## ReCert Tracker

[Log in to pre-load](#) completed activities and save time on the Recert application. Note that you will be asked to enter your license information on the actual Recert application.

- Use the Applied Points column to see the number of hours applied toward a past PMHS 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 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?

Some CE is available in your PNCB portal's Marketplace. For guidance as to what hours we offer, please visit this page: <https://www.pncb.org/psychopharmacology-and-bmh-ce>

## [Preload](#) Completed Activities

While you are not required to use your **ReCert Tracker**, it will 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 CE modules are loaded for you automatically after your CE certificate is processed except for Pediatric Updates. You will manually enter completed Pediatric Updates 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](mailto:website@pncb.org) for technical assistance. We will respond during normal office hours.

## Dates

You recertify using an online application at [www.pncb.org](http://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 "Click to View" 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 phrase "Click to View" 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?

## PNCB Email

You will receive an email from PNCB confirming successful recertification. PNCB sends these on a weekly basis.

## 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](mailto: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 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.

## Benefits & Discounts

Thank you for maintaining your certification with PNCB! Log in to your PNCB portal at <https://mypncb.pncb.org/pncbssa> to [see all benefits and discounts](#).

## 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. **Annual audit takes place during April/May after recertification ends.**

## 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.

# 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.

## Assistance & FAQs

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 and CE 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:recert@pncb.org">recert@pncb.org</a>

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

No. A current, active, unencumbered APRN license is always required to maintain certification. Furthermore, you must report to PNCB if your APRN license is ever not fully active and unencumbered.

**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.

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