



# STAY CERTIFIED



Your Guide to  
PNCB Recertification

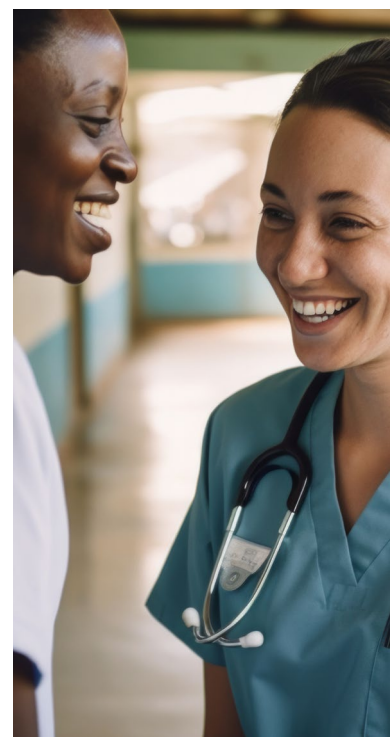




# About this Guide

Discover essential strategies and practical tips to successfully renew your PNCB certification. This recertification guide is your trusted roadmap to staying certified with confidence. Designed to simplify the process, it outlines the recertification process, application requirements, timeline, and associated fees to simplify the process and help you navigate your recertification journey with ease. It provides step-by-step instructions and helpful tips to support you every step of the way. The guide underscores the importance of recertification, showing how it fosters professional growth, maintains competence, and strengthens your contribution to pediatric nursing.

*The Recertification Guide for Maintaining Your Credential* ("Recertification Guide") sets forth the policies and procedures that apply to maintaining your Certified Pediatric Nurse ("CPN"), Primary Care Pediatric Nurse Practitioner ("CPNP-PC"), Acute Care Pediatric Nurse Practitioner ("CPNP-AC"), and Pediatric Primary Care Mental Health Specialist (PMHS) certifications. The Recertification Guide includes all requirements, deadlines, fees, policies, and procedures for all PNCB recertifications. The policies and procedures contained in the Recertification Guide help protect the integrity of the recertification application process and ensure fairness for all practitioners. All practitioners seeking recertification must read and agree to comply with the policies and procedures contained in the Recertification Guide, which are incorporated by reference into the Certification Terms of Service that all practitioners must accept at the time they create an account on [www.pncb.org](http://www.pncb.org) and each time they apply for any PNCB certification and recertification. For clarity, you must read and accept the PNCB Certification Terms of Service when you apply for recertification. CPN, CPNP-PC, CPNP-AC, Dual CPNP-AC/PC, and PMHS recertification is made available to practitioners exclusively under these terms and policies.



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# Letter from CEO

MISSION, VISION, VALUES

Dear PNCB-Certified Nursing Professional,

Every day, you make a lasting difference in the life of a child. To the children and families you care for, you're a source of comfort, guidance, and healing. Whether it's a routine visit or a complex diagnosis, they look to you with trust and hope. The need for expert, compassionate, certified nursing professionals has never been greater.

Your certification is more than a mark of professional achievement—it's a reflection of your deep commitment to excellence, compassion, and doing what's best for every child. It shows that you choose to go above and beyond, not because you must, but because it's who you are.

At PNCB we're proud to stand beside you. As the largest and most trusted organization in pediatric nursing certification and continuing education, we're here to support your growth and celebrate your dedication. Maintaining your certification affirms your promise to deliver the highest standards of care—and to keep learning, growing, and leading as a credentialed nursing professional.

Your continued commitment lights the path forward—for the children and families you serve, your peers, and the profession itself. With heartfelt thanks for all you do,

**Sheri Sesay-Tuffour, PhD, FASAE, CAE, ICE-CCP, IOM**  
**PNCB Chief Executive Officer**



## MISSION

A driving force for quality in pediatric nursing globally.



## VISION

A healthier world one child at a time.



## VALUES

Our core values demonstrate the ideals we strive to uphold in meeting our mission and vision. These values reflect PNCB's beliefs and the behaviors we promote to guide the actions of certificants, volunteers, and staff.

- **Integrity:** Acting with honesty and taking accountability for all we do and say.
- **Quality:** Promoting excellence throughout all our interactions.
- **Innovation:** Providing visionary leadership for the present and future.
- **Advocacy:** Supporting and promoting the pediatric nursing profession.
- **Respect:** Embracing collaboration and diversity.



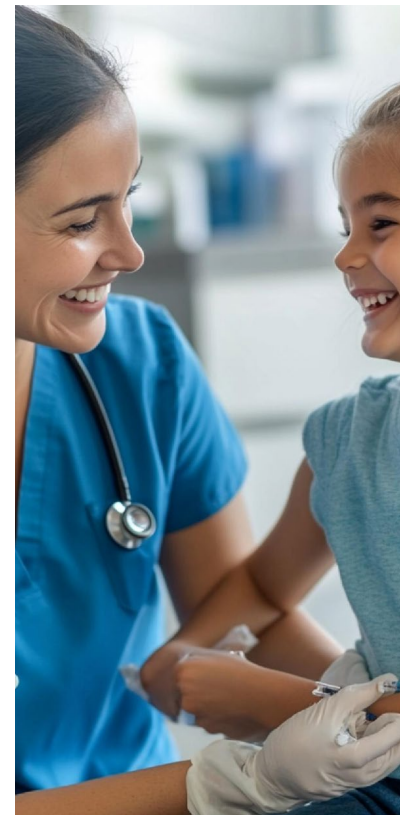
# About PNCB

At the heart of pediatric nursing stands the Pediatric Nursing Certification Board (PNCB)—the largest and most essential organization dedicated solely to advancing the expertise, education, and competency of nursing professionals who care for children, adolescents, and young adults.

Through four nationally recognized certification programs—Certified Pediatric Nurse (CPN®), Acute Care Certified Pediatric Nurse Practitioner (CPNP-AC®), Primary Care Certified Pediatric Nurse Practitioner (CPNP-PC®), and Certified Pediatric Primary Care Mental Health Specialist (PMHS®)—PNCB empowers nursing professionals to validate their specialized knowledge and demonstrate their commitment to delivering the highest quality, evidence-based pediatric care. Each credential goes beyond RN licensure, backed by rigorous, accredited exams that set the U.S. national standard for pediatric nursing excellence.

Our impact is far-reaching. More than 57,000 nursing professionals currently hold at least one PNCB credential, and with an impressive 96% annual renewal rate, they demonstrate just how deeply they value their certification. These dedicated professionals form a community of leaders, educators, and advocates who are transforming pediatric health care every day.

PNCB's mission extends beyond certification; we are committed to fostering professional growth, expanding access to credentialing and continuing education, and fostering collaboration across the pediatric nursing community. By championing the highest standards of care, PNCB helps ensure that every child has access to safe, effective, and age-appropriate care delivered by skilled and compassionate nursing professionals.





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# RECERTIFICATION OVERVIEW

## PNCB Certification: More Than a Credential

Achieving your certification is a significant step in building your expertise and growing as a pediatric nursing professional. Far beyond the letters appearing after your name, it validates your expertise and abilities in the specialty field of pediatrics. It reflects your dedication, compassion, and commitment to the highest standards of care. To the youngest of patients and their families, it is a powerful reassurance: that the person by their side in life's most vulnerable moments has gone above and beyond to master the knowledge and skills needed to provide the very best care. To your colleagues and the wider health care community, it sets you apart as a professional who never stops striving for excellence.

For your career, certification opens doors—demonstrating not only competency, but also a commitment to growth, leadership, and lifelong learning. Certification is more than a credential. It is a promise—to your patients, to your profession, and to yourself.

## Recertification: Commitment to Patients and Professional Growth

*So why recertify?* The answer is simple: your patients, your practice, your promise.

Just as earning your certification was a milestone, maintaining it through recertification is an equally powerful commitment. The demand for highly skilled, certified nurses has never been greater, particularly as the number of children with chronic and complex health conditions rises in the U.S. By recertifying, you carry forward the same promise you made the day you first became certified: to deliver exceptional care, guided by proven expertise and grounded in compassion for those who rely on you.

Recertification ensures that your knowledge stays current, your skills remain sharp, and your care reflects the latest evidence-based practices, clinical guidelines, and emerging innovations. It provides visible evidence to patients, families, and the public that you remain at the forefront of your practice. By recertifying, you meet the highest standards of continued competence and affirm your commitment to lifelong learning. This isn't just about fulfilling a requirement—it's about honoring the trust placed in you every day. It demonstrates to patients that their well-being is safeguarded by capable, up-to-date hands, while also affirming your dedication to professional growth, leadership, and recognition within your career. This dedication empowers you to lead with confidence, educate with authority, and advocate with compassion. Ultimately, recertification is a lasting investment in your competence, credibility, and the countless children and families whose lives you touch.

## Annual Recertification; 7-Year Competency Cycle

PNCB requires annual recertification for each of its certifications—including:

- Certified Pediatric Nurse (CPN)
- Acute Care Certified Pediatric Nurse Practitioner (CPNP-AC)
- Primary Care Certified Pediatric Nurse Practitioner (CPNP-PC)
- Pediatric Primary Care Mental Health Specialist (PMHS)

The recertification process—often called “Recert”—promotes continued competency for nursing professionals and supports excellence in patient care. After passing the initial certification exam, certificants begin annual recertification the following calendar year. While requirements are met each year, every certificant also follows a 7-year competency cycle that outlines additional milestones.

Annual recertification ensures steady professional growth by keeping your knowledge and skills current in manageable steps. The 7-year cycle provides a broader framework, giving you the flexibility to complete more substantial educational requirements that demonstrate sustained expertise and commitment to the highest standards of pediatric nursing.






Open enrollment runs **November 1** through **January 31** each year, leading up to the February 28 expiration date shown on certificants' wallet cards. Although a late recertification option is available between February 1-28, we recommend recertifying during the open enrollment period to avoid the late fee. Alternatively, early bird savings are available if you recertify in **November**.





To maintain an active credential, certificants must meet specific requirements annually. In addition, most certifications—except for the CPN—include broader requirements within the 7-year cycle. Together, these expectations promote ongoing growth and ensure PNCB-certified nursing professionals continue to meet the highest standards of pediatric nursing practice.

A snapshot of recertification requirements by credential is provided here for quick reference.

PNCB Recertification: The Quick View		
Certification	Yearly Requirements	7-Year Cycle Requirements
<b>CPN</b> 	<ul style="list-style-type: none"> <li>Maintain current, active, and unencumbered nursing license.</li> <li>Complete 15 contact hours (or equivalent PNCB-accepted activities) related to your certification specialty.</li> <li>Pay application fee.</li> </ul>	No additional requirements.
<b>CPNP-AC</b> 	<ul style="list-style-type: none"> <li>Maintain current, active, and unencumbered nursing license.</li> <li>Complete 15 contact hours (or equivalent PNCB-accepted activities) related to your certification specialty.</li> <li>Pay application fee.</li> </ul>	<ol style="list-style-type: none"> <li>Complete 4 PNCB Pediatric Updates modules, specifically: <ul style="list-style-type: none"> <li>– 2 acute care modules</li> <li>– 2 modules of your choice</li> </ul> </li> <li>Complete 15 contact hours of pediatric pharmacology.</li> </ol>
<b>CPNP-PC</b> 	<ul style="list-style-type: none"> <li>Maintain current, active, and unencumbered nursing license.</li> <li>Complete 15 contact hours (or equivalent PNCB-accepted activities) related to your certification specialty.</li> <li>Pay application fee.</li> </ul>	<ol style="list-style-type: none"> <li>Complete 4 PNCB Pediatric Updates modules, specifically: <ul style="list-style-type: none"> <li>– 2 primary care modules</li> <li>– 2 modules of your choice</li> </ul> </li> <li>Complete 15 contact hours of pediatric pharmacology.</li> </ol>
<b>Dual CPNP-AC/PC</b> 	<ul style="list-style-type: none"> <li>Maintain current, active, and unencumbered nursing license.</li> <li>Complete 15 contact hours (or equivalent PNCB-accepted activities) related to your certification specialty.</li> <li>Pay application fee.</li> </ul>	<ol style="list-style-type: none"> <li>Complete 6 PNCB Pediatric Updates modules, specifically: <ul style="list-style-type: none"> <li>– 2 primary care modules</li> <li>– 2 acute care modules</li> <li>– 2 modules of your choice</li> </ul> </li> <li>Complete 15 contact hours of pediatric pharmacology.</li> </ol>
<b>PMHS</b> 	<ul style="list-style-type: none"> <li>Maintain current, active, and unencumbered advanced practice nursing license and an active/in good standing advanced practice certification (NP or CNS).</li> <li>Complete 15 pediatric Developmental, Behavioral, Mental Health (DBMH) contact hours.</li> <li>Pay application fee.</li> </ul>	Complete 30 pediatric psychopharmacology hours.





## Timeline: When to Recertify

PNCB's annual recertification open enrollment period runs from **November 1** through **January 31**.

To maintain your credential, you must submit your online application, required documentation of completed activities that meet your specific credential requirements, and recertification application fee by January 31. You choose any day within this window to complete the online recertification application. If you recertify after the enrollment period—between **February 1** and **February 28**—a late fee will be added to your recertification fee. Enjoy early bird savings by completing your recertification in **November**.

**Note:** Your digital wallet card, accessible via the PNCB website, will always show a February 28 expiration date.

## PNCB Certification Terms of Service

At the time you submit your recertification application, you must read and accept the PNCB Certification Terms of Service.

Recertification is considered complete once you submit your online application, the required documentation of completed activities, and either your payment or a No Pass, No Pay code. Your confirmation receipt, updated wallet card, and PNCB confirmation email serve as proof of your recertification. It is your responsibility to ensure that your recertification application is submitted and certification renewed. Applications in "Pending," "Confirm Submit," or "Checkout" status are not complete and will expire. Applications with an "Expired" status are not submitted and cannot be reopened.

## Make sure you are signed up for reminders!

As a courtesy, PNCB sends reminders about the upcoming open enrollment period via postcard, email, text, and robocall. To ensure you receive these important updates, make sure you "opt in" to communications and keep your contact information current. PNCB is not responsible for missed communications; it is your responsibility to recertify annually and to meet all deadlines.

## Fees

PNCB recertification fees vary based on the specific certification and the method of recertification you choose. Always check the PNCB website for the most current pricing and information. The recertification fee is due at the time of application. If you recertify after the enrollment period—between **February 1** and **February 28**—a late fee will be added to your recertification fee. Alternatively, you can take advantage of an early bird discount by completing your recertification application in November. The chart below shows PNCB's recertification fees.

Certified Pediatric Nurse (CPN)			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
15 contact hours of accepted activity	\$69	\$90	\$210
Record review year (allowed once per 7-year recert cycle)	\$53	\$69	\$189
Acute Care Certified Pediatric Nurse Practitioner (CPNP-AC)			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
2 Pediatric Updates modules	\$ 0	\$21	\$141
1 Pediatric Updates module + 7.5 hours of accepted activity	\$48	\$69	\$189
15 contact hours of accepted activity	\$90	\$111	\$231
Record review year (allowed once per 7-year recert cycle)	\$69	\$90	\$210



Primary Care Certified Pediatric Nurse Practitioner (CPNP-PC)			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
2 Pediatric Updates modules	\$ 0	\$21	\$141
1 Pediatric Updates module + 7.5 hours of accepted activity	\$48	\$69	\$189
15 contact hours of accepted activity	\$90	\$111	\$231
Record review year (allowed once per 7-year recert cycle)	\$69	\$90	\$210
Dual Certified Acute Care/Primary Care Nurse Practitioner (CPNP-AC/PC)			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
2 Pediatric Updates modules	\$ 0	\$21	141
1 Pediatric Updates module + 7.5 hours of accepted activity	\$48	\$69	\$189
15 contact hours of accepted activity	\$90	\$111	\$231
Record review year (allowed once per 7-year recert cycle)	\$69	\$90	\$210
Primary Care Certified Pediatric Nurse Practitioner (CPNP-PC)			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
15 DBMH/psychopharmacology hours of accepted activity	\$48	\$69	\$189
15 DBMH/psychopharmacology hours of accepted activity that includes at least one PNCB psychopharmacology module	\$27	\$48	\$168
Record review year (allowed once per 7-year recert cycle)	\$32	\$53	\$173

## Newly Certified?

If you are newly certified, your first recertification will occur in the calendar year following your initial certification exam. For example, if you pass the PNCB board exam in June 2025, you **will not** recertify during the November 2025-January 31, 2026 window. Instead, your first recertification period will be the next enrollment window: November 1, 2026, to January 31, 2027 (or February 1–28, 2027, with a late fee).

## Multiple Pathways to Support Your Recert Journey

PNCB offers a variety of recertification methods designed to support your unique needs as a nursing professional while upholding the highest standards of pediatric care. Recognizing that certificants have different schedules, learning styles, and professional goals, PNCB provides flexible options so you can choose the pathway that works best for you. This approach reflects PNCB's commitment to advancing your competency and professional development. By offering multiple avenues for recertification, PNCB helps you stay current with evolving knowledge, technologies, and best practices—ensuring continued competence, professional growth, and the delivery of safe, high-quality pediatric care.

To meet your annual and 7-year cycle competency requirements, you may choose from any PNCB-accepted option. What matters is that you complete and document your required hours each year and fulfill any additional certification-specific requirements within your 7-year recertification cycle. You are free to select different options from year to year—there's no requirement to use the same method every time. Recertification methods include:



1. Contact Hours
2. Pediatric Updates Modules
3. Practice Hours
4. Professional Practice Linkages
5. Academic Credit
6. Record Review Year

## Recertification Methods: A Closer Look

### OPTION 1: CONTACT HOURS

Contact hours—sometimes called CE, CNE, or CME—are the credits you earn by taking part in accredited continuing education. **All contact hours used for recertification must be accredited.** You can earn them in various ways: attending lectures, presentations, seminars, or conferences; completing online courses; joining accredited grand rounds; or participating in journal activities and in-services that award continuing education. One contact hour equals 60 minutes of learning.

You can also use PNCB-accepted activities like practice hours, academic credit, and professional practice linkages (PPL) to count as contact hours. Contact hours **must** be related to your pediatric certification specialty and have been earned within 24 months preceding your recertification application submission.

You can find CE modules, including some at no cost, on the [PNCB website](#). PNCB continuing education is accredited by the National Association of Pediatric Nurse Practitioners (NAPNAP).

### OPTION 2: PRACTICE HOURS

Practice hours reflect the time you dedicate to advancing pediatric care within your certification specialty, whether through paid employment or volunteer work. These hours may involve direct care, such as hands-on assessment and management of pediatric patients, or indirect care, such as teaching, management, research, consultation, or other roles that impact patient outcomes and advance pediatric nursing practice.

While practice hours **are not** required for recertification, they may be used to fulfill up to 10 of the 15 contact hours required each year. PNCB recognizes that certificants contribute to the profession in diverse ways, and documenting practice hours can be especially valuable if you are short on traditional contact hours when it's time to recertify.

For CPNs, documented practice hours must relate to general pediatric nursing. For CPNP-ACs, CPNP-PCs and dual CPNP-AC/PCs, hours must relate to advanced practice pediatric nursing. For PMHs, hours must relate to advanced practice pediatric nursing with a focus on Developmental, Behavioral, and Mental Health (DBMH) diagnoses and issues.

#### How Practice Hours Work

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

- 200 practice hours + 10 accredited contact hours = 15 hours for that year
- 400 practice hours + 5 accredited contact 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 Direct or Indirect Practice Hours

Certificants who are faculty members or who use education-related activities to fulfill their annual practice hour requirement have the following options:



Options for Practice Hours in Educational Setting			
Certification	If Non-Faculty	If Faculty (including Adjunct)	If Research (Faculty or Non-Faculty)
<b>CPN</b>	<ul style="list-style-type: none"> <li>Direct “hands-on” assessment/ clinical management of pediatric populations</li> <li>Management of personnel or students to help achieve patient care goals</li> <li>Consultation or clinical education</li> </ul>	<ul style="list-style-type: none"> <li>Direct supervision of pediatric clinical hours with RN students</li> <li>Teaching class time that awards accredited academic credit to RN students</li> </ul>	IRB-approved research related to your certification specialty, where you serve as the primary researcher. This research does not need to be a primary component of your employment.
<b>CPNP-AC</b>	<ul style="list-style-type: none"> <li>Direct “hands-on” assessment/ clinical management of pediatric populations</li> <li>Management of acute care advanced practice nursing personnel or students (NP or CNS) to help achieve patient care goals (precepting does not count here; it falls in the PPL category on pages 12)</li> <li>Consultation or clinical education</li> </ul>	<ul style="list-style-type: none"> <li>Direct supervision of acute care pediatric clinical hours for advanced practice nursing students (NP or CNS) in an acute care setting</li> <li>Teaching class time that awards accredited academic credit to advanced practice nursing students</li> </ul>	IRB-approved research related to your certification specialty, where you serve as the primary researcher. This research does not need to be a primary component of your employment.
<b>CPNP-AC/PC</b>	<ul style="list-style-type: none"> <li>Direct “hands-on” assessment/ clinical management of pediatric populations</li> <li>Management of primary or acute care advanced practice nursing personnel or students (NP or CNS) to help achieve patient care goals (precepting does not count here; it falls in the PPL category on pages 13)</li> <li>Consultation or clinical education</li> </ul>	<ul style="list-style-type: none"> <li>Direct supervision of primary or acute care pediatric clinical hours for advanced practice nursing students (NP or CNS) in a primary or acute care setting</li> <li>Teaching class time that awards accredited academic credit to advanced practice nursing students</li> </ul>	IRB-approved research related to your certification specialty, where you serve as the primary researcher. This research does not need to be a primary component of your employment.
<b>PMHS</b>	<ul style="list-style-type: none"> <li>Direct “hands-on” assessment / clinical management of pediatric populations with primary care DBMH issues</li> <li>Indirect care such as consultation, clinical education, or management of DBMH personnel to support patient care goals</li> </ul>	<ul style="list-style-type: none"> <li>Direct supervision of DBMH practice hours for advanced practice nursing students (CNS or NP) in a pediatric primary care setting</li> <li>Teaching class time that awards accredited pediatric DBMH academic credit to advanced practice nursing students</li> </ul>	IRB-approved research related to your certification specialty, where you serve as the primary researcher. This research does not need to be a primary component of your employment.

### OPTION 3: PEDIATRIC UPDATES MODULES

Pediatric Updates modules are self-paced continuing education modules designed to help nursing professionals stay current with the latest knowledge and best practices in pediatric care. Developed by PNCB in collaboration with CPNP-ACs and CPNP-PCs, each module provides 7.5 NAPNAP-accredited contact hours upon successful completion. These hours may be applied toward the 15 hours required for recertification.

Modules are open-book, evidence-based literature reviews and allow collaboration. Each includes 35–40 online questions that you can complete at your own pace.

Pediatric Updates are a required component of CPNP-AC, CPNP-PC, and dual CPNP-AC/PC recertification. Depending on the certification, PNCB’s pharmacology Pediatric Updates can be applied to both your required pharmacology hours and your choice/elective modules—allowing you to meet two requirements at once. Completed modules self-populate on your recertification application.



**Note:** For CPNs only, completed Pediatric Updates do not automatically appear in your CPN recertification application—you must enter them manually. To record Pediatric Updates on your PNCB recertification application, log in to the PNCB portal, open your Recert Tracker, and enter the module details (including contact hours).

## OPTION 4: PROFESSIONAL PRACTICE LINKAGES (PPL)

Professional practice linkages (PPL) are continuing professional development activities that recognize nursing professionals who support the learning and growth of others while advancing the pediatric nursing profession. You may apply up to 10 contact hours from PPL activities each year, and they can be combined with other PNCB-accepted activities related to your certification specialty to meet your annual recertification requirements.

PPL activities fall into seven categories:

1. Authorship
2. Poster Presentation
3. Lectures or Presentations
4. Precepting
5. Committee Work
6. Quality Improvement Projects
7. Nursing Award

The table on page 13 provides additional details on each category.

### How PPL works:

You may count PPL as 10 contact hours and combine it with 5 contact hours from other PNCB-accepted activities to meet the 15-hour annual requirement. For example, you can choose:

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

### What Counts for PPL

Type of PPL	What's Accepted
<b>Authorship</b>	Peer-reviewed journal articles, textbook contributions, or teaching aids for patients and families related to your certification specialty. <ul style="list-style-type: none"> <li>• Page length is flexible.</li> <li>• May be co-authored.</li> <li>• Unpublished or published doctoral dissertations/capstone projects or master's thesis will also be accepted, provided they were not part of the education that allowed you to meet prior exam eligibility requirements.</li> </ul>
<b>Poster Presentation</b>	Scholarly poster presentation selected for conference or hospital presentation related to your certification specialty.
<b>Lectures or Presentations</b>	Use of PPL specifically for non-academic settings (e.g., conferences). For academic settings, faculty count classroom lectures as practice hours. PPL should be: <ul style="list-style-type: none"> <li>• Related to your certification specialty.</li> <li>• Sponsored by an employer, membership organization, or educational institution.</li> <li>• At least one hour in length.</li> <li>• Include 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, or</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 the Recert enrollment period.</p> <ul style="list-style-type: none"> <li>Activity should be level-appropriate: <ul style="list-style-type: none"> <li>CPNs must precept RN-level nursing students or RNs entering a nursing residency program in pediatric nursing content.</li> <li>CPNP-ACs must precept graduate PNP or FNP students with a focus on mastery of acute care pediatric clinical content.</li> <li>CPNP-PCs must precept graduate PNP or FNP students with a focus on mastery of primary care pediatric clinical content.</li> <li>CPNP-AC/PC must precept graduate PNP or FNP students with a focus on mastery of primary or acute care pediatric clinical content.</li> <li>PMHS must precept graduate NP or CNS students with a focus on mastery of pediatric DBMH clinical content related to primary care.</li> </ul> </li> <li>Hours should be completed while holding active licensure for the state/territory in which the hours were performed.</li> <li>Hours do not include orientation of new employees to hospital/employer policies and procedures.</li> <li>Preceptor hours cannot be applied as practice hours for Recert.</li> </ul>
<b>Committee Membership</b>	<ul style="list-style-type: none"> <li>Eligible activities include service as an officer or committee/task force member at the local, state, or national level, as well as service on a review or editorial board. In all cases, the role must relate to your certification specialty.</li> <li>PNCB committee members receive CE and discounted recertification fees for volunteering, therefore they cannot also apply PNCB activity to the committee membership PPL option.</li> </ul>
<b>Quality Improvement Project</b>	<ul style="list-style-type: none"> <li>A minimum of ten hours of involvement in a quality improvement project is required. You are not required to be the primary project lead but must have played a significant role.</li> <li>Active participation throughout the entire project, from conception through completion is required. Completion is defined as one full cycle, including conception, initiation, implementation, measurement of outcomes, and re-evaluation or planning for 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 quality improvement PPL. Conversely, quality improvement PPL cannot be duplicated as a publication or poster presentation for another Recert application.</li> </ul>
<b>Nursing Award</b>	<ul style="list-style-type: none"> <li>A national or international award related to your certification specialty or competency framework category for your certification type is acceptable. Examples of awards or organizations granting eligible awards include but are not limited to the National Association of Pediatric Nurse Practitioners (NAPNP), Daisy, GEM, Nightingale, PNCB, Magnet Nurse of the Year, Society of Pediatric Nurses (SPN).</li> </ul>

## OPTION 5: ACADEMIC CREDIT

Academic credit refers to coursework you complete at an accredited college, university, or institution **that is relevant to your certification** and for which you earned a passing grade.

Academic credit is optional and may be applied toward your annual requirement, for up to 10 contact hours. Academic credit can be combined with other approved activities—such as professional practice linkages or additional contact hours—to meet the 15-hour annual requirement.



### How academic credit works:

You can count academic credit as 10 contact hours and combine it with any other PNCB-accepted activity equaling 5 contact hours (5 accredited contact hours, 200 practice hours, or 1 PPL) to meet the requirement of 15 hours per year.

Here are the three scenarios you could use:

- 1 academic credit + 5 accredited contact 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:

- Academic credit cannot duplicate the credit used to meet prior exam eligibility requirements.
- Academic credit cannot be reused from a previous year.
- Adult continuing education courses at colleges or universities should be counted as contact hours, not as academic credit.

## OPTION 6: RECORD REVIEW YEAR

The record review year option allows you to “skip” the contact hour requirement for one year during your 7-year recertification cycle and maintain your certification. It is designed to support professionals facing a major life event or circumstances that make completing the annual contact hour requirements difficult. Record review year counts as 15 contact hours for one Recert application within a 7-year Recert Tracking Cycle.

Record review year is optional and may only be used once per 7-year cycle.

### How to Use Record Review Year

- To use this option, you still complete the online recertification application to update your contact and license information and other demographic data, but you do not document contact hours or other activity for that year.
- You pay a reduced fee.
- While you are not documenting hours, you must still meet all other recertification requirements (such as Pediatric Updates, if applicable) to meet your 7-year cycle requirements. Following are examples of when you can and cannot use the record review year option.

### CPNP-AC

If you hold a CPNP-AC credential and have not yet met your Pediatric Updates requirements, your ability to use record review year depends on where you are in your 7-Year Recert Tracking Cycle. To remain certified, you must complete 4 Pediatric Updates (2 acute care and 2 of your choice) and 15 pharmacology hours during your 7-year cycle.

#### **Scenario 1: Example of when the record review option cannot be used.**

- A CPNP-AC recertifying in year 6 who has not yet completed any of the 4 required Pediatric Updates cannot use the record review year option for years 6 or 7. They must complete the modules, documenting 2 completed modules per remaining year of the cycle.

#### **Scenario 2: Example of when the record review option can be used.**

- A CPNP-AC recertifying in year 2 who has not yet completed any Pediatric Updates may use the record review year if needed (for example, due to a major life event). Being early in the 7-year cycle provides enough time to complete all 4 required modules over the remaining years.

### CPNP-AC/PC

If you hold a CPNP-AC/PC credential and have not yet met your Pediatric Updates requirements, your ability to use record review year depends on where you are in your 7-Year Recert Tracking Cycle. To remain certified, you must complete 6 Pediatric Updates (2 acute care, 2 primary care, and 2 of your choice) and 15 pharmacology hours during your 7-year cycle.





**Scenario 1: Example of when the record review option cannot be used.**

- A CPNP-AC/PC recertifying in year 5 who has not yet completed any of the 6 required Pediatric Updates cannot use the record review year option for years 5, 6, or 7. They must complete the modules, documenting 2 completed modules per remaining year of the cycle.

**Scenario 2: Example of when the record review option can be used.**

- A CPNP-AC/PC recertifying in year 2 who has not yet completed any Pediatric Updates may use the record review year if needed (for example, due to a major life event). Being early in the 7-year cycle provides enough time to complete all 6 required modules over the remaining years.





# Certified Pediatric Nurse (CPN) Recertification Quick Guide

PNCB recertification is an annual process that follows a 7-year competency cycle.

All PNCB-certified nursing professionals must complete 15 contact hours annually to maintain their PNCB credential active. In addition, most certifications, except the CPN, require additional activities during the 7-year cycle to demonstrate continued competency over time. When you first certify with PNCB, you are assigned a 7-Year Recert Tracking Cycle; a new cycle begins every seven years.

CPNs recertify every year during an open enrollment period from **November 1** to **January 31**.

## How to Recertify

- **Step 1:** Log in at [www.pncb.org](http://www.pncb.org) to complete your online application between **November 1** and **January 31** prior to the February 28 expiration date appearing on your digital wallet card. If you recertify after the enrollment period ends—between February 1 and February 28—a late fee will be added to your recertification fee. Complete your recertification in **November** to secure early bird pricing.
- **Step 2:** Enter documentation of completed 15 contact hours or other PNCB-accepted activities that meet your specific credential's requirements.
- **Step 3:** Pay the fee. Recertification is complete once you submit your online application with payment or a No Pass, No Pay code. Your recertification is confirmed through your receipt, updated wallet card, and PNCB confirmation email.

## CPN Recertification Requirements

Maintaining your CPN credential requires completing annual requirements as well as additional requirements within each 7-year cycle.

CPN Recertification Requirements	Details
Maintain a current, active, and unencumbered nursing license.	<ul style="list-style-type: none"> <li>• Your RN license must be valid, in good standing, and not restricted by any disciplinary actions. You will need to document your U.S., Canadian, or U.S. territory RN/APRN licensure on the recertification application.</li> <li>• Email PNCB immediately at <a href="mailto:recert@pncb.org">recert@pncb.org</a> if your license is placed on probation, suspended, revoked, encumbered, or you have been notified by your state board of nursing of an investigation or complaint. You cannot recertify until you have communicated with PNCB.</li> </ul>
Complete annually: 15 contact hours.	<ul style="list-style-type: none"> <li>• Before recertifying, complete annually 15 contact hours (or PNCB-accepted equivalents) that relate to the CPN certification.</li> <li>• Practice hours are not required; however, up to 10 hours may be applied toward the 15 required contact hours.</li> <li>• PNCB accepts 15 CE hours earned through various approved methods, provided they meet the following criteria: <ul style="list-style-type: none"> <li>– Already earned (completed)</li> <li>– Within the accepted date range</li> <li>– Accredited (if claiming actual contact hours)</li> <li>– Not a refresher course for PALS, etc., or an initial PALS course already applied to a past Recert application.</li> </ul> </li> </ul>



## Fees

Certified Pediatric Nurse (CPN) Fees			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
15 contact hours of accepted activity	\$69	\$90	\$210
Record review year (Allowed once per 7-year recert cycle)	\$53	\$69	\$189

### Useful Tips/Reminders

- **Avoid late fees.** Submit your application by January 31 to avoid late fees.
- **Check for reimbursement options.** As your employer if they participate in PNCB's No Pass, No Pay program to cover recertification costs.
- **Keep records.** Keep copies of your CE certificates and any other relevant documentation in case of an audit.
- **Use your ReCert Tracker.** While optional and does not recertify you, it can save you time. Preload your activities on the ReCert Tracker anytime during the year. Use "Self-Reported" as the type for CE from accredited providers not automatically loaded or for activities such as practice hours, PPL, and academic credits. CE earned through PNCB will be automatically added for you, including the activity type, once it's completed (except for Pediatric Updates Modules – please see Note on page 12 for more information).
- **Completing a module alone doesn't recertify you.** Submit the online Recert application to apply it.
- **Need contact hours?** PNCB's [Marketplace](#) offers CE modules with some free options.
- **Newly Certified?** You do not need to recertify until the next calendar year after passing the initial certification exam.

### Questions? We're Here to Help!

Get outstanding customer service at [recert@pncb.org](mailto:recert@pncb.org). Our phone hours are Monday-Friday, 9 a.m. to 5 p.m. ET. See our website for [holiday closings](#). We respond during normal business hours.

### Need Assistance?

Start here with these helpful contacts:

PNCB Phone:	1-888-641-2767 or (301) 330-2921
General email:	<a href="mailto:pncb@pncb.org">pncb@pncb.org</a>
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>
Certificant Portal:	<a href="#">My PNCB Portal</a>



## CPN Recertification Methods

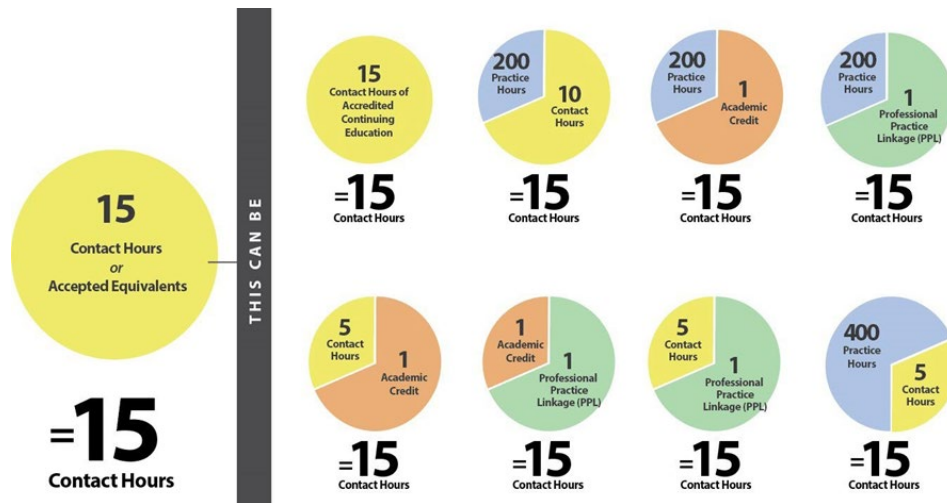
PNCB offers a variety of ways to meet your 15 annual contact hours, giving you the flexibility to choose what best fits your professional goals and lifestyle. Whether through practice hours, professional practice linkages, academic credit, or another pathway, PNCB's goal is to support your growth as a nursing professional while advancing pediatric health. You may select from any PNCB-accepted options, and you're free to change your approach from year to year. The only requirement is that activities relate to your certification specialty. As you create your pathway, consider how you stay current throughout the year. For example:

- Do you attend conferences or complete CE online or at work?
- Do you log 200 or 400 hours in direct or indirect patient care?
- Are you pursuing additional nursing education?

Recertification is designed to acknowledge the many ways you keep your practice current as a CPN. The chart that follows highlights the options available to you. Refer to PNCB's list of recertification methods on page 9.

### CPN RECERTIFICATION METHODS

The online application offers the following options to recertify. **You must choose one option.**



- 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.



# Acute Care Certified Pediatric Nurse Practitioner (CPNP-AC) Recertification Quick Guide

## About CPNP-AC Recertification

PNCB recertification is an annual process that follows a 7-year competency cycle.

All PNCB-certified nursing professionals must complete 15 contact hours annually to keep their PNCB credential active. In addition, most certifications, except the CPN, require additional activities within a 7-year cycle to demonstrate ongoing competency. When you first certify with PNCB, you are placed on a 7-Year Recert Tracking Cycle with a new cycle beginning every seven years.

CPNP-ACs recertify every year during an open enrollment period from **November 1 to January 31**.

## How to Recertify

- **Step 1:** Log in at [www.pncb.org](http://www.pncb.org) to complete your online application between **November 1** and **January 31** prior to the February 28 expiration date appearing on your online wallet card. If you recertify after the enrollment period ends—between February 1 and February 28—a late fee will be added to your recertification fee. Complete your recertification in **November** to secure early bird pricing.
- **Step 2:** Enter documentation of completed 15 contact hours or other PNCB-accepted activities that meet your specific credential's requirements.
- **Step 3:** Pay the fee. Recertification is complete once you submit your online application with payment or a No Pass, No Pay code. Your recertification is confirmed through your receipt, updated wallet card, and PNCB confirmation email.

## CPNP-AC Recertification Requirements

Maintaining your CPNP-AC credential requires completing annual requirements as well as additional requirements within each 7-year cycle.

CPNP-AC Recertification Requirements	Details
Maintain a current, active, and unencumbered nursing license.	<ul style="list-style-type: none"> <li>• Your RN and/or APRN license must be valid, in good standing, and not restricted by any disciplinary actions. You will need to document your U.S., Canadian, or U.S. territory registered nurse licensure on the recertification application.</li> <li>• Email PNCB immediately at <a href="mailto:recert@pncb.org">recert@pncb.org</a> if your license is placed on probation, suspended, revoked, encumbered, or you have been notified by your state board of nursing of an investigation or complaint. You cannot recertify until you have communicated with PNCB.</li> </ul>
Complete annually: 15 contact hours.	<ul style="list-style-type: none"> <li>• Before recertifying, you must complete 15 contact hours (or PNCB-accepted equivalents) each year that relate to the CPNP-AC certification.</li> <li>• Practice hours are not required; however, up to 10 hours may be applied toward the 15 required contact hours.</li> <li>• PNCB accepts 15 CE hours earned through various approved methods, provided they meet the following criteria: <ul style="list-style-type: none"> <li>– Already earned (completed)</li> <li>– Within the accepted date range</li> <li>– Accredited (if claiming actual contact hours)</li> <li>– Not a refresher course for PALS, etc., or an initial PALS course already applied to a past Recert application.</li> </ul> </li> </ul>



Complete over 7 years:

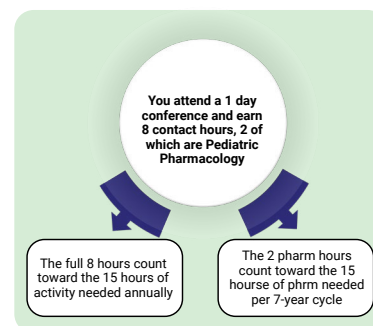
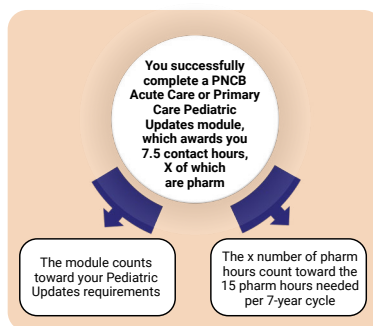
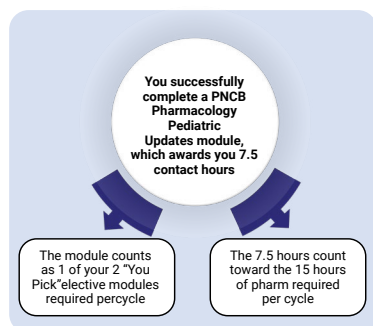
- 15 hours of pediatric pharmacology, and
- 4 PNCB Pediatric Updates modules (2 acute care, 2 modules of your choice)

- Each Pediatric Updates module provides 7.5 contact hours upon successful completion.
- These hours count toward the 15 contact hours required annually.
- Plan for incorporating your 7-year cycle requirements as you recertify annually. Include the required activities within the 15 hours needed for each year. You decide when to incorporate these requirements each year. The objective is to complete requirements gradually over the 7-year period. We suggest you begin incorporating the module and pharmacology requirements by the third year at the latest.

#### NOTE: Pharmacology-Specific Contact Hours

CPNP-ACs must complete 15 contact hours of accredited pediatric pharmacology within each 7-Year Recert Tracking Cycle.

- These hours may be earned from any accredited provider accepted by PNCB. You choose when to complete them during the 7-year cycle but be sure to document hours on a Recert application within 24 months of earning them.
- Completing PNCB's pharmacology Pediatric Updates modules allows each module to count toward both your elective module requirement and your pharmacology hour requirement.
- The scenarios below illustrate how to make the most of your activities.



## Fees

Acute Care Certified Pediatric Nurse Practitioner (CPNP-AC) Fees			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
2 Pediatric Updates modules	\$ 0	\$ 21	\$141
1 Pediatric Updates module + 7.5 hours of accepted activity	\$48	\$ 69	\$189
15 contact hours of accepted activity	\$90	\$111	\$231
Record review year (Allowed once per 7-year recert cycle)	\$69	\$90	\$210

#### Useful Tips/Reminders

- **Avoid late fees.** Submit your application by **January 31** to avoid late fees.
- **Check for reimbursement options.** Ask your employer if they participate in PNCB's No Pass, No Pay program to cover recertification costs.
- **Keep records.** Keep copies of your CE certificates and any other relevant documentation in case of an audit.



- **Use your ReCert Tracker.** While optional and does not recertify you, it can save you time. Preload your activities on the ReCert Tracker anytime during the year. Use “Self-Reported” as the type for CE from accredited providers that are not automatically loaded or for activities such as practice hours, PPL, and academic credits. CE earned through PNCB will be automatically added for you, including the activity type, once it’s completed.
- **Plan your 7-year recertification cycle.**
  - o Incorporate gradually. Fold these requirements into your annual 15 hours. You decide when to complete them but aim to spread them out over the 7 years. We recommend starting pharmacology hours and modules by year three at the latest.
  - o Enjoy easy access. PNCB modules are available year-round, with pharmacology modules readily accessible if you don’t have other pediatric pharmacology options.
  - o Stay on track. Use your personalized [Recert Dashboard](#) to monitor progress.
- **Completing a module alone doesn’t recertify you.** Submit the online Recert application to apply it.
- **Need contact hours?** PNCB’s [Marketplace](#) offers CE modules with some free options.
- **Newly certified?** You do not need to recertify until the next calendar year after passing the initial certification exam.

### Questions? We’re Here to Help!

Get outstanding customer service at [recert@pncb.org](mailto:recert@pncb.org). Our office hours are Monday through Friday 8:30 a.m. to 5 p.m. ET. Phone lines are open 9 a.m. to 5 p.m. ET. See our website for [holiday closings](#). We respond during normal business hours.

### Need Assistance?

Start here with these helpful contacts:

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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>
Certificant Portal:	<a href="#">My PNCB Portal</a>





## CPNP-AC Recertification Methods

PNCB offers a variety of ways to meet your 15 annual contact hours, giving you the flexibility to choose what best fits your professional goals and lifestyle. Whether through practice hours, professional practice linkages, academic credit, or another pathway, PNCB's goal is to support your growth as a nursing professional while advancing pediatric health. You may select from any PNCB-accepted options, and you're free to change your approach from year to year. The only requirement is that activities relate to your certification specialty. As you create your pathway, consider how you stay current throughout the year. For example:

- Do you attend conferences or complete CE online or at work?
- Do you log 200 or 400 hours in direct or indirect patient care?
- Are you pursuing additional nursing education?

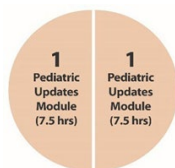
Recertification is designed to acknowledge the many ways you keep your practice current as a CPNP-AC. The chart that follows highlights the options available to you. Refer to PNCB's list of recertification methods on page 9.

### CPNP-AC RECERTIFICATION METHODS

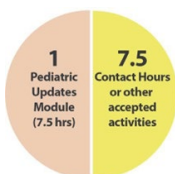
The online application offers the following options to recertify. **You must choose one option.**

#### Choose One Method

#### Details



- You can apply a maximum of 2 Pediatric Updates 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.



**Note:** You have options to meet your 7.5 contact hours. Choose from the combinations on the right.



**Note:** You have options to meet your 15 contact hours. Choose from the combinations on the right.



- Use only once per 7-year Recert Tracking Cycle
- Complete the Recert application to update your information.
- Pay a reduced fee, but you will not need to document contact hours or other activities that year.
- Stay on track to meet your 7-Year cycle requirements. You cannot use this method for years 6 and 7 if you have not completed your 4 Pediatric Updates and 15 pharmacology hours.



# Primary Care Certified Pediatric Nurse Practitioner (CPNP-PC)

## Recertification Quick Guide

### About CPNP-PC Recertification

PNCB recertification is an annual process that follows a 7-year competency cycle.

All PNCB-certified nursing professionals must complete 15 contact hours annually to keep their PNCB credential active. In addition, most certifications, except the CPN, require additional activities within a 7-year cycle to demonstrate ongoing competency. When you first certify with PNCB, you are placed on a 7-Year Recert Tracking Cycle with a new cycle beginning every seven years.

CPNP-PCs recertify every year during an open enrollment period from **November 1 to January 31**.

### How to Recertify

- **Step 1:** Log in at [www.pncb.org](http://www.pncb.org) to complete your online application between **November 1** and **January 31** prior to the February 28 expiration date appearing on your online wallet card. If you recertify after the enrollment period ends—between February 1 and February 28—a late fee will be added to your recertification fee. Complete your recertification in **November** to secure early bird pricing.
- **Step 2:** Enter documentation of completed 15 contact hours or other PNCB-accepted activities that meet your specific credential's requirements.
- **Step 3:** Pay the fee. Recertification is complete once you submit your online application with payment or a No Pass, No Pay code. Your recertification is confirmed through your receipt, updated wallet card, and PNCB confirmation email.

### CPNP-PC Recertification Requirements

Maintaining your CPNP-PC credential requires completing annual requirements as well as additional requirements within each 7-year cycle.

CPNP-PC Recertification Requirements	Details
Maintain a current, active, and unencumbered nursing license.	<ul style="list-style-type: none"> <li>• Your RN and/or APRN license must be valid, in good standing, and not restricted by any disciplinary actions. You will need to document your U.S., Canadian, or U.S. territory registered nurse licensure on the recertification application.</li> <li>• Email PNCB immediately at <a href="mailto:recert@pncb.org">recert@pncb.org</a> if your license is placed on probation, suspended, revoked, encumbered, or you have been notified by your state board of nursing of an investigation or complaint. You cannot recertify until you have communicated with PNCB.</li> </ul>
Complete annually: 15 contact hours.	<ul style="list-style-type: none"> <li>• The 15 contact hours (or equivalents that PNCB accepts) must be related to the CPNP-PC certification.</li> <li>• Practice hours are not required; however, up to 10 hours may be applied toward the 15 required contact hours.</li> <li>• PNCB accepts 15 CE hours earned through various approved methods, provided they meet the following criteria: <ul style="list-style-type: none"> <li>– Already earned (completed)</li> <li>– Within the accepted date range</li> <li>– Accredited (if claiming actual contact hours)</li> <li>– Not a refresher course for PALS, etc., or an initial PALS course already applied to a past Recert application.</li> </ul> </li> </ul>



Complete over 7 years:

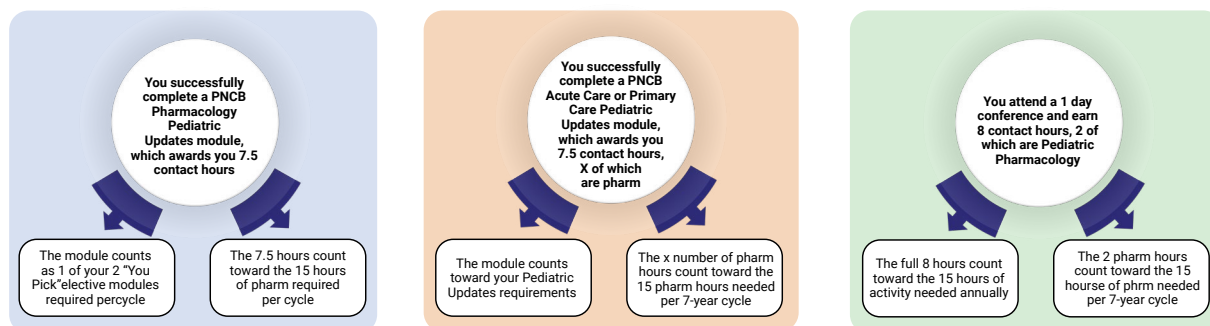
- 15 hours of pediatric pharmacology, and
- 4 PNCB Pediatric Updates modules (2 primary care, 2 modules of your choice)

- Each Pediatric Updates module provides 7.5 contact hours upon successful completion.
- These hours count toward the 15 contact hours required annually.
- Plan for incorporating your 7-year cycle requirements as you recertify annually. Include the required activities within the 15 hours needed for each year. You decide when to incorporate these requirements each year. The objective is to complete requirements gradually over the 7-year period. We suggest you begin incorporating the module and pharmacology requirements by the third year at the latest.

#### NOTE: Pharmacology-Specific Contact Hours

CPNP-PCs must complete 15 contact hours of accredited pediatric pharmacology within each 7-Year Recert Tracking Cycle.

- These hours may be earned from any accredited provider accepted by PNCB. You choose when to complete them during the 7-year cycle but be sure to document hours on a Recert application within 24 months of earning them.
- Completing PNCB's pharmacology Pediatric Updates modules allows each module to count toward both your elective module requirement and your pharmacology hour requirement.
- The scenarios below illustrate how to make the most of your activities.



#### Fees

Primary Care Certified Pediatric Nurse Practitioner (CPNP-PC) Fees			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
2 Pediatric Updates modules	\$ 0	\$ 21	\$141
1 Pediatric Updates module + 7.5 hours of accepted activity	\$48	\$ 69	\$189
15 contact hours of accepted activity	\$90	\$111	\$231
Record review year (Allowed once per 7-year recert cycle)	\$69	\$90	\$210



### Useful Tips/Reminders

- **Avoid late fees.** Submit your application by **January 31** to avoid late fees.
- **Check for reimbursement options.** Ask your employer if they participate in PNCB's No Pass, No Pay program to cover recertification costs.
- **Keep records.** Keep copies of your CE certificates and any other relevant documentation in case of an audit.
- **Use your ReCert Tracker.** While optional and does not recertify you, it can save you time. Preload your activities on the ReCert Tracker anytime during the year. Use "Self-Reported" as the type for CE from accredited providers that are not automatically loaded or for activities such as practice hours, PPL, and academic credits. CE earned through PNCB will be automatically added for you, including the activity type, once it's completed.
- **Plan your 7-year recertification cycle.**
  - o Incorporate gradually. Fold these requirements into your annual 15 hours. You decide when to complete them but aim to spread them out over the 7 years. We recommend starting pharmacology hours and modules by year three at the latest.
  - o Enjoy easy access. PNCB modules are available year-round, with pharmacology modules readily accessible if you don't have other pediatric pharmacology options.
  - o Stay on track. Use your personalized [Recert Dashboard](#) to monitor progress.
- **Completing a module alone doesn't recertify you.** Submit the online Recert application to apply it.
- **Need contact hours?** PNCB's [Marketplace](#) offers CE modules with some free options.
- **Newly certified?** You do not need to recertify until the next calendar year after passing the initial certification exam.

### Questions? We're Here to Help!

Get outstanding customer service at [recert@pncb.org](mailto:recert@pncb.org). Our office hours are Monday through Friday 8:30 a.m. to 5 p.m. ET. Phone lines are open 9 a.m. to 5 p.m. ET. See our website for [holiday closings](#). We respond during normal business hours.

### Need Assistance?

Start here with these helpful contacts:

PNCB Phone:	1-888-641-2767 or (301) 330-2921
General email:	<a href="mailto:pncb@pncb.org">pncb@pncb.org</a>
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>
Certificant Portal:	<a href="#">My PNCB Portal</a>



## CPNP-PC Recertification Methods

PNCB offers a variety of ways to meet your 15 annual contact hours, giving you the flexibility to choose what best fits your professional goals and lifestyle. Whether through practice hours, professional practice linkages, academic credit, or another pathway, PNCB's goal is to support your growth as a nursing professional while advancing pediatric health. You may select from any PNCB-accepted options, and you're free to change your approach from year to year. The only requirement is that activities relate to your certification specialty. As you create your pathway, consider how you stay current throughout the year. For example:

- Do you attend conferences or complete CE online or at work?
- Do you log 200 or 400 hours in direct or indirect patient care?
- Are you pursuing additional nursing education?

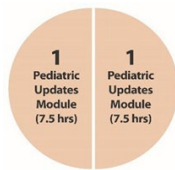
Recertification is designed to acknowledge the many ways you keep your practice current as a CPNP-PC. The chart that follows highlights the options available to you. Refer to PNCB's list of recertification methods on page 9.

### CPNP-PC RECERTIFICATION METHODS

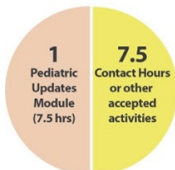
The online application offers the following options to recertify. **You must choose one option.**

#### Choose One Method

#### Details



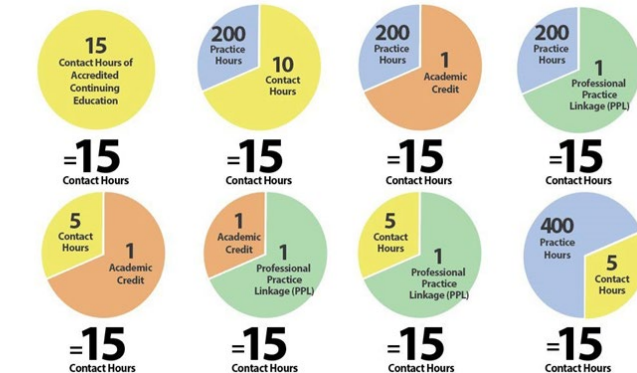
- You can apply a maximum of 2 Pediatric Updates modules per annual application.
- Completing modules is not the same as recertifying. You need to apply modules on the Recert application for them to count.
- Use your Recert Dashboard to track these requirements. The Dashboard shows statuses for the number and categories needed.



**Note:** You have options to meet your 7.5 contact hours. Choose from the combinations on the right.



**Note:** You have options to meet your 15 contact hours. Choose from the combinations on the right.



#### Record Review Year

Application and fee still required. No other activity required.

- Use only once per 7-year Recert Tracking Cycle
- Complete the Recert application to update your information.
- Pay a reduced fee, but you will not need to document contact hours or other activities that year.
- Stay on track to meet your 7-Year cycle requirements. You cannot use this method for years 6 and 7 if you have not completed your 4 Pediatric Updates and 15 pharmacology hours.



# Dual Acute Care/Primary Care Certified Pediatric Nurse Practitioner (CPNP-AC/PC) Recertification Quick Guide

## About CPNP-AC/PC Recertification

PNCB recertification is an annual process that follows a 7-year competency cycle.

All PNCB-certified nursing professionals must complete 15 contact hours annually to keep their PNCB credential active. In addition, most certifications, except the CPN, require additional activities within a 7-year cycle to demonstrate ongoing competency. When you first certify with PNCB, you are placed on a 7-Year Recert Tracking Cycle with a new cycle beginning every seven years.

Dual CPNP-AC/PCs recertify every year during an open enrollment period from **November 1 to January 31**.

### How to Recertify

- **Step 1:** Log in at [www.pncb.org](http://www.pncb.org) to complete your online application between **November 1** and **January 31** prior to the February 28 expiration date appearing on your online wallet card. If you recertify after the enrollment period ends—between February 1 and February 28—a late fee will be added to your recertification fee. Complete your recertification in **November** to secure early bird pricing.
- **Step 2:** Enter documentation of completed 15 contact hours or other PNCB-accepted activities that meet your specific credential's requirements.
- **Step 3:** Pay the fee. Recertification is complete once you submit your online application with payment or a No Pass, No Pay code. Your recertification is confirmed through your receipt, updated wallet card, and PNCB confirmation email.

### CPNP-AC/PC Recertification Requirements

Maintaining your dual CPNP-AC/PC credential requires completing annual requirements as well as additional requirements within each 7-year cycle.

### How to Recertify

Dual CPNP-AC/ PC Recertification Requirements	Details
Maintain a current, active, and unencumbered nursing license.	<ul style="list-style-type: none"> <li>• Your RN and/or APRN license must be valid, in good standing, and not restricted by any disciplinary actions. You will need to document your U.S., Canadian, or U.S. territory registered nurse licensure on the recertification application.</li> <li>• Email PNCB immediately at <a href="mailto:recert@pncb.org">recert@pncb.org</a> if your license is placed on probation, suspended, revoked, encumbered, or you have been notified by your state board of nursing of an investigation or complaint. You cannot recertify until you have communicated with PNCB.</li> </ul>
Complete annually: 15 contact hours.	<ul style="list-style-type: none"> <li>• The 15 contact hours (or equivalents that PNCB accepts) must be related to the CPNP-AC/PC certification).</li> <li>• Practice hours are not required; however, up to 10 hours may be applied toward the 15 required contact hours.</li> <li>• PNCB accepts 15 CE hours earned through various approved methods, provided they meet the following criteria:</li> </ul>

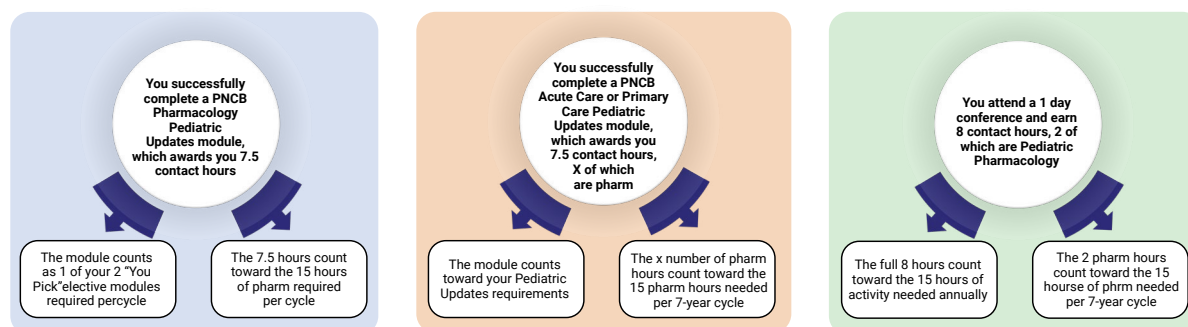


	<ul style="list-style-type: none"> <li>– Already earned (completed)</li> <li>– Within the accepted date range</li> <li>– Accredited (if claiming actual contact hours)</li> <li>– Not a refresher course for PALS, etc., or an initial PALS course already applied to a past Recert application.</li> </ul>
<p>Complete over 7 years:</p> <ul style="list-style-type: none"> <li>• 15 hours of pediatric pharmacology, and</li> <li>• 6 PNCB Pediatric Updates modules (2 acute care, 2 primary care, 2 modules of your choice)</li> </ul>	<ul style="list-style-type: none"> <li>• Each Pediatric Updates module provides 7.5 contact hours upon successful completion.</li> <li>• These hours count toward the 15 contact hours required annually.</li> <li>• Plan for incorporating your 7-year cycle requirements as you recertify annually. Include the required activities within the 15 hours needed for each year. You decide when to incorporate these requirements each year. The objective is to complete requirements gradually over the 7-year period. We suggest you begin incorporating the module and pharmacology requirements by the third year at the latest.</li> </ul>

#### NOTE: Pharmacology-Specific Contact Hours

CPNP-AC/PCs must complete 15 contact hours of accredited pediatric pharmacology within each 7-Year Recert Tracking Cycle.

- These hours may be earned from any accredited provider accepted by PNCB. You choose when to complete them during the 7-year cycle but be sure to document hours on a Recert application within 24 months of earning them.
- Completing PNCB's pharmacology Pediatric Updates modules allows each module to count toward both your elective module requirement and your pharmacology hour requirement.
- The scenarios below illustrate how to make the most of your activities.



#### Fees

Dual Certified Acute Care/Primary Care Pediatric Nurse Practitioner (CPNP-AC/PC) Fees			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
2 Pediatric Updates modules	\$ 0	\$ 21	\$141
1 Pediatric Updates module + 7.5 hours of accepted activity	\$48	\$ 69	\$189
15 contact hours of accepted activity	\$90	\$111	\$231
Record review year (Allowed once per 7-year recert cycle)	\$69	\$90	\$210





### Useful Tips/Reminders

- **Avoid late fees.** Submit your application by **January 31** to avoid late fees.
- **Check for reimbursement options.** Ask your employer if they participate in PNCB's No Pass, No Pay program to cover recertification costs.
- **Keep records.** Keep copies of your CE certificates and any other relevant documentation in case of an audit.
- **Use your ReCErt Tracker.** While optional and does not recertify you, it can save you time. Preload your activities on the ReCErt Tracker anytime during the year. Use "Self-Reported" as the type for CE from accredited providers that are not automatically loaded or for activities such as practice hours, PPL, and academic credits. CE earned through PNCB will be automatically added for you, including the activity type, once it's completed.
- **Plan your 7-year recertification cycle.**
  - o Incorporate gradually. Fold these requirements into your annual 15 hours. You decide when to complete them but aim to spread them out over the 7 years. We recommend starting pharmacology hours and modules by year three at the latest.
  - o Enjoy easy access. PNCB modules are available year-round, with pharmacology modules readily accessible if you don't have other pediatric pharmacology options.
  - o Stay on track. Use your personalized [Recert Dashboard](#) to monitor progress.
- **Completing a module alone doesn't recertify you.** Submit the online Recert application to apply it.
- **Need contact hours?** PNCB's [Marketplace](#) offers CE modules with some free options.
- **Newly certified?** You do not need to recertify until the next calendar year after passing the initial certification exam.

### Questions? We're Here to Help!

Get outstanding customer service at [recert@pncb.org](mailto:recert@pncb.org). Our office hours are Monday through Friday 8:30 a.m. to 5 p.m. ET. Phone lines are open 9 a.m. to 5 p.m. ET. See our website for [holiday closings](#). We respond during normal business hours.

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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>
Certificant Portal:	<a href="#">My PNCB Portal</a>



## Dual CPNP-AC/PC Recertification Methods

PNCB offers a variety of ways to meet your 15 annual contact hours, giving you the flexibility to choose what best fits your professional goals and lifestyle. Whether through practice hours, professional practice linkages, academic credit, or another pathway, PNCB's goal is to support your growth as a nursing professional while advancing pediatric health. You may select from any PNCB-accepted options, and you're free to change your approach from year to year. The only requirement is that activities relate to your certification specialty. As you create your pathway, consider how you stay current throughout the year. For example:

- Do you attend conferences or complete CE online or at work?
- Do you log 200 or 400 hours in direct or indirect patient care?
- Are you pursuing additional nursing education?

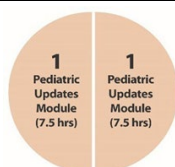
Recertification is designed to acknowledge the many ways you keep your practice current as a holder of a dual CPNP-AC/PC certification. The chart that follows highlights the options available to you. Refer to PNCB's list of recertification methods on page 9.

### DUAL CPNP-AC/PC RECERTIFICATION METHODS

The online application offers the following options to recertify. **You must choose one option.**

#### Choose One Method

#### Details



- 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.



**Note:** You have options to meet your 7.5 contact hours. Choose from the combinations on the right.



**Note:** You have options to meet your 15 contact hours. Choose from the combinations on the right.



- Use only once per 7-year Recert Tracking Cycle
- Complete the Recert application to update your information.
- Pay a reduced fee, but you will not need to document contact hours or other activities that year.
- Stay on track to meet your 7-Year cycle requirements. You cannot use this method for years 5, 6 and 7 if you have not completed your 6 Pediatric Updates and 15 pharmacology hours.



# Certified Pediatric Primary Care Mental Health Specialist (PMHS) Recertification Quick Guide

PNCB recertification is an annual process that follows a 7-year competency cycle.

All PNCB-certified nursing professionals must complete 15 contact hours annually to keep their PNCB credential active. In addition, most certifications, except the CPN, require additional activities within a 7-year cycle to demonstrate ongoing competency. When you first certify with PNCB, you are placed on a 7-Year Recert Tracking Cycle with a new cycle beginning every seven years.

PMHSs recertify every year during an open enrollment period from November 1 to January 31.

## How to Recertify

- **Step 1:** Log in at [www.pncb.org](http://www.pncb.org) to complete your online application between November 1 and January 31 prior to the February 28 expiration date appearing on your online wallet card. If you recertify after the enrollment period ends—between February 1 and February 28—a late fee will be added to your recertification fee. Complete your recertification in November to secure early bird pricing.
- **Step 2:** Enter documentation of completed 15 contact hours or other PNCB-accepted activities that meet your specific credential's requirements.
- **Step 3:** Pay the fee. Recertification is complete once you submit your online application with payment or a No Pass, No Pay code. Your recertification is confirmed through your receipt, updated wallet card, and PNCB confirmation email.

## PMHS Recertification Requirements

Maintaining your PMHS credential requires completing annual requirements as well as additional requirements within each 7-year cycle.

PMHS Recertification Requirements	Details
Maintain a current, active, and unencumbered nursing license.	<ul style="list-style-type: none"> <li>• Your advanced practice nursing (APRN) license—whether as a primary care pediatric nurse practitioner (PNP), family nurse practitioner (FNP), child/adolescent psychiatric &amp; mental health clinical nurse specialist (CNS), or psychiatric-mental health nurse practitioner (PMHNP)—must be current, in good standing, and free of any disciplinary actions. You will need to document your U.S., Canadian, or U.S. territory registered nurse licensure on the recertification application.</li> <li>• Email PNCB immediately at <a href="mailto:recert@pncb.org">recert@pncb.org</a> if your license is placed on probation, suspended, revoked, encumbered, or you have been notified by your state board of nursing of an investigation or complaint. You cannot recertify until you have communicated with PNCB.</li> </ul>
Maintain your foundational certification that was required per PMHS exam eligibility criteria.	<ul style="list-style-type: none"> <li>• You will attest that this certification is active and in good standing when completing the online recertification application. It 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.)</li> </ul>
Complete annually: 15 contact hours of Developmental, Behavioral, and Mental Health (DBMH) activity.	<ul style="list-style-type: none"> <li>• The 15 contact hours (or equivalents that PNCB accepts) must be related to the PMHS certification.</li> <li>• PNCB accepts 15 CE hours earned through various approved methods, provided they meet the following criteria:</li> </ul>



	<ul style="list-style-type: none"> <li>– Already earned (completed)</li> <li>– Within the accepted date range</li> <li>– Accredited (if claiming actual contact hours)</li> <li>– Relevant to the certification specialty</li> <li>– Not a refresher course for PALS, etc., or an initial PALS course already applied to a past Recert application.</li> </ul>
Complete over 7 years: 30 hours of pediatric psychopharmacology	<ul style="list-style-type: none"> <li>• These hours count toward the 15 contact hours required annually.</li> <li>• Plan for incorporating your 7-year cycle requirements as you recertify annually: You do not document the 30 hours of pediatric psychopharmacology 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.</li> <li>• <b>Note:</b> 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.</li> </ul>

**Note:**

**Accredited DBMH/Psychopharmacology Hours**

DBMH/Psychopharmacology hours (CE/CNE/CME) are earned for participating in accredited continuing education activities which you attend. One contact hour is equivalent to 60 minutes of education. Examples include lectures, presentations, seminars, conferences, online courses, grand rounds, journal CE, in-services, and CME. For additional information visit our [PMHS Clinical Practice Resource](#) page on the PNCB website. You can also visit our [annual list](#) of additional DBMH/psychopharmacology continuing education.

**Fees**

Certified Pediatric Primary Care Mental Health Specialist (PMHS) Fees			
Recert Method	Early Bird Pricing November 2025	Cost Dec. 1, 2025 – Jan. 31, 2026	Late Fee Pricing Feb. 1-28, 2026
15 DBMH/psychopharmacology hours of accepted activity	\$48	\$69	\$189
15 DBMH/psychopharmacology hours of accepted activity that includes at least one PNCB psychopharmacology module	\$27	\$48	\$168
Record review year (Allowed once per 7-year recert cycle)	\$32	\$53	\$170

**Useful Tips/Reminders**

- **Avoid late fees.** Submit your application by **January 31** to avoid late fees.
- **Keep records.** Keep copies of your CE certificates and any other relevant documentation in case of an audit.
- **Use your ReCert Tracker.** While optional and does not recertify you, it can save you time. Preload your activities on the ReCert Tracker anytime during the year. Use "Self-Reported" as the type for CE from accredited providers that are not automatically loaded or for activities such as practice hours, PPL, and academic credits. CE earned through PNCB will be automatically added for you, including the activity type, once it's completed.
- **Plan your 7-year recertification cycle.**
  - o Incorporate gradually. Fold these requirements into your annual 15 hours. You decide when to complete them but aim to spread them out over the 7 years. We recommend starting pharmacology hours and modules by year three at the latest.
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  - o Stay on track. Use your personalized [Recert Dashboard](#) to monitor progress.



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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>
Certificant Portal:	<a href="#">My PNCB Portal</a>



## Pediatric Primary Care Mental Health Specialist (PMHS) Recertification Methods

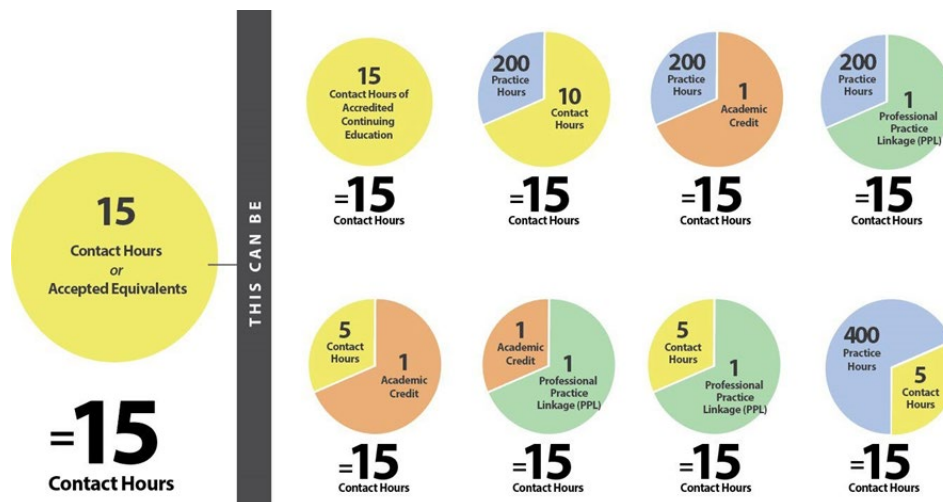
PNCB offers a variety of ways to meet your 15 annual contact hours, giving you the flexibility to choose what best fits your professional goals and lifestyle. Whether through practice hours, professional practice linkages, academic credit, or another pathway, PNCB's goal is to support your growth as a nursing professional while advancing pediatric health. You may select from any PNCB-accepted options, and you're free to change your approach from year to year. The only requirement is that activities relate to your certification specialty. As you create your pathway, consider how you stay current throughout the year. For example:

- Do you attend conferences or complete CE online or at work?
- Do you log 200 or 400 hours in direct or indirect patient care?
- Are you pursuing additional nursing education?

Recertification is designed to acknowledge the many ways you keep your practice current as a PMHS certificant. The chart that follows highlights the options available to you. Refer to PNCB's list of PNCB-accepted recertification methods on page 9.

### PMHS RECERTIFICATION METHODS

The online application offers the following options to recertify. **You must choose one option.**



- 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.





## PMHS RECERTIFICATION METHODS

The online application offers the following options to recertify. **You must choose 1 option**

<b>RECERTIFICATION METHODS</b> The online application offers the following choices. <i>You will choose 1 method below.</i> Click the method component for detailed policies.			
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.	

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.





# CPN Competency Framework: Supporting the Professional Development of Pediatric Nurses

## CPN Competency Framework: Supporting the Professional Development of Pediatric Nurses

PNCB's [Competency Framework for Pediatric Nurses](#) was created to guide professional development, support certification programs, and ensure continuing competence throughout certification maintenance. The framework defines six key role-based competency areas that reflect how pediatric nurses grow and advance over time. Areas of competency include:

1. Clinician
2. Collaborator
3. Advocate
4. Educator
5. Leader
6. Innovator

Serving as a roadmap, it helps pediatric nurses navigate their careers with purpose, strengthen their skills, and contribute meaningfully to the advancement of pediatric nursing practice. In addition, the framework can be used by educators, students, employers, and health care organizations to enhance patient care, support the recertification process, and aid in hiring decisions.

### Mapping Your CPN Activities

For each recertification activity you add to your application—such as practice hours, continuing education, or professional practice linkages—you will select one of six general nursing role-based competency areas that best aligns with that activity. These six pediatric RN role-based competency areas are outlined in PNCB's Competency Framework for Pediatric Nurses. Each certificant should choose the match that most accurately reflects your recertification activity using the definitions provided.

You are not required to use all competency areas within a single recertification cycle. PNCB collects this information to gain a clearer understanding of how pediatric nursing professionals maintain and advance their competence. For questions, contact PNCB at [recert@pncb.org](mailto:recert@pncb.org).

As an example, if you are utilizing PNCB's CE module about anticipatory guidance in adolescence you can map activity 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 Areas Defined

Additional details on each of the six competencies can be accessed on PNCB's website.

Competency Area	Definition
Advocate	The pediatric nurse advocate acts on behalf of patients and families, nurses, communities, and self to improve, influence, and transform patient care, health care systems, the nursing profession, and social and political health-related policy.
Clinician	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 competence.
Collaborator	The pediatric nurse collaborator builds relationships with patients, families, and the health care team 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.
Educator	The pediatric nurse educator is engaged in the process of knowledge transfer at all levels of practice over the care continuum while tailoring approaches to the needs of specific target audiences in order to achieve optimal outcomes.
Innovator	The pediatric nurse innovator creates or adopts new methods, ideas, processes, or products through creative solutions and generates new knowledge through scientific inquiry.
Leader	The pediatric nurse leader develops relationships and applies systems thinking to guide and influence nurses and the profession, driving in improvements in the delivery of care and health outcomes.

# CPNP-AC, CPNP-PC, and CPNP-AC/PC Competency Framework: Supporting the Professional Development of Pediatric Nurse Practitioners

PNCB's [Competency Framework for Pediatric Nurse Practitioners](#) was developed to guide professional development, support certification programs, and ensure continuing competence throughout certification maintenance. The framework defines seven key role-based competency areas that reflect how pediatric nurse practitioners grow and advance over time. Areas of competency include:

1. Clinician
2. Collaborator
3. Advocate
4. Educator
5. Scholar
6. Leader
7. Innovator

Serving as a roadmap, the framework helps PNPs shape their careers with purpose, enhance their skills, and contribute meaningfully to the advancement of pediatric nurse practitioner practice. It also supports the establishment of personal benchmarks, assists faculty and educators in illustrating career progression, and offers valuable insights for employers, hospitals, organizations, and human resources professionals engaged in staff development.

## Mapping Your PNP Activities

For each recertification activity you add to your application—such as practice hours, continuing education, or professional practice linkages—you will be asked to select one of seven PNP role-based competency areas that best aligns with that activity. These competency areas are defined in PNCB's [Competency Framework for Pediatric Nurse Practitioners](#). Use the provided definitions to choose the option that most accurately reflects your activity.



You are not required to use all competency areas within a single recertification cycle. PNCB collects this information to gain a clearer understanding of how pediatric nursing professionals maintain and advance their competence. For questions, contact PNCB at [recert@pncb.org](mailto:recert@pncb.org).

Example: If you led a project using evidence-based practice to improve pediatric care, you would map this activity to the “scholar” role as it reflects leadership in the discovery and dissemination of knowledge to optimize pediatric outcomes.

**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 Areas Defined

Additional details on each of the seven PNP competencies can be accessed on [PNCB's website](https://www.pncb.org).

Competency Area	Definition
Advocate	Pediatric nurse practitioners recognize the unique vulnerabilities of the pediatric population, and serve as a voice for children of all ages and their families. Pediatric NPs seek and promote healthy behaviors and environments for themselves, health care teams, and the communities they serve.
Clinician	Pediatric nurse practitioners address the unique characteristics and health care needs of newborns through young adults, and their families. Drawing on their specialty expertise, they apply evidence-based practice, clinical judgment, and professional engagement to provide high-quality, family-centered care for diverse pediatric populations.
Collaborator	Pediatric nurse practitioners cultivate trusting relationships with patients, families, and team members. They are an integral part of these dynamic, complex relationships, facilitating shared decision-making processes.
Educator	Pediatric nurse practitioners promote optimal health as educators who transfer knowledge regarding the unique needs of children of all ages.
Scholar	Pediatric nurse practitioners seek out knowledge to support evidence-based practice and engage in activities, leading to the discovery, dissemination, translation, and implementation of knowledge to optimize pediatric outcomes.
Innovator	Pediatric nurse practitioners are innovators who create or introduce new methods, ideas, processes, or products through implementation of creative solutions to enhance health care delivery.
Leader	Pediatric nurse practitioners are leaders who use specialty expertise to influence change. They develop relationships and use systems thinking to impact pediatric care, health outcomes, organizations, and the profession.



# FREQUENTLY ASKED QUESTIONS

## General

### *What if I am newly certified?*

If you are newly certified, your first recertification will take place in the calendar year following your initial certification exam. For example, if you passed the PNCB board exam in June 2025, you **will not** recertify November 1, 2025-January 31, 2026. Instead, your first recertification period will be the next enrollment window: November 1, 2026 to January 31, 2027 (or February 1–28, 2027, with a late fee).

### *What is a wallet card?*

A wallet card is a digital document provided by PNCB that serves as proof of a certified nurse's active certification status. It's a convenient online version of a physical card that nurses can access and download. This wallet card is not a primary source of verification of certification but may be accepted by employers as documentation of current certification.

### *When does open enrollment begin?*

PNCB's annual recertification open enrollment period runs from **November 1** through **January 31**. You choose any day within this window to complete the online recertification application. If you recertify after the enrollment period—between **February 1** and **February 28**—a late fee will be added to your recertification fee. An early bird option offers lower pricing for completing your recertification application in **November**. Your wallet card will always show an expiration date of February 28.

### *How do I add completed contact hours to the PNCB ReCert Tracker?*

- Log in to your [PNCB portal](#).
- Open the ReCert Tracker from the navigation menu.
- Select “**Add Contact Hours**” to record CE or other recertification activities.
- CE activities that load automatically include: PNCB's free CE, Alternative CE, and webinars.
- For CPNs, Pediatric Updates are not automatically added—completed modules must be manually entered into your ReCert Tracker using your certificate as a reference.
- Use the “**self-reported**” option for activities that aren't automatically loaded, such as accredited CE/CNE/CME hours, clinical practice hours, professional practice linkages, or academic credits.
- You can add activities anytime throughout the year. Entries will pre-populate in your recertification application—making the process faster when you apply during the November 1-January 31 open enrollment period.

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

No. A current, active, and unencumbered RN, RN/APRN, or APRN license is required to maintain certification. You must immediately report to PNCB if your license is ever lapsed, suspended, revoked, or encumbered in any way. Changing the status of your RN license (or APRN license if you do not hold a separate RN license) to inactive will result in the immediate expiration of your PNCB certification. PMHS recertification requires an APRN license.

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

Yes. Hours can be used the following 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 to require the completion of the modules prior to certification aligns with all other PNCB documentation strategies for recertification enrollment. You must complete and document these required activities that support the advancement of knowledge and skills to be approved for recertification.

***I am a CPNP-AC. What if I plan to pursue primary care PNP certification as well?***

If a nursing professional with a CPNP-AC later earns primary care CPNP-PC certification, they will enter the dual CPNP-AC/PC recertification program the calendar year after passing the CPNP-PC exam. Dual certification saves time on the recertification application and reduces costs. At that point, the certificant will begin a new 7-Year Recert Tracking Cycle encompassing both certifications, which includes the requirement of completing two additional Pediatric Updates per cycle. Learn more about Dual AC/PC recertification later in this Guide.

***I am a CPNP-PC. What if I plan to pursue acute care PNP certification as well?***

If a nursing professional with a CPNP-PC later earns acute care CPNP-AC certification, they will enter the dual CPNP-AC/PC recertification program the calendar year after passing the CPNP-AC exam. Dual certification saves time on the recertification application and reduces costs. At that point, the certificant will begin a new 7-Year Recert Tracking Cycle encompassing both certifications, which includes the requirement of completing 2 additional Pediatric Updates per cycle. Learn more about Dual AC/PC recertification later in this Guide.

***What requirements must I meet if I hold both CPN and CPNP-AC certifications?***

If you hold both certifications, you must fulfill both the CPN and CPNP-AC annual and 7-Year cycle requirements to maintain each certification. Recertification requirements align with the professional scopes and standards of practice for each role. Dually certified CPN/CPNP-ACs must demonstrate continuing competency for both roles. This also applies for CPN/CPNP-PCs. PNCB recognizes that some individuals choose to maintain both certifications and has reduced the cost to maintain the CPN credential. For more information on appropriate continuing education, visit PNCB's website and extended [CPN online FAQs](#).

***When do I enter the dual CPNP-AC/PC recertification program?***

If you pass both the CPNP-AC and CPNP-PC initial board exams in the same year, you will begin the dual certification program the following calendar year. If you take the exams in different years, your recertification for both will merge in the calendar year after you earn your second PNP certification. At that time, you will also begin a new 7-Year Recert Tracking Cycle to meet requirements.

***What requirements do I need to meet if I hold both CPNP-AC/PC and Certified Pediatric Nurse (CPN) certification?***

You must complete both the CPN and CPNP-AC/PC annual requirements as well as the requirements of your 7-Year Recert Tracking Cycle to maintain both certifications. Each program aligns with the professional scope and standards of practice for its respective role. Dually-certified CPN/CPNP-AC/PC nursing professionals must demonstrate continuing competency in both roles. PNCB recognizes that some individuals wish to maintain both certifications and has reduced the cost of maintaining the CPN certification. For details on acceptable continuing education, visit PNCB's [CPN FAQs](#).

## **PNCB-Accepted Recertification Methods**

### **CONTACT HOURS**

***Are actual contact hours required for recertification?***

Not necessarily. You can use other PNCB-accepted activities like practice hours, academic credit, and professional practice linkages to count as contact hours.

***Are contact hours required for the PMHS certification?***

Yes, in most cases. You must complete 30 pediatric psychopharmacology hours unless you have earned 3 academic credits that include pediatric psychopharmacology content. Some of these hours may be met by completing PNCB's Psychopharmacology Pediatric Updates modules (7.5 contact hours each, when available).



***When do I need to earn contact hours used for recertification?***

Contact hours must be earned within 24 months before your recertification application submission.

***What contact hour content is accepted by PNCB?***

Contact hours must relate to your certification specialty.

***Do I need to submit paperwork or CE certificates as part of recertification?***

You do not need to submit paperwork or CE certificates unless your application is randomly selected for audit. PNCB conducts random audits of Recert applications, and if yours is selected, you will be asked to provide all supporting documents. Be sure to keep copies of certificates and other relevant documents for at least 24 months after recertification to meet any possible audit requirements. Annual audits take place in April and May, following the end of the recertification period. Uploading the CE certificate to your ReCert Tracker also saves you time if your application is audited.

***Can I use PALS, PEARS, or BLS as contact hours?***

Yes, but only under certain conditions. Contact hours from courses such as Pediatric Advanced Life Support (PALS); Pediatric Emergency Assessment, Recognition, and Stabilization (PEARS); pediatric Advanced Cardiovascular Life Support (ACLS); Advanced Trauma Life Support (ATLS); Basic Trauma Life Support (BLS); or the Emergency Nurses Pediatric Course (ENPC) are eligible only when earned through completion of the initial course, not a refresher course. Accredited contact hours must have been awarded for completion or attendance. If your application is audited, a wallet card is not acceptable documentation. Only a certificate that lists the awarded contact hours (e.g., for PALS) can be used for certification. Each initial program may be applied toward recertification only once. Eligible providers include the American Heart Association, Emergency Nurses Association, and the American College of Surgeons.

***What accrediting bodies award contact hours?***

PNCB accepts continuing education contact hours from accredited organizations listed on page 48 among others. Refer to the accrediting body that appears 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 of accrediting organizations?***

If the organization that accredited or approved your contact hours does not appear on the PNCB online recertification application, email [recert@pncb.org](mailto:recert@pncb.org). You will be asked to send your CE certificate for review.

***I hold a PMHS credential. When do I need to earn the required contact hours to use them for recertification?***

Developmental, Behavioral and Mental Health (DBMH)/psychopharmacology hours must have been earned within 24 months preceding each recertification application submission.

***What content is accepted to meet PMHS requirements?***

You must complete 15 hours annually (or PNCB-accepted equivalents) of developmental, behavioral and mental health activities. Hours must reflect advanced practice nursing within the pediatric DBMH role and be directly applicable to developmental and behavioral mental health in children. Within each 7-year cycle, you must complete 30 hours in pediatric psychopharmacology. Hours must be related to prescribing and managing drug treatments for children and adolescents with behavioral or mental health needs. Learning activities should focus on medications and other substances that affect behavior and the mind, particularly in treating mental disorders. Content should include indications, contraindications, use, dosing, monitoring, and potential adverse effects.

***What information do I enter on the recertification application to document non-PNCB completed contact hours?***

You will choose "Self-Reported" and enter the name of activity, date contact hours were awarded, accrediting body, and number of hours. For example, when completing the PMHS recertification application, 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 CE certificates and transcripts that document the pediatric content specifically related to your certification specialty.

***I attended a conference with some, but not all, sessions focused on DBMH. Can I document only the applicable portions?***

Yes. Estimate the number of hours that reflect pediatric primary care DBMH content and record only those.

***I attended a psychopharmacology conference, but my CE certificate does not specify how many hours were actually dedicated to pediatric psychopharmacology. Can I use these hours? How should I document them on my recertification application?***

Yes, you may use hours related to pediatric psychopharmacology from accredited providers. Use the sessions or workshop titles to demonstrate relevance to pediatric practice and make your best estimate of applicable hours.

***Many of my CE activities on ADHD, anxiety, depression, etc., include pediatric psychopharmacology content, but the hours are not labeled as "pediatric psychopharmacology." Can I count these hours toward the pediatric psychopharmacology requirement?***

Yes. You are responsible for choosing CE that supports your continuing competency. Estimate the pediatric psychopharmacology content within these activities. Session titles should clearly reflect pediatric behavioral and mental health relevance. PNCB recognizes that not all CE certificates specify this detail.

## PRACTICE HOURS

***Are practice hours required for recertification?***

No. practice hours are optional.

***As a PMHS credential holder, can I double practice hours?***

You can document a maximum of 400 hours (counts as 10 contact hours). It is important to note that practice hours are different for each certification; one entry for practice hours cannot be used for all certifications. However, practice hours used for PMHS recertification can be used for your CPNP-PC recertification.

***How recent must practice hours be?***

Practice hours must be worked within the 12 months prior to submitting your Recert application submission.

***Do I need to submit paperwork on completed practice hours earned?***

No, not unless you are selected for a random audit.

***What information do I enter on the application when using practice hours?***

You will need to report 200 or 400 practice hours, list your employer or organization, and provide start and end dates.

## PROFESSIONAL PRACTICE LINKAGES (PPL)

***Is PPL a requirement for recertification?***

No. PPL is optional.





***How many contact hours is a PPL activity worth?***

A PPL activity counts as 10 contact hours toward recertification.

***How many DBMH hours does a PPL activity equal?***

Each PPL activity related to DBMH practice counts as 10 DBMH hours toward recertification.

***Can I use more than one PPL?***

No. Only one PPL may be applied per annual recertification application.

***How current must the PPL be?***

The activity must have been completed within 24 months preceding your recertification application submission.

***Do I need to send paperwork for the PPL utilized?***

No, not unless you are selected for a random audit.

***What information do I enter on the recertification application when using PPL?***

You will be prompted for the following information including the option utilized and the date completed:

- Authorship, Posters, Lectures, or Presentations: State the title and publication date.
- Precepting: Enter 80 hours and employer/institution name.
- Committee Membership: List the committee or task force name and the associated state or national organization.
- Quality Improvement Project: Identify the name of the project and employer/institution name.
- Nursing Award: Indicate the name of the award and the name of the organization granting the award.

**ACADEMIC CREDIT**

***Is academic credit required for recertification?***

No. Academic credit is optional.

***How many contact hours does academic credit equal?***

PNCB equates one semester or quarter hour of academic credit to 10 contact hours when combined with accredited contact or practice hours. Only five contact hours are applied when used with professional practice linkages.

***How current must 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 used to meet CPNP-AC or CPNP-PC exam eligibility requirements.

***Do I need to submit paperwork on academic credit utilized?***

No, not unless you are selected for a random audit.

***What information do I enter on the application when utilizing academic credit?***

You will need to enter the title of the course, institution name, credit hours, and the date completed.



## RECORD REVIEW

### ***Is record review year required for recertification?***

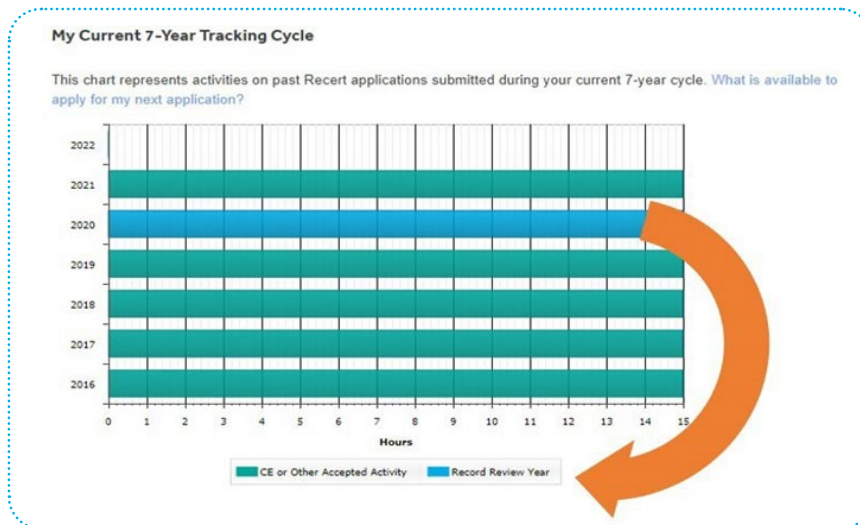
No. record review is optional. It can be used once per 7-Year Recert Tracking Cycle.

### ***What is the benefit of using record review year?***

Record review year fulfills your 15 contact hours one time during your 7-year cycle. 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. This option allows you to review and update your information with PNCB and maintain your certification. There are restrictions depending on your progress in meeting your 7-year cycle requirements. This does not pertain to the CPN certification.

### ***Do I need to do anything to use record review year option?***

Yes. To use record review year, you must still complete the online Recert application to update your contact and license information and other demographic data. You pay a reduced fee, but do not document contact hours or other activity that year. Refer to the PNCB portal Dashboard example below.



### ***I hold a CPNP-AC credential. Can I use a record review year if I have not met my Pediatric Updates requirements?***

Maybe—it depends on where you are in your 7-Year Recert Tracking Cycle. To remain certified, you must complete 4 Pediatric Updates (2 acute care and 2 of your choice) and 15 pharmacology hours during your 7-year cycle. Consider the following examples:

- **Example 1:** A CPNP-AC recertifying in year 6 who has not completed any of the 4 required Pediatric Updates cannot use the record review year option for years 6 or 7. They must complete the modules, documenting 2 completed modules per remaining year of the cycle.
- **Example 2:** A CPNP-AC recertifying in year 2 who has not yet completed any Pediatric Updates may use the record review year if needed (for example, due to a major life event). Being early in the cycle allows them to still meet the 4 Pediatric Updates requirement over the remaining years.



***I hold a CPNP-PC credential. Can I use a record review year if I have not met my Pediatric Updates requirements?***

Maybe—it depends on where you are in your 7-Year Recert Tracking Cycle. To remain certified, you must complete 4 Pediatric Updates (2 primary care and 2 of your choice) and 15 pharmacology hours during your 7-year cycle. Consider the following examples:

- **Example 1:** A CPNP-PC recertifying in year 6 who has not completed any of the 4 required Pediatric Updates cannot use the record review year option for years 6 or 7. They must complete the modules, documenting 2 completed modules per remaining year of the cycle.
- **Example 2:** A CPNP-PC recertifying in year 2 who has not yet completed any Pediatric Updates may use the record review year if needed (for example, due to a major life event). Being early in the cycle allows them to still meet the 4 Pediatric Updates requirement over the remaining years.

***I hold a dual CPNP-AC/PC credential. 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. To remain certified, you must complete 6 Pediatric Updates (2 acute care, 2 primary care and 2 of your choice) and 15 pharmacology hours during your 7-year cycle. Consider the following examples:

- **Example 1:** A CPNP-AC/PC recertifying in year 5 who has not completed any of the 6 required Pediatric Updates required to fulfill their 7-year cycle cannot use the record review year option for years 5, 6 or 7. They must complete the modules, documenting 2 completed modules per remaining year of the cycle.
- **Example 2:** A CPNP-AC/PC recertifying in Year 2 who has not yet completed any Pediatric Updates may use the record review year if needed (for example, due to a major life event). Being early in the 7-year cycle allows them to still meet the 6 Pediatric Updates requirement over the remaining years.

***Does a CPNP-AC, CPNP-PC, or CPNP-AC/PC using the record review year option impact board of nursing verification?***

No. If a CPNP-AC, CPNP-PC, or dual CPNP-AC/PC recertifies using the record review year option, their 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.

**PEDIATRIC UPDATES**

***What Pediatric Updates modules are required for CPNP-AC recertification?***

Over a 7-year cycle, you must complete 4 Pediatric Updates modules: 2 acute care modules and 2 of your choice. Each category offers multiple topic options. To count toward your recertification, you must achieve a score of 70% or higher on each module.

***What Pediatric Updates modules are required for CPNP-PC recertification?***

Over a 7-year cycle, you must complete 4 Pediatric Updates modules: 2 primary care modules and 2 of your choice. Each category offers multiple topic options. To count toward your recertification, you must achieve a score of 70% or higher on each module.

***What Pediatric Updates modules are required for dual CPNP-AC/PC recertification?***

Over a 7-year cycle, you must complete 6 Pediatric Updates modules: 2 acute care, 2 primary care, and 2 modules of your choice. Each category offers multiple topic options. To count toward your recertification, you must achieve a score of 70% or higher on each module.

***How do I access Pediatric Updates modules?***

Modules can be [ordered](#) year-round. They cannot be ordered through the recertification application for future completion, as the application requires documentation of already completed activities.



***When should I order and complete Pediatric Updates modules?***

You decide when to complete your modules, though many CPNP-AC, CPNP-PC, and dual CPNP-AC/PC certificants find spring and summer convenient. Each module must be completed within 150 days of purchase, and you have 24 months from completion to apply it toward your recertification. If you plan to use a module for this year's recertification, the recertification deadline takes priority over the 150-day completion window.

***How do I recertify using Pediatric Updates modules?***

Take the following steps to apply pediatric modules to your recertification:

1. If you are a CPN or PMHS, enter the module as self-reported CE after receiving your CE certificate.
2. If you are a CPNP-PC, CPNP-AC, or CPNP-AC/PC:
  - a. Pass a module. Your CE certificate is processed within 72 hours and added to your [ReCErt Tracker](#).
  - b. Return to complete your online recertification application during open enrollment on **January 1–January 31**. If your Recert application is completed after the official deadline has ended (February 1–February 28), you will be charged a late fee. PNCB will prompt you to apply any passed modules.
  - c. You have 24 months from the date on your CE certificate to apply a module to a Recert application.

***I hold both a CPN and an advanced practice certification (CPNP-AC, CPNP-PC, or PMHS). How should I report my Pediatric Updates modules?***

Pediatric Updates modules automatically populate on your advanced practice recertification application, but not on your CPN recertification. For your CPN certification, you must manually enter these Pediatric Updates modules as Self-Reported hours. You can count the same module for both certifications, but you must be careful not to enter it twice in the same application. If you select the CE method on your advanced practice application, self-reported entries will also pull in—resulting in duplicate credit for the same module. Use a clear naming convention when self-reporting modules for your CPN to avoid duplication. For example: *“Primary Care 2024 Current Concepts Pediatric Updates Module – FOR CPN USE ONLY.”*

***What if I don't pass a Pediatric Updates module exam?***

If you score below 70%, you'll receive one free retest. Your certification does not lapse in this situation, but you must pass the retest to apply the module toward recertification. Please allow up to 72 hours for retest processing.

***What if I have a question regarding the Pediatric Updates modules?***

For content-related questions, contact [ce@pncb.org](mailto:ce@pncb.org). Access to technical support is available for as long as your module remains active.



## RESOURCES/TOOLS

## ACCEPTED CE PROVIDERS

The following organizations are PNCB-approved CE providers. If the accrediting body on your certificate is not listed below, contact PNCB at [recert@pncc.org](mailto:recert@pncc.org). You will be asked to send PNCB your CE certificate for review.

- 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 (AARC)
- American Association of Critical Care Nurses (AACN)
- American Association of Diabetes Educators (AADE)
- American Association of Nurse Practitioners (AANP)
- 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 Consultant Examiners (IBLCE)
- 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)

**Note:** The name of the CE accrediting organization appears on the CE certificate, sometimes in fine print near the bottom.

Look for language like “approved by,” “accredited by,” or “accredited per.”

**PNCB**

Pediatric Nursing Certification Board (Provider Number: A 61)  
2101 Galthier Road, Suite 150 • Rockville, MD 20850  
Phone: 1-888-641-2767 • Email: [ce@pnccb.org](mailto:ce@pnccb.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 Hammer Square, Suite 1401 New York, NY 10004	Provider Information: <b>Pediatric Nursing Certification Board (PNCB)</b> 2101 Galthier Road, Suite 150 Rockville, MD 20850 <a href="http://www.pnccb.org">www.pnccb.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), per the National Association of Pediatric Nurse Practitioners Continuing Education Guidelines.

  
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 # 18308 as provider of continuing education for nurses. Provider ID: 18308

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

This program is accredited for 0.0 NAPNAP CE contact hours of which 0.0 contain pharmacology (psychopharmacology) related to controlled substances, per the National Association of Pediatric Nurses.

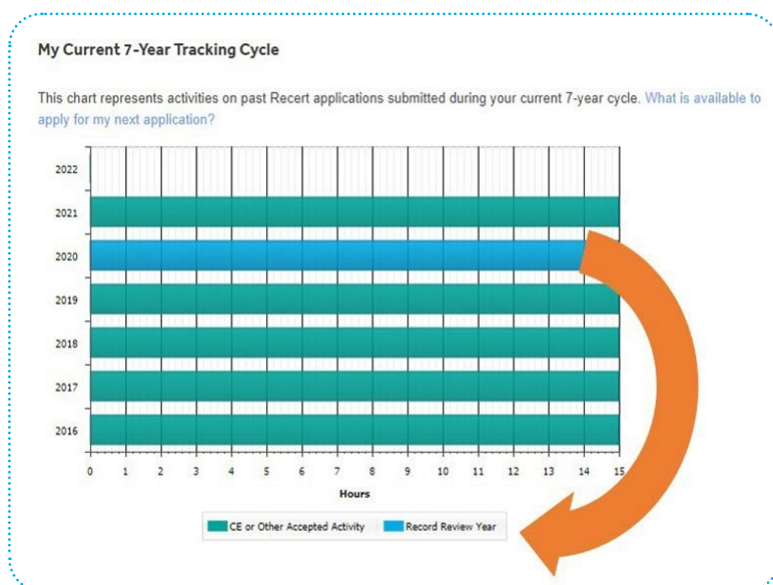


## TOOLS & TIPS: RECERT MADE SIMPLE

Recertification plays a vital role in protecting patient health and advancing nursing practice. PNCB is committed to supporting your professional development by providing the guidance and resources you need to simplify the recertification process. The following section provides information and tools to help you stay organized, meet requirements, and feel confident throughout your recertification journey.

### Recert Dashboard: Your Roadmap to Success

Think of your Recert Dashboard as your personal guide for staying certified. It's designed to keep you on track and make managing your recertification simple and efficient. You'll get a big-picture view of everything you need—policies and requirements, upcoming deadlines, completed modules, earned credits, and other activities—all in one place. This easy-to-use tool also tracks your once-per-7-year record review year option. [Log in](#) to the Recert Dashboard on your portal anytime to see your progress on required modules, pharmacology hours, and more.



### ReCErt Tracker

The ReCErt Tracker is your go-to tool for keeping everything organized year-round. While its use is optional, it is a powerful organizational and efficiency tool. Use it to proactively document and store your contact hours and other activities, then easily pre-load them into your recertification application when it's time to recertify. It also helps you track your progress on 7-year cycle requirements. This tool can also be used for personal recordkeeping because you can track activities not used for recertifying. [Log in](#) anytime to add completed activities and save time on your Recert application. Best of all, PNCB's Pediatric Updates, Free CE, Webinar-Based CE, and Alternative CE modules load automatically once your CE certificate is processed.

### Things to Keep in Mind: Useful Tips

#### Before Recertifying

#### Ensure content relates to your certification specialty.

All PNCB-accepted activities, including PNCB's Free CE, Alternative CE, Webinar-Based CE, and Pediatric Updates CE modules must relate to your certification specialty for the contact hours to count toward recertification.



### **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.

### **Boost your contact hours with Pediatric Updates and other PNCB CE.**

PNCB's Pediatric Updates modules, along with other CE offerings, are available through the organization's [Marketplace](#). PNCB's website also provides links to other trusted continuing education sources. Be sure that the content is relevant to your specific certification and that it is a PNCB-accepted option for your recertification. Do not manually enter completed PNCB's Pediatric Updates or other PNCB modules as continuing education.

### **Track continuing education activities.**

Use the "Applied Points" column to see how many hours have already been applied toward a previous Recert. If no number appears, those hours may still be available. Check the "Completed Date" to make sure your activities won't expire before you submit your application.

### **Completing the Online Recertification Application**

#### **Remember key enrollment dates.**

PNCB's annual recertification open enrollment period runs from **November 1** through **January 31**. You choose any day within this window to complete the online recertification application. If you recertify after the enrollment period—between **February 1** and **February 28**—a late fee will be added to your recertification fee. An early bird option offers lower pricing for completing your recertification application in **November**. Your wallet card will always show an expiration date of February 28, regardless of when you recertify during the open enrollment period. Once your application is submitted, you cannot begin a new Recert application until the next cycle begins on November 1 of the following year.

#### **Locate the application.**

Log in to the [PNCB portal](#). You will find the portal login link at the upper right hand side of the PNCB website.

#### **Ensure device compatibility.**

The application works best with a PC. 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. Our office hours are Monday through Friday 8:30 a.m. to 5 p.m. ET. Phone lines are open 9 a.m. to 5 p.m. ET. [See holiday closings](#).

#### **Keep your paperwork handy.**

- Gather CE certificates not issued by PNCB and not yet added to your ReCert Tracker; allow approximately 15 minutes to complete the online application. You will also need to enter your license information when completing the actual Recert application.

#### **Check the boxes.**

After you enter all 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.

1. Click "Click to View" unless your application has expired.
2. If your application is in progress, you may see a status such as Pending, No Pass, No Pay, or Checkout.
3. Return to your in-progress application by clicking the blue "Click to View" link on the far right of the final line item.
4. Expired status? An application expires after 10 days if you don't complete it. If the application has expired, create a new one with the lower right blue button.





## PNCB Certification Terms of Service

At the time you submit your recertification application, you must read and accept the PNCB Certification Terms of Service.

### *It's Official! You're Recertified*

#### **You are recertified when you receive a PNCB email confirmation.**

Within 24 hours of submitting your application and payment, you'll receive an email from PNCB confirming your successful recertification. Can't find it? Check your spam folder or log in to your portal to view your Message History Report and print a copy. Still need help? Contact [recert@pncb.org](mailto:recert@pncb.org).

#### **Wallet card is updated.**

Your online wallet card is updated immediately after your application is submitted and is always accessible in your PNCB portal. For your records, the best time to print or download a copy is right after recertifying. Log in to your PNCB [portal](#) for this documentation.

#### **Recert Dashboard is updated.**

You will see on screen confirmation on your Recert Dashboard that your application and payment have been received.

## VERIFICATION FOR BOARDS OF NURSING

Each Board of Nursing has on-demand access to a verification of certification portal. Boards are notified to log in and view up-to-date recertification information for nurses licensed in their state who have recertified. The state boards you list on your Recert application receive this verification at no cost to you. Be sure to enter license information for all states where you are currently licensed. States not listed will not be notified, and you may need to pay for a verification later.

Additional verifications—for example, to an employer, to a state board not included on your original recertification application, or to a new state where you are seeking licensure—cost \$60 each. Fees are subject to change. Visit [www.pncb.org](http://www.pncb.org) for the latest information.

## BENEFITS & DISCOUNTS

PNCB offers various benefits and discounts to its certified nursing professionals, including discounts on online resources such as UpToDate and American Academy of Pediatrics publications; awards and scholarship programs; award-winning “No Pass, No Pay” support program for CPNs; tools to promote your certification, and access to a number of free continuing education opportunities. Additionally, PNCB provides unique benefits like a free retest for the PMHS exam. Go to your [PNCB portal](#) for information on the full range of PNCB benefits and discounts.

## PLANNING TO RETIRE?

If you're considering retirement, explore your options—whether you're still deciding or ready to officially [retire your certification](#). If you later choose to return to active certification, contact [pncb@pncb.org](mailto:pncb@pncb.org). You will need to meet current eligibility requirements and successfully pass the applicable certification exam again. You will have 18 months from retirement date to reinstate your certification without retesting, provided you have not previously reinstated your certification.

## RECERTIFICATION AUDIT

PNCB is required by its accreditor, the National Commission for Certifying Agencies (NCCA), to randomly audit recertification applications. This verification process ensures that certified nursing professionals continue to meet the competency requirements necessary to maintain their certifications. If you are selected for an audit, PNCB will notify you with instructions on how and when to submit supporting documentation. Required materials may include copies of CE completion certificates showing the dates, titles, number of contact hours, sponsoring organizations, and other details. You may also be asked to provide evidence that a program or course is relevant to your certification. Failure to comply with the audit process may affect your certification status. The annual audit is conducted in April and May, after the recertification period ends.



## APPEALS

An appeals process is available to certificants and candidates who wish to contest an adverse decision or proposed action affecting their certification application, exam results, certification status, or recertification. Decisions made by PNCB during the appeals process are final. The full [Appeals Policy and Procedure](#) is available on the PNCB website.

## ETHICS

All certificants must follow the [PNCB Certificant Code of Ethics](#), which upholds the highest standards in patient care, respect, and safety. It prohibits falsifying information or engaging in dishonest conduct related to exams or recertification, including sharing exam content. Adhering to the code protects your integrity, your credential(s), and the trust of those you serve.

## PNCB ASSISTANCE

Contact PNCB any time of the year for questions about recertifying. Our office hours are Monday through Friday 8:30 a.m. to 5 p.m. ET. Phone lines are open 9 a.m. to 5 p.m. ET. [See holiday closings.](#)

1-888-641-2767

Phone: (301) 330-2921

Fax: 301-330-1504

General email:	<a href="mailto:pncb@pncb.org">pncb@pncb.org</a>
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>





**Pediatric Nursing Certification Board**

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