

CPNP-PC

• PRIMARY CARE •

RECERTIFICATION

YOUR GUIDE TO RECERTIFYING FOR 2019

Valid for 2019 Recertification Enrollment

November 1, 2018 - January 31, 2019

Or with a Late Fee February 1 - 28, 2019



PEDIATRIC NURSING
CERTIFICATION BOARD

ABOUT

Recertification

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

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



Questions?

Contact PNCB: recert@pncb.org or 888-641-2767 then press 5 for assistance.

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



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When to Recertify

You recertify every year...

during an open enrollment period **between November 1 and January 31** prior to the expiration date on **your online wallet card**. So to maintain your certification for 2018, you will need to document completed activities on PNCB's online recertification application no later than January 31, 2019 to avoid a late fee.

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

You pick which day during that window of time to recertify using PNCB's online application. Regardless of when you became certified, the expiration date on your wallet card will always be February 28.

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

Newly certified?

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

For example, if you pass the initial PNCB board exam in June 2018, you do not recertify that fall/winter.


Your first year to recertify will be during the next enrollment window of October 1, 2019 to January 31, 2020 (or February 1 to 28, 2020 with a late fee).

Your 7-Year Recert Tracking Cycle

Although you will recertify with PNCB every year, to maintain your certification you will also complete **4 required PNCB Pediatric Updates and 15 hours of pediatric pharmacology** within a 7-Year Recert Tracking Cycle assigned by PNCB. ***This does not mean that you recertify every 7 years.*** See **pages 9-10** for more about required Pediatric Updates modules. Each year that you document contact hours from PNCB modules and pharmacology, those hours count toward the 15 contact hours needed for that year.

You are also allowed 1 Record Review Year in each 7-Year Recert Tracking Cycle. Learn more about Record Review Year on **page 18**. A new cycle begins every 7 years.

Log in to **My Recert History** to see where you are in your current 7-Year Recert Tracking Cycle.



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

UNDERSTAND

Requirements

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

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

----- AND -----

2 **Each year, document 15 contact hours in the certification specialty or equivalent activities accepted by PNCB on an online application.** You also have the option of using 1 Record Review Year during each 7-Year Recert Tracking Cycle. The following pages outline strategies for meeting the 15 contact hour annual requirement.

----- AND -----

3 **Over a period of 7 years, document 15 hours of accredited pediatric pharmacology.** These hours can count toward the 15 needed each year. Learn more on [page 13](#).

----- AND -----

4 **Over a period of 7 years, complete required PNCB Pediatric Updates modules.** Pediatric Updates are evidence-based online modules developed by PNCB and CPNPs. You decide when to order and complete them. Learn more about modules on [pages 9-10](#).

- You earn 7.5 contact hours after successful module completion.
- These contact hours count toward the 15 contact hours needed each year.
- PNCB assigns each CPNP a 7-Year Recert Tracking Cycle. A new cycle begins every 7 years.

Here are the module categories you need to complete within 7 years. [Log in to browse topics and order.](#)

- 2 Primary Care modules**
- 2 modules of your choice**



Finishing a module is not the same as recertifying. You will still need to use the online Recert application to officially tell PNCB that you want to apply a completed module to a recertification year.

Options to Meet Annual Requirement

So how should you meet the 15 contact hour requirement each year? Choices are up to you as long as you also manage to complete and document 4 PNCB Pediatric Updates required per 7-Year Recert Tracking Cycle.

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

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

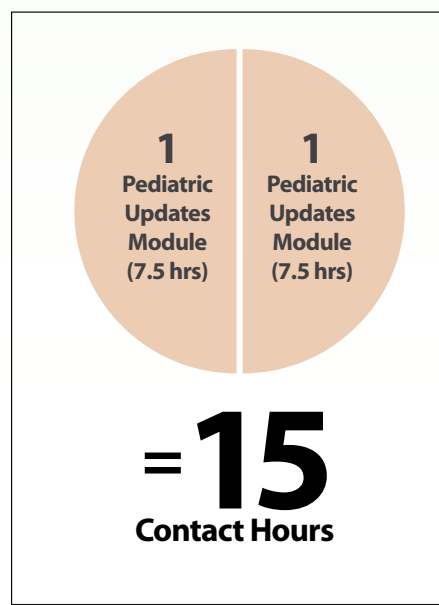
Here are ways you can meet the annual 15 contact hour requirement. You do not have to use the same option each year. Contact recert@pncb.org for personal guidance on recertifying if needed.

Tip! PNCB's step-by-step Recert application wizard will display available options when you log in. Options presented on the application will be based on whether or not you have any eligible Pediatric Updates modules ready to be applied for this year's recertification.

OPTION 1

**1 PNCB Pediatric Updates module (7.5 contact hours)
+ 1 PNCB Pediatric Updates module (7.5 contact hours)
Equals the 15 contact hours needed for your recertification**

Order, successfully complete, and receive CE certificates for 2 modules **prior** to recertifying. Then document these 15 hours of module activity on the annual Recert application. Learn more about Pediatric Updates on [pages 9-10](#).



Options to Meet Requirements

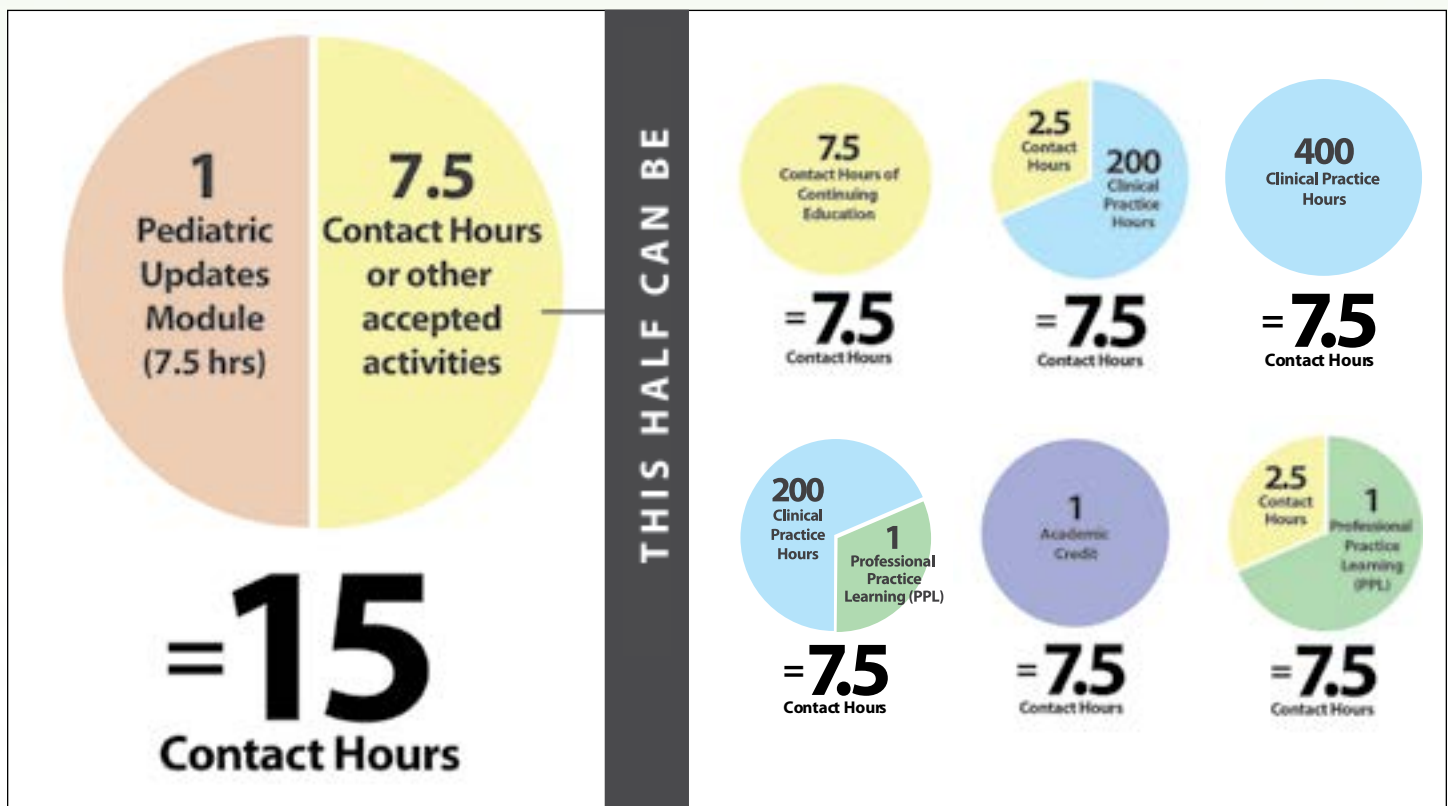
OPTION 2

1 PNCB Pediatric Updates module (7.5 contact hours)
 + 7.5 contact hours of other accepted activity
 Equals the 15 contact hours needed for your recertification

Order and successfully complete the module, and also earn 7.5 contact hours of other accepted activities *prior* to recertifying. Then document the completed module and the 7.5 hours of other activity on the annual Recert application. Learn more about Pediatric Updates on [pages 9-10](#). Learn more about contact hours and other accepted activity on [pages 11-17](#).

In addition to 1 completed module, you would also choose to document one of the following:

- 7.5 contact hours of continuing education
- 200 clinical practice hours + 2.5 contact hours
- 400 clinical practice hours
- 200 clinical practice hours + 1 Professional Practice Learning activity
- 1 academic credit
- 1 Professional Practice Learning activity + 2.5 contact hours

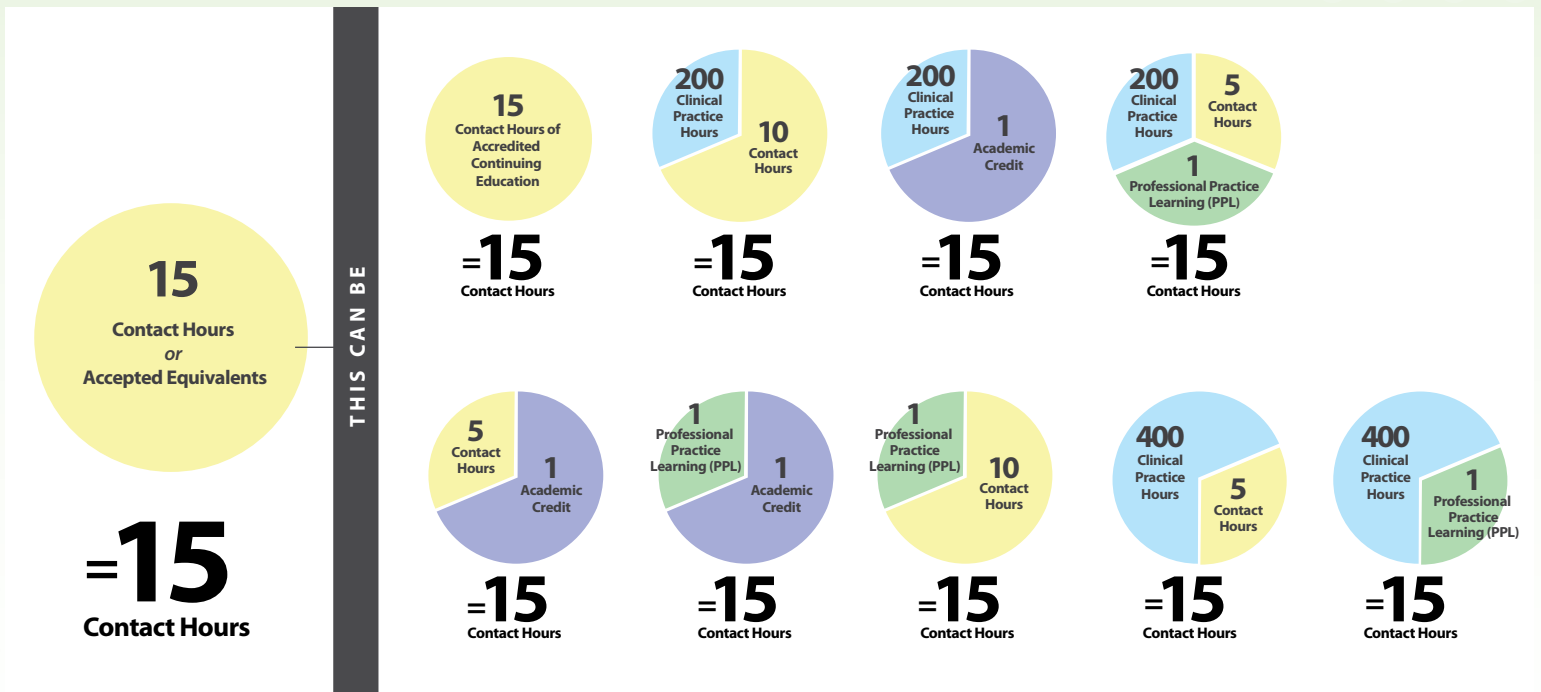


Options to Meet Requirements

OPTION 3

15 accredited contact hours or other equivalent activities accepted by PNCB

The following are ways to meet the 15 contact hour requirement. **You are not required to document all of these activities in a 7-Year Recert Tracking Cycle.** In fact, some CPNPs just use 15 accredited contact hours each year when not documenting required Pediatric Updates modules. Learn more about contact hours and other accepted activities on [pages 11-17](#).



Options to Meet Requirements

OPTION 4

Record Review Year

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

To use Record Review Year, you will still complete the online Recert application to update your information. You pay a reduced fee, but do not document contact hours or other activities for the year. You are required to meet Pediatric Updates requirements for your 7-Year Recert Tracking Cycle to remain certified.

Learn more about this option on [page 18](#).



Record Review Year

Application and fee still required. No other activity required.

=15
contact hours

Pediatric Updates Modules

Developed by CPNPs, Pediatric Updates are self-paced learning modules and a required component of your recertification. They feature updated knowledge of PNP practice and were formerly called SAEs. Think of the modules as open-book evidence-based literature reviews. Collaboration is allowed.

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

PEDIATRIC UPDATES FAQs

What's included?	Log in and explore available modules for an overview of what references are included for each specific module. You also receive in-depth rationale for each question, plus you receive instant scoring after completion.
What's required?	In a 7-year period, you'll complete 2 Primary Care modules and 2 modules of your choice. For each of these required categories, you have topic choices. You must finish and pass a module (with a score of 70% or above) to be able to apply it to your Recert application.
How do I get them?	Log in here to explore and order modules. You can order year-round. Modules can no longer be ordered on the Recert application with the promise to fulfill them in the future because the application requires you to document completed activities.



Effective for 2015 Recertification and beyond: You will be required to document 15 contact hours of pediatric pharmacology per 7-Year Recert Tracking Cycle from any approved source and will not be required to complete PNCB's Pharmacology Pediatric Updates modules. These modules will still be offered if you prefer to use them.

(Continued on page 10)

Pediatric Updates Modules

(Continued from page 9)

PEDIATRIC UPDATES FAQs

When should I order and complete them?	Ultimately you decide when to fulfill this requirement. Spring and summer are good times for many CPNPs to complete them. Key points to remember are that you have 150 days from purchase date to complete a module and 24 months to apply it to a recertification application. Note that the Recert deadline takes precedence over your module 150-day expiration date if you need or want to use the module on this year's Recert application.
When do I complete them?	You have 150 days to complete a module. But if you wait until Recert enrollment to order modules for that year, you will need to self-impose a compressed timeline to meet the Recert deadline. You have unlimited access to online answering until your deadline or until you submit final answers for scoring. Learn more about how to access and complete a purchased module with this Answering Your Online Module help document.
How do I recertify with them?	After you pass a module, your CE certificate is processed within 24 hours and added to your ReCErt Tracker . When you return to the website between 10/1 and 1/31 (or between 2/1 and 2/28 with a late fee) to complete your online Recert application, PNCB prompts you to apply any modules you passed. You have 24 months from the date on your CE certificate to apply a module to a Recert application.
What if I don't pass?	You receive a free retest if you do not earn a score of 70% or above. Your certification has not lapsed if this occurs, but you must pass a retest to be able to apply the module to recertification. Allow 24 hours for retest processing.
What if I have a question?	For content related questions, contact us . You will have access to technical support while your module is active.

[Log in](#) to Explore or Order
Pediatric Updates

Accredited Contact Hours

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

Are actual contact hours required? Not necessarily. You could use PNCB-accepted activities like clinical practice, academic credit, and Professional Practice Learning (PPL) to count as contact hours. Effective for 2015 recertification (October 1, 2014 – January 31, 2015) and beyond, you will be required to document 15 contact hours of pediatric pharmacology per 7-Year Recert Tracking Cycle.

Tip! If you choose contact hours on the application, a subsequent screen asks you if you want to document actual contact hours or other activity PNCB accepts as equivalents. If documenting actual accredited contact hours, follow the policies on these two pages.

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

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

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

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

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

Accepted CE Providers

What accrediting bodies must award the hours? PNCB accepts continuing education contact hours accredited by the organizations below, **among others**. The accrediting body will be listed on your CE certificate. PNCB reviews its list annually and has a process for adding new accredited CE providers. If you do not see a particular organization when completing the online recertification application, contact [PNCB](#).

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

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

Pharm-specific Contact Hours

Pediatric Pharmacology Hours:

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

Are actual contact hours required?

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

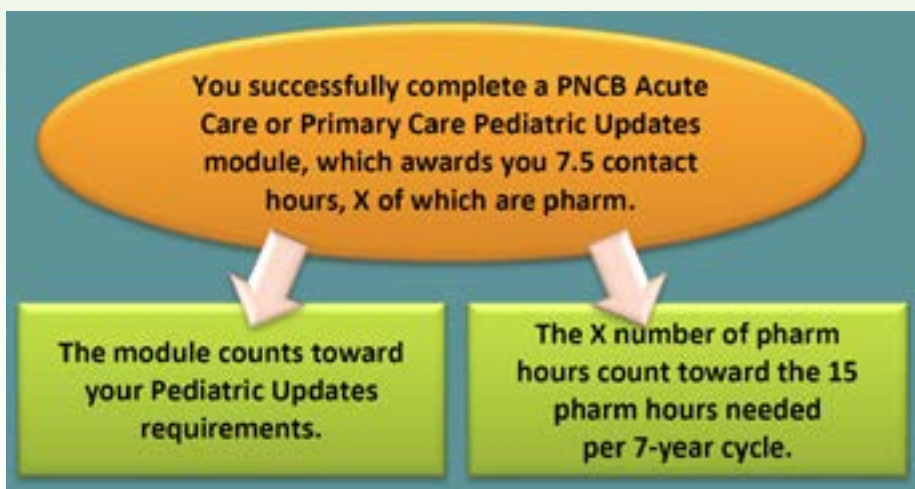
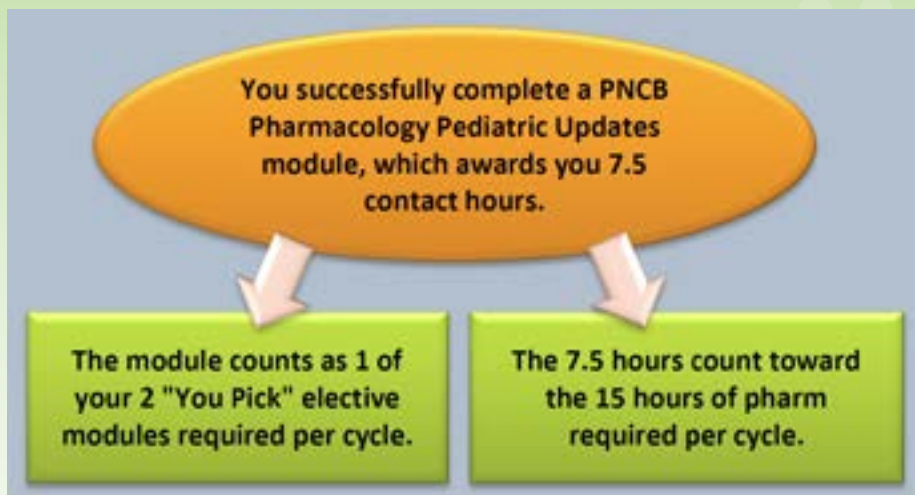
When do I need to earn the hours?

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

Will PNCB's Pharmacology Pediatric Updates still be available?

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

These scenarios at right can help you maximize the activities you complete.



Clinical Practice



Teaching, management, and research are included in this category.

Can count for a maximum of 10 contact hours

Clinical practice means direct or indirect care of the pediatric population as a primary care PNP, whether paid or volunteer hours. Direct care involves “hands-on” care of patients. Indirect care includes nursing roles that impact patient care and influence nursing practice through management, teaching, research, or consultation. Documenting clinical practice hours can be helpful when you do not have a chance to earn enough contact hours to recertify.

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

Options for Clinical Practice:

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

If Non-faculty

- May be direct “hands-on” assessment/clinical management of pediatric populations - **OR** -
- May be management of other primary care advanced practice nursing personnel or students (NP or CNS) to help achieve patient care goals - **OR** -
- May be consultation or clinical education

If Faculty (Including adjunct)

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

If Research (Faculty or non-faculty)

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

How Clinical Practice works:

You can count 200 clinical practice hours as 5 contact hours and combine them with 10 contact hours of other PNCB-accepted activity to meet the requirement of 15 hours per year.

Professional Practice Learning (PPL)

Can count for a maximum of 5 contact hours

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

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

How PPL works:

You can count PPL as 5 contact hours and combine them with 10 contact hours of other PNCB-accepted activity to meet the requirement of 15 hours per year. **Here are 2 of several scenarios.** The next page explores accepted PPL activities.

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

1 PPL + 1 Pediatric Updates (7.5 hrs) + 2.5 accredited contact hours = 15 hours for that year

What Counts for PPL

TYPE OF PPL	WHAT IS ACCEPTED
Authorship	<p>Peer-reviewed journal article, textbook contributions, or teaching aids for patients and families related to your certification specialty:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Any page length <input checked="" type="checkbox"/> May be co-authored <input checked="" type="checkbox"/> Unpublished or published Doctoral dissertation/capstone project or Master's thesis completed will also be accepted <p>For IRB research projects: Count this on your application as Clinical Practice.</p>
Poster	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scholarly poster presentation selected for conference or hospital presentation <input checked="" type="checkbox"/> Related to your certification specialty
Lecture or Presentation	<p><i>Use PPL specifically for non-academic Settings (e.g., conferences). For academic settings, faculty should now count classroom lectures as Clinical Practice (pg. 14).</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Related to your certification specialty <input checked="" type="checkbox"/> Sponsored by employer or a membership or an educational organization <input checked="" type="checkbox"/> At least one hour in length <input checked="" type="checkbox"/> Included learning objectives and a reference list <p>In addition, this option must have:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Awarded CE to attendees or <input checked="" type="checkbox"/> Included education materials created for public education or patient/family teaching. Please submit education materials for approval to recert@pncb.org prior to recertifying. <p><input checked="" type="checkbox"/> A specific lecture cannot be used more than once for PPL credit</p>
Preceptor Hours	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A minimum of 80 hours completed in the past 24 months prior to Recert enrollment <input checked="" type="checkbox"/> Level-appropriate: CPNPs must precept graduate PNP or FNP students with a focus on mastery of primary care pediatric clinical content <input checked="" type="checkbox"/> Completed while holding active licensure for the state/territory in which the hours were performed <p><input checked="" type="checkbox"/> Does not include orientation of new employees to hospital policies and procedures</p> <p><input checked="" type="checkbox"/> Preceptor hours cannot also be used as a clinical practice option for Recert</p>
Committee Membership	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Local, state or national level as an officer or committee task force member <input checked="" type="checkbox"/> Also accepted: review and editorial board membership <input checked="" type="checkbox"/> Related to your certification specialty <p><input checked="" type="checkbox"/> PNCB committee members receive CE and discounted recertification fees for volunteering and therefore cannot also apply PNCB activity to the committee PPL option</p>

Academic Credit

Can count for a maximum of 10 contact hours

Academic credit is coursework **taken by you** relevant to your certification specialty whereby **you earned a grade** from an accredited institution/college/university. You can use this when you are the learner. If you are teaching, use the clinical practice option.

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

Restrictions:

- Cannot be the same credit applied in a previous year.
- Cannot be academic credit earned from the PNP program you attended to meet CPNP certification eligibility.
- Adult continuing education at colleges or universities should be counted as contact hours, not as academic credit.

How academic credit works:

You can count academic credit as 10 contact hours and combine it with any other accepted activity equaling 5 contact hours (5 accredited contact hours, 1 PPL, or 200 clinical practice hours) to meet the requirement of 15 hours per year. Or you could count academic credit as 7.5 hours and combine it with 1 Pediatric Updates to meet the requirement of 15 hours per year.

Record Review Year

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

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

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

Can I use a Record Review Year even if I have not met my Pediatric Updates requirements? Maybe. It depends on where you are in your 7-Year Recert Tracking Cycle. You are required to meet Pediatric Updates requirements for your 7-Year Recert Tracking Cycle to remain certified.

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

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



Does using this option impact board of nursing verification?

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

Fees*

RECERTIFICATION OPTION FEES		
OPTION 1	\$170	2 PNCB Pediatric Updates Modules Each module costs \$85, so the total cost is \$170. There is no additional cost to apply these previously purchased modules to your Recert application.
OPTION 2	\$130	1 PNCB Pediatric Updates module + 7.5 contact hours of other accepted activity You pay \$85 to order the module in advance of recertifying. You pay \$45 to document the other 7.5 hours of activity on the Recert application. There is no cost to apply the previously purchased module to your Recert application.
OPTION 3	\$85	15 contact hours of accepted activities
OPTION 4	\$65	Record Review Year

OTHER FEES AND NOTICES		
Late Recert Application	\$100	If you miss the January 31 deadline to submit your online recertification application, you can still recertify with a late fee between February 1 and 28.
Change Order	\$30	Please consider your options carefully before submitting online orders/application. All Recert Option or Pediatric Updates changes must be written and submitted to recert@pncb.org .
Module Extension	\$20	You may extend your module due date by 30 days by ordering an extension. Please note that if you intend to use a module toward your recertification, it must be completed before recertifying. You cannot use the extension to delay your recertification beyond 1/31/19, or 2/28/19 with a late recertification fee.
Verification of Certification	**	**Before you order this: Each state board you list on your recertification application has access to an on-demand verification of certification portal. There is no cost for this service. Additional verifications (e.g., to employers or to a new state board not listed on the application) are \$40 each.

Cancellation of Pediatric Updates

All refund requests must be written and submitted to recert@pncb.org or faxed to 301-330-1504. Refunds requested within 30 days of order date will be honored. Requests received 30 days after the order date will be reviewed on a case by case basis. Refunds are not granted if the module has been accessed.

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

TOOLS & TIPS

To Plan Ahead

TOOLS

[My Recert Dashboard](#)

Log in to check your status of all required modules and pharmacology hours, a countdown to recertification, basic policies, and a snapshot of past applications.

[My ReCErt Tracker](#)

Log in to pre-load completed activities and save time on the Recert application. Using the Tracker is not the same as recertifying. Pediatric Updates modules automatically load for you when CE certificates are processed.

[My Recert History](#)

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

TIPS

Complete Activities *Before* Recertifying

When you start the online application, you are asked to document **completed** activities, not incomplete or future activities.

Preload Completed Activities

While not required, using [My ReCErt Tracker](#) can save you time on the online application. You can also use this tool for personal recordkeeping of activities not used for recertifying. You can even upload documentation there. PNCB's Pediatric Updates and Free CE modules are loaded for you automatically after each CE certificate is processed. Please do not manually type CE from PNCB into the Tracker.

Have Your Paperwork Handy

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

Need Contact Hours?

PNCB's Marketplace offers [Free CE @ PNCB](#). Visit My CPNP Corner for links to other [respected free or low-cost CE sources](#).

WHAT YOU

Need to Know

RECERTIFYING USING PNCB'S ONLINE APPLICATION

You recertify using an online application at www.pncb.org during open enrollment between October 1 and January 31. You can recertify with a late fee between February 1 and February 28.

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

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

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

CONFIRMATION OF YOUR APPLICATION

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

You can print a receipt by logging in to [Message History Report](#) at the PNCB website.

WHAT YOU

Need to Know

PRINT YOUR UPDATED WALLET CARD

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

VERIFICATION FOR BOARDS OF NURSING

Each Board of Nursing has on-demand access to a verification of certification portal. Boards will continually be notified to log in and view the current recertification information for nurses who are licensed in their state and have recertified. If you need additional verifications sent to employers or a new board, [order verifications here](#).

Log in at [Profile & Wallet Card](#) to see when and where PNCB has sent primary source verifications of your certification.



Important Note: PNCB does not receive notification from boards of nursing when you renew or change licensure. Be sure to log in at www.pncb.org and update your record with PNCB promptly after making changes with your board of nursing.

WHAT YOU

Need to Know

BENEFIT REVIEW

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

- Free replacement lapel pin
- Automatic free online subscriptions to *Pediatric Annals* and *Infectious Diseases in Children*
- Discounts to Lands' End, Advance Healthcare Shop, Elsevier texts, selected AAP texts, and Lexicomp's *Pediatric & Neonatal Dosage Handbook*

PLANNING TO RETIRE?

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

AUDIT

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

APPEALS

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

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

FAQs and Assistance

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

Recertification:	recert@pncb.org
Pediatric Updates Content:	ce@pncb.org

Verifications:	verif@pncb.org
Web Technical Support:	website@pncb.org

Can I recertify if I no longer hold a license?

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

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

Yes. Hours can be used the next year if earned within 24 months prior to your Recert application submission.

Why are Pediatric Updates required to be completed before I recertify?

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

What if I will be seeking Acute Care CPNP certification as well?

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

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

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

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