



Policy 5.3 Auditing CE Recertification by Attestation Applications

Policy

BCEN® supports recertification as a means of encouraging individuals to continue activities essential to the maintenance of knowledge and continuing competence required for their level of practice and certification in emergency and trauma nursing. BCEN's recertification process is comprehensive, assessing the same content areas as initial certification, including clinical experience/performance and professional issues. Certificants must recertify every four (4) years.

Certificants who choose to recertify by CE Attestation for CEN®, CFRN®, CPEN®, CTRN®, and TCRN® must submit the applicable online CE Recertification by Attestation application and the applicable fees. The recertification application is available online via the certificant's BCEN Account in the BCEN data management system.

BCEN relies on the honesty and professional integrity of certificants who attest they have completed 100 continuing education (CEs) within their 4 year recertification period. However, BCEN conducts regular audits of a minimum of 10% of all CE Recertification by Attestation applications submitted.

Certificants with applications selected for audit are required to provide detailed, supporting documentation regarding their earned CEs. Assigned BCEN staff review the supporting documentation provided by the certificant. Those who successfully meet and pass the audit criteria will have their certification renewed for a 4-year period.

Certificants who do not meet and pass the audit criteria will be notified by BCEN and must register and pass the applicable exam to reinstate their BCEN credential.

Procedure

The certificant completes and submits an online CE Recertification by Attestation application (for CEN, CFRN, CPEN, CTRN, or TCRN). The BCEN credential management system is programmed to allow forms to be "submitted" only once.

1. The BCEN credential management system randomly selects and flags a minimum of 10% of all submitted CE Recertification by Attestation applications for audit.
2. Assigned BCEN staff monitor the "form approval queue" for recertification forms that have been selected and flagged for audit. *Note:* Forms flagged for audit have a status of "pending" and are not yet "approved" in the system.
3. Assigned BCEN staff contact all certificants with applications selected for audit. An audit notification letter and summary sheet is sent direct to the certificant via e-mail with read receipt notice. This letter includes detailed instructions to the certificant and the due date by when the certificant must provide the supporting documentation for the 100 contact hours earned within their 4 year recertification period. *Note:* The supporting documentation is due within 30 days of receipt of the audit notification letter. **Supporting documentation provided by the candidate being audited must be dated on or before the date the candidate provided attestation for renewal.** If the certificant under audit claims they never received the audit email, BCEN will grant a 30-day extension from the date of notification.

4. Upon receipt of the certificant's supporting documentation, assigned BCEN staff verifies the documentation was received by the due date, reviews the documentation for completeness, and determines if the documentation provided by the certificant meets BCEN's audit criteria. If all audit criteria have been met, the assigned BCEN staff change the form status in the data management system from "pending" to "approved."
5. The certificant's CE Recertification by Attestation application is then fully processed within the BCEN credential management system. Recertification is then automatically granted based on BCEN's recertification program rules within the BCEN credential management system. The system automatically determines the new expiration date which is four years from the certificant's prior expiration date. Assigned BCEN staff monitors this process.
6. Certificants who successfully meet and pass the audit criteria are sent a congratulatory e-mail. A certificate and a wallet card are mailed by BCEN which reflect the new certification expiration date within 10 business days of completed audit.
7. Certificants who do not meet and pass the audit criteria will be notified by e-mail with read receipt notice from BCEN, via regular mail and by phone. Certificants must register and pass the applicable exam to reinstate their BCEN credential.

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