



## 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 credential management system. Once certificants have attested and paid the applicable fees, refunds are not provided.

BCEN relies on the honesty and professional integrity of certificants who attest they have completed 100 contact hours 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 contact hours. **All contact hours must have been completed on or before the date the CE Recertification by Attestation application is submitted. Certificants who recertify early cannot continue to accrue contact hours through their expiration date.** 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. Recertification fees are not refundable and cannot be applied to recertification by exam.

### Procedure

1. The certificant completes and submits an online CE Recertification by Attestation application (for CEN, CFRN, CPEN, CTRN, or TCRN) from their BCEN account.

2. The BCEN credential management system randomly selects and flags a minimum of 10% of all submitted CE Recertification by Attestation applications for audit.
3. Certificants with applications selected for audit will receive a notification email indicating their application has been selected for audit. The notification email will contain instructions to the certificant about what next steps in the audit process are required along with a due date. **Note: The supporting documentation is due within 30 days of receipt of the audit notification email. The CE activity and supporting documentation provided by the candidate being audited must be completed on or before the date the candidate provided attestation for recertification.**
4. Candidates are required to document each continuing education offering or other professional activity completed and upload supporting documentation into their candidate account. BCEN does not accept audit information by email, fax or postal mail. As an example, continuing education offerings documented for consideration must include a certificate of completion that clearly shows the candidate's name, date of completion, contact hours awarded and the approved nursing education provider. Requested academic credit must include an accompanying official transcript.
5. Once the certificants supporting documentation is uploaded into their BCEN account, a BCEN team member 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 credential management system automatically determines the new expiration date which is four years from the certificant's prior expiration date. The audit review will be completed within 5 business days of receipt of documentation.
6. Certificants who successfully meet and pass the audit criteria are sent a congratulatory e-mail. A certificate and a wallet card are mailed within 10 business days of audit completion which reflects the new certification expiration date.
7. Certificants who do not meet and pass the audit criteria will be notified by e-mail. Certificants must register and pass the applicable exam to reinstate their BCEN credential. BCEN does not provide refunds for certificants who are unsuccessful with the audit process and recertification fees are not transferrable to recertification by exam.

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