



## **Policy 5.2 Processing CE Recertification by Attestation Applications**

### **Policy**

To recertify with CE by Attestation, certificants must submit their CE Recertification by Attestation application along with the appropriate fee online via their BCEN® Account prior to their certification expiration date.

CE Recertification by Attestation applications are available online and are accessible by the certificant via their BCEN Account. Application fees paid online by credit card, are automatically and fully processed within the BCEN data management system. Assigned BCEN staff monitors this process.

Paper recertification are no longer accepted. Check payments may take up to four weeks to process once received.

Credential holders must use the following CE guidelines:

- Current certification status as a CEN, CFRN CPEN, CTRN or TCRN;
- Current, unrestricted Registered Nurse license in the United States or its territories. A nursing certificate that is equivalent to a Registered Nurse in the United States is also acceptable. Any restrictions must be reported to the BCEN office.
- CEs should have a clear and direct application to the practice of emergency, pediatric emergency, flight/transport, or trauma nursing.
- 100 completed contact hours earned within your 4-year recertification period;
  - 75 of the 100 contact hours must be of Clinical content and up to 25 may be of Non-clinical content. It is acceptable to have more than 75 of the contact hours of clinical content.
  - 50 of the 100 contact hours must come from an accredited source.

For continuing education hours to be eligible for recertification, they must have been acquired during the 4-year period of certification. It is the responsibility of the certificant to identify the number of Clinical and Non-clinical hours of CE activities using the guidelines presented on the BCEN website. The certificant also is responsible for knowing and identifying which contact hours are from an accredited source. BCEN will make the final determination as to category and acceptability of submissions.

Certificants who successfully meet all program requirements will have recertified their CEN, CFRN, CPEN, CTRN, or TCRN credential for the following four (4) years. Those who do not meet program requirements and allow their certification to expire must register for and pass the appropriate certification exam to reinstate their credential.

All recertification fees are nonrefundable.

## **Procedure for CE Recertification by Attestation Online Applications**

1. Certificants complete and submit the CE Recertification by Attestation application (for CEN, CFRN, CPEN, CTRN, or TCRN) and makes payment via their online BCEN Account.
2. Online applications are automatically and fully processed within the BCEN data management system. Recertification is automatically granted based on BCEN's recertification program rules within the BCEN data management system. The system automatically determines the new expiration date, which is 4 (four) years from the certificant's prior expiration date. Assigned BCEN staff monitors this process.
3. All certificants who successfully complete the CE Recertification by Attestation process are mailed a certificate and wallet card by BCEN, which state the new certification expiration date.
4. Those who do not meet BCEN's CE Recertification by Attestation program requirements and allow their certification to expire must register for and pass the appropriate certification exam to reinstate their credential.

Approved: September 2017

Next Review: June 2019