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## Policy 5.2 Processing Recertification by Attestation Applications

To recertify a Board of Certification for Emergency Nursing (BCEN®) with continuing education (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 credential management system (CMS). Assigned BCEN staff monitors this process.

Paper recertification applications are not accepted. Check payments may take up to two weeks to process once received.

Credential holders must meet the following CE guidelines:

- Current, unexpired BCEN certification held in the program to be recertified.
- Current, unrestricted Registered Nurse license in the United States, a US Territory, Canada, or Australia. A nursing certificate equivalent to that of a Registered Nurse in the United States is also acceptable and must be verified through TruMerit (formerly CGFNS International). Any restrictions must be reported to the BCEN office.
- 100 completed contact hours earned within your 4-year recertification period.
  - 75 of the 100 CEs must be of clinical content. The remaining 25 may be either clinical or non-clinical.
  - 50 of the 100 CEs must come from an accredited source.
- All continuing education content must be at the nursing practice level.
  - BCEN does not accept EMT or paramedic CEs approved only by an EMS provider. If EMT or paramedic contact hours are also provided by a nursing provider, the CEs will be accepted for recertification.

To be eligible for recertification, continuing education hours must have been completed during the four (4) year period of certification. It is the responsibility of the certificant to identify the number of Clinical and Non-clinical CE hours using the guidelines on the BCEN website. The certificant is also 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 their certification credential renewed for the upcoming four (4) years. Those who do not meet program requirements must register for and pass the appropriate certification exam to renew or reinstate their credential.

**All recertification fees are nonrefundable.**

### **Procedure**

1. Certificants complete and submit the CE Recertification by Attestation application and payment via their online BCEN Account. BCEN Policy 5.3 Auditing Recertification by Attestation Applications will be followed for all applications
2. Recertification is automatically granted based on BCEN's recertification program rules within the BCEN CMS. The system automatically determines the new expiration date as 4 (four) years from the certificant's prior expiration date. Assigned BCEN staff monitors this process.
3. All certificants who complete the CE Recertification by Attestation process successfully receive a certificate and wallet card sent via USPS, which states 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

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