Recertification Checklist
Renewing your credential by CE Attestation

CE Attestation: To affirm you have met the requirements for recertification, including 100 CE contact hours and an active, unrestricted RN license, at the time of applying.

1. Eligibility
   - Hold a current BCEN certification in the program you wish to recertify.
   - Have a current, unrestricted Registered Nurse license or equivalent.
   - Have completed 100 contact hours of nursing continuing education within your current 4-year recertification period.

2. Verify CEs
   - Confirm you have completed 100 contact hours at the nursing practice level or higher within your current 4-year certification period.
   - 75 of the 100 contact hours must be clinical content specific to your specialty.
   - 50 of the 100 contact hours must come from an accredited source.

3. Apply
   - Log in to your BCEN account and select “Recertify by CE” for the credential you would like to renew.

4. Payment
   - Your application will be processed upon payment.
     - Select applicable discounts, including military/veteran and association membership discounts.
     - Receive a discounted application fee when paying by BCEN voucher.

5. Audit
   - ~10% of applications are randomly selected for audit. If you are audited, you will be required to show proof of your 100 contact hours.
     - Applicants selected for audit will be notified via email. Make sure your contact information is current.
     - CE documentation must be submitted to BCEN within 30 days of receiving your audit notification email.

Questions? Refer to the BCEN Candidate Handbook or contact us. We’re happy to help!