



# Recertification Checklist

## Renewing your credential by Exam

*BCEN offers two options to renew your certification by exam: proctored in-person at a testing location, or live remote proctoring administered online.*

1.

### Eligibility

- Hold a current BCEN certification in the program you wish to recertify.
- Have a current, unrestricted Registered Nurse license or equivalent.

2.

### Apply

- Log in to your **BCEN account** and select "Recertify by Exam" for the credential you would like to renew.
  - If exam accommodations are needed, please download and submit the **Request for Exam Accommodation form** with your application.

**Apply Now**

3.

### 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**.

4.

### Schedule Exam

- You will receive an exam eligibility email with a 90-day testing window in which you must schedule and sit for the exam.
  - Make sure your **contact information** on file is current.
  - Decide if you would like to **take the exam in-person** at a testing center or online with **Live Remote Proctoring**.

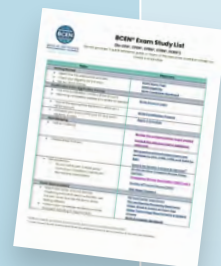
**Schedule Exam**

5.

### Study & Prepare

- BCEN offers a variety of study tools to help you pass your certification exam.
  - Review the **exam content outline, reference list, and sample questions**.
  - Take a **practice exam** or play **review games** on BCEN's continuing education platform, **BCEN Learn**.

**Exam Prep Checklist**



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