



How to Use the BCEN CE Tracker: In Audit Status

BCEN randomly audits at least 10% of candidates who recertify by CE attestation. If you are selected for audit, you will be required to provide documentation of your CEs via the BCEN CE tracker.

To submit your audit application via CE tracker:

1. On the **My Dashboard** page in your BCEN account, click **CE Audit Info Needed**.
2. Select the type of CE activity you would like to document in the left-hand menu.
3. Click the **ADD** button.
4. Select the type of credit earned (CECH or CME).
CECH (Continuing Education Contact Hour) is most common.
5. Enter the completion date.
Use the date the activity was completed, not the date you logged the activity in your tracker.
6. Enter the activity name and total number of contact hours earned.
Make sure this information matches your CE documentation or certificate of completion.
7. Select whether the CE Course/Activity is of clinical content and from an accredited provider.
Review the [CE requirements guide](#) for details.
8. Upload supporting documentation
 - If your documentation is not saved on your computer, you can use a scanner or take a photo to upload the documentation.
9. Click **Save**, then your credit summary will update in the **Summary** tab.
 - Don't forget to hit **Submit** when you have finished entering your CEs!

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My Certifications

- Download My Certificates
Verify My Certifications
Get My Online Badges
Register for BCEN Learn LIVE!
- CEN Certified Emergency Nurse (CEN)
Apply for Certification
- CTRN Certified Transport Registered Nurse
Apply for Certification
- CPEN Certified Pediatric Emergency Nurse
Certified through [DATE]
CE Audit Info Needed

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Note: Contact hours earned on **BCEN Learn** will be automatically added to your BCEN CE tracker upon completion.

To download certificates of completion, log in to your BCEN Learn account and visit the My Activities page.

- Audit Instructions
- CE Courses/Activities
- Presentations or Lectures
- Academic Credit
- Preceptorship
- Authoring
- Item Writing
- Poster Presentation
- BCEN Learn
- Summary

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Completion Date:

CE Course/Activity Credits:

- CEs should have a clear and direct application to the practice of emergency, pediatric emergency, flight/transport, or trauma training.
- 60 minutes = 1 contact hour
- Contact hours must be earned within your current 4-year recertification period and completed on or before the date your Recertification for Attestation application was submitted.
- Provider Courses such as ENPC, TNCC, PALS, PEP, or ACLS are accepted. One initial and one renewal course for each provider may only be counted once during your current recertification period.
- BLS is NOT accepted
- You must provide a certificate of completion for each course/activity that shows the number of CE hours received.

Name of the CE Course/Activity*

Total number of CE(s) earned*

Is this CE Course/Activity of clinical content**
Select One

Is this CE Course/Activity from an accredited source**
Select One

Upload Supporting Documentation*
No file chosen Choose File

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Audit Instructions

Summary

Item	Status	Message
CE Courses/Activities	Entered credits	✓
Presentations or Lectures	Entered clinical items	✓
Academic Credit	Entered accredited items	✓
Preceptorship		
Authoring		
Item Writing		
Poster Presentation		

BCEN Learn

CE Categories	Total
CE Courses/Activities	76.5
Presentations or Lectures	26.1
Academic Credit	0
Preceptorship	0
Authoring	0
Item Writing	0
Poster Presentation	0
BCEN Learn	0

Credit Summary
Total Credits Applied For: 102.6
100.0% Applied For: 100.0%
Clinical Points applied for: 100.0%
Accredited Points applied for: 100.0%

102.6 credits applied for
100.0 of 95 required clinical credits
100.0 of 50 required from accredited organization.

Submit