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## Policy 5.6 Late Renewal

The Board of Certification for Emergency Nursing (BCEN®) values the work and dedication that go into earning a BCEN certification and understands circumstances may arise that prevent a certificant from recertifying their credential on or before the expiration date. To allow for late recertification, there is a 60-day grace period during which a certificant may recertify via CE Attestation without retaking the applicable certification exam.

Certificants must meet the CE or other professional activity requirements within their 4-year certification cycle and cannot continue to accrue CEs during the 60-day grace period. Failing to recertify within 60 days of an expiration date will result in an expired certification, and the certificant will need to retake the applicable exam to re-earn their credential.

There is a \$100 late fee, and late recertification applications may be chosen for audit. All recertification and late fees are non-refundable, and refunds will not be issued for unsuccessful recertification application audits.

### Procedure

1. A Certificant who passes their expiration date without applying for recertification will automatically be placed in a 60-day grace period.
2. Recertification by CE Attestation applications will be available for completion during the 60-day grace period through the certificant's BCEN online account.
3. The late fee will automatically be added to the cart before checkout.
4. Certificants whose application is selected for audit must follow Policy 5.3 Auditing CE Recertification by Attestation Applications.

5. Certificants who successfully meet all program requirements will have a new certification period of four (4) years added to their certification and will receive an updated certificate and wallet card.