Policy 5.3 Auditing Recertification by Attestation Applications

The Board of Certification for Emergency Nursing (BCEN®) supports recertification as a means of encouraging certificants to continue activities essential to maintaining the knowledge and continuing competence required for their level of practice and certification in their area of nursing. BCEN's recertification process is comprehensive, assessing the same content areas as initial certification, including clinical experience/performance and professional issues. Certificants must recertify every four (4) years.

Certificants who choose to recertify a BCEN certification by attestation of continuing education (CE) must submit an application and applicable fee online via the certificant's BCEN account in the BCEN credential management system (CMS). **All CEs must have been completed within the 4-year recertification period, even if a late recertification application is submitted.** Once certificants have attested and paid the applicable fees, refunds are not provided.

BCEN relies on the honesty and professional integrity of certificants who attest that they have completed 100 CE contact hours within their 4-year recertification period, and it conducts regular audits of 5 - 10% of all CE attestation applications submitted.

Certificants selected for audit are required to provide detailed supporting documentation regarding their earned contact hours. **All CEs must have been completed on or before the date the CE Recertification by Attestation application is submitted**. **Certificants who recertify early cannot continue to accrue contact hours through their expiration date. Additionally, all CEs must have been completed within the 4-year recertification period, even if recertifying after the expiration date.** Those who successfully meet and pass the audit criteria will have their certification renewed.

Certificants who do not meet and pass the audit criteria will be required to register for and pass the applicable exam to recertify their BCEN credential. Recertification fees are not refundable and cannot be applied toward exam recertification applications.

Procedure

1. The certificant completes and submits an online CE Recertification by Attestation application and fee from their BCEN account.

2. The BCEN CMS randomly selects and flags a minimum of 10% of all submitted CE Recertification by Attestation applications for audit.

3. Certificants with applications selected for audit receive a notification email indicating their application has been selected for audit. The notification email contains instructions and the required next steps in the audit process, along with a due date that is thirty (30) days from the date the application was submitted. If the certificant claims they never received the audit email, BCEN may grant a thirty (30) day extension.

***Note*: The supporting documentation is due within 30 days of receipt of the audit notification email. The CE activity and supporting documentation provided must have been completed on or before the date the certificant provided attestation for recertification**. **Additionally, all CEs must have been completed within the 4-year recertification period, even if recertifying after the expiration date.**

4. Certificants upload their supporting CE documentation via their BCEN online account and submit it for review. Accredited CE activities submitted for consideration must include a certificate of completion that clearly shows the certificant's name, date of completion, course title, contact hours awarded, and the approved nursing education provider. Non-accredited CE activities submitted for consideration may include a certificate of completion indicating the certificant's name, the course date, the course title, and the number of hours of participation. Requested academic credit must include an accompanying official transcript. BCEN does not accept audit information by email, fax, or postal mail.

5. Once the documentation is submitted, a BCEN team member verifies that the documentation was received by the due date, reviews the documentation for completeness, and determines if the documentation provided by the certificant

meets BCEN's audit criteria. The audit review will be completed within five (5) business days of receipt of documentation.

6. If all audit criteria have been met, the CMS automatically determines the new expiration date of four (4) years from the certificant's prior expiration date. Certificants who successfully meet and pass the audit criteria are sent a congratulatory e-mail. A certificate and a wallet card that reflect the new expiration date are mailed within 10 business days of audit completion.

7. Certificants who do not meet and pass the audit criteria will be notified by e-mail. Certificants must register and pass the applicable exam to recertify or reinstate their BCEN credential. BCEN does not provide refunds for certificants who are unsuccessful with the audit process, and recertification fees are not transferable to recertification by exam applications.

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