

Certified Pediatric Nurse (CPN) RECERTIFICATION

A GUIDE FOR MAINTAINING YOUR CREDENTIAL



EFFECTIVE FOR 2023 RECERTIFICATION

November 1, 2022 - January 31, 2023

LATE FEE PERIOD: February 1 - 28, 2023



PEDIATRIC NURSING
CERTIFICATION BOARD

www.pncb.org

Dear Certified Pediatric Nurse,

Congratulations on belonging to a community of 32,000+ CPNs! You've met a rigorous standard to add those letters behind your name. We're here to help you understand the process to maintain this respected credential you worked hard to earn.

Being a CPN represents a more than passing an exam. It's part of your deep commitment to staying up to date in pediatric healthcare.

This guide shares information to help you feel confident in your choice of recertification method and activities. But if you have any questions along the way, please contact the PNCB team at recert@pncb.org or 1-888-641-2767.

Thank you for including CPN certification as part of your professional journey.

Sincerely,



Sheri Sesay-Tuffour, PhD, CAE
PNCB Chief Executive Officer

About Recertification

Recert, renewal, maintenance, recertification... no matter the name, all certification boards require a process to document how you are maintaining competence in practice. CPN recertification is annual. This keeps costs and requirements manageable.

Practice hours are not required for recertification. If you need contact hours to recertify, PNCB's [Marketplace](#) offers CE modules, and some are free. In-depth [Pediatric Updates modules](#) (7.5 contact hours each) are now accepted toward your CPN recertification. When using Pediatric Updates, you will need to manually enter these modules into your ReCert Tracker.

When to Recertify

You recertify every year during an open enrollment period **between November 1 and January 31** prior to the expiration date on your online wallet card. You pick which day of open enrollment to recertify using PNCB's online application.



To maintain your certification for 2023, you will need to document completed activities on PNCB's online recertification application no later than January 31, 2023 to avoid a late fee.

Avoid the late fee: A late fee is added if you wait to recertify between February 1 and February 28.

Annual recertification keeps costs manageable and your contact information current, so you don't miss important reminders. PNCB will send you a postcard reminder. You also receive email reminders unless you opt out. Be sure to keep your contact information up to date.

Newly Certified?

You will recertify the next calendar year after passing the initial certification exam. For example, if you pass the initial PNCB board exam in June 2022, you do not recertify that fall/winter. Your first year to recertify will be during the next enrollment window of November 1, 2023 to January 31, 2024 (or February 1 to 28, 2024 with a late fee).

Regardless of when you became certified, the expiration date on your wallet card will always be February 28.

HOW TO RECERTIFY CPN QUICK GUIDE

A current/active/unrestricted nursing license is needed to renew.



EARN 15

Before you can recertify, complete 15 contact hours (or equivalents that PNCB accepts).

Practice/work hours **are not required** but can count as a maximum of 10 toward the 15. Activities like academic credit can be used too. It doesn't matter to PNCB which accepted methods you choose to earn the 15, as long as the hours are:

- ✓ Already earned
- ✓ In the accepted date range
- ✓ Accredited (if actual contact hours)
- ✓ Not a refresher of PALS etc. or initial PALS etc. that has already been applied to past Recert
- ✓ Relevant to the certification specialty

Recertification happens when you complete the online application with either your payment or a No Pass, No Pay code. Your receipt and updated wallet card mean you are recertified.



IT'S ANNUAL

To recertify your credential, you document your 15 hours on an online application between **November 1 and January 31 each year**. You choose the day during this window. PNCB sends a postcard reminder, plus emails unless you opt out of General Alerts.

Avoid the late fee. A late fee is added if you wait to recertify between February 1 and 28.

Newly certified? You will recertify the next calendar year after passing the initial certification exam.



COST

The cost for Recert is \$85*. For about \$7 per month, you keep the credential you worked hard to earn. Ask your employer if they offer reimbursement or a No Pass, No Pay code benefit for Recert instead of out-of-pocket payment.

*Cost for 11/2022 to 1/2023. Late fee applies 2/1/2023 to 2/28/2023. Always check website for current pricing.



NEED HELP?

You get outstanding customer service from recert@pncb.org. We respond during normal business hours. See the website for [holiday closings](#). PNCB also offers [free CE](#) if you need contact hours!

During Recert time, log in at www.pncb.org to complete your application.

RECERTIFICATION METHODS

The online application offers the following choices.
You will choose 1 method below.

Click the method component for detailed policies.

Method	What's Required		
Contact Hours	15 Contact Hours		
Contact Hours and Practice Hours	10 contact hours + 200 practice hours	OR	5 contact hours + 400 practice hours
Contact Hours and PPL	5 contact hours + 1 PPL		
Contact Hours and Academic Credit	5 contact hours + 1 academic credit		
Practice Hours and PPL	200 practice hours + 1 PPL		
PPL and Academic Credit	1 academic credit + 1 PPL		
Academic Credit and Practice Hours	1 academic credit + 200 practice hours		
Record Review Year	No activity required, but you still complete the application. You pay a lower fee.		

Your Recert application will need

15 HOURS

of completed activity.

PNCB doesn't prefer one activity type below over another. You don't have to do every method over your career. Pick what you want to meet 15 hours.

You can choose to preload activity on your online ReCert Tracker any time of the year. Your ReCert Tracker is optional, but recommended. It will not recertify you.

Contact Hours = CE, CNE, or CME
 Call this activity "Self Reported" on the application and Tracker. Must be accredited.



Practice Hours
 = direct *or* indirect practice work hours (indirect includes teaching, management, research, or consultation).



PPL (Professional Practice Linkages) = authorship, poster, lectures, presentations, precepting, committee work, quality improvement projects, or nursing award



Academic Credit
 = 1 semester or quarter course in which you earn a passing grade from an accredited institution of higher learning.



Record Review Year
 can be used once per 7-year cycle. Helpful during a major life event or when you don't have a chance to complete activities.



See page 13 for an example of the Record Review Year in a PNCB portal Dashboard.

Recertification Requirements

You will need to meet the following requirements on the application to maintain your PNCB certification.

1. Keep your license current, active, and unencumbered.

You are not permitted to maintain your certification if your license is inactive. You'll document current US, Canadian, or US territory RN or RN/APRN licensure on the Recert application. Email recert@pncb.org if your license is placed on **probation, suspended, or revoked** and send a copy of related board of nursing documentation. **If your license becomes encumbered at any time, you must immediately communicate with PNCB. You cannot recertify until you communicate with us.** You must maintain an active license.

AND

2. Each year, document a total of 15 completed contact hours or equivalent activities accepted by PNCB that are related to the CPN certification specialty on an online application.

You can also use 1 Record Review Year during each 7-Year Recert Tracking Cycle. The following pages outline strategies for meeting the annual requirement of 15 completed contact hours or accepted equivalents.

Fees

Recert Method	Early Bird Cost Nov. 1 – 30, 2022	Cost Dec. 1, 2022 – Jan. 31, 2023	Late Fee Pricing Feb. 1-28, 2023
15 contact hours of accepted activity	\$65	\$85	\$185
Record Review Year – allowed once per 7-year Recert cycle	\$50	\$65	\$165

Your 7-Year Recert Tracking Cycle

The 7-Year Cycle allows you to track use of the Record Review Year option described on page 12. You are allowed one Record Review Year option per cycle.

The 7-Year Cycle does not mean you recertify every 7 years. Each year you will still complete an online recertification application to stay certified. Using the Record Review Year option once per cycle is not a requirement, but can be helpful, especially if you experience a major life event.

A new cycle begins every 7 years and is simply used to track any usage of Record Review Year. [Log in](#) to see your Recert Dashboard and understand where you are in your current 7-Year Recert Tracking Cycle.

Details about Recert Methods

How should you meet the 15-contact hour requirement each year? You can choose any of the methods described on page 4. Policies for each method's activity are described on the pages that follow.

How you stay up to date during the year can often guide your choices. The purpose of recertification is to document the various ways you maintain current practice as a CPN. For example:

- Do you attend conferences or earn CE online or at work?
- Do you work at least 200 or 400 direct patient care or indirect care hours per year?
- Are you back in school seeking on a higher nursing degree?

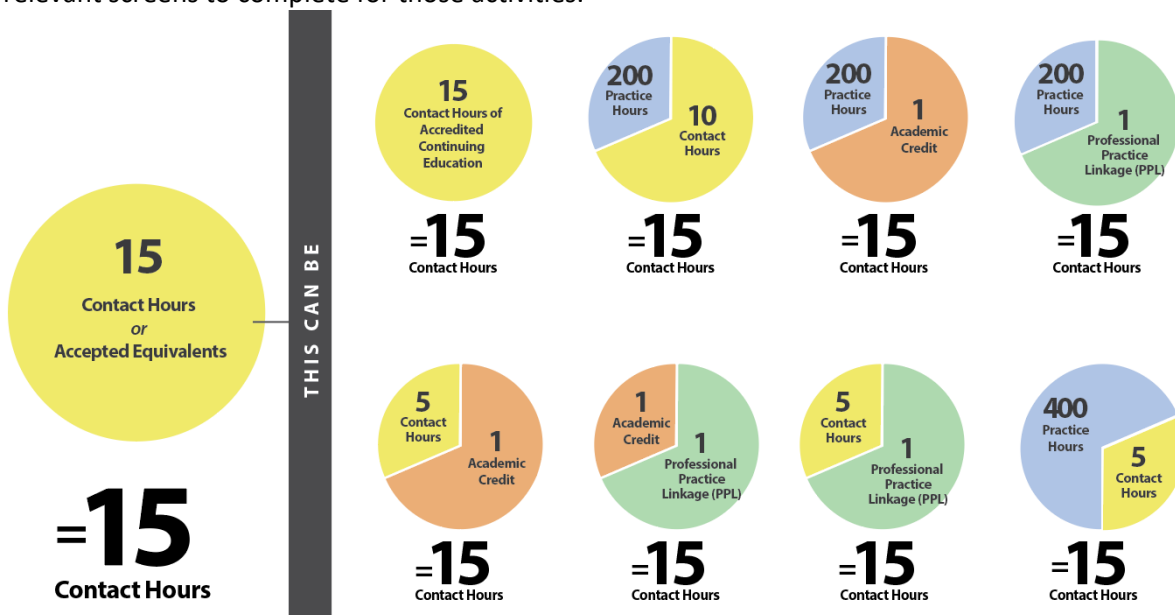
You do not have to use the same option each year. It doesn't matter to PNCB which accepted method you choose.



Activities must be:

- Completed before you start the application.
- Meet all specific policies, including timeframe in which the hours were earned.
- Related to the CPN credential.
 - For example, if you hold CPN certification and an advanced practice nursing (APRN) certification, not all APRN activities will be applicable to CPN. Your CPN recertification must reflect CPN-appropriate content.

On the application, you will see this illustration of the methods to refresh your memory. After you choose your method, you will see the relevant screens to complete for those activities.



Accredited Contact Hours

Contact hours (also known as CE, CNE, or CME) are earned for participating in **accredited** continuing education (CE) activities.

One contact hour is equivalent to a 60-minute educational program which you attended. Examples can include lectures, presentations, seminars, conferences, online education, grand rounds if accredited CE is awarded, journal activities, and in-services that award continuing education.

Tip! PNCB's in-depth [Pediatric Updates modules](#) (7.5 contact hours each) are accepted toward your CPN recertification. When using Pediatric Updates, you will manually enter these modules into your ReCert Tracker to be able to apply them to your recertification application*.

***Note for those who have both the CPN and a CPNP-AC, CPNP-PC, or PMHS certification:** Although your Pediatric Updates modules will populate automatically on your advanced practice recertification application, the same cannot be said for your CPN certification. Modules must be manually entered as "Self-Reported" hours to be able to be used on your recertification application. But be careful not to accidentally use the same module twice since self-reported hours are also pulled into your advanced practice recertification applications if you choose a CE method. This will result in your advanced practice application duplicating credit on both the Pediatric Updates screen and the Self-Reported CE screen. We suggest using a naming convention on the self-reported entry, like "PC Current Concepts 22 Updates Module – FOR CPN USE ONLY" so that you don't make this mistake.

FAQs

Are actual contact hours required? Not necessarily. You could use PNCB-accepted activities like practice hours, academic credit, and Professional Practice Linkages (PPL) to count as contact hours.

When do I need to earn the hours? Contact hours must have been earned within 24 months preceding your recertification application submission.

What content is accepted? Hours related to your certification specialty.

Do I need to send paperwork or CE certificates? Not unless selected for audit. PNCB is required to conduct random audits of Recert applications. If your application is selected for audit, you will be asked to submit all supporting documents. Please maintain copies of any supporting certificates and other documents for at least 24 months after you recertify to satisfy any audit requests.

Can I use PALS, PEARS, or BLS? Hours from programs such as PALS, PEARS, Advanced Pediatric/Cardiac/Trauma Life Support, or Basic Trauma Life Support from the American Heart Association (AHA) or Emergency Nurses Association (ENA) or the Emergency Nurses Pediatric Course (ENPC) **are applicable only when earned from the initial course/certification, not a refresher course, and accredited contact hours are awarded for completion/attendance.** If audited, providing a PALS, etc. card is not acceptable documentation. Only a certificate acknowledging awarded contact hours for PALS, etc. is acceptable for recertification. The initial program may be applied to recertification only once.

What information do I type on the application? You will choose “Self-Reported” and type the name of activity, date contact hours were awarded, accrediting body, and number of hours.

Can I enter a single aggregate “lump sum” entry for UpToDate, Audio Digest, Prescriber’s Letter, etc. and conferences? Yes, however, if you are audited you will need to provide your CE certificates and transcripts to document the pediatric content.

What accrediting bodies must award the hours? PNCB accepts continuing education contact hours accredited by the organizations on the next page, **among others.** The accrediting body will be listed on your CE certificate. PNCB reviews its list annually and has a process for adding new accredited CE providers.

What if the accrediting body on my certificate is not on PNCB’s list? If the organization that accredited or approved the hours is not listed below/on our online recertification application, email recert@pncb.org. You will be asked to send your CE certificate for review.

Tips

- Save time by preloading activity on the ReCErt Tracker any time of the year. The Tracker is optional and does not recertify you.
- When entering contact hours on the application or ReCErt Tracker, use **Self-Reported** as the type. If the CE is earned from PNCB, we will automatically load it for you.

Accepted CE Providers



- Accreditation Council for Continuing Medical Education (ACCME) - Category 1 - AMA
- American Academy of Family Physicians (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Pediatrics (AAP)
- American Academy of Physician Assistants (AAPA)
- American Association for Respiratory Care
- American Association of Critical Care Nurses (AACN)
- American Association of Diabetes Educators (AADE)
- American Association of Nurse Practitioners
- American Heart Association (AHA)
- American Nurses Credentialing Center (ANCC)
- American Psychological Association (APA)
- Association for Women's Health, Obstetric and Neonatal Nurses (AWHONN)
- Centers for Disease Control (CDC)
- Emergency Nurses Association (ENA)
- International Association for Continuing Education and Training (IACET)
- International Board of Lactation Consultant Examiners (IBLCE)
- National Association of Neonatal Nurses (NANN)
- National Association of Pediatric Nurse Practitioners (NAPNAP)
- National Association of Social Workers (NASW)
- National League for Nursing (NLN)
- Nurse Practitioner Associates for Continuing Education (NPACE)
- Society of Critical Care Medicine (SCCM)
- Society of Pediatric Nurses (SPN)
- State Boards of Nursing (SBN)
- State Nurses Associations (SNA)

What if the accrediting body on my certificate is not on PNCB's list?

Email recert@pncb.org. You will be asked to send your CE certificate for review.

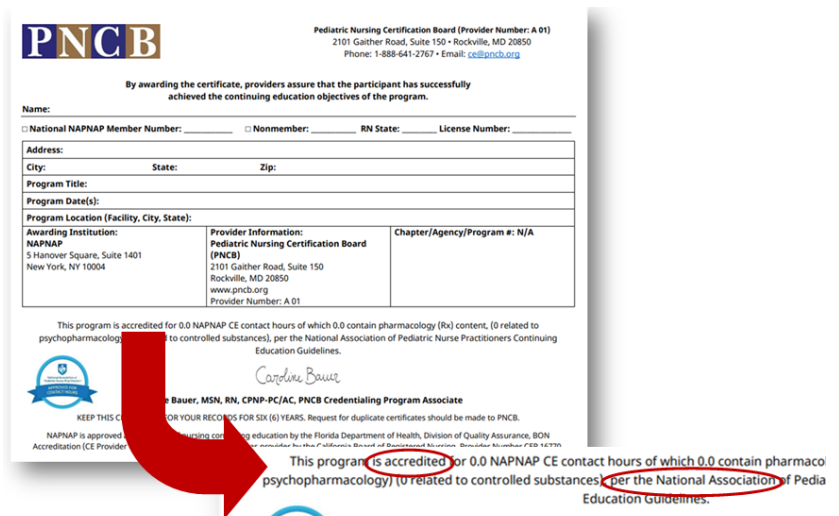
The CE accrediting organization name is on the CE certificate, sometimes in fine print near the bottom. Look for language like "approved by," "accredited by," or "accredited per."

Practice Hours

Can count for a maximum of 10 contact hours – **not required to recertify**

Practice hours means **direct or indirect care** of the pediatric population that relates to your certification specialty, whether paid or volunteer hours. Practice hours must have been completed while holding active licensure for the state/territory in which the hours were performed.

- **Direct care** involves "hands-on" care of patients.
- **Indirect care** includes nursing roles that impact patient care and influence nursing practice through management, teaching, research, or consultation.



How Practice Hours work:

- A minimum of 200 hours in the past 12 months counts as 5 contact hours
- A minimum of 400 hours in the past 12 months counts as 10 contact hours

You can combine practice hours with other PNCB-accepted activity to meet the 15 contact hours requirement. Here are some scenarios you could use:

- *200 practice hours + 10 accredited contact hours = 15 hours for that year*
- *400 practice hours + 5 accredited contact hours = 15 hours for that year*
- *200 practice hours + 1 academic credit = 15 hours for that year*
- *200 practice hours + 1 Professional Practice Linkages = 15 hours for that year*

Options for Practice Hours

If Non-faculty

- ✓ May be direct “hands-on” assessment/clinical management of pediatric populations - **OR** -
- ✓ May be management of other personnel or students to help achieve patient care goals - **OR** -
- ✓ May be consultation or clinical education

If Faculty (Including adjunct)

- ✓ May be direct supervision of pediatric clinical hours with RN students - **OR** -
- ✓ May be teaching class time that awards accredited academic credit to RN students

If Research (Faculty or non-faculty)

- ✓ May be IRB research related to the certification specialty for which you are a primary researcher does not need to be a primary component of your employment

FAQs

Are practice hours required? No. Practice hours are optional.

Can I double practice hours? You can document a maximum of 400 hours (counts as 10 contact hours). Please note that practice hours are different for CPNs, CPNP-ACs, CPNP-PCs, and PMHSs – one entry for practice hours cannot be used for all certifications.

How recent must the hours be? Worked within 12 months preceding your Recert application submission.

Do I need to send paperwork? Not unless selected for random audit.

What information do I type on the application? You will be asked to describe clinical practice as 200 or 400 hours at (employer or organization name) and provide start and end dates.

Professional Practice Linkages (PPL)

Can count for a maximum of 10 contact hours



PPL activities contribute to professional growth and development. Categories accepted by PNCB are:

- Authorship
- Poster
- Lectures or Presentations
- Precepting
- Committees
- Quality Improvement Projects
- Nursing Awards

Specific policies are described on the next page.

Teaching and IRB research projects are considered Clinical Practice activities.

How PPL works:

You can count PPL as 10 contact hours and combine them with 10 contact hours of other PNCB-accepted activity to meet the requirement of 15 hours per year. **Here are the 3 scenarios you could use.** The next page explores accepted PPL activities.

- *1 PPL + 1 academic credit = 15 hours for that year (only 5 hours would be used from your Academic Credit entry)*
- *1 PPL + 5 accredited contact hours = 15 hours for that year*
- *1 PPL + 200 practice hours = 15 hours for that year*

FAQs

Is PPL required? No. PPL is optional.

How many contact hours does a PPL activity equal? PPL equals 10 contact hours toward recertification.

Can I use more than 1 PPL? No. A maximum of 1 PPL per annual CPN recertification application is allowed.

How current must the PPL be? The activity must have been accomplished within 24 months preceding your recertification application submission.

Do I need to send paperwork? Not unless selected for random audit.

What information do I type on the application? You will be prompted for dates and the following:

- Authorship, posters, lectures, or presentations:** Type title. Date is published date.
- Precepting:** Type 80 hours at (employer/institution name).
- Committee membership:** Type name of committee/task force and the name of state or national organization.
- Quality Improvement Project:** Type name of project at (employer/institution name).
- Nursing Award:** Type the name of the award and the name of the organization granting the award.

What Counts for PPL

Type of PPL	What's Accepted
Authorship	Peer-reviewed journal article, textbook contributions, or teaching aids for patients and families. <input checked="" type="checkbox"/> Any page length. <input checked="" type="checkbox"/> May be co-authored. <input checked="" type="checkbox"/> Unpublished or published Doctoral dissertation/capstone project or Master's thesis completed will also be accepted.
Poster	Scholarly poster presentation selected for conference or hospital presentation <input checked="" type="checkbox"/> Related to pediatric nursing or nursing practice.
Lecture or Presentation	<i>Use PPL specifically for non-academic Settings (e.g., conferences). For academic settings, faculty count classroom lectures as Clinical Practice (pg. 9).</i> <input checked="" type="checkbox"/> Related to pediatric nursing or nursing leadership. <input checked="" type="checkbox"/> Sponsored by employer or a membership or an educational organization. <input checked="" type="checkbox"/> At least one hour in length. <input checked="" type="checkbox"/> Included learning objectives and a reference list. <input checked="" type="checkbox"/> A specific lecture cannot be used more than once for PPL credit. <input checked="" type="checkbox"/> In addition, this option must have: <input checked="" type="checkbox"/> Awarded CE to attendees or <input checked="" type="checkbox"/> Included education materials created for public education or patient/family teaching.
Preceptor Hours	A minimum of 80 hours completed in the past 24 months prior to Recert enrollment <input checked="" type="checkbox"/> Level-appropriate: CPNs must precept RN-level nursing students or RNs entering a nursing residency program in pediatric nursing content. <input checked="" type="checkbox"/> Completed while holding active licensure for the state/territory in which the hours were performed. <input checked="" type="checkbox"/> Does not include orientation of new employees to hospital/employer policies and procedures. <input checked="" type="checkbox"/> Preceptor hours cannot also be used as a clinical practice option for Recert.
Committee Membership	Local, state, or national level as an officer or committee task force member. Also accepted: review and editorial board membership. <input checked="" type="checkbox"/> Related to your certification specialty. <input checked="" type="checkbox"/> PNCB committee members receive CE and discounted recertification fees for volunteering and therefore cannot also apply PNCB activity to the committee PPL option.
Quality Improvement Project	<input checked="" type="checkbox"/> A minimum of 10 hours of your involvement in the project. Not required to be a primary project lead but must have held a significant role. <input checked="" type="checkbox"/> Must be involved in the entirety of the project from conception through completion. Completion is defined as one complete cycle from conception to initiation, implementation, measurement of outcomes, and re-evaluation/future initiatives. <input checked="" type="checkbox"/> Project must have been completed in the past 24 months prior to Recert enrollment. <input checked="" type="checkbox"/> A project previously submitted for PPL, either as a publication or poster presentation, cannot be used again for QI PPL. Conversely, QI PPL cannot be duplicated as a publication or poster presentation for another Recert application.
Nursing Award	A national or international award. Examples of awards or organizations granting eligible awards include but are not limited to Daisy, GEM, Nightingale, PNCB, Magnet Nurse of the Year, Society of Pediatric Nurses (SPN), the National Association of Pediatric Nurse Practitioners (NAPNAP). <input checked="" type="checkbox"/> Related to your certification specialty or competency framework category for your certification type.

Academic Credit

Can count for a maximum of 10 contact hours



Academic credit is coursework **taken by you** relevant to pediatric nursing or nursing leadership whereby **you earned a grade** from an accredited institution/college/university.

How academic credit works:

You can count academic credit as 10 contact hours and combine it with any other accepted activity equaling 5 contact hours (5 accredited contact hours, 200 clinical practice hours, or 1 PPL) to meet the requirement of 15 hours per year. **Here are the 3 scenarios you could use:**

- 1 academic credit + 5 accredited contact hours = 15 hours for that year
- 1 academic credit + 200 practice hours = 15 hours for that year
- 1 academic credit + 1 PPL = 15 hours for that year (only 5 hours would be used from your Academic Credit entry)

Restrictions:

- ✗ Cannot be the same credit applied in a previous year.
- ✗ Adult continuing education at colleges or universities are to be counted as contact hours, not as academic credit.

FAQs

Is academic credit required? No. Academic credit is optional.

How many contact hours does academic credit equal? PNCB equates 1 semester or quarter hour of academic credit to 10 contact hours when you combine it with accredited contact hours or clinical practice. Only 5 hours would be used with Professional Practice Linkages (PPL).

How current must the academic credit be? Academic credit must have been awarded by an institution within 24 months preceding your recertification application submission.

Do I need to send paperwork? Not unless selected for random audit.

What information do I type on the application? You will be asked to enter course name, institution name, credit hours, and date completed.

Record Review Year

Can equal 15 contact hours for 1 Recert application per 7-Year Recert Tracking Cycle

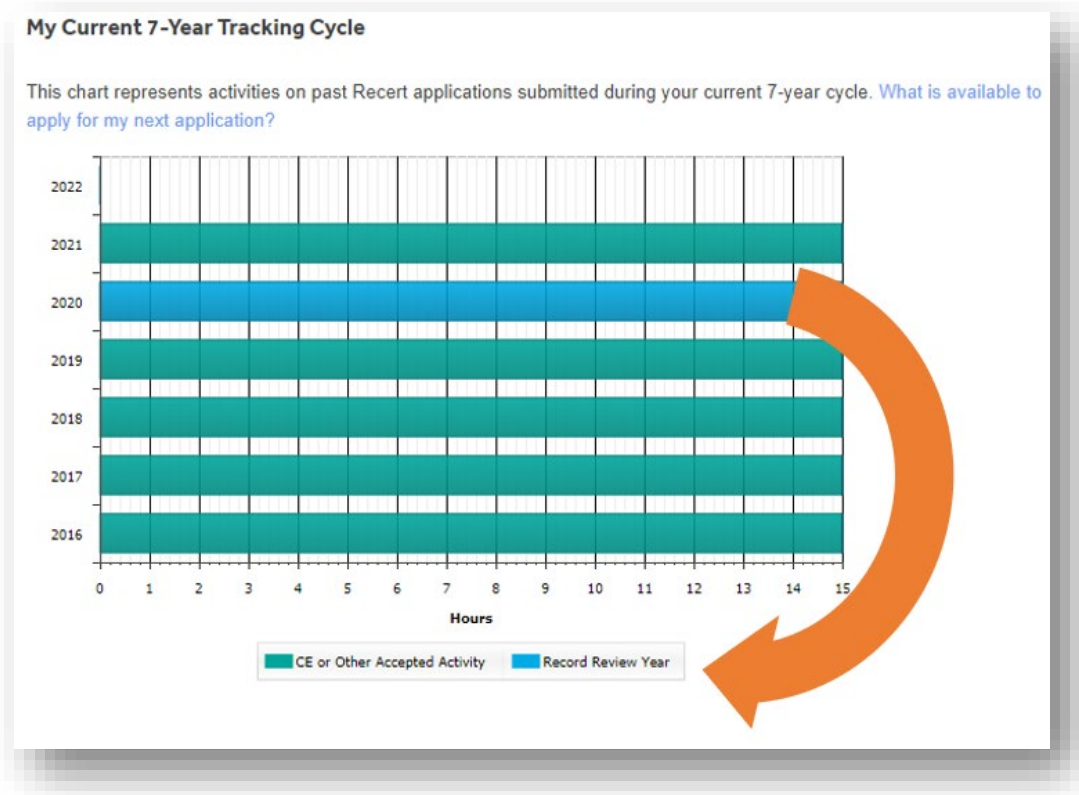


The Record Review Year option is available to you one time during each of your 7-Year Recert Tracking Cycles. This option allows you to review and update your information with PNCB and maintain your certification. To use Record Review Year, you will still complete the online Recert application to update your information. You pay a reduced fee, but do not document contact hours or other activity that year. **See the PNCB portal Dashboard example on the next page.**

Is it required? No. Record Review Year is optional once per 7-Year Recert Tracking Cycle.

Why use it? Documenting a Record Review Year is helpful if a major life event occurs or when you are unable to complete contact hours or other activity that PNCB will accept.

Do I need to do anything to use this option? Yes. To use Record Review Year, you will still complete the online Recert application to update your contact and license information plus other demographic data. You pay a lower fee.



Tools

Recert Dashboard

[Log in](#) for a snapshot of your past activities and basic policies. This tool tracks the once-per-7-year use of the Record Review Year option.

ReCErt Tracker

[Log in to pre-load](#) completed activities and save time on the Recert application. While the Free CE module information will populate automatically on your Recert application, you will have to manually enter completed Pediatric Update modules on your Recert application as continuing education.

- Note that you will be asked to enter your license information on the actual Recert application.
- Use the Applied Points column to see the number of hours applied toward a past Recert. If no number is listed, hours may be available to apply. Check Completed Date to confirm they will not expire before you submit your Recert application.

Tips: Before Recertifying

Content Must Relate to Your Certification Specialty

All PNCB-accepted activity must relate to your certification specialty if you want to apply the contact hours toward Recert.

Complete Activities *Before* Recertifying

When you start the online application, you will be asked to document completed activities. You cannot document activities that are incomplete or scheduled for the future.

Need Contact Hours?

Free and low-cost CE is available in your PNCB portal's Marketplace. Advanced Practice Pediatric Updates for a fee that are marked as applicable to CPN practice can be used too. Click the module title to view its description and determine if the module is appropriate for RNs/CPNs. PNCB's website offers links to other respected free or low-cost CE sources. Be sure that the content of the activity is accepted for your recertification.

Preload Completed Activities

While you are not required to use your *ReCErt Tracker*, it can save you time on the online application. This tool can also be used for personal recordkeeping because you can track activities not used for recertifying. You can even upload documentation there. PNCB's CE modules are loaded for you automatically after your CE certificate is processed except for Pediatric Updates. You will manually enter completed Pediatric Updates modules as Self-Reported activity.

Tips: Using the Online Recert Application

Find the Application

Log in to the PNCB portal at <https://mypncb.pncb.org/pncbssa>. You will also find the portal login link at the upper right of the PNCB website.

Device Compatibility

The application works best with a PC, and we do not guarantee compatibility with iPads, iPhones, Kindles, or other devices. Contact website@pncb.org for technical assistance. We will respond during normal office hours.

Dates

You recertify using an online application at www.pncb.org during open enrollment between November 1 and January 31. You can recertify with a late fee between February 1 and February 28. You pick the day and time to recertify during the open enrollment timeframe.

Have Any Paperwork Handy

Gather CE certificates not issued by PNCB and not yet added to your ReCErt Tracker, and allow approximately 15 minutes to complete the online application.

Check the Boxes

After you enter activity on the Recert application (or if you see preloaded activity from your ReCErt Tracker), you will need to check the boxes to the right of the activity to apply it on the application.

Restarting an In-Progress Application

If you start an application but don't finish it, your submittals grid will guide your next step.

- **Click the "Click to View" link unless your application is expired.** If an application is in progress, you may see a status of pending, No Pass, No Pay, or checkout, etc. Return to your in-progress application by clicking the blue phrase "Click to View" at the far right of the final line item.
- **Expired status?** An application expires in 10 days if you don't complete it. If the application has expired, create a new one with the lower right blue button.

How Do I Know I Recertified?

PNCB Email

You will receive an email from PNCB confirming successful recertification. PNCB sends these on a weekly basis.

Your Emailed Receipt

After payment and submission of your application, look for your receipt email. If you do not see it within 24 hours, check your spam inbox. Not there? Log in to your portal and view your Message History Report. Here you can print a receipt. Not there either? Contact recert@pncb.org.

Your Updated Wallet Card

Your online wallet card is always available online. It is updated immediately after your application is submitted. A good time to print or download a copy of your updated card for your records is right after recertifying. Log in to your PNCB portal for this documentation.

Other Ways to Know

In your PNCB portal, your Dashboard will be updated, and the ReCert Tracker will reflect applied activity. You also would not be able to start another Recert application until the next November 1.

Benefits & Discounts

Thank you for maintaining your certification with PNCB! Log in to your PNCB portal at <https://mypncb.pncb.org/pncbssa> to [see all benefits and discounts](#).

Planning to Retire?

Read about how to officially [retire your certification](#) so we can remove you from recertification reminders and send you a letter thanking you for your years of service to children and families.

Audit

PNCB is required by our accreditor to randomly audit recertification applications. PNCB will notify you if selected and inform you of how and when to submit supporting documentation. If your record is audited, you will be required to submit supporting documents, such as a copy of the completion CE certificate(s) showing the dates, title, number of contact hours, sponsoring organization, etc. In addition, you may be required to provide evidence of the applicability of the program/course to your certification. Non-compliance with audit may affect your certification.

Appeals

An appeals process is available to those who wish to contest an adverse decision or proposed action affecting their application for certification, exam results, or recertification. Decisions made by PNCB during the appeals process are final. [See Appeals Procedures](#).

Ethics

To support excellence in nursing practice, PNCB requires that every nurse certified by this organization will uphold and adhere to the [Certificant Code of Ethics](#). In addition to addressing patient care, respect, and safety, the Certificant Code of Ethics states that you cannot falsify information provided to PNCB or act dishonestly concerning PNCB exams and recertification. This includes disclosure of exam content to candidates. Protect your certification by adhering to the Certificant Code of Ethics.

Assistance & FAQs

Contact PNCB any time of the year for questions about recertifying. Our office hours are Monday through Friday 8:30 am to 5:00 pm Eastern Time. [See holiday closings.](#)

Recertification	recert@pncb.org
Pediatric Updates and CE content	ce@pncb.org
Verifications	verif@pncb.org
Web Technical Support	website@pncb.org

Can I recertify if I no longer hold a license?

No. A current, active, unencumbered RN or RN/APRN license is required to maintain certification.

If a conference awards me more than 15 contact hours, can I use the remaining hours next year?

Yes. Hours can be used the next year provided they were earned within 24 months preceding your recertification application submission.

What if I hold both CPN and an Acute Care or Primary Care Certified Pediatric Nurse Practitioner (CPNP-AC or CPNP-PC) certification?

You will need to fulfill both your CPN and your advanced practice annual and 7-Year Recert Tracking Cycle requirements to maintain both certifications. Recertification programs are consistent with the professional scopes and standards of practice for roles. Dually certified CPN/PNPs must demonstrate continuing competency for both roles. PNCB recognizes that some individuals may want to maintain both certifications and has **reduced the cost** to maintain the CPN certification. For additional information about appropriate continuing education, please review the [online FAQs](#).

Visit PNCB's website for [additional FAQs](#). Thank you for recertifying!