Recertification Checklist

Renewing your credential by CE Attestation

CE Attestation: To affirm you have met the requirements for recertification, including 100 CE contact hours and an active, unrestricted RN license, at the time of applying.

1. Eligibility

- Hold a current BCEN certification in the program you wish to recertify.
- Have a current, unrestricted Registered Nurse license or equivalent.
- Have completed 100 contact hours of nursing continuing education within your current 4-year recertification period.

2. Verify CEs

- Confirm you have completed 100 contact hours at the nursing practice level or higher within your current 4-year certification period.
- 75 of the 100 contact hours must be clinical content specific to your specialty.
- 50 of the 100 contact hours must come from an accredited source.

CE Requirements Guide

- Find your recertification period dates on the My Dashboard page in your BCEN account.

- Track your progress in the BCEN CE tracker to streamline your recertification. All CEs earned on BCEN Learn are automatically added to your CE tracker.

3. Apply

- Log in to your BCEN account and select "Recertify by CE" for the credential you would like to renew.

Apply Now

4. 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.

5. Audit

- ~10% of applications are randomly selected for audit. If you are audited, you will be required to show proof of your 100 contact hours.
  - Applicants selected for audit will be notified via email. Make sure your contact information is current.
  - CE documentation must be submitted to BCEN within 30 days of receiving your audit notification email.

Audit Video Guide

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

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 test accommodations are needed, please download and submit the Request for Test 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.
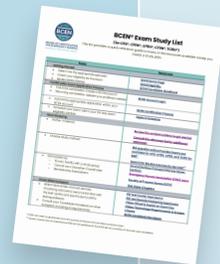 - Decide if you would like to take the exam in-person at a testing center or online with Live Remote Proctoring.

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!