



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!