

Instructions for Recertification by Continuing Education

This handbook contains the instructions and forms necessary for you to apply for DNC recertification through continuing education. Please review all materials, including examples, before beginning to fill out the forms. You may duplicate forms if additional space is needed. Please make a personal copy of all application material before submission and retain the copy until you have received official notification of recertification.

To recertify by continuing education, all candidates must meet the specified eligibility requirements and provide proof of 45 approved contact hours. Proof of 45 contact hours is documented on the enclosed application form. Continuing education certificates must be submitted **only** if you are audited. If you do not have a copy of the contact hour certificate, you are responsible for requesting a copy from the provider of the continuing education program. The DNCB will not obtain certificates for applicants or process incomplete applications.

A minimum of 30 of the 45 contact hours must be specifically related to dermatology nursing. Up to, but no more than, 15 CME=s (medical credits) may be used to fulfill this requirement. CME=s must be in dermatology and subject content must include topics pertaining to patient care, treatments, or procedures. *CME course outline must be included with your application.* Contact hours in dermatology nursing may be accumulated through any of the categories of continuing education activities provided the content is dermatology nursing.

Duplicate credit will not be awarded for attending the same program more than once.

To be acceptable for recertification, the contact hours awarded must be continuing education in nursing and be provided or approved by an individual, state, or National organization accredited as a provider or approver of continuing education in nursing.

Dermatology Nursing Certification Board

General Recertification Information

Certification Designation

Use of the designation Dermatology Nurse Certified (DNC) is restricted to those nurses holding current certification by the DNCB. Any DNC whose certification has expired may no longer use the credentials ADNC® denoting certification.

Recertification Procedure

Each certification granted by the Dermatology Nursing Certification Board (DNCB), is valid for a three-year period. Expiration of certification shall occur uniformly on December 31. Candidates for recertification must meet eligibility requirements for certification: 1) Hold a current and unrestricted license as a registered nurse in the U.S., Canada, or a country approved by C-NET for the first certification test; 2) Have a minimum of two years of dermatology nursing experience as an RN. Recertification candidates must also pay recertification fees, and must meet one of the following criteria:

1. Successful completion of the certification examination prior to certification expiration, OR
2. Submission of a completed application for recertification through continuing education prior to certification expiration.

Examination Option

If the examination option is selected, the candidate may test either one year in advance of the expiration of current certification or the year in which the certification expires. A test enrollment form and fees must be submitted prior to the filing deadline listed on the form.

To obtain an exam application please contact C-NET at 601 Pavonia Avenue, Suite 201, Jersey City, NJ 07306; phone 800.463.0786; email: garbin@cnetnurse.com.

Continuing Education Option

If the continuing education option is selected, the candidate must submit the recertification application with the recertification fee. **Please do not send copies of program attendance certificates with the application.** Copies of program attendance certificates will be required to verify contact hours **only** if audited, an exception being for CME courses used towards the 30 hour dermatology requirement. (Reminder: Only 15 of the 30 hours may be CME credit.)

DNC recertification by continuing education is obtained by accumulating 45 contact hours with a minimum of 30 contact hours, specifically related to dermatology nursing programs, during the three-year DNC certification period. Up to, but no more than, 15 CME=s (medical credits) may be used to fulfill this requirement. CME=s must be in dermatology and subject content must include topics pertaining to patient care, treatments, or procedures. CME course outline **must** be included with your application. All dermatology nursing contact hours obtained three days prior to and including the day the certification exam is administered may be counted towards recertification. Contact hours do not have to be accumulated in all categories. DNC's are required to maintain verification of attendance, which will need to be submitted if audited.

The following is a brief description of the continuing education activities approved for recertification by continuing education.

Any combination of the following activities is acceptable.

CATEGORY A

Dermatology Nursing Programs

Minimum of 30 contact hours specifically related to Dermatology Nursing Programs during the three-year DNC certification period. (Up to 15 dermatology CME=s may be used.)

This group encompasses dermatology nursing programs offering approved contact hours for continuing education credit for nurses. These programs must be specific to dermatology nursing practice and may include workshops, conventions, seminars, and independent study activities. The program must define each contact hour as 60 minutes of content presented.

CATEGORY B

Academic Courses

This group encompasses programs that address the broad area of health care and nursing-related courses offered by an accredited educational institution. The course must be applicable to dermatology nursing practice. One semester credit equals 15 contact hours. One quarter credit equals 10 contact hours.

CATEGORY C

Professional Publications

This group encompasses the publication of content relevant to dermatology nursing. The content must be published in a recognized professional journal or newsletter or a recognized publishing house. The format shall be an article, book, book chapter, or research paper. Authorship or co-authorship of a book equals 15 contact hours. A book chapter, article, or research paper equals 15 contact hours. A copy of the publication must be submitted as part of the application for recertification if audited.

CATEGORY D

Dermatology Presentations

This group encompasses participation as presenters of dermatology programs. The presentation may be delivered to professional nurses, other health care professionals, or lay people.

One education presentation equals 3 contact hours. Contact hours will be awarded ONLY for initial presentation of any program.

CATEGORY E

General Nursing and Other Health Care Discipline Programs

This group encompasses programs that address a broad area of health care, medical (CME credits), general nursing, and continuing education activities planned to meet the individual=s potential for professional growth. A copy of the certificate that details the contact hours awarded or a letter verifying attendance must be submitted as documentation of attendance if audited.

CATEGORY F

Certification Test Review & Item Writing Session

A DNC Board member or volunteer Item-Writer will be awarded 0.5 contact hours of dermatology-related education for each hour of participation in a certification test review or item writing meeting. A 2-day meeting would be a total of 16 hours, or 8 contact hours (max contact hours granted is 8 in a 3-year period). This certification test review or item-writing session must be in conjunction with a member represented from Center for Nursing Education and Testing (C-Net). A representative from C-Net must verify that the individual participated in the certification test review or item writing session in order for it to count towards recertification contract hours. A copy of this verification must be submitted as documentation for participation.

Application Process

Recertification notices will be sent to all applicants six months prior to the expiration date. The application deadline for those selecting the examination option is printed on the test enrollment form. Processing of applications received after the deadline for the test examination cannot be guaranteed. The application deadline for those selecting the continuing education option is

December 31. Late applications will be processed in order of receipt; however, issuance of the notice of recertification may be delayed beyond the expiration date of the currently valid certification. It is the applicant's professional responsibility to maintain certification by monitoring the dates and submitting the application for recertification by the stipulated deadlines.

Recertification will be denied for any of the following reasons:

1. Falsification of information on application or supporting material.
2. Misrepresentation.
3. Failure to meet continuing education criteria of 45 contact hours.
4. Lapse of professional RN license, suspension, or probation of current RN license.
5. Failure to apply by deadline or the two week grace period.

Recertification Application Fee

Certification renewal application fee for a DNA member is \$125.00. For non-members the fee is \$200.00. The application fee must accompany the completed application.

Incomplete and/or inaccurate applications will be returned to the applicant with a letter stating the deficiencies. A corrected application may be resubmitted with a \$20.00 administrative fee. Resubmitted applications are subject to audit.

Late applications will be accepted up to two weeks after the deadline with a \$25.00 late fee.

Notice of Recertification

Candidates who submit the recertification application and meet all the requirements will receive notification of their recertification within two weeks of the expiration date of their current certification. Candidates for recertification by continuing education who are denied recertification will be sent a letter of notification. The candidate will be informed of the option of the appeals process.

Candidates who sit for the exam will be notified upon receipt of their scores. Candidates who meet all the requirements will receive notification of their recertification within two weeks of the expiration date of their current certification.

Certificate

A wallet-size card indicating the certified status, identification number, and expiration date will be sent along with a wall-size certificate approximately 90 days from the expiration date of the current certification.

Change of Name/Address

It is the candidate's responsibility to notify the DNCB office of any changes in their name and/or address during the three-year period since certification/recertification. Notifications for changes given to DNA will not guarantee a change in the certification/recertification records.

Questions regarding the recertification process should be referred to the Dermatology Nursing Certification Board at 856-439-0500, fax: 856-439-0525, E-mail: dgentile@ahint.com or by writing DNCB, 15000 Commerce Pkwy, Suite C, Mount Laurel, NJ 08054.

DNC RECERTIFICATION APPLICATION

Please print or type

Check # _____ Amt _____ Date _____

Name: _____

Name as it appears on wallet card: _____

Address: _____

City

State

Zip

Daytime Phone: () _____ Email: _____

Work Phone: () _____ Fax: _____ Date of Last Certification: _____

RN License: State: _____ License Number: _____ Expiration Date: _____

Optional:

Upon successful completion of the recertification process, I would like a letter sent to my employer to the attention of: _____

(Name)

(Title or Position)

Employer: _____

Address: _____

City

State

Zip

Statement of Eligibility

I meet the following eligibility requirements for recertification by continuing education:

1. current RN license
2. current DNC certification

To the best of my knowledge, all information contained in this application is true. I understand that it is not necessary to submit records of program attendance with this application, but if audited, I will be required to produce the certificates as documented within this application to verify my contact hours.

Signature _____ Date _____

Check the appropriate fee and submit payment (payable to DNCB) with this application:

\$125.00 DNA Member

\$200.00 Nonmember of DNA

A \$20.00 fee will be assessed to any applicant whose application is incomplete and/or whose personal check is returned for insufficient funds. Resubmission of fees for returned checks must be in the form of a money order or certified check.

A \$25.00 fee will be assessed for applications postmarked after the deadline. (Late applications are accepted for 2 weeks after the deadline.)

***Return completed application pages with appropriate fee to:
DNCB, 15000 Commerce Pkwy Ste C Mount Laurel, NJ 08054***

CATEGORY A: DERMATOLOGY NURSING PROGRAMS

Please type or print clearly using black ink.

Photocopy this form if additional space is needed. Please retain a copy for your files.

(1) Program Title	(2) Date of Program (chronological order)	(3) Program Sponsor	(4) Accrediting Body or Approval Board	(5) Location	(6) Number of Contact Hours Awarded	(7) Office Use Only

Name:

Subtotal this page: 34.0

- 1 semester credit = 15 contact hours
- 1 quarter credit = 10 contact hours
- 1 CME = 1.2 contact hours
- 60 minutes of presentation = 1 contact hour
- author/co-author book = 15 contact hours
- book chapter, article or research paper = 5 contact hours
- one education presentation = 3 contact hours

Office Use only
Total Approved Contact Hours: _____
Comments:

CATEGORIES B, C, D, E

Please type or print clearly using black ink.

Photocopy this form if additional space is needed. Please retain a copy for your files.

(1) Category B = Academic Courses C = Prof Publications D = Dermatology Presentations E = General Nursing & Other Health Care Discipline Programs	(2) Program Title	(3) Date of Program (chronologica l order)	(4) Program Sponsor	(5) Accrediting Body or Approval Board	(6) Location	(7) Number of Contact Hours Awarded	(8) Office Use Only

Name:

Subtotal this page: 45.5

1 semester credit = 15 contact hours
 1 quarter credit = 10 contact hours
 60 minutes of presentation = 1 contact hour
 author/co-author book = 15 contact hours
 book chapter, article or research paper = 5 contact hours
 one education presentation = 3 contact hours

Office Use Only:
 Total Approved Contact Hours: _____
 Comments:

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Name:

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- one education presentation = 3 contact hours

Office Use only
Total Approved Contact Hours: _____
Comments:

CATEGORIES B, C, D, E

Please type or print clearly using black ink.

Photocopy this form if additional space is needed. Please retain a copy for your files.

(1) Category	(2) Program Title	(3) Date of Program (chronological order)	(4) Program Sponsor	(5) Accrediting Body or Approval Board	(6) Location	(7) Number of Contact Hours Awarded	(8) Office Use Only
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