



# Recertification Instruction Booklet



# Recertification Application Booklet

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### ***Certified Dialysis Nurse (CDN) Recertification***

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***Introduction***

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To qualify for recertification, a Certified Dialysis Nurse (CDN) must meet the eligibility requirements set forth by the NNCC. To avoid a late fee the appropriate recertification application (contained in this booklet) must be postmarked by the certificant certification expiration date.

Certification is effective for three (3) years from the first day of the month in which the certificant passed the examination. Certification must be renewed every three (3) years. The CDN is a national credential that may be used in all professional activities and correspondence.

The following two options are available to meet the recertification requirements:

**Continuing education and clinical experience:**

This booklet contains the forms and instructions to recertify by continuing education and clinical experience. To determine eligibility requirements to recertify as a CDN, please refer to the eligibility requirements on page 9 of this booklet.

**Recertification by examination:**

A recertification by examination application can be found on page 19 of this booklet. When submitting the examination application for recertification, all requirements for recertification must be met except for #3, continuing education. Testing must be completed before the certification expiration date to avoid a lapse in certification status.

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***Verification of Recertification***

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If approved for recertification, individuals will receive a wallet card with expiration date within sixty (60) days of the date the National Office receives a recertification application. Replacement wallet cards and/or wall certificates are available for a fee. Verification of valid certification credentials can be made through the NNCC Certified Directory at [www.nncc-exam.org](http://www.nncc-exam.org).

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***Current Address***

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It is the certified nurse's responsibility to notify the NNCC National Office of any changes in name, address or email address.

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***Inactive Status***

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A certified nurse may request inactive status if he/she is unable to meet the requirements for recertification. To apply for inactive status, the certificant must complete the application for inactive status (page 23 of this booklet) and submit a letter describing the reason. If approved, inactive status will be granted for one three (3) year period. During this time, the CDN credential may not be used. In order to recertify after the three (3) year inactive period, the criteria for regular recertification must be met during the inactive status period and a recertification application must be submitted. Under no circumstance will the inactive period be extended beyond three (3) years.

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***Emeritus Status***

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Nurses who have maintained an active credential, who are over 50 years of age, and who have retired from active practice may apply for emeritus status. To apply for the retired credential the certificant must complete the application for Emeritus Status (page 27 of this booklet) and submit a one-time fee. If approved, the certificant may use the emeritus credential at nephrology nursing functions to acknowledge a previous active credential and the accomplishments it signifies. If the certificant chooses to return to active practice and wishes to again hold the active credential, he/she must meet current eligibility criteria and certify by examination.

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***Fee Schedule***

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**Recertification application fees are non-refundable.** Periodically fees are reevaluated and adjustments may be made. Fees can only be adjusted by a vote of the NNCC Commission. To avoid a late fee, the recertification application must be postmarked by the certification expiration date. For an additional (late) fee a certificant may submit a recertification application after the certification expiration date, provided all eligibility criteria are met during the certification period. Applications are processed in order of receipt. It may take up to eight (8) weeks from date of receipt of an application to be reviewed. Expedited applications will be processed within 14 business days from receipt with an additional expedited fee included.

### ***Continuing Education Approvers and Providers***

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Contact hours must be accredited by one of the following to be accepted toward the continuing education requirement for recertification:

- Organizations accredited by the American Nurses' Credentialing Center — Commission on Accreditation (ANCC-COA), the credentialing body of the American Nurses' Association
  - For example, The American Nephrology Nurses' Association (ANNA), which is both an accredited provider and approver of continuing education in nursing
- The American Association of Critical-Care Nurses (AACN)
- The Council of Continuing Education
- All State Boards of Nursing\*

**\* Please be aware that although programs meet requirements set forth by other state boards of nursing, they may not meet the Nephrology Nursing Certification Commission criteria.**

### ***Acceptable Continuing Education***

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#### **Nephrology programs**

These programs must be specific to nephrology nursing practice. Credit will be given according to the number of contact hours awarded. Certified nurses who present nephrology programs that are awarded continuing education credit will receive credit for the number of contact hours awarded for the presentation.

#### **Professional publications**

The publication of materials must be relevant to nephrology nursing. The format should be a manuscript, research paper, book, or book chapter and must be published by a recognized publishing house or professional journal. Forty-five (45) contact hours will be assigned for authorship or co-authorship of a book. Fifteen (15) contact hours will be assigned for a book chapter, manuscript, article or paper.

#### **Academic credit**

Includes all course work leading to a health/science degree. It is not necessary that the course content be nephrology nursing concepts. Five (5) contact hours will be assigned for one (1) semester credit. Three (3) contact hours will be assigned for one (1) quarter credit.

#### **Multimedia program development**

Includes the preparation of program content and script of videotapes, audiotapes, or computer-generated discs. The program must be relevant to nephrology and be awarded continuing education credit in nursing. The production of one program equals five (5) contact hours.

#### **Independent study**

These programs include continuing education designed for independent study such as journal articles or website articles. Credit will be given according to the number of contact hours awarded to each offering.

**Please retain all contact hour certificates in your personal files.**

**If using academic credit, please be prepared to provide a copy of your transcript.**

### ***Denial/Revocation of Certification***

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The occurrence of any of the following actions will result in the denial, suspension, or revocation of the certification:

- Falsification of the NNCC application
- Falsification of any materials or information requested by the NNCC
- Any restrictions such as revocation, suspension, probation, or other sanctions of professional RN license by a nursing authority
- Misrepresentation of certification status
- Cheating on the examination
- Applicable state and/or federal sanctions brought against the certificant
- Failure to meet continuing education criteria
- Failure to meet work experience requirements

The NNCC reserves the right to investigate all suspected/reported violations and, if appropriate, notify the certificant's employer/State Board of Nursing.

The certificant will be notified in writing of NNCC's decision(s)/action(s).

### ***Appeal Process***

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An individual who has been denied certification or had a certification credential revoked has the right of appeal. This appeal must be submitted in writing to the President of NNCC within thirty (30) days of notification. The appeal shall state specific reasons why the individual feels entitled to certification. At the individual's request, the President shall appoint a committee of three (3) NNCC Commissioners who will meet with the individual and make recommendations to the NNCC. The committee will meet in conjunction with a regularly scheduled NNCC Board of Commissioners meeting. The individual will be responsible for their own expenses. The final deci-

sion of the NNCC will be communicated in writing to the individual within thirty (30) days following the NNCC meeting. Failure of the individual to request an appeal or appear before the committee shall constitute a waiver of the individual's right of appeal.

Letters of appeal should be sent to the President at the NNCC National Office:

NNCC  
PO Box 56  
Pitman, NJ 08071-0056

### ***Commonly Asked Questions***

**Q: I was able to meet the requirements for recertification but failed to submit my application by my expiration date. Can I still recertify?**

A: Yes, as long as the requirements for recertification were fulfilled before your expiration date, your application may be submitted late with a late fee.

**Q: I attended a nephrology program that offered continuing medical education (CME) credit, but not nursing contact hours. Will this meet the criteria for recertification?**

A: No, the contact hour certificate **must state** that the program is continuing education **in nursing**. These programs must award contact hours accredited through one of NNCC's approved accrediting bodies.

**Q: I am the second author of a nephrology nursing article published in a recognized professional journal. Do I receive credit for professional publications?**

A: Yes, if you are listed as an author, you receive full credit, which is forty-five (45) contact hours.

**Q: Do all nephrology nursing contact hours have to be awarded by ANNA?**

A: No, however, ANNA is an excellent resource for nephrology nursing educational programs.

Other nursing groups such as NKF and ASN also provide quality programs. Programs approved for contact hours by any of the accrediting bodies listed on page 4 of this booklet are acceptable.

**Q: I sat for the certification exam on the 15<sup>th</sup> of the month and attended a continuing education program over the next three (3) days. Now that I have passed the exam, will I be able to use the approved contact hours from that program for recertification?**

A: Yes, approved programs attended within the same month the exam was taken will be accepted for the first recertification period following initial certification.

**Q: I submitted my recertification application in April and my certification expires in June. In May I attended an educational program awarding nursing contact hours. Can I use those contact hours for my next recertification cycle in three (3) years?**

A: No, contact hours earned during the period of your certification can be used only during the current recertification period.

**Q: What will happen if I am unable to meet the continuing education requirements for recertification?**

A: In an effort to retain your credential, you may certify by retaking the examination. Another option is to apply for inactive status. See page 17 of this booklet for information on inactive status.



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**CDN U.S. Eligibility Criteria**

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1. Certificant must be a registered nursing holding a current, full and unrestricted license in the United States or its territories and hold the CDN credential.
2. Certificant must have at least 1500 hours of work experience within the previous three years as a registered nurse practicing in the specialty of nephrology nursing and caring for patients who require or may require dialysis, or educating/supervising staff who care for patients who require or may require dialysis.
3. Continuing education must include forty-five (45) hours of approved education credits earned within the three (3) year certification period. A minimum of ten (15) contact hours must be nephrology specific.
  - Certificants enrolled in a health/science degree program may apply all academic coursework in lieu of nursing continuing education for one recertification period.
  - Continuing education criteria is not required for recertification by examination.

**All continuing education and defined clinical experience requirements must be met during the 3-year certification period in order to recertify as a CDN. The NNCC does not preapprove continuing education and the NNCC does not maintain a list of approved continuing education offerings.**

**No individual shall be excluded from the opportunity to participate in the NNCC certification program on the basis of race, ethnicity, national origin, religion, marital status, gender, sexual orientation, gender identity, age or disability.**

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**CDN International Eligibility Criteria**

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1. Certificant must hold a current, full, and unrestricted license as a first-level general nurse in the country in which the general nursing education was completed.
2. Certificant must have at least 1500 hours of experience within the previous three (3) years as a first level general nurse practicing in the specialty of nephrology nursing and caring for patients who require or may require dialysis, or educating/supervising staff who care for patients who require or may require dialysis.
3. Certificant must have acquired forty-five (45) contact hours of nursing continuing education a minimum of 15 specific to nephrology in the previous three (3) years.

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**CDN Contact Hour Certificates**

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Contact hour certificates must include the following information to be acceptable for recertification:

- Name of attendee
- Date of program
- Name of program
- Number of contact hours awarded
- Accreditation statement (see *Continuing Education approved accrediting bodies* on page 4)

**Only submit programs where contact hour certificates have been provided and contact hours have been awarded during your 3-year certification period.**

**It is not necessary to include copies of contact hour certificates with the recertification application, unless you have been notified that you have been selected for a random audit. Keep all certificates for your records and in case any one is requested upon review of your application.**



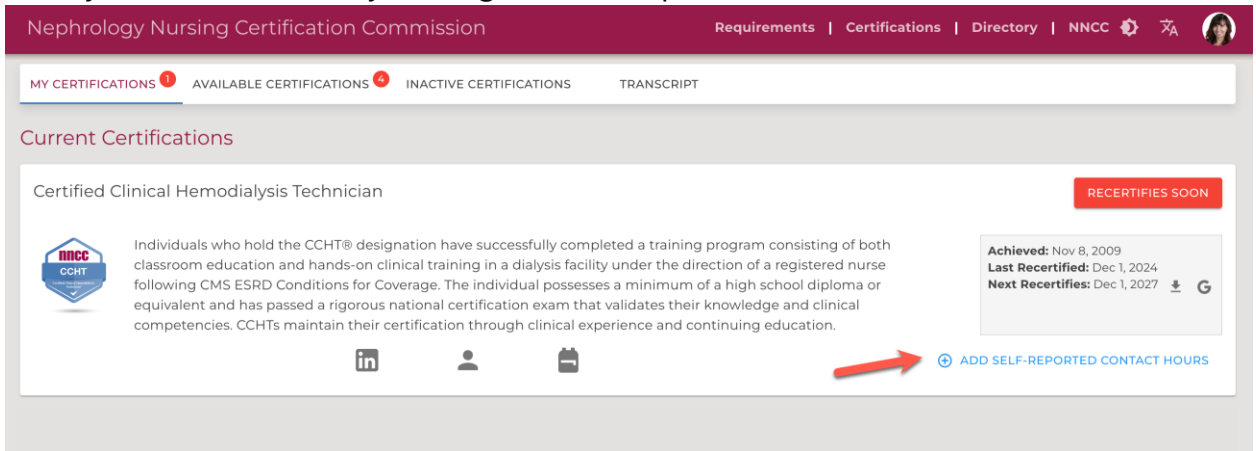
# CDN Recertification Application Instructions

## Maintaining Your NNCC Certification

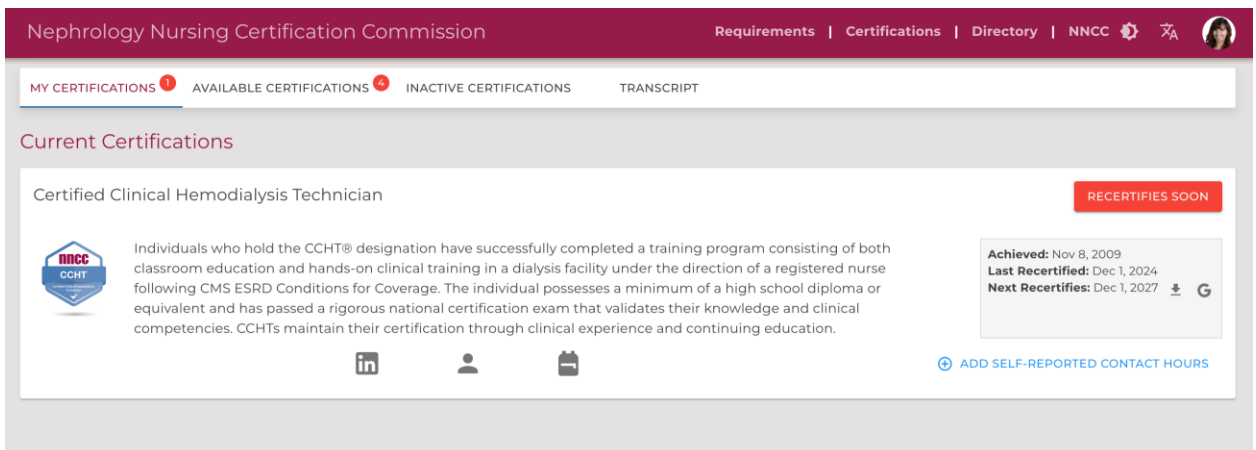
1. You already have an account set up for you in NNCC’s certification platform, powered by Cloud Generation.
2. Log into <https://nncc.hub.cloudgeneration.com/Achievements> using the same credentials you use to log into the NNCC website.

## Tracking your continuing education contact hours (Screenshots shown below use the CCHT credential as an example)

3. Throughout your recertification period, enter any contact hours as you earn them. The system will help you keep track of how many you’ve earned, what you still need, and when you need them by.
4. Enter your contact hours by clicking “Add self-reported contact hours”:



5.



6. You will be presented with a form to complete.


**Add Self-Reported Contact Hours**



Type of Learning Experience\*

Name for the Learning Experience\*  
e.g., Name of the course, event, webinar, etc.


Link to the Description of the Learning Experience  
please enter the full web link to the description of the learning experience

Company/Organization Issuing the Contact Hours

Completed On\* 



Contact Hours Earned  
0 [Contact Hours](#)  

Grade/Score

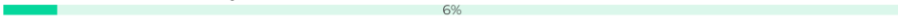

Attach Proof (if applicable)  
 **UPLOAD**


[CANCEL](#) [SAVE](#)



7. After entering your contact hour information, your submission will be reviewed by an NNCC administrator. If any changes or additional information are needed, you will be notified via email.
8. To track your continuing education progress, refer to the progress bar found on your certification dashboard:




MY CERTIFICATIONS  AVAILABLE CERTIFICATIONS  INACTIVE CERTIFICATIONS TRANSCRIPT

**Current Certifications**

Certified Clinical Hemodialysis Technician   [RECERTIFIES SOON](#)

 Individuals who hold the CCHT® designation have successfully completed a training program consisting of both classroom education and hands-on clinical training in a dialysis facility under the direction of a registered nurse following CMS ESRD Conditions for Coverage. The individual possesses a minimum of a high school diploma or equivalent and has passed a rigorous national certification exam that validates their knowledge and clinical competencies. CCHTs maintain their certification through clinical experience and continuing education.

Achieved: Oct 10, 2009  
Last Recertified: Nov 1, 2021  
Next Recertifies: Nov 1, 2024  

[PROGRESS](#)    [ADD SELF-REPORTED CONTACT HOURS](#)

9. Click on the “status” button (e.g. “Current,” “Recertifies Soon”) button for a full accounting of your hours during this renewal period.

## Progress toward renewing your Certified Clinical Hemodialysis Technician

| Type of Credit   | Issued In                  | Min   | Max  | Earned | Earned Contact Hours |
|--|----------------------------|-------|------|--------|----------------------|
| Academic Credits (enter total number of quarterly credits earned)                                      | Quarterly credits (0.33:1) |       |      | 0.00   | <b>0.00</b>          |
| Academic Credits (enter total number of semester credits earned)                                       | Semester credits (0.2:1)   |       |      | 0.00   | <b>0.00</b>          |
| Continuing Nursing Education: Nephrology (must be accredited by ANCC, AACN, CCE, or any state BON)     | Contact Hours              | 10.00 |      | 1.00   | <b>1.00</b>          |
| Continuing Nursing Education: Non-Nephrology (must be accredited by ANCC, AACN, CCE, or any state BON) | Contact Hours              |       |      | 0.00   | <b>0.00</b>          |
| Independent Study  | Contact Hours              |       |      | 0.00   | <b>0.00</b>          |
| Precepting   | Hours                      |       | 8.00 | 0.00   | <b>0.00</b>          |
| Requirements   | Contact Hours              |       |      | 0.00   | <b>0.00</b>          |
|  |                            |       |      |        | <b>2.00 / 30.00</b>  |

CLOSE

## Applying for recertification

10. Six (6) months before your certification is set to expire, you will receive an email notification.

11. After receiving this notification, log in [ncc.hub.cloudgeneration.com](http://ncc.hub.cloudgeneration.com) and select “Requirements” from the top navigation.

12. Click “View” on the work verification form to download it. Have your supervisor complete and sign it, then return to the site and upload the form by clicking the

“Complete” button.

MY REQUIREMENTS 3 AVAILABLE REQUIREMENTS COMPLETED REQUIREMENTS TRANS

### My Requirements

#### CCHT Employer Verification (Recertification)

The certificant must be a current Certified Clinical Hemodialysis Technician (CCHT). The certificant must have at least 3,000 hours of work experience as a dialysis technician during within the three (3) years of the current certification period. Unless recertifying by examination, the certificant must have acquired 30 contact hours of continuing education credit relevant to the dialysis technician scope of practice in caring for patients who require dialysis in the three (3) years of the current certification period. Any contact hours claimed must be in compliance with the requirements stated in Recertification Options. Please download a copy of the employer verification form and have your supervisor complete in its entirety. Once done, click the 'Complete' button and upload a copy of your form. This must be completed no more than 6 months before your recertification date.

LEARN MORE

Due By: Mar 17, 2025

VIEW

- View
- View Full Screen
- Complete

13. Complete the recertification application by clicking the “Begin” button and filling out the short form.

### CCHT Recertification Application

BEGIN

14. If your certification qualifies for a member discount, you’ll see an option to complete a form with your membership information.

## Professional Membership (ANNA, ASN, NOVA or NFK) (Recertifications)



If you are a current member of one or more of the following organizations, please upload a copy of your membership card.

American Nephrology Nurses Association (ANNA)  
American Society of Nephrology (ASN)  
Nurses Organization of Veterans Affairs (NOVA)  
National Kidney Foundation (NKF)

If you do not belong to one of these organizations, please select the appropriate answer on the attached form.

**Due By: Sep 18, 2027**

BEGIN

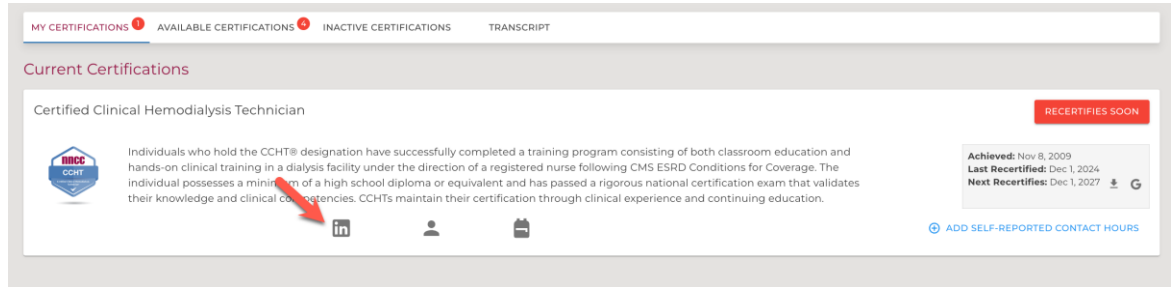


15. Within a few minutes of submitting the above requirements, you'll see options to pay your recertification fee.
16. Choose "Recertification by CE Fee" if you wish to maintain your certification through continuing education.
17. If you haven't submitted any continuing education yet, you'll also see an option for the "Recertification by Exam Fee." Choose this option if you wish to re-take the certification exam to maintain your credential, rather than submitting CEs.
18. If you are recertifying by continuing education, your CE submissions and forms will be reviewed by an NNCC admin. If there are any questions, they will reach out for clarification or additional documentation.
19. If you are recertifying by exam, your forms will be reviewed by an NNCC admin. Once approved, an option to register for the exam will be added to your record and you will be notified via email.
20. Once you have completed these steps and met your continuing education requirement or passed your exam, you will receive a congratulatory email to confirm your successful recertification.

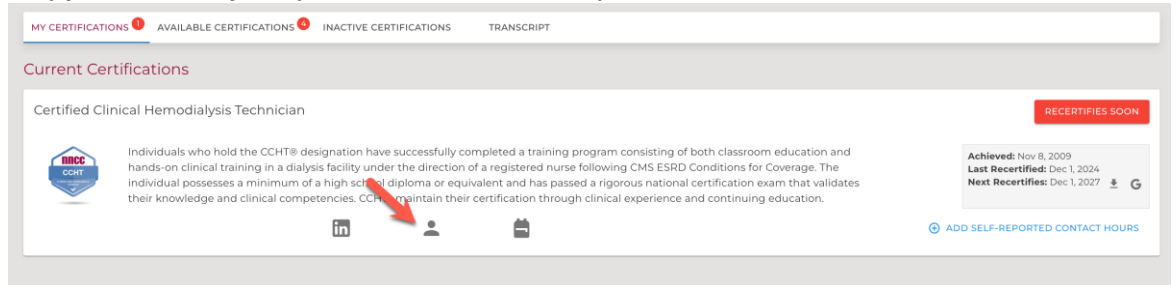
### **Accessing your credential(s):**

21. Return to the certification portal to:

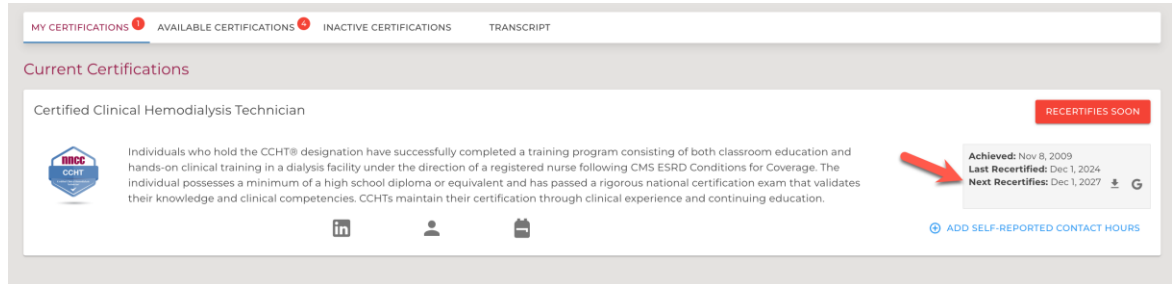
a. Add your certification to your LinkedIn profile:



b. Copy and share your personal certification profile link:



c. Download your new recertification date to your calendar:



22. Your credential will also be available in the NNCC directory, found by going to:

<https://go.nncc-exam.org/s/certified-directory>.