

Certified Nephrology Nurse–Nurse Practitioner

# Recertification Information Booklet





# Recertification Application Booklet

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***Certified Nephrology Nurse - Nurse Practitioner (CNN-NP) Recertification***

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**Introduction**

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To qualify for recertification, a Certified Nephrology Nurse- Nurse Practitioner (CNN-NP) 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 last day of the month in which the certificant's certification expires.

Certification is effective for five (5) years from the first day of the month in which the certificant passed the examination. Certification must be renewed every five (5) years. The CNN-NP 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 to recertify as a CNN-NP, 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 17 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 e-mail 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 21 of this booklet) and submit a letter describing the reason. If approved, inactive status will be granted for one five (5) year period. During this time, the CNN-NP credential may not be used. In order to recertify after the five (5) 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 five 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 25 of this booklet) and submit a one-time fee. If approved, the certificant may use the emeritus credential at nephrology 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 date of receipt with an additional expedited fee included.

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

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
- The American Association of Critical-Care Nurses (AACN)
- The Council of Continuing Education
- The American Association of Nurse Practitioners
- All State Boards of Nursing\*
- Organizations accredited by the Accreditation Council for Continuing Medical Education (ACCME)

**\* 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***

**\*150 hours of continuing education from approved providers during the 5 year certification period must meet the following criteria:**

**A minimum of 100 hrs must be CME/CNE credits, a minimum of 50 contact hours must be specific to nephrology.**

- **Nephrology programs/presentations**
  - These programs must be specific to nephrology 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.
- **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.

**The additional 50 hours in nephrology may be obtained from any of the following:**

- **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**

Certificants enrolled in a health/science degree programs may apply all course credits toward the contact hour requirement upon successful completion of the course. Five (5) contact hours will be assigned for one (1) semester credit. Three (3) contact hours will be assigned for one (1) quarter credit.

- **Precepting**

Five (5) contact hours will be assigned for every forty (40) hours as an official preceptor in nephrology for nurse practitioners.

It is acceptable to obtain the entire 150 hours from nephrology programs/presentations and independent study.

**\*Effective 4/1/2023 – 75 hours of continuing education from approved providers during the prior 5 year certification period must meet the following requirements:**

**A minimum of 50 hrs must be CME/CNE credits, a minimum of 25 contact hours must be specific to nephrology.**

**The additional 25 hours in nephrology maybe obtained from any of the following:**

- Professional publications
- Academic credits
- Precepting

(see above descriptions for details)

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

**If using academic credit, please be prepared to provide an official transcript.**

**If acting as an official preceptor, please be prepared to submit documentation from the educational institution and program.**

**For multimedia development please retain documentation of the program.**

### ***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 decision 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





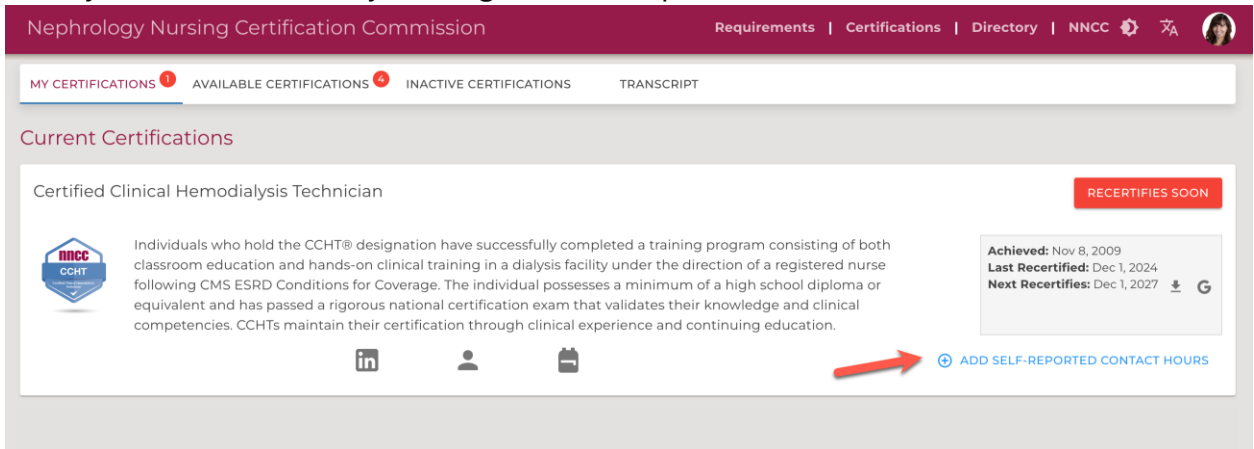
## CNN-NP Application Instructions

### Maintaining Your NNCC Certification

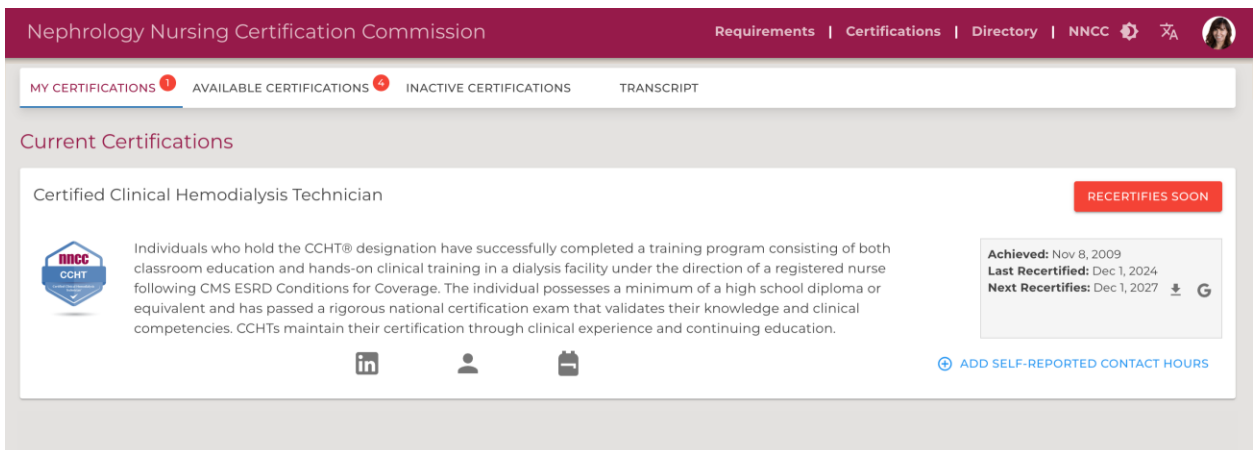
1. You already have an account set up for you in NNCC’s certification platform, powered by Cloud Generation.
2. Log into <https://nncc.hub.cloudgeneration.com/Achievements> using the same credentials you use to log into the NNCC website.

### 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

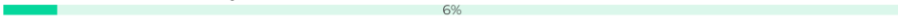
Attach Proof (if applicable)  
 **UPLOAD**


[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

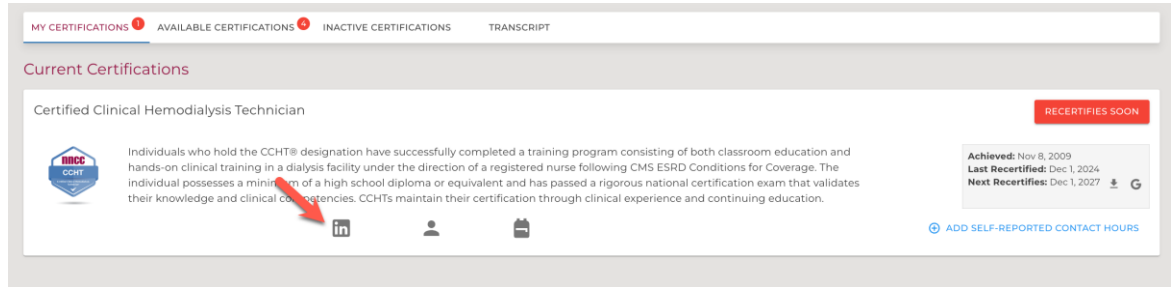


15. Within a few minutes of submitting the above requirements, you'll see options to pay your recertification fee.
16. Choose "Recertification by CE Fee" if you wish to maintain your certification through continuing education.
17. If you haven't submitted any continuing education yet, you'll also see 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.

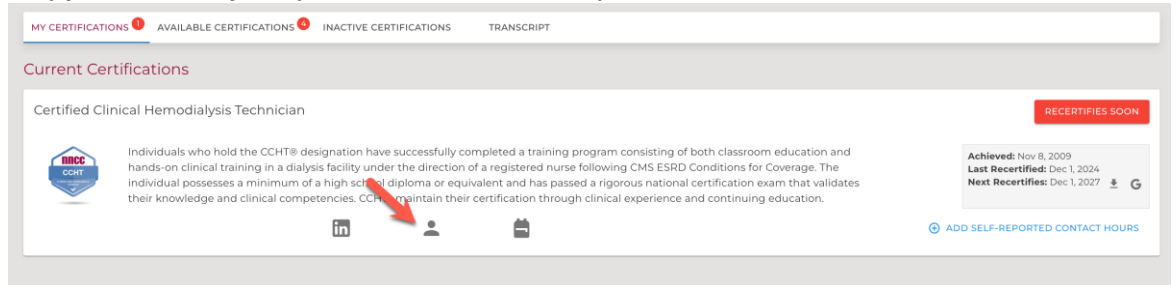
### **Accessing your credential(s):**

21. Return to the certification portal to:

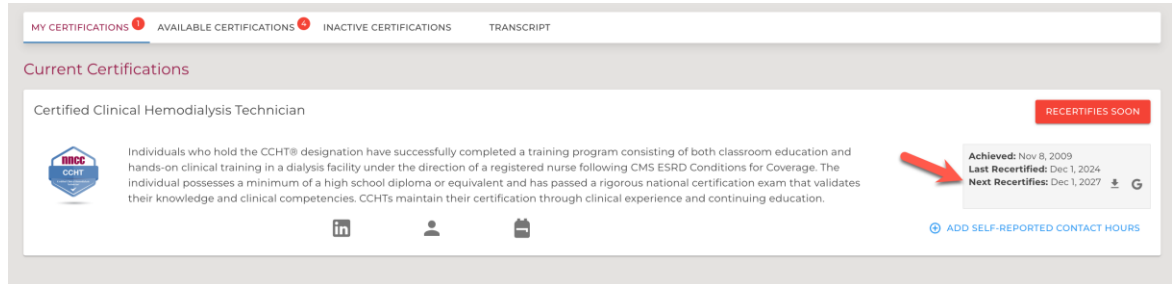
a. Add your certification to your LinkedIn profile:



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>.