Instructions for DCNP Recertification by Continuing Education

This handbook contains the instructions and forms necessary for you to apply for DCNP recertification. Please review all materials 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.

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

Recertification Procedure
Each certification granted by the Dermatology Nurse 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 US, Canada, or a country approved by CNET; 2) Hold a current NP license or state recognition of NP status (if outside the US, approved license by local state, province or country); 3) Have a minimum of three years experience as a nurse practitioner in dermatology; 4) Maintain national certification as a nurse practitioner. Recertification candidates must also pay recertification fees, and must meet one of the following criteria:

1. Successful completion of the certification examination prior to the certification expiration, OR
2. Submission of 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 35 Journal Square, Suite 901, Jersey City, NJ 07306; phone 800.463.0786; email: garbin@cnetnurse.com.

Continuing Education Option
DCNP recertification by continuing education is obtained by accumulating 60 contact hours, with a minimum of 40 contact hours specifically related to dermatology nurse practitioner programs (CATEGORY A) during the three-year DCNP certification period. Up to, but no more than, 20 CME’s (medical credits) may be used to fulfill the Category A 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 and do not have to be accumulated in all categories. DCNP’s are required to maintain verification of attendance, which will need to be submitted only if audited. Please do not send copies of program attendance certificates with the application except for CME course outlines (if used). 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. 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.
The following is a brief description of the continuing education activities approved for recertification by continuing education:

**CATEGORY A: Dermatology Nurse Practitioner Programs**

(minimum of 40 contact hours required per three-year period)
(maximum of 20 hours of dermatology CME’s may be used for Category A – please check the certificate issued to see you received contact hours, CEU’s or continuing medical education (CME) credits)

This group encompasses dermatology programs offering approved contact hours for continuing education credit for nurse practitioners. These programs must be specific to dermatology nurse practitioner practice and may include workshops, conventions, seminars, and independent study activities. They must be in dermatology and subject pertaining to patient care, treatment or procedures. The program must define each contact hour as 60 minutes of content presented.

**CATEGORY B: Academic Credit Courses**

This group encompasses programs that address the broad area of health care and nursing & nurse practitioner related courses offered by an accredited educational institution. The course must be applicable to dermatology nurse practitioner practice.

- Unpublished Master’s thesis equals 10 contact hours.
- Unpublished doctoral dissertation equals 15 contact hours.
- One semester unit credit equals 15 contact hours.
- One quarter unit equals 10 contact hours.

**CATEGORY C: Professional Publications * **

This group encompasses the publication of content relevant to the dermatology nurse practitioner. 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 5 contact hours, maximum of 20 per recertification period.

Editors, assistant editors, and manuscript reviewers: 1 manuscript = 1 contact hour; 2 manuscripts = 3 contact hours; and 3 or more manuscripts = 5 contact hour maximum.

Research proposal submitted to a federal agency/foundation or industry =15 contact hours.

Research abstracts equals 2 contact hours, maximum of 6 per recertification period.

* A copy of the publication must be submitted as part of the application for recertification.

**CATEGORY D: Dermatology Presentations**

This group encompasses participation as a presenter of a dermatology program. The presentation may be delivered to professional nurses, other health care professionals, or lay people. Contact hours will only be awarded for the initial presentation of any program. A 60-minute presentation will equal 1 contact hour, maximum of 5 per recertification period.

**CATEGORY E:**

Maximum of 20 hours per recertification period

**General Nursing and Other Health Care Discipline Programs**

This group encompasses programs that address a broad area of health care, general 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.
Failure to meet Requirements
Should a candidate fail to meet the minimum requirements for recertification, the written examination must be taken. A passing score must be attained to be recertified. If the candidate does not attain a passing score, the certification process must start anew with fee schedules as stated in the certification policy. Candidates not accomplishing recertification at the end of the certification three-year period will have the designation “DCNP” dropped from all records. Continued use of DCNP is inappropriate and at variance with Board policies on recertification.

Application Process
Certification renewal 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 of the current valid certificate. 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 certificate. It is the applicant’s professional responsibility to maintain certification by monitoring 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.
3. Failure to meet continuing education criteria of 60 contact hours.
4. Lapse of professional NP license, suspension, or probation of current NP license.
5. Failure to apply by deadline or the grace period.

Recertification Application Fee
Certification renewal application fee for a DNA member is $175.00. For non-members the fee is $250.00. 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 one month after the deadline with a $25.00 late fee.

Notice of Recertification
Candidates who submit the continuing education recertification application and meet all of the requirements will receive a new certificate within 90 days of receipt of application or expiration date (if submitted late). Applicants for renewal by continuing education who are denied renewal will be sent a letter of notification. The applicant will be informed of the option of the appeals process.

Candidates who sit for the exam will be notified upon receipt of their scores.

Certificate
A wall-size certificate will be sent approximately ninety days from the expiration date of the current certificate or after recertification package is received.

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 on other mailing lists of the association will not affect 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: dbright@ahint.com or by writing DNCB, 1120 Route 73, Suite 200, Mount Laurel, NJ 08054.
DCNP RECERTIFICATION APPLICATION

NEW: The DNCB is now accepting credit cards as payment for recertification. To pay with a credit card, please indicate below. When your application is received, you will receive an invoice via email with a secure link to pay the fee. To pay with a check, please enclose it and mail with your application. Your processed check is confirmation of the receipt of your application.

Pay by credit card: _____

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Please print or type

Name: ____________________________________________
Name as you would like it to appear on certificate: ____________________________________________
Address: ________________________________________________________________________________
_______________________________________________________________________________________
City: ____________________________ State: ______ Zip ______________
Daytime Phone: ____________________ Email: ______________________
Work Phone: ____________________ Fax: ____________________ Date of Last Cert: ______________
NP 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: ____________________________
Organization: ____________________________
Address: _________________________________________________________________________
____________________________________________________________________________________
City: ____________________________ State: ______________ Zip: ______________
Statement of Eligibility
I meet the following eligibility requirements for recertification by continuing education:

1. current NP license
2. current DCNP 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:

☐ $175.00 DNA Member
☐ $250.00 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 until January 31.)

Return completed application pages with appropriate fee to:
DNCB, 1120 Route 73, Suite 200, Mount Laurel, NJ 08054

NOTE: PLEASE MAKE CHECKS PAYABLE TO DNCB – NOT DNA
Thank you!
**DCNP Recertification Application**

**CATEGORY A: DERMATOLOGY NURSE PRACTITIONER PROGRAMS**

Please type or print clearly using black ink.
Photocopy this form if additional space is needed. Please retain a copy for your files.

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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

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