



DERMATOLOGY NURSING CERTIFICATION BOARD

## Instructions for DNC Recertification

This handbook contains the instructions and forms necessary for you to apply for DNC 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 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 DNC 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 CNET 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 35 Journal Square, Suite 901, Jersey City, NJ 07306; phone 800.463.0786; email: [garbin@cnetnurse.com](mailto:garbin@cnetnurse.com).

### ***Continuing Education Option***

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 (**CATEGORY A**) during the three-year DNC certification period. 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.

DNC'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.** 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. Any combination of the following activities is acceptable.

### **CATEGORY A Dermatology Nursing Programs**

(minimum of 30 contact hours required during three-year period)

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 5 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. A 60-minute presentation will equal 1 contact hour, maximum of 5 per recertification period. 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**

Maximum of 15 hours per recertification period

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.

### **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 for it to count towards recertification contract hours. A copy of this verification must be submitted as documentation for participation.

### ***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 "DNC" dropped from all records. Continued use of DNC is inappropriate and at variance with Board policies on recertification.

### ***Application Process***

Recertification notices will be sent to all applicants approximately 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 grace period.

### ***Recertification Application Fee***

Certification renewal application fee for a DNA **member** is \$135.00. For **non-members** the fee is \$210.00. The application fee must accompany the completed application unless paying by credit card. 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 candidates 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 910-246-2356, fax: 910-246-2361, E-mail: lmarkham@dnanurse.org or by writing DNCB, 435 N. Bennett Street, Southern Pines, NC 28387.*

**DNC RECERTIFICATION APPLICATION**

To pay with a check, please enclose it and mail with your application. Your processed check is confirmation of the receipt of your application. No other communication will be sent unless there is a problem with your application. Your new certificate will be sent within 90 days of receipt of your payment.

Office use:

Payment link sent: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Check # \_\_\_\_\_ Amt: \_\_\_\_\_ Date: \_\_\_\_\_

**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: \_\_\_\_\_

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: \_\_\_\_\_

Organization: \_\_\_\_\_

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 or indicate payment by credit card:**

\$135.00 DNA Member

\$210.00 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 one month after the deadline.)

***Return completed application pages with appropriate fee to:  
DNCB, 435 N. Bennett Street, Southern Pines, NC 28387***

***Email to [Imarkham@dnanurse.org](mailto:Imarkham@dnanurse.org)***

***Fax to 910-246-2361***

**NOTE: PLEASE MAKE CHECKS PAYABLE TO DNCB  
Thank you!**



DERMATOLOGY NURSING CERTIFICATION BOARD

# DNC Recertification Application

## 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.

Program Title	Date	Program Sponsor	Accrediting Body or Approval Board	Location	# of Hours

Name:

Subtotal this page:



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**CATEGORIES B, C, D, E, F**

Please type or print clearly using black ink.

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

Category	Program Title	Date	Program Sponsor	Accrediting Body or Approval Board	Location	# of Hours

Name:

Subtotal this page:

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: