



## 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 DNPCB. Any DCNP whose certification has expired may no longer use the credentials DCNP denoting certification.

### Recertification Procedure

Each certification granted by the Dermatology Nurse Practitioner Certification Board (DNPCB) 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' recent 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](mailto:garbin@cnetnurse.com).

### Continuing Education Option (CATEGORY A)

DCNP recertification by continuing education is obtained by accumulating 60 credits (Contact Hours or CME), with a minimum of 30 contact hours specifically related to dermatology nurse practitioner programs during the three-year DCNP certification period. Up to, but no more than 30 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).**

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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 DNPCB 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**

- DCNP Recertification by continuing education is obtained by accumulating a MINIMUM of 60 Credit hours (CME or Contact Hours) per three (3) year period
- The 60 credits may be obtained as Continuing Medical Education (CME) or as Contact Hours (CEU) however, only a maximum of 30 CME credits will be accepted
- All CME and Contact Hours (CEU credits) must be in Dermatology
- CME subject content must include topics pertaining to dermatology patient care, treatments or procedures. Please check the certificate issued to determine if the credits are CME or Contact hours
- Contact Hours (CEU) Credits may be accumulated through any or all the categories of continuing education activities described below, provided the content is dermatology nursing
- DCNP's are required to maintain verification of attendance which will need to be submitted if audited. Please DO NOT send copies of program attendance certificates with your application.

This group encompasses dermatology programs offering approved contact hours for continuing education credit for nurse practitioners. A Minimum of 60 Credit hours (CME or Contact Hours) are required in Dermatology over a three (3) year period. 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.

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### **CATEGORY B: Academic Credit Courses**

This group encompasses programs that are applicable to dermatology nurse practitioner practice. The course must be offered by an accredited educational institution.

- Unpublished doctoral dissertation = 15 contact hours.
- One semester unit credit = 15 contact hours.
- One quarter unit = 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. **\*A copy of the publication must be submitted as part of the application for Re-Certification**

- Authorship or co-authorship of a book =15 contact hours.
- A book chapter, article, or research paper =5 contact hours, maximum of 20 per recertification period.
- Editors, assistant editors, and manuscript reviewers: 1 manuscript = 1contact 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 = 2 contact hours, maximum of 6 per recertification period.

### **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 = 1 contact hour, maximum of 5 per recertification period.

#### **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.

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### **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.
2. Misrepresentation.
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 is \$300.00 for DNA / NON-DNA Member. 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 \$25 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 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 DNPCB 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 Nurse Practitioner Certification Board at 888-501-3853, E-mail: [mlabarbera@dri.org](mailto:mlabarbera@dri.org)

or by writing

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## DCNP RECERTIFICATION APPLICATION

### Please 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: \_\_\_\_\_

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## DCNP Recertification Application

### CATEGORY A: DERMATOLOGY NURSE PRACTITIONER PROGRAMS

**PLEASE TYPE**

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   Type of Credit CME   Contact Hour	
Example: Pediatric Dermatitis	10/5/19	Maui Derm	AANP	Asheville	2 hours	Contact

Name:

Subtotal this page:

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## DCNP Recertification Application

CATEGORIES B, C, D

**PLEASE TYPE**

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	# Hours   Type of Credit CME   Contact Hour	
Example: C	Skin Cancer	6/3/19	PDA Annual Meeting	AANC	NY City	2 Hours	CME

Name:

Subtotal this page:

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PLEASE TYPE

Category	Program Title	Date	Program Sponsor	Accrediting Body or Approval Board	Location	# Hours   Type of Credit CME   Contact Hour	
Example: D	Skin Cancer	6/3/19	PDA Annual Meeting	AANC	NY City	2 Hours	Contact

Name:

Subtotal this Page:

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Category	Program Title	Date	Program Sponsor	Accrediting Body or Approval Board	Location	# Hours   Type of Credit CME   Contact Hour	

Name:

Subtotal this page:

- 1 quarter credit = 10 contact hours
- 1 semester credit = 15 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
- 1 education presentation = 3 contact hours

**For Office Use Only**

Date Reviewed: \_\_\_\_\_

Total Approved Contact Hours: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved By \_\_\_\_\_

Print Name/Signature

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