



Instructions for 2022 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.

DCNP Recertification Requirements (For renewal through continuing education)

Each certification granted by the Dermatology Nurse Certification Board (DNPCB) is valid for a three-year period. All certificants are subject to audit to ensure that the majority of their practice is focused in dermatology. Fifty percent of current work must be in dermatology. 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 C-NET; 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: info@cnetnurse.com.

Continuing Education Option

If the continuing education option is selected, the candidate must submit the recertification application and fee by **October 31** of the three-year period.

DCNP recertification by continuing education is obtained by accumulating 60 continuing education credits in dermatology during the three-year DCNP certification period. Contact hours do not have to be accumulated in all categories.

New Process (as of 8-8-21)

- 1: Complete your hours in CE Broker (www.cebroker.com)
- 2: Complete this application and email to ktiffany@dnpcb.org.



DCNPs are required to maintain verification of attendance, which will need to be submitted if audited. Any combination of the following activities is acceptable.

Category A: Dermatology Continuing Education Credits

(A minimum of 60 continuing education credits in dermatology is required per three-year period.)

- All 60 continuing education credits must be in dermatology.
- A maximum of 30 CME credits specific to dermatology can be used and 30 or more Contact Hours specific to dermatology nurse practitioner practice can be used to total the 60 credits.
- The program must define each contact hour as 60 minutes of content presented.
- Programs must be specific to dermatology nurse practitioner practice and may include workshops, conventions, seminars, and independent study activities.
- CME course outline must be included with application.
- DCNPs are required to maintain verification of attendance, which will need to be submitted only if audited.

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: Certification Test Review and Item-Writing Session

A DCNP 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. (Maximum 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 in order for it to count towards recertification contact 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 "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 **October 31** for the certification period ending December 31. Late applications will be processed in order of receipt and subject to a late fee; 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.

Notice of Recertification

Candidates who submit the continuing education recertification application and meet all the requirements will receive notification of their recertification within two weeks of the expiration date of their current certification. 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 by C-Net upon receipt of their scores. Candidates who meet all the requirements will receive notification of their recertification within two weeks of the expiration date of their current certification.

Document Retention

Certification applicants are required to keep their recertification documents for six years.

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 3-year period since certification/recertification. The DNPCB and the DNA are separate organizations. Change of name/address will need to be submitted with each organization if applicable.

Re-Examination

- A candidate who does not pass the examination has one (1) year to re-take the examination at a reduced fee.
- A candidate who does not pass the second examination is considered failed.
- Any repeat examination will require completion of a new application and payment of full examination fee.

Questions regarding the recertification process should be referred to the Dermatology Nurse Practitioner Certification Board at (888) 501-3853, or email ktiffany@dnpcb.org.



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 emailed to my employer.

Name: _____ Title or Position: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

