

Helpful Tips & Reminders



Certification Application

- **Application** is to be completed and mailed **ONLY** by the Applicant.
- Supervisors, Managers are to complete **ONLY** the Employment Verification section.
- **If your name has changed** (once or more) since high school, you must indicate your previous name on the application and provide official court documents linking your high school name to your current name as proof of name change(s).
- Include a copy of your **high school diploma** OR official transcripts with school seal/stamp.
- Include **2 signed letters of reference**: #1 from your immediate supervisor; #2 from a professional in nephrology.
- **Applications and fees are to be received 45 days before the exam.** If the envelope is postmarked after the deadline, it will NOT be accepted.
- Applications submitted **incomplete** (items left blank and/or documentation missing) are assessed a \$30 Incomplete Fee. A \$50 **Insufficient Funds Fee** is assessed for any checks returned for Insufficient Funds or credit cards rejected by the financial institution.
- **Faxed or photocopied applications will NOT be accepted.**

Questions on Your Application, or Exam Score

Due to confidentiality, BONENT Board Policy states that the BONENT Executive Office:

- Can **ONLY** speak to exam applicants.
- May **NOT** discuss any aspect of an individual's application or score with Managers, Supervisors, Educators, Co-Workers, or Family Members.
- Cannot give exam results via telephone or fax. Exam results are mailed 3 to 4 weeks after the exam.

Refunds & Exam Transfers/Withdrawals

To WITHDRAW from a scheduled exam:

Request must be received in writing, postmarked 20 days prior to the exam date. Faxed requests noting the exam date and location are accepted at the BONENT Executive Office and must be signed and include the candidate's Social Security Number. Email requests are not accepted. A refund will be processed less a \$65 processing fee.

To TRANSFER from a scheduled exam to another exam date or location:

Request must be received in writing, postmarked 20 days prior to the exam date. Faxed requests noting the original and requested exam dates and locations are accepted at the BONENT Executive Office and must be signed and include the candidate's Social Security Number. Email requests are not accepted. A \$65 transfer fee must accompany your request.

Death of an Immediate Family Member, Unexpected Natural Disaster or Hospitalization:

If a candidate cannot sit for an exam due to any of the above reasons, documentation of the event must accompany the written transfer request. Above transfer rules apply.

Recertification

- To maintain BONENT certification, there is a \$55 *annual* Certification fee, or 4 years in advance (\$200).
- Recertification is required every 4 years. There is **NO** extra fee for the Re-Certification evaluation process and wallet card in the fourth year, but the annual Certification fee is still applicable.

For more information, Visit www.BONENT.org

Board of Nephrology Examiners Nursing & Technology

1901 Pennsylvania Avenue NW, Suite 607, Washington, DC 20006
Phone: (202) 462-1252; Fax: (202) 463-1257; Web: www.BONENT.org