



RECERTIFICATION BOOKLET

Contact Hours Tracking & Application

IMPORTANT - READ THIS SECTION - IMPORTANT

This booklet will explain the BONENT recertification process. Keep this booklet to track your courses and contact hours. You do not have to submit this booklet unless you are audited, or your certification has expired.

To Recertify: You will need to cut out and complete the Recertification Application on page 7 of this booklet and mail it to the BONENT Executive Office. **Do not mail the entire booklet unless you are audited, or if your certification has expired.**

Expired Certification or Audit: You will have to submit this completed booklet along with copies of certificates and other required documentation reflecting contact hours to the BONENT Executive Office. Faxed or photocopied recertification booklets will NOT be accepted. The information submitted will be reviewed to determine if it is properly documented and whether it meets BONENT recertification criteria. When this process is satisfactorily completed, certification for an additional four years will be awarded and a wallet card will be issued to you.

FEES:

Current: There is no fee to recertify. However, we cannot process your recertification application until you pay your annual fee for the next 12 months.

Lapsed Certification (within 12 months of your certification expiration date):

- \$100 Lapsed Certification Fee + outstanding Annual Certification Fees.

Expired Certification (from 1 to 8 years of your certification expiration date):

- \$200 Expired Certification Fee.

NOTE: A \$50 Incomplete Recertification Fee is assessed to individuals who do not submit completed documentation.

Don't wait until the Last Minute!

3-4 Weeks Required to Process Your Application
(from the date we receive it)

Summary of Documentation for Recertification

Total Contact Hours Submitted (Please List Details Inside)

GROUP A TOTAL (Nephrology) _____ GROUP B TOTAL (General Health) _____

SIGNATURE _____ DATE _____

RECERTIFICATION DUE DATE _____ CURRENT JOB POSITION _____

NAME _____

BONENT ID# _____ BUSINESS PHONE _____

PHONE _____ YEARS EMPLOYED AT CURRENT JOB _____

E-MAIL _____ THRU _____

Home ADDRESS _____ CURRENT FACILITY NAME AND ADDRESS _____

CHECK IF NEW ADDRESS

RECERTIFICATION BOOKLET

Recertification Options

Initial certification is the result of having successfully passed the BONENT certification examination and is valid for four years from the date the candidate originally passed the examination. In order to continue certification beyond the initial four-year period, one of the following three options must be followed:

1 Accumulation of 40 Contact Hours
Recertification for the BONENT-certified candidate using this option means that at least forty (40) contact hours during the four year certification process must be obtained. To successfully recertify, you must:

- Obtain a minimum of thirty (30) contact hours in Group A
- Obtain the balance of ten (10) contact hours from among any combination of Groups A or B

OR

2 Re-examination
This option should be accomplished during the fourth year of BONENT certification. A schedule of examination dates and sites is available on our website www.BONENT.org. The examination fee must be paid at the time the individual registers for the examination. Taking the exam does not exempt you from paying the annual fee. If you pass the exam, you will receive a new BONENT wallet card in the mail.

OR

3 One-time Waiver
Use the one-time waiver which allows you to automatically recertify without having to accumulate 40 contact hours. This option can only be used once in a lifetime.

Documentation of Contact Hour Credits

All credits submitted for consideration as contact hour credit towards BONENT recertification must be listed in the BONENT “Contact Hours for Recertification” booklet. Audited or expired recertification candidates must provide a certificate, an official transcript, or other documentation indicating successful completion of each course. Transcripts and certificates must include the following information:

- Name of individual taking the course
- Title of the course
- Date the course was taken
- Number of contact hours awarded for credit
- Name of the accredited provider or approver of the program

BONENT has final contact hour approval authority.

Formula for Calculating Contact Hours

One contact hour = sixty (60) minutes of classroom instruction

One semester credit = fifteen (15) contact hours
(an official transcript must be submitted to receive credit for these hours)

One quarter credit = ten (10) contact hours
(an official transcript must be submitted to receive credit for these hours)

Payment

Each BONENT member will be invoiced an annual certification fee. The fee may be paid by personal check or money order made payable to BONENT, or by credit card (MasterCard, VISA, American Express). BONENT certification fees are invoiced annually and must be paid prior to recertification processing. **There is no fee to recertify. However, we cannot process your certification application until you pay your annual fee for the next 12 months.**

Audit & Retaining Your Continuing Education Records

If audited, you will have to send this completed booklet along with copies of completion and other required documentation reflecting contact hours to the BONENT Executive Office.

Faxed recertification booklets will not be accepted.



BONENT

**Board of Nephrology Examiners
Nursing & Technology**
100 South Washington St.
Rockville, MD 20850

Phone: (202) 462-1252

Fax: (202) 463-1257

www.BONENT.org

If you are BONENT certified and you need to complete your recertification, you can submit contact hours from the programs in the list below in Group A.

International

Nephrology Educators Network

Web: www.nen.org.au

National

American Nephrology Nurses Association (ANNA)

East Hollywood Avenue.
P.O. Box 0056
Pitman, NJ 08071-0056

Phone: (888) 600-2662

Phone: (856) 256-2320

Fax: (856) 589-7463

Web: www.annanurse.org

Board of Nephrology Examiners Nursing and Technology

100 South Washington Street
Rockville, MD 20850

Phone: (202) 462-1252 ext 15

Fax: (202) 463-1257

Web: www.BONENT.org

National Kidney Foundation

Phone: 1-800-622-9010

Web: www.kidney.org

Texas

St. Bernadette of Lourdes Training Center

12224 Suite B Almeda Rd.
Houston, TX 77045

Phone: (713) 433-7252

Fax: (713) 433-2222

Web: www.sblchealth.com

Please Visit
www.Bonent.org
for the most updated list of
Approved CE Programs

Group B

General Health

General Health programs, CPR and Health-related college courses

This group includes or accepts continuing education programs designed for General Health Education.

- Credit for these programs will be given according to the number of contact hours or continuing education units awarded to each program, including journal articles.
- Journal articles submitted for credit must be published during the four-year recertification period.
- A copy of the certificate awarded, including the date of completion, must be submitted as documentation of completion.
- Accepted college courses include:
 - Biology
 - Science
 - Nursing
 - Psychology

Date	Program Title	Group/Organization	# Contact Hours
TOTAL CONTACT HOURS – GROUP B			

Sources of Continuing Education

1. Affiliated Organizations (Seminars & Online)

You may contact the organizations below for information on seminars, symposiums and conferences that can be listed under Group A.

The American Healthcare Institute
(866) 243-8301

American Heart Association
(800) 242-8721

American Heart Association
(312) 464-5000

American Nurses Association (ANA)
(800) 274-4262

Federal Drug Administration (FDA)
U.S. Department of Health & Human Services, Public Health Service Food and Drug Administration Center for Devices and Radiologic Health
Rockville, MD 20857

North American Transplant Coordinators Organization (NATCO)
(913) 492-3600
www.natco1.org

National Association of Nephrology Technologists (NANT)
(877) 607-6268
www.nant.biz/store
Online Programs:
<http://nant.sinclair.edu/index.asp>

National Kidney Foundation (NKF)
Council of Nephrology Nurses & Technicians (CNNT)
(800) 622-9010
(212) 889-2210

End State Renal Disease Networks:

1 Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island
(203) 387-9332

2 New York (212) 289-4525

3 New Jersey, Puerto Rico, Virgin Islands
(609) 490-0310

4 Pennsylvania, Delaware
(412) 325-2550

5 Virginia, West Virginia, District of Columbia, Maryland
(804) 794-3757

6 North Carolina, South Carolina, Georgia
(919) 855-0882

7 Florida (813) 383-1530

8 Mississippi, Alabama, Tennessee
(601) 936-9260

9 Illinois, Indiana, Kentucky, Ohio – (317) 257-8265

10 Minnesota, Michigan, North and South Dakota, Wisconsin
(651) 644-9877

11 Missouri, Iowa, Kansas, Nebraska
(816) 221-0477

12 Oklahoma, Arkansas, Louisiana
(405) 942-6000

13 Texas (972) 503-3215

14 Colorado, Arizona, Nevada, New Mexico, Utah, Wyoming
(303) 831-8818

15 Washington, Alaska, Oregon, Montana
(206) 923-0714

16 Northern California, Hawaii, Guam, American Samoa, Saipan
(415) 472-8590

17 Southern California – (323) 962-2020

2. Publications

The following journals often list short courses, workshops, home study and more structured programs in education columns or calendars of events:

ANNA Journal/ANNA Update
(includes Nephrology Nursing Today – A Continuing Education Series)
(609) 589-2187

Contemporary Dialysis & Nephrology
(818) 704-5555

Dialysis & Transplantation
(818) 782-7278

National Association of Nephrology Technologists (NANT)
(877) 607-6268
www.nant.biz/store

Nephrology News & Issues
(602) 443-4635

Peritoneal Dialysis International
(416) 636-1349

Seminars in Dialysis
(800) 638-6423

Additional Publications Include:

- American Journal of Nursing
- MedaSystems
- Nursing Outlook
- Nursing Life
- RN Magazine

Please cut along this line, complete and mail to BONENT



Board of Nephrology Examiners Nursing & Technology

100 South Washington St., Rockville, MD 20850

Phone (202) 462-1252; Fax (240) 778-6113

Recertification Application

This Application must be completed to fulfill requirements for recertification. It must be postmarked no later than the last day of the final year of your 4-year recertification period. There is no fee to recertify. However, we cannot process your certification application until you pay your annual fee for the next 12 months. If your certification has expired, you must submit the entire Recertification Booklet.

Note: A \$50 incomplete fee will be assessed to all incomplete forms.

Please print in ink.

Name _____ Date of Birth _____
Last First Mo. Day Yr.

BONENT ID# _____ Certification Expiration Date _____

Address _____

City State Zip Check if new address

Email _____ SS# [Last 4 digits] _____

Phone (H) _____ (W) _____ Cell _____

Have you met all requirements for Recertification? (You MUST check one below):

- YES** I have completed 40 Contact Hours with 30 in Group A and listed them in the "Contact Hours for Recertification" booklet. (Your paperwork may be randomly selected for audit by BONENT. See below)
- NO (a)** I wish to recertify by taking the BONENT exam (Exam Application must be attached with this form)
- (b)** I wish to use my one time waiver (once in a lifetime)

Audit & Retaining Your Continuing Education Records

Recertification applicants must keep continuing education documents for two years. If selected by BONENT for audit, the recertification applicant must submit proof of having met continuing education requirements (a completed Contact Hours for Recertification folder with certificates). If the recertification applicant is unable to submit the required information, the unverified contact hours will automatically be dismissed. If the recertification applicant fails to respond to an audit, the BONENT Board may consider this as grounds for disciplinary action.

I certify that all information contained in my Application for Recertification by the Certification Board of Nephrology Examiners and Nursing & Technology (BONENT) is true and accurate to the best of my knowledge. I authorize BONENT, its officers, directors, committee members, employees, and agents ("BONENT's designated parties") to review my application and other materials related to my recertification and to determine whether I have met BONENT's standards for recertification.

By signing the Authorization, I acknowledge that I have read and understand BONENT's rules and standards. I understand and agree to the revocation or any other limitation of my certification if any statements made on this application, other material related to recertification, or hereafter supplied to BONENT are false or inaccurate or if I violate any of the rules or standards of BONENT.

I agree to cooperate promptly and fully in any review of my certification by BONENT, including submitting such documents and information in this application and other materials related to recertification. I authorize BONENT and BONENT's designated parties to communicate my certification status to any individual, employer, or organization that requests this information. I further authorize and consent for the purpose of statistical analysis, provided I am not personally identified in information released.

I agree to indemnify and hold harmless BONENT and BONENT's designated parties for any action taken pursuant to the rules and standards of BONENT with regard to my certification and this Application for Recertification.

I understand and agree that if I am granted BONENT's recertification, it will be my responsibility to remain in compliance with all of BONENT's recertification standards including the BONENT code of Professional Practice. I understand it is my responsibility to maintain valid certification status by either performing satisfactorily in each of the major content areas of the examination during the fourth year of certification or demonstrating my successful accrual of at least 40 contact hours of continuing education credits.

By signing, I acknowledge that I have read and understand this information and agree to abide by these terms. I declare under penalty of perjury under laws of my state that the foregoing is true and correct.

Signature _____ Date _____

Please mail to: BONENT, 100 South Washington St., Rockville, MD 20850
Send Original, Signed Application Only (NO Photocopies • NO Faxes)



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