



## National Board for Certification of School Nurses

---

Have you started your recertification process yet? No? Did you know that you can add your CE credits to your recertification application as you get them instead of waiting until it is due?

There is no need to wait until the last minute to get your recertification application started. It is very easy to add your continuing education credits online as you receive them. **Log in to your account** on our [website](#). You already have an account even if you have just certified. The first thing that you should do after logging in is to **check your profile**. Make sure all the information there is correct. If anything needs to be changed, click on **Update Profile** on the left and make the necessary changes. It is imperative that we have your correct contact information to send you information important to your certification/recertification. If your contact information is incorrect and we can't contact you, your certification may lapse.

After checking your profile info, click on **Report CE Activities**. When you reach the CE Activity Portal, just click on **Add Activity Record**, then follow the prompts. When recertification time rolls around you will be so glad you have most or all your information already submitted. Make sure you keep your CE certificates in a safe place and organized either on your computer, on line, or in hard copy as you must submit them if you are audited. You should also provide documentation of more than 75 contact hours in case some are not acceptable. In the next recertification email blast, we will discuss what constitutes acceptable credits.

### **NBCSN-E the Emeritus Program**

**Are your recently retired, or soon to retired?** You might want to consider our [Emeritus Program](#) which allows you to maintain your credential NBCSN-E for one set fee for the rest of your life. You worked hard to obtain that credential, you should keep it after you retire.

### **What would you like to know?**

Is there any information you are looking for, any suggestions for us, or something we can help you with? Contact us at [certification@nbcns.org](mailto:certification@nbcns.org) and let us know. We will get back to you.

**National Board for Certification of School Nurses**  
[www.nbcns.org](http://www.nbcns.org) | [certification@nbcns.org](mailto:certification@nbcns.org) | 844.808.6276

National Board of Certification for School Nurses (NBCSN), 2170 South Parker Rd,  
Ste. 120, Denver, CO 80231

[SafeUnsubscribe™ {recipient's email}](#)

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by [certification@nbcns.org](mailto:certification@nbcns.org) in collaboration with



Try it free today