**Checklist for Audit of Recertification**

Please follow this checklist as you prepare for your recertification:

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| [ ]  |  | Copy of current RN License |
| [ ]  |  | Documentation of a minimum of 2,000 hours of clinical practice in the area of school nursing during the past five years, at least 750 of which must be in the prior three years. (A letter from a supervisor/school district on letterhead.) W2 or Check stub is *NOT* acceptable. |
| [ ]  |  | Copies of all course certificates, with information listed below on *each* certificate:* Your ***name***
* ***Number*** of credits per course
* ***Name*** and ***date*** of program (must be related to School Nursing)
* Name of ***credentialing******organization*** approving the program
* A ***syllabus*** or ***content outline*** for each course worth ***more than 20 credits***
* Appropriate documentation requirements for any ***academic*** ***course*** work
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| [ ]  |  | Documentation related to ***Miscellaneous Activities***, if applicable |
| [ ]  |  | Required recertification fees*.* |
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|  |  | **Go to** [**http://www.nbcsn.org/recertification**](http://www.nbcsn.org/recertification) **to get details about qualifying courses, miscellaneous professional activities, and associated fees.** **NBCSN *strongly* recommends you include MORE than the 75 credits required, should one or more of your courses/activities not meet the requirements you will not need to submit more documentation.** If you have not already done so, we welcome you to try out our new online system for keeping track of your certification and continuing education information. You can enter the system at any time to update your personal contact information and add CE information as you earn the hours. Log in with the email address you use for your account. You will be asked to change your password the first time you log in to the system.If you have not yet tried the system, or are having difficulty logging in, please email info@nbcsn.org or call 1-833-276-0986 to ask for assistance. |
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