

## How to Submit Your NCSN Recertification Online

1. Log in to your NCSN account. Click on “My NCSN.”

The screenshot shows the 'My NCSN' account dashboard. At the top left, there is a 'My NCSN' header with a blue arrow pointing to it. To the right is a 'Go Back' button. Below the header is a blue bar with 'My NCSN (Click on My NCSN to start or continue your recertification)'. The main content area is divided into two sections. On the left is 'Profile Details (Visible Online: Yes)' with an 'Edit Primary Info' button. It displays the name 'Jane Doe', address '5825 Newell Dr. Monroe, NC 28112', email 'TINIANDMIKE@mailinator.com', and an 'Add/Edit Bio' button. At the bottom of this section are 'Edit Contact Info' and 'Edit Social Links' buttons. On the right is 'My Account Links' with links for 'Home', 'Apply for Certification', 'My Invoices', 'Change My Password', and 'Logout'.

2. Click on each of the highlighted tabs (i.e., RN License, Experience, Continuing Education) to complete all required information until you have a thumbs up on each tab. If you do not have a thumbs up on each tab, that means some information is missing or does not meet criteria for recertification. Email customer service at [certification@nbcnsn.org](mailto:certification@nbcnsn.org) for assistance if you have issues. Please allow a minimum of 1 business day for a response.

The screenshot shows the 'Pending Recertification' status page for Jane Doe. It displays application details: 'Current Application: NCSN Recertification', 'Accrual Period: 03-01-2013 – 02-28-2018', 'Recert Available: 02-28-2017', 'Expires: 02-28-2018', and 'Submission Date: 03/01/2013'. There are two buttons: 'Request Emeritus Status' and 'Submit Recertification Fee'. Below this is a navigation bar with tabs: 'Dashboard', 'RN License', 'Experience', 'Continuing Education', and 'Fees'. The 'RN License', 'Experience', and 'Continuing Education' tabs are highlighted in yellow and have thumbs up icons. A legend at the bottom indicates the status of each tab: Locked (lock icon), Unlocked (unlock icon), Completed (thumbs up icon), Under Review (magnifying glass icon), Further Action (pencil icon), and Met (checkmark icon).

- Once you have a thumbs up on each tab, the option for “Submit Recertification Fee” will become available.

Jane Doe

**Pending Recertification**

<b>Current Application:</b>	NCSN Recertification
<b>Accrual Period:</b>	03-01-2013 – 02-28-2018
<b>Recert Available:</b>	02-28-2017
<b>Expires:</b>	02-28-2018
<b>Submission Date:</b>	03/01/2013

[Request Emeritus Status](#) [Submit Recertification Fee](#)

Navigation: [Dashboard](#) [RN License](#) [Experience](#) [Continuing Education](#) [Fees](#)

Legend:  Locked  Unlocked  Completed  Under Review  Further Action  Met

- Read the statement of understanding and click the box to acknowledge that you agree. Then click “Next.”

[My NBCSN Profile](#) [NBCSN Home](#)

I hereby apply for certification offered by the National Board for Certification of School Nurses. I understand that certification depends upon successful completion of the specified requirements. I further understand that the information acquired in the certification process may be used for statistical purposes and for evaluation of the certification program. I further understand that the information from my certification records shall be held in confidence and shall not be used for any other purposes without my permission. To the best of my knowledge, the information contained in this application is true, complete, correct and made in good faith. I understand that information supplied is subject to audit and that failure to respond to a request for further information within 14 days will result in termination of the application process. I understand that NBCSN reserves the right to verify any or all information on this application.

I agree to the Terms and Conditions

[Cancel](#) [Next](#)

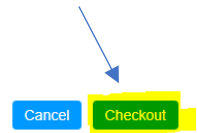
5. A confirmation page will appear to confirm you are recertifying your NCSN credential and the recertification fee amount. Click "Checkout" to add the recertification fee to your cart.

**Add to Cart**

Product Name: NCSN Recertification by Professional Activities

Price: 245.00

Quantity: 1.00



6. A shopping cart confirmation screen will appear so you can review item, quantity, and total cost. Click "Checkout" from the top or bottom of the page.

## Online Store Shopping Cart

Continue to Shop Check-Out

Line Items	Price	Item	Quantity	Net total	Discount:
⊗	245.00	NCSN Recertification by Professional Activities	1.00	245.00	0.00
	Required		Required		

**Cart Total**

Subtotal: 245.00

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Total: 245.00

**Discounts**

Discount:

apply

Source Code:

apply

If you are applied for discount programs, click this link:

Discounts applied: [Apply Discount Program](#)

Continue to Shop Check-Out

7. Select your payment method, then click "Continue" from the top or bottom of the screen.

**Customer Information**

Customer: Jane Doe

Use this phone: (704)243-1198

Use this email: TINIANDMIKE@mailinatc

**Billing Information**

Bill to: Jane Doe

Billing contact: Please select

Pick your billing address: Home (Preferred): 5825 Newell Dr. Required

Bill to:  
Jane Doe  
5825 Newell Dr.  
Monroe NC, 28112  
UNITED STATES

Ship to:  
Jane Doe  
5825 Newell Dr.  
Monroe NC, 28112  
UNITED STATES

**Payment Information**

Payment amount: 245.00

Payment method: Please select

Invoice total:

ACH  
Amex  
Discover  
Mastercard  
Visa

Continue

Continue

8. Enter in all payment information in the highlighted fields, then click “Continue.”

Payment Information

Payment amount: 245.00

Payment method:

Required

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Required

CVV:

Invoice total: 245.00

9. Another confirmation screen will appear. Click "Submit Order" from the top or the bottom of the screen to complete your purchase.

## Online Store Shopping Cart

[Edit Payment](#) [Submit Order](#)

Order is not complete. Press "Submit Order" to complete.

quantity	price	net total	item
1.00 <small>Required</small>	245.00 <small>Required</small>	245.00	<a href="#">NCSN Recertification by Professional Activities</a>

### Billing/Shipping Information

Customer name: Jane Doe  
Billing name: Jane Doe  
Phone: (704)243-1198  
Email: TINIANDMIKE@mailinator.com

#### Contact:

#### Ship to:

Jane Doe  
5825 Newell Dr.  
Monroe NC, 28112  
UNITED STATES

#### Bill to:

Jane Doe  
5825 Newell Dr.  
Monroe NC, 28112  
UNITED STATES

### Payment Information

Total discount: 0.00  
Credit to apply: 0.00  
Net applied: 245.00  
Total tax: 0.00  
Net-balance: 0.00  
Total shipping: 0.00  
Payment amount: 245.00  
Net-total: 245.00  
Payment method: Visa  
Cardholder's name: Jane Doe  
account number:  
credit card display: 41\*\*\*\*\*1111  
Expiration date: 2019/05  
Email Confirmation?

Order is not complete. Press "Submit Order" to complete.

[Edit Payment](#) [Submit Order](#)

10. A final confirmation screen will appear. Your recertification is complete!

## Online Store Shopping Cart

Purchase Details					
Item	Price	Qty	Discount	Tax	Shipping
NCSN Recertification by Professional Activities	245.00	1.00	0.00	0.00	0.00

[Continue Shopping](#)

Thank you for your order. Your confirmation number is:

83010376482490024

231123

### Billing/Shipping Information

Customer name: Jane Doe

Email: TINIANDMIKE@mailinator.com

Phone: (704)243-1198

Shipping label: Jane Doe

5825 Newell Dr.

Monroe NC, 28112

UNITED STATES

Billing name: Jane Doe

Billing label: Jane Doe

5825 Newell Dr.

Monroe NC, 28112

UNITED STATES

### Payment Information

Amount: 245.00

Net total: 245.00

Net applied: 245.00

Net balance: 0.00

Payment method: Visa

Reference number: 83010376482490024