



Checklist for Your NCSN Recertification Application

- Upload a copy of current RN License
- Upload documentation of a minimum of 2,000 hours of clinical practice in 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.
- Upload documentation of current employment in school nursing-direct or indirect.
- Upload copies of all NCPD CE 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 6 credits***
 - Appropriate documentation requirements for any ***academic course*** work
- Upload documentation related to other ***NCPD Activities***, if applicable
- Required recertification fees

Go to <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.

You can log into your NCSN account at NBCSN.org at any time to update your personal contact information and add information as you earn NCPD credits. 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.