

Reinstatement Policy

All applications for certification renewal using Option 1 (practice hours + ONC-PRO) must be received by the ONCC office by October 15 (or the following business day if October 15 falls on a weekend), regardless of postmark, of the year certification is due to expire.

- Candidates who wish to maintain their certification, but miss the final deadline for certification renewal, may:
 - Apply to re-take the examination in the following year as an initial candidate, or
 - Apply for certification reinstatement by Option 1 (practice hours + ONC-PRO) on or before March 31 of the year immediately following the credential expiration date, or
 - Apply for certification reinstatement by Option 3 (test + ONC-PRO) on or before the final application deadline for the first test administration window of the year immediately following the credential expiration date. AOCNP® and AOCNS® must test on or before February 28 of the year immediately following the credential expiration date.
- Nurses may not use the credential after their certification expires on December 31, but may again use the credential after being notified that their certification has been reinstated.
- Reinstatement is retroactive and the certification period will not be extended for nurses who reinstate. For example, if a nurse who was due to renew certification in 2010 then misses the October 15 final deadline, applies for and is granted reinstatement in February 2011, his/her next certification expiration date will be the same as if he/she had renewed certification in 2010; the expiration date would be December 31, 2014.
- Reinstatement requires the candidate to submit all required applications and logs, as well as documentation of meeting the Option 1 or Option 3 requirements, as they would do if their ONC-PRO logs were audited. All CE certificates, transcripts or other documentation that would usually be required if the candidate submitted the application on time and was audited must be submitted with the application for reinstatement.
- Candidates who apply for reinstatement must submit their application and required documentation to ONCC by mail or fax; the ONC-PRO logs may be submitted electronically. Candidates who apply for reinstatement by Option 3 (test + ONC-PRO) must meet the deadline for the first test administration window of the year immediately following the credential expiration date.
- Candidates must pay the reinstatement fee of \$300, in addition to the final deadline application fee for Option 1 or Option 3.
- Candidates who miss the final deadline for reinstatement of their certification may request a review, the results of which may be appealed. All requests for review and appeal must document the extenuating circumstances that caused the candidates to miss the deadline. The Director of Operations will conduct the review and the ONCC Appeals Committee will review and decide all appeals. Candidates who apply for reinstatement must have earned all points by December 31 of the year certification was due for renewal; points earned after December 31 will not be accepted.