



Tips for Preparing to Renew Your Certification by the ILNA Method

Save your score report. When you pass an ONCC certification test, save your score report. Beginning in 2012, it will identify the subject areas and number of points you'll need for your first certification renewal following the test. Candidates who pass a test in 2012 or later will use their test score report to identify their learning needs, instead of completing the assessment.

Complete your learning needs assessment as soon as you are eligible. You'll be notified when you are eligible to complete your learning needs assessment. The earlier you complete it, the longer the time interval you will have to complete the required points. Only points that are earned after completion of the assessment may be used for renewal by the ILNA method. If you wait to complete the assessment closer to the renewal application deadline date, you may not have time to earn the points you need.

Keep your records. As you earn points for renewal by the ILNA method, keep your documentation in one place for easy reference. Keep copies of certificates awarded for completion of continuing education programs. If you'll be submitting points earned through publications or presentations, keep copies of the publications and programs that list you as a presenter. Don't submit documentation with your renewal application unless requested by ONCC. In the event you are asked to submit documentation, always submit copies of your materials and keep the originals for your records.

Check the details. When considering a continuing nursing education or continuing medical education program, make sure it has been approved for contact hours by a CE provider or accreditor that is [acceptable for ONCC certification renewal](#). You can find information about acceptable accrediting bodies on the ONCC web site at www.oncc.org. Also, be sure the content matches a subject area in which you need to earn points, based on your learning needs assessment or test score report.

Keep your email address current. Many communications about the ILNA renewal method will be sent to you by email. Make sure ONCC has your current, accurate email address on file. Use an email address that you regularly check, and be sure it doesn't direct ONCC mail to your junk mail folder.

Visit the ONCC web site for updates. More information about the ILNA renewal method will be posted on the ONCC web site (www.oncc.org) as the process is phased-in over the next few years. Check the site periodically for information that will help you easily transition to this new renewal method.