



# Understanding Your Oncology Nursing Certification Renewal Options in 2012

## Option 1 (ONC-PRO) Application Deadline Dates:

**June 15, 2012** - Save \$100 and enter to win a lifetime of free renewals

**September 15, 2012** - Save \$100 on the fee

**October 15, 2012** - Final application deadline date (full, non-discounted fee)

## Option 2 (Testing) or Option 3 (ONC-PRO+Testing)

*See test application deadline dates in*

*2012 Oncology Nursing Certification Test Bulletin*

**Plus - learn about the new ILNA Renewal Method coming in 2016!**

*(see back cover)*



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**2012 Renewal Application Deadline Dates & Fees**

*If you renewing by Option 2 (Test) or Option 3 (ONC-PRO+Test), see the 2012 Oncology Nursing Certification Test Bulletin or www.oncc.org for test dates, application deadline dates, and fees.*

	<b>September 15, 2012 Save \$100! (Savings included below)</b>		<b>October 15, 2012 Final Application Deadline (full fee)</b>	
	<b>Apply Online</b>	<b>Apply by paper</b>	<b>Apply Online</b>	<b>Apply by paper</b>
<b>Option 1 (Practice Hours + ONC-PRO) All certifications</b>				
ONS/APHON Member	\$ 210	\$ 235	\$ 310	\$ 335
Nonmember	\$ 330	\$ 355	\$ 430	\$ 455
ONS/APHON Member 65+	\$ 155	\$ 180	\$ 255	\$ 280
Nonmember 65+	\$ 245	\$ 270	\$ 345	\$ 370
<b>Option 2 (Practice Hours +Test) OCN®, AOCNP®, and AOCNS® only</b>	<i>See test deadlines 2012 Test Bulletin</i>	<i>See test deadlines 2012 Test Bulletin</i>	<i>See test deadlines 2012 Test Bulletin</i>	<i>See test deadlines 2012 Test Bulletin</i>
ONS/APHON Member	\$ 275	\$ 300	\$ 375	\$ 400
Nonmember	\$ 395	\$ 420	\$ 495	\$ 520
ONS/APHON Member 65+	\$ 206	\$ 231	\$ 306	\$ 331
Nonmember 65+	\$ 296	\$ 321	\$ 396	\$ 421
<b>Option 3 (ONC-PRO + Test) OCN®, AOCNP®, and AOCNS® only</b>	<i>See test deadlines 2012 Test Bulletin</i>	<i>See test deadlines 2012 Test Bulletin</i>	<i>See test deadlines 2012 Test Bulletin</i>	<i>See test deadlines 2012 Test Bulletin</i>
ONS/APHON Member	\$ 375	\$ 400	\$ 475	\$ 500
Nonmember	\$ 495	\$ 520	\$ 595	\$ 620
ONS/APHON Member 65+	\$ 306	\$ 331	\$ 406	\$ 431
Nonmember 65+	\$ 396	\$ 421	\$ 496	\$ 521

*Note: Submit your renewal application and ONC-PRO Logs at the same time. Applications & logs may be submitted online, by fax, or by mail; if either the application or logs are submitted by mail or fax, the paper application fee will apply. Discounts apply only to complete applications, including logs, fees, and all required information.*

**What are the options for renewing certification in 2012?**

All ONCC certifications are valid for four years, after which they may be renewed. There are three components to ONCC certification renewal: practice hours, professional development activities (known as the Oncology Nursing Certification Points Renewal Option, or ONC-PRO), and successful testing. Two of the three renewal components must be met in order to renew certification.

Currently, three renewal options are available, based on combinations of these components. In addition to the renewal components, nurses must hold a current, active, unrestricted RN license.

- Option 1:** Practice hours + ONC-PRO
- Option 2:** Practice hours + Successful testing
- Option 3:** ONC-PRO + Successful testing

The number of practice hours required varies, depending on the credential (see page 3 for practice hours required).

This booklet provides details about the ONC-PRO renewal component required for renewal by Option 1 or Option 3. For information and application deadlines about renewing by testing (Option 2), refer to the *2012 Oncology Nursing Certification Test Bulletin*.

## Eligibility Criteria for Renewal & ONC-PRO Point Requirements

All renewal eligibility requires a current, active, unrestricted RN license in addition to the criteria below.

### OCN® Certification Renewal

- A minimum of one year (12 months) experience as an RN within the 3 years (36 months) prior to application
- A minimum of 1,000 hours of adult oncology nursing practice within the two-and-one-half years (30 months) prior to application.

### CPON® Certification Renewal

- A minimum of one year (12 months) experience as an RN within the 3 years (36 months) prior to application
- A minimum of 1,000 hours of pediatric oncology nursing practice within the 2 1/2 years (30 months) prior to application.

### AOCN® Certification Renewal

- A minimum of 1,000 hours in an advanced practice nursing role in adult oncology within the 4 years (48 months) prior to application.

### AOCNP® Certification Renewal

- A minimum of 1,000 hours as a nurse practitioner in adult oncology within the 4 years (48 months) prior to application.

### AOCNS® Certification Renewal

- A minimum of 1,000 hours of practice as a clinical nurse specialist in adult oncology within the 4 years (48 months) prior to application.

### CBCN® Certification Renewal (begins in 2013)

- A minimum of one year (12 months) experience as an RN within the 3 years (36 months) prior to application
- A minimum of 1,000 hours of breast care nursing practice within the 2 1/2 years (30 months) prior to application.

### CPHON® Certification Renewal (begins in 2014)

- A minimum of one year (12 months) experience as an RN within the 3 years (36 months) prior to application
- A minimum of 1,000 hours of pediatric oncology hematology nursing practice within the 2 1/2 years (30 months) prior to application.

### ONC-PRO Point Requirements

ONC-PRO requires candidates to submit a minimum number of points earned through professional development activities. The activities may include continuing nursing education (CNE), continuing medical education (CME), academic education, publications, presentations, precepting, or volunteer leadership service. Keep in mind:

- Candidates are not required to submit points in every category.
- Candidates may submit all points in the CNE category, if desired.
- No more than 50% of points may be CME (*Note: CME is not required*)
- No more than 20% of points may be submitted in the combined categories of Precepting and/or Volunteer Leadership Service (*Note: this is a total for both categories; neither category is required*).

The table below identifies the ONC-PRO Points required for certification renewal.

### Time Period to Earn ONC-PRO Points

2012 renewal candidates may use points earned between January 1, 2008 through the date the application is submitted in 2012. (Points may not be submitted if they were also used for renewal by ONC-PRO in 2008.)

*Note: Candidates who renew by ONC-PRO in 2012 will be due to renew again in 2016, when the Individual Learning Needs Assessment (ILNA) method will be used for renewal. Candidates may not earn points for renewal by ILNA until after they complete the ILNA assessment, which will be available in early 2013. Therefore, candidates who renew by ONC-PRO in 2012 may not use professional development points earned in 2012 for renewal in 2016.*

### Audits of ONC-PRO Applications

ONCC audits a percentage of randomly selected ONC-PRO applications each year to ensure the integrity of the ONC-PRO process. Candidates whose applications are selected for audit will be notified and required to provide documentation of their points, such as CE certificates or other acceptable documentation. Candidates should retain documentation of their points to submit in the event of an audit.

2012 ONC-PRO Point Requirements at a Glance					
	OCN®	CPON®	AOCN®, AOCNP®, AOCNS®	CBCN® beginning 2013	CPHON® beginning 2014
<b>Total Number of Points Required</b>	<b>100</b> (at least 65 must be adult oncology points)	<b>100</b> (at least 80 must be pediatric points; at least 50 must be pediatric oncology points)	<b>125</b> (at least 75 must be adult oncology points)	<b>100</b> (at least 65 must be breast care points)	<b>100</b> (at least 80 must be pediatric points; at least 50 must be pediatric hematology oncology points)
<b>Point Limits</b>					
Continuing Medical Education*	no more than 50 points	no more than 50 points	no more than 62.5 points	no more than 50 points	no more than 50 points
Precepting* & Volunteer Leadership Service*	no more than 20 points, both categories combined	no more than 20 points, both categories combined	no more than 25 points, both categories combined	no more than 20 points, both categories combined	no more than 20 points, both categories combined
* These categories are not required.					

## Continuing Nursing Education

Points are awarded for Continuing Nursing Education (CNE) programs that have been provided or formally approved for contact hours by an accredited provider or approver of continuing nursing education (*see box, right*).

To complete your ONC-PRO Logs, you'll need to know the name of the provider, the approval or accrediting body, and the number of contact hours awarded.

This information should be on the certificate awarded for completion of each program. Look for an accreditation statement on the certificate awarded for each program you complete.

**Who is the Provider?** The agency that offers a continuing education activity. For example: hospitals, journals, professional organizations.

**Who is the Approver:** An organization that reviews continuing education programs to determine if they meet predetermined standards, and formally approves the program for contact hours. (*See list of Acceptable Approval Bodies, right.*)

**Accreditor:** An agency that, based on defined standards, reviews another agency and gives it the authority to provide and/or approve continuing education and award contact hours.

**Contact hour:** Continuing education credits awarded based on the length of instructional activity. One Contact Hour = One ONC-PRO Point.

One of the most common accreditors is the American Nurses Credentialing Center (ANCC). The Oncology Nursing Society (ONS) is accredited by ANCC as both a provider and approver of nursing continuing education. This means that ONS may provide continuing nursing education for approved contact hours, and can approve the continuing education provided by others, such as chapters. These providers must submit their programs for formal approval through ONS. This approval is not automatically granted to ONS chapters.

Some state boards of nursing have a system for the formal approval of continuing education providers. These include: Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, and West Virginia. These states are acceptable approval bodies for ONC-PRO points. However, state boards of nursing that do not have a formal approval process for continuing education providers are not acceptable approval bodies or providers of continuing nursing education for ONC-PRO points.

Several state boards of nursing require continuing education for renewal of RN licensure. However, not all of these state boards require that the continuing education be approved or provided by an accredited organization. Therefore, some continuing education programs may be acceptable to a candidate's state board of nursing for relicensure, but not acceptable for renewal of certification through ONC-PRO by ONCC.

**Acceptance by a state board of nursing for RN licensure renewal does not guarantee that a CNE program will be accepted by ONCC for ONC-PRO points.** Refer to the list of Acceptable Approval/Provider Bodies for Continuing Nursing Education (*right*).

*Continued on page 5*

### Acceptable Approval/Provider Bodies for Continuing Nursing Education

Continuing nursing education programs must have been provided by or approved for continuing nursing education credit by one of the following accredited providers or approvers:

- Oncology Nursing Society (ONS)
- Association of Pediatric Hematology/Oncology Nurses (APHON)
- American Nurses Credentialing Center (ANCC) or any agency, organization, or educational institution accredited by ANCC
- American Nurses Association (ANA)
- American Association of Critical Care Nurses (AACN)
- Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN)
- American Association of Nurse Anesthetists (AANA)
- American Academy of Nurse Practitioners (AANP)
- European Oncology Nursing Society (EONS)
- International Association for Continuing Education and Training (IACET)
- Korean Oncology Nursing Society
- National Association of Nurse Practitioners in Women's Health (NPWH)
- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)
- National Association of Neonatal Nurses (NANN)
- National League for Nursing (NLN)
- Royal College of Nursing
- Royal College of Nursing, Australia
- State Nurses Associations
- State Boards of Nursing in Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, West Virginia
- Wisconsin Society for Health Education and Training (WISHET)

*A current list of acceptable providers/approvers is available at [www.oncc.org](http://www.oncc.org).*

## Continuing Nursing Education

### Points Awarded for CNE:

One contact hour = 1 point

**Note:** ONC-PRO points will be awarded for completing an eligible CNE activity one time. Repetition of CNE programs with identical content during the accrual period will not be accepted.

### Records You Should Keep:

Keep the certificate awarded by the provider for each offering. The certificate must include an accreditation statement or provider number, your name, the title and date of the program, and the number of contact hours awarded. If your application is selected for audit you will be required to provide this documentation.

### Record Continuing Nursing Education Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. For each CNE program, record the following information in the columns as indicated:
  - Date of program
  - Title of program
  - Name of the provider (organization that offered the program).
  - Name of Accreditor. Look for this in the accreditation statement on your CNE certificate. See page 4 for a list of acceptable organizations.
3. Indicate the number of points awarded for the program in the appropriate column. One contact hour=1 ONC-PRO point. Record adult oncology programs as Adult

Oncology Points (OCN<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>); pediatric oncology programs as Pediatric Oncology Points (CPON<sup>®</sup>), other pediatric programs as Pediatric Points (CPON<sup>®</sup>); breast care programs as Breast Care Points (CBCN<sup>®</sup>); other nursing programs as General Nursing Points (all certifications).

4. Total the point columns on paper logs; electronic logs will enter the total automatically.

### Tip!

**Separate your CNE and CME certificates before completing ONC-PRO Logs, so you can record them on the correct log.**

## Continuing Medical Education

Points are awarded for Continuing Medical Education (CME) programs that have formally been approved for CME hours. Examples of acceptable CME providers include:

- Accreditation Council for Continuing Medical Education (ACCME)
- Accreditation Council for Graduate Medical Education (ACGME)
- American Medical Association (AMA)
- American Osteopathic Association (AOA)
- Mainpro<sup>®</sup>
- Royal College of Physicians and Surgeons of Canada
- State Medical Societies

Other CME providers may be acceptable; contact ONCC regarding the acceptability of specific CME providers.

### Record Continuing Medical Education Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. For each CME program, enter the following information in the columns as indicated:
  - Date of program
  - Title of program
  - Name of the provider (organization that offered the program)
  - Name of the Accreditor—find this in the accreditation statement on the certificate/letter of attendance.
3. Indicate the number of points awarded for the program in the appropriate column: Record adult oncology programs as Adult Oncology Points (OCN<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>); pediatric oncology programs as Pediatric Oncology Points (CPON<sup>®</sup>); other pediatric programs as Pediatric Points (CPON<sup>®</sup>); breast care programs as breast care points (CBCN<sup>®</sup>); other nursing programs as General Nursing Points (all certifications).
4. Total the point columns on paper logs; electronic logs will enter the total automatically.

### Points Awarded for CME:

One CME hour = 1 point

**Note:** ONC-PRO points will be awarded for completing an eligible CME activity one time. Repetition of CME activities with identical content during the accrual period will not be accepted. A maximum of 50% of ONC-PRO points may be submitted in the CME category (50 points for OCN<sup>®</sup>, CPON<sup>®</sup> and CBCN<sup>®</sup>; 62.5 points for AOCN<sup>®</sup>, AOCNP<sup>®</sup>, and AOCNS<sup>®</sup>).

### Records You Should Keep:

Keep certificates/letters of attendance awarded by the CME provider. The certificate/letter of attendance must include your name, the provider's name, the title and date of the program, the number of CME hours awarded, and the accreditation statement. If your application is selected for audit, you will be required to submit copies of this documentation.

## Academic Education

Points are awarded for completing academic courses required for a nursing major, or other courses that address the biopsychosocial knowledge base of professional human service. Undergraduate and graduate level courses are acceptable. The candidate does not have to be enrolled in a degree program. Courses must be provided by accredited colleges or universities. A grade of "C" or higher must be achieved for each course.

- Only courses with specific adult oncology content may be applied to the adult oncology points requirement.
- Only courses with specific pediatric oncology content may be applied to the pediatric oncology points requirement.
- Only courses with specific pediatric content may be applied to the general pediatric points requirement.
- All other acceptable courses will be applied to the general nursing points category.

### Record Academic Education Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. For each course, enter the following information in the columns as indicated:
  - course date(s)
  - course title
  - name of the college/university provider
  - final grade achieved for the course
  - number of credits awarded for the course
3. Indicate the number of ONC-PRO points awarded for the course in the appropriate column. One academic credit=15 points. Adult Oncology Points (OCN<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>); Pediatric Oncology Points (CPON<sup>®</sup>); General Pediatric Points (CPON<sup>®</sup>); General Nursing Points (all certifications).
4. Total the point columns on paper logs; electronic logs will enter the total automatically.

### Examples of acceptable courses for adult oncology nursing points:

- Advanced Oncology Clinical Practice
- Behavioral Perspectives of Cancer Prevention
- Genetics and Cancer
- Oncology Nursing Concepts

### Examples of acceptable courses for pediatric oncology nursing points:

- Childhood Cancers: Care Across the Continuum
- Nursing Care of the Child with Cancer

### Examples of acceptable courses for general nursing points:

- Anatomy & Physiology
- Anthropology, Sociology
- Health Assessment
- Health Care Management/Administration
- Nursing Research
- Pharmacology
- Principles of Adult Education
- Nursing Leadership

### Examples of courses that are not acceptable for ONC-PRO points:

- Art
- English, Spanish
- History
- Math, Statistics
- Music
- Public Speaking

### Points Awarded for Academic Education:

One academic credit = 15 points

### Records You Should Keep:

Keep a copy of the grade report(s) and course descriptions provided by the school for each course completed. If your application is selected for audit, you will be required to submit a copy of a grade report (or transcript) that includes your name, course title(s), course date(s), and grade(s) earned.



## Publications

Points are awarded for the publication of items in books, journals, professional newsletters, or electronic media (e.g., Internet, CD, video). The candidate for certification renewal must be the author, co-author, editor, co-editor, or reviewer. Publications that are a required part of a candidate's job **may not** be submitted for points (e.g., public education brochures for a community outreach nurse).

- Only publications of adult oncology content are acceptable for OCN®, AOCN®, AOCNP®, and AOCNS® certification renewal.
- Only publications of pediatric and pediatric oncology content are acceptable for CPON® certification renewal.
- Only publications of breast care content are acceptable for CBCN® certification renewal.
- All publications must include your name and date of publication; materials that are "in press" may not be submitted.

### Record Publication Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. For each publication you are claiming, record the following information in the columns indicated:
  - Date of publication (publications in-press are not acceptable)
  - Title of the publication and type of work (e.g., book, chapter, journal article).
  - Indicate if you are the lead author/editor, co-author/co-editor. If co-author/co-editor, indicate the number of co-authors/co-editors.
  - Number of pages or number of words.
3. Indicate the number of points earned for the publication in the appropriate column: OCN®, AOCN®, AOCNP®, AOCNS® candidates may claim Adult Oncology Points; CPON® candidates may claim Pediatric Oncology Points or General Pediatric Points; CBCN® candidates may claim Breast Care Points.
4. Total the point columns on paper logs; electronic logs will enter the total automatically.

### Points Awarded for Publications:

Type of Publication	Points
• Book, Author or Editor	
300 pages or more	60
less than 300 pages	40
• Book chapter	
more than 15 pages	25
15 pages or less	20
• Doctoral Dissertation	10
• Master's Thesis, unpublished	10
• Original research article, peer-review journal	
Lead author	20
Co-author	15
(divide 15 points among all co-authors)	
• Original journal article, peer review journal	
Lead author	15
Co-author	10
(divide 10 points among co-authors)	
• Guest editor for a journal issue	20
• Article, non-peer review journal, any medium	5
• Journal column	5
• Editorial, peer review journal	5
• Book review	5
• Multimedia education aids	5-10
(depends on length/content)	
• Research abstract	5
• Article in newsletter or magazine	
more than 1000 words	5
250-1000 words	3
• Journal reviewer (points per article)	1
• Editorial board member (points per column)	1
<i>(Editorial Board members may also collect Volunteer Leadership Service Points)</i>	

**Please note:** Points for joint authorship are determined by dividing the total number of points by the number of co-authors.

### Records You Should Keep:

Keep a copy of each publication. If your application is selected for audit, you will be required to submit a copy of short publications (e.g., journal articles); for longer publications, you will be required to submit a copy of the title page, the page showing the date of publication, and table of contents where your name is listed.



## Presentations

### Points Awarded for Presentations:

One hour of presentation = 3 points

Poster presentation = 3 points

**Note:** Professional presentations for which CE is not awarded may count for ONC-PRO points.

### Records You Should Keep:

Keep a copy of the program/proceedings that list you as a presenter, the program title and date, and length of presentation. If your application is selected for audit, you will be required to submit this documentation.

Points are awarded for educational presentations made to nurses, healthcare providers, or the public within a framework of teaching/learning. Seminars, conferences, in-services, patient/family and public education programs are acceptable.

- For OCN®, AOCN®, AOCNP®, and AOCNS® renewal, only presentations of adult oncology are acceptable.
- for CBCN® renewal, only presentations of breast care content are acceptable.
- For CPON® renewal, only presentations of pediatric/pediatric oncology content are acceptable.
- Points are awarded only for the first time a presentation/poster is given. No points are awarded for repeat presentations of the same material.
- Presentations or lectures that are a required part of a candidate's job do not qualify for points (e.g., courses taught by a university professor, presentations made by an oncology educator as part of his/her role).
- In the case of joint presentations, the candidate may claim points only for the length of his/her presentation. For example: for a one-hour presentation by three panel members, each member may claim 1 point.

### Record Presentation Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. Record the following information for each presentation in the columns as indicated:
  - date of presentation
  - title of presentation
  - audience to whom the presentation was delivered
  - length of your portion of the presentation
3. Indicate the number of points earned for each presentation in the appropriate column: OCN®, AOCN®, AOCNP®, AOCNS® candidates may claim Adult Oncology Points; CPON® candidates may claim Pediatric Oncology Points or General Pediatric Points; CBCN® candidates may claim Breast Care Points.
4. Total the point columns on paper logs; electronic logs will enter the total automatically.

## Precepting

### Points Awarded for Precepting:

100 hours per semester = 5 points

**Note:** A maximum of 20% of points may be submitted in the combined categories of Precepting and/or Volunteer Leadership Service (20 points for OCN®, CBCN® and CPON®; 25 points for AOCN®, AOCNP® and AOCNS®). This is a combined total for both categories.

### Records You Should Keep:

Keep the letter from the faculty/school attesting to service as a preceptor. The letter must include your name, the dates of the preceptorship, the institution and unit (if applicable) and number of precepting hours. If your application is selected for audit, you will be required to provide this documentation.

Points are awarded for the precepting of students (e.g., nursing or medical students enrolled in an accredited academic program) for a minimum of 100 hours per semester. Points for oncology preceptorships may be applied to the adult oncology or pediatric oncology point categories; points for breast care preceptorships may be applied to the breast care points category; points for non-oncology preceptorships may be applied to the general nursing or general pediatric point categories.

- Hours may be carried from one semester to another to accrue 100 hours, if all of the hours are completed within the accrual period.
- Points are **not** awarded for precepting of nurses who are new to a unit/facility (i.e., orientation).
- Points are **not** awarded if the candidate is the clinical instructor or professor of students in the clinical setting.

### Record Precepting Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. Record the following information:
  - start/end dates of precepting activity.
  - name of the institution and unit where precepting was completed.
  - name of student's university/college/nursing school
  - number of precepting hours completed.
3. Indicate the number of precepting points earned in the appropriate column: Adult Oncology Points (OCN®, AOCN®, AOCNP®, AOCNS®); Pediatric Oncology Points (CPON®); Breast Care Points (CBCN®); General Pediatric Points (CPON®); General Nursing Points (all certifications).
4. Total the point columns on paper logs; electronic logs will enter the total automatically.

## Volunteer Leadership Service

Points are awarded for volunteer leadership service to professional healthcare organizations. The box, right, contains *examples* of volunteer leadership service and the points category to which they may be applied. ONCC recognizes that there may be other categories of leadership service, depending on the structure of the organization served, and will award ONCC-PRO points for comparable service.

### Record Volunteer Leadership Service Points

1. Create an electronic log or print hard copy logs at [www.oncc.org/renew](http://www.oncc.org/renew).
2. For each Volunteer Leadership Service entry, record the following information in the columns as indicated:
  - date(s) of leadership service
  - name of the professional healthcare organization served
  - name of committee, board, or task force, or the capacity of leadership service
3. Indicate the number of points awarded for the service in the appropriate column: Adult Oncology Points (OCN<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>); Pediatric Oncology Points (CPON<sup>®</sup>); Breast Care Points (CBCN<sup>®</sup>); General Pediatric Points (CPON<sup>®</sup>); General Nursing Points (All certifications).
4. Total the point columns on paper logs; electronic logs will enter the total automatically.



### Examples of Volunteer Leadership Service

#### Eligible for Adult Oncology Points:

- Leadership position (e.g., board of directors, committee, editorial or review board, council, task force, project team) in a national or local oncology-related organization (e.g., ONCC, ONS, ONS Chapter, ACS)
- ONCC Task Forces
- Relay for Life Organizing Committee

#### Eligible for Pediatric Oncology Points:

- Leadership position (e.g., board of directors, committee, editorial or review board, council, task force, project team) in a national or local pediatric oncology-related organization (e.g., APHON, APHON Chapter, CureSearch)
- ONCC Task Forces
- Camps for children with cancer (e.g., camp nurse, organizing committee)

#### Eligible for Breast Care Points:

- Leadership position (e.g., board of directors, committee, editorial or review board, council, task force, project team) in a national or local breast-care related organization (e.g., Komen for the Cure, American Society of Breast Disease)
- ONCC Task Forces

#### Eligible for General Nursing Points:

- Leadership position (e.g., board of directors, committee, council, task force, project team) in a non-oncology, healthcare-related national or local organization (e.g., American Nurses Association, state nurses association)
- Test Item Writing for non-oncology certifying organizations or NCLEX

#### Eligible for General Pediatric Points:

- Leadership position in non-oncology, pediatric healthcare-related national, state, or local organization (e.g., boards, committees, councils, task forces, project teams)

### Points Awarded for Volunteer Leadership Service:

One year of service = 5 points

**Please note:** A maximum of 20% of points may be submitted in the Precepting and/or Volunteer Leadership Service categories (20 points for OCN<sup>®</sup>, CBCN<sup>®</sup> and CPON<sup>®</sup>, 25 points for AOCN<sup>®</sup>, AOCNP<sup>®</sup>, and AOCNS<sup>®</sup>). This is a combined total for both categories.

### Records You Should Keep:

Keep letters, certificates, or other documentation from the organization attesting to your leadership service and the dates of service. If your application is selected for audit, you will need to provide a copy of this documentation.

**Important Policy Reminder!**

ONCC policies are subject to change. Visit the ONCC web site ([www.oncc.org](http://www.oncc.org)) for current policy information, or contact ONCC at 877-769-6622 (toll free), 412-859-6104 or [oncc@oncc.org](mailto:oncc@oncc.org).

**Nondiscrimination**

ONCC does not discriminate against candidates based on age, sex, ethnic origin, religion, race, disability, marital status, or sexual orientation.

**Applications**

- ONCC adheres to all published deadline dates and will not accept applications received after the final deadline date, regardless of postmark or other circumstances. If the deadline falls on a weekend, ONCC will accept applications through the following business day.
- ONCC must receive complete applications (including ONC-PRO Logs) on or before published deadline dates, regardless of postmark. Incomplete applications (including those without logs) that are received by the first deadline date will not be granted the \$100 application fee reduction.
- Applications received after the first deadline date, but before the final deadline date, will not be granted the \$100 application fee reduction.
- Applicants who do not include the correct fee will be invoiced for the difference and their applications will not be processed until the invoice is paid in full.
- If either the application or ONC-PRO Logs are submitted by mail or fax, the paper application fee will apply.

**Renewal of ONCC Certification**

- ONCC certification renewal is due every four years. Failure to receive a renewal notice does not relieve the candidate of the responsibility to apply for certification renewal by the published application deadline date prior to expiration.
- There are three components to certification renewal: practice hours, professional development points (known as ONC-PRO points), and successful retesting. Two of

the three components must be met for renewal. Currently, three renewal options are available, based on those components:

- Option 1: Practice hours + ONC-PRO
- Option 2: Practice hours + Successful Testing
- Option 3: ONC-PRO + Successful Testing

Note: Option 2 and Option 3 are not available for renewal of AOCN® or CPON® certification.

- Those who do not renew certification in the calendar year of its expiration may not continue to use the certification credential after its expiration. Candidates who wish to be certified may either apply for reinstatement (if eligible) or test at a future date. Candidates who wish to test at a future date will be considered initial candidates, and must meet eligibility criteria for initial candidates.
- The fee for renewal by Option 3 is \$100 more than the test fee.
- The fee for renewal by Option 1 is less than the examination fee.
- Nurses who are renewing two credentials in the same year by Option 1 must meet the eligibility criteria for both renewals, provided those points meet the ONC-PRO requirements for each credential. The fee to renew two certification credentials in the same year is \$100 more than the regular Option 1 fee.

**Candidates Who Fail the Renewal Test May Not Renew by ONC-PRO**

Candidates who apply to renew by Option 2, and who do not attain a passing score on the test, may not renew by Option 1. Renewal candidates who do not pass the test must take the test again prior to their certification expiration to renew their credential.

**Candidates Denied Renewal by ONC-PRO May Retest**

Candidates who are denied renewal by Option 1 may apply to take the test during the next 12 months with payment

of a \$100 transfer fee, if they meet the test application deadline. If the test date falls after the credential expiration date, the credential may not be used after expiration until the candidate passes the test. ONCC cannot guarantee a decision to candidates regarding their renewal application in time to register for a test, unless the ONC-PRO application is received at least 3 months prior to the test application deadline date.

**Candidates Denied Renewal by ONC-PRO Will Not be Refunded**

Candidates who apply for renewal by Option 1 and are denied by ONCC will not be granted a refund of the renewal fee. This includes candidates who are denied renewal due to insufficient points, insufficient documentation, or failure to submit audit documentation or other documentation requested by ONCC.

**Reinstatement of ONCC Certification**

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.

## Certification Policies & Address Information

- 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 2011 missed the October 15 final deadline, then applies for and is granted reinstatement in February 2012, his/her next certification expiration date will be the same as if he/she had renewed certification in 2011; the expiration date would be December 31, 2015.
- 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 utilize the ONCC Review and Appeals Policy. 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.

### Sanction of ONCC Certification

1. ONCC Certification may be sanctioned for any of the following reasons:

- Falsification of the application
- Falsification of any information requested by ONCC
- Misrepresentation of the OCN<sup>®</sup>, CPON<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>, CBCN<sup>®</sup>, or CPHON<sup>®</sup> credential
- Misuse of the OCN<sup>®</sup>, CPON<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>, CBCN<sup>®</sup>, or CPHON<sup>®</sup> credential
- Lack of current, active, unrestricted RN license
- Cheating during the certification examination
- Assisting others to cheat during the certification examination
- Unauthorized possession of ONCC examinations or other confidential materials
- Criminal convictions or limitation, sanction, revocation, or suspension by a healthcare organization, or other private or governmental bodies relating to nursing or public health or safety
- Gross or repeated negligence or malpractice in professional practice

2. ONCC may issue sanctions that include, but are not limited to, denials of initial certification, renewal or recertification, revocation, suspension or any other limitation of certification or combination of sanctions. Upon being notified of a possible violation, ONCC shall, in its sole discretion, investigate the allegation or decline to act on the matter. If ONCC believes that there has been a possible violation of the conditions listed in Section 1 (*above*), ONCC shall provide the certificate holder or applicant with written notice of the allegations.

3. The review and appeals process may be instituted.

4. The sanction shall state whether official notice of the sanction will be provided to the nurse's state licensing board(s). Such notice, if authorized by the sanction, shall not be given until the expiration or resolution of any appeal.

### Release of Information

Certification is a voluntary credentialing process with the goal of protecting the public. The purpose of certification is to ensure the public that the ONCC certified nurse has met all eligibility criteria and mastered particular knowledge to provide competent oncology nursing care as measured by the test. Names of nurses holding OCN<sup>®</sup>, CPON<sup>®</sup>, AOCN<sup>®</sup>, AOCNP<sup>®</sup>, AOCNS<sup>®</sup>, CBCN<sup>®</sup>, or CPHON<sup>®</sup> certification shall be available to the public. Information will be released upon receipt of written request. Individual test scores shall be sent only to candidates at the home address indicated by the candidate on his/her certification application. Confidential information that will not be released includes names of candidates for certification; names of nurses who fail the examination; and individual test scores.

### Review and Appeals Process

A review and appeals process is available to individuals seeking an amendment of a decision regarding eligibility for certification or revocation of certification. Requests to activate the review process must be sent in writing to:

Mary Wozny, Director of Operations

ONCC

125 Enterprise Drive

Pittsburgh, PA 15275-1214

Fax: 412-859-6168

Email: [oncc@oncc.org](mailto:oncc@oncc.org)

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### Important Application Submission Note:

ONCC recommends that candidates apply via ONCC's secure online registration system at [www.oncc.org](http://www.oncc.org). Candidates who apply by paper application may submit the application to the fax number or mailing address listed on the current application form. When submitting by mail, candidates are encouraged to use a guaranteed delivery method. ONCC cannot be responsible for applications that are lost or misdirected by the postal service or any other carriers.

## Using Electronic ONC-PRO Logs: What You Need to Know

Electronic ONC-PRO Logs can be created by going to [www.oncc.org/renew](http://www.oncc.org/renew) and clicking on the link to Create Electronic ONC-PRO Logs. There are many advantages to using electronic ONC-PRO logs, including:

- Electronic logs can be saved, edited, and updated repeatedly until submitted. This makes it easy to add to your ONC-PRO Logs as you complete professional development activities, thus keeping your logs current.
- Point totals on electronic logs will update each time an entry is made and saved.
- The Summary Log will automatically update with point totals for each category as entries are made and saved on individual logs. The Summary Log provides a snapshot of where you are in reaching your point requirements at any time.
- Continuing education contact hours earned through the Oncology Nursing Society (ONS) CE Evaluation Center can be imported directly into your ONC-PRO logs, which can save you entry time.
- Electronic logs can be printed for other uses or record-keeping.
- Electronic ONC-PRO Logs can be submitted online.

There are a few things to keep in mind when using electronic ONC-PRO Logs, including:

- **DO** have your CE certificates or other documentation available when completing your ONC-PRO Logs. You will need this information to complete your logs.
- **DO** save your ONC-PRO log entries as you make them.
- **DO** submit only one set of logs. Submitting more than one log may delay processing.
- **DO** submit an application for renewal in addition to submitting ONC-PRO Logs. The Logs are a record of your professional development activities; they do not replace an application. If you submit a paper application, the paper application fee will apply.
- **DON'T** submit CE certificates or other documentation with your ONC-PRO Logs unless requested to do so by ONCC.
- **DON'T** click the "Submit" button until you are ready to apply for certification renewal. Once Logs are submitted, you can no longer update or edit them.

## Using Paper ONC-PRO Logs: Do's & Don'ts when submitting paper logs

Hard copy (paper) ONC-PRO Logs can be printed from the ONCC web site at [www.oncc.org/renew](http://www.oncc.org/renew) by clicking on the link to Print blank ONC-PRO Logs. There are a few things to keep in mind when using paper ONC-PRO Logs, including:

- **DO** have your CE certificates or other documentation available when completing your ONC-PRO Logs. You will need this information to complete your logs.
- **DO** make copies of blank logs, or print additional blank logs, if needed to enter all of your ONC-PRO points.
- **DO** enter your points on the correct log for the category. For example, enter Continuing Nursing Education (CNE) on the Continuing Nursing Education Log, and not on any other logs.
- **DO** print legibly, and complete all of the information requested. Incomplete or illegible logs may not be accepted.

- **DON'T** submit blank logs. Submit logs only for categories in which you are claiming points.
- **DON'T** submit CE certificates or other documentation with your ONC-PRO Logs unless requested to do so by ONCC.
- **DO** submit an application for renewal with the ONC-PRO Logs. You may apply online; however, if you submit either a paper application or logs you will be charged the paper application fee.
- **DO** keep a copy of your logs so you will have a record of the points you submitted in the event the logs are lost in the mail or the fax is not transmitted properly.

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Apply online:  
www.oncc.org

Guaranteed Mail Delivery (recommended):  
ONCC Lockbox 3445 • Dollar Bank  
2700 Liberty Ave, Pittsburgh, PA 15222  
412-261-8263 (for delivery only)  
877-769-6622 (for questions)

Regular Mail Delivery:  
ONCC  
Box 3445  
Pittsburgh PA 15230-3445

## 2012 Certification Renewal Application-Option 1 (ONC-PRO)

Please read the 2012 Certification Renewal Application Instructions. Complete all information requested. Please print. Illegible, incomplete, or unsigned applications will not be accepted.

Last Name (please print) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal \_\_\_\_\_ Country \_\_\_\_\_

(Area Code) Work Phone Number \_\_\_\_\_ (Area Code) Home Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

### 1. Indicate the month/year you most recently became certified:

OCN® \_\_\_\_\_  CPON® \_\_\_\_\_  CBCN® \_\_\_\_\_  CPHON® \_\_\_\_\_

AOCN® \_\_\_\_\_  AOCNP® \_\_\_\_\_  AOCNS® \_\_\_\_\_

### 2. What was your name at the time you attained your current certification?

\_\_\_\_\_

### 3. Indicate if you are a current member of either of the following organizations:

Oncology Nursing Society \_\_\_\_\_

Assoc. of Pediatric Hematology/Oncology Nurses

Customer ID/Member Number \_\_\_\_\_

### 4. Indicate the number of ONC-PRO Points you are submitting:

\_\_\_\_\_ OCN® (100 required) \_\_\_\_\_ CPON® (100 required)

\_\_\_\_\_ AOCN®, AOCNP®, AOCNS® (125 required)

### 5. Nursing License Information (Required. Enclose a photocopy of your license.)

Nursing License Number \_\_\_\_\_ State \_\_\_\_\_

Expiration Date \_\_\_\_\_ Month/Year you became an RN \_\_\_\_\_

### 6. Demographic & Employment Information (required)

#### Highest Nursing Degree (select one)

- Diploma  Master's  
 Associate  Doctorate  
 Bachelor's

#### Employment Status (select one)

- Full-time  
 Part-time  
 Retired  
 Unemployed

#### Primary Functional Area (select one)

- Administration  
 Education  
 Nursing Informatics  
 Patient Care  
 Research  
 Other

#### Primary Patient Setting (select one)

- Adult  
 Adult & Pediatric  
 Pediatric

#### Primary Position (select one)

- Academic Educator  
 Case Manager  
 Clinical Nurse Specialist  
 Clinical Trials Nurse  
 Consultant  
 Director/Manager/Coordinator  
 Genetic Counselor  
 Medical Science Liaison  
 Navigator  
 Nurse Practitioner  
 Nurse Scientist  
 Patient Educator  
 Pharmaceutical Representative  
 Staff Educator  
 Staff Nurse/Nurse Clinician  
 VP/CNO  
 Other

#### Primary Specialty (select one)

- Blood & Marrow Transplantation  
 Medical Oncology  
 Palliative Care  
 Prevention/Detection  
 Radiation Oncology  
 Surgical Oncology  
 Other

#### Primary Work Setting (select one)

- Inpatient  
 Blood & Marrow Transplant Unit  
 Intensive Care Unit  
 Medical Unit - General  
 Medical Unit - Oncology  
 Surgical Unit - General  
 Surgical Unit - Oncology  
 Other  
Outpatient  
 Home Care  
 Hospice  
 Hospital-based Clinic  
 Physician Office/Infusion Center  
 Radiation-Free Standing  
 Radiation-Hospital-based  
 Other  
Other  
 Corporate/Industry  
 Extended Care Facility  
 HMO/Managed Care  
 School of Nursing  
 Self-Employed  
 Other

#### Who is paying for your certification? (select one)

- I am paying with my own funds  
 My employer is paying  
 I will be reimbursed by my employer upon successful certification  
 I am an ONCC award winner

Please complete other side of form

**7. Biographical Data** (optional)

<b>Race</b>		<b>Are you Hispanic/Latino?</b>
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian		<input type="checkbox"/> No
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Other Race	<b>Sex</b>
<input type="checkbox"/> Caucasian/White	<input type="checkbox"/> Do not care to respond	<input type="checkbox"/> Female
<input type="checkbox"/> Mixed Race		<input type="checkbox"/> Male

**8. Nursing Experience**

Total months of experience as an RN in the past 36 months (3 yrs.) for OCN® and CPON® candidates: \_\_\_\_\_ months

Total hours of experience in adult oncology during the past 2 1/2 years for OCN® candidates; past 4 years for AOCN®, AOCNP®, and AOCNS® candidates; total hours of experience in pediatric oncology during the past 2 1/2 years for CPON® candidates: \_\_\_\_\_ hours

9. Do you hold any other nursing certifications:  No  Yes \_\_\_\_\_  
If Yes, please list

**10. Verification Information** (required) - Print the name, title, institution, and phone number of a supervisor who can verify your most recent work experience. Do not list yourself in this space.

_____ Name	_____ Title
_____ Institution	_____ Phone

**11. Nursing Experience Details** (required) List below, starting with most recent, your RN experience for the past 3 years for OCN® and CPON® renewal; past 4 years for AOCN®, AOCNP® or AOCNS® renewal. Include the start/end dates for each position, name and city/state of your employer(s), position title, number of hours you worked per week during that time, and the percentage of time spent in adult oncology for OCN®, AOCN®, AOCNP®, or AOCNS® renewal, or in pediatric oncology for CPON® renewal. Please see the eligibility criteria for specific requirements regarding practice hours.

From (mm/dd/yy)	To (mm/dd/yy)	Name and City/State of Employer	Position Title	# Hours Worked per week	% of Time spent in oncology or pediatric oncology

**12. Affirmation** (required)

_____ Name (print)	_____ Signature	_____ Date
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By signing and submitting this application form, I accept the conditions set forth in the 2012 *Understanding Your Oncology Nursing Certification Renewal Options* concerning the certification policies. I certify that I meet the eligibility criteria for certification renewal and that the information contained in this application is true, complete, and correct to the best of my knowledge and is given in good faith. I further understand that if any information is later determined to be false, the Oncology Nursing Certification Corporation reserves the right to sanction any certification that has been granted on the basis thereof. The Oncology Nursing Certification Corporation will randomly select a number of applications to audit for validity.

**Privacy Policy:** As an affiliate organization of the Oncology Nursing Society (ONS), ONCC respects the privacy of our customers and adheres to the ONS Privacy Policy. A copy of the ONS Privacy Policy is available upon request by contacting ONS at customer.service@ons.org, or 125 Enterprise Drive, Pittsburgh, PA 15275-1214, Attn: Customer Service.

**13. Fee & Payment Information**

Check the certification type and fee you are paying. Indicate payment type. Note: Fees for candidates who apply online at www.oncc.org are \$25 lower than those shown below.

	September 15, 2012* (\$100 savings included below)	October 15, 2012 Final Deadline (Full Fee)
<b>Option 1 (ONC-PRO Renewal)</b>		
<input type="checkbox"/> OCN® <input type="checkbox"/> CPON® <input type="checkbox"/> AOCN®		
<input type="checkbox"/> AOCNP® <input type="checkbox"/> AOCNS®		
ONS/APHON Member	<input type="checkbox"/> \$ 235	<input type="checkbox"/> \$ 335
Nonmember	<input type="checkbox"/> \$ 355	<input type="checkbox"/> \$ 455
ONS/APHON Member Age 65+	<input type="checkbox"/> \$ 180	<input type="checkbox"/> \$ 280
Nonmember Age 65+	<input type="checkbox"/> \$ 270	<input type="checkbox"/> \$ 370

\* Discount applies to complete applications only. Incomplete applications will be charged the full fee. All complete applications must be received by the final deadline.

- Check Enclosed (payable to the Oncology Nursing Certification Corporation)
- Visa       MasterCard       American Express       Discover

_____ Cardholder's Name	_____ Signature
_____ Card number	_____ Expiration Date

## Application Instructions

- In 2012, certification renewal is available to candidates whose current certification will expire in 2012.
- All candidates must apply.
- The fee is \$25 less for complete applications submitted online than for applications submitted by mail or fax (*page 2*).
- Candidates who submit either an application form or ONC-PRO Logs by mail or fax will be charged the \$25 paper application fee.
- Complete applications, ONC-PRO Logs and payment must be received by **September 15, 2012** to receive the early bird discount fee (\$100 savings).
- All applications, ONC-PRO Logs, and payments must be received by **October 15, 2012** (with full, nondiscounted fee).
- ONC-PRO points must be earned by the date the application is submitted. In 2012, all points must be earned by **October 15, 2012**.

Candidates who apply by mail or fax should follow the instructions below.

- Provide two phone numbers where you may be reached if there are questions about your application.
- Faxed applications must include credit card payment.

1. Indicate the month/year you were most recently certified.
2. List your name at the time you attained current certification.
3. If you are a member of the Oncology Nursing Society (ONS) or the Association of Pediatric Hematology/Oncology Nurses (APHON), write your customer ID/membership number where indicated. If you recently joined ONS or APHON and do not have a member number, write "New Member" and ONCC will verify your membership. The certification fee is discounted for ONS/APHON members. Note: paying the nonmember certification fee does not grant you membership in ONS or APHON. Call ONS (866-257-4667) or APHON (847-375-4724) for membership information. You are not required to be a member of ONS or APHON to apply for certification.

4. Indicate the total number of ONC-PRO points you are submitting. (*Refer to your completed ONC-PRO Summary Log for this number.*)

5. Write your nursing license number, state of issue, and expiration date. Indicate the month and year you became an RN. This information is required to verify licensure. Enclose a photocopy of your RN license.

### Demographic & Employment Information

6. Please select only one answer in each category.

### Biographical Data

7. Completion of this data is optional.

### Nursing Experience

8. Record the total number of months that you have worked as an RN in the past three years for OCN®/CPON® certification. All candidates must record their total number of hours of experience in oncology as indicated below (you may need to do several calculations if you've held more than one job during the time period specified).

**OCN® Candidates**—write the total number of hours of experience in adult oncology nursing you have had within the past 30 months. To obtain this number, multiply the number of hours you have worked in the last 30 months by the percentage of your time spent in adult oncology. Note: full-time employment equals 2,080 hours per year or 5,200 hours in 30 months. 5,200 hours is the maximum number that can be recorded.

**CPON® Candidates**—write the total number of hours of experience in pediatric oncology nursing you have had within the past 30 months. To obtain this number, multiply the number of hours you have worked in the last 30 months by the percentage of your time spent in pediatric oncology. Note: full-time employment equals 2,080 hours per year or 5,200 hours in 30 months. 5,200 hours is the maximum number that can be recorded.

**AOCN®, AOCNP®, AOCNS® Candidates**—write the total number of hours of experience you have had in the required advanced practice nursing role (see page 3) in adult oncology in the past 4 years. To obtain this number, multiply the number of hours you have worked in the last 4 years by the percentage of your time spent in adult oncology. Note: full-time employment equals 2,080 hours per year or 8,320 hours in 4 years. 8,320 hours is the maximum number that can be recorded.

9. Indicate if you hold any other nursing certifications.

### Employment Verification Information

10. Write the name, title, institution, and phone number of a supervisor who can verify your most recent work experience. Do not list yourself here.

### Nursing Experience Details

11. List, beginning with most recent, your RN experience for the last 3 years for OCN®/CPON® candidates; last 4 years for AOCN®, AOCNP®, and AOCNS® candidates. Include start/end dates for each position, name and city/state of your employers, position title, number of hours worked per week, and percent of time spent in oncology.

### Affirmation

12. Read and sign the affirmation statement. Unsigned applications will not be accepted. ONCC will randomly select a number of applications to audit for validity.

### Fee & Payment Information

13. Indicate the certification you are renewing and fee you are paying. Enclose payment with your application.

### Submitting Your Application

Mail or fax the application and ONC-PRO Logs as indicated on the application form, or apply online at [www.oncc.org](http://www.oncc.org). Note: the certification fee is \$25 less for applications submitted online. You will receive confirmation via email (US mail if you don't have a valid email address) that your application has been received. If you do not receive confirmation, contact ONCC. You will receive confirmation of your approval status within 12 weeks.

# Meet ILNA: Individual Learning Needs Assessment

An easy and meaningful new way to renew your oncology nursing certification. Coming in 2016.



The Individual Learning Needs Assessment (ILNA) method for certification renewal will combine an assessment of your current knowledge with completion of an individualized learning plan that is focused on your personal knowledge needs. With the ILNA method, most oncology certified nurses will be able to renew certification with fewer, more meaningful professional development activities than in the past.

## Here's how the ILNA method will work:

- To begin preparing for renewal, you'll complete an online assessment based on the corresponding certification test blueprint. It's not a test; you can't fail.
- The assessment results will provide feedback about your knowledge strengths and weaknesses, and identify subject areas in which further professional development is needed for certification renewal.
- Based on your assessment results, you'll complete professional development activities such as continuing nursing education, continuing medical education, academic education, professional publications or presentations to earn points that can be applied toward certification renewal.
- The number of points required for renewal will vary, depending on a nurse's performance on the assessment. You may be able to renew with as few as 25 points - the minimum number that will be required of renewal candidates. That's equal to only 25 hours of continuing nursing education.

## Why is the ILNA method better?

- ILNA measures current knowledge. Because certification is intended to protect the public, it's essential that certified nurses maintain current specialty knowledge.
- ILNA ties your professional development activities to your unique learning needs, so that learning activities can be focused and meaningful to you.



Learn more about the ILNA method and how it will affect you.

Go to [www.oncc.org](http://www.oncc.org) and click on the ILNA tab.

