2017 Oncology Nursing Certification Renewal Options

Renewal Application Deadline Dates:
September 15, 2017 (Save $100!)
October 15, 2017 (Final deadline)
ONCC certification is valid for four years. You should apply for renewal in the year your certification is due to expire. Please note that you’ll need to apply for renewal (and submit any required documentation, such as your learning plan) several months before your credential expires. This allows ONCC time to process your renewal before your credential expiration.

**What is a learning plan?**

Your learning plan is the number of points you need for renewal and the major subject areas where you may earn points. Your learning plan is defined by your Test Score Report or Assessment Results Report. If you are renewing AOCN® or CPON® certification, you have a learning plan that requires 100 points (see page 5 for details).

**What is LearningBuilder?**

LearningBuilder is the online tool where you will record and submit the points you earn for renewal. Your personal plan is on LearningBuilder — it reflects the number of points you need for renewal and the subject areas where you may earn points, as indicated by your Test Score Report or Assessment Results Report.
### STEP 1:
Are you eligible to renew certification?

Review the eligibility criteria required to renew your certification credential.

#### What qualifies as nursing practice?
A role must require that it be filled only by an RN to qualify as nursing practice for purposes of certification or recertification. Hours or months worked in positions that can be filled by non-nurses do not qualify as nursing practice for ONCC eligibility criteria.

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**OCN® Certification Renewal**
- Current OCN® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- 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 2 ½ years (30 months) prior to application.

**CPON® Certification Renewal**
- Current CPON® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- 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 ½ years (30 months) prior to application.

**AOCN® Certification Renewal**
- Current AOCN® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- A minimum of 1,000 hours of adult oncology nursing practice within the 4 years (48 months) prior to application.

**AOCNP® Certification Renewal**
- Current AOCNP® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- 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**
- Current AOCNS® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- A minimum of 1,000 hours of practice in a role or roles of a clinical nurse specialist in adult oncology within the 4 years (48 months) prior to application.

**CBCN® Certification Renewal**
- Current CBCN® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- 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 ½ years (30 months) prior to application.

**CPHON® Certification Renewal**
- Current CPHON® certification
- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada
- 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 ½ years (30 months) prior to application.

**BMTCN® Certification Renewal**
BMTCN® certification will be available for renewal beginning in 2018.

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STEP 2: Understand your renewal options.

There are three components to ONCC certification renewal: practice hours, professional development activities (which earn points for renewal, known as ILNA points), and successful testing. You must meet two of the three renewal components to renew certification.

Three renewal options are available in 2017, based on combinations of these components:

- **Option 1:** Practice hours + ILNA Points
- **Option 2:** Practice hours + Successful testing
- **Option 3:** ILNA Points + Successful testing

This booklet provides details about the ILNA Points component required for renewal by Option 1 or Option 3.

For information about testing (Option 2 and Option 3), refer to the 2017 Oncology Nursing Certification Test Candidate Handbook for test information and application deadline dates. The handbook is available at www.oncc.org.

STEP 3: Choose your renewal method.

Option 1: (ILNA Points)  \(\rightarrow\) see page 5
Option 2: (Test)  \(\rightarrow\) see page 14
Option 3: (Test + ILNA Points)  \(\rightarrow\) see page 14

STEP 4: Submit your renewal application and documentation.

Your application for renewal is due several months before your certification expires. Plan to apply by the application deadline dates noted below.

### 2017 Renewal Application Deadlines and Fees

#### Option 1: ILNA Points

<table>
<thead>
<tr>
<th>Early Bird Deadline &amp; Fees</th>
<th>Final Deadline &amp; Fees</th>
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<tbody>
<tr>
<td>September 15, 2017</td>
<td>October 15, 2017</td>
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**Save $100!** (Savings included in fees below)

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<thead>
<tr>
<th>ONS/APHON Member Age 65+</th>
<th>Nonmember Age 65+</th>
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<tr>
<td>$ 220</td>
<td>$ 320</td>
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<td>$ 165</td>
<td>$ 265</td>
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<td>$ 255</td>
<td>$ 355</td>
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#### Option 2: Test

<table>
<thead>
<tr>
<th>Fee</th>
<th>ONS/APHON Member</th>
<th>Nonmember</th>
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<tbody>
<tr>
<td></td>
<td>Age 65+</td>
<td>Age 65+</td>
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- ONS/APHON Member: $ 286
- Nonmember: $ 406
- ONS/APHON Member: $ 215
- Nonmember: $ 305

Apply by September 15 to ensure a full 90-day testing period in 2017.

#### Option 3: Test + ILNA Points

Apply using a paper application form at www.oncc.org.

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Renewal Option 1: ILNA Points

1. Know how many points you need and the subject areas.

To renew by Option 1 (ILNA Points) or Option 3 (Test + ILNA Points) you must submit a minimum number of professional development points, known as ILNA Points. The number of points you need, and the subject areas where you may earn points form your learning plan. The purpose of your learning plan is to help you focus your professional development activities.

If you passed the test in 2013 → refer to your Test Score Report. You will need to submit at least 25 points, or the total number of points in subject areas marked ILNA Points Required, whichever is greater.

If you took the Individual Learning Needs Assessment → refer to your Assessment Results Report. You will need to submit at least 25 points, or the total number of points in subject areas marked ILNA Points Required, whichever is greater.

If you are renewing AOCN® or CPON® certification → you do not take the assessment. You need to submit 100 points earned since your last renewal.

- **AOCN®** - 100 points required; including at least 65 points in adult oncology.
- **CPON®** - 100 points required; including at least 80 points in pediatrics, at least 50 in pediatric oncology.

Pay attention to the subject areas where you may earn points or be required to earn points. These subject areas will help you plan your professional development.

2. Understand how and when you can earn points.

ILNA points can be earned by completing professional development activities. These activities may include continuing nursing education (CNE), continuing medical education (CME), academic education, publications, or presentations.

You are not required to earn a specific type of points. Many nurses earn most or all of their points through continuing education.

It’s important to know when you can begin earning points. Use this guide below:

### Time Period to Earn Points for Renewal

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Point Earning Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you passed a test in 2013</td>
<td>Use points earned after you passed the test.</td>
</tr>
<tr>
<td>If you took the Individual Learning Needs Assessment</td>
<td>Use points earned after you took the assessment. Points earned before you took the assessment will not be accepted.</td>
</tr>
<tr>
<td>AOCN® and CPON®</td>
<td>Use points earned since your last renewal.</td>
</tr>
</tbody>
</table>

Pay attention to the subject areas where you may earn points or be required to earn points. These subject areas will help you plan your professional development.

Good to know:

ONCC has resources to help you find continuing education programs to fulfill your learning needs. Find them at:

- ILNA Points for Continuing Education
  [www.oncc.org/resource-center/continuing-education-courses](http://www.oncc.org/resource-center/continuing-education-courses)

- ILNA Points for Conferences and Events
  [www.oncc.org/resource-center/continuing-education-courses](http://www.oncc.org/resource-center/continuing-education-courses)
Renewal Option 1: ILNA Points

3. Decide where to apply the points on your learning plan.

When deciding where to apply the points for an activity, first look at the title, content outline/description, and objectives/learning outcomes to decide what it is about a high level. For example: is it about treatment, end-of-life care, or psychosocial care? Look for that concept in the subject areas on your learning plan or your credential’s content outline (e.g., Blueprint). The subject areas are broad—look at the subtopics listed within each subject area and use your best judgment.

For example: Ethics is a subtopic in the Professional Performance category on the OCN® content outline. A program on nursing ethics would apply to this subject area.

What if the CE program applies to more than one category? It’s common for CE programs to cover multiple subject areas. For example, a program about survivorship might address professional performance, too. If the program is four contact hours or less, choose one of the applicable subject areas and apply the points to that category.

For CE programs of more than four contact hours, or to divide points for an activity among multiple subject areas, divide the number of points awarded for the program based on the amount of content in each subject area. Look at the content outline to estimate the amount of the program that applies to each subject area.

For example: a 6-contact hour program on biotherapy may address both treatment and symptom management. If two-thirds of the program is about treatment, apply 4 points to treatment, and 2 points to symptom management. Look at the objectives to help you determine how much of the program applies to each category. (ONCC offers detailed instructions for dividing points at www.oncc.org/ILNA if you can’t estimate the amount of the program for each subject area.)

When applying points for large CE offerings such as conferences or online courses—first look to see if the provider lists the ILNA points for the offering. ONS, APHON and some other providers this information.

ONCC has the ILNA breakdown for many conferences and online CE offerings on the ONCC website at www.oncc.org/renewcertifications. Look for them in the Related Resources box—you’ll see ILNA Points for Continuing Education (online offerings) and ILNA Points for Conferences & Events.

EXAMPLE:

6 contact hour program
- Addresses treatment and symptom management

2/3 is about treatment
1/3 is about symptom management

4 points = treatment
2 points = symptom management

4 contact hour program
- Addresses survivorship and professional performance

Apply either:
4 points = survivorship, OR
4 points = professional performance
4. Enter your points in LearningBuilder.

Enter the points you earn for renewal on your learning plan in LearningBuilder. You will submit your completed learning plan to ONCC as part of the renewal application process.

1. Log in to LearningBuilder at www.oncc.org/accessmyaccount. Click the link for LearningBuilder. Use your ONCC username/password to login.
2. After you login, you’ll be on a dashboard page. Click the blue arrow ► to open your learning plan.
3. Scroll down to the subject area where you want to enter points. Click the Add Activity button.
4. A window will open for you to select the activity type (e.g., continuing education, presentation, etc.)
5. Enter details about the activity, such as the title, date completed, etc.
6. Save your entry by clicking the Submit button in the lower right corner of the window. This will add the activity to your learning plan.


Note: if you are applying points for an activity to more than one subject area, you will need to enter the activities and the appropriate portion of the points in each of the desired subject areas.

Repeat this process for each activity you are submitting for renewal points, or until you’ve entered the minimum number of points required by your learning plan. Your learning plan cannot be submitted until you have entered the required number of points.

5. Apply for renewal.

When you apply for certification renewal you will complete a two-step process.

1. Submit your learning plan on LearningBuilder (Log in at www.oncc.org/accessmyaccount and click the link for LearningBuilder), and
2. Submit an application for renewal (Log in at www.oncc.org/accessmyaccount and click the link for Test & Renewal Registration)

Your learning plan and renewal application may be submitted beginning in January of the year your renewal is due.

Your learning plan cannot be submitted until you have met the minimum requirements. You will submit your learning plan by clicking the “Submit” button at the bottom of your learning plan.

Audits
ONCC randomly audits a percentage of renewal applications submitted to ensure the integrity of the renewal process. If your application is selected for audit, you will be asked to upload documentation (i.e., CE certificates, letters of attendance) to LearningBuilder for the points you submitted for renewal.

Applications are selected for audit based on computerized random selection. Because of the random selection process, an application may be selected for audit even if the applicant has been audited previously.

WHAT IS REINSTATEMENT?

Reinstatement provides the opportunity for nurses who did not apply for renewal by the application deadline date to maintain certification without interruption. For nurses who don’t want to take a test again, or for credentials that don’t have retesting as an option, it is the only way to maintain continuous certification.

Nurses who plan to reinstate may earn points for renewal until December 31 of the year their credential expires. Points earned after December 31 will not be accepted. An application for reinstatement, a completed learning plan, and documentation of all points earned (e.g., CE certificates) must be submitted with the application by March 31 the year following expiration. There is an additional fee for reinstatement.

Nurses who wish to reinstate should contact ONCC to request access to their learning plan.

Please review the ONCC Reinstatement Policy at www.oncc.org/renew-certifications/reinstatement
ILNA POINT CATEGORIES

Continuing Nursing Education (CNE)

ILNA points are awarded for completing Continuing Nursing Education (CNE) programs that have been provided or formally approved for contact hours by an accredited provider or approver of CNE (see box, right).

To enter points for CNE programs in LearningBuilder, you’ll need to know the name of the provider, the program date, the approval or accrediting body, and the number of contact hours awarded.

This information should be on the certificate awarded for completion of a program. Look for an accreditation statement on the certificate, too.

Provider – The agency that offers a continuing education activity. For example: hospitals, journals, professional organizations.

Approver – The organization that reviews continuing education programs and formally approves the program for contact hours. (See box, 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. 1 Contact Hour = 1 ILNA Point.

One of the most common CNE accreditors is the American Nurses Credentialing Center (ANCC). The Oncology Nursing Society (ONS) is accredited by ANCC as both a provider and approver of CNE. This means ONS may provide CNE for approved contact hours, and can approve the CNE 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 approvers for ILNA points. Other state boards of nursing are not acceptable approval bodies or providers of CNE for ILNA points.

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

Acceptance by a state board of nursing for RN licensure renewal does not guarantee that a program will be acceptable for ILNA points. Refer to the list of Acceptable Approval/Provider Bodies for Continuing Nursing Education (right).

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

A current list of acceptable providers/approvers is available at www.oncc.org.
Continuing Medical Education (CME)
ILNA 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®
- 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.

Points Awarded for CME:
One CME hour = 1 ILNA point

Note: ILNA points are awarded for completing an eligible CME activity one time during the accrual period. Repetition of CME programs with identical content will not be accepted.

Records You Should Keep:
Keep certificates, letters of attendance, and program objectives 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 provide this documentation.

Points Awarded for CNE:
One contact hour = 1 ILNA point

Good to Know:
For certification renewal, continuing nursing education (CNE) and continuing medical education (CME) are interchangeable. One contact hour of CNE or CME is equal to one ILNA point. Both CNE and CME must be accredited or approved for contact hours by an accredited approver/provider of CNE or CME.
ILNA POINT CATEGORIES

Academic Education
ILNA 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. The course content must apply in one or more of the subject areas on your learning plan. Undergraduate and graduate level courses are acceptable. You do 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.

Points Awarded for Academic Education:
One academic credit = 15 ILNA points

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

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

- For OCN®, AOCN®, AOCNP®, and AOCNS® renewal, only presentations of adult oncology that apply to subject areas on your learning plan are acceptable.
- For CBCN® renewal, only presentations of breast care content that apply to subject areas on your learning plan are acceptable.
- For CPON®/CPHON® renewal, only presentations of pediatric or pediatric oncology/hematology content that apply to subject areas on your learning plan 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 your job do not qualify for points (e.g., courses taught by a university professor, presentations made by a nurse educator as part of the role).

Points Awarded for Presentations:
One hour of presentation = 3 ILNA points
Poster presentation = 3 ILNA points

In the case of joint presentations, you may claim points only for the length of your presentation. For example: for a one-hour presentation by three panel members, each member may claim one point.

Note: Presentations that do not award CE may be acceptable for ILNA points.

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

ILNA Points are awarded for items published in books, journals, professional newsletters or electronic media (e.g., internet, video) for which you served as an author, editor, editor or reviewer. The content of the publication must apply to one or more of the subject areas on your learning plan.

- For OCN®, AOCN®, AOCNP®, and AOCNS® renewal, only publications of adult oncology content are acceptable.
- For CPON®/CPHON® renewal, only publications of pediatric and pediatric oncology content are acceptable.
- For CBCN® renewal, only publications of breast care content are acceptable.
- All publications must include your name and date of publication.
- Materials that are "in-press" do not count for points.

Type of Publication | ILNA 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-reviewed journal |  
Lead author | 20  
Co-author | 15  
(divide 15 points among all co-authors)  
Original journal article, peer-reviewed journal |  
Lead author | 15  
Co-author | 10  
Guest editor for a journal issue | 20  
Article, non peer-reviewed journal, any medium | 5  
Journal column | 5  
Editorial, peer-reviewed journal | 5  
Book review | 5  
Multimedia education aids | 5-10  
(depending on length/content)  
Research abstract | 5  
Article in newsletter or magazine |  
More than 1,000 words | 5  
250 to 1,000 words | 3  
Journal reviewer (points per article) | 1  
Editorial board member (points per column) | 1

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.
Using LearningBuilder

- Log into LearningBuilder at www.oncc.org/accessmyaccount.

- Under LearningBuilder, click the link for Account Login.

- You'll be prompted to enter your ONCC username and password.

- After you log in to LearningBuilder, you'll be on your dashboard page.

- Click the blue arrow (triangle) to access your learning plan, where you'll enter your ILNA Points.
Adding points

1. Each subject area on your plan will be listed in a header bar.

2. If you are required to earn points in the subject area, a red box will be marked “ILNA Points Required”.

3. Note the ILNA weight for the subject area. This is the number of points needed if you are required to earn points in the subject area.

4. If you are not required to earn points in a subject area, a green box will be marked “ILNA Points Optional”.

5. To enter an activity in a subject area, click the “Add Activity” button within the subject area.

- A window will open where you will enter information about the activity.
- Click the “Submit” button to save your entry.
Renewal Option 2: Testing

If you prefer to renew by testing, you must apply for and pass the test before your certification expires. To ensure a full 90-day test eligibility period, you should apply to test before September 15. If you apply after September 15, you may have less than a 90-day period to schedule and take the test before your credential expires. Also, you may only take the test one time during a 90-day test eligibility period.


Apply for a test at www.oncc.org/accessmyaccount.

Note: Testing is not available for renewal of AOCN® and CPON® certification.

Renewal Option 3: Testing + ILNA Points

Option 3 (Testing + ILNA) is the renewal option for nurses who do not meet the renewal eligibility criteria for nursing practice. To renew by Option 3, nurses must pass the test and complete the requirements specified by their learning plan before their certification expires.

To apply for renewal by Option 3, submit a paper test application form (available at www.oncc.org/resource-center) and your completed learning plan by September 15. If you apply after September 15, you may have less than 90 days to schedule and take the test before your credential expires. Also, you may only take the test one time during a 90-day test eligibility period.

To apply by Option 3, complete a paper application form available at www.oncc.org/testing-and-renewal.

Renewing Multiple Credentials

If you hold more than one certification, you may renew multiple credentials at the same time by Option 1. The regular renewal fee applies for the first credential, and each additional credential is an extra $100.

You may submit the same ILNA Points for renewal of multiple credentials, provided the points meet the requirements for each learning plan. The points must be entered on each of the learning plans in LearningBuilder.

To renew multiple credentials at the same time, please submit a paper application form available at www.oncc.org/resource-center.

If you have questions about renewing multiple credentials, please contact ONCC at oncc@oncc.org or 877-769-6622.
Certification Policies & Address Information

ONCC Certification Policies

Are you familiar with ONCC certification renewal policies?

Go to www.oncc.org/policies to review the policies that may affect your certification, including certification renewal policies such as:

- Application Policies
- Renewal of ONCC Certification
- Reinstatement of Certification
- Sanction of ONCC Certification
- Release of Information (Privacy)
- Review and Appeals Process

When you submit your application for renewal you must indicate that you understand and accept ONCC certification policies.

Application Instructions

Apply online at www.oncc.org/accessmyaccount. Click on the link for Test & Renewal Registration and login using your ONCC username and password. If you are renewing by Option 3, or renewing multiple credentials at the same time, please submit a paper application available at www.oncc.org/resource-center. (If using a paper application, please submit it to the address or fax number indicated on the application form.)

Please note:
- ONCC adheres to all published deadline dates. ONCC 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 completed learning plan and fee) on or before published deadline dates, regardless of postmark. Incomplete applications (including those without completed learning plan or fee) 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. Their applications will not be processed until the invoice is paid in full.
- Applicants who are eligible to apply online and who choose to submit a paper application will be charged a $25 paper handling fee.

Questions about Certification Renewal

If you have questions about renewing your certification, we’re here to help. Contact the ONCC Customer Service Team at 877-769-(ONCC)6622 or oncc@oncc.org.