2016

Oncology Nursing Certification Renewal Options

ONCC®
1986 - 2016

Renewal Application Deadline Dates:
September 15, 2016 (Save $100!)
October 15, 2016 (Final deadline)

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If you have questions about certification renewal, please contact:

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oncc@oncc.org
www.oncc.org

ONCC®
1986 - 2016

2016 Renewal Application Deadline Dates & Fees

Option 1: ILNA Points

	Early Bird Application Deadline & Fees September 15, 2016 Save $100! (Savings included in fees below)	Final Deadline & Fees October 15, 2016 (Full Fee)
ONS/APHON Member	$ 220	$ 320
Nonmember	$ 340	$ 440
ONS/APHON Member: Age 65+	$ 165	$ 265
Nonmember: Age 65+	$ 255	$ 355

Option 2: Test

	Fee
ONS/APHON Member	$ 286
Nonmember	$ 406
ONS/APHON Member: Age 65+	$ 215
Nonmember: Age 65+	$ 305

Option 3: Test + ILNA Points

	Early Bird Application Deadline & Fees September 15, 2016 Apply using a paper application form at www.oncc.org.	Final Deadline & Fees October 15, 2016 Apply using a paper application form at www.oncc.org.
ONS/APHON Member	$ 386	$ 486
Nonmember	$ 506	$ 606
ONS/APHON Member: Age 65+	$ 315	$ 415
Nonmember: Age 65+	$ 405	$ 505

2016 Certification 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 2016, based on the combinations of these components:

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

The eligibility criteria for certification renewal requires you to meet specific minimum practice requirements, and hold a current, active, unencumbered RN license. See the Eligibility Criteria on page 3. A role must require that it be filled only by an RN to qualify as nursing practice. Hours or months worked in positions that can be filled by non-nurses will not qualify as nursing practice for ONCC eligibility criteria.

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 credential-specific *2016 Test Candidate Handbook* for test information and application deadline dates. Handbooks are available at www.oncc.org.

Eligibility Criteria & ILNA Point Requirements

Eligibility for renewal requires a current, active, unencumbered 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 2 ½ 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 ½ 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 in the role or roles of a clinical nurse specialist in adult oncology within the 4 years (48 months) prior to application.

CBCN® 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 breast care nursing practice within the 2 ½ years (30 months) prior to application.

CPHON® 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 hematology nursing practice within the 2 ½ years (30 months) prior to application.

ILNA Point Requirements
To renew by Option 1 or Option 3 (ILNA Points + Testing), you must submit a minimum number of ILNA points. Refer to your Test Score Report or Assessment Results for the number of points you need, and the subject areas where you may earn points. These points are earned by completing professional development activities. The activities may include continuing nursing education (CNE), continuing medical education (CME), academic education, publications, or presentations.

Renewal candidates must submit a minimum of 25 points, or the number of points required by the Test Score Report or Assessment Results Report, whichever is greater. (Note: AOCN® and CPON® candidates must submit at least 100 points. AOCN® and CPON® candidates will not have a Test Score Report or Assessment Results Report.

Review the time period to earn points for renewal in the box below.

What is a Learning Plan?
Your Learning Plan is the number of points you need for renewal and the subject areas where you may earn points. Your Learning Plan is defined by your Test Score Report or Assessment Results Report.

Audits of Renewal Applications
ONCC audits a percentage of randomly selected applications each year to ensure the integrity of the ILNA points process. You will be notified if your application is selected for audit, and required to provide documentation of your points, (e.g., CE certificates or other acceptable documentation). Keep documentation of your points to submit in the event of an audit.

What is Learning Builder?
LearningBuilder is the only tool where you will record and submit the points you earn for renewal. Your personal plan on LearningBuilder reflects the number of points you need for renewal and the subject areas where you may earn points.

Time Period to Earn Points for Renewal

If you passed a test in 2012 → Use points earned after you passed the test

If you renewed via ONC-PRO in 2012 → Use points earned after you took the assessment. Points earned before you took the assessment will not be accepted. (Note: AOCN® and CPON® may use points earned since your last renewal.)

Map ILNA Points to your Learning Plan

Understanding your points

Here's how to determine the subject areas where ILNA points for a CE program may apply on your Learning Plan:

Review the program objectives.

1. Divide the total number of contact hours for the program by the number of objectives. Remember, one contact hour equals one ILNA point. *(e.g., a course offers 8 contact hours and has 4 objectives. Each objective is worth 2 ILNA points)*

2. Identify in which subject area each objective belongs. You may refer to the Test Content Outline and keywords. Use your best judgment. *(e.g., 2 objectives fit into End–of-Life Care, 1 objective fits into Symptom Management and 1 objective fits in Professional Practice)*

3. Multiply the number of objectives in each domain by the number of points per objective to determine the number of ILNA points for each domain. One contact hour equals one ILNA point. For example:

   End-of-Life Care = 2 objectives x 2 points per objective = 4 ILNA points

   Symptom Management = 1 objective x 2 points per objective = 2 ILNA points

   Professional Practice = 1 objective x 2 points per objective = 2 ILNA points

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Is your program 4 contact hours or less?

You may choose to apply all of the ILNA points to one subject area, or divide it among more than one subject area

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Helpful links

ONCC has self-study courses and events/conferences already coded for ILNA on the website.

CE courses/self-study listed by ILNA category:
http://www.oncc.org/resource-center/continuing-education-courses

Events/conferences listed by ILNA category:
http://www.oncc.org/resource-center/continuing-education-conferences

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Test content outlines and subject area keywords:
http://www.oncc.org/resource-center/preparing-certification

User's guide to LearningBuilder (the point tracking tool):
http://www.oncc.org/files/ilna_user_guide.pdf

Other helpful information about renewal and mapping ILNA points to your Learning Plan:
http://www.oncc.org/ilna

ONCC staff can help you understand where to apply points.

New this year for AOCN® and CPON® renewals

As in the past, AOCN® and CPON® nurses may renew their certification by Option 1: Practice hours + Professional Development Points. These points are now known as ILNA Points.

You will need to submit 100 points. For point breakdowns by credential, see below:

AOCN®
Must submit 100 points. At least 65 points must be in adult oncology.

CPON®
Must submit 100 points. At least 80 points must be in pediatrics. Of those, at least 50 must be of pediatric oncology content.

Recording Your Points

You will record your points on LearningBuilder, the online tool you will use to enter and submit your points. You can log into your personal plan on LearningBuilder at www.oncc.org/access-my-account using your ONCC/ONS profile username and password. **Do not record your points on ONC-PRO Logs.**

Continuing Nursing Education

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 continuing nursing education *(see box, right)*.

To enter points for CNE programs on your Learning Plan on 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 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?** The organization that reviews continuing education programs and formally approves the program for contact hours. *(See list of Acceptable Approval Bodies, right.)*

What is an **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.

What is a **Contact hour?** Continuing education credits awarded based on the length of instructional activity. One Contact Hour = One ILNA 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 continuing nursing education. This means 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 ILNA points. Other 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 ILNA points.

Some 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 ILNA points 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 also is available at www.oncc.org.

Continuing Nursing Education

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

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

Records You Should Keep:
Keep the program description/objectives and the CE 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. Access LearningBuilder at *www.oncc.org/accessmyaccount.* Log in using your ONCC username and password.
2. When you're in LearningBuilder, click on "My Plans."
3. Select the subject area where you want to enter points and click the "Add Activity" button in the desired section.
4. Follow the on-screen prompts and enter the details of your points, such as the title of the CNE program, date completed, number of points, etc. It helps to have your CE certificates or other documentation available for reference. You can also upload electronic copies of your documentation – this will streamline the renewal process if documentation is needed later.

Continuing Medical Education

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.

Record Continuing Medical Education Points
1. Access LearningBuilder at *www.oncc.org/accessmyaccount.* Log in using your ONCC username and password.
2. When you're in LearningBuilder, click on "My Plans."
3. Select the subject area where you want to enter points and click the "Add Activity" button in the desired section.
4. Follow the on-screen prompts and enter the details of your points, such as the title of the CME program, date completed, number of points, etc. It helps to have your CE certificates or other documentation available for reference. You can also upload electronic copies of your documentation – this will streamline the renewal process if documentation is needed later.

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

Note: ILNA points are awarded for completing an eligible CME activity one time during an accrual period. Repetition of CME activities 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 submit copies of this documentation.

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.

Record Academic Education Points

1. Access LearningBuilder at *www.oncc.org/accessmyaccount.* Log in using your ONCC username and password.
2. When you're in LearningBuilder, click on "My Plans."
3. Select the subject area where you want to enter points and click the "Add Activity" button in the desired section.
4. Follow the on-screen prompts and enter the details of your points, such as the title of the course, date completed, number of points, etc. It helps to have your grade report or other documentation available for reference. You can also upload electronic copies of your documentation – this will streamline the renewal process if documentation is needed later.

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 copy of a grade report or transcript that includes your name, course title(s), course date(s), and grade(s) earned.

Presentations

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 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 an oncology educator as part of the role).

Record Presentation Points

1. Access LearningBuilder at *www.oncc.org/accessmyaccount.* Log in using your ONCC username and password.
2. When you're in LearningBuilder, click on "My Plans."
3. Select the subject area where you want to enter points and click the "Add Activity" button in the desired section.
4. Follow the on-screen prompts and enter the details of your points, such as the title of the presentation, presentation date and length, and number of points, etc. You can also upload electronic copies of your documentation – this will streamline the renewal process if documentation is needed later.

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 a copy of 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 publishing items in books, journals, professional newsletters, or electronic media. You must be the author, co-author, editor, co-editor, or reviewer. The content of the publication must apply to one or more subject areas on your Learning Plan. Publications that are a required part of your job **will not** be accepted (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®/CPHON® 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. Access LearningBuilder at *www.oncc.org/accessmyaccount.* Log in using your ONCC username and password.
2. When you're in LearningBuilder, click on "My Plans."
3. Select the subject area where you want to enter points and click the "Add Activity" button in the desired section.
4. Follow the on-screen prompts and enter the details of your points, such as the title of the publication, publication date and type, and number of points, etc. You can also upload electronic copies of your documentation– this will streamline the renewal process if documentation is needed later.

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
(depends 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.

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. 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 choose to submit a paper application will be charged a $25 paper handling fee.

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 ILNA Points), and successful retesting. Two of the three components must be met for renewal. Currently, three renewal options are available, based on these components:
  Option 1: Practice hours + ILNA Points
  Option 2: Practice hours + Successful Testing
  Option 3: ILNA Points + 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 test fee.
- Nurses who are renewing two credentials in the same year by Option 1 must meet the eligibility criteria for both credentials; and may use the same ILNA points for both renewals, provided those points meet the ILNA 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 renewing multiple credentials should contact ONCC, and should apply using a paper application form.)

Candidates Who Fail the Renewal Test May Not Renew by ILNA Points

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 ILNA Points 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 renewal application is received at least 3 months prior to the test application deadline date.

Candidates Denied Renewal by ILNA Points 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 + ILNA Points) 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 + ILNA Points) or Option 3 (ILNA Points + Test) on or before March 31 of the year immediately following the credential expiration date.
- Nurses may not use the credential after their certification expires on December 31, but may again use the credential after being notified that their certification has been reinstated.
- Reinstatement is retroactive and the certification period will not be extended for nurses who reinstate. For example, if a nurse who was due to renew certification in 2016 missed the October 15 final deadline, then applies for and is granted reinstatement in February 2017, his/her next certification expiration date will be the same as if he/she had renewed certification in 2016; the expiration date would be December 31, 2020.
- Reinstatement requires the candidate to submit all required applications and Learning Plans, as well as documentation of meeting the Option 1 or Option 3 requirements, as they would do if their Learning Plans

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 Learning Plan can only be submitted electronically.
- 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 candidate 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®, CPON®, AOCN®, AOCNP®, AOCNS®, CBCN®, CPHON®, or BMTCN® credential
- Misuse of the OCN®, CPON®, AOCN®, AOCNP®, AOCNS®, CBCN®, CPHON® or BMTCN® credential
- Lack of current, active, unencumbered 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
- Failure to notify ONCC in writing within 30 days of any restriction placed on the RN license (including APRN license)

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®, CPON®, AOCN®, AOCNP®, AOCNS®, CBCN®, CPHON® or BMTCN® 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

Important Policy Reminder!
ONCC policies are subject to change.

Visit the ONCC web site (www.oncc.org) for current policy information, or contact ONCC at 877-769-6622 (toll free), 412-859-6104 or oncc@oncc.org.

LearningBuilder

LearningBuilder is a secure online tool for recording and submitting your ILNA Points.

Log in at *www.oncc.org/accessmyaccount*.

LearningBuilder can be accessed at *www.oncc.org/accessmyaccount.* Your personal plan on LearningBuilder can be saved, edited, and updated repeatedly until submitted. Continuing education contact hours earned through the Oncology Nursing Society (ONS) CE Evaluation Center cannot be imported directly into your Learning Plan.

Points previously recorded on ONC-PRO Logs cannot be directly imported into LearningBuilder.

Keep these tips in mind:
- Have CE certificates, objectives, or other documentation available when entering points on LearningBuilder. You will need the information on the documentation to complete your Learning Plan.
- Submit both an application and your Learning Plan. This is a two-step process. Submission of either an application or Learning Plan does not automatically submit the other component.
- You can upload your documentation to your personal plan on LearningBuilder.

Applying for Renewal by ILNA Points.
What you need to know

Apply online using ONCC's secure online registration system at *www.oncc.org/accessmyaccount.*

Candidates who are renewing multiple credentials at the same time should apply using a paper application form.

The application, completed Learning Plan and fee must all be received by the application deadline date.

When applying online for renewal by ILNA Points you must submit **both** an application and completed Learning Plans. Submission of the application and Learning Plan is a two-step process.

- The application can be submitted online at **www.oncc.org/accessmyaccount**

- Learning Plans can be submitted online at **www.oncc.org/accessmyaccount**

Renewal of Multiple Credentials

If you are renewing multiple credentials at the same time, you must submit a paper application form. Paper application forms are intended to be printed and completed by hand. The application form can be downloaded at *www.oncc.org/applications.*

Submit paper applications to the fax number or mailing address listed on the application form.

You must submit your Learning Plan online at *www.oncc.org/accessmyaccount.*

If you submit an application or documentation by mail, use a guaranteed delivery method, such as overnight or two-day delivery. ONCC cannot be responsible for applications that are lost or misdirected by the postal service or other carriers.

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