

CERTIFICATION RENEWAL MANUAL



Renewal Deadlines:
September 15 (Save \$100!)
October 15 (Final deadline)



Oncology Nursing
Certification Corporation

FIND IT FAST

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**Oncology Nursing
Certification Corporation**

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ONCC certification is valid for four years. You may 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) by the application deadline date, which is several months before your credential expires. This allows ONCC time to process your renewal before your credential expiration.

What is a learning plan?

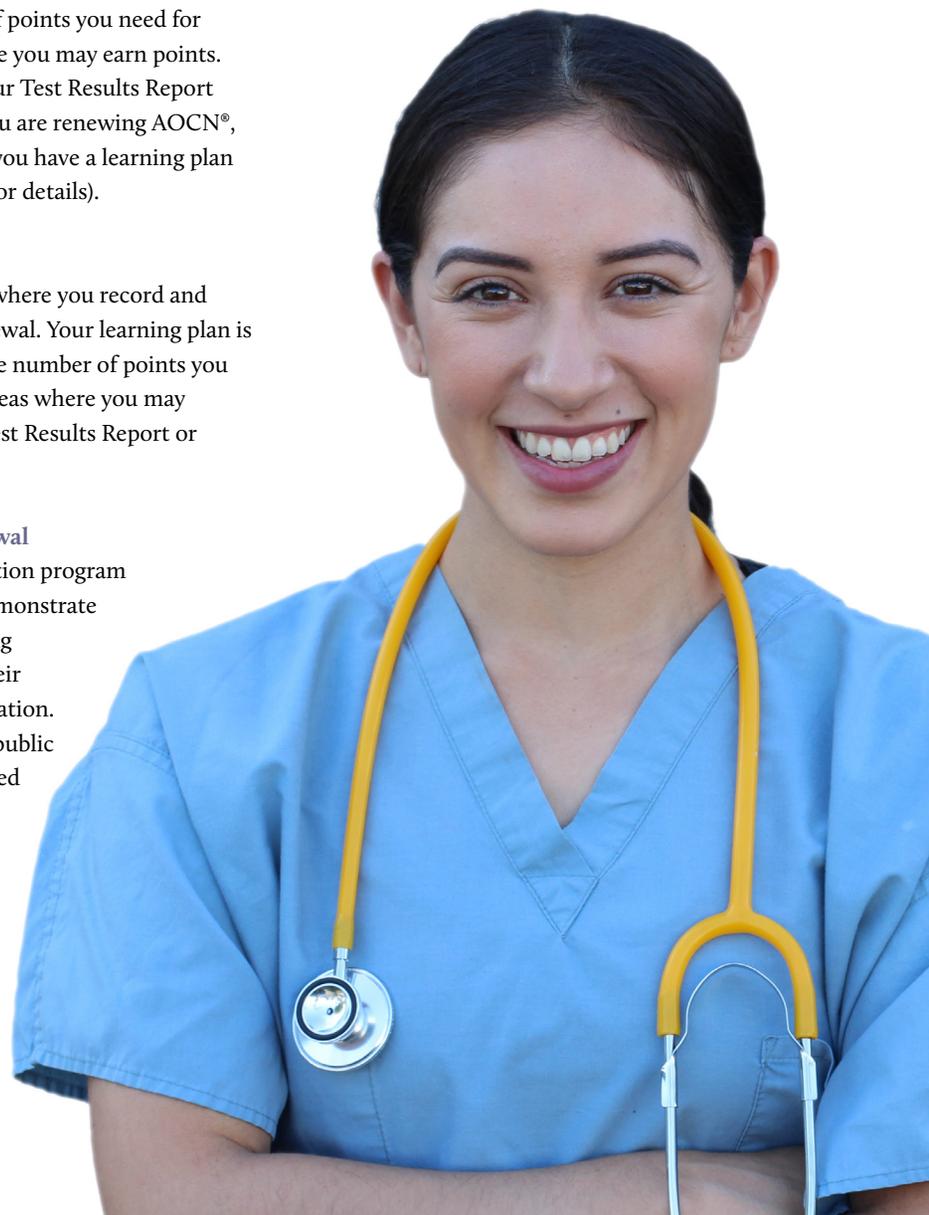
Your learning plan is the number of points you need for renewal and the subject areas where you may earn points. Your learning plan is defined by your Test Results Report or Assessment Results Report. If you are renewing AOCN®, AOCNS®, or CPON® certification, you have a learning plan that requires 50 points (see page 5 for details).

What is LearningBuilder?

LearningBuilder is the online tool where you record and submit the points you earn for renewal. Your learning 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 Results Report or Assessment Results Report.

Continuing competency and renewal

The purpose of ONCC's recertification program is for ONCC Certified nurses to demonstrate continued competency by practicing in their specialty and enhancing their knowledge following initial certification. Recertification seeks to assure the public that certified nurses have maintained a current level of knowledge in the specialty represented by their credential and requires certified nurses to continue those activities essential to the maintenance of knowledge required for their level of practice and certification in the specialty.



■ STEP 1:

Are you eligible to renew certification?

Review the eligibility criteria required to renew your certification credential.

What qualifies as nursing practice?

Nursing practice may be work experience that is direct and/or indirect patient care in clinical practice, nursing administration, education, research, or consultation in the specialty represented by the credential. The position must be one that may be filled by a Registered Nurse. A position that may also be filled by another licensed care provider may qualify as nursing practice so long as the position may be filled by an RN.

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

- Current BMTCN® 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 BMT nursing practice within the 2 ½ years (30 months) prior to application.

■ 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 renewal points), and successful testing. You must meet two of the three renewal components to renew certification.

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

- Option 1:** Practice hours + Renewal points
- Option 2:** Practice hours + Successful testing
- Option 3:** Renewal points + Successful testing

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

For information about testing (Option 2 and Option 3), refer to the test information and application deadline dates available at www.oncc.org.

■ STEP 3: Choose your renewal method.

- Option 1:** (Renewal Points) —————→ *see page 5*
- Option 2:** (Test) —————→ *see page 14*
- Option 3:** (Test + Renewal Points) —————→ *see page 14*

■ STEP 4: Submit your renewal application and points.

Your application for renewal and completed learning plan are due several months **before** your certification expires. Submit by the deadline dates noted below in the year your renewal is due.

Renewal Application Deadlines and Fees

Option 1: Renewal Points

	Early Bird Deadline & Fees September 15 Save \$100! (Savings included in fees below)	Final Deadline & Fees October 15 (Full Fee)
ONS/APHON Member	\$ 240	\$ 340
Nonmember	\$ 360	\$ 460

Option 2: Test

	Fee	Apply by Sept. 1 to ensure a full 90-day testing period before the year ends.
ONS/APHON Member	\$ 300	
Nonmember	\$ 420	

Option 3: Test + Renewal Points

	Early Bird Deadline & Fees September 15	Final Deadline & Fees October 15
ONS/APHON Member	\$ 400	\$ 500
Nonmember	\$ 520	\$ 620

Renewal Option 1: Renewal Points

To renew by Option 1 (Points) or Option 3 (Points + Testing) you must submit a minimum number of professional development points, known as renewal 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.

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

To renew by Option 1 (Points) or Option 3 (Test + Points) you must submit a minimum number of renewal points. All renewal candidates must submit at least 25 points – you may need to submit more. Here’s how to determine the points you need.

If you passed the test in 2019:

Refer to your Test Results Report. You will need to submit at least 25 points or the total number of points in subject areas marked 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 Points Required, whichever is greater.

If you are renewing AOCN®, CPON®, or AOCNS®:

Do not take the assessment. You should submit:

AOCN®, AOCNS® - 50 points in adult oncology

CPON® - 50 points in pediatric oncology

2. Understand how and when you can earn points.

Renewal points can be earned by completing professional development activities. These activities may include continuing nursing education (CNE)/ nursing continuing professional development (NCPD), 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	
If you passed a test in 2019	→ Use points earned after you passed the test.
If you took the assessment	→ Use points earned after you took the assessment. Points earned before you took the assessment will not be accepted.
AOCN®, AOCNS®, and CPON®	→ Use points earned since your last renewal.

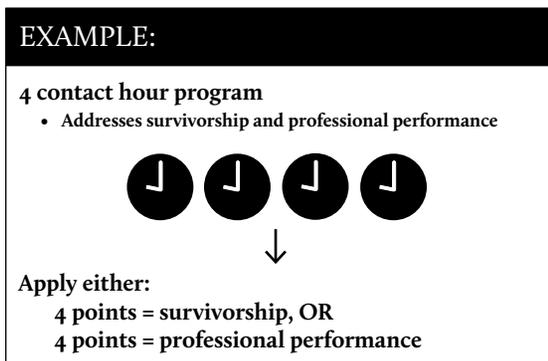
Renewal Option 1: Renewal Points

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, program, or objectives/learning outcomes to **decide what the activity is about at 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 within each subject area, too. Use your best judgment.

What if the CE program applies to more than one category? For example, a program might address survivorship and professional performance.

If the program is four contact hours or less, you may choose one of the applicable subject areas and apply the points to that category, as indicated below.



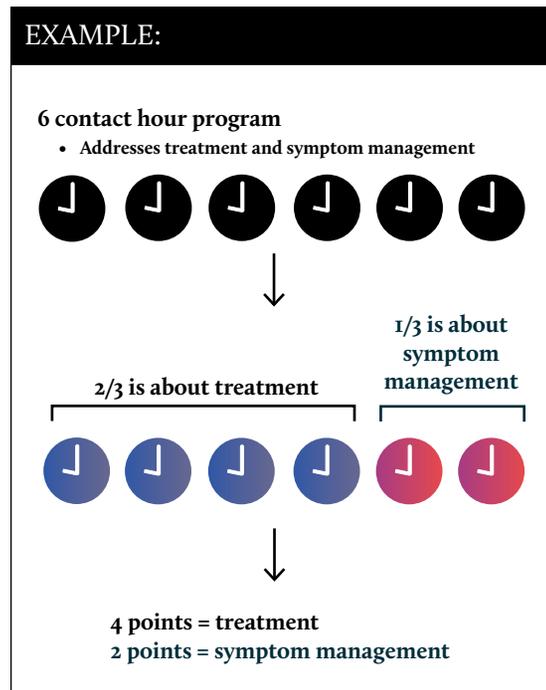
For CE programs of more than four contact hours, or to divide points for an activity among multiple subject areas. Divide the number of points awarded for the program based on the amount of content in each subject area. Use your best judgment.

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. Use your best judgment.

When applying points for large CE offerings such as con-

ferences or online courses – look to see if the provider lists the points for the offering. ONS, APHON, and some other providers list this information.

ONCC also has point breakdowns for many conferences at www.oncc.org/renewcertifications. Look for them in the Related Resources box - you'll see Renewal Points for Conferences & Events.



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 at www.oncc.org/myaccount. Click the link for LearningBuilder.
2. In LearningBuilder, click the My Cycle tab.
3. To enter points, click the Add Activity button on your learning plan.
4. A window will open to select the activity type (e.g., continuing education, presentation, etc.).
5. Enter details about the activity, such as the title, date completed, etc. Select the subject area(s) where the points apply.
6. Save your entry by clicking the Submit button in the lower right corner. This will add the activity to your learning plan.

See LearningBuilder illustrations on pages 12-13.

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.

Applying for certification renewal is a **two-step process**.

1. Submit your points on LearningBuilder (Log in at www.oncc.org/myaccount and click the link for LearningBuilder),
AND
2. Submit a renewal application (Log in at www.oncc.org/myaccount and click the Renew my certification link)

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 points 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 test, 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 they submit their application for reinstatement. 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 fee for reinstatement, in addition to the final application deadline renewal fee.

Nurses who wish to reinstate should contact ONCC to request access to LearningBuilder.

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

POINT CATEGORIES

Nursing Continuing Professional Development (NCPD) / Continuing Nursing Education (CNE)

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

To enter points for 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.

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 Renewal Point.

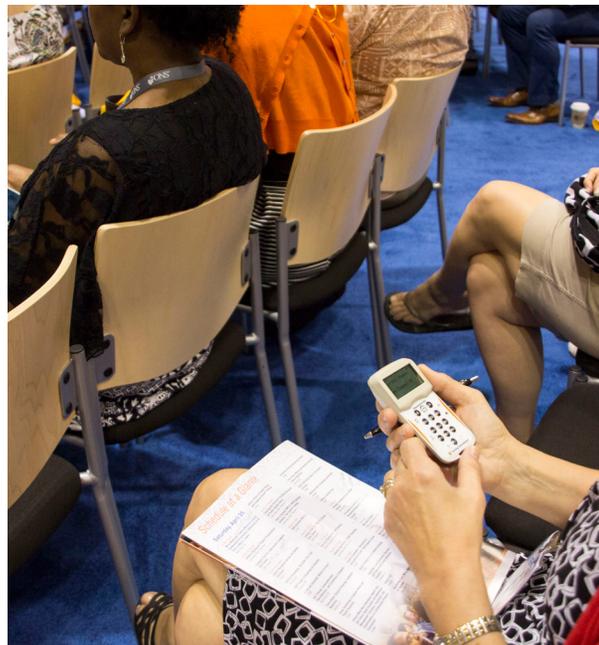
One of the most common accreditors of nursing continuing education is the American Nurses Credentialing Center (ANCC).

Some state boards of nursing have a system for the formal ap-

proval of continuing education providers. These include: Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, and West Virginia. These states are acceptable approvers for points. Other state boards of nursing are not acceptable approval bodies or providers of CNE/NCPD for 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 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 points.



Acceptable Approval/Provider Bodies for CNE/NCPD

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.



Points Awarded for CNE/NCPD:

One contact hour = 1 renewal point

Note: 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 or transcript must include an accreditation statement, 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.

Good to Know:

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

POINT CATEGORIES

Continuing Medical Education (CME)

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 renewal point

Note: 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 must include an accreditation statement, 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.

POINT CATEGORIES

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. 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 renewal 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

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.

- 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 renewal points

Poster presentation = 3 renewal 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 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

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, co-editor or reviewer. The content of the publication must apply to one or more of the subject areas on your learning plan.

- All publications must include your name and date of publication.
- Materials that are "in-press" do not count for points.

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-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:

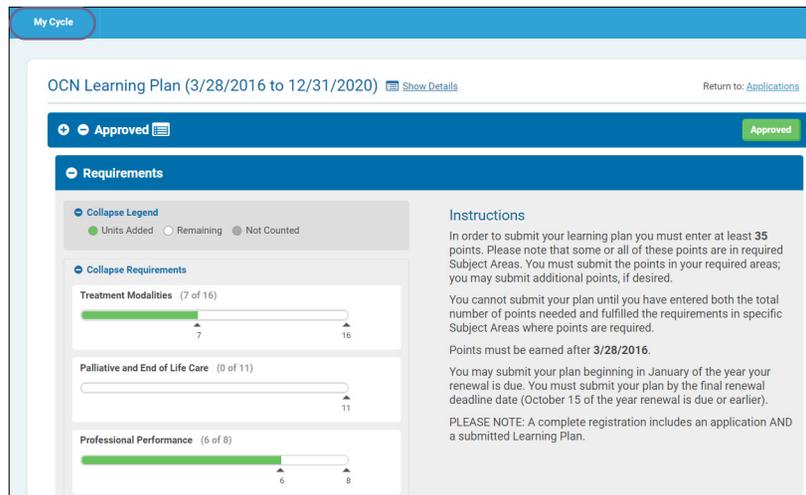
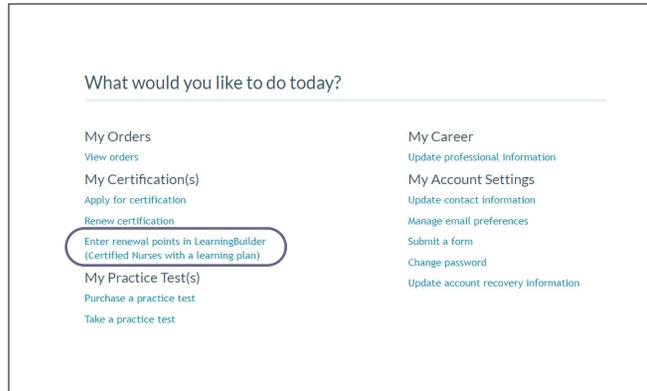
Points for joint authorship are determined by dividing the total number of points by the number of co-authors.

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.

Using LearningBuilder

- Log into your account at www.oncc.org. Once logged in, click My Account.
- Click the LearningBuilder link, “Enter Renewal Points in LearningBuilder.”
- Click on My Cycle.



Your Learning Plan

- Your requirements are in the bar graph on the left.
- The number of points needed is on the right.
- To enter an activity in a subject area, click the “Add Activity” button on the lower right.

Entering Points

- A window will open where you will enter information about the activity.
- Click the “Select Subject Area” button to choose where to apply your points.
- Enter the points in the desired subject area(s). For offerings of 4 contact hours, you may apply the points to one reasonably-related subject area. You don’t have to divide points for offerings of 4 hours or less. Use your best judgment.

SUBJECT AREA	ILNA POINTS*	NOTES TO REVIEWER (OPTIONAL)
TOTAL	2	
I. Foundations of Transplant ⓘ	1	
II. Cellular Collection, Preparative Regimens, and Infusion ⓘ		
III. Early Post-Transplant Management and Education ⓘ	1	
IV. Late Post-Transplant Management and Education ⓘ		
V. Quality of Life ⓘ		
VI. Professional Performance ⓘ		

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 1. If you apply after September 1, 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.

Review the test application information available at www.oncc.org.

Apply for a test by logging in at www.oncc.org/myaccount.

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

Renewal Option 3: Testing + Points

Option 3 (Testing + Points) 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 submit a completed learning plan before their certification expires.

To apply for renewal by Option 3, submit a test application 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.

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 renewal 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.

If you have questions about renewing multiple credentials, please contact ONCC at oncc@oncc.org or 877.769.6622.

ONCC Policies

Are you familiar with ONCC certification renewal policies?

Go to www.oncc.org/policies to review policies that may affect your certification, 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 apply for renewal you must indicate that you understand and accept ONCC certification policies.

Application Instructions

Login at www.oncc.org/myaccount and click on the link to “Renew my certification”.

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 or other circumstances. 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.
- Option 3 candidates are required to submit a paper application, which can be found at www.oncc.org.



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.



**Oncology Nursing
Certification Corporation**

Credibility. Contribution. Care.

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