

# Certification Examination Application Booklet

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**Mission**

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The Nephrology Nursing Certification Commission (NNCC) exists to establish credentialing mechanisms to promote patient safety and to improve the quality of care provided to patients with kidney disease.

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**Philosophy**

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The Nephrology Nursing Certification Commission supports the philosophy that there should be a diversity of examinations that will effectively provide the opportunity for certification at various levels of education, experience, and areas of practice within nephrology nursing.

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**The Purposes of the Nephrology Nursing Certification Commission**

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To improve and maintain the quality of professional nephrology nursing care through the development, administration, and supervision of a certification program in nephrology nursing. To engage in any and all necessary and lawful activities to implement the foregoing purposes. To exercise all powers and authority now or hereafter conferred upon not-for-profit corporations under the laws of the state of New Jersey.

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**About NNCC**

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Formerly known as the Nephrology Nursing Certification Board (NNCB), the Nephrology Nursing Certification Commission (NNCC) was established in 1987 for the purpose of promoting the highest standards of nephrology nursing practice through the development, implementation, coordination, and evaluation of all aspects of the certification and recertification processes. The NNCC is national in scope, is separately incorporated, and is an independent organization that collaborates with the Center for Nursing Education and Testing (C-NET) in test development, test administration, and test evaluation. The Commission is comprised of registered nurses with content expertise in nephrology nursing.

The development of certification examinations for the specialty of nephrology nursing is based on the Dreyfus Model of Skill Acquisition as adapted by Patricia Benner, RN, PhD to clinical nursing practice. The model is founded on descriptive research that identifies five levels of clinical nursing practice, also referred to as levels of professional development. These levels – novice, advanced beginner, competent, proficient, and expert – were described in the words of nurses who were interviewed and observed either individually or in small groups. The levels of professional development address the scope of nursing practice not the quality of a nurse's performance. The NNCC bases the development of its examinations on practice analyses that define the scope and description of professional nursing practice in nephrology.

The Certified Nephrology Nurse (CNN) examination

was created to test the broad scope of nephrology nursing practice at a proficient level. The Certified Dialysis Nurse (CDN) examination was created to test entry-level nephrology nurses practicing at a competent level in the dialysis setting. The Certified Nephrology Nurse - Nurse Practitioner (CNN-NP) Examination was created to test the nurse practitioners practicing in all nephrology settings at a competency level. These examinations are endorsed by the American Nephrology Nurses' Association (ANNA). In addition, the NNCC continues to regularly collect data through national practice surveys regarding the knowledge, skills, and abilities of all nurses practicing in nephrology settings.

In 1997, a joint task force was created by ANNA and the National Association of Nephrology Technicians/Technologists (NANT) to improve the education, training, and competency assessment of unlicensed personnel in dialysis. The task force developed a standardized program for education and training of hemodialysis technicians. Following this, a special committee was created to develop an entry-level competency test. The NNCC, as an examination board, was asked to administer the test and certify hemodialysis technicians for initial competencies in knowledge, skills, and abilities. The test, known as the Certified Clinical Hemodialysis Technician (CCHT) examination, is endorsed by ANNA and NANT, and is regularly updated using national data from job surveys.

The Center for Nursing Education and Testing (C-NET) was chosen by the NNCC to provide testing and evaluation services to meet nephrology nursing's assessment needs. The NNCC and C-NET conduct practice analyses of nephrology nursing practice and job analyses of hemodialysis technicians. Collaboratively, NNCC and C-NET develop and administer examinations to nephrology caregivers.

The NNCC believes that the attainment of a common knowledge base, utilization of the nursing process, and a predetermined level of skill in the practice setting are required for practice in nephrology nursing. Certification exists primarily to benefit the public, and the NNCC believes, that all caregivers providing care to patients with kidney disease should demonstrate a minimum level of knowledge, skills, and abilities. Certification also provides professional recognition for these achievements. The Commission recognizes the value of education, administration, research, and clinical practice in fostering personal and professional growth and provides examinations to validate this performance.

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**ABNS Accreditation**

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The American Board of Nursing Specialties (ABNS), established in 1991, is a national peer review organization for specialty nursing certification boards. ABNS serves as the accreditation organization for nursing specialty certification examinations authorized and recognized to certify registered nurses in specialty practice within the United States.

The ABNS promotes the highest quality of specialty

nursing practice through the establishment of standards of professional specialty nursing certification. The NNCC is a charter member of the ABNS and the Certified Nephrology Nurse (CNN) test was one of the first national certification examinations to be recognized and approved by the ABNS.

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### ***Deadlines, Cancellations, and Rescheduling***

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The completed application and appropriate fee must be postmarked no later than the deadline date specified on the examination schedule, which can be found on the NNCC website at [www.nncc-exam.org](http://www.nncc-exam.org). Applications will be accepted for an additional two weeks beyond the postmark deadline date with the addition of a late fee. **No exceptions will be made to this policy.**

Examination cancellations will be accepted until two weeks prior to the examination and a refund will be sent minus an application processing fee. Cancellations after that time will not be refunded; however, the examination can be rescheduled for a date during the following twelve (12) months only. There is a fee to reschedule an examination. Requests to reschedule must be submitted in writing to C-NET, 601 Pavonia Avenue, Suite 201, Jersey City, NJ 07306.

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### ***Change of Name and Address***

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The applicant will not be able to request a name change after the examination permits have been issued. The name that the applicant used on the certification examination application form is the name that is submitted to the Center for Nursing Education and Testing (C-NET) for test administration.

When the applicant appears at the test center, the name on the examination permit must match the other forms of identification. The applicant will not be allowed to sit for the examination without proper identification.

If an applicant changes his or her name and/or address, the Nephrology Nursing Certification Commission (NNCC) should be notified in writing, by fax, or by email.

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### ***Disability Accommodations***

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The Nephrology Nursing Certification Commission (NNCC) and the Center for Nursing Education and Testing (C-NET) will make special testing arrangements to accommodate applicants with the following special needs:

- Disabilities that interfere with test taking
- Religious convictions that preclude Saturday testing

If you wish to make such arrangements, you must notify C-NET in writing at least six weeks before the scheduled test date so that documentation can be completed and special arrangements can be made.

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### ***Examination Permit***

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Upon approval of an applicant's examination application, he/she will receive an examination permit from C-NET. The permit will include the examination date, examination

center address, and the time to report to the examination center. **Applicants will not be admitted to the examination without an examination permit.** Substitution of an applicant cannot be made and no such requests will be honored.

If an applicant does not receive an examination permit within seven (7) days prior to the examination date, they are to notify C-NET at 800.463.0786. If an examination permit is lost, C-NET should be notified immediately.

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### ***Preparation for the Examination***

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The following textbooks are available through the American Nephrology Nurses' Association (ANNA). Please visit the ANNA website at [www.annanurse.org](http://www.annanurse.org) or call 888.600.2662 for more information on ordering textbooks.

- *Contemporary Nephrology Nursing Textbook*  
Provides in-depth information on all aspects of nephrology nursing
- *Core Curriculum for Nephrology Nursing*  
Provides references and a detailed outline of the content related to nephrology nursing

The *ANNA Standards of Clinical Practice* and the *ANNA Nephrology Nursing Journal* are also useful study aides.

**The NNCC does not offer contact hours or review courses.** A variety of publications, and continuing education activities designed to prepare individuals are available through the ANNA (contact at [www.annanurse.org](http://www.annanurse.org) or 888.600.2662).

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### ***Examination Objectives***

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1. Recognize pathologic processes and complications that occur in renal failure and/or treatment modalities.
2. Select interventions appropriate to the pathologic processes and complications that occur in kidney failure and/or treatment modalities.
3. Apply physiologic and technical principles of renal replacement therapies.
4. Select appropriate teaching/learning strategies to educate client, family, other health professionals and the public.
5. Select appropriate actions in administering medication(s) to the patient being treated for kidney disease.
6. Recognize the importance of an interdisciplinary approach to promote optimum functioning.
7. Select interventions appropriate to the psychological and sociocultural effects of kidney disease.
8. Apply principles of infection control.
9. Recognize the importance of professional nursing practice in promoting patient outcomes (e.g., consultation, staff development, quality improvement, and research).

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**Materials to Bring to the Examination**

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Applicants arriving at the examination center must present the following to the proctor:

- The original C-NET examination permit
  - Copies of the examination permit will not be accepted
- A current RN license
- A photo and signature bearing identification card, (for example, applicant's drivers license, etc.)
  - Applicants who appear without photo identification will not be permitted to sit for the examination

The name appearing on the applicant's RN license and the identification card must be the same as the name appearing on the examination permit.

Reference books, notes, or other study materials may not be brought into the examination center. Examination questions do not include calculations that require a calculator. Personal belongings must be placed under the tables.

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**Taking the Examination**

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The certification examinations are multiple-choice tests. It is important to read each question carefully and choose the one answer that you think answers the question correctly. There is no penalty for guessing, so an educated guess is appropriate if you are unsure of the answer. Four (4) hours are allotted to complete the CNN and CDN nursing examinations.

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**Inappropriate Behavior During the Examination**

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The performance of all applicants taking the examination will be monitored. Any applicant who gives or receives assistance, or otherwise engages in dishonest or improper behavior during the examination, may be required to cease taking the examination and leave the examination center. The examination manager will notify the C-NET office of any inappropriate behavior. The C-NET personnel will then notify the NNCC President.

After reviewing the reported incident, the NNCC will determine whether there is reason to retake the examination, refuse to release test results, or revoke the applicant's eligibility to sit for future examinations.

Any individual who removes or attempts to remove materials from the examination center, or who discloses, reproduces, distributes, or otherwise misuses a test question from a certification examination, may face legal action.

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**Examination Results and Notification**

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Applicants will be notified of their scores approximately 4-6 weeks after test administration. C-NET will mail all examination scores to the applicant as follows:

- A total score will be provided for applicants who successfully pass the examination.
- Approximately 75% of the test items must be

answered correctly to receive a passing score.

- A total score and sub scores in all the major test areas of concentration will be provided for applicants who do not pass the examination.

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**Confidentiality**

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To insure the security of the examination, the test materials are confidential and will not be released to any person or agency. An applicant's individual test results will be released only upon the applicant's written request. The NNCC reserves the right to post a successful applicant's name and certification expiration date by state on the NNCC website.

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**Recognition of Certification**

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Certification is awarded to those who successfully complete the certification process by meeting the eligibility criteria and passing a written multiple-choice examination. The designated credential is valid for three years from the examination date. The credential may be use in all professional activities and correspondence.

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**Wall Certificate and Wallet Card**

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The NNCC will mail out to all successful examinees a packet containing a wall certificate suitable for framing and a wallet card displaying an expiration date. A new wallet card will be provided after each successful recertification.

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**Denial/Revocation of Certification**

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The occurrence of any of the following actions will result in the denial, suspension, or revocation of the certification:

- Falsification of the NNCC application
- Falsification of any materials or information requested by the NNCC
- Any restrictions such as revocation, suspension, probation, or other sanctions of professional RN license by nursing authority
- Misrepresentation of certification status
- Cheating on the examination

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**Appeal Process**

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An applicant who has been deferred, failed, or had certification revoked has the right of appeal. This appeal must be submitted in writing to the President of the Nephrology Nursing Certification Commission (NNCC) within three (3) months of being notified. The appeal shall state specific reasons why the applicant feels entitled to certification. At the applicant's request, the President shall appoint a Grievance Committee of three (3) NNCC members who will meet with the applicant and make recommendations to the NNCC. The Grievance Committee will meet in conjunction with a regularly scheduled NNCC meeting. The applicant will be

responsible for his/her own expenses. The final decision of the NNCC will be communicated in writing to the applicant within one (1) month of the NNCC meeting. Failure of the applicant to request an appeal or appear before the Grievance Committee shall constitute a waiver of the applicant's right of appeal.

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***Reapplication Procedure***

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If an applicant does not pass the examination, he/she has one opportunity within one year to retake the examination at a reduced rate. C-NET will mail a re-examination application to those applicants who do not pass.

# CNW

Certified Nephrology Nurse

## Certified Nephrology Nurse Examination



Nephrology Nursing Certification Commission

Nephrology Nursing Certification Commission (NNCC)  
East Holly Avenue Box 56 • Pitman, NJ 08071-0056  
888.884.6622 • 856.589.7463 (fax)  
nncc@ajj.com • www.nncc-exam.org



***CNN Eligibility Criteria***

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1. The applicant must hold a current, full, and unrestricted license as a registered nurse in the United States, or its territories.
2. The applicant must have a minimum of two (2) years of nephrology nursing experience as a registered nurse in a clinical, administrative, teaching, or research capacity, within three (3) years prior to submitting this application.
3. In meeting criterion #2, the applicant must have spent at least fifty percent of employment hours in nephrology nursing.
4. The applicant must possess a baccalaureate degree in nursing or a master's degree in nursing.
5. The applicant must have completed thirty (30) contact hours of continuing education credit in nephrology nursing from approved providers within three years prior to submitting this application.

Continuing education must be approved by one of the following:

- Organizations accredited by the American Nurses' Credentialing Center – Commission on Accreditation (ANCC-COA), the credentialing body of the American Nurses Association.
  - For example, The American Nephrology Nurses' Association (ANNA), which is both an accredited provider and approver of continuing education in nursing.
- The American Association of Critical-Care Nurses (AACN).
- The Council of Continuing Education
- California, Florida, Iowa, Kansas, or Ohio State Boards of Nursing.\*

**\* Please be aware that although programs meet requirements set forth by other state boards of nursing, they may not meet the Nephrology Nursing Certification Commission criteria.**

**No individual shall be excluded from the opportunity to participate in the NNCC certification program on the basis of race, national origin, religion, sex, age or disability.**

***CNN Examination Application Instructions***

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1. Complete all sections of the application. Be sure to include the last four (4) digits of your social security number, since it will serve as your identification number.
2. Make certain your immediate supervisor completes the section on employment verification.
3. Attach to your application a copy of a baccalaureate degree in nursing or a master's degree in nursing diploma. If the diploma does not state nursing as area of study, then a transcript showing nursing as a major must be included along with a copy of the diploma.
4. Attach to your application copies of contact hour certificates to total thirty (30) nephrology related contact hours.
5. Attach to your application a photocopy of your current RN license. (If you are unable to obtain a photocopy of your license, submit a letter or printout from your state board of nursing verifying your licensure with license number and date of expiration.)

**Note: If the name on any of the above documents does not match your current name, proof of name change must be submitted.**

**Examination permits will be issued only to those applicants with complete applications.**

**Sample Test Questions**

1. Patients in a chronic dialysis unit should periodically be screened for
  - a. venereal disease.
  - b. hepatitis B virus.
  - c. aspergillus infection.
  - d. pneumocystic disease.
2. A 23-year-old man is to be the living donor for his 17-year-old sister's renal transplant. Which of these instructions should be included in his preoperative teaching?
  - a. "You will be required to get out of bed the evening of the surgery."
  - b. "You will be able to return to work within a week."
  - c. "You will have to modify your diet until your kidney function returns to normal."
  - d. "You will have pain that can easily be controlled with Tylenol."
3. In patients receiving peritoneal dialysis, which type of catheter-related infection is often slow to respond to antibiotic therapy?
  - a. acute exit site infection.
  - b. cuff infection.
  - c. peritonitis.
  - d. catheter contamination.
4. An 18-year-old female is diagnosed as having polycystic kidney disease. In view of this diagnosis, the patient should see a nephrologist and
  - a. talk with her spiritual advisor.
  - b. seek genetic counseling.
  - c. plan to have no children.
  - d. consult a transplant surgeon.
5. A 76-year-old woman who has been on maintenance hemodialysis for one year is receiving digoxin. Her last digoxin level was 3.6 ng/mL. A hemodialysis treatment with a 2 mEq/L potassium bicarbonate bath is initiated. Three hours into the dialysis treatment, she develops an irregular pulse. In assessing the patient's cardiac status, which of these actions should the nurse take first?
  - a. Measure the maximum heart rate.
  - b. Monitor the peripheral pulses.
  - c. Calculate the optimum heart rate.
  - d. Determine the apical/radial pulse.
6. In patients with chronic kidney disease, bleeding tendencies are due to
  - a. decreased vitamin K intake.
  - b. decreased cryoprecipitation.
  - c. abnormal platelet function.
  - d. abnormal renin level.

Answer Key:      1. b    2. a    3. b    4. b    5. d    6. c

**Test Blueprint  
Distribution of 200 Items in Certified Nephrology Nurse (CNN) Examination**

<b>Objective Content</b>	<b>1 Path/Comp</b>	<b>2 Intervent</b>	<b>3 Phys/Tech</b>	<b>4 Teach</b>	<b>5 Meds</b>	<b>6 Interdisc</b>	<b>7 Psychosoc</b>	<b>8 Infection</b>	<b>9 Professional</b>	<b>Total</b>
A Concepts of Renal Failure  35%	13-14	10-11	8-9	6-8	8-9	3-4	4-5	11-12	2-3	69-71 (35%)
B Hemodialysis  30%	12-13	8-10	7-8	5-7	7-8	2-3	3-4	9-10	2-3	59-61 (30%)
C Peritoneal Dialysis  18%	7-8	5-6	4-5	3-4	4-5	1-2	2-3	5-6	1-2	35-37 (18%)
D Transplant  12%	4-5	3-4	2-3	2-3	2-3	1-2	1-2	3-4	0-1	23-25 (12%)
E Acute Therapies 5%	2-3	1-2	1-2	0-1	1-2	0-1	0-1	1-2	0-1	9-11 (5%)
<b>Total</b>	39-41 (20%)	29-31 (15%)	23-25 (12%)	19-21 (10%)	23-25 (12%)	9-11 (5%)	11-13 (6%)	31-33 (16%)	7-9 (4%)	200 (100%)

Revised 2006





## Employment History

Begin with your present employer. Only **nephrology-related** positions during the past three years need to be documented. Please do not send resumes. (Use a blank sheet of paper if additional space is needed).

From Month/Year	To Month/Year	Employer name and Address	Position/Title	Supervisor	Hours Per Week

**YOUR SUPERVISOR MUST COMPLETE THIS SECTION IN ITS ENTIRETY:**

As indicated above \_\_\_\_\_ is/has been employed in nephrology nursing at least two years during the past three years by \_\_\_\_\_  
Employer

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

I further attest that \_\_\_\_\_ is currently licensed as an RN in the state of \_\_\_\_\_.

\_\_\_\_\_  
 Supervisor's Signature Date

\_\_\_\_\_  
 Title Facility/Institution

\_\_\_\_\_  
 Phone Fax E-mail

- The occurrence of any of the following actions will result in the denial, suspension, or revocation of the Certification:
- Falsification of the NNCC application
  - Falsification of any materials or information requested by the NNCC
  - Any restrictions such as revocation, suspension, probation, or other sanctions of professional RN license by nursing authority
  - Misrepresentation of CNN status
  - Cheating on the CNN examination

APPLICANT — PLEASE READ AND SIGN THE STATEMENT OF UNDERSTANDING BELOW:  
 I hereby attest that I have read and understand the Nephrology Nursing Certification Commission (NNCC) policy on denial, suspension, or revocation of certification and that its terms shall be binding on all applicants for certification and all Certified Nephrology Nurses for the duration of their certification. I hereby apply for certification offered by the NNCC. I understand that certification depends upon successful completion of the specified requirements. I further understand that the information accrued in the certification process may be used for statistical purposes and for evaluation of the certification program. I further understand that the information from my certification records shall be held in confidence and shall not be used for any other purpose without my permission; however, upon passing the examination, the NNCC reserves the right to publish my name and certification expiration date by state on the NNCC website. To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that the NNCC reserves the right to verify any or all information on this application.

\_\_\_\_\_  
 Legal Signature Date

## CNN Application Checklist

### Did you remember to ✓

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- Complete the CNN examination application in its entirety?
- Attach a clear copy of a baccalaureate degree in nursing or a master's degree in nursing diploma? If diploma does not state nursing as area of study, then a transcript showing nursing as a major must be included along with a copy of the diploma.
- Attach clear copies of contact hour certificates to total 30 contact hours specific to nephrology?
- Attach a copy or a verification of your current RN license, with the expiration date clearly visible or a letter or printout from your state board of nursing verifying licensure with license number and date of expiration?
- Attach proof of name change if applicable?
- Include a check, money order, or credit card authorization form for the appropriate fee?
- Have your employer complete his/her portion of the application?
- Sign and date the application?
- Keep a copy of the application and supporting documents for your records?

**Note: Examination permits are issued only to applicants with completed, approved applications.**

### Contact hour certificates MUST include the following information:

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- Name of attendee
- Date of program
- Name of program
- Number of contact hours awarded
- Accreditation statement

### Programs MUST be accredited by one of the following:

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- Organizations, accredited by the American Nurses' Credentialing Center – Commission on Accreditation (ANCC-COA), the credentialing body of the American Nurses' Association.  
*For example: The American Nephrology Nurses' Association (ANNA) which is both an accredited provider and approver of continuing education in nursing.*
- The American Association of Critical-Care Nurses (AACN)
- The Council of Continuing Education
- California, Florida, Iowa, Kansas, or Ohio State Boards of Nursing

**Please be aware that although programs may meet requirements set forth by other state boards of nursing, they may not meet the Nephrology Nursing Certification Commission criteria.**

### Mail completed application to:

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NNCC  
East Holly Avenue Box 56  
Pitman, NJ 08071-0056

For a current examination schedule, please visit the NNCC website at:

**[www.nncc-exam.org](http://www.nncc-exam.org)**



**Nephrology Nursing Certification Commission**

*Certification: Your Commitment to Quality Care*

**Steps Toward Recertification for the Certified Nephrology Nurse (CNN)**

**Notification/Expiration**

As a courtesy, the NNCC will mail notify certificants at 90, 45, and 30 days prior to certification expiration. Ultimately it is the certificant's responsibility to obtain the necessary application form and submit it to the NNCC before the certification expiration date. The NNCC is not responsible for undelivered mail. **A recertification application may be obtained by visiting the NNCC website at [www.nncc-exam.org](http://www.nncc-exam.org) or by calling 888.884.6622 and requesting that one be mailed to you.** Your completed application, appropriate forms, copies of supporting materials, and fee(s) must be submitted as required. **Keep a copy of your recertification application and supporting materials for your records.** Certification expires on the last day of the month, three years from the original date of certification.

**Recertification Options**

You may meet the recertification requirements by choosing either the examination option or the continuing education option.

1. If you elect the examination option, you may test within the year prior to expiration of your current certification. You must submit an examination application form and fee prior to the postmark deadline date printed on the exam schedule. An examination application and examination schedule may be obtained by visiting the NNCC website at [www.nncc-exam.org](http://www.nncc-exam.org) or by calling 888.884.6622. Processing of applications received after the deadline date cannot be guaranteed.
2. If you elect the continuing education option, you must submit a recertification application listing the required documentation of continuing education and the recertification fee(s). The application for recertification must be postmarked by the last day of the month in which your certification expires.

**Eligibility Criteria**

To qualify for CNN recertification, you must be a Certified Nephrology Nurse (CNN) and meet **all** of the eligibility requirements.

1. Must be a registered nurse holding a current, full and unrestricted license in the United States or its territories.
2. Must have at least two (2) years experience in nephrology nursing as a registered nurse during the last three (3) years.
  - The work requirement includes a minimum of 1000 hours in the last three (3) years.
3. Must have spent at least fifty percent (50%) of employment hours in nephrology nursing in meeting criteria #2.
  - Certificants pursuing a baccalaureate degree in nursing or master's degree in nursing and wishing to waive the work requirement must verify full time student status. Documentation must be on letterhead, signed by a school official, verifying matriculation and must be submitted with the recertification application.
    - Effective November 1, 2006 for all certificants due to recertify beginning November 1, 2009 only certificants pursuing a baccalaureate degree in nursing full time will be eligible to waive the work requirement and this exception will be approved for only one recertification period.
4. Must have acquired 45 contact hours of nephrology nursing continuing education credit in the previous three (3) years.
  - If enrolled in a baccalaureate degree or master's degree in nursing program, all coursework required for the degree can be applied toward the contact hour requirement.
    - Effective November 1, 2006 for all certificants due to recertify beginning November 1, 2009, only certificants enrolled full time in a baccalaureate degree in nursing program may apply all academic coursework in lieu of nephrology nursing continuing education for one recertification period.
    - Certificants enrolled in graduate nursing degree programs (master's or higher) may apply only nephrology related coursework toward the contact hour requirement.

**Fees**

Recertification application fees are non-refundable. Periodically fees are re-evaluated and adjustments may be made. Only NNCC Commissioners can authorize fee changes. The required fees are listed on the application forms.

**Certificate**

If approved for recertification, individuals will receive a wallet card with expiration date within 60 days of the date the National Office receives a recertification application. Replacements are available for a fee.

**Current Address**

It is the **certificant's responsibility** to notify the NNCC National Office of any changes in name and/or address during the three (3) year period following certification/recertification. Notifications of changes on other mailing lists such as ANNA may not effect a change in your recertification records.

**Inactive Status**

A Certified Nephrology Nurse (CNN) may request inactive status if he/she is unable to meet the requirements for recertification. To apply for inactive status, the certificant must complete the application for inactive status (available on the NNCC website at [www.nncc-exam.org](http://www.nncc-exam.org) or by calling 888.884.6622), submit a letter describing the reason, and submit the fee. If approved, inactive status will be granted for only one three (3) year period. During this time, the CNN credential may not be used. In order to recertify after the three (3) year inactive period, the criteria for regular recertification must be met and a recertification application must be submitted. Under no circumstance will the inactive period be extended beyond three (3) years.



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