Recertification Application Booklet

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**Introduction**

To qualify for recertification, a Certified Clinical Hemodialysis Technician (CCHT) must meet the eligibility requirements set forth by the Nephrology Nursing Certification Commission (NNCC). To avoid a late fee, the appropriate recertification application (contained in this booklet) must be postmarked by the last day of the month in which the certificant’s certification expires.

Certification is effective for three (3) years from the last day of the month in which the certificant passed the examination. Certification must then be renewed every three (3) years. The CCHT credential may be used in all professional activities and correspondence.

The following two options are available to meet the recertification requirements:

**Continuing education and clinical experience:**

This booklet contains the forms and instructions to recertify by continuing education and clinical experience. To determine eligibility requirements to recertify as a CCHT, please refer to the eligibility requirements on page 7 of this booklet.

**Recertification by examination:**

An examination application can be obtained by visiting the NNCC website at www.nncc-exam.org or by calling 888.884.6622 and requesting one be mailed to you. When submitting the examination application for recertification, all requirements for recertifying as listed on page 7 must be met with the exception of #3, continuing education. Testing must be completed before the certification expiration date. Please refer to the Certification application, pgs. 4 and 5, for information regarding computer-based and paper/pencil testing.

**Verification of Recertification**

If approved for recertification, individuals will receive a wallet card with expiration date within sixty (60) days of the date the National Office receives a recertification application. Replacement wallet cards and/or wallet certificates are available for a fee.

**Current Address**

It is the certified technician’s responsibility to notify the NNCC National Office of any changes in name and/or address.

**Fee Schedule**

Recertification fees are non-refundable. Periodically fees are reevaluated and adjustments may be made. Only NNCC commissioners can authorize fee changes. To avoid a late fee, the recertification application must be postmarked by the last day of the month in which certification expires. For an additional fee a certificant may submit a recertification application after the certification expiration date, provided all eligibility criteria are met during the certification period. If an application is received less than thirty (30) days prior to expiration, it will be processed in the order received unless an expedited review is requested and an additional of $50.00 fee is included with the application.

An incomplete or illegible application will be returned to the certificant.

**Continuing Education Approvers and Providers**

It is recommended but not mandatory that contact hours be accredited by one of the following to be accepted toward the continuing education requirement for recertification:

- 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, Kansas, Ohio, and Iowa State Boards of Nursing*
  - For example, the National Association of Nephrology Technicians/Technologists (NANT) programs when approved by the California 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.

* All continuing education should be relevant to the dialysis technician scope of practice.

**Acceptable Continuing Education**

**Nephrology programs**

These programs must be relevant to the dialysis technician scope of practice. Credit will be given according to the number of contact hours awarded.

**Academic credit**

Includes all course work in academic programs leading to a baccalaureate in nursing degree. It is not necessary that the course content be relevant to the dialysis technician scope of practice. Five (5) contact hours will be assigned for one (1) semester credit. Three (3) contact hours will be assigned for one (1) quarter credit.
Denial, Suspension, or Revocation of Certification/Recertification

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

- Failure to meet all eligibility criteria for certification/recertification
- 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 a nursing authority
- Misrepresentation of certification status
- Cheating on the examination
- Applicable state and/or federal sanctions
- Failure to meet continuing education criteria
- Failure to meet work experience requirements

The NNCC reserves the right to investigate all suspected/reported violations and, if appropriate, notify the applicant/certificant's employer/State Board of Nursing. The applicant/certificant will be notified in writing of NNCC's decision(s)/action(s).

Appeal Process

An individual who has been denied certification, failed an examination, or had certification revoked has the right of appeal. This appeal must be submitted in writing to the President of the NNCC within thirty (30) days of notification. The appeal shall state specific reasons why the individual feels entitled to certification. At the individual's request, the President shall appoint a committee of three (3) NNCC members who will meet with the individual and make recommendations to the NNCC. The committee will meet in conjunction with a regularly scheduled NNCC meeting. The individual will be responsible for his/her own expenses. The final decision of the NNCC will be communicated in writing to the individual within thirty (30) days following the NNCC meeting. Failure of the individual to request an appeal or appear before the committee shall constitute a waiver of the individual's right of appeal.
Recertification
By Continuing
Education
Application

Nephrology Nursing
Certification Commission
**CCHT Recertification Eligibility Criteria**

1. Certificant must be a Certified Clinical Hemodialysis Technician (CCHT).
2. A certificant must have a minimum of 3000 hours of work experience as a dialysis technician within the three (3) year certification period.
3. Continuing education must include thirty (30) hours of education relevant to the dialysis technician scope of practice in caring for patients who require dialysis, and must be completed during the recertification period.
   - Continuing education criteria is not required for recertification by examination.
   - If enrolled in a baccalaureate in nursing degree program, all course work required for the degree can be applied toward the contact hour requirement.

**CCHT Contact Hour Certificates**

Contact hour certificates must include the following information to be acceptable for recertification:
- Name of attendee
- Date of program
- Name of program
- Number of contact hours awarded
- Accreditation statement if applicable (see page 3)

It is not necessary to include copies of contact hour certificates with the recertification application, unless you have been notified that your application has been selected for an audit.

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**CCHT Recertification Application Instructions**

1. Make sure you meet all CCHT recertification eligibility requirements.
2. Complete the application in its entirety.
3. Record all contact hour information on the appropriate form(s).
4. Enclose appropriate fee made payable to NNCC.
5. Retain a copy of the recertification application and all contact hour certificates.

No individual shall be excluded from the opportunity to participate in the NNCC certification program on the basis of race, ethnicity, national origin, religion, marital status, gender, sexual orientation, gender identity, age or disability.
Recertification by Continuing Education Application

Application must be postmarked on or before certification expiration date to avoid a late fee. Please print or type all information requested. Incomplete or illegible applications will be returned to the certificant.

Recertification fees and late fees are non-refundable.

Application Fee (check ALL that apply): ☐ $100 ☐ $50 Late fee ☐ $50 Expedited Review

Payment Method (check one): ☐ Check or money order (payable to NNCC) ☐ Charge my credit card ☐ Visa ☐ MC

1. Name: _________________________________________________________________________________________
   Last                                  Maiden                                                          First                                                   Middle

2. Expiration date of current certification:  ____________________________________________________________

3. Last 4 digits of social security number _____________   E-mail ____________________________________________

4. Home/mailing address ____________________________________________________________
   Street/P.O. Box                                                                        City                        State                    Zip

5. Personal phone ☐ ____________________________ Work phone ☐ ____________________________
   Please check preferred contact number

6. Has your address changed in the past three (3) years? ☐ Yes ☐ No

7. If registered in your state, please provide the following:
   State _____ Reg # ____________________________ Exp date __________________

8. Have you been employed at least 3,000 hours as a Dialysis Technician in the last three (3) years? ☐ yes ☐ no

9. Total years of experience as a dialysis technician ______

10. Highest level of education completed:
   ☐ High School Diploma/GED       ☐ Associate degree          ☐ Bachelor's Degree
   ☐ Master's degree                ☐ Doctorate                ☐ LPN/LVN

Credit Card Authorization Form

The NNCC accepts only Visa and MasterCard credit cards.

Name: ____________________________________________________________

Address: (as it appears on your credit card statement)
   __________________________________________________________

City: __________________________________________________________

State: ______ Zip: _______ Country: ____________________________

Home telephone: ____________________________

Work telephone: ____________________________

Charge my: ☐ Visa ☐ MasterCard the amount of $________

Card number: ____________________________ CVV________

Expiration date: ____________________________

Authorized Signature

Revised 7/14
11. Verification of Employment

I hereby verify that this individual has worked as a Dialysis patient care technician for 3,000 hours within the last three (3) years.

Signature of current supervisor ____________________________ Date _________________
Title of supervisor _____________________________________________________________________________
Supervisor’s E-mail ___________________________________________________________________________
Institution _______________________________________ Phone ______________________
Business address _____________________________________________________________________________

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 brought against the applicant by a state, federal, or other agency
• Misrepresentation of CCHT status
• Cheating on the CHT examination.

PLEASE READ AND SIGN THE STATEMENT OF UNDERSTANDING BELOW:

I hereby attest that I have read and understand the Nephrology Nursing Certification Commission’s (NNCC) policy on denial, suspension, or revocation of certification and that its terms shall be binding on all applicants for certification and all Certified Clinical Hemodialysis Technicians for the duration of their certification. I hereby attest that I have read and agree to the Fee Schedule information found on page 3 of the application booklet. I also hereby attest that I have read, understand, and agree to abide by the policies stated on the NNCC website and in the most current recertification application booklet.

I understand that maintaining certification depends upon successful completion of the specified requirements. I further understand that the information obtained 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, after successful completion of the recertification requirements, the NNCC reserves the right to continue to publish my name and 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 Nephrology Nursing Certification Commission reserves the right to verify any or all information on this application.

I hereby apply for renewal of certification and verify that all information is correct.

Legal Signature ____________________________________________ Date _____________

Did You Remember to ✓
✓ Complete the recertification application in its entirety?
✓ Record all contact hour information on the appropriate form(s)?
✓ Include 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 all supporting documents?

Mail completed application to:

NNCC
PO Box 56
Pitman, NJ 08071

Do not send copies of contact hour certificates unless requested to do so.
CCHT Form 1  
Hemodialysis Continuing Education

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Date Completed (see requirements on page 7)</th>
<th>Name of Provider (organization providing the continuing education)</th>
<th>Number of Contact Hours Awarded</th>
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Please retain all contact hour certificates in your personal file in the event of an audit.
You may make copies of this form if additional space is needed.
# CCHT Form 2
## Academic Credit

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Institution</th>
<th>Date Completed</th>
<th>Number of Credit Hours Awarded</th>
<th>Number of Contact Hours</th>
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</table>

Please retain all contact hour certificates in your personal file in the event of an audit.

You may make copies of this form if additional space is needed.
Recertification by Examination Application

Application must be postmarked on or before certification expiration date to avoid a late fee. Please print or type all information requested. Incomplete or illegible applications will be returned to the certificant.

Recertification fees and late fees are non-refundable.

Choose ONLY one of the following exam options.

- CBT (computer based testing)
  - Postmark applications at least four (4) weeks prior to date you wish to test.
  - If approved, you will receive a permit/letter with instructions on how to schedule an exam by appointment

- Paper/Pencil Exam
  Date ______________ Exam city and state _______________________________
  - Postmarked on or before the application deadline date – ten (10) weeks prior to test date.

Application fee (check ALL that apply):  

- $225 Reexamination  
- $50 Late fee  
- $50 Expedited Review

Payment Method (check one):

- Check or money order (payable to NNCC)  
- Charge my credit card  
- Visa  
- MC

1. Name: _________________________________________________________________________________________  
   Last                                  Maiden                                                          First                                                   Middle

2. Expiration date of current certification:  ____________________________________________________________

3. Last 4 digits of social security number _____________   E-mail ____________________________________________

4. Home/mailing address _____________________________________________________________  
   Street/P.O. Box                                                                        City                        State                    Zip

5. Personal phone                      Work phone                      
   Please check preferred contact number

6. Has your address changed in the past three (3) years?  
   Yes  No

7. If registered in your state, please provide the following:
   State _____ Reg # ___________________________ Exp date __________________

8. Have you been employed at least 3,000 hours as a Dialysis Technician in the last three (3) years?  
   yes  no

9. Total years of experience as a dialysis technician _______

10. Highest level of education completed:

   - High School Diploma/GED  
   - Master's degree  
   - Associate degree  
   - Bachelor's Degree  
   - Doctorate  
   - LPN/LVN

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Credit Card Authorization Form

The NNCC accepts only Visa and MasterCard credit cards.

Name: __________________________________________  
Address: (as it appears on your credit card statement)
___________________________________________
City: _________________________________________  
State: _____ Zip: _________ Country: ____________

Charge my:

- Visa  
- MasterCard the amount of  $ _______

Card number:________________________________________ CVV_______

Expiration date:____________________________________

Authorized Signature

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Revised 7/14
11. Verification of Employment
I hereby verify that this individual has worked as a dialysis patient care technician for 3,000 hours within the last three (3) years.

Signature of current supervisor_________________________________________ Date __________________
Title of supervisor ___________________________________________________________________________
Supervisor's E-mail ___________________________________________________________________________
Institution ____________________________________________________ Phone ______________________
Business address _____________________________________________________________________________

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 brought against the applicant by a state, federal, or other agency
• Misrepresentation of CCHT status
• Cheating on the CCHT examination
• Applicable state and/or federal sanctions

PLEASE READ AND SIGN THE STATEMENT OF UNDERSTANDING BELOW:
I hereby attest that I have read and understand the Nephrology Nursing Certification Commission’s (NNCC) policy on denial, suspension, or revocation of certification and that its terms shall be binding on all applicants for certification and all Certified Clinical Hemodialysis Technicians for the duration of their certification. I hereby attest that I have read and agree to the Deadlines, Cancellations, and Rescheduling policy for retesting found on page 3 of the Certification Examination Application booklet, and have read and agree to the Fee Schedule information found on page 3 of this application booklet. I also hereby attest that I have read, understand, and agree to abide by the policies stated on the NNCC website and in the most current recertification application booklet.

I understand that maintaining certification depends upon successful completion of the specified requirements. I further understand that the information obtained 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, after successful completion of the recertification requirements, the NNCC reserves the right to continue to publish my name and 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 Nephrology Nursing Certification Commission reserves the right to verify any or all information on this application.

I hereby apply for renewal of certification and verify that all information is correct.

Legal Signature ____________________________________________ Date ________________

Did You Remember to ✓
☑ Complete the recertification application in its entirety?
☑ Include the appropriate fee?
☑ Have your employer complete his/her portion of the application in its entirety?
☑ Sign and date the application?
☑ Keep a copy of the application and all supporting documents?

Mail completed application to:
NNCC
PO Box 56
Pitman, NJ 08071