



**Inactive
Status
Application**



**Nephrology Nursing
Certification Commission**



Inactive Certification Status Application

A Certified Nephrology Nurse may request inactive status if he/she is unable to meet the requirements for recertification.

If approved, inactive status will be granted for only one, three (3) year period. During this time, the CNN credential cannot be used. In order to recertify after the three (3) year inactive period, the criteria for regular recertification must be met during the inactive status period, and a new recertification application, including the application fee, must be submitted. Under no circumstance will the inactive period be extended beyond three years.

INSTRUCTIONS

Complete the application for inactive status in its entirety and submit a letter describing the reason. Please print or type all information requested. Applications for inactive status must be received prior to the certification expiration date, no later than the last day of the month in which your certification expires to avoid a late fee.

Application Fee (check ALL that apply): \$75 \$50 Late fee

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

1. Name _____
Last Maiden First Middle
2. Expiration date of current certification _____
3. Home address _____
Street City State Zip
4. Personal phone _____ Work phone _____
Please check preferred contact number
5. Fax _____ E-Mail _____ Last 4 digits of social security number _____
6. Date of Birth ____ / ____ / ____ (month/day/year)
7. Has your address changed in the past three (3) years? yes no
8. RN license: State _____ Permanent number: _____ Expiration date _____

I hereby attest that I have read and understand the NNCC information provided in this application booklet. I hereby apply for inactive status and verify that all information is correct.

Applicant's Legal Signature _____ Date _____

Credit Card Authorization Form

The NNCC accepts only Visa, MasterCard or Discover credit cards. Home telephone: _____

Name: _____ Work telephone: _____

Address: (as it appears on your credit card statement) _____ Charge my card in the amount of \$ _____

_____ Card number: _____

City: _____ CVV: _____ Expiration date: _____

State: _____ Zip: _____ Country: _____

Authorized Signature Required

Did You Remember to ✓

- Complete inactive status application?
- Include a letter of explanation?
- Include a check or money order for the appropriate fee?
- Additional late fee if submitted after expiration date?
- Sign and date the application?

Mail completed application to:

NNCC
PO Box 56
Pitman, NJ 08071-0056

If using credit card for payment, you may fax your application to NNCC at 856-582-0030.