Inactive Status Application

Nephrology Nursing Certification Commission
Inactive Certification Status Application

A Certified Nephrology Nurse-Nurse Practitioner 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, five (5) year period. During this time, the CNN-NP credential cannot be used. In order to recertify after the five (5) 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 five 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 ______________________

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 _____________

The NNCC accepts only Visa, MasterCard or Discover credit cards.

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

Home telephone: __________________________________________ Work telephone: ______________________

Charge my card in the amount of $________________ Card number:__________________________

CVV:__________ Expiration date:____________________

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