



## **CLTC™ RE-CERTIFICATION Candidate Information & Application**

CLTC™ Re-certification  
NAPNES LTC Certification Board  
1940 Duke St., Suite 200 - Alexandria, VA 22313  
Fax: 703-940-4089

### **PHILOSOPHY**

It is the responsibility of LTC certified nurses to maintain their professional competence. Through the LTC Re-certification program, LTC certified LPN/VNs have the opportunity to maintain their certified status. The purpose of the LTC Re-certification Program is to demonstrate ongoing and current learning, and to maintain competence.

In order to comply with this philosophy, the National Association for Practical Nurse Education & Service, Inc. (NAPNES) Certification Board has developed the LTC Re-certification program with the goal of promoting continued competency through a systematic plan of learning through continuing education. Re-certification is required every three (3) years.

### **ELIGIBILITY**

To be eligible for re-certification, you must:

1. hold a current certification card
2. have a current LPN/VN license in good standing
3. practiced in long-term care for 2,000 hours within the previous three years.
4. complete one of the two options for demonstrating current competence (i.e., documentation of continuing education or retake the LTC certification examination.)

### **OPTIONS FOR DEMONSTRATING CURRENT COMPETENCE**

There are two options available through which the LTC certified LPN/VN can demonstrate current competence for re-certification.

1. Re-certification Through Continuing Education - Documentation of 100 contact hours (or 10 CEUs) of continuing nursing education.
2. Re-certification Through Re-Examination - Retake the LTC certification examination successfully prior to the date on which your re-certification is due.

### **REQUIREMENTS FOR RE-CERTIFICATION THROUGH CONTINUING EDUCATION**

To apply for Re-certification through continuing education, you must meet all eligibility requirements and send the following to NAPNES no later than your certification expiration date:

1. Completed re-certification application form. All information requested on the form must be supplied. The form requests the following information:
  - a. Current LPN/VN licensure information. The licensure information needed is requested on the application form.
  - b. Hours of practice in long-term care within the previous three years.

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## **REQUIREMENTS FOR RE-CERTIFICATION THROUGH CONTINUING EDUCATION**

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1. Completed re-certification application form. All information requested on the form must be supplied. The form requests the following information:
  - a. Current LPN/VN licensure information. The licensure information needed is requested on the application form.
  - b. Hours of practice in long-term care within the previous three years.
  - c. Continuing education documentation of 100 contact hours (100 contact hours = 10 CEUs).
2. Payment of Re-certification fee of \$150 by check or money order made payable to NAPNES.

### **Continuing Education Criteria**

A total of 100 contact hours is required in three (3) years. The equivalent of 100 contact hours is 10 CEUs. The following criteria must be met:

1. Programs must be sponsored by one of the following organizations/institutions:
  - a. State board or association of nursing
  - b. Hospitals/Long-term care facilities/Other health care related facility
  - c. Nursing, medical or health care organization
  - d. College/University
2. Programs must be awarded contact hours, CEU credits or academic credit.
3. Independent study courses are acceptable for no more than 20% of the 100 contact hours required over the three (3) year period leading to re-certification.
4. Within the 20% of the 100 contact hours required for re-certification, the candidate for re-certification may use published nursing articles, or public presentations (speeches) on nursing subjects so long as a copy of the published version of the article and/or speech is provided with independent documentation of dates and times published or given respectively. (i.e., a copy of the program listing the nurse as a speaker; a copy of the book, magazine or other media with the article or paper published). This component of Options for Demonstrating Current Competence is evaluated by NAPNES on a case-by-case basis and it is the sole discretion of NAPNES as to whether an article or speech meets the overall standards and falls within the spirit and intent of documentation to demonstrate current competence. General components of the evaluation are subject matter, appropriateness of content and whether it is germane to nursing care.
5. Contact hours must be earned during your period of certification during the five calendar years leading up to the expiration date of your certification.
6. All of the required contact hours must be nursing related.

### **Counting Your Contact Hours**

The documentation you submit must show the number of contact hours you received. Other types of credit are counted as follows:

1. CEU equals 10 contact hours. Caution: Be sure all program providers use this CEU calculation correctly. A one-day conference in which approximately 6 instructional hours were given would be 6 contact hours or 0.6 CEUs.
2. For academic credit, one quarter equals 10 contact hours and one semester hour equals 15 contact hours.

If you attend a continuing education program where no contact hours/CEUs/academic credit was awarded, NAPNES cannot give you credit. The continuing education activity you use for re-certification must have some type of credit awarded.

### **Employment experience cannot be substituted for continuing education.**

Only contact hours earned within the dates of certification period can be used toward the next Re-certification period. If more than 200 hours of continuing education are earned within a specific Re-certification period, the extra hours cannot be used for the next Re-certification period. The purpose of the Re-certification program is to demonstrate ongoing and current learning, and maintain competency. Similarly, if an application is filed early,

credits earned later that year cannot be applied for the next Re-certification period. Credits for each re-certification must be earned within the application period of re-certification.

## **Documentation of Continuing Education**

Documentation of continuing education can include the following:

1. Copies of certificates of attendance at continuing education offerings must include (only send copies of the certificates of attendance, keep the originals for your files):
  - a. Your name
  - b. Title of program
  - c. Date of program
  - d. Contact hours/credit awarded
  - e. Accrediting or acceptable sponsoring agencyIf any of the above information is missing from the certificate, you must also provide a letter from the program provider or a copy of the program agenda that verified the missing information. The title of the program must clearly indicate the content or subject area. If the title is not self-explanatory, you must also enclose a copy of the program agenda. If a certificate is not available, a letter or other written verification from the program provider outlining the above information will be accepted.
2. An academic transcript, grade report, or letter from instructor showing successful completion must list your name, course, date and school offering the course. The title of the course must indicate the content area addressed in the course. If the title is not self-explanatory, you must also enclose a copy of the description from the school's course catalog or a letter from the course instructor to verify content area.

You may mail a copy of it to the NAPNES office for evaluation. At least eight (8) weeks is needed for evaluating the materials in addition to the six (6) weeks needed for the actual re-certification process.

## **Filing Deadlines**

A completed re-certification application must be filed six (6) weeks prior to re-certification deadline. Your certification will expire if you do not file the required materials by this deadline. If your certification expires, you can only be re-certified by examination.

In the event program providers have not provided you with all of your documentation, you still must file your application. If you have not received all of your documentation:

1. File your application by the expiration date of your current period of certification.
2. Enclose an explanation regarding the missing documentation.

Your application will be placed on pending status.

You may file early, any time after the fourth (4th) year of certification. However, an early filing will not change your certification period.

## **Application Processing**

The processing of your application will take about six (6) weeks after it is received by NAPNES. When your re-certification application is approved, your certification will be extended for a five-year period beyond your current expiration date. Upon approval of your re-certification you will receive a wallet-size identification card. The card will list your name, type of certification and the effective dates of your new period of certification.

## **RE-CERTIFICATION THROUGH RE-EXAMINATION**

To be re-certified through re-examination, you must meet the eligibility requirements (described above), apply for and pass the LTC examination. If you wish to maintain your certification through this option, you must pass the examination at least two (2) months prior to your expiration date.

## **FEES**

Fee for Re-certification for both Re-certification Through Continuing Education and Re-certification Through Re-examination is \$160. Payment of \$160 is in the form of a check or money order made payable to NAPNES and must be enclosed with the option of Re-certification through Continuing Education applications. If the option of re-certification by re-examination is chosen, payment of \$100 registration fee shall be included with the application to NAPNES. Payment of \$60 testing fee is paid on line, by credit card only, immediately prior to taking the online examination.

A penalty fee will be assessed to any applicant whose check is returned for non-sufficient funds. Remittance of fees thereafter must be in the form of a money order or certified check.

## **REVOCAION OF CERTIFICATION/DENIAL OF RE-CERTIFICATION**

Revocation is automatic upon an investigation that concludes that an LPN/VN obtained LTC certification using false or fraudulent information to obtain that certification and/or upon notification of revocation or suspension of the certified nurses LPN/VN license by the issuing state. Revocation of certification may also occur if an employer, for cause, terminates an LPN/VN and termination is sustained through the appeals process.

In the event the LPN/VN license is suspended or revoked by the licensing state, the certified nurse is not eligible for re-certification until such time that the LPN/VN license is reinstated and documentation of reinstatement is provided. Documents will be submitted to NAPNES and NAPNES will determine the appropriate course of action.

### **Appeal Process**

If a candidate for certification or re-certification believes that any certification process or decision is inequitable, the candidate can appeal the decision to the NAPNES LTC Certification Board. The LTC certification board shall determine the date and place for the hearing. A fee of \$500 is required in advance for calling an appeals meeting. This fee covers costs of assembling the certification board.

If a candidate for certification or re-certification believes the appeal process or result is inequitable, the matter may be submitted to arbitration upon request of the candidate. An arbiter will be selected through the American Arbitration Association; the decision of the arbiter shall be final and binding for both parties. Expense for the arbitration and arbiter shall be the responsibility of the non-prevailing party. The law of the state in which NAPNES LTC Certification Board has its principal office shall govern proceedings pursuant to the arbitration.



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### Re-Certification Check List

In order for your application to be processed without delay, make sure that your re-certification application includes:

- ❑ **COMPLETED APPLICATION FORM.** Be sure to include all of the information requested such as:
  - Licensure information
  - Signature
- ❑ **COPIES OF DOCUMENTATION.** Be sure to include legible documentation of all continuing education credit. **Do not** send the original documents. Keep your original documentation in a safe place.
- ❑ **THE RECERTIFICATION FEE.** Payment of \$150.00 can be made by check or money order payable to NAPNES.
- ❑ **SEND THE COMPLETED APPLICATION TO:**
  - By mail: NAPNES LTC Certification Board  
1940 Duke St., Suite 200  
Alexandria, VA 22313
  - By fax (if paying with Credit Card) – 703-940-4089
  - By email (if prepaid online with credit card) [napnes@napnes.org](mailto:napnes@napnes.org)

Office Use Only  
 Date Recd: \_\_\_\_\_  
 Fee: \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Authorization: \_\_\_\_\_



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APPLICATION FOR RE-CERTIFICATION THROUGH CONTINUING EDUCATION  
 Please type or print. Supply all information.

**Name:** \_\_\_\_\_  
Last First Middle Maiden

**Address:** \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

**Phone:** \_\_\_\_\_  
Home Work Cell

**Email:** \_\_\_\_\_

**Is this a**  **New Address**  **New Name** (If yes, please provide former information below)

\_\_\_\_\_  
 \_\_\_\_\_

**Employer:** \_\_\_\_\_  
Company Name

**Address:** \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

**Phone:** \_\_\_\_\_  
Home Work Email

**Number of hours worked in long-term care for previous three years:** \_\_\_\_\_

**Employers Signature:** \_\_\_\_\_

**License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

Please complete and return the “Documentation of Contact Hours” form attached. Make copies of the form if you need more than one page. Failure to send this documentation will result in delays and your application will not be complete.

**LTC RE-CERTIFICATION THROUGH CONTINUING EDUCATION**  
**Documentation of Contact Hours**

A total of 100 contact hours earned within your period of certification is required. *All required contact hours must be nursing related.* List name and date of program, number of contact hours awarded and names of Accrediting / sponsoring agency for all continuing education contact hours you are using for Re-certification. Use extra sheet if necessary.

Attach copies of acceptable documentation for all programs. Do not send original documents, send photocopies. **Documentation will not be returned.**

Name of Program	Date	Number of Contact Hours Awarded		Accrediting/Sponsoring Agency
		Long-term Care Related	Other	
Total				

*If you need additional space, continue on next page*

Enclose the Fee; \$150 Payable to NAPNES

To the best of my knowledge, all information contained within this application and supporting documentation is true

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

Return the application form, appropriate documentation and fee to:  
 LTC Re-certification  
 1940 Duke St., Suite 200  
 Alexandria, VA 22314