



BONENT Board of Nephrology Examiners Nursing & Technology

CONTACT HOURS FOR RECERTIFICATION BOOKLET
To Track Your Courses & Contact Hours

This booklet will explain the BONENT recertification process. Keep this booklet to track your courses and contact hours. You do not have to submit this booklet unless you are audited, or your certification has expired.

To Recertify: You will need to cut out and complete the **Recertification Application** on page 8 of this booklet and mail it to the BONENT Executive Office. Do not mail the entire booklet unless you are audited, or if your certification has expired.

Expired Certification or Audit: You will have to submit this completed booklet along with copies of completion and other required documentation reflecting contact hours to the BONENT Executive Office. Faxed or photocopied recertification booklets will NOT be accepted. The information submitted will be reviewed to determine if it is properly documented and whether it meets BONENT recertification criteria. When this process is satisfactorily completed, certification for an additional four years will be awarded and a wallet card will be issued to you.

FEES:

Current: There is no fee to recertify as long as your BONENT annual certification fee is current.

Lapsed Certification (*within 12 months of your certification expiration date*):

- \$100 Lapsed Certification Fee + outstanding Annual Certification Fees.

Expired Certification (*from 1 to 8 years of your certification expiration date*):

- \$200 Expired Certification Fee.

NOTE: A \$30 Incomplete Recertification Fee is assessed to individuals who do not submit completed documentation.

Summary Documentation for Recertification

RECERTIFICATION DUE DATE _____

NAME _____

PHONE _____

E-MAIL _____

CURRENT JOB POSITION _____

BUSINESS PHONE _____

YEARS EMPLOYED AT CURRENT JOB

_____ THRU _____

BONENT ID# _____

Home ADDRESS _____

CHECK IF NEW ADDRESS

CURRENT FACILITY NAME AND ADDRESS

Total Contact Hours Submitted (Please List Details Inside)

GROUP A _____

GROUP B _____

GROUP C _____

GROUP D _____

GROUP E _____

GROUP F _____

SIGNATURE _____

DATE _____

CONTACT HOURS FOR RECERTIFICATION BOOKLET

Recertification Options

Initial certification is the result of having successfully passed the BONENT certification examination and is valid for four years from the date the candidate originally passed the examination. In order to continue certification beyond the initial four-year period, one of the following three options must be followed:

1. Accumulation of Contact Hours

Recertification for the BONENT-certified candidate using this option means that at least forty (40) contact hours during the four year certification process must be attained. This is accomplished by:

- Attaining a minimum of twenty-five (25) contact hours in Group A
- Attaining the balance of fifteen (15) contact hours from among any combination of Groups A, B, C, D, E & F

OR

2. Re-examination

This option should be accomplished during the fourth year of BONENT certification.

A schedule of examination dates and sites is available on our website www.BONENT.org. The examination fee must be paid at the time the individual registers for the examination. Once we receive your recertification application or booklet, it will take approximately **4-6 weeks for the approval process**. After approval, you will receive a new BONENT wallet card in the mail.

OR

3. One-time Waiver

Use the one-time waiver which allows you to automatically recertify without having to accumulate 40 contact hours.

Documentation of Contact Hour Credits

All credits submitted for consideration as contact hour credit towards BONENT recertification must be listed in the BONENT "Contact Hours for Recertification" booklet. Audited recertification candidates must provide a certificate, an official transcript, or other documentation indicating successful completion of each course. Transcripts and certificates must include the following information:

- Name of individual taking the course
- Title of the course
- Date the course was taken
- Number of contact hours awarded for credit
- Name of the accredited provider or approver of the program

BONENT has final contact hour approval authority.

Formula for Calculating Contact Hours

One contact hour = sixty (60) minutes of classroom instruction

One semester credit = fifteen (15) contact hours (**an official transcript must be submitted to receive credit for these hours**)

One quarter credit = ten (10) contact hours (**an official transcript must be submitted to receive credit for these hours**)

Payment

Each BONENT member will be invoiced an annual certification fee. The fee may be paid by personal check or money order made payable to BONENT, or by credit card (MasterCard, VISA). BONENT certification fees are invoiced annually and must be paid prior to recertification processing. **There is no fee to recertify as long as your BONENT annual certification fee is current.**

Audit & Retaining Your Continuing Education Records

If audited, you will have to send this completed booklet along with copies of completion and other required documentation reflecting contact hours to the BONENT Executive Office. **Faxed recertification booklets will not be accepted.**



BONENT

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Examiners
Nursing & Technology, Inc.

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Suite 607

Washington, DC 20006

Phone: (202) 462-1252

Fax: (202) 463-1257

www.BONENT.org

CONTINUING EDUCATION UNITS (GROUPS A-F)

To continue certification beyond the initial four-year period, one of the following three procedures must be followed:

- **Earn 40 Contact Hours** through workshops, seminars, home study activities, academic courses, presentations or publications
 - A minimum of 25 hours must be from Group A
 - The balance of 15 hours may include a combination of contact hours from Groups A, B, C, D, E, and F.

Please read the bullet points under each group heading before listing your contact hours.

OR

- **Retake the exam** at the end of your certification period.

OR

- **Use the One-time Waiver** which allows you to automatically recertify without having to accumulate 40 contact hours.

Group A: Professional Nephrology Seminars

This group includes or accepts nephrology-related programs that offer contact hours for nursing and technology.

- You must physically attend the program.
- The programs must be specific to nephrology nursing practice and nephrology technology.
- A copy of the certificate awarded must be submitted as documentation of attendance.
- Credit is given according to the number of contact hours awarded.
- Informal in-service training approved by BONENT and general nursing courses related to nephrology are accepted.
- Online programs from BONENT approved programs (only) will be accepted in Group A.

Online programs from a source other than a BONENT approved program must be listed in Group C.

For a complete list of the BONENT approved programs, please see page 6 or visit the BONENT website at www.BONENT.org.

Date	Program Title	Location	Contact Hours
TOTAL CONTACT HOURS – GROUP A			

Group B: Programs addressing the broad area of Healthcare, General Nursing, Technical Application, and Individualized Continuing Education Activities

This group includes or accepts programs that address a broad area of health care and general nursing and technical application (example: nursing education, gerontological nursing, physical assessment and computer applications.) This category also encompasses continuing education activities planned to increase the individual nurse and/or technician's potential for professional growth and development.

- You must physically attend the program.
- The program must address a broad area of health care and general nursing and technical application.
- A copy of the certificate that details the number of contact hours awarded must be submitted as documentation of attendance.
- Credit will be given according to the number of contact hours awarded.

Date	Program Title	Location	Contact Hours
TOTAL CONTACT HOURS – GROUP B			

Group C: Self Study, Home Study and Online Activities

This group includes or accepts continuing education programs designed for self study.

- Credit for these programs will be given according to the number of contact hours or continuing education units awarded to each program, including journal articles.
- Journal articles submitted for credit must be published during the four-year recertification period.
- A copy of the certificate awarded, including the date of completion, must be submitted as documentation of completion.

Date	Program Title	Journal/Institution	Contact Hours
TOTAL CONTACT HOURS – GROUP C			

Group D: Nephrology-Related Presentations

This group includes or accepts participation as an instructor, speaker, or panel participant in a nephrology-related program.

- Your presentation should be delivered to a professional group (example: renal physicians, nurses, social workers, nutritionists, etc.), other health-care professionals or lay people.
- One educational presentation (one hour in length) equals three (3) contact hours. (Contact hours will be awarded only for the initial presentation of a program).
- An abstract or outline of the presentation must be submitted along with a copy of the printed program.
- If a formal program agenda is not available, a letter from the program chairperson will be accepted.

Date	Program Title	Group/Organization	Contact Hours
TOTAL CONTACT HOURS – GROUP D			

Group E: Professional Publications

This group includes or accepts the publication and authorship of content relevant to nephrology nursing and technology.

- Your content must be published in a recognized professional journal or newsletter or by a recognized publishing house.
- The format must be a manuscript, article, book, chapter of a book, or research paper.
- Authorship of an article, manuscript, or chapter of a book equals five (5) contact hours.
- An entire book equals fifteen (15) contact hours.
- A copy of the publication must be submitted as part of the application for recertification.

Date	Type of Publication	Publication Title (Journal Book, etc.)	Article Title	Contact Hours
TOTAL CONTACT HOURS – GROUP E				

Group F: Academic Credit Courses

This group encompasses nursing and technology courses offered by an accredited educational institution. Courses may address such areas as:

- Biology
- Computer Science
- Electronics
- Management
- Physics
- Science
- Chemistry
- Education
- Human Services
- Nursing
- Psychology
- Sociology

Date	Course Title	Institution	Credits	Contact Hours
TOTAL CONTACT HOURS – GROUP F				

SOURCES OF CONTINUING EDUCATION

1. BONENT Approved Nephrology Educational Programs (Training & Online Programs)

Certification

The BONENT Board of Directors has approved specific nephrology educational programs for use in the initial certification process. Exam applicants who complete one of the training programs listed below may apply to take the BONENT exam upon successful completion of the program.

Recertification

If you are BONENT certified and you need to complete your recertification, you can submit contact hours from the online programs listed below in Group A.

The Centers for Dialysis Care-East

11717 Euclid Avenue
Cleveland, OH 44106
Phone: (216) 229-6170, Ext. 146

CEU4U Inc.

3681 Green Road, Suite 100
Beachwood, OH 44122
Phone: (877) 992-3848
Fax: (216) 360-7855
Website: www.ceu4u.com

Chippewa Valley Technical College

620 W. Clairmont Avenue
Eau Claire, WI 54701
Phone: (800) 547-2882
Web: www.cvtc.edu

Clover Park Technical College

4500 Steilacoom Blvd. SW
Lakewood, WA 98499-4098
Building 16 Room 112
Phone: (253) 589-5662

Collins Career Center

11627 State Route 243
Chesapeake, OH 45619
Phone: (740) 867-6641
Fax: (740) 867-2009

Columbus Public Schools

100 Arcadia Avenue
Columbus, OH 43202
Phone: (614) 365-5137
Fax: (614) 365-6458

Efficient Care Training Center

54-40 Myrtle Avenue
Ridgewood, NY 11385
Phone: (718) 418-8353

Genzyme

Phone: 1-800-326-7002
Website: www.genzyme.com

Harrison Career Institute

Main Street Plaza, Suite 310
Voorhees, NJ 08043
Phone: (856) 751-8181
Fax: (856) 751-8210

Malcolm X College

1900 West Van Buren Street
Chicago, IL 60612
Phone: (312) 850-7378

Naval School of Health Sciences

Hemodialysis & Apheresis Technician School
1001 Holcomb Road
Portsmouth, VA 23708-5200
Phone: (757) 825-2947
Fax: (757) 825-2951

Niagara County Community College

3111 Saunders Settlement Road
Sanborn, NY 14132-9460
Phone: (716) 614-6470
Fax: (716) 731-4053

Sinclair Community College

444 W. 3rd Street
Dayton, OH 45402
Phone: (937) 512-2842
Fax: (937) 512-5196
Website: <http://ce.sinclair.edu>

Tukiendorf Training Institute

6615 W. Irving Park Rd.
Suite #216
Chicago, IL 60634
Phone: (773) 774-2222
Fax: (773) 545-7139
Website: www.edukacjausa.com

Wilson Technical Community College

P. O. Box 4305
902 Herring Avenue
Wilson, NC 27893
Phone: (919) 291-1195
Fax: (919) 243-7148

2. Affiliated Organizations (Seminars & Online)

You may contact the organizations below for information on seminars, symposiums and conferences that can be listed under Group A and/or B. All online contact hours received from these organizations must be listed under Group C, unless otherwise noted.

American Nephrology Nurses Association (ANNA)

East Holly Avenue
P.O. Box 0056
Pitman, NJ 08071-0056
Phone: (888) 600-2662
Phone: (856) 256-2320

Note: Only 15 hours accepted for Group A; all remaining hours, Group C

The American Healthcare Institute

(866) 243-8301

American Heart Association

(800) 242-8721

American Heart Association

(312) 464-5000

American Nurses Association (ANA)

(800) 274-4262

End State Renal Disease Networks:

- #1 Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island – (203) 387-9332
- #2 New York – (212) 289-4525
- #3 New Jersey, Puerto Rico, Virgin Islands – (609) 490-0310
- #4 Pennsylvania, Delaware – (412) 325-2550
- #5 Virginia, West Virginia, District of Columbia, Maryland – (804) 794-3757
- #6 North Carolina, South Carolina, Georgia – (919) 855-0882
- #7 Florida – (813) 383-1530
- #8 Mississippi, Alabama, Tennessee – (601) 936-9260
- #9 Illinois, Indiana, Kentucky, Ohio – (317) 257-8265
- #10 Minnesota, Michigan, North and South Dakota, Wisconsin – (651) 644-9877
- #11 Missouri, Iowa, Kansas, Nebraska – (816) 221-0477
- #12 Oklahoma, Arkansas, Louisiana – (405) 942-6000
- #13 Texas – (972) 503-3215
- #14 Colorado, Arizona, Nevada, New Mexico, Utah, Wyoming – (303) 831-8818
- #15 Washington, Alaska, Oregon, Montana – (206) 923-0714
- #16 Northern California, Hawaii, Guam, American Samoa, Saipan – (415) 472-8590
- #17 Southern California – (323) 962- 2020

Federal Drug Administration (FDA)

U.S. Department of Health & Human Services,
Public Health Service
Food and Drug Administration
Center for Devices and Radiologic Health
Rockville, MD 20857

North American Transplant Coordinators Organization (NATCO)

(913) 492-3600
www.natco1.org

National Association of Nephrology Technologists (NANT)

(877) 607-6268
www.nant.biz/store
Online Programs: <http://nant.sinclair.edu/index.asp>

National Kidney Foundation (NKF)

Council of Nephrology Nurses and Technicians (CNNT)
(800) 622-9010
(212) 889-2210

3. Publications

The following journals often list short courses, workshops, home study and more structured programs in education columns or calendars of events:

ANNA Journal/ANNA Update (includes Nephrology Nursing Today – A Continuing Education Series)
(609) 589-2187

Contemporary Dialysis & Nephrology

(818) 704-5555

Dialysis & Transplantation

(818) 782-7278

National Association of Nephrology Technologists (NANT)

(877) 607-6268
www.nant.biz/store

Nephrology News & Issues

(602) 443-4635

Peritoneal Dialysis International

(416) 636-1349

Seminars in Dialysis

(800) 638-6423

Additional Publications Include:

- American Journal of Nursing
- MedaSystems
- Nursing Outlook
- Nursing Life
- RN Magazine

