



Orthopaedic Nurses Certification Board
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POLICY & PROCEDURE

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SUBJECT: Reactivation Option

POLICY

The nurse with an expired or retired certification shall have a one-time option to reactivate the credential without testing.

PROCEDURE

1. To reactivate an expired or retired certification, the nurse must have held an active ONC®, OCNS-C®, or ONP-C® credential within the previous 2 years. The former certificant must provide evidence of current unrestricted licensure as a registered nurse, as well as a current NAON membership card (if applicable).
2. The former ONC® must be able to demonstrate at least 500 hours of practice per year for the previous 2 years. The former OCNS-C® or ONP-C® must be able to demonstrate at least 750 hours of practice per year for the previous 2 years. **Exception:** Retired certificant is required to demonstrate continuing education only as described below.
3. The former ONC® must provide documentation of 15 contact hours of continuing education in orthopaedics for each year or part of a year since credential expiration.
 - 15 contact hours in orthopaedics – up to 1 year after credential expiration
 - 30 contact hours in orthopaedics – 1-2 years after credential expirationAll continuing education must have been earned after the previous expiration date of the credential. Copies of continuing education certificates must be submitted with the reactivation application as proof of completion. ONCB suggests use of the *Comprehensive Orthopaedic Review* course offered by NAON in partial fulfillment of the contact hour requirement.
4. The former OCNS-C® or ONP-C® must provide documentation of 20 contact hours of continuing education in orthopaedics for each year or part of a year since credential expiration.
 - 20 contact hours in orthopaedics – up to 1 year after credential expiration
 - 40 contact hours in orthopaedics – 1-2 years after credential expirationAll continuing education must have been earned after the previous expiration date of the credential. Copies of continuing education certificates must be submitted with the reactivation application as proof of completion.
5. Each former certificant must prepare a written statement describing his or her plan for professional development over the 5-year term of certification. This could include any academic course work as well as anticipated attendance at major conferences. The statement should also identify the role that certification plays in the nurse's professional life and include

the individual's answer to the question, "Why do you want to reactivate your orthopaedic nursing certification?" The statement should be at least 250 words in length.

6. The former certificant must pay reactivation fees equal to the current examination fee (member or non-member, as appropriate) established by the ONCB.
7. All applications reactivation will be audited by assigned members of the Recertification Committee. The auditors may direct any questions regarding the appropriateness of candidates' written statements to the Executive Director.
8. The reactivation option may only be used once by a nurse with an expired credential. If an application for recertification is denied, the certificant can apply the previously paid recertification fee to reactivation and submit the balance if he or she completes the process within 6 months of recertification denial. For example, a certificant pays the NAON member recertification fee of \$225 in 2017 for LearningBuilder submission. If the recertification is denied, the certificant may pay an additional \$65 (total \$290 paid as 2017 member examination fee) to submit a reactivation application within 6 months after recertification denial.