

POLICY & PROCEDURE

SUBJECT: Inactive/Retired Certification

POLICY

The ONC®, OCNS-C®, ONP-C®, or ONC-A™ shall be allowed to apply for retention of certification in the event of:

- Responsibility as primary care giver to children, elderly parent, or other family member
- Personal injury, illness, or temporary disability affecting personal employment
- Catastrophic event (natural disaster)
- Permanent disability affecting personal employment
- Retirement from nursing

PROCEDURE

1. If applying for Inactive Status, the certificant must provide a letter written on official stationery by the certified nurse's direct supervisor confirming employment and/or continuing education requirements have not been met for recertification as an ONC®, OCNS-C®, ONP-C®, or ONC-A™ due to health problems, family responsibilities, or a catastrophic event.
2. If applying for Inactive Status due to personal health problems, a letter from the attending physician with documentation of the disability/health problem of the certificant and/or family member must be submitted. Additional information may be requested from the physician as necessary.
3. If applying for Retired Status, the certificant's signature on the application will serve as attestation of the change in status.
4. Applications for inactive/retired certification must be received at least 30 days prior to the certification expiration date.
5. Nurses granted inactive certification due to personal illness, injury, temporary disability, or responsibility as care giver must meet the continuing education requirements for recertification or retake the certification examination within 5 years of the approval date for Inactive Status, or they shall forfeit the certified nurse credential. A general notice of inactive status expiration will be sent to appropriate individuals 2 years, 1 year, and 6 months prior to the expiration date.
6. Inactive ONC credential holders may reactivate their credentials at any time by demonstrating completion of 15 contact hours of continuing education for each year of inactive designation preceding reactivation; at least 10 of those required hours must be earned in Category A. Appropriate ONC recertification fees should be paid with the application. Inactive APN

certificants must complete 20 hours of continuing education to resume active certification; at least 15 of those should be earned in Category A. Appropriate ONP-C, OCNS-C, or ONC-A recertification fees should be paid with the application.

7. Retired ONC credential holders who decide to return to the workforce may reactivate their credentials by demonstrating completion of 15 contact hours of continuing education for each year of retirement preceding reactivation; at least 10 of those required hours must be earned in Category A. As an alternative, nurses may retest in order to reactivate their credentials.
8. A one time fee of \$50 must accompany the application.
9. For the period of Inactive Certification, the nurse shall use the title “ONC®, Inactive,” “OCNS-C®, Inactive,” “ONP-C®, Inactive,” or “ONC-A™, Inactive,” as appropriate. For Retired Certification, the nurse shall use the title “ONC®, Retired,” “OCNS-C®, Retired,” “ONP-C®, Retired,” or “ONC-A™, Retired” as appropriate.