

RECERTIFICATION CHECKLIST

- Congratulations on renewing your VA-BC™! You can start gaining CEs from the first day of your certification. We recommend that you earn continuing education credits (CEs) steadily to limit stress and avoid the “crunch time” towards the end of your certification.
- Applicants may also elect to take the exam to recertify and forego the option to recertify by CE. See [Certification Toolkit](#) for more information on taking the exam.
- Make sure you’re familiar with the requirements for renewing via CEs:
 - Must attain at least 30 CE credits with proof of activity for each.
 - Credits must be earned throughout the three-year certification cycle, at a minimum beyond one single year (e.g., not all 30 gained in 2025).
 - Continuing education credits may not be carried over from one recertification cycle to another.
 - Continuing education credits must be earned from vascular access related conferences; seminars or workshops; online courses are acceptable.
 - Credits must come from more than one source.
- Enter your CEs into the [Certificant Portal](#)
 1. Sign in with your VACC ID number and last name. If you are unsure of your number, contact our offices.
 2. Click “My CEU” and then click “Add CEU” at the bottom of the page.
 3. Enter the CE information. When you’re done, hit “Submit.” The Portal will count your credits.
- Once you have achieved 30 credits and it is 10 months or less from your recertification date, the Recertification Application will be available. This can be found in the Certificant Portal.
- Submit your application!
 - Visit our [Dates and Fees](#) page for more information on staggered rates and application dates.
- All applicants recertifying by CE will hear from the VACC office between June 1 - June 14 (for June expiring applicants) or December 1 – December 14 (for December expiring applicants) on the status of their recertification.