

Recertification FAQ's

How long is the certification good for?

The certification is good for 3 years.

How do I recertify?

You re-certify by obtaining 30 Continuing Education Credits all related to vascular access or by retaking the exam.

Will I be notified when my certification is due for renewal?

Yes, you will receive e-mail notification 10 months prior to your certification renewal.

How soon before my certification is up can I submit my application?

You can submit your application 10 months before it is due.

When is my application due?

Your application is due on June 1 if your certification ends June 30.

Your application is due December 1 if your certification ends December 31.

Do I have to send in my proof of CEs when I send in my application?

Yes, all candidates recertifying beginning in June 2020 are required to upload proof of continuing education into the certificant portal before being able to access the online application

How do I upload my CE's?

You Will Need the Following Information to log your Continuing Education Hours:

- Activity date
- Brief description/name of activity
- Number of credits earned
- Electronic copy to upload (word, PDF, JPEG)

Sign into the Candidate Portal

Go to "My CEU" enter in the information, attach your document and hit SUBMIT

Will the portal keep track of my CE's?

Yes, your CE's will be saved in the portal indefinitely each time you sign into My CE you will see a running tally so you will always know how many CE's you have earned.

When can I begin to submit my CE's into the portal?

You can add them in at any time during your certification cycle. You do not need to wait until your application is due.

What if I miss the deadline for renewal?

You can apply online after the deadline. Additional fees will apply.

What happens after I submit my online application?

As soon as you submit the online application you will receive a notification simply stating that the application has been successfully submitted. You will receive an email notification with a receipt of payment. You will receive an additional email on or about June 14th if your certification cycle ends June 30th or December 14th if your certification cycle ends December 30th with the status of your application.

My organization is paying for my recertification by check, how do I submit my application?

You may submit the application by fax or e-mail attachment or mail. A \$25 administrative fee applies. We will not process any applications until we receive the check. You are responsible to add your CE's into the certificant portal before VACC staff can enter your application into the database. All the same deadlines apply as with the online application.

My organization is paying for my recertification by the organizational charge card, how do I submit my application?

You may submit the application by fax, e-mail attachment or mail along with the payment information. A \$25 administrative fee applies. You are responsible to add your CE's into the certificant portal before VACC staff will enter your application into the database. All the same deadlines apply as with the online application.

Does VACC audit records?

Yes, VACC audits a portion of all candidates to monitor our recertification process and to meet accreditation standards. All names are chosen randomly.

I successfully recertified, where is my certificate and wallet card?

Your certificate and wallet card are imbedded into your digital badge in PDF form. This allows you to immediately print them off for use. If you still want a hard copy certificate with a raised gold seal you can order it from our [Online Store](#).

Where do I find CEs related to vascular access?

The Continuing Education (CE) Credits encompass a wide spectrum of activities that reflects continual learning opportunities. See our website for [CE Resources](#).

I cannot attend the AVA conference, how am I supposed to get my CEs?

You are not required to attend any conference to obtain your CEs.

Can I get my CEs from all online sources or do I have to attend live meetings too?

You may obtain all of your CEs from online sources; you are not required to attend live meetings.

What do you mean by "CEs must come from more than one source"?

Earning CEs must be spread out over the three-year certification cycle. It is prohibited to obtain all CEs from one meeting.

Once I certify, when can I begin to earn my CEs?

You may begin to earn them on the first day of your certification period. That is July 1 for people that certify in the June cycle and January 1 for people that certify in the December cycle.

I did not earn all my CEs; can I still renew?

Yes, you can recertify by retaking the exam. To avoid being suspended you must take the exam during the same cycle as your renewal

How much does it cost to recertify?

We offer early and final fees for recertification by CE. Please refer to our [Fee Schedule](#). If you are recertifying by testing the test fee for that time will apply.