



## RECERTIFICATION CHECKLIST

- Once you pass your certification exam, you are certified for three years. During these three years, we recommend that you earn continuing education credits (CEs) steadily as you go 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. If an applicant takes the exam in order to recertify and fails, they are not able to submit continuing education credits to recertify. [See the Certification Toolkit](#) for more information on taking the exam.
- Requirements for recertification by CE:
  - Credits must be earned throughout the three-year certification cycle, at a minimum beyond one single year.
  - 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.
  - Renewal applications are due 30 days before the end of the certification cycle.
- 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 in CE information. When you’re done, hit “Submit.” The Portal will count your credits.
- Once you have achieved 30 credits, the Recertification Application will be open to you. This can be found in the Certificant Portal.
- Submit your application by June 1 for the June seating or December 1 for December seating.
  - [Visit our Dates and Fees page](#) for more information on staggered rates and application dates.
- All applicants will hear from the VACC office between June 1 - June 14 (for June seating) or December 1 - December 14 (for December seating) on the status of their recertification.