



## RECERTIFICATION FREQUENTLY ASKED QUESTIONS

**If I gained several CEUs at once (like a conference), can I include them in one file or do I have to add them separately?**

Credits gained at one time may be included/updated in one file.

**I forgot to renew my certification by June 1 or December 1. What are my options for renewing?**

If you have all 30 CEUs, you may apply for recertification before the start of the next cycle (either before September 1 for June recertificants, or before March 1 for December recertificants). If your application is accepted, you will not have to retest.

If the next cycle has already begun (after September 1 for June recertificants or March 1 for December recertificants), your certification has lapsed. You will have to retest to regain the VA-BC™ credential. More information on dates and costs can be found [here](#).

**When can I get my recertification results? I submitted early.**

All recertification applications will be reviewed and all applicants notified of the decision between either June 1 - June 14 (for June seating) or December 1 – December 14 (for December seating). Due to VACC policies, we cannot conduct an audit of all applications until either June 1 or December 1, so those who submit their applications early will not receive results until the month that applications are due.

For more information, please see page 27 of our Candidate Handbook.

**I am due to recertify, but I need to know how many CEUs I have accumulated over the past 3 years. I know I attended the AVA meeting, but I don't have the documentation. Can you assist me?**

As VACC and the [Association for Vascular Access](#) (AVA) are separate organizations, we do not have access to records of CEs provided by AVA. Please contact AVA at [AVA@avainfo.org](mailto:AVA@avainfo.org) or 1-877-924-AVA1 (2821), Direct: 1-801-792-9079.

**Can someone help me with submitting my CEUs into the portal?**

Once logged into our [Certificant Portal](#), click the “MY CEU” button in the center of the page. Then, scroll to the bottom of the page and click “Add CEU.” Enter in the necessary information, such as title and date of the course/presentation and how many credits it was, then select “Upload” to include proof of CE attendance. Select the file from your device. Then click “SUBMIT.”

Your CE will be kept within the Portal until you submit your recertification application.

\* If you have additional questions or concerns, please don't hesitate to [contact our staff](#) at (414) 231-8222 or [info@vacert.org](mailto:info@vacert.org). You can also visit our [complete FAQ page](#) to find the specific question you're looking for.