



# RECERTIFICATION TOOLKIT

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## ABOUT THE VASCULAR ACCESS BOARD CERTIFICATION (VA-BC™)

The VA-BC™ exam and subsequent certification is the standardized measure of the basic knowledge, skills and abilities expected of professionals working in vascular access.

The purpose of the certification and recertification process is to protect the public by:

1. Providing standardized measurement of current essential knowledge needed for persons practicing vascular access;
2. Encouraging individual growth and study, thereby promoting professionalism among professionals in vascular access and
3. Formally recognizing professionals in vascular access who fulfill the requirements for certification and recertification.

The purpose of requiring certification renewal is to provide a means for expanding knowledge and reinforcing skills through participation in professional development activities to ensure the VA-BC's continued competence relevant to vascular access.

VACC has developed a three-year recertification cycle to ensure that the VA-BC professional is exposed to new developments, technological innovations and clinical advancements within the field of vascular access.

Maintaining an active certification status through recertification is the way in which certified professionals demonstrate to the public that they have current and up-to-date knowledge and experience. These opportunities not only lead to enhanced knowledge for the certified vascular access professional but ultimately, to quality patient care.

Certification through VACC is multidisciplinary in scope and includes the broad range of health care professionals and clinicians actively engaged in the practice of vascular access. Clinical professionals to include but not limited to; MDs, PAs, NPs, RNs, LPN/LVNs, RTs, RRTs, Infection Control, Educators, and EMS professionals. Vascular Access Specialists provide care in many settings. Examples include but are not limited to acute care hospitals, outpatient settings, long term care facilities, homecare, and industry. Vascular Access Specialists are also university faculty, administrators, or educators.

The VA-BC™ examination and subsequent certification is accredited by the National Commission for Certifying Agencies (NCCA). NCCA accreditation signifies that the highest standards for establishing a valid, reliable, and secure certification process have been fulfilled.



## RECERTIFICATION REQUIREMENTS

Upon passing the VA-BC™ exam, certificants are certified for three years starting the month following the examination (July 1 or January 1).

Those who pass a December VACC examination can begin using the designation VA-BC on January 1. The certification period is January 1 through midnight December 31 (3 years later). Those who pass a June VACC examination can begin using the designation VA-BC™ on July 1. The certification period is July 1 through midnight June 30 (3 years later).

Certificants have two options for recertifying:

1. **Retake the exam.** Because exam forms and knowledge change over time candidates may choose to promote their continued dedication to vascular access by taking the exam.
2. **Recertify by Continuing Education Credits.**
  - a. Requirements for recertifying by CE:
    - i. Must attain at least 30 CE credits with proof of activity for each.
    - ii. Credits must be earned throughout the three-year certification cycle, at a minimum beyond one single year (e.g., not all 30 credits can be gained in 2023).
    - iii. Continued education credits may not be carried over from one recertification cycle to another.
    - iv. Continuing education credits must be earned from vascular access related conferences; seminars or workshops; online courses are acceptable.
    - v. Credits must come from more than one source (e.g., not all 30 credits can be gained from one conference/course).
  - b. How to upload CEs to the [Certificant Portal](#) for recertification:
    - i. Sign into the Certificant Portal
    - ii. Go to “My CEU,” then “Add CEU”
    - iii. Enter in the title of the activity, the completion date, and the amount of CEs earned. Attach your document and hit SUBMIT. Repeat this step for each CE.
      1. See page 6 for a guide to what your documentation should look like.
    - iv. Note that the recertification application will not open until at least 30 CEs are in the portal AND it is 10 months or less from your recertification deadline (June 1 or December 1).

For those recertifying by CE, applicants will receive confirmation of the final status of their application by June 14 or December 14, depending on your recertification cycle. Due to the timeline of the audit process, applicants will not receive official confirmation of their recertification status before June 1 or December 1.



## CONTINUING EDUCATION RESOURCES

For those who are choosing to recertify by continuing education credits (CEs), we created a list of various acceptable, accredited, and independent continuing education organizations that may provide [vascular access-related CEs](#). This list is provided as a resource and a courtesy for VA-BC™ Certificants. This list does not imply endorsement by VACC, nor does it reflect in entirety all possible CE provider organizations.

Below are the accepted activities for recertification by CE.

<b>Activity</b>	<b>CE Credits</b>
<b>Conference, Seminar, Workshop on a topic related to Vascular Access:</b> Each 50-60-minute session including questions and answers.	1
<b>Continuing Education (CE's) on a topic related to Vascular Access:</b> 1.0 CE awarded by program sponsor.	1
<b>Completion of Academic Courses on topics related to Vascular Access:</b> 1 semester hour credit.	5
<b>Completion of Academic Courses on topics related to Vascular Access:</b> 1 quarter hour credit.	3
<b>Completed Master's Thesis or PhD Dissertation</b> On a topic related to vascular access from an accredited institution.	10
<b>Completed Presentations: A max. of 10 contact hours may be earned in this category</b>	
<b>Poster Presentation:</b> a presentation may not be submitted more than once, (if you present the poster more than once you may only count it ONE TIME) includes preparation time	1
<b>Presentations:</b> each hour-a presentation may not be submitted more than once, (if you teach the same program several times you may only count it ONE TIME) includes preparation time	2
<b>Publications of Vascular Access related topic(s): a max. of 10 contact hours may be earned in this category except for published books</b>	
<b>Abstract</b> accepted for publication in a peer-reviewed journal, includes preparation time	1
<b>Article:</b> a minimum of three-page article accepted for publication in a peer-reviewed journal, includes preparation time	3
<b>Chapter</b> in a book published on a topic related to vascular access	5
<b>Book</b> published on a topic related to vascular access	15

If you have CEs but are unsure if you can use them for recertification, use the decision tree below:

# DO THESE CONTACT HOURS COUNT?



All CEs submitted for VA-BC™ recertification need to have documentation. The documentation you submit will depend on your activity, and you can find a guide to acceptable documentation below.

**1. Conference, seminar, workshop related to vascular access AND/OR Continuing Education (online/in-person) on a topic related to vascular access:**

- a. Certificate of completion from accredited body detailing your full name (as VACC has in our records), date of completion, title of course, number of CEs earned, and accreditation notice.
- b. The note of accreditation is a sentence or two on the certificate noting that the CE provider is accredited to give CEs, either by a state licensing board (for example, Arizona State Board of Respiratory Care) or a national body (for example, American Nurses Credentialing Center).



**2. Presentation/poster presentation given or article/book/etc. written by VA-BC™:**

- a. Copy of the presentation/article/etc. with the presenter's name and date of presentation included. If you cannot attain a copy of the presentation, please contact VACC staff for alternate options.

**3. Completion of academic courses on a topic related to vascular access:**

- a. Transcript including your name, date/semester of course, and number of credits you earned for the academic course.
- b. Please indicate which courses you are submitted for CE credits by highlighting or starring the course.

## 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 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 [Certification Toolkit](#) for more information on taking the exam.
- Requirements for recertification by CE:
  - 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.
  - 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 those due to expire in June or December 1 for those due to expire in December.
  - 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.

## 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 by CE results? I submitted early.**

All recertification applications will be reviewed and all applicants notified of the decision between either June 1 - June 14 (for those expiring in June) or December 1 – December 14 (for those expiring in December). 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.





## JUSTIFICATION LETTER TO EMPLOYER

Dear [Supervisor Name],

I am choosing to renew my certification to promote my skills and knowledgebase in vascular access care. I believe that the Vascular Access Certification Corporation's (VACC) Vascular Access Board Certification™ (VA-BC™) exam would promote my professional growth and also give [institution name] a competitive edge in safe patient care.

The VA-BC™ credential is an accredited certification by the National Commission for Certifying Agencies. The exam is the standardized measure of the basic knowledge, skills and abilities expected of professionals working in vascular access. It is multidisciplinary in scope and includes the broad range of health care professionals and clinicians actively engaged in the practice of vascular access, which includes (but is not limited to) MDs, PAs, NPs, RNs, LPN/LVNs, RTs, Infection Control, Educators, and EMS professionals.

Recertification can be done in two ways, either by taking the VA-BC™ exam again or by submitting at least 30 Continuing Education (CE) credits accrued over my three-year recertification period. The CE credits encompass a wide spectrum of activities that VACC believes reflect continual learning opportunities. These opportunities not only lead to enhanced knowledge for the certified vascular access professional but ultimately, to quality patient care. Opportunities include presentations, attendance at conferences, online/in-person courses, and more.

I am choosing to recertify by [CE or exam]. The cost to recertify is [see [Dates and Fees](#) page to determine your CE price. See [Certification Dates and Fees](#) page to determine your exam price]. Once I pass, I will retain the internationally recognized VA-BC™ credential for 3 years, at which point I will qualify for recertification once again.

Over 4,000 vascular access specialists hold the VA-BC™ credential. This designation shows my dedication to vascular access and also gives the patients that we care for each day a sense of trust and confidence in their caregiver's abilities.

I believe I can maintain my certification to promote [institution name] as an institution that not only cares for its patients' safety but also its employees' continual learning. I hope that you will consider supporting me financially for vascular access recertification. Thank you for your time.

Sincerely,

[Your Name]



## CONTACT US

We hope this Toolkit has been informational and prepares you for the VA-BC™ recertification! If you should have additional questions or concerns, please do contact our staff. Best of luck in your certification endeavors!

**Telephone:** 414-231-8222

**Fax:** 414-276-3349

**E-Mail:** [info@vacert.org](mailto:info@vacert.org)

**Office Hours:** Monday thru Friday 9:00 am – 5:00 pm ET

