



# RECERTIFICATION TOOLKIT

## TABLE OF CONTENTS

About the Vascular Access Board Certification (VA-BC™) Certification .....	2
Recertification Requirements .....	3
Recertification Checklist .....	4
Frequently Asked Questions .....	5
Justification Letter to Employer .....	6
Contact Us.....	7

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

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.

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.

Upon successful completion of the exam, the VA-BC™ credential is awarded for a three-year period.

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.



## 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.** See our requirements for recertifying by CE below:
  - a. Must attain at least 30 CE credits with proof of activity for each.
  - b. Credits must be earned throughout the three-year certification cycle, at a minimum beyond one single year.
  - c. Continued education credits may not be carried over from one recertification cycle to another.
  - d. Continuing education credits must be earned from vascular access related conferences; seminars or workshops; online courses are acceptable.
  - e. Credits must come from more than one source.
  - f. Renewal applications are due 30 days before the end of the certification cycle.

Ideas for CE credits, as well as a list of the acceptable sources, can be found on our [Continuing Education Resources](#) page.

Certificants can use the [Certificant Portal](#) to log their CE credits and connect with other certified vascular access professionals.



## 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 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.



## 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.



## 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

