



FREQUENTLY ASKED QUESTIONS (RECERTIFICATION)

Q: What are the requirements for recertification by AANPCP?

A: Nurse practitioners certified by the American Academy of Nurse Practitioners Certification Program may become recertified every five years by sitting for the appropriate examination or by meeting the clinical practice and continuing education requirements established for recertification. These requirements include a minimum of 1000 hours of clinical practice as a nurse practitioner in the area of specialization, and 75 contact hours of continuing education relevant to the nurse practitioner area of specialization.

Q: What are the fees for the examination or by meeting the clinical practice and continuing education requirements?

A: Computer Based Exam	Members \$240	Nonmembers \$315
Clinical Practice and Continue Education	Members \$120	Nonmembers \$195

Q: How can I pay for my Recertification and/or any related fees?

A: We accept all Major Credit Cards, Money Orders, and Checks for payments. Please Note that as of November 1st, 2009, we will be charging a \$20 fee for all returned checks.

Q: What is the difference between the AANP and The American Academy of Nurse Practitioners Certification Program?

A: The AANP is a membership organization. It is the only full service organization for nurse practitioner of all specialties. Information regarding the AANP may be found on the website at: www.aanp.org.

The American Academy of Nurse Practitioners Certification Program Incorporated (AANPCP) is a separately incorporated entity that certifies adult, family, and gerontologic nurse practitioners through national certification examinations in preparation for licensure and professional credentialing. Information regarding the AANPCP (Inc.) may be found on the AANPCP website at: www.aanpcertification.org.

Q: Can my employer call for a status update on my recertification file?

A: In order to maintain the privacy of your information we can only provide status updates to you. If you wish for us to release information to your employer, please send us a signed release of information request to us by either U.S. mail or fax.

Q: How do I find out if the CE's that I am taking will be accepted by the AANPCP?

A: Authorizing entities include AANP, NAPNAP, ANCC, ACNM, AMA, AAFP, AAPA, Any State Board, ACCME, and applicable clinical graduate courses subject to approval. All continuing education offering should be relevant to the nurse practitioner clinical practice specialty in which the applicant is certified. Courses not applicable include non-clinical college courses, Advanced Cardiac Life Support, and Pediatric Advanced Life Support courses.

Q: What is the process for approval of my Recertification Application?

A: When your application is received, it is reviewed for completeness. When your file is complete it is then it is sent to Professional Review.

Q: What does a "complete" application mean?

A: A complete application includes the following:

- **Documentation of clinical practice includes submission of the total hours of appropriate clinical practice as a nurse practitioner.**
- **The *complete* address of each site.**
- **The full details of the role/responsibility of the nurse practitioner in each site.**
- **The dates of practice in each site (Begin & End date) since certification by the American Academy of Nurse Practitioners Certification Program.**
- **Documentation of continuing education includes the submission of the name of the continuing education topics, dates of attendance, number of clock hours, the name of the CEU authorizer, and a copy of the certificate of completion for each offering.**

Q: How many CE's does course work count for and which courses are consider not acceptable?

A: 1 semester hour is given 15 hours of CE credit

Q: Why isn't Preceptorship accepted as CE's?

A: this is a teaching activity as opposed to a continuing education activity. We recognize that you also learn from the students, but quantifying that learning is difficult to document.

Q: How will I know the status of my application and how will I know I have been approved to sit?

A: Unless you receive a checklist of missing items you may assume that your application is moving forward in the approval process. You will be contacted if additional information is required. Once you have been approved, you will receive a letter of approval and your candidate handbook from the certification program. Then you will receive a separate letter from Professional Examination Service with an ID number and instructions to schedule your Exam. If you have not received a letter from PES within 14 days of receipt of your Academy approval, you should notify the Academy Certification Office immediately.

Q: If I Choose to Recertify by exam and fail the exam, what is the waiting period to retake the examination?

A: You will receive a retake application and letter explaining the requirements to retake the examination when you receive your test results. In order to retake your examination you will be required to document completion of a minimum of 15 contact hours of continuing education applicable to your area of weakness. General Certification Exam Review course is acceptable regardless of the candidates' area of weakness and is advisable in most instances. Once the requirement is completed you will be able to take the examination. You may sit for the examination twice in the calendar year.

Q: Will my State Board automatically be notified of the results of my Recertification?

A: State Boards will be notified of your recertification upon your written request only. Your signature must be on the request. A request may be made by completing the enclosed state board verification form* or completing the form provided to you by your State Board. These requests may be mailed or faxed to the Certification office.

*** This form can also be downloaded and printed from our website.**

Q: Is there a fee to send verification to my State Board?

A: There is no charge to provide verification to your State Board. However, all other requests must be accompanied by a \$30 processing fee.

Q: Is the AANP Certification Program certification nationally recognized in all states?

A: Yes, the examination is recognized in all states as well as by Medicare, Medicaid, the Veterans Administration, and private insurance companies.

Q: How do I notify you of name change?

A: All changes to your file must be accompanied by your signature. A request to change your name must be accompanied by legal documentation of the name change (i.e. marriage license, divorce decree, etc). You may fax, mail, or email to our office.

Q: If my certificate or wallet card is lost or destroyed, how do I replace them?

A: In order to replace your certificate or wallet card you will need to submit a written request with your signature. You may fax or mail the request to our office (Effective November 1st, 2009 there will be a \$20 fee for replacement).

Q: Can I withdraw my Recertification application?

A: Yes, you may withdraw by submitting a written request to withdraw from the recertification process. A refund less a \$60 processing fee will be sent to within 30 days of receipt.

Q: How do I notify AANPCP of an address change?

A: You fax, mail, or email address changes to the certification office.