



# RECERTIFICATION TOOLKIT

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

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

### PURPOSE

Requiring renewal of your certification provides a means for expanding knowledge and reinforcing skills.

By participating in professional development activities, VA-BC professionals can validate their competence in vascular access and, ultimately, provide quality patient care.

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.

### BENEFITS OF CERTIFICATION

Certification can provide clinicians with:

- Opportunities and the drive to gain new knowledge
- Personal pride and confidence in one's skills and experience
- Increased respect and trust from colleagues and patients
- Promotions or pay raises at place of employment
- Quality patient care and improved hospital reputation

The VA-BC™ 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.

Those who pass a December examination can begin using the designation VA-BC on January 1. The certification period is January 1 through December 31 (3 years later). Those who pass a June examination can begin using the designation VA-BC™ on July 1. The certification period is July 1 through 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 in vascular access by taking the exam.
  - a. If an applicant takes the exam to recertify and fails, they are not able to submit continuing education credits to recertify, and vice versa.
2. **Recertify by Continuing Education Credits.**

*Requirements for recertifying by CE:*

- 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.
  - i. For example, *NOT* all credits can be gained in 2025.
  - ii. You *MAY*, for example, gain 28 credits in 2025, 0 credits in 2026, and 2 credits in 2027.
- 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 (e.g., not all 30 credits can be gained from one conference/online course/bachelor's degree).

NOTE: 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.

## UPLOADING CES TO THE CERTIFICANT PORTAL

All CEs need documentation to count for recertification. We'll cover that in the next few pages.

We recommend you [add your CEs to the Certificant Portal](#) as you gain them. The portal will keep track of them for you!

1. Sign into the Certificant Portal
2. Go to "My CEU," then "Add CEU"
3. Enter in the title of the activity, the completion date, and the number of CEs earned.
4. Attach your document and hit SUBMIT.
  - a. See page 7 for a guide to what your documentation should look like.
  - b. For conferences, please attach a transcript of the conference, which should include: your name, the total amount of CEs gained, the date(s) of the conference, and the title of the conference or itemized list of the sessions attended.
  - c. DO NOT upload each CE gained at the conference individually!
5. Repeat steps 2-4 for each CE activity you complete.
6. Submit your application!

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).

*Need a visual on this process?*

[Watch this 6-minute tutorial](#) to walk through how to upload your CEs to the portal, step by step.

Video tutorial:

**How to  
Upload CEs**



## 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](#).

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 (CEs) 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 this decision tree:

# 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:

**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 detailing your full name (as it appears in our records), date of completion, title of course, number of CEs earned, and accreditation notice.



- b. The note of accreditation is a sentence 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.
- b. If you cannot attain a copy of the presentation, please contact VACC staff for alternative 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 submitting for CE credits by highlighting or starring the course.

## RECERTIFICATION CHECKLIST

- Congratulations on renewing your VA-BC™! You can start gaining CEs from the first day of your certification. 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. [See Certification Toolkit](#) for more information on taking the exam.
- Make sure you’re familiar with the requirements for renewing via CEs:
  - 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 (e.g., not all 30 gained in 2025).
  - 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.
- 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 the CE information. When you’re done, hit “Submit.” The Portal will count your credits.
- Once you have achieved 30 credits and it is 10 months or less from your recertification date, the Recertification Application will be available. This can be found in the Certificant Portal.
- Submit your application!
  - [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 a conference, can I upload them all in one file or do I have to add them separately?**

Multiple credits gained at a conference may be uploaded in one entry using 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 renewals, or before March 1 for December renewals). If your application is accepted, you will not have to retest.

If the next cycle has already begun (after September 1 for June renewals or March 1 for December renewals), 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.**

We review recertification applications and notify candidates of results 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](#).

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

Once [logged into the 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 CEs 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 writing to request your support in renewing my Vascular Access Board Certified™ (VA-BC™) credential from the Vascular Access Certification Corporation (VACC). This certification is recognized by the ANCC Magnet Program, accredited by the National Commission for Certifying Agencies, and is a recognized measure of proficiency in vascular access care.

The VA-BC™ certification is crucial for enhancing my skills and knowledge in this field and continues to contribute significantly to both my professional growth and [your institution's] commitment to best practice and superior patient care.

Nearly 90% of hospitalized patients need some sort of vascular access. By holding this certification, I have been able to advocate for best practice and adhere to standards of care to protect vulnerable patients, which directly benefits our patients' outcomes and experiences, and our institution at large. More than 8 in 10 clinicians agree that having a VA-BC™ clinician on staff has improved patient outcomes.

Additionally, employees that maintain additional certifications like the VA-BC™ significantly contribute to [your institution] achieving Magnet status by demonstrating dedication to best practice.

I am choosing to recertify by [CE or exam]. The cost to recertify is [see [Dates and Fees](#) page to determine your renewal by CE price. See [Certification Dates and Fees](#) page to determine your exam price. If you are requesting renewal by CE vouchers, [find your discounted voucher price](#) and include the number of vouchers you are requesting—mention that this is a discounted price!], and I am requesting that the company cover this expense to support my abilities and knowledge as a VA-BC™ specialist.

Thank you for considering my request. This certification continues to be a valuable investment for both my career and the quality of care we provide.

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 CT

The [Vascular Access-Board Certified credential is accredited](#) by the National Commission for Certifying Agencies (NCCA). Accreditation by the prestigious NCCA assures that the VACC has met the most stringent and rigorous standards for issuing its credential. By meeting these standards, the VACC helps to ensure safe and expert practice of vascular access. Compliance must be demonstrated every five years and is a benchmark for certifying bodies to achieve.

As an NCCA accredited board certification, the VA-BC™ is recognized by the American Nurses Credentialing Center (ANCC) for the Magnet Recognition Program.

