



Gerontology Nursing
Certification Commission



Gerontological Specialist Certification

Recertification
Application and
Guidelines

Gerontology Nursing Certification Commission (GNCC)
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■ ■ ■ The Recertification Process ■ ■ ■

Congratulations on your commitment to certification in Gerontology Nursing. This guide will assist you in renewing your certification through the recertification process.

This guide contains information and instructions necessary for you to apply.

■ ■ ■ Methods of Recertification ■ ■ ■

Recertification is required to maintain your GS-C credential through the Gerontology Nursing Certification Commission.

Re-Examination: You may renew your certification by taking the GNCC Certification Examination. Recertification candidates must meet the eligibility criteria for certification and take the examination prior to expiration of the current certification period. A complete test application, along with the appropriate fee, must be submitted prior to the filing deadline for the test date requested. Processing of applications received after the deadline cannot be guaranteed. Candidates who take the exam for recertification will be notified upon passing the exam by the testing agency.

Continuing Education Contact Hours: You may renew your certification by using continuing education contact hours. Applications will be accepted beginning 6 months prior to your current certification expiration date. Recertification candidates must meet the eligibility criteria and submit their completed online application, along with the appropriate fee, prior to expiration of the current certification. Recertification applications using this option should be submitted by the date of the year in which the certification expires.*

* A late fee will be assessed to all applications postmarked after the current certification expiration date. Late applications are accepted for two weeks after the expiration date. No applications will be accepted after the two week extension of the certification expiration date. There are no exceptions or extensions to this time frame. Once your certification has expired, you are required to pay a late fee to recertify. **You may not use your GNCC credential after your expiration date.** Contact hours earned after your expiration date may be used one time only.

■ ■ ■ Eligibility Criteria ■ ■ ■

To recertify by examination, a complete exam application, along with the appropriate fee, must be submitted prior to the certification expiration date. The candidate also must have accrued a minimum of 1000 hours of gerontological practice during the previous five (5) year certification period, or have professional proficiency alternative hours of equivalence. An Alternative Hours conversion chart is available on the GNCC website. GNCC recognizes three (3) distinctive components of gerontological practice: service, education, and research. Practice may be direct or indirect and may include:

1. acute or long-term care
2. clinics/offices
3. home care/community health
4. surgery
5. education
6. research
7. administration
8. advocacy
9. consulting

To be eligible to recertify by continuing education, candidates must meet the following requirements:

- A. Hold a current Gerontological Specialist - Certification.
- B. Have accrued a minimum of 1000 hours of gerontological practice during the previous five (5) year certification period, or professional proficiency alternative hours of equivalency. An Alternative Hours conversion chart is available on the GNCC website. GNCC recognizes three (3) distinctive components of gerontological practice: service, education, and research. Practice may be direct or indirect and may include the same settings as described in the above re-examination section.
- C. Have acquired eighty (80) continuing education hours during the five (5) year certification period with a minimum of fifty (50) continuing education hours must be gerontological health care specific topics. The remaining thirty (30) continuing education hours can be a combination of general nursing, health care and academic.

Continuing education hours may start accruing from the date of initial certification through the expiration date. If the previous recertification application was submitted late, the continuing education hours may start accruing after the late submission date.

Education programs must be presented by an individual, state or national organization accredited as a provider or approver of continuing nursing or medical education. Education programs may be in any format including, but not limited to courses, workshops and independent study modules etc.

■ ■ ■ Application Instructions ■ ■ ■

The application for recertification by examination is attached to this handbook. The application for recertification by continuing education is hosted on the testing agency's website and can be accessed by visiting gerocert.org/recertification.

We recommend you plan for recertification 4 weeks prior to the expiration date. You may apply beginning 6 months prior to your certification expiration date. Online application processing requires 4 weeks. If your application is randomly selected for audit, this process may take longer.

Please retain all contact hour certificates in your personal files in the event of an audit.

■ ■ ■ Statement of Nondiscrimination ■ ■ ■

It is the policy of GNCC that no individual shall be excluded from the opportunity to participate in the GNCC certification program on the basis of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation or gender identity.

GNCC reviews all written materials (e.g. brochures, applications, letters, test items on the exam and the test as a whole) to avoid bias and ensure sensitivity. Photographs or graphics in brochures will include a diversity of individuals regarding to age, race, and sex. Testing agency and the Test Development Committee, including item writers, will follow the testing agency Procedure for Eliminating Bias/Sensitive Items on the test.

■ ■ ■ Approval ■ ■ ■

If the candidate's recertification application is approved, the applicant will receive by email a congratulatory letter and certificate with the new certification expiration date. Please allow 4 weeks from time of approval.

Recertification with GNCC is valid for a period of five years. Certified individuals will be sent courtesy recertification reminders with their expiration date.

■ ■ ■ Recertification Application Fees ■ ■ ■

Prices are subject to change. It is the applicant's professional responsibility to have the most current information. Please check the GNCC website (gerocert.org) for the most current information.

Application Fee:

These fees include a non-refundable administrative fee of \$75.00.

GAPNA Members	\$275.00	Nonmembers	\$375.00
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GAPNA Membership must be current to be eligible for the reduced fee.

Late Application Fee (nonrefundable):

\$50.00	Recertification applications received within 30 days after the certification expiration date will be charged a late fee.
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Incomplete Application Fee (nonrefundable):

\$50.00	This fee is assessed for applications due to incompleteness.
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Request for Refund Fee:

\$75.00	An applicant who submits the recertification application and fee but cannot meet the recertification requirement may request a refund less this fee. Request must be in writing to the testing agency and GNCC.
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■ ■ ■ Audit ■ ■ ■

The testing agency will audit a minimum of ten percent (10%) of recertification applications submitted. Random audits of applications are conducted to ensure candidates are eligible for recertification.

For those applications selected for audit, the testing agency will perform a quantitative audit. The testing agency will notify the applicant by email/mail, and include an audit letter informing them of what documentation needs to be submitted and a return date of no more than then (10) days.

■ ■ ■ Contact Hour Documentation ■ ■ ■

When recertifying by continuing education, you may document your contact hours using the online application. **You do not need to send certificates or documentation with your renewal.** Copies of certificates and documentation are required only if audited.

■ ■ ■ Continuing Education Contact Hours ■ ■ ■

To recertify by continuing education, eighty (80) continuing education hours must be earned during the five (5) year certification period, with a minimum of fifty (50) continuing education hours from gerontological health care specific topics. The remaining thirty (30) continuing education hours can be a combination of general nursing, health care and academic.

■ ■ ■ Acceptable Contact Hour Activities ■ ■ ■

Category A: Gerontological Health Care (minimum of fifty (50) continuing education hours)

1. Continuing education hours awarded for attendance at seminars and conferences with content specific for gerontological health care and are accredited as an approver/provider of continuing education, such as the American Nurses Credentialing Center (ANCC), a state board of nursing, nursing association or Accreditation Council for Continuing Medical Education (ACCME) American Academy of Nurse Practitioners (AANP)
2. Nursing and professional publications and presentations specific to gerontological health care:
3. Independent study (home study) by an accredited approver/provider of continuing education within the five (5) year certification period
 1. 1 contact hour = 1 continuing education hours

Activity	Contact Hours Earned	Maximum Allowed
Book Chapter Author/Co-Author	5; per chapter	25 per recertification period
Journal Article Author	5; per article	10 per recertification period
Multimedia Presentation/Lecture approved by accredited approver or provider of continuing education (sole presenter)	3; per 1-hour presentation in recognition of preparation time	9 per recertification period
Research abstracts published/presented	2; per abstract	6 per recertification period
Textbook Editor	15; per textbook	15 per recertification period
Research proposal submitted to federal agency, foundation, or industry	15; per proposal	15 per recertification period
Study Site Coordinator - must not be primary job	5; per study	10 per recertification period
Editors/Assistant Editors/Manuscript Reviewers	1 - 1 manuscript; 3 - 2 manuscripts; 5 - 3 or more manuscripts	5 per recertification period

4. CME
 1. 1 Continuing Medical Education credit = 1 continuing education hour
5. Membership on a national/local board or national/local committee
 1. A 1-hour meeting or 1-hour conference call = 1 continuing education hour
 2. Maximum 10 continuing education hours per recertification period
6. GNCC Test Development Committee or task force participant
 1. One-day session = 3 continuing education hours
 2. Maximum of 9 continuing education hours per recertification period
7. Preceptor hours
 1. 120 preceptor hours = 20 continuing education hours

Category B: General Nursing, Health Care, and Academic (maximum of 30 continuing education hours)

1. Academic courses must be biopsychosocial content
 - A. Each semester hour = 15 continuing education hours
 - B. Each quarter hour = 10 continuing education hours
2. Continuing education hours earned for general nursing or health care same as Category A
3. Professional publications or presentations in general nursing or health care same as Category A
4. Independent study in general nursing or health care same as Category A
5. CME - 1 Continuing Medical Education credit = 1 continuing education hour

If audited, continuing education and professional practice hours must be documented with:

1. copies of certificates of attendance at approved seminars or conferences
2. copies of published materials, presentations, or multimedia productions (i.e., video, audio tapes, or computer-generated discs)

■ ■ ■ Failure to Meet Recertification Requirements ■ ■ ■

Certificants who fail to meet the minimum requirements for recertification must begin the certification process anew.

Candidates not accomplishing recertification at the end of five (5) years will have the designation "GS-C" dropped from all GNCC and GAPNA records. Continued use of "GS-C" is inappropriate and in violation with Board policies on recertification

■ ■ ■ Information About GNCC ■ ■ ■

The mission of GNCC is to improve the quality of care provided to older adults by promoting and acknowledging the highest standards of advanced practice nursing through the certification process. The Gerontology Nursing Certification Commission (GNCC) supports individuals, families, and communities seeking gerontological health care who expect and deserve a standard of excellence. We believe that excellence may be enhanced by certification of those professionals entrusted to deliver that care. We also believe that certification should be awarded following successful completion of a comprehensive examination assessing a broad scope of knowledge applicable to the field of gerontological health care.

The Gerontology Nursing Certification Commission (GNCC) was established in 2018 to develop and implement certification examinations for gerontological nursing.

GNCC is separately incorporated, and an independent organization that collaborates with the Center for Nursing Education and Testing (C-NET) in certification testing and recertification services. GNCC also works collaboratively with the Gerontological Advanced Practice Nurses Association (GAPNA) to promote, advertise and offer the certification examination and to recognize certified individuals. The APRN Gerontological Specialist-Certification (GS-C) certification examination is endorsed by GAPNA.

It is the goal of GNCC to promote the highest standards of the Advanced Practice Registered Nurse (APRN) in Gerontology through the development, implementation, coordination and evaluation of all aspects of the certification and recertification processes. GNCC recognizes the value of education, administration, research, and clinical practice in fostering personal and professional growth and currently provides the APRN GS-C examination to validate clinical knowledge at the proficient level of practice. GNCC collaborates with the Center for Nursing Education and Testing (C-NET) whose expertise in the areas of test development, administration, and evaluation is unequalled. C-NET works with the GNCC to ensure that the examination offered is reliable, valid, and meet industry standards. C-NET provides a full range of test development and test administration services, including:

- Certification testing and recertification services for specialty nursing practice
- Test construction workshops for nurse educators.
- Practice analysis studies
- Accreditation assistance

The GNCC promotes professional growth by developing and implementing certification examinations for gerontological nursing.

The GNCC is composed of five commissioners, including one public member. The commission is comprised of board members representing as wide a geographical distribution, educational levels and clinical specialties as possible. GNCC is managed by an association management firm, Anthony J. Jannetti, Inc. (AJJ), located in Pitman, NJ. Staff from AJJ include an Executive Director and a Certification Services Manager. A Nursing Test Committee is responsible for writing and reviewing questions relevant to the examination. Members of the Nursing Test Committee have a variety of gerontology nursing experience, meet licensing and education requirements, and must be GNCC certified. Along with the testing agency representative, members review current item statistics and develop and revise items as needed.

Contact information:

GNCC National Office
East Holly Avenue, Box 56
Pitman, NJ 08071-0056
Phone: 856-256-2345
Fax: 856-589-7463
gncc@gerocert.org
gerocert.org

Testing Agency
C-Net
35 Journal Square, Suite 901
Jersey City, NJ 07306
Phone: 800-463-0786
Fax: 201-217-9785
info@cnetnurse.com

■ ■ ■ Change of Contact Information ■ ■ ■

GNCC and the testing center will retain electronic records of all candidates and certificants for at least five (5) years. It is the professional responsibility of the applicant to notify GNCC of any change in name, mailing address, phone number and/or email address. GAPNA and GNCC share the same database. These changes may be made online by updating your account at gapna.org after logging in. Changes may also be directed to the GNCC National Office, Box 56 Pitman, NJ 08071-0056; Phone 856-256-2345; E-mail gncc@gerocert.org

■ ■ ■ Denial Suspension and Revocation of Certification ■ ■ ■

The occurrence of any of the following actions will result in the denial, suspension, or revocation of certification by the GNCC Certification Board:

1. Falsification of information on the GS-C examination application
2. Falsification of any material or information requested by GNCC
3. Any restrictions such as revocation, suspension, probations, or other sanctions by a health care registry, a certifying organization, or a nursing authority which grant a professional license, registry, or certification
4. Misrepresentation of certification status
5. Cheating on a GS-C exam
6. Falsification of information on the GS-C recertification application

Any other claims or causes for denial, suspension, or revocation will be decided on a per case basis by the GNCC after thorough investigation. If certification is denied, suspended, or revoked for any reason, no fee will be refunded.

■ ■ ■ Right of Appeal ■ ■ ■

A candidate who has had certification denied, suspended, revoked or has failed the exam has the right of appeal. An appeal must be submitted in writing to the President of GNCC within 30 days of notification. The appeal shall state specific reasons as to why the applicant is entitled to certification or recertification. The President shall review the appeal and make recommendations to the GNCC commissioners. Discussion of the appeal will be conducted. The final decision of GNCC will be communicated in writing to the candidate within one (1) month of the decision.

Failure of the candidate to request an appeal shall constitute a waiver of the right to appeal. Documentation of the appeal process and outline will be placed in a permanent file at the GNCC National Office.

A candidate who has had their certification denied, suspended or revoked or has failed the exam has the right of appeal.

- A. The applicant will be informed of the right of appeal at the time of application. The candidate shall bear the burden of establishing that the denied, suspended or revoked certification or recertification either resulted from an erroneous/factual determination by GNCC or its testing agent or the decision was arbitrary or capricious.
- B. The appeal must be submitted in writing to the President of the Gerontology Nursing Certification Commission (GNCC) within 30 days of notification. Failure to submit the appeal in that time frame shall act as a complete and total bar for the applicant. The appeal shall state with specificity all reasons as to why the denial was the result of an error or was arbitrary or capricious. The appeal shall be sent to the GNCC National Office.
- C. Upon receipt of an appeal, the President shall appoint an Appeals Panel of three board members who will contact the applicant, review the written appeal and make recommendations to the GNCC Board. Discussion of the appeal by the Board will be conducted at a regularly scheduled GNCC meeting or via the list-serve and documented.
- D. The decision of the GNCC Board shall be final and binding. The President shall communicate the final decision of the appeals process in writing to the candidate within one month of the decision. The written communications shall include a statement of the Appeals Panel's findings with respect to issues of facts presented on appeal by the candidate and shall include a statement of rationale for the GNCC Board decision.
- E. Failure of the candidate to timely file an appeal shall constitute a waiver of the right of appeal.
- F. Documentation of the appeals process and outline will be placed in a permanent file at the GNCC National Office.

■ ■ ■ Frequently Asked Questions ■ ■ ■

When do I need to recertify for my GS-C certification?

You can apply to recertify a maximum of 6 months prior to the expiration date of your 5-year certification period. You have a grace period of 30 days to recertify after the expiration date of your 5-year certification period. After that time, you will lose your GS-C certification and will need to begin an initial certification exam application.

How many NCPD hours are required for recertification by continuing education?

You will need at least eighty (80) NCPD/CNE contact hours to meet recertification by continuing education requirements. A minimum of fifty (50) of those hours must be gerontological health care specific topics. The remaining thirty (30) hours may be general nursing, health care, and academic.

Can I recertify without NCPD hours?

Yes, you can recertify by examination if you do not have the applicable NCPD/CNE contact hours. You will still need to provide proof of professional practice hours or professional activity hours of equivalence to recertify through examination.

Can contact hours provided by my hospital count?

If your hospital is accredited by an approved provider or the activity approved by an accredited provider, you can claim the contact hour.

How do I know if contact hours are from an approved provider?

An accreditation statement may be present on your NCPD certificates or in the educational activity's description. You may also contact the provider of the educational activity to verify accreditation.

Does GNCC want copies of my contact hour (CE) certificates and documentation?

No, do not send copies of your CE certificates and documentation. If your application is selected for a random audit, copies of your certificates and documentation will be requested at that time.

I have more than the required 80 contact hours. Should I include additional information?

It is not necessary to include anything over 80 contact hours. It is suggested that you limit additional contact hours to 5.

Are there web sites that offer gerontology specific contact hours?

Yes, in fact there are many different sites. Some sites are free or charge a minimal fee. Other ANCC-approved providers also offer online/home study continuing education that may be appropriate for Category A credit. **GNCC does not endorse specific courses or commercial CE vendors. The following providers that designate any content as "gerontology" does not mean the activity automatically qualifies for Category A credit.** A few we suggest are: GAPNA's Online Library at www.GAPNA.org/library, myfreece.com, RN.org, ce.nurse.com, and www.practicingclinicians.com/index.php.

What is the difference between recertifying by exam and recertifying by continuing education?

Both methods of recertification provide you with the same result. The cost of recertifying by exam is \$295, while the cost of recertifying by continuing education is \$275.

How soon can I enter my contact hour information?

You can enter continuing education contact hour information at any time, however, you will not be allowed to submit the information until 6 months prior to your certification expiration date. You are able to save your progress and return at a later time.

How late can I send in my recertification application?

You have until your expiration date to submit your recertification application. However, it is recommended that you send the application 30 days before the expiration date. Application processing requires 4 weeks to complete.

Can I request an extension for recertification?

Yes, GNCC will accept late recertification applications. The recertification application received within 30 days after the certification expiration date will be charged a late fee.

What should I do if I have a name or address change?

To ensure receipt of important notices from GNCC, you should notify the board within 30 days of any name, address or e-mail change. Since GNCC and GAPNA share a database, you may make changes to your online profile at www.GAPNA.org. Once you have established an online account with GAPNA all changes made to your profile will be reflected in your GNCC certification record as well.

Can I or my employer verify my certification status?

Yes. GNCC certification status can be verified online at gerocert.org under the Certificant Directory tab. The directory allows for search by name or state/territory.

■■■ Exam Application ■■■

<input type="checkbox"/> CBT Exam Only			
1. Name:	Last	Maiden	First Middle Initial
2. Last four digits of social security number:			
3. Home Address:			
City:		State:	Zip:
4. Home Phone: ()		Work Phone: ()	Ext.
5. E-mail Address:			
6. Check the appropriate application fee:			
<input type="checkbox"/> \$295 GAPNA members <input type="checkbox"/> \$395 non-members			
Include payment method (check one):			
<input type="checkbox"/> Check/Money Order payable to the testing agency, C-NET			
Credit Card Authorization:			
<input type="checkbox"/> Charge my Visa or MasterCard			
Card number: _____ - _____ - _____ - _____		Exp date: _____	CVV: _____
Name on card: _____			
7. Complete the following:			
a. RN License #: _____ State: _____			
Expiration Date: _____ Date of Original License: _____			
b. Advanced Practice Registered Nurse License #: _____ State: _____			
c. List type of APRN current national certification: _____			
d. I have 1000 hours of experience in an advanced practice role, working with older adults during the last 5 years, or have professional proficiency hours of equivalence. Yes <input type="checkbox"/>			

■ ■ ■ Exam Application (continued) ■ ■ ■

8. Employment history beginning with present employment. Please do not send resumes. (Use a blank sheet of paper if additional space is needed.)

From - To (Month & Year)	Employer & Address	Position Title	Supervisor	Hrs/Wk
-				
-				
-				
-				

YOUR SUPERVISOR MUST COMPLETE THIS SECTION IN ITS ENTIRETY:

As indicated above, the applicant has 1000 hours of experience in an advanced practice setting, working with older adults during the last five (5) years. Yes

Employer/Collaborating MD: _____

City: _____ State: _____ Zip code: _____

Signature: _____ Date: _____

Title: _____ Facility/Institution: _____

Phone: (____) _____ Fax: (____) _____ E-mail: _____

9. I hereby attest that I have read and understand the GNCC policy on Denial, Suspension, or Revocation of Certification and that its terms shall be binding on all applicants for certification for the duration of their certification.

I hereby apply for certification offered by the GNCC. I understand that certification depends upon successful completion of the specified requirements. I further understand that the information accrued in the certification process may be used for statistical analysis and for evaluation of the certification program. I further understand that the information from my certification records shall be held in confidence and shall not be used for any other purpose without my permission; however, upon passing the examination, GNCC reserves the right to publish my name and certification expiration date by state on the GNCC website.

To the best of my knowledge, the information contained in this application is true, complete, and correct and is made in good faith. I understand that the GNCC reserves the right to verify any or all information on this application.

Signature: _____ **Date:** _____

(sign before mailing)

10. Print the application, sign and attach the following items:

- 1) A photocopy of current license(s) or verification of licensure from the licensure board, with license number(s) and expiration date clearly visible.
- 2) A photocopy of current GAPNA membership card, if applicable.
- 3) A copy of the diploma from the master's or post-master's APRN program.
- 4) Evidence (current certificate or letter from board) of current certification as an advanced practice registered nurse from a national certifying board with expiration date clearly visible.
- 5) Photocopy of your valid, government-issued photo ID (e.g., driver's license or passport)

Attach the photocopies to this application. Send all forms, along with credit card information or check/money order to the testing agency, C-NET, at the following address:

C-NET
35 Journal Square, Suite 901 Jersey City, NJ 07306
Phone: 800- 463-0786 — Fax: 201-217-9785