



National Consortium of Breast Centers, Inc.
Breast Patient Navigator Certification
Steps for Annual Breast Patient Navigator Certification Renewal Application

Breast Patient Navigator Certification is a lifelong certification with annual renewals to remain certified. The following information will assist with the completion of the required three forms to renew Breast Patient Navigator Certification.

Completing the Annual Renewal Form (Page 3)

Applicant Information:

Complete this section with information about the applicant to maintain current certification records.

Certification Information:

Enter the Month and Year the applicant took his/her initial BPN Certification

Enter the year for which renewal is being requested. To determine when your first Certification Renewal Application is due reference the table below. The certification cycle runs from February 1st to January 31st of the following year.

Month of Initial Certification	1 st Submission of Certification Renewal Application (This is considered your YEAR 1)
January - July	By January 31 of the year following Initial Certification
August - December	By January 31 of the second year following Initial Certification
After submitting your first Certification Renewal Application, all subsequent renewals are due by January 31 st .	

Choose the type of certification being requested. Individuals may hold the certification in one of the following status. The requirements for each are noted below.

Active Certification:

To maintain an active certification status all certified individuals must annually submit current licensure or certification validation accompanied by the following completed forms:

- Annual Renewal Form
- Performance/Data Form
- CEU Validation Form

Active Certification includes an internet listing on <http://www.bpnc.org>.

Inactive Certification:

Individuals may apply for Inactive Certification Status. The individual must annually submit current licensure or certification validation accompanied by the Annual Renewal Form completing the sections: Applicant Information, Certification Information and Active and Inactive Certification Requirements. Individuals applying for Inactive Certification are not required to complete the Active Certification section of the Annual Renewal Form. Also, the Performance/Data and CEU Validation Forms are not required. Individuals holding Inactive Certification status will not be listed as Navigators on the Internet. An individual who has but is no performing as a Breast Patient Navigator may choose to hold an Inactive Certification. Individuals holding an Inactive Certification may become active again, upon submission of required forms and documentation for Active Certification without taking another examination. Inactive Certification requires active membership in either the NCBC or the Navigator Network to maintain collegial medical networking.

Decertification:

Should a Certified Breast Patient Navigator fail to complete the requirements for an Active or Inactive Certification, he/she will be decertified. Once decertification occurs, the individual is required to reapply for all exams as a new candidate.

ACTIVE AND INACTIVE CERTIFICATION REQUIREMENTS:

Licensure/Certification:

Active or Inactive Certification requires an applicant to provide a copy of a valid license or certification.

Membership:

Active or Inactive Certification requires an applicant to hold a current membership with either NCBC or NCBC's Breast Patient Navigator Network.



National Consortium of Breast Centers, Inc.
Breast Patient Navigator Certification
Steps for Annual Breast Patient Navigator Certification Renewal Application

ACTIVE CERTIFICATION REQUIREMENTS:

Active Certification applicants are required to complete the remainder of the application.

Performance/Data:

Complete the Performance/Data Form and check this requirement as completed.

Completing the Performance/Data Form (Page 4)

Completing the Performance Data Section

The applicant must complete the questions under the Performance Data Section of the Form.

Completing the CEU Validation Form (Page 5)

Complete the CEU Validation Form and then check this requirement as completed. CEU documentation is not required but random audits may occur. If additional pages are required, please make extra copies. For your convenience CEU information is listed below.

Name of Conference: Identify the conference name, if the CEU was for a session which was part of a conference.

Conference/Session Host: The name of the organization/business hosting the conference or if the session is not part of a conference, the entity hosting the session.

Session/Course Title: Self-explanatory

Faculty Names: Name of speaker(s), presenter(s) or instructor(s).

CEU Provider: The name of the entity that stands behind the CEU and awards the CEU certificate.

The purpose of the continuing education credits requirement is to ensure the Certified Breast Patient Navigator, who is not required to retest, continues to provide enhanced breast patient care, through the annual expansion his/her knowledge base of both general breast patient care and specifically in the care of patients they are/will be navigating.

The individual applying for Active Certification Renewal is required to have earned, between certification applications, **4 CEUs whose content reflects general breast patient information and 4 CEUs whose content is specific to breast patient navigation.** Attendees of the NCoBC National Pre-Conference Navigator Program may list these CEU credits to renew certification. Even if the total number of CEU's offered by this program is less than the required 8 CEU's, attendance at all sessions of this program will fulfill the CEU requirements for Active Certification renewal.

General breast patient credits may include content that includes administration, personal growth or general medical information. This may cover content such as billing and coding of patient procedures/care, handling work related stress, anger/grief management, male breast cancer, balancing work and personal time, goal setting, etc. These examples reflect content that will assist the professional with their personal growth and expand a professional's general knowledge base that we believe will result in enhanced patient care.

Specific breast patient navigation credits reflect information that a breast patient navigator would use at some point when navigating a breast care/cancer patient. This might include: lymphedema treatment; complications of breast surgery, breast patient treatment planning, communicating and interacting with the patient, patient information flow, role of the navigator, fatigue and its management, cancer's impact on all family members, etc. The best way to determine if the course content relates to the navigation of a patient is to ask yourself if the knowledge will be used during any of the stages in which you would be navigating a breast care/cancer patient. Referencing the care Matrix will acquaint individuals with the various stages of breast patient navigation.

Renewal Fee:

Identify and complete the required method of renewal fee payment.

Submit:

Based upon the type of certification being requested, submit the completed application accompanied by the required forms. Renewal information must be received no later than January 31st of the year for which renewal is being requested.