

POLICY & PROCEDURE

SUBJECT: Inactive/Retired Certification
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POLICY

The Orthopaedic Nurse Certified shall be allowed to apply for retention of certification in the event of:

- Responsibility as primary care giver children, elderly parent or other family member
- Personal injury, illness or temporary disability
- Catastrophic event (natural disaster)
- Permanent disability or retirement from nursing

PROCEDURE

1. A letter written on official stationery from the ONC's direct supervisor shall be submitted to the Orthopaedic Nurses Certification Board confirming that the employment and/or continuing education requirements have not been met for recertification as an Orthopaedic Nurse Certified due to health problems, family responsibilities, a catastrophic event, or retirement from nursing.
2. If applying for Inactive Status due to personal health problems, a letter from the attending physician with documentation of the disability and the inability to work shall be submitted. Additional information will be requested from the physician as necessary.
3. Applications for Inactive/Retired Certification must be received at least 30 days prior to the certification expiration date.
4. Applicants for Inactive Certification due to personal illness, injury, temporary disability, or responsibility as care giver must meet the continuing education requirements for recertification or retake the certification examination within 5 years of the approval date for Inactive Status, or they shall forfeit the certified nurse credential.
5. Retired ONCs who decide to return to the workforce must reactivate their credential by demonstrating completion of 20 contact hours of continuing education in the year preceding reactivation. As an alternative, the nurse may retest in order to reactivate the credential.
6. A one time fee of \$50 must accompany the application.
7. For the period of Inactive Certification, the nurse shall use the title "ONC, Inactive." For Retired Certification, the nurse shall use the title "ONC, Retired."