

CNT Recertification Application Instructions

Log into your portal at www.neonataltherapycertification.com. The **log in** icon is located in the top left corner of the website.

Click on the link to Prolydian under **My Portal** to access the application.

Once you have logged into Prolydian, click **Applications** and then **Apply Now**.

You will then select the correct type of application from the list below:

- CNT Retired Status
- Neonatal therapy recertification application for those identifying their experience and education over the past 5 years (no exam)
- Neonatal therapy recertification application for those re-taking the examination

Within the recertification applications, you will be prompted to upload your **Curriculum Vitae** with up-to-date NICU experiences and a current **headshot** (any snapshot showing your full face is acceptable).

Next you will be asked to select your location/country of practice and prompted to upload your **current license, registration, or verification of permission to practice**, depending on what is required in your location. For all uploads, PDF format is preferred.

- For those applying by retaking the examination, you will then be directed to submit your application. Once your application is approved, you will receive instructions on scheduling the exam.
- For those applying based on **hours of NICU experience**, you will then be asked to report information regarding where those hours were accrued (hospital or other NICU-related organization) and to add up those hours using the convention that one year of full-time hours is equivalent to 2000 hours. You will not need to submit additional verification of these hours. Next you will be asked to report **continuing education** courses to add up to 60 hours accrued over the 5-year period of certification. Please note, if you enter more than 60 hours of education, you may delay the processing of your application. You will not need to submit proof of continuing education hours unless you are later notified that you were selected for a random audit.

For each course, you will need to enter the following information:

- Total hours of the course
- Name of the course
- Name of the presenter (if there is more than one, just enter the first or main one)
- Location of the course (enter "online" for webinar)
- Date of course (and end date if more than one day in length)
- A description of how the course content relates to the NICU

You will then be asked to sign an attestation statement, complete payment, and submit your application.

If you have questions, please email info@ntncb.com.