

CKNS Recertification Application

Date Submitted _____

Name _____ Degree _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____ CKNS Number _____

Fee Due: \$100 per recertification

Check Enclosed \$ _____
(Please make check payable to the Board for Certification of Nutrition Specialists)
or

Pay Online _____
(Date Paid)

Dates of Recertification: _____ through _____

Number of continuing education (CE) credits earned _____

Between _____ and _____ (please provide dates)

**Please provide CE details on the accompanying pages of this application. However, please DO NOT submit the original CE certificates. These will not be retained by BCNS after your recertification application has been processed.*

CKNS Responsibility Statements

Please check all boxes. Applications will not be considered if this section is incomplete.

- I understand the CKNS Recertification Application and payment must be received by the last date of my certification term.
- I have read and understand all policies and procedures in the Certifications Handbook.
- I have read and accept the terms and responsibilities outlined in the BCNS Code of Ethics.
- I have read, signed and returned the BCNS Confidentiality Statement.

I attest that I have never been convicted of or pled guilty to a felony, or of any fraud, false statements, omissions, wrongful taking of property, bribery, perjury, forgery or a conspiracy to commit any of these offenses.

I declare all information I have provided in this application is true and accurate. I understand that misrepresentations or incorrect information provided to the BCNS can result in disciplinary action, including suspension or revocation of my eligibility, examination score or credential.

As a condition precedent to the submission of this application, the applicant understands and agrees that they shall have no recourse to sue in a court of law, or before any agency of government, the Board for Certification of Nutrition Specialists (BCNS) or its officers, or to challenge the BCNS rules and procedures, except that an applicant may avail themselves of the right to respond in a timely fashion to any complaint filed against applicant before the BCNS. Applicant further understands and agrees that the decision reached by the BCNS following a review of any complaint filed with the BCNS shall be final and binding, and the applicant waives any rights to sue in a court of law or agency of the government.

I attest that the information submitted is true and correct

Signature _____

Date _____

Submission of Application and Documentation

Please submit Recertification application by logging into your portal. Click on Memberships, Certifications & Trainings, then click on Forms. Select Recertification application on the left side pull down menu, then upload this saved application. Please also submit an updated Resume or CV.

Record of earned continuing education credits begins on the following page.

Record of Earned Continuing Education (CE) Credits

Name _____ CKNS Number _____

Title of CE Event _____	
Sponsor of CE Event _____	
Location of CE Event _____	
Date(s) of CE Event _____	No. of CEs Awarded _____

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*** If more space is needed, please include additional CE information in the same format as above, and submit with your Recertification Application.**