

## **MSCN RECERTIFICATION GUIDELINES**

Written by Administrator

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**September 2018: WE HAVE LAUNCHED THE NEW MSCN ONLINE RECERTIFICATION SYSTEM**

Please visit: [www.ptcny.com](http://www.ptcny.com)

**In connection with this new system, ALL MSCNs will need a username & password to login. Professional Testing Corporation (PTC) will distribute these info via email.**

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**Please submit your completed application and fee by the following dates:**

**APRIL 1st** (May/June Expiration)

**SEPTEMBER 3rd** (December Expiration)

\*Recertification application sent after application deadlines must include late administration fee in addition to the application fee.

\*Recertification applications received after expiration dates will be denied.

### **Application Fee:**

**Late administration fee** for applications submitted after application deadline:

**\$300**

**\$ 75**

## **STEPS ON HOW TO ACCESS/RECORD YOUR MSCN CREDIT HOURS**

### **STEP 1:**

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- Log-in to the PTCNY website [www.ptcny.com](http://www.ptcny.com)

### STEP 2:

- Click “Test Sponsors & Exams” (third tab on the top right)
- Scroll down to MSNICB and click on it

### STEP 3:

- At the bottom of the page, under “RECERTIFICATION”, click on “Recertify my Credential”

### STEP 4:

- You are now in the MSNICB Online Recertification Processing System portal
- Log in using your unique code that was provided to you by PTC

### STEP 5:

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- At the bottom of this page in blue, click on “TRACK RECERTIFICATION HOURS”
- The Recertification Guidelines are also listed here.

### STEP 6:

- At the bottom of this page, under “MSCN Certification and Recertification History”, click on the “+” button on the left in your MSNICB-MSCN history
- This opens your current hours tracking

### STEP 7:

- If you have enough Credit Hours, click on the “**APPLICATION FOR RECERTIFICATION**” in the green box
- Follow the next instructions