

MSCN RECERTIFICATION GUIDELINES

Written by Administrator

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

Please visit: 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.

MSCN RECERTIFICATION GUIDELINES

Written by Administrator

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:

MSCN RECERTIFICATION GUIDELINES

Written by Administrator

- Log-in to the PTCNY website 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:

MSCN RECERTIFICATION GUIDELINES

Written by Administrator

- 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