



National Consortium of Breast Centers, INC.  
Navigation & Cancer Genetics Risk Assessment  
Certifications

# RECERTIFICATION PROCEDURES

## BY

# NATIONAL CONSORTIUM OF BREAST CENTERS CERTIFICATION BOARD

Certification Manager Phone: 574-401-8113 Email: [certifications@breastcare.org](mailto:certifications@breastcare.org)

Navigation Website: [www.navigatorcertifications.org](http://www.navigatorcertifications.org)

CGRA Website: [www.cgracertification.org](http://www.cgracertification.org)



## National Consortium of Breast Centers, INC. Navigation & Cancer Genetics Risk Assessment Certifications

The Breast Navigator Certification/ Cancer Genetic Risk Assessment Certification requires annual renewals with eight (8) continuing education credits earned per year, a failure to renew will result in inactive certification after 60 days past expiration and decertification after 1 year past expiration.

### **Certification Renewal Instructions**

The online renewal form can be found at

BHCN: <https://www.navigatorcertifications.org/certified-navigators/>

CGRA: <https://www.cgracertification.org/cgra-renewal/>

Applicant Information: Complete this section with information about the applicant to maintain current certification records.

### **Active Certification**

To maintain an active certification status, all certified individuals must annually submit the required data and documentation via the online system at:

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### **Inactive Certification or Decertification**

Individuals will become inactive when they have not renewed their certification 60 days past their expiration date. Individuals holding Inactive Certification status will not be listed as Navigators/CGRA Certified on the NCBC directory. A previously certified individual not currently performing as a Breast Navigator/Cancer Genetic Risk Assessment may choose to hold an Inactive Certification.

Inactive status can be used for up to one year before the individual must either re-activate or be decertified.

Individuals holding an Inactive Certification may become active again, upon meeting all continuing education requirements, submission of required forms, payment, and documentation for active Certification without taking another examination. With Inactive Certification you are not required to pay the annual \$159.34 (includes a printed and mailed certificate).

Decertification will commence once a certification has been expired for one year and will require recertification.

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### **BHCN Certification Annual Renewal Requirements**

Professionals renewing their BHCN certification are expected to maintain their valid license, provide updates regarding contact information, participate in 4 general/tumor board CEU's and participate in 4 navigation, course specific CEU's.

### **CGRA Certification Annual Renewal Requirements**

Professionals renewing their CGRA certification are expected to maintain their valid license, provide updated regarding contact information, participate in 4 Breast related and/or 4 Risk Assessment related CEUs. You can use Breast Tumor Board for up to 4 CEUs of your required 8 as long as you have the date and include your supervisor or registrar's name.

### **Required for Active and Inactive Certification**

All applicants must be in good standing with their Respective licensure board in order to hold active or inactive certification. Documentation is required at time of renewal.

### **Membership**

Active Certification comes with an NCBC Individual Membership that will renew with each BHCN, BPNC, or CGRA Certification Renewal.

### **For Active Certification only**

Performance/Data: Complete the online Performance/Data Survey if required (based on needs of NCBC).

## **Completing the CEU Validation**

Required information includes:

- Name of Conference: Identify the conference name, if the CEU was for a session which was part of a conference.
  - Conference/Session Host: The name of the organization/business hosting the conference or if the session is not part of a conference, the entity hosting the session.
  - Session/Course Title:
  - Approval Number:
  - Number of CEUs received:
  - Credentialing Body for CEU:

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- For tumor board participation: written confirmation of participation from a supervisor or medical director, or, contact information for the supervisor or medical director

### **BHCN Rationale for Renewal Requirements**

The purpose of the continuing education credits requirement is to ensure the Certified Breast Navigator continues to provide enhanced breast patient care, through the annual expansion his/her knowledge base of both general breast patient care and specifically in the care of patients they are/will be navigating. Completing eight hours of continuing education allows certificants to stay up to date with evolving knowledge, skills and competencies in the field of breast health navigation.

Requirements for active certification renewal includes a minimum of 8 contact hours from an approved provider specific to breast care or breast patient navigation.

General breast credits may include content that includes administration, personal growth, or general medical information. Breast care/breast cancer continuing education credits reflect information that a breast navigator may use in providing navigation support to patients.

Content areas may include:

- Role of navigator across the continuum of breast care (screening, diagnosis, active treatment, survivorship and/or end-of-life care)
- Navigation role differences (clinically licensed and non-licensed professionals) and scope of practice
- Breast navigation program development, implementation, and metrics
- Breast health, breast cancer, cancer treatment and supportive care options
- Evidence-based guidelines for multidisciplinary breast health and breast cancer care
- Breast cancer prevention/risk reduction, health promotion, community outreach
- Breast cancer genetics
- Barriers to care (financial, practical, and social) and resources
- Physical, psychological, social, and spiritual impacts of breast cancer and its treatment on patients and families
- Communication skills, motivational interviewing, and shared decision making
- Patient advocacy; patient engagement/empowerment
- Sensitivity and awareness to a diverse patient population; health literacy and cultural competency
- Health care payment structure, billing/coding, and financing

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- Time management, problem-solving and critical thinking
- Conflict resolution, stress management

Options for credit may also include vendor sponsored training or online credit organizations. Specific breast navigation credits reflect information that a breast navigator would utilize when navigating a breast care/cancer patient. This might include communicating and interacting with the patient, patient information flow, role of the navigator, fatigue and its management, cancer's impact on all family members, handling work related stress, anger/grief management, balancing work and personal time, goal setting, Content is allowable from national or local breast health conferences, national or local navigation meetings or conferences, online sources, or role-specific organizations or meetings. Ideally, content that relates to any stage of breast care/cancer patient navigation is appropriate.

Up to 4 hours of breast tumor board (conference) may be used to fulfill these requirements. Dates and times must be able to be verified by your supervisor or facility registrar.

### CGRA Rationale for Renewal Requirements

Given the rapid advances in the field of cancer genetics and cancer risk assessment, the individual seeking certification should be knowledgeable as to where to obtain up to date information and participate in ongoing learning including 8 hours of activities/CME yearly specific to cancer genetics, cancer risk assessment.

### Renewal Fee

Identify and complete the required method of renewal fee payment of \$159.34 (includes a printed and mailed certificate.

Submit using online link found at:

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