



**ANCC proudly offers certification for**

# Nursing Administration

Nursing administration reflects the practice of nurses in an administrative position at the nurse manager or nurse executive level in a health care organization and is responsible for the proper allocation of available resources to provide efficient and effective nursing care. The nurse manager provides input into executive level decisions and collaborates with the nurse executive and others in the organizational programming and related committee work. The nurse manager has a major responsibility to implement the philosophy, goals, and standards of the health care organization and implement clinical nursing services within their defined areas of responsibility. A nurse manager assumes a leadership role in planning, organizing, implementing, and controlling the care of individuals and aggregates across the spectrum of health care settings. This includes, but is not limited to, aspects of quality outcomes, staff development, care management, and research.

*eligibility criteria*

- > Hold a current, active RN license within a state or territory of the United States or the professional, legally recognized equivalent in another country.
- > Hold a baccalaureate or higher degree in nursing.
- > Held an administrative position as a nurse manager or nurse executive, OR a faculty position teaching graduate students nursing administration, OR a nursing management or executive consultation position, for at least 24 months full time equivalent in the last five years.
- > Have completed 30 hours of continuing education in nursing administration within the last three years. This requirement is waived if you have a master's degree in nursing administration.

All requirements must be completed prior to application for the examination.

For more information: [www.nursecredentialing.org](http://www.nursecredentialing.org)

# Nursing Administration

**Overview of test content outline\*** For full test content outline, go to [www.nursecredentialing.org](http://www.nursecredentialing.org)

## I. Organization and Structure

- A. Theories
- B. Mission and philosophy
- C. Planning continuum
- D. Standards
- E. Practice environment
- F. Institutional environment
- G. External environment
- H. Physical environment
- I. Program evaluation
- J. Research

## II. Economics

- A. Budget
- B. Reimbursement
- C. Cost containment
- D. Marketing

## III. Human Resources

- A. Staffing
- B. Staff development
- C. Management issues

## IV. Ethics

- A. Professional ethics
- B. Bioethical issues

## V. Legal and Regulatory Issues

- A. Federal and state
- B. Labor-management relations
- C. Accreditation and credentialing
- D. Professional and institutional liability
- E. Politics
- F. Contracts and agreements

**\*Important notice** This test content outline applies to tests administered on or before May 17, 2008. If you plan to test after this date, go to [www.nursecredentialing.org](http://www.nursecredentialing.org) for the applicable test content outline.

## Application Deadlines

Exam applications for the May 17, 2008 paper-and-pencil exam must be received between January 1 – March 1, 2008. Any application received after March 1, 2008 will be for a computer-based exam. The first Nursing Administration computer-based exams will be administered in fall 2008.

## 2008-2009 Application Fees

	<b>May 17, 2008 Paper-and-Pencil Exam</b> prices valid Jan. 1 – March 1, 2008	<b>Computer-based Exam</b> prices valid March 2, 2008 – December 31, 2009
<b>ANA Member</b>	\$220	\$270 Required Attachment: A copy of your American Nurses Association membership card
<b>Non-Member</b>	\$380	\$390

### Additional Special Fees for paper-and-pencil exams ONLY:

- Alternate Test Date: \$240 See [www.nursecredentialing.org/cert/altdate.html](http://www.nursecredentialing.org/cert/altdate.html) for details.
- DANTES Testing (military): \$90/domestic \$150/international See [www.nursecredentialing.org/cert/military.html](http://www.nursecredentialing.org/cert/military.html) for details.
- Foreign Test Site (non-military): Availability depends upon location. Please email [certification@ana.org](mailto:certification@ana.org) for details.
- Special Test Site (U.S.): \$480 paid by the facility. See [www.nursecredentialing.org/cert/SpecTestSites.html](http://www.nursecredentialing.org/cert/SpecTestSites.html) for details.

## Preparing for the Exam

If you take this exam in May 2008, it will be a paper-and-pencil test. This means you must select a test site. Any application received after March 1, 2008 will be for a computer-based exam. This means you can apply all year and test during a 90-day window at a time and location convenient to you. Applications for this certification will be accepted at any time. The first Nursing Administration computer-based exams will be administered in fall 2008.

Complete information about the application and testing process is in the General Testing and Renewal Handbook available at [www.nursecredentialing.org/cert/application.html](http://www.nursecredentialing.org/cert/application.html) From this website, you can type into and print your application. Please sign, attach required documents, and mail the complete application for processing.

Information to prepare for the exam, such as review courses, detailed test content outline, references, and sample questions, is available at [www.nursecredentialing.org](http://www.nursecredentialing.org) or call our Customer Care Center at 1.800.284.2378.

If you require a verification of exam eligibility and/or certification, visit [www.nursecredentialing.org](http://www.nursecredentialing.org) or call 1.800.284.2378.

## Mailing Instructions

Print legibly using either black or blue ink. Submit an application, copy of RN license, all transcripts OR photocopies of all university degrees (your major must be on the diploma), and payment. Remember to attach all required supporting documents and mail to:

**American Nurses Credentialing Center**  
**P.O. Box 791333**  
**Baltimore, MD 21279-1333**

**DETACH HERE**

Complete application  
and mail to ANCC.

**ANCC Certification Application Form**  
**Nursing Administration**

Staff use only:  E  R  P  CC  NE

ADMIN08 07/07

**General Information**

**1**

Use your legal name on the application. This name must match photo identification used for examination entry and will be the name printed on your certificate.

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip/Postal Country

\_\_\_\_\_  
Home Phone Fax Personal E-Mail

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Address

\_\_\_\_\_  
City State Zip/Postal

I am applying for the May 2008 paper-and-pencil exam.

Location (City, State): \_\_\_\_\_ Site Code: \_\_\_\_\_

(Look up at [www.nursecredentialing.org/cert/examsites.html](http://www.nursecredentialing.org/cert/examsites.html))

I am applying for the computer-based exam. (Do not fill out location and site code.)

**Type of primary position:**

- |                                                           |                                                            |                                                    |
|-----------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Nurse Manager                    | <input type="checkbox"/> Associate/Assistant Administrator | <input type="checkbox"/> Clinical/Staff Nurse      |
| <input type="checkbox"/> Nurse Practitioner               | <input type="checkbox"/> Educator                          | <input type="checkbox"/> Clinical Nurse Specialist |
| <input type="checkbox"/> Administrator/DON/CNO/VP Nursing | <input type="checkbox"/> Researcher                        | <input type="checkbox"/> Consultant                |
|                                                           |                                                            | <input type="checkbox"/> Other: _____              |

**Payment**

**2**

Personal Check/Money Order (payable to ANCC)

Amount Enclosed: \_\_\_\_\_

Charge Card (MasterCard or VISA only)

Amount to be charged: \_\_\_\_\_

Promotional Code (if applicable): \_\_\_\_\_

\_\_\_\_\_  
Account Number Exp. Date

\_\_\_\_\_  
Print Name on Card Signature

**Special Accommodations/Americans with Disabilities Act**

**3**



Check here if you have a disability as defined by the Americans with Disabilities Act (ADA) and require a special accommodation. Please call 1.800.284.2378 for instructions or visit [www.nursecredentialing.org.cert.ADA.html](http://www.nursecredentialing.org.cert.ADA.html)

## Professional Development Record

### INSTRUCTIONS

Use this form to document 30 continuing education hours in this certification speciality. Keep copies of continuing education certificates for your records in case you are audited. Examples: in-services, academic credits, CME credits, independent study that has been approved for continuing education, and continuing nursing education related to this certification speciality. If course titles do not clearly reflect the course's relevance to your practice, include a brief description of how the course impacts your practice.

Candidate's Name (Last, First, MI)

Social Security Number

### Equivalencies:

1 CEU = 10 contact hours

1 contact hour = 60 minutes

1 academic quarter hour = 12.5 contact hrs

1 contact hour = 0.1 CEU

1 academic semester hour = 15 contact hours

1 CME = 60 minutes or 1 contact hour

Subject Matter/ Course Content	Name of Sponsor, Provider or Institution	Date of Offering	Number of Contact Hours
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Total**

30 contact hours Required

## Education

### Check all that apply:

- Diploma
- Associate Degree in Nursing
- Associate Degree in Other Field
- Baccalaureate in Nursing
- Baccalaureate in Other Field
- Master's in Nursing
- Master's in Other Field
- PhD in Nursing
- PhD in Other Field
- EdD
- DNP
- DNSc
- ND

Please list all degrees you have been awarded (do not include high school).

Please attach additional page if necessary.

**Required attachment:** All transcripts OR photocopies of all university degrees (your major must be on the diploma).

School Name	School Code
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Major/Area of Study	Date Degree Conferred
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School Name	School Code
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Major/Area of Study	Date Degree Conferred
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**School codes:** Available via Fax-on-Demand 1.888.880.2404 Doc #116 or on-line at [www.nursecredentialing.org/cert/schoolcodes.cfm](http://www.nursecredentialing.org/cert/schoolcodes.cfm)

## Licensure Information

**Required attachment:** Attach a copy of license

Current RN License Number

State

Expiration Date (month/date/year)

## Statement of Understanding

I hereby apply for certification offered by the American Nurses Credentialing Center (ANCC). I understand that I am subject to all requirements of certification as described in this catalog and that certification depends on successfully completing specified program requirements. If certified, my name will be included in the official listing of certified nurses.

I authorize the Commission on Certification to make whatever inquiries and investigations that it deems necessary to verify my credentials and professional standing. I expressly acknowledge that information accumulated by ANCC through the certification process may be used for statistical, research, and evaluation purposes and that ANCC may enter into agreements to release anonymous and aggregate data to schools or external researchers. Otherwise, subject to the mailing list authorization, all information will be kept confidential and shall not be used for any other purposes without my permission.

To the best of my knowledge, the information on this application is true, complete, and correct. I attest by my signature that I meet all eligibility requirements for certification, in effect for the year in which this application is made as stipulated in the most current requirements on the ANCC website: [www.nursecredentialing.org](http://www.nursecredentialing.org) I attest by my signature that I will maintain an active registered nurse licensure throughout the entire period during which I am certified. I understand that any misstatement of any material fact submitted upon application for certification may be sufficient cause for ANCC to bar me from the examination, to invalidate the results of my examination, to withhold certification, to revoke certification, or to take other appropriate action.

I hereby attest that I meet the eligibility criteria as stated on the front of this brochure and ANCC website for this certification exam.

*(Applications received without a signature incur a delay in processing which will cause a delay in the review of your application and ability to take a certification examination.)*

Required Signature

Print Name

Date

### MAILING LIST REFUSAL

ANCC may release mailing lists from its certification database to organizations or individuals who have information to distribute that would be beneficial to nurses or to nursing and credentialing research. If you do not wish your name and mailing address to be released for marketing purposes, please mark the decline option below.

- I do not wish my name and mailing address to be released for any marketing purposes.

## Demographic and Employment Information

1. Location of facility:  
 Urban  
 Rural  
 Suburban  
 Outside the U.S.
2. Average number of patient encounters/visits per year at your primary place of employment:  
 <1,000  
 1,000–5,000  
 5,001–10,000  
 10,001–20,000  
 20,001–40,000  
 40,001–60,000  
 60,001–80,000  
 80,001–100,000  
 >100,000
3. Will you receive a monetary reward/compensation from your employer for certification?  
 Yes  No  
 If yes:  
 \$ \_\_\_\_\_ per hour  
 \$ \_\_\_\_\_ per year  
 \$ \_\_\_\_\_ one time
4. Number of individuals you supervise:  
 0–4  
 5–10  
 11–50  
 51–150  
 >150
5. Primary place of employment (check one):  
 Ambulatory care  
 Physician-managed group practice  
 Home health  
 Hospice  
 Hospital  
 Managed care  
 Nurse-managed group practice  
 Nursing home/long-term care  
 Occupational health/environmental health  
 Office nursing  
 Public health/community health  
 School health  
 School of nursing/university/college  
 Other: \_\_\_\_\_
6. Years of experience as a registered nurse/licensed practitioner:  
 0–2  
 3–5  
 6–10  
 11–15  
 16–20  
 21–25  
 26–30  
 >30
7. Total years of experience in the field in which certification is desired:  
 0–2  
 3–5  
 6–10  
 11–15  
 16–20  
 21–25  
 26–30  
 >30
8. Age range of your primary patient population:  
 0–1  
 2–21  
 22–65  
 66+
9. Average number of hours worked per week:  
 8 or less  
 9–16  
 17–24  
 25–32  
 33–40  
 >40
10. Size of facility (total number of beds):  
 N/A  
 1–100  
 101–250  
 >500
11. Is certification part of the job performance/clinical ladder rating criteria?  
 Yes  No
12. How did you obtain this application?  
 From ANCC website  
 Mailed from ANCC  
 From my school  
 From my workplace  
 At a tradeshow  
 Other: \_\_\_\_\_

13. Please check the professional organizations in which you are a member (check all that apply):

- |                                                                                                     |                                                                                          |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> AACVPR American Association of Cardiovascular and Pulmonary Rehabilitation | <input type="checkbox"/> ASPMN American Society for Pain Management Nursing              |
| <input type="checkbox"/> AADE American Association of Diabetes Educators                            | <input type="checkbox"/> ISPN International Society of Psychiatric-Mental Health Nurses  |
| <input type="checkbox"/> AAACN American Academy of Ambulatory Care Nursing                          | <input type="checkbox"/> NACNS National Association of Clinical Nurse Specialists        |
| <input type="checkbox"/> ACNP American College of Nurse Practitioners                               | <input type="checkbox"/> NCGNP National Conference of Gerontological Nurse Practitioners |
| <input type="checkbox"/> ADA American Diabetes Association                                          | <input type="checkbox"/> NGNA National Gerontological Nursing Association                |
| <input type="checkbox"/> ADA American Dietetic Association                                          | <input type="checkbox"/> NNSDO National Nursing Staff Development Organization           |
| <input type="checkbox"/> ANI Alliance for Nursing Informatics                                       | <input type="checkbox"/> PCNA Preventive Cardiovascular Nurses Association               |
| <input type="checkbox"/> APhA American Pharmacists Association                                      | <input type="checkbox"/> SPN Society of Pediatric Nurses                                 |
| <input type="checkbox"/> APNA American Psychiatric Nurses Association                               | <input type="checkbox"/> SVN Society for Vascular Nursing                                |
| <input type="checkbox"/> APHA American Public Health Association (Public Health Nursing Section)    | <input type="checkbox"/> Other: _____                                                    |
| <input type="checkbox"/> ANA American Nurses Association                                            |                                                                                          |

## Other Demographic Information

**Note:** Providing the following information is strictly voluntary. It will be used for statistical purposes only.

Sex:  M  F

Date of Birth: \_\_\_\_\_  
 month/date/year

### Race/Ethnic Group

- |                                                        |                                          |
|--------------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> White/Caucasian |
| <input type="checkbox"/> Asian/Pacific Islander        | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Black/African-American        | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Hispanic                      |                                          |

# To Do List

## Date completed:

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Read this entire application, front to back.

Determine whether you are/when you will be eligible to take the exam.

Complete any missing requirements such as practice hours or continuing education hours.

Download the full length Test Content Outline and Reference List for this exam at the ANCC website: [www.nursecredentialing.org](http://www.nursecredentialing.org) These documents are used to create the exam.

## STUDY PLAN

Approximately six months before you plan to take your exam, develop a study plan. This could include self study, finding a study buddy or group, taking a review course, taking an on-line narrated course, reviewing current textbooks and articles, or other methods. The key is to have a study plan and follow through with it. For ANCC exam preparation resources, refer to the back cover of this brochure.

Take the practice exam on the ANCC website at [www.nursecredentialing.org](http://www.nursecredentialing.org)

## FILL OUT THE APPLICATION

At least four months before you plan to take the exam, fill out the application, attaching all required documents.

**Required attachments:** (please mail everything together in one envelope)

Photocopy of nursing license

Photocopy of membership card (if you are claiming a discount)

All transcripts OR photocopies of all university degrees  
(your major must be on the diploma)

Payment (if you are paying by check)

## Attachments for special circumstances:

Those requesting special accommodations under the Americans with Disabilities Act (ADA) must submit a physician's letter that addresses specific required information. Please go to [www.nursecredentialing.org/cert/ADA.html](http://www.nursecredentialing.org/cert/ADA.html) or call 1.800.284.2378 for full instructions.

## MAIL APPLICATION

Mail your application and attachments to:

**American Nurses Credentialing Center**  
**P.O. Box 791333**  
**Baltimore, MD 21279-1333**

Within four to six weeks from the date you mailed your application, you will receive a Receipt of Application Notice in the mail. If you do not, call 1.800.284.2378.

Within ten weeks from the date you mailed your application, you will receive either an Eligibility Notice or a letter requesting additional information.

**Paper-and-Pencil Exam:** Approximately two weeks before your test day, you will receive an Authorization to Test in the mail with the location and address of the test site. Read it carefully and follow directions.

**Computer-based Exam:** Within eleven weeks from the date you mailed your application, you will receive an Authorization to Test in the mail. It will give you 90 days during which to schedule and take your exam. Read it carefully and follow directions.

## RESULTS

**Paper-and-Pencil Exam:** After you have taken your exam, you will receive results in the mail within six to eight weeks. If you passed, you will receive a certificate and pin within two months. Certifications are good for 5 years.

**Computer-based Exam:** After you have taken your exam, you will receive results instantly at the test site. If you passed, you will receive a certificate and pin within two months. Certifications are good for 5 years.

Request your one free verification of certification at [www.nursecredentialing.org/cert/verify1.html](http://www.nursecredentialing.org/cert/verify1.html) using the paper form. Please note, you can not request a free verification using the on-line system.

After you pass the exam, download the Certification Renewal materials from the ANCC website at [www.nursecredentialing.org](http://www.nursecredentialing.org) and begin tracking your renewal requirements.

# Exam Preparation Resources

## Review Seminars

Review Seminars for certification exams are available for fifteen different nursing specialties at various hospitals and schools of nursing across the country. Participants receive contact hours. Seminar schedule and registration at: [www.nursecredentialing.org/cert/revseminars.html](http://www.nursecredentialing.org/cert/revseminars.html)

## Study Groups

Using the content from the seminars, the faculty lecture on the material during several telephone conference calls scheduled during a specific time period. Look for the "Study Group" courses in the seminar schedule. Participants receive contact hours. Study Group schedule and registration at: [www.nursecredentialing.org/cert/revseminars.html](http://www.nursecredentialing.org/cert/revseminars.html)

## On-Line Narrated Review Courses

Our On-Line Narrated Review Courses contain the same content as our popular Review Seminars, with the voice over of an instructor talking the student through the material. After you register for the course, you will have three months in which to complete the materials. Participants receive contact hours. For more information and to register: [www.nursecredentialing.org/cert/webcourses.html](http://www.nursecredentialing.org/cert/webcourses.html)

## Review and Resource Manuals

Written by nursing experts in each specialty, these manuals help candidates prepare for a variety of certification exams by enhancing your critical thinking skills and identifying strengths and weaknesses. Contact hours available on-line for an additional fee. Order manuals at: [www.nursecredentialing.org/cert/revmanuals.html](http://www.nursecredentialing.org/cert/revmanuals.html)

## Certified Nurse E-Store

Once you have passed your exam, celebrate your accomplishment with pins, plaques, and other recognition items. [www.nursecredentialing.org/cert/estore](http://www.nursecredentialing.org/cert/estore)

The American Nurses Credentialing Center (ANCC) provides individuals and organizations throughout the nursing profession with the tools they need on their journey to excellence. ANCC's internationally renowned credentialing programs certify nurses in specialty practice areas, recognize health organizations for nursing excellence through the Magnet Recognition Program®, and accredit providers and approvers of continuing nursing education. In addition, ANCC offers an array of informational and educational services and products to support its core credentialing programs. All programs of the ANCC are administered without discrimination on the basis of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation. American Nurses Credentialing Center (ANCC) is a subsidiary of the American Nurses Association (ANA).



P.O. Box 791333  
Baltimore, MD 21279-1333  
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[www.nursecredentialing.org](http://www.nursecredentialing.org)

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