

ANCC Certification Examinations - Revised April 23, 2008

2008 General Testing and Renewal Handbook



Information in this handbook is valid for 2008 only. Please check our website regularly for updated information.

1.800.284.2378

www.nursecredentialing.org

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ANCC'S MISSION

The mission of the American Nurses Credentialing Center (ANCC) is to promote excellence in nursing and health care globally through credentialing programs and related services.

To accomplish its mission, ANCC:

Certifies healthcare providers

Accredits educational providers, approvers, and programs

Recognizes excellence in nursing and healthcare services

Educates the public, and collaborates with organizations to advance the understanding of credentialing services

Supports credentialing through research, education, and consultative services.

ANCC, incorporated in 1991 as a subsidiary of the American Nurses Association, is the largest nursing credentialing organization in the world. ANCC's professional certification services provide national and international recognition for nurses who have proven themselves through education, experience, knowledge, testing, and professional conduct.

ANCC offers over 25 examinations including advanced practice specialties for nurse practitioners and clinical nurse specialists.

USING THIS BOOKLET

This booklet provides a general overview of ANCC testing processes and procedures for those interested in taking an ANCC examination and an overview of information on maintaining certification.

More detailed ANCC testing and renewal information, including information related to specific exams—such as test content outline, references, and sample practice questions—can be obtained at ANCC’s website at www.nursecredentialing.org or by calling 1.800.284.2378.

Since ANCC provides both paper and pencil exams and computer-based exams, testing information varies with the type of exam. Check page 9 to determine which format applies to your test.

ABOUT ANCC EXAMS

Most ANCC exams are accredited by the American Board of Nursing Specialties (ABNS) and/or the National Commission for Certifying Agencies (NCCA).



The U.S. Department of Veteran’s Affairs, Centers for Medicare and Medicaid (CMS) and health insurance companies recognize ANCC exams.

ANCC certification examinations are in a multiple-choice format and cover knowledge, understanding, and application of professional nursing practice and theory. Examinations are offered at nation-wide and international test centers. They are designed to objectively assess entry-level competency in nursing advanced practice and non-advanced practice specialties.

Paper and pencil exams are offered twice a year in May and October, on a Saturday, and computer-based exams are offered throughout the year at a time and place convenient to you.

All ANCC programs are administered without discrimination on the basis of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

WHAT IS CERTIFICATION?

Certification is the process by which a nongovernmental agency or an association grants recognition to an individual who has met certain predetermined qualifications. Certification can be used for entry into practice, validation of competence, recognition of excellence, and/or for regulation. It can be mandatory or voluntary¹. Certification validates an individual's knowledge, skills, and abilities in a defined role and clinical area of practice, based on predetermined standards.

WHY CERTIFY?

FAR-REACHING BENEFITS

ANCC board certification offers extensive advantages throughout the healthcare system—benefiting patients and their families, nurses and their colleagues, and the medical practices and facilities that employ these certified professionals. It is, quite simply, an asset to the entire nursing field.

ANCC board certified nurses must meet strong professional development requirements.

By keeping abreast of the latest developments in healthcare and making continuing education a priority, ANCC board certified nurses not only maintain their competence to practice, but also boost their professional self-confidence.

Nurses that have made continuing professional development a priority assure the public and employers that they have the knowledge, skills, and experience to effectively and safely deliver top-notch care. In a survey by the American Board of Nursing Specialties (ABNS)², nurse managers noted that certification validates specialized knowledge, indicates a level of clinical competence, and enhances professional credibility.

Even more noteworthy, nurse certification has been linked to better patient outcomes, according to the American Association of Critical-Care Nurses (AACN)³, which found that certification is tied to a reduction in medical errors, among other benefits.

ANCC board certified nurses are in the greatest demand and command the highest salaries. Nurse managers surveyed by ABNS overwhelmingly prefer to hire certified nurses because certification attests to an individual's proven knowledge base and documented experience in a given specialty. In fact, 90% said they clearly prefer to hire certified nurses⁴.

Further, certification opens doors to higher-paying positions. Nurses certified in a specialty area earn an average of more than \$9,000 annually than their counterparts who aren't certified⁵. What's more, nurses report that certification increases their job satisfaction and confidence⁶.

ANCC certification exams are a fair and accurate measure of real-world competency.

Thanks to an extensive test-development process, ANCC's certification exams are considered the truest gauge of a nurse's ability to provide excellent care.

It all starts with highly qualified, certified nurses who serve on Content Expert Panels (CEP) representing their specialty area. Individuals are chosen by ANCC to serve on these panels based on their education, experience, and comprehensive knowledge of their specialty. Using this expert knowledge—along with standards from the *American Nurses Association Congress of Nursing Practice and Economics*, plus training from ANCC—the CEPs conduct role delineation studies to analyze the professional skills and abilities required within a specific certification type. The CEPs then develop test content outlines for the exams.

Next, a separate group of expert nurses write certification exam questions (items), combining their real-world experience with special ANCC training. These test items are then reviewed by ANCC staff and pilot-tested to ensure validity and quality.

Finally, ANCC staff, in cooperation with the appropriate CEP, assembles the actual exams. An ANCC measurement professional guides the entire process to be certain that all exams are psychometrically sound and legally defensible.

To further ensure the relevance of ANCC certification exams, they are all continually refined and updated to follow the latest scope and standards of practice and role delineation studies (job analyses). ANCC also subjects these exams to outside scrutiny, obtaining accreditation by two different national organizations: the American Board of Nursing Specialties (ABNS) and the National Commission for Certifying Agencies (NCCA) of the National Organization for Competency Assurance.

ANCC certification is accepted by governing boards. ANCC certification is valued throughout the world by national and local agencies, including recognition by all state boards of nursing and the U.S. military. In addition, the Centers for Medicare & Medicaid Services (CMS) as well as all major third-party reimbursers accept ANCC certification for billing purposes.

CERTIFICATION CREDENTIALS

SPECIALTY (NON-ADVANCED PRACTICE) NURSING

After meeting the eligibility requirements to take the appropriate specialty (non-advanced practice) certification examination and successfully passing the exam, you are awarded the Registered Nurse – Board Certified (RN-BC) credential. An exception is the Nurse Administration Certification for which the credential Certified Nurse Administration-Board Certified (CNA-BC) is given.

ADVANCED PRACTICE NURSING

Advanced practice nursing certifications at ANCC include clinical nurse specialist (CNS) and nurse practitioner (NP) specialties. Once an advanced practice nurse (NP or CNS) meets the requirements to take the appropriate certification examination and successfully passes the exam, the nurse is awarded a credential from the chart on page 9.

OTHER ADVANCED CERTIFICATIONS

Other advanced level certifications include Nursing Administration, Advanced, in which the CNAA-BC is awarded and Advanced Diabetes Management for Registered Dietitians and Registered Pharmacists in which the BC-ADM is awarded.

ANCC CERTIFICATION, EXAM FORMAT, AND CREDENTIALS AWARDED

Certification Exam	2008 Exam Format	Certification Credential Awarded
Nurse Practitioners:		
Acute Care Nurse Practitioner	Computer-based	ACNP-BC
Adult Nurse Practitioner	Computer-based	ANP-BC
Adult Psychiatric and Mental Health Nurse Practitioner	Computer-based	PMHNP-BC
Advanced Diabetes Management Nurse Practitioner	Computer-based	BC-ADM
Family Nurse Practitioner	Computer-based	FNP-BC
Family Psychiatric and Mental Health Nurse Practitioner	Computer-based	PMHNP-BC
Gerontological Nurse Practitioner	Computer-based	GNP-BC
Pediatric Nurse Practitioner	Computer-based	PNP-BC
Clinical Nurse Specialists:		
Adult Health CNS (formerly Medical-Surgical Nursing)	Computer-based	ACNS-BC
Adult Psychiatric and Mental Health CNS	Computer-based	PMHCNS-BC
Advanced Diabetes Management CNS	Computer-based	BC-ADM
Child/Adolescent Psychiatric and Mental Health CNS	Computer-based	PMHCNS-BC
Gerontology CNS	Computer-based	GCNS-BC
Pediatric CNS	Computer-based	PCNS-BC
Public/Community Health CNS (replaced by Advanced Public Health Nurse 05/18/08)	Paper & Pencil	PHCNS-BC

Other Advanced Specialties:		
Advanced Diabetes Management Registered Dietitian	Computer-based	BC-ADM
Advanced Diabetes Management Registered Pharmacist	Computer-based	BC-ADM
Advanced Public Health Nurse (replaces Public/Community Health CNS on 05/18/08)	Paper & Pencil	APHN-BC
Nurse Executive, Advanced (name change 04/08 – formerly Nursing Administration, Advanced)	Paper & Pencil in May 2008 Computer-based after May 2008	NEA-BC
Specialty Nurses:		
Ambulatory Care	Paper & Pencil	RN-BC
Cardiac Vascular	Computer-based	RN-BC
Gerontology	Computer-based	RN-BC
Informatics	Computer-based	RN-BC
Medical-Surgical	Computer-based	RN-BC
Nurse Executive (name change 04/08 – formerly Nursing Administration)	Paper & Pencil in May 2008 Computer-based after May 2008	NE-BC
Nursing Case Management	Paper & Pencil in May 2008 Computer-based after May 2008	RN-BC
Nursing Professional Development	Paper & Pencil in May 2008 Computer-based after May 2008	RN-BC
Pain Management	Computer-based	RN-BC
Pediatric	Paper & Pencil	RN-BC
Psychiatric and Mental Health Nurse	Computer-based	RN-BC

GENERAL REQUIREMENTS FOR INITIAL CERTIFICATION

1. You must meet all of the eligibility requirements for the certification exam you are seeking to take. If you do not meet the eligibility requirements when you apply, you will be considered not eligible to take a certification examination.
2. Academic degrees for **advanced practice nursing exams** must be awarded from an institution of higher learning accredited by either CCNE or NLNAC. Graduate transcript(s), in a sealed envelope, can be included with your application or mailed separately and must show the date and degree conferred. Transcripts received without a date and degree conferred are not accepted. If your master's or graduate program was not US-based, please contact ANCC for additional information before you submit your application.
3. If the specialty nursing (non-advanced practice), certification requires a baccalaureate or higher degree in nursing (Nursing Administration; Nursing Administration, Advanced; and Nursing Professional Development) you must include either a photocopy of your diploma (your nursing major must be printed on the diploma) or transcripts with the degree conferred. This information must be included with your application. (If the bachelor's of nursing degree was awarded from a college or university outside of the United States, a course-by-course evaluation must be completed by a foreign credential evaluation service and the report included with the application.) If you are applying for Informatics certification, you must submit either a photocopy of your diploma (your major must be printed on the diploma) or transcripts with the degree conferred. For Informatics, your baccalaureate degree can be in a subject other than nursing that is related to informatics.
4. All practice requirements must have been met while holding an active registered nurse license in a US state or territory, or the professional, legally recognized equivalent in another country. Any hours of practice as a licensed practical nurse or a licensed vocational nurse do not qualify as part of the practice hours requirement.

SPECIAL TESTING ACCOMMODATIONS

American Nurses Credentialing Center (ANCC) and its testing vendor make every effort to reasonably accommodate candidates with documented disabilities as defined by the Americans with Disabilities Act (ADA). If you have a disability as defined under the ADA, you must notify ANCC by submitting the following information with your application:

A report regarding your request from your physician or a qualified healthcare professional is required. The information must be on the physician's or other qualified healthcare professional's letterhead, typed, dated, and signed by the healthcare professional. The report must document the following information in order to be considered:

- a) A specific diagnosis and date of your diagnosis
- b) Specific and current findings that support your diagnosis (relevant medical history, tests administered, date of the most current evaluation, within the last 3 years)
- c) A description of your **substantial** day-to-day functional limitations resulting from your stated disabilities
- d) Specific recommendations for your testing accommodation(s) including a detailed explanation of why the accommodation is needed. If the accommodation includes extra time, please indicate the amount of time requested.

Important Note: Additional information may be requested after a review of your information.

ALTERNATE TEST DATES

Paper and Pencil exams only: If religious observance prohibits you from taking a paper and pencil examination on a Saturday, you may request an alternative test date. You must include a letter dated and signed from your religious leader, e.g. priest, minister, rabbi, etc. on letterhead with your application. The exam will be scheduled on Sunday, Monday, or Tuesday of the following week. There is an additional fee for this service. The 2008 fee is \$50.00.

INTERNATIONAL TESTING

All ANCC computer-based exams are available globally at Prometric™ centers. You can find a specific location by going to www.prometric.com/ANCC and selecting “Locate a Test Center.” Paper and pencil format exams are not available internationally, except at DANTES military testing sites (see page 14).

If you are planning to take the exam at any of the international locations, some important information is provided below:

- There is no change in either the eligibility requirements or registration and review process for exams administered internationally.
- There is an additional fee of \$125.00.
- Due to time differences, it is important that you have a viable email address or other means of communication in case ANCC needs to contact you.
- Each international location has its own specific instructions on scheduling an exam. You can review the instructions at www.prometric.com/ANCC
- Candidates will receive their test results on-site before leaving the center. If you do not receive your results, contact ANCC immediately.
- Contact the ANCC Customer Care Center at 301.628.5000 or certification@ana.org for details or additional questions.

INTERNATIONAL TESTING FOR MILITARY PERSONNEL

Military nurses wishing to take an exam outside of the United States may sit for paper and pencil exams (Ambulatory Care, Pediatric Nurse, or Public/Community Health CNS) only at authorized DANTES test sites. For security reasons, ANCC computer-based exams must be taken at one of the Prometric™ global testing centers.

If you are planning to take a paper and pencil exam at a DANTES site outside of the United States, some important information is provided below:

- Candidates must notify the Test Control Officer of the DANTES site prior to applying for certification for approval to test at the DANTES site.
- A letter identifying the name, address, email, telephone, and fax number of the desired DANTES testing center or your base education officer must accompany your completed application form, along with the examination fees and an additional fee of \$125.
- Military candidates within the United States must utilize regular ANCC testing sites. Visit **www.nursecredentialing.org** for the latest information and fees.
- Contact the ANCC Customer Care Center at 301.628.5000 or certification@ana.org for details or additional questions.

PRIOR TO THE EXAM

The following information applies to all ANCC exams.

Any changes to the information submitted on your application form must be made within the time frames stipulated in this handbook and may entail additional fees.

ELIGIBILITY

All eligibility requirements must be met and all fees paid at the time you submit your application. Applications received with insufficient funds, missing eligibility documentation, or missing required signatures incur delays which can impact your ability to take a certification exam. See website for most recent eligibility requirements and fees. (Fees are subject to change without notice.)

SPECIAL TESTING ACCOMMODATIONS

See page 12.

TEST SITES

You can locate computer based exam test sites, addresses, and phone numbers at www.prometric.com/ancc

You can locate the city in which a paper and pencil exam will be administered at www.nursecredentialing.org The exact location of a paper and pencil exam will be provided on your admission ticket.

PREPARING FOR THE CERTIFICATION EXAMINATION

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 review course, reviewing current textbooks and articles, or other methods. The key is to have a study plan and follow through with it.

ANCC OFFERS THE FOLLOWING REVIEW MATERIALS

Test Content Outlines

You can find a complete test content outline on the ANCC website. This outline includes the number of questions for each domain of practice and identifies the areas that are included on the examination. www.nursecredentialing.org/cert/TCOs.html

Sample Questions

To practice actually taking the test, you can go over some sample questions. The questions are similar to those on the actual examination, but do not represent the full range of content or levels of difficulty. There is no time limit associated with reviewing these questions, and you can take it as many times as you wish, for free. www.nursecredentialing.org/cert/sampleQs.html

References

If you would like to do some additional reading, you might want to look over the list of authoritative texts. While the list is not all-inclusive, it may act as a guide to help you prepare. www.nursecredentialing.org/cert/refs.html

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

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

On-Line Narrated Review Courses

ANCC’s 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.

To help develop your test-taking skills, ANCC offers a web-based Test-Taking Techniques course for only \$18. This generic course offers no contact hours.

For more information and to register: 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

AFTER YOU HAVE MAILED YOUR APPLICATION

Allow at least five business days after you mail your application for staff at ANCC to receive your application from the bank. This allows for bank processing of credit cards and checks, which occurs prior to your application being sent to the ANCC headquarters.

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 OR a letter stating you are not eligible to take the exam. If you are not eligible, the letter will explain why, and you will later receive a refund minus the \$140 administrative fee.

CHANGE OF ADDRESS

If you have a change in your address, please visit ANCC Online to update it at: www.nursecredentialing.org/cert/update.html or call us at 1.800.284.2378 to inform us of the change, so we can assure you receive an authorization to test or admission ticket and test scores.

CHANGE OF LEGAL NAME

You must provide ANCC with a copy of the legal documents authorizing the change in your name. Mail to: ANCC Certification, ATTN: Name Change, 8515 Georgia Avenue, Suite 400, Silver Spring, MD 20910-3492.

PAPER AND PENCIL EXAMS

An Authorization to Test will be mailed to you approximately two to three weeks prior to the examination date from Prometric™, the testing agency. You will not receive an authorization to test if you have an outstanding balance due or do not meet the eligibility for the exam.

The Authorization to Test will indicate your name, address, identification number, examination name/code number, and the exact address to which you should report to take the examination.

Check the admission ticket to verify that the information is correct. Notify ANCC at 1.800.284.2378 immediately if you do not receive the admission ticket by ten days before the test date, if you misplace it, if your address is incorrect, or if the name of the examination listed on the ticket is incorrect.

Travel arrangements to the test site is the responsibility of the candidate.

Changing Your Testing Date to the Next Available

In the event that you are unable to test on the day scheduled, you may, **one time only**, request the next available exam date (offered in May and October). The non-refundable fee is \$100. If you do not test during your new testing date, you will need to re-apply as a new applicant, meet any new eligibility requirements, and pay all applicable fees. To make this request, please complete the **Paper & Pencil Testing Date Re-Assignment Request** (see page 39). This request must be made no later than one month after your assigned test date. If you fail to reschedule within one month after your assigned test date, you will forfeit all fees and have to reapply for certification.

COMPUTER-BASED EXAMS

ANCC's computer-based examinations are offered through the Prometric™ testing system. The testing system is an international network of testing centers. Additional information about the location of test centers, including addresses and telephone numbers of each center, is available at www.prometric.com/ancc

Within ten weeks from the date you mailed your application, you will receive an Eligibility Notice or a letter requesting additional information. If you received an Eligibility Notice, it will give you 90 days during which to schedule and take your exam. Read it carefully and follow the directions.

Once you receive your Eligibility Notice, you can make an appointment. You cannot schedule an appointment prior to receiving your Eligibility Notice or after the expiration date on your Eligibility Notice. Schedule as soon as possible for your preferred date and time. If you wait until near the end of the eligibility period, you may have to accept any appointment available.

You can schedule an appointment on-line at the Prometric Registration website www.prometric.com/ancc or by calling the Prometric Registration Center at 1.800.350.7076.

Travel arrangements to the test sites are the responsibility of the candidate.

Extending the 90 Day Computer-Based Testing Window

In the event that you are unable to test during the 90 day testing window, you may, **one time only**, request a new 90 day testing window. The non-refundable fee is \$100. This new testing window may not begin more than 6 months from the last day of the initial testing window; requests should be received after the end of the initial 90 day testing period. If you do not test during your new testing period, you will need to re-apply as a new applicant, meet any new eligibility requirements, and pay all applicable fees. To make this request, please complete the **Computer-Based Testing Window Re-Assignment Request Form** (see page 38).

THE DAY OF THE EXAM

PAPER AND PENCIL EXAMS

What to Bring on the Day of the Exam

You must bring two valid forms of ID, one ID must have a photo and both ID's must have your signature. Acceptable forms of an ID with picture include a valid and current U. S. Passport, a photo-bearing driver's license with your signature, a Military ID, State ID, or other official photo-bearing government-issued ID card with a signature.

The second type of acceptable ID includes a valid credit card or ATM/check/debit card with signature.

These ID's are not accepted: a Social Security card, a draft classification card, a work ID, a student ID or any expired ID.

The name on the IDs **must** match the name on your admission ticket or ATT form. You will not be admitted without identification as described above.

To gain admission, you must bring your own sharpened number 2 pencils, your admission ticket, and the ID described above. Your admission ticket is valid only for the examination, on the examination date, and for the test location for which it is issued.

Do NOT bring any of these items to the testing center: books, paper, calculators, Kleenex, food*, drink*, water*, notes, cell phone, PDA, personal electronics* of any kind.

Time of Arrival

You must arrive no later than 7:30 a.m. Registration, which can be time-consuming, is scheduled to end promptly at 7:45 a.m. Please be careful to allow enough travel time for traffic jams and other unforeseen transit problems. You will not be admitted once the examination has begun—no exceptions. The examination will be held only on the day and at the time scheduled unless you have requested and received approval for an alternate test date. If you arrive too late to be admitted to the test center, you may request a **one-time only** transfer to the next available paper and pencil exam date for a non-refundable fee of \$100. Requests must be made up to four weeks after the test date. You will be responsible for any differences in fees between the two dates. (For example, because the prices went up when the new year began.) If you do not take the exam on the new date, you forfeit all fees paid and you must reapply as a new applicant, meet any new eligibility requirements in place at the time you reapply, and pay fees as a new applicant. Form available on page 39.

Length of Time for Exam

Total time is four hours, which includes time set aside for check-in and instructions. The actual time allotted for the test is 3.5 hours. If you finish prior to the last 15 minutes of the testing time, you may leave. If you finish after the 15-minute warning is given, you must remain in the testing room until time is called and all materials have been collected and counted.

After finishing the test, you will be asked to complete a brief survey before leaving the testing center. Completing this survey provides feedback to ANCC for quality improvement initiatives. Any issues that occur at the site that affect test performance *must* be reported on the survey *and*

* If you require an exception for medical reasons, please submit a special testing accommodation request as detailed on page 12.

to the proctor **before leaving the test center**. Please also call the Prometric Customer Care hotline at 1.800.350.7076 and ANCC at 1.800.284.2378 **before receiving your test scores**.

COMPUTER-BASED EXAMS

What to Bring on the Day of the Exam

You must bring two valid forms of ID, one ID must have a photo and both ID's must have your signature. Acceptable forms of an ID with picture include a valid and current U. S. Passport, a photo-bearing driver's license with your signature, a Military ID, State ID, or other official photo-bearing government-issued ID card with a signature.

The second type of acceptable ID includes a valid credit card or ATM/check/debit card with signature.

These ID's are not accepted: a Social Security card, a draft classification card, a work ID, a student ID or any expired ID.

Do NOT bring any of these items to the testing center: books, paper, calculators, Kleenex, food^{*}, drink^{*}, water^{*}, notes, cell phone, PDA, personal electronics^{*} of any kind.

Time of Arrival

You must arrive at the test center at least 15 minutes before your scheduled appointment time. If you arrive so late that your session cannot begin without interfering with the test center schedule, then you are considered a "no show" and your testing window automatically expires. You can request a **one time only**, new 90 day testing window. The non-refundable fee is \$100. This new testing window may not begin more than 6 months from the last day of the initial testing window. If you do not test during your new testing period, you will need to re-apply as a new applicant and pay all applicable fees. To make this request, please complete the Computer-Based Testing Window Re-Assignment Request Form (see page 38).

Length of Exam Time

Total time is four hours, which includes time set aside for check-in, instructions, and a practice session on the computer. The actual time allotted for the test is 3.5 hours. Before starting the actual test, you may take a practice session that allows you to become familiar with the computer system.

After finishing the test, you will be asked to complete a brief survey before leaving the testing center. Completing this survey provides feedback to ANCC for quality improvement initiatives.

Any issues that occur at the site that affect test performance *must* be reported before leaving the test center. These issues *must* be reported on the survey *and* to the proctor **before leaving the test center**. Please also call the Prometric Customer Care hotline at 1.800.350.7076 and ANCC at 1.800.284.2378 **before receiving your test scores (i.e. do NOT accept your test scores on site after the exam)**.

^{*} If you require an exception for medical reasons, please submit a special testing accommodation request as detailed on page 12.

RULES AND ADVICE FOR TAKING ANCC EXAMS

Sufficient time has been provided for you to respond to all questions. You are advised not to spend an inordinate amount of time on individual questions until you have had an opportunity to respond to every question. Time is not intended to be a factor in the examination.

There is no penalty for guessing; you are encouraged to respond to every examination question. Computer-based exams DO allow you to mark questions you are unsure about and go back to them later.

All candidates will be checked in at the test site prior to being admitted to the examination room. You will be asked to place all personal possessions in a designated area. All ANCC exams are “closed-book.” Books, paper, calculators, and other resources are not allowed. Test center administrators will issue scratch paper and pencils which must be turned in at the end of the test session.

No food or drink, including water, may be taken into the testing room. You may leave the testing room to use the restroom or get a drink of water, but you will need to sign out according to the instructions that will be explained at the test site. Your testing time will not be increased to accommodate a break. If you have a medical condition and cannot comply with this rule, then you must apply for special testing accommodations as described in this handbook on page 12.

It is your responsibility to verify that you have been given the correct examination that you are eligible to take. Check the title and examination code on the cover/screen of the examination to make sure they match with the information the testing agency sent you. If you fail to take the correct examination, your score is invalid.

The ANCC certification examinations contain 25 pilot or un-scored questions, which are scattered throughout the exam. Since these questions cannot be distinguished from the scored questions, it is important that you answer all the questions. However, your test results are based solely on the scored questions.

No test materials, documents, or memoranda of any sort may be removed from the examination room or retained. You may not copy any test questions or make any notes regarding the content of the examination. If you attempt to do so, your results are invalidated and you will be prohibited from retesting.

All instructions given by the proctor must be followed in order to ensure proper processing of your examinations results.

You may not ask questions concerning content of the examination during the examination period.

During the examination, examinees must not give help to or receive help from other examinees. Proctors are required to report any incident in which there is evidence of irregular behavior. Any such reports could result in the invalidation of your test scores.

Confidentiality: You will be required to sign a confidentiality agreement; by signing it you agree not to release any details regarding the exam questions, including giving written or verbal information to colleagues, faculty, etc. Violation of that agreement can result in loss of certification and liability for civil penalties and damages.

Concerns about site or the process: If you have any concerns about the test site or the testing process, you MUST file a report with the proctor **before you leave the test site and before you receive your test scores.**

ADDITIONAL RULES FOR PAPER AND PENCIL EXAMS ONLY

You must bring your own sharpened number 2 pencils.

Answers must be marked as instructed on the answer sheets provided. No credit will be given for answers recorded in test booklets.

COMPLETE WITHDRAWAL FROM AN EXAM

COMPUTER-BASED EXAMS

Requests for permanent withdrawal must be received by ANCC before the expiration of the assigned 90-day eligibility period. You must cancel any previously scheduled appointments with Prometric in order not to be charged the full test fee. An administrative fee of \$140 and any special fees are nonrefundable. If you decide to apply for certification again, you must complete a new application, pay fees, and meet all eligibility requirements in effect for the year in which you reapply.

Send a written request for withdrawal to:

ANCC
ATTN: Exam Withdrawal
8515 Georgia Ave, Suite 400
Silver Spring, MD 20910-3492

PAPER AND PENCIL EXAMS

Requests for permanent withdrawal must be received prior to the listed exam date. The administrative fee of \$140 and any special fees are nonrefundable. If you decide to apply for certification again, you must complete a new application, pay fees, and meet all eligibility requirements in effect for the year in which you reapply.

Send a written request for withdrawal to:

ANCC
ATTN: Exam Withdrawal
8515 Georgia Ave, Suite 400
Silver Spring, MD 20910-3492

AFTER THE EXAM

TEST RESULTS

Paper and Pencil Exams: Your test results are mailed by the testing agency six to eight weeks after the exam.

Computer-based Exams: All computer-based exams offer on-site testing results. This means you will receive a copy of your exam results before you leave the test center. If you do not receive a copy of your results at the center, please call ANCC at 1.800.284.2378.

All Exams:

To protect candidates' privacy and ensure no misinterpretations occur, scores are not released by telephone, fax, or email for any reason.

Your certification start date is the date you successfully completed the exam.

Your certificate and ANCC pin are mailed to you approximately six to eight weeks after you have successfully completed the exam. You will also receive an official letter from ANCC with your specific 5-year certification period.

A specialty certification pin (e.g. Adult CNS, Medical-Surgical Nurse, Adult NP), custom certificate frame, and additional certification recognition products can be ordered from the ANCC Certification E-Store www.nursecredentialing.org/cert/estore

EXAM SCORING

Exam scores are reported in a scale score format. Providing scale scores allows for standardization and comparison of examinee performance from year to year. Your scale score will be reported with either a pass or fail designation. If you fail, your score report will include diagnostic information for each content area of the test. For more information on raw scores versus scaled scores and information on diagnostic feedback, see Frequently Asked Questions (FAQs).

RE-SCORED TEST RESULTS

If you fail the exam, you may request to have your results re-scored. A \$30.00 fee is charged for re-scoring. Submit your request in writing no later than three months after the exam date to: American Nurses Credentialing Center, attn: Re-Score, 8515 Georgia Avenue, Suite 400, Silver Spring, MD 20910. Requests received after the deadline are not accepted.

RETESTING

If you do not pass the examination the first time, you can obtain a copy of the Retest Application and policies at www.nursecredentialing.org/cert/retest.html or call Customer Care at 1.800.284.2378 for a copy. There is a one-time reduced fee for the first retest. Any additional retests require submission of a new application and full application fees. There is a minimum 60 day waiting period from the date you last tested. Retesting must be completed within two years of the initial test date. You are required to retake the entire examination. Go to the ANCC website for the most current retest policies.

RENEWING YOUR CERTIFICATION

As an ANCC board certified professional, you must meet specified requirements in order to maintain and renew your certification within five years. The purpose of certification renewal is to provide evidence that you have continued to expand your professional knowledge to remain competent in your certification specialty. It also allows you to continue to use your ANCC credentials.

Helpful Hints:

- Develop your five year plan to meet the requirements for renewal.
- Visit the ANCC website on a regular basis to download the most current renewal application, because certification renewal criteria can change to reflect the current health care environment.
- Provide ANCC with any changes to your contact information including a preferred email.

Warning: NO GRACE PERIOD There is no grace period for certification renewal. You must renew your certification prior to the expiration date to avoid a lapse your certification dates. If your employer or state board of nursing (SBON) requires certification in order for you to practice and your certification lapses, then the employer or SBON may no longer allow you to practice.

CERTIFICATION REACTIVATION

A lapsed or expired ANCC certification may be reactivated. There is no "grace period." The procedure to reactive your ANCC certification depends on the amount of time that has lapsed since the certification expiration date.

- If it has been two years or less since your certification expired, you can reactivate your ANCC certification using a combination of professional development plus a minimum of 1000 practice hours for your certification specialty within the past five years from the date you submit your application. If you do not have the practice hours, then you can renew by professional development and retaking the exam. You will need to pay the certification renewal fee plus the additional reactivation fee. The 2008 reactivation fee is \$125.00. Applications received without the correct fees are considered incomplete.
- If it has been more than two years since your certification expired and the exam is still offered, you can reactivate your ANCC certification by a combination of professional development plus retesting for your certification specialty. You will need to pay certification renewal fee plus the additional reactivation fee. The 2008 reactivation fee is \$125.00. Applications received without the correct fees are considered incomplete. If your certification exam has been retired, this option is not available.

You will need to check with your state licensing board, employer, and the agency that is reimbursing your services to determine if you can continue to practice and/or receive reimbursement for services while you are in the process of reactivating your certification.

If you have multiple certifications that have expired, you will need to meet all certification renewal requirements for each expired certification and submit an application with the renewal fee and reactivation fee for each certification you are choosing to reactivate.

BACKDATING OF CERTIFICATION

When there is a gap in a certification dates, ANCC cannot backdate a certification renewal to meet any regulatory or other requirements for practice. Certification renewal applications received after the certification expiration date will have a certification renewal period beginning with the date of approval and incur a gap in the certification dates. Submitting a partial or incomplete application package is likely to delay approval of your certification renewal. Any missing information will need to be received and reviewed before a final decision on approval can be determined. The certification renewal period will begin with the date of approval.

FREQUENTLY ASKED QUESTIONS

1. How do I notify ANCC of changes in my address, email, etc.?

You can update your contact information online at www.nursecredentialing.org/cert/update.html

2. How do I notify ANCC of a name change?

You must provide ANCC with a copy of the legal documents authorizing the change in your name. Mail to: ANCC Certification, ATTN: Name Change, 8515 Georgia Avenue, Suite 400, Silver Spring, MD 20910-3492.

3. My hospital or organization wants all the nurses to take the exam at the same time in the same location. Can we do this?

Your hospital organization can request to become a special test site for a flat fee of \$480. This allows any eligible nurse in your hospital to take any available paper and pencil exam at your location. You can find more information on special test sites on our web site or by calling our customer care center 1.800.284.2378 or email ANCCspecialtestsite@ana.org. Most of the non-advanced practice exams are available in a paper & pencil format.

4. What happens if my application is deemed ineligible to take an exam?

You will receive a letter from ANCC stating the reasons you were found not eligible and recommendations to become eligible. You will also receive a refund minus the \$140.00 administrative fee.

5. Do I need to be computer literate to take the exam?

No. You have the option of taking a 20 minute practical tutorial to become familiar with the computer system before you start the exam. This exercise allows you to understand the procedures used to answer the questions and how to flag questions for later review, which can be done any time before the test ends. Time spent on the tutorial does not count against the exam time, nor does unused tutorial time add to exam time.

6. Can my eligibility be revoked or my exam results invalidated?

Yes. If the test center proctor determines that your actions violate exam procedures, or if it is discovered that information in your application is false.

You are reminded that, as stated on the application for certification that you signed, you agreed that "misstatement of any material fact submitted...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."

7. What if I decide to reschedule my computer-based test appointment?

You may cancel an appointment on a timely basis without penalty before the scheduled session date by calling the test center directly or Prometric™ call center (1.800.350.7076). At the time of cancellation, be prepared to reschedule within your eligibility period. Please note, if you cancel your appointment and are not able to reschedule with your eligibility period, you will have to pay the testing window re-assignment fee of \$100 (see page 38). To be considered timely, an appointment cancellation must be made two business days prior to the appointment based on noon EST:

For Testing Centers in the United States:

If an appointment is scheduled for:	Cancellation must be made no later than noon EST on:
Monday	Thursday of the preceding week
Tuesday	Friday of the preceding week
Wednesday	Monday of the same week
Thursday	Tuesday of the same week
Friday	Wednesday of the same week
Monday	Thursday of the preceding week
During holiday periods: Timely cancellation is defined as one day earlier than the day listed.	

For Testing Centers outside the United States: Please consult the Prometric website. www.prometric.com/ANCC

8. What happens if I miss my scheduled computer-based test appointment?

If you miss your scheduled appointment, then you are considered a “no show” and your testing window automatically expires. You can request a **one time only**, new 90 day testing window. The non-refundable fee is \$100. This new testing window may not begin more than 6 months from the last day of the initial testing window. If you do not test during your new testing period, you will need to re-apply as a new applicant and pay all applicable fees. To make this request, please complete the Computer-Based Testing Window Re-Assignment Request Form (see page 38).

9. If I find that I cannot take my computer-based exam during my initial 90-day period, can I request an extension?

Yes. You can request a **one time only**, new 90 day testing window. The non-refundable fee is \$100. This new testing window may not begin more than 6 months from the last day of the initial testing window; requests should be received after the initial 90 day testing period. If you do not test during your new testing period, you will need to re-apply as a new applicant and pay all applicable fees. To make this request, please complete the Computer-Based Testing Window Re-Assignment Request Form (see page 38).

10. Can I change my paper and pencil exam from the May date to the October date or vice versa?

Yes. You may request a **one-time only** transfer to the next available paper and pencil exam date for a non-refundable fee of \$100. Requests must be made up to four weeks after the test date. You will be responsible for any differences in fees between the two dates. (For example, because the prices went up when the new year began.) If you do not take the exam on the new date, you forfeit all fees paid and you must reapply as a new applicant, meet any new eligibility requirements in place at the time you reapply, and pay fees as a new applicant. Form available on page 39.

11. What happens if I miss my scheduled paper & pencil test appointment?

If you miss your scheduled appointment, then you are considered a “no show” and your authorization to test number is inactivated. You may request a **one-time only** transfer to the next available paper and pencil exam date for a non-refundable fee of \$100. Requests must be made up to four weeks after the test date. You will be responsible for any differences in fees between the two dates. (For example, because the prices went up when the new year began.) If you do not take the exam on the new date, you forfeit all fees paid and you must reapply as a new applicant, meet any new eligibility requirements in place at the time you reapply, and pay fees as a new applicant. Form available on page 39.

12. What if I want to change my test site?

All requests for changes involving a paper and pencil exam must have been submitted to ANCC and processed at least eight weeks prior to the exam date. To request changes involving computer-based exams, call the test center directly or the Prometric™ call center (1.800.350.7076). To be considered timely, an appointment cancellation must be made two business days prior to the appointment based on noon EST.

13. What if I want to withdraw from an exam?

To withdraw from an exam, send a written request for withdrawal to ANCC, Attn: Exam Withdrawal, 8515 Georgia Ave, Suite 400, Silver Spring, MD 20910 or call 1.800.284.2378 or visit www.nursecredentialing.org/cert/withdrawal.html for more detailed information.

Withdrawing from CBT exams:

- Requests for withdrawal must be received by ANCC before the expiration of your 90-day eligibility period.
- You must cancel any previously scheduled appointments with Prometric™ in order not to be charged the full test fee.
- An administrative fee of \$140 and any special fees are nonrefundable.
- If you withdraw from the examination and plan to reapply at a future date, you must complete a new application, pay fees, and meet all eligibility requirements in effect at the time you reapply.

Withdrawing from Paper and Pencil Exams:

- Requests for withdrawal must be received prior to the listed exam date.
- The administrative fee of \$140 and any special fees are nonrefundable.
- If you withdraw from the examination and plan to reapply at a future date, you must complete a new application, pay fees, and meet all eligibility requirements in effect at the time you reapply.

14. What if a problem occurs related to the testing process?

On occasion, testing irregularities may occur that affect a group of test takers such as administrative errors, defective equipment, and natural disasters; these will be investigated and a decision will be reached.

If you experience a problem at the test site, you must report it on the survey onsite, to the testing proctor onsite, and by calling the Prometric™ (1.800.350.7076) and ANCC customer help lines (1.800.284.2378) immediately, before you receive your results.

Problems reported after you received your test results are not accepted.

15. How are exams developed?

Each examination is developed in cooperation with an individual Content Expert Panel (CEP) composed of carefully selected experts in the field. CEPs analyze the professional skills and abilities from role delineation studies or logical job analyses, which provide the evidence for the test content outline (also called test blueprint.)

Test questions are written by certified nurses in their discipline who have received training by ANCC staff in writing test questions. The test questions are then reviewed by the CEP with the ANCC staff and pilot tested to ensure validity and psychometric quality before being used as scored items on the actual examinations.

Examinations are assembled by ANCC staff in cooperation with the CEP. The validity and reliability of the exams are monitored by ANCC staff.

16. How are exams scored?

The number of questions on the examination is 150 scored test items and 25 pilot test items for all but two ANCC examinations. (Nursing Case Management and Ambulatory Care each have 100 scored test items and 25 pilot test items until November 1, 2008. After November 1, all exams will have 150 scored test items and 25 pilot test items.)

The raw passing score on an examination (e.g., 105 out of 150) is established using a systematic standard setting procedure that employs the judgment of a group of subject-matter experts in your nursing specialty. ANCC works in cooperation with the content expert panel to adopt the passing score which reflects the minimum level of knowledge needed in the specialty area to practice the profession safely. The raw passing score is then transformed to a scale score.

A raw score on an examination refers to the number of test questions answered correctly. A scale score is a linear transformation of a raw score. Transforming a raw score to a scale score is similar to transforming your height from feet to centimeters. A scale score is neither the number of questions answered correctly nor the percentage of questions answered correctly.

For all ANCC examinations, a scale score of at least 350 on a maximum scale of 500 will be required to pass the examination. Raw score information will not be available to examinees.

For passing examinees, the score report will indicate the scale score achieved and “pass” status.

For examinees who do not achieve a scale score of at least 350, the score report will show the scale score achieved, “fail” status, and diagnostic feedback for each of the content areas covered by the examination. The diagnostic feedback categories are:

Low: The score you obtained for this content area is below an acceptable level. Substantial study of this content area is recommended prior to retaking the examination.

Medium: The score you obtained for this content area is marginally acceptable; however, further study of this content area is recommended.

High: The score you obtained for this content area is well above average; however, a review of this content area may be helpful to you prior to retaking the examination.

The diagnostic feedback is intended to identify content areas that contributed to a failing score. The purpose of the diagnostic feedback is to help failing candidates tailor their study for a future examination.

Please note, reporting the score in scale format does not affect the pass/fail status of a candidate. The pass/fail status is determined based on whether the candidate has correctly responded to the required number of items.

17. How do I request a verification of my eligibility to test or verification of my certification?

Simply follow the instructions at www.nursecredentialing.org/cert/verify1.html

18. Can I continue to use ANCC credentials when my certification is expired?

No. When your certification expires, you no longer have the authority to use ANCC credentials. Use of ANCC credentials without an active, current certification is considered fraud.

19. My colleague has an ANCC board certified nurse pin with the name of her specialty engraved on it. Where do I get one of those?

ANCC offers specialty pins, custom certificate frames, and other recognition items on www.nursecredentialing.org/cert/estore

20. I'm no longer working. What should I do?

If you would like to maintain an active certification and you do not have the practice hours to renew your certification, you can renew with a combination of professional development and testing. This does not apply when an exam is no longer offered.

If you are retired from the work force, ANCC has two recognition programs for nurses who have held any ANCC certification:

Pathfinder Circle: For a small fee, you will receive a new certificate and pin indicating that you are a retired board certified nurse.

Ambassador Circle: You can join this distinguished circle of colleagues to remain active in the profession. Individuals selected for this group become official representatives of ANCC certification.

More information is available at www.nursecredentialing.org or by calling Customer Care at 1.800.284.2348

¹ Credentialing, Certification, and Competence: Issues for New and Seasoned Nurse Practitioners. *Journal of the American Academy of Nurse Practitioners*. June 2006. Volume 17, Issue 6.

² American Board of Nursing Specialties (ABNS) Value of Certification Survey, March 2005.

³ AACN, 2002.

⁴ ABNS, 2005.

⁵ *Nursing2006* salary survey. Volume 36, Number 10. Lippincott, Williams & Wilkins.

⁶ AACN, 2002.

ANCC CERTIFICATION 2008-2009 PRICING CHART

INITIAL CERTIFICATION TESTING PRICES	2008 CBT	2008 P&P	2009 ALL EXAMS
Examination fee for American Nurses Association Members	\$270	\$220	\$270
American Association of Diabetes Educators Members – For Advanced Diabetes Management Exam Only	\$270	N/A	\$270
American Psychiatric Nurses Assn Members – For Psychiatric Exams Only	\$290	N/A	\$290
Discount Rate Organizations*	\$340	\$310	\$340
Examination fee for Non-Members	\$390	\$380	\$390

ADDITIONAL/SPECIAL FEES FOR INITIAL CERTIFICATION TESTING	CBT	PAPER & PENCIL
Special Testing Site	N/A	\$480 paid by site (Some CBT exams can be administered at special sites as paper & pencil tests. Call ANCC for details.)
Permanent Application Withdrawal / Deemed Ineligible to Test Fee	\$140	\$140
Change Assigned Test Date/ Testing Window	\$100	\$100
Alternate Test Date (for religious reasons)	N/A	\$50
Verify Certification or Testing Eligibility	\$40	\$40
Re-Scoring	\$30	\$30
DANTES Test Site (military only)	N/A	\$125 international – 2008 only (In 2009, all exams will be available as computer-based exams.)
International Test Site	\$125	N/A
Replace Certificate	\$40	\$40
Returned Check Fee	\$35	\$35

RECIPROCITY PRICES	2008-2009 ALL EXAMS
American Nurses Association Members	\$270
American College of Nurse Practitioners Discount Rate – For Nurse Practitioner Reciprocity Only	\$340
Non-Members	\$390

CERTIFICATION RENEWAL PRICES (IF RENEWING BEFORE EXPIRATION DATE, USING PROFESSIONAL DEVELOPMENT AND PRACTICE HOURS OR TESTING)	2008-2009 ALL EXAMS
American Nurses Association Members	\$200
American Association of Diabetes Educators Members – For Advanced Diabetes Management Certification Only	\$200
American Psychiatric Nurses Assn Members – For Psychiatric Certifications Only	\$240
Discount Rate Organizations*	\$280
Non-Members	\$350

SPECIAL FEES/PRICES FOR CERTIFICATION RENEWAL	2008-2009 ALL EXAMS
Reactivation Fee (If less than 2 years expired, using professional development and practice hours or testing.)	Renewal price above plus \$125
Returned Check Fee	\$35
Permanent Application Withdrawal / Deemed Ineligible to Renew	\$140

*** Discount Rate Organizations List– Members of these organizations qualify for the Discount Rate for these specific certification exams.**

Certification Name	Discount Rate Organization Name
Acute Care Nurse Practitioner	American College of Nurse Practitioners
Adult Health CNS	National Association of Clinical Nurse Specialists
Adult Nurse Practitioner	American College of Nurse Practitioners
Adult Psychiatric & Mental Health CNS	National Association of Clinical Nurse Specialists International Society of Psychiatric-Mental Health Nurses
Adult Psychiatric & Mental Health Nurse Practitioner	American College of Nurse Practitioners International Society of Psychiatric-Mental Health Nurses
Ambulatory Care Nurse	American Academy of Ambulatory Care Nursing
Cardiac Vascular Nurse	American Association of Cardiovascular and Pulmonary Rehabilitation Preventive Cardiovascular Nurses Association Society for Vascular Nursing
Child/Adolescent Psychiatric & Mental Health CNS	National Association of Clinical Nurse Specialists International Society of Psychiatric-Mental Health Nurses
Diabetes Management, Advanced	American Association of Diabetes Educators American College of Nurse Practitioners American Diabetes Association American Dietetic Association American Pharmacists Association National Association of Clinical Nurse Specialists
Family Nurse Practitioner	American College of Nurse Practitioners
Family Psychiatric & Mental Health Nurse Practitioner	American College of Nurse Practitioners International Society of Psychiatric-Mental Health Nurses
Gerontological Nurse	National Gerontological Nursing Association
Gerontological Nurse Practitioner	American College of Nurse Practitioners National Conference of Gerontological Nurse Practitioners National Gerontological Nursing Association
Gerontology CNS	National Association of Clinical Nurse Specialists National Gerontological Nursing Association
Pain Management	American Society for Pain Management Nursing
Pediatrics CNS	National Association of Clinical Nurse Specialists Society of Pediatric Nurses
Pediatric Nurse Practitioner	American College of Nurse Practitioners
Pediatric Nurse	None available
Psychiatric & Mental Health Nurse	International Society of Psychiatric-Mental Health Nurses
Public/Community Health CNS	National Association of Clinical Nurse Specialists American Public Health Association-Public Health Nursing Section
Informatics Nurse	Alliance for Nursing Informatics

Medical-Surgical Nurse	None available
Nursing Administration	None available
Nursing Administration, Advanced	None available
Nursing Case Management	None available
Nursing Professional Development	National Nursing Staff Development Organization

These certifications exams are retired, but can be renewed if renewal requirements have been met. Collaborator discount organizations are listed below:

Certification Name	Discount Rate Organization Name
Cardiac Rehabilitation Nurse	American Association of Cardiovascular and Pulmonary Rehabilitation
Certified Vascular Nurse	None available
College Health Nurse	American College Health Association
General Nursing Practice	None available
High-Risk Perinatal Nurse	None available
Home Health Nurse	None available
Home Health Nursing CNS	National Association of Clinical Nurse Specialists
Maternal-Child Nurse	None available
Perinatal Nurse	None available
Public/Community Health Nurse	American Public Health Association-Public Health Nursing Section
School Nurse	None available
School Nurse Practitioner	American College of Nurse Practitioners



P.O. Box 791333
Baltimore, MD 21279-1333

1.800.284.2378
301.628.5000 tel
www.nursecredentialing.org

Computer-Based Testing Window Re-Assignment Request

If you are unable to test during the 90 day testing window you were issued, ANCC is now offering a one-time opportunity to receive a new testing window without re-applying.

Please Note:

- > **This new testing window may not begin more than 6 months from the last day of the initial testing window.**
- > **Please wait until your initial testing window has ended to send in this form.**
- > **This is a one-time-only offer. If you do not test during this new testing window, you will need to re-apply and pay all applicable fees.**

Please complete this form, include payment, and **mail** it to: **ANCC, P.O. Box 791333, Baltimore, MD 21279-1333**. When your request and fee have been received, you can expect to receive your authorization to test letter in two to three weeks.

Name (please print): _____

Address: _____

Exam: _____

Certification ID Number or Social Security Number (for identification purposes): _____

Requested 90-Day Testing Window: _____

Signature: _____ Date: _____

Fee: \$100.00 (non-refundable)

Payment Method: Personal Check Money Order Credit Card

If you are paying by credit card, please complete the following: Visa MasterCard

Account Number: _____ Expiration Date: _____

Name as It Appears on the Card (please print): _____

Signature for Payment Authorization: _____

If you received special accommodations for your initial testing window and require them again, please initial here:

You may refer to our guidelines by visiting www.nursecredentialing.org or by calling 1.800.284.2378. _____



P.O. Box 791333
Baltimore, MD 21279-1333

1.800.284.2378
301.628.5000 tel
www.nursecredentialing.org

Paper & Pencil Testing Date Re-Assignment Request

If you are unable to test on the date scheduled, ANCC offers a one-time opportunity to change your test date to the next time the exam is offered. Paper & pencil exams are offered in May and October.

Please Note:

- > **This is a one-time-only offer. If you do not test the next time this exam is offered, you will need to re-apply and pay all applicable fees.**
- > **A receipt confirmation letter will arrive within three weeks. Your authorization to test letter will be mailed shortly before the next exam date.**

Please complete this form, include payment, and mail it to: **ANCC, P.O. Box 791333, Baltimore, MD 21279-1333.**

Name (please print): _____

Address: _____

Exam: _____

Certification ID Number or Social Security Number (for identification purposes): _____

What exam date are you canceling?: _____

Signature: _____ Date: _____

Fee: \$100.00 (non-refundable)

Payment Method: Personal Check Money Order Credit Card

If you are paying by credit card, please complete the following: Visa MasterCard

Account Number: _____ Expiration Date: _____

Name as It Appears on the Card (please print): _____

Signature for Payment Authorization: _____

If you received special accommodations for your initial testing window and require them again, please initial here:

You may refer to our guidelines by visiting www.nursecredentialing.org or by calling 1.800.284.2378. _____

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 healthcare organizations for promoting safe, healthy work environments through the Magnet Recognition Program® and the Pathway to Excellence Program™; and accredit providers of continuing nursing education. In addition, ANCC offers an array of informational and educational services and products to support its core credentialing

ANCC is the largest and most prestigious nurse credentialing organization in the world. ANCC certification exams validate nurses' skills, knowledge, and abilities. More than a quarter million nurses have been certified by ANCC since 1990. More than 75,000 advanced practice nurses are currently certified by ANCC.

The ANCC Magnet Recognition Program® recognizes healthcare organizations that provide the very best in nursing care and professionalism in nursing practice. The program also provides a vehicle for disseminating best practices and strategies among nursing systems. The ANCC Magnet Recognition Program® is the gold standard for nursing excellence.

ANCC Accreditation of a continuing nursing education program is the hallmark of quality. ANCC is the nation's leader in accreditation of continuing nursing education programs.

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8515 Georgia Avenue
Suite 400
Silver Spring, MD 20910-4392
1.800.284.2378
301.628.5000 *tel*
301.628.5004 *fax*

www.nursecredentialing.org