



# CERTIFICATION

## GENERAL TESTING AND RENEWAL HANDBOOK

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## ABOUT THIS HANDBOOK

This handbook provides important information about the ANCC testing policies, processes, and procedures for those interested in taking an ANCC certification examination and an overview of information on renewing 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 Web site at [www.nursecredentialing.org](http://www.nursecredentialing.org) or by calling 1.800.284.2378.

## ABOUT ANCC EXAMS

ANCC certifications are accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC, formerly the American Board of Nursing Specialties) and the National Commission for Certifying Agencies (NCCA).



The U.S. Department of Veterans Affairs, Centers for Medicare & Medicaid (CMS), and health insurance companies recognize ANCC certifications.

ANCC certification examinations are in a multiple-choice format, and some examinations include test item types such as drop and drag, hot spot, and multiple responses. Examinations are offered at domestic and international test centers. They are designed to objectively assess entry-level competency in advanced practice registered nursing (APRN) and validate nursing practice specialties.

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 voluntary. Certification validates an individual’s knowledge and skills in a defined role and clinical area of practice, based on predetermined standards.

## HOW ARE EXAMS DEVELOPED?

The ANCC certification examinations are developed consistent with the technical guidelines recommended by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education (AERA, APA, NCME; 1999). Additionally, the ANCC certification examinations meet accreditation standards of the Accreditation Board for Specialty Nursing Certification (ABSNC) and the National Commission for Certifying Agencies (NCCA).

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

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Test questions or “items” are written by certified nurses in their discipline who have received training by ANCC staff in writing items. The items 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. ANCC adheres to a variety of guidelines during the development of items to ensure that the items are appropriate for the specialty and certification level (e.g., APRN vs. generalist). This includes editing and coding items, referencing items to the approved test content outlines and reference books, and screening items for bias and stereotypes.

Items for the examinations are selected that reflect the test content outline and item distributions. The validity and reliability of the exams are monitored by ANCC staff. Certification examinations are updated approximately every three years.

## HOW ARE EXAMS SCORED?

ANCC reports its examinees’ test score results as pass or fail. If an examinee fails, the score report includes diagnostic feedback for each of the major content areas covered on the examination.

ANCC examinations are criterion-referenced tests, which means that an examinee’s performance on the examination is **not** compared to that of other examinees in determining the examinee’s pass/fail status. In a criterion-referenced test, an examinee must achieve a score equal to or greater than the minimum passing score for the examination. The minimum passing score represents the absolute minimum standards that the examinee must achieve to demonstrate the ability to practice the profession safely and competently. With the guidance of a measurement expert (e.g., a psychometrician), a panel of subject matter experts in the nursing specialty sets the minimum passing score for each ANCC examination. In setting the minimum passing score, ANCC uses the Modified Angoff Method, which is well-recognized within the measurement field.

The number of questions on most examinations is 150 scored test items plus 25 pilot-test items that do not count on your score. There are 175 scored test items plus 25 pilot-test items on the following exams: Adult-Gerontology Primary Care Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and Adult-Gerontology Clinical Nurse Specialist. For these longer exams, an additional 30 minutes of testing time is allotted.

Scores on ANCC examinations are reported on a scale with a maximum possible score of 500. To pass the ANCC examination, an examinee must achieve a scale score of 350 or higher. Prior to conversion of an examinee’s score to this scale, the examinee’s raw score on the examination is determined, which is simply the number of test items that the examinee answered correctly (e.g., 105 out of 150). The raw score is then converted to a scale score, using a conversion formula.

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.

## GENERAL REQUIREMENTS FOR INITIAL CERTIFICATION

You must meet all the eligibility requirements for the certification exam you are seeking to take. If you do not meet all the eligibility requirements when you apply, you will not be permitted to take a certification examination. The specific eligibility requirements for your certification are available at [www.nursecredentialing.org/certification.aspx#specialty](http://www.nursecredentialing.org/certification.aspx#specialty).

*For exams that require academic transcripts for eligibility:* transcripts must be original documents, in sealed envelopes directly from the university registrar's office, and must include the degree-awarded date (degree-conferral date). Transcripts may be sent electronically directly from the university registrar's office to [certification@ana.org](mailto:certification@ana.org).

All practice requirements must have been met while holding an active registered nurse license in a U.S. 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 OR working outside of the nursing field do not qualify as part of the practice hour requirement. Practice hours may be either part of your employment or voluntary.

All fees must be paid at the time your application is submitted to ANCC. Applications received with insufficient funds delay the review of your application for eligibility and delay your ability to schedule and take a certification examination.

Applications received with missing documentation (including signatures) delay the review of your application for eligibility and delay your ability to schedule and take a certification examination.

## SPECIAL TESTING ACCOMMODATIONS

The 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 a report regarding your request from your physician or a qualified healthcare professional. 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 specific diagnosis and date of your diagnosis
- ▶ Specific and current findings that support your diagnosis (relevant medical history, tests administered, date of the most current evaluation, within the last 3 years)
- ▶ A description of your substantial day-to-day functional limitations resulting from your stated disabilities
- ▶ 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.*

## INTERNATIONAL TESTING

All ANCC computer-based exams are available at domestic and international Prometric™ centers. You can find a specific location by going to [www.prometric.com/ANCC](http://www.prometric.com/ANCC) and selecting “Locate a Test Center.”

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

- ▶ The eligibility requirements, registration and review process, or renewal process remain the same for exams administered internationally. If your RN license is issued outside of the United States, then you must hold the professional, legally recognized equivalent in another country.
- ▶ If you are applying for a certification exam that requires a degree and the degree was awarded from a college or university outside the United States, then a course-by-course evaluation must be completed by a foreign credential evaluation service showing equivalence to a U.S. degree.
- ▶ There is an additional fee for international testing.
- ▶ 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](http://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 1.800.284.2378 or 301.628.5000 or [certification@ana.org](mailto:certification@ana.org) for details or if you have additional questions.

### International Testing for Military Personnel

Military nurses wishing to take an exam outside of the United States may sit for exams at Prometric™ global testing centers.

## TEST SITES

You can locate exam test sites, addresses, and phone numbers at [www.prometric.com/ANCC](http://www.prometric.com/ANCC).

## PREPARING FOR THE CERTIFICATION EXAMINATION

Each certification exam has a test content outline, reference list, and sample questions available for free to prepare you for the examination.

### Study Plan

Approximately 6 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 online narrated review course, reviewing current textbooks and articles, or other methods. The key is to have a study plan and follow through with it.

### Test Content Outlines

You can find a complete test content outline on the ANCC Web site. The test content outline includes the number of questions for each domain of practice and identifies the areas that are included on the examination.

### Sample Questions

To practice, you can answer sample questions that 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 the sample questions, and you can review them as many times as you wish, for free.

### References

For 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.

## MAINTAINING YOUR CONTACT INFORMATION

### Change of Address

If you have a change to any of your contact information, please call us at 1.800.284.2378 or update “Access My Account” on [www.nursecredentialing.org](http://www.nursecredentialing.org) to inform us of the change, so we can ensure you receive all correspondence.

### Change of Legal Name

Requests for legal name change due to marriage, divorce, or a court-approved legal name change must be sent in writing with a copy of the marriage certificate, divorce decree, or court-approved legal name change document. For clinicians who have applied in the past under one name and are currently applying under a different name, please note that ANCC requires copies of legal name change documents before proceeding with the application review process.

Send a request for legal name change, by mail, with accompanying documentation to:

ANCC Certification  
ATTN: Name Change  
8515 Georgia Avenue, Suite 400  
Silver Spring, MD 20910

If you are currently certified and have already been issued a wall certificate but wish to order a duplicate wall certificate with your new legal name, please send a completed Duplicate Wall Certificate Order Form: [www.nursecredentialing.org/Certification/CertificationPolicies/WallOrderCertificationForm.aspx](http://www.nursecredentialing.org/Certification/CertificationPolicies/WallOrderCertificationForm.aspx) with payment, to:

ANCC Certification  
ATTN: Duplicate Wall Certificate  
8515 Georgia Avenue, Suite 400  
Silver Spring, MD 20910



## SCHEDULING A TEST DATE

All ANCC examinations are computer-based and 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 the address and telephone number of each center, is available at [www.prometric.com/ANCC](http://www.prometric.com/ANCC).

After you receive an Eligibility Notice, you will have 90 days to make an appointment with Prometric to take the test. 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 online at the Prometric Registration Web site at [www.prometric.com/ANCC](http://www.prometric.com/ANCC) or by calling the Prometric Registration Center at 1.800.350.7076.

There is a processing fee, payable to Prometric, to reschedule or cancel an appointment if the change is made less than 30 days and up to noon eastern time the fifth business day before your appointment.

### Extending the 90-Day 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. This new testing window must begin less 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 reapply as a new applicant, meet any new eligibility requirements, and pay all applicable fees. To make this request, please complete the Testing Window Re-Assignment Request form at [www.nursecredentialing.org/ReAssignmentRequestForm.aspx](http://www.nursecredentialing.org/ReAssignmentRequestForm.aspx).

## THE DAY OF THE EXAM

### What to Bring

When you arrive at the test center, you must present one form of acceptable identification from the list below:

- ▶ Driver's license issued by the Department of Motor Vehicles in one of the 50 states in the United States, the District of Columbia, or one of the U.S. territories
- ▶ State identification issued by the Department of Motor Vehicles in one of the 50 states in the United States, the District of Columbia, or one of the U.S. territories
- ▶ Passport
- ▶ U.S. military identification

Your identification must be valid (unexpired) and contain both your signature and a recent (no more than 10 years old) photograph. All identification must be in English and signed in English. If you are currently serving in the U.S. military and are testing outside the United States, the District of Columbia, and the U.S. territories, then you are required to provide valid U.S. military identification. If your valid military identification does not have both your signature and a recent photograph, you will need to provide additional identification that meets the aforementioned requirements. The only identification acceptable in test centers outside of the United States, the District of Columbia, and the U.S. territories is a valid passport for candidates who cannot provide valid U.S. military identification.

If you do not bring one form of acceptable identification (possibly two forms of acceptable identification, if testing outside of the United States) listed above, you can substitute an official ID that does not contain a signature plus a secondary ID that does contain a signature.

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If you do not bring acceptable ID, you will not be admitted to the test and your eligibility window will end. You will be required to submit additional documentation and fees in order to schedule a new testing date. Please contact ANCC for details.

It is not necessary for you to bring the ANCC eligibility letter to the test center, and it will not be counted as an acceptable form of identification.

### **Restrictions**

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

Use of a cellular phone or other electronic or other devices is strictly prohibited and will result in dismissal from the examination and additional actions by ANCC.

No documents or notes of any kind may be removed from the examination room, and such removal may result in dismissal from the examination and additional actions by ANCC.

No questions concerning the test content may be asked during the examination, and asking questions may result in dismissal from the examination and additional actions by ANCC.

### **Time of Arrival**

You must arrive at the test center at least 15 minutes before your scheduled appointment time. If your arrival is so late that your session would interfere with the test center schedule, you will be considered a “no show” and your testing window will automatically expire. You will be required to submit additional documentation and fees in order to schedule a new testing date. Please contact ANCC for details.

### **Length of Time for Exam**

Total time for most exams is 4 hours, which includes time set aside for check-in, instructions, and a practice session on the computer. The actual time allotted for most tests is 3.5 hours. Testing time for these three exams is 30 minutes longer: Adult-Gerontology Primary Care Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, and Adult-Gerontology Clinical Nurse Specialist. For these exams, an additional 30 minutes of testing time is allotted because the exams are 25 questions longer. 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 test site that affect test performance must be reported before leaving the test center. These issues must be reported 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 to discuss concerns that affected your test experience.

### **Rules 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.

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- ▶ All instructions given by the proctor must be followed in order to ensure proper processing of your examination results.
- ▶ All candidates will be checked-in at the test site prior to being admitted to the examination room. You are required to place all personal possessions in a designated area.
- ▶ All ANCC exams are “closed book.” Books, paper, calculators, PDAs, cell phones, or electronic or other devices or resources are not allowed. Test center administrators will issue scratch paper and pencils that must be turned in at the end of the test session. Failure to follow these instructions can result in your scores being revoked and may prohibit you from retesting or taking other ANCC certification examinations.
- ▶ 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 will be invalidated and you may be prohibited from retesting or taking any other ANCC certification.
- ▶ 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, you must apply for special testing accommodations.
- ▶ Please 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 will be invalid.
- ▶ You may not ask questions concerning content of the examination during the examination period.
- ▶ During the examination, you must not give help to or receive help from others. 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 and/or other sanctions.
- ▶ Additional testing center regulations are published on the Prometric Web page at [www.prometric.com/TestTakers/FAQs/Regulations.htm](http://www.prometric.com/TestTakers/FAQs/Regulations.htm).
- ▶ 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 about the test questions to colleagues, faculty, etc. Violation of that agreement can result in loss of certification and liability for civil penalties and damages.

### **Complete Withdrawal from an Exam**

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 to not be charged the full test fee. An administrative fee 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 at the time at 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

All computer-based exams offer on-site testing results. This means you will receive a copy of your test 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.

To protect candidates' privacy and ensure no misinterpretations occur, test results 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 8 weeks after you have successfully completed the exam. You will also receive an official letter from ANCC with your specific 5-year certification period.

### Verification of Certification

Request your one free verification of certification at [www.nursecredentialing.org/certification/verifycertification.aspx](http://www.nursecredentialing.org/certification/verifycertification.aspx).

Additional verifications of certification can also be ordered from this site. ANCC does not automatically send verification to your state board of nursing or employer. Please request the verifications you need.

### Exam Scoring

Test results are pass or fail. If you fail, your score report will include diagnostic information for each content area of the test.

### Re-Scored Test Results

If you fail the exam, you may request to have your results re-scored. A non-refundable fee is charged for re-scoring. Submit your request in writing no later than 3 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 you may retest after 60 days from the date you last tested. You may not test more than three times in any 12-month period. All candidates who retest must submit a retest application and meet eligibility requirements in effect when the retest application is submitted. ANCC can require additional supporting documentation to determine eligibility.

You can obtain a copy of the Retest Application at [www.nursecredentialing.org/Certification/CertificationPolicies/RetestApplication.aspx](http://www.nursecredentialing.org/Certification/CertificationPolicies/RetestApplication.aspx) or call Customer Care at 1.800.284.2378 for a copy of the application. You are required to retake the entire examination.

## RENEWING YOUR CERTIFICATION

As an ANCC board certified professional, you must meet specified requirements in order to maintain and renew your certification every 5 years. The purpose of certification renewal is to provide evidence that you have continued to expand your professional knowledge to demonstrate evidence of continual competence in your certification specialty. It also allows you to continue to use your ANCC credentials.

The current renewal requirements are available at [www.nursecredentialing.org/RenewalRequirements.aspx](http://www.nursecredentialing.org/RenewalRequirements.aspx).

### Helpful Hints:

- ▶ Visit the ANCC Web site on a regular basis to download the most current renewal requirements. Certification renewal criteria can change to reflect changes in practice or regulatory requirements.
- ▶ Develop a plan to show evidence of continual competence requirements for certification renewal.
- ▶ Provide ANCC with any changes to your contact information including a preferred email address.
- ▶ Maintain an active registered nurse license.

**Warning:** There is no grace period and no backdating. Certification renewal applications received after the certification expiration date will have a renewal period beginning with the date of approval and will therefore incur a gap in the certification dates. When there is a gap in certification dates, ANCC cannot backdate a certification renewal to meet regulatory, reimbursement, or other requirements for practice. You will need to check with your state licensing board, your employer, and/or 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 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. Please submit the complete application when you renew—submitting a partial or incomplete renewal package will only delay approval of your certification renewal, resulting in a longer gap in the certification dates. All missing information will need to be reviewed and evaluated before a final decision is made.

## CERTIFICATION REACTIVATION

A lapsed or expired ANCC certification may be reactivated. There is no “grace period.” The procedure to reactivate your ANCC certification depends on the amount of time that has lapsed since the certification expiration date and exam availability.

If it has been 2 years or less since your certification expired, you can reactivate your ANCC certification using a combination of professional development plus a minimum of 1,000 practice hours for your certification specialty within the past 5 years from the date you submit your application. If you do not have the practice hours, you can reactivate by professional development and retaking the exam, unless the exam is retired. You will need to pay the certification renewal fee plus the additional reactivation fee. Applications received without the correct fees and supporting documentation are considered incomplete and will delay the reactivation process.

If it has been more than 2 years since your certification expired and the exam is still offered, you can reactivate your ANCC certification by a combination of professional development plus testing for your certification specialty. You will need to pay the certification renewal fee plus the additional reactivation fee. Applications received without the correct fees and supporting documentation are considered incomplete and will delay the reactivation process. If your certification exam has been retired, this option is not available.

**Retired Exam Warning:** If an exam is retired, the only way to renew or reactivate is using professional development and clinical practice hours. Retired exams do not have a testing option.

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You will need to check with your state licensing board, your 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 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 an incomplete certification renewal application (e.g., missing pages of the application, insufficient professional development documentation, expired license, missing signatures) will delay the evaluation of your application. All missing information will need to be received and evaluated before a final decision is made.

## **EXPEDITED PROCESSING OF CERTIFICATION APPLICATIONS**

### **Processing Time**

To shorten this processing time to 5 business days, complete the **Certification Expedite Review Request Form** [pdf] and include the processing fee.

### **Expedite Review Policy**

All certification applications are subject to the same review and must meet all ANCC eligibility requirements. No eligibility criteria will be waived. Furthermore, if an application is incomplete or ANCC requires additional information to determine eligibility for certification, the review of the application may not be completed within 5 days and additional delay may result.

### **Fax Your Expedite Request**

Please fax (do not mail) your **Certification Expedite Review Request Form** [pdf] to 301.628.5233. Mailing this form with your certification application will delay processing. If you both fax and mail it, you will be double-charged.

### **Certification Verification**

ANCC encourages you to complete and fax the **Verification Request Form** [pdf] with the Certification Expedite Review Request Form to ensure the fastest verification processing time after your exam.

## **APPEAL**

Please refer to [www.nursecredentialing.org/CertificationAppealProcedure.aspx](http://www.nursecredentialing.org/CertificationAppealProcedure.aspx) for the policy on Appeal.

## DENIAL, SUSPENSION, AND REVOCATION OF CERTIFICATION

Certification can be denied, suspended, or revoked for cause, including but not limited to the following:

- ▶ Failing to complete or provide evidence of completion of the requirements for initial certification, certification renewal, or reactivation of certification
- ▶ Failure to maintain the required professional licensure
- ▶ Determination that initial certification or certification renewal was improperly granted or that certification was improperly reactivated
- ▶ Falsification or misstatement of information on any certification-related document
- ▶ Providing false or misleading information
- ▶ Misrepresentation
- ▶ Cheating or assisting others to cheat
- ▶ Causing, creating, or participating in an examination irregularity
- ▶ Assisting others to wrongfully obtain initial certification or to renew or reactivate certification
- ▶ Failure to comply with the scope and standards of practice in an area in which ANCC certification is held
- ▶ Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements
- ▶ Conduct unbecoming of the nursing profession

### Reporting Revocation

- ▶ **To Licensing Authorities:** Suspension and revocation of certification is reported to licensing authorities.
- ▶ **To Others:** ANCC may report suspension or revocation of certification to employers, legal authorities, third-party payers, and other third parties, including but not limited to, law enforcement officers or agencies.

### Misrepresentation of the ANCC Credential

If an individual is identified or recognized as misrepresenting themselves as certified when in fact they are not, the Commission on Certification has an obligation to take appropriate steps to protect the credential.

## HOW TO DISPLAY YOUR NEW CREDENTIALS

[www.nursecredentialing.org/PromotionalMaterials/products/CREDBRO11.pdf](http://www.nursecredentialing.org/PromotionalMaterials/products/CREDBRO11.pdf)

The mission of the American Nurses Credentialing Center (ANCC), a subsidiary of the American Nurses Association (ANA), is to promote excellence in nursing and health care globally through credentialing programs. ANCC's internationally renowned credentialing programs certify and recognize individual nurses in specialty practice areas. It recognizes healthcare organizations that promote nursing excellence and quality patient outcomes, while providing safe, positive work environments. In addition, ANCC accredits health care organizations that provide and approve continuing nursing education. It also offers educational materials to support nurses and organizations as they work toward their credentials.

ANCC's Certification Program enables nurses to demonstrate their specialty expertise and validate their knowledge to employers and patients. Through targeted exams that incorporate the latest nursing practice standards, ANCC certification empowers nurses with pride and professional satisfaction.



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