Your Roadmap to Nursing Certification
Explore Your Potential

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THE University of Vermont HEALTH NETWORK
Central Vermont Medical Center
WHAT IS NURSE CERTIFICATION?

Certification is a process by which a nongovernmental agency validates, based upon predetermined standards, an individual nurse’s qualifications for practice in a defined functional or clinical area of nursing.

Most certification programs are created, sponsored or affiliated with professional associations and trade organizations interested in raising standards. Certifications are earned through an assessment process and, in general, must be renewed periodically. Certification credentials are nationally recognized and portable, meaning the credential is accepted from one hospital to another.

Many nurses who choose a clinical specialty area of nursing become certified in that area, signifying that they possess expert knowledge. Registered nurses are not required to be certified in a certain specialty by law. State licensure provides the legal authority for an individual to practice professional nursing, while certification is voluntary, obtained through certifying organizations and validates knowledge, skills, abilities and experience in areas beyond the scope of RN licensure.

There is an exception in the case of advanced practice licensure (for nurse practitioner, clinical nurse specialist, midwife, etc.) — a certification exam may be used as a proxy measure for APRN licensure or designation and therefore would not be voluntary, but a requirement for licensure.

If you are working toward becoming certified, Central Vermont Medical Center supports you in this endeavor and recognizes your hard work. If you are thinking about becoming certified, we encourage you to explore the benefits of a nursing certification and to consider the importance of improving patient outcomes while pursuing your own professional goals. Use the contact information within this “roadmap” to begin the certification process...........

REIMBURSEMENT

Please refer to the CVMC policy P-#81 titled Certification Reimbursement
CERTIFICATION PROCESS FOR DSCU NURSES

CONFIRM YOUR ELIGIBILITY
- Current, unencumbered licensure as an RN or APRN
- Currently working full-time or part-time in direct bedside care of acutely/critically ill patients
- Check the CCRN Exam Handbook found on www.aacn.org

CHECK YOUR READINESS
- Sign out review DVD’s with ICU Educator
- Access review books in unit

APPLY/PREPARE FOR EXAM
- Go to American Association of Critical Care Nurses (AACN) and fill out an application: www.aacn.org
- Sign up for CCRN review course if available and submit application with nursing educator
- Study for approximately 3-5 months
- Review with other nurses

REGISTER TO TAKE EXAM
- Once application is approved by AACN, you will receive notification to sign up to take exam (at H&R Block on Shelburne Road in South Burlington)

AFTER EXAM
- Once passed certification exam submit your application fee for reimbursement
- Post your Certification in entrance to DSCU
- CONGRATULATIONS!

CERTIFICATION PROCESS FOR CERTIFIED EMERGENCY NURSE (CEN)

CONFIRM YOUR ELIGIBILITY
- Have a current unrestricted RN License

CHECK YOUR READINESS
- Numerous resources/study tools listed in on the BCEN website
- CEN review courses
- Practice exam program

APPLY/PREPARE FOR EXAM
- Study tools resources and available on-line resources can be accessed on the BCEN website bcencertifications.org
- Study guides
- Practice Exam Program
- Independent/group study

REGISTER TO TAKE EXAM
- Submit required information via BCEN website bcencertifications.org
- Fees are $230 for ENA members and $370 for non-ENA members
- Exam structure: CEN certification exams are 3 hour tests consisting of 175 multiple choice questions

AFTER EXAM
- Submit your application fee for reimbursement
- CONGRATULATIONS!
CERTIFICATION PROCESS FOR CERTIFIED PEDIATRIC EMERGENCY NURSE (CPEN)

CONFIRM YOUR ELIGIBILITY
- Have a current unrestricted RN License
- Recommended to have 2 years of pediatric emergency nursing experience, but must have 1,000 hours of pediatric emergency nursing practice in preceding 24 months

CHECK YOUR READINESS
- Numerous resources/study tools listed in on the BCEN website
- CEN review courses
- Practice exam program

APPLY/PREPARE FOR EXAM
- Go to www.pncb.org to access the exam guides and certification application
- Practice Exams
- Independent/Study groups

REGISTER TO TAKE EXAM
- Submit application
- Fees are $280
- Exam Structure: 3 hour time limit, 175 multiple choice questions of which 150 are scored items and 25 are unscored, pretest/research questions

AFTER EXAM
- Submit your application fee for reimbursement
- CONGRATULATIONS!

CERTIFICATION PROCESS FOR CGRN

CONFIRM YOUR ELIGIBILITY
- Must have a valid RN license issued by a US state.
- A copy of the RN license must accompany the application.
- Candidate must be currently or recently engaged in gastroenterology and endoscopy practice. At the time of examination, candidates must have been employed in clinical, supervisory, administrative, education or research capacities in an institutional or private practice setting for a minimum of 2 years full-time or its part-time equivalent of 4000 hours within the past 5 years.

CHECK YOUR READINESS
- Check online for exam sample questions, webinars

APPLY/PREPARE FOR EXAM
- GI/ENDO Nursing Core Curriculum
- On-line literature
- On-line practice exam
- GI/Endo nursing review course

REGISTER TO TAKE EXAM
- Two registration windows each year to submit an application on-line: in Spring and Fall
- Submit required information
- Fees are $420 for ABCGN members/$505 for non-ABCGN members
- Exam structure: Certification exams are 3 hour tests consisting of 150 multiple choice questions

AFTER EXAM
- Submit your application for reimbursement
GASTROENTEROLOGY ROADMAP

CERTIFICATION PROCESS FOR ADVANCED GASTROINTESTINAL TECHNICAL SPECIALIST (AGTS)

PREPARATION FOR EXAM
• On-line education consisting of 8 modules

EXAM
• Take post-test

COST
• On-line education consisting of 8 modules

REGISTER TO TAKE EXAM
• $80 for SGNA members/$160 for non-SGNA members

AFTER EXAM
• Submit your application fee for reimbursement

MED/SURG ROADMAP

RN-BC CERTIFICATION PROCESS FOR MED/SURG NURSES

CONFIRM YOUR ELIGIBILITY
• Current, active RN License
• Minimum of 2 years of clinical experience
• 30 contact hours over the past 3 years

CHECK YOUR READINESS
• Go to nursecredentialing.org/Medical-SurgicalNursing for test outline, sample questions and more

APPLY/PREPARE FOR EXAM
• Go to nursecredentialing.org/Medical-SurgicalNursing and apply online
• Fees are $395 and $270 for ANA members

REGISTER TO TAKE EXAM
• Once you receive your Authorization to Test Notice, you will have 90 days to make an appointment with Prometric to take the test
• Be sure to bring your ID documentation to the testing center and to follow all testing center rules

AFTER 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
• Request your free verification of certification at www.nursecredentialing.org/certification/verifycertification.aspx
• Submit your application for reimbursement
• CONGRATULATIONS!
CMSRN CERTIFICATION PROCESS FOR MED/SURG NURSES

CONFIRM YOUR ELIGIBILITY
- Current, active RN License
- Minimum of 2 years AND at least 2000 hours over the last 3 years (education, management, or clinical)

CHECK YOUR READINESS
- Go to msncb.org/exam-blueprint for test outline

APPLY/PREPARE FOR EXAM
- Go to msncb.org/apply to apply online or print out an application form
- Check out the Study Aids available at msncb.org/study-aids
- Take a practice test at msncb.org/practice-test

REGISTER TO TAKE EXAM
- Approximately 6-8 weeks after submitting your application, the testing agency Center for Nursing Education and Testing (C-NET) will mail you an exam permit.
- This permit will list the 90 day window within which to take your exam. If you have not received your permit 8 weeks after your registration date, call C-NET at 800-463-0786 immediately.

AFTER EXAM
- Submit your application for reimbursement
- CONGRATULATIONS!

CERTIFICATION PROCESS FOR OPERATING ROOM NURSES

CONFIRM YOUR ELIGIBILITY
- Have a current unrestricted RN License
- Currently working full-time or part-time in perioperative nursing (nursing education, administration, research or clinical practice)
- Minimum of 2 years and 2,400 hours in perioperative nursing with a minimum of 50% (1,200 hours) in the intraoperative setting

CHECK YOUR READINESS
- Check online for exam sample questions, webinars and a CNOR readiness survey

APPLY/PREPARE FOR EXAM
- The exam is offered year round - after you apply you have a three months testing window to take the CNOR exam
- Fees are $385 or $310 for AORN members
- Know what goes into the exam: 200 multiple-choice questions across 9 subject areas and you’ll have 3 hours and 45 minutes to complete the exam

REGISTER TO TAKE EXAM
- Once application is approved, you may locate a testing center near you and schedule an exam time. Be sure to bring your ID documentation to the testing center and to follow all testing center rules.

AFTER EXAM
- Submit your application for reimbursement
- CONGRATULATIONS!
CERTIFICATION PROCESS FOR CHPN (CERTIFIED HOSPICE & PALLIATIVE NURSING)

CONFIRM YOUR ELIGIBILITY
- Find the eligibility requirements through the Hospice & Palliative Credentialing Center website hpcc.advancingexpertcare.org/competence/certifications-handbooks-applications/

CHECK YOUR READINESS
- Check online for exam sample questions, webinars

APPLY/PREPARE FOR EXAM
- Download the application online
- Review sample test available online

REGISTER TO TAKE EXAM
- Go to www.goHPCC.org to apply and schedule your exam

AFTER EXAM
- Submit your application for reimbursement

CERTIFICATION PROCESS FOR CPAN/CAPA

CONFIRM YOUR ELIGIBILITY
- Have a current unrestricted RN license
- Minimum of 1800 hours of direct clinical experience obtained in the 2 years prior to applying for initial certification

CHECK YOUR READINESS
- Numerous resources/study tools listed in on ABPANC website including 12 week study plan and mind mapping guide.

APPLY/PREPARE FOR EXAM
- Study tools resources and available on-line resources can be accessed on the ABPANC website cpancapa.org
- Test-taking Webinars
- Practice Exam Program
- Independent/group study

REGISTER TO TAKE EXAM
- Two registration windows each year to submit an application on-line: in Spring and Fall and each registration window corresponds to an 8-week testing window.
- Submit required information at cpancapa.org/certification/registering-for-exam/
- Fees are $314 for ASPAN members/$424 for non-ASPAN members
- Exam structure: Both CAPA and CPAN certification exams are 3 hour tests consisting of 175 multiple choice questions.

AFTER EXAM
- Submit your application fee for reimbursement
RN-BC CERTIFICATION PROCESS FOR PSYCHIATRIC-MENTAL HEALTH NURSES

CONFIRM YOUR ELIGIBILITY
- Current, active RN License
- Minimum of 2 years full-time as RN
- Minimum of 2000 hours of clinical practice in psychiatric-mental health nursing within the last 3 years
- 30 hours of continuing education in psychiatric-mental health nursing with the last 3 years

CHECK YOUR READINESS
- Go to nursecredentialing.org/PsychNurse for test outline, sample questions and more

APPLY/PREPARE FOR EXAM
- Go to nursecredentialing.org/PsychNurse and apply online
- Review test content at nursecredentialing.org/PsychNurse-TCO2014
- Fees are $395 (non-member), $270 (ANA members), $290 (APNA members) and $340 (ISPN members)

REGISTER TO TAKE EXAM
- Schedule exam date at prometric.com/en-us/clients/ancc/Pages/landing.aspx

AFTER EXAM
- Submit your application for reimbursement
- CONGRATULATIONS!
- Create an ANCC account to track and update professional development activities and to be able to renew certifications (Certifications are renewed every 5 years)

CERTIFICATION PROCESS FOR INPATIENT OBSTETRIC NURSING, MATERNAL NEWBORN NURSING, LOW RISK NEONATAL NURSING, NEONATAL INTENSIVE CARE NURSING, ELECTRONIC FETAL MONITORING

CONFIRM YOUR ELIGIBILITY
- Current licensure as an RN in the US or Canada
- 24 months specialty experience as a US or Canadian RN comprised of a minimum of 2000 hours
- Employment in the specialty sometime in the last 24 months
- Both practice time and hours must be met. This is not a either/or criterion

CHECK YOUR READINESS
- Check out www.nccwebsite.org for information

APPLY/PREPARE FOR EXAM
- Go to www.nccwebsite.org/Certification/Certification-Exams.aspx to apply

REGISTER TO TAKE EXAM
- Fees vary depending on the type of test, see listing below. Please check the registration catalog for additional fees that may apply. All applications must be submitted online at the NCC website. The $50 application fee is non-refundable. Core Certification and Nurse Practitioner Exams leading to the RNC Certification: Computer: $325 application registration fee

AFTER EXAM
- Submit your application for reimbursement
**CERTIFICATION PROCESS FOR LACTATION CONSULTANTS**

**CONFIRM YOUR ELIGIBILITY**
- Education in specified health science subjects
- Education in human lactation and breastfeeding
- Clinical practice in providing care to breastfeeding families
- Go to iblce.org/certify/eligibility-criteria/ for specific details

**CHECK YOUR READINESS**
- Check out www.nccwebsite.org for information

**APPLY/PREPARE FOR EXAM**
- Go to http://iblce.org/preparing-for-ibclc-certification/ to prepare
- Review the Application Information iblce.org/certify/certification-application-information/

**REGISTER TO TAKE EXAM**
- Tests are offered twice a year. Review iblce.org/certify/faqs/ for key dates and fees.

**AFTER EXAM**
- Submit your application for reimbursement

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**CERTIFICATIONS THROUGH NAWCO® (WCC, DWC, LLE, OMS)**

**CONFIRM YOUR ELIGIBILITY**
- Find the eligibility requirements for your specific certification through the NAWCO website at www.nawccb.org

**CHECK YOUR READINESS**
- Check online for exam sample questions, webinars

**APPLY/PREPARE FOR EXAM**
- For WCC, go to nawccb.org/wound-care-app-process
- For DWC, go to nawccb.org/dwc-application-process
- For LLE, go to nawccb.org/wound-care-lle-app-process
- For OMS, go to nawccb.org/oms-application-process

**REGISTER TO TAKE EXAM**
- Within approximately 1-2 weeks of receipt of the Certification Examination application, a confirmation notice of eligibility with a unique authorization number will be sent to the candidate via email. Detailed instructions for course attendance and scheduling of your certification exam will be included with the eligibility notice.

**AFTER EXAM**
- Submit your application for reimbursement
- CONGRATULATIONS!
CERTIFICATIONS THROUGH WOCNB® (CWCN, CWOCN, COCN, CCCN, CWON, CFCN)

CONFIRM YOUR ELIGIBILITY
• Current, active RN License PLUS Bachelors Degree or higher

CHECK YOUR READINESS
• Check online for exam sample questions, webinars

APPLY/PREPARE FOR EXAM
• Go to wocncb.org/certification/exam-preparation for outlines, flash cards, sample exam and more
• Go to castleworldwide.com/wocncb to apply

REGISTER TO TAKE EXAM
• You will receive an email confirmation of eligibility to exam
• Schedule your exam up to 12 months from the time of exam application submission

AFTER EXAM
• Submit your application for reimbursement
• CONGRATULATIONS!

CERTIFICATIONS THROUGH ABWM (CWS, CWSP, CWCA)

CONFIRM YOUR ELIGIBILITY
• Find the eligibility requirements for your specific certification through the ABWM website at aawm.org/

CHECK YOUR READINESS
• Check online for exam sample questions, webinars

APPLY/PREPARE FOR EXAM
• Go to aawm.org/ for certification specific preparation and how to apply

REGISTER TO TAKE EXAM
• Once your application to sit for the certification examination has been approved, you should expect to receive two notifications directly from our testing company Applied Measurement Professionals, Inc. (AMP). The notifications will arrive first by e-mail, and second by mail, and will include information on how to schedule your exam.
• Once you have received your approval notifications, you may schedule your exam for any time in the following 90 days, based on availability at your local testing center.

AFTER EXAM
• Submit your application for reimbursement
• CONGRATULATIONS!
CERTIFICATION PROCESS FOR CPUI/PICC

CONFIRM YOUR ELIGIBILITY
• Find the eligibility requirements through the PICC Excellence website at piccexcellence.com/cpui-main/cpui-qualifications/

CHECK YOUR READINESS
• Check online for exam sample questions, webinars

APPLY/PREPARE FOR EXAM
• Download the application online
• Review sample test available online

REGISTER TO TAKE EXAM
• Go to piccexcellence.com/cpui-main/cpui-exam-instructions to review all of the requirements needed to register and to take the exam

AFTER EXAM
• Submit your application for reimbursement

OTHER CERTIFICATIONS

DIABETIC EDUCATOR (CDE)
• diabeteseducator.org/education-career/certification

DIABETIC EDUCATOR (DEAP)
• ncbde.org/assets/1/7/ExamBrochure.pdf

GERIATRICS
• consultgerirn.org/certification/certification_tool_kit