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PEDIATRIC NURSING  
CERTIFICATION BOARD

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October 2009

Dear Colleague:

Enclosed is the information needed to complete the Acute Care Respiratory Self-Assessment Exercise (SAE). PLEASE REVIEW THE INFORMATION IN THIS LETTER PRIOR TO PROCEEDING WITH THE SAE. Keep this information in a secure location until you have completed the SAE.

**DEADLINE for COMPLETION**

- You have through **May 15, 2010** (11:59 PM EST), to take the SAE and "GRADE" your answers (review critiques/feedback regarding your answers).
- The Acute Care Respiratory SAE contains 70 multiple-choice questions. Questions 71 through 79 are Participant Evaluation Questions. Please take time to complete them at the end of the SAE so the PNCB may evaluate this SAE.

**RESOURCES FOR SAE**

- Click [here](#) to access the Acute Care Respiratory Reference List and Content Outline with objectives. Please print these pages (10) as the references for the items are listed with the objectives and will be useful when reviewing feedback for each item on the Acute Care SAE.
- An **Elsevier 10% discount** for recommended text(s) you may want to order to complete this SAE. For this offer, click [here](#) or go to the website ([www.pncb.org](http://www.pncb.org)). Log-In to your account using your month and day of birth and last 4 of SSN. Then go to "My Elsevier Discount" on the side bar menu.

**Tips for completing SAE questions online:**

- Allow sufficient time (varies with each individual) to complete the SAE for your review and learning.
- It is acceptable to collaborate with colleagues in answering questions.
- You may use additional sources, other textbooks, online resources, or your own knowledge to answer questions, especially if the answer is not obvious to you in the journal article.
- **You may want to complete the questions first by circling the correct answer in your SAE booklet before answering online, so you have a hard copy of your responses.**
- Refer to the navigation tips for answering SAE questions online.

**ACUTE CARE ONLINE SAE INFORMATION**

In order to take the Acute Care Respiratory SAE on the web, you must have the latest version of Internet Explorer. You must also have the 'cookies enabled' feature set on your browser. **Beginning October 15, 2009, you will have access** to the Acute Care Respiratory SAE online using the info below (this same access information has been e-mailed to you). IMPORTANT: Keep this information in a secure location until you complete the SAE. (To access this information from our web site, click here, log in and select "My Documents", and then click on the SAE instructional e-mail document.)

- You may access the Acute Care Respiratory SAE at the following location. Type the link below exactly as it appears in the address field on your internet browser.  
**<http://testing.pncb.org/lxrweb/online/tests/webtest29.asp>**
- Password: pncbsae10
- Unique User ID e-mailed to you by PNCB. Or go to [www.pncb.org](http://www.pncb.org), Log In and click on "My Online SAE/Prep/CE" to view your current online information.

## **SCORING, CE, and RELATED POLICIES**

Administrative quality control will review statistical analysis of SAE questions as an ongoing process. SAE scoring updates and any additional SAE information will be posted on our home page at [www.pncb.org](http://www.pncb.org) – Click on the Quick Link for “SAE Access & Updates”.

### **Passing Score**

According to PNCB policy, all participants in the 2010 Acute Care Respiratory SAE must receive a minimum score of 70% in order to receive recertification SAE credit and the continuing education award for completion of the SAE. PNCB will only report pass/fail results instead of a percentage score this year.

### **Your CE Certificate**

When you finish your SAE questions online, your scores will be recorded with the PNCB and a score report/CE certificate will be produced and emailed to you within 2 weeks. If you successfully complete the SAE with a score of 70% or greater, a copy of your CE certificate will be available in your account at [www.pncb.org](http://www.pncb.org) by logging-in and clicking on "My Documents."

### **If You Do Not Pass**

Unsuccessful participants (receiving a score of less than 70%) will be notified by the PNCB via email within 2 weeks with information on a free SAE retest opportunity. The retest information will be included with your score report. Feedback (critiques) of all questions will be emailed to you when you score and exit the online SAE. The score report and feedback will be valuable resources for answering the SAE questions again during the retest.

### **CE Accreditation**

**CE** - The Acute Care Respiratory SAE has been approved for 15 contact hours through the National Association of Pediatric Nurse Practitioners (NAPNAP). Of the total 15 contact hours, two (2) contact hours may account for continuing education in pediatric pharmacology.

### **SAE Policy**

If you fail to successfully complete the SAE requirement, your 2010 recertification option will be changed to INACTIVE or LAPSE depending on the status of your current recertification history. You may review your Recertification History and requirements for annual recertification at [www.pncb.org](http://www.pncb.org) by logging in to your account and clicking on “My Recert History”. The INACTIVE status does not mean that your certification is not active; it means you did not complete an activity. The Inactive Option can be used once in a seven-year Recert cycle. Failure to complete SAE requirements may jeopardize your certification status. Contact our office if you have any questions concerning your certification status.

Participation in this self-directed educational program demonstrates your commitment to high professional standards. We commend you for your efforts and hope you enjoy your SAE. If you have any questions, e-mail our SAE staff at [sae@pncb.org](mailto:sae@pncb.org).

Sincerely,



Janet S. Wyatt, PhD, RN, CRNP  
Chief Executive Officer

## Information and Tips for Answering SAE Questions Online

### Accessing the SAE Online

To access the SAE you must use the information that was emailed to you when you ordered the SAE. This email included your unique user id, password, and URL to the SAE testing site. To retrieve a back-up copy of this access email, visit [www.pncb.org](http://www.pncb.org), Log In and click on "My Online SAE/Prep/CE" from the list of links. The top section will have your Current Online SAE user id and password. Then click on "Go" to be linked to the Log On page of the SAE testing site. Keep this important information nearby for your reference.

To access the SAE questions you may do one of the following:

- CTRL + Click on the SAE testing site URL in the email;
- or copy and paste the SAE testing site URL in the email into your web browser;
- or go to [www.pncb.org](http://www.pncb.org), Log In and click on "My Online SAE/Prep/CE" Find your current SAE in the top section on this page and click "Go" to link you to the SAE questions Log On page.

To complete the SAE on the web, you must have the latest version of Internet Explorer on your PC. Mac users will need the latest version of Safari. You must also have the "cookies enabled" feature set on your browser. The web testing link typically times out/disconnects in 20 minutes if left unattended.

#### Valid Time Period for unlimited access to the SAE:

October 15, 2009 through May 15, 2010 - 11:59 PM (EST). If you do not complete the SAE within this time period, a fee for extended access will be required in order to complete the SAE during the assigned extension time.

Please mark your answers in the SAE question portion of your printed SAE, before answering online, so you have a hard copy of your responses. If you have any questions, e-mail [sae@pncb.org](mailto:sae@pncb.org) for assistance.

### ONLINE NAVIGATION TIPS

#### Moving through the Questions

Do not use the Back and Forward buttons on your web browser to navigate through the SAE questions. Use the left and right arrows "<" or ">" on the bottom right of the screen to move to the previous or next question, respectively. The drop down box located between the navigation arrows allows you to select and go to any question within the SAE.

#### Help button

Once you Log On, the "Help" button on the bottom left of the question screen offers visual descriptions of the "Cover", "Grade" and other navigation buttons.

#### The Grade button - Answering and Grading the Questions

The SAE questions are set up so you are provided, on request, immediate feedback on whether the answer you select is correct. The feedback also provides the rationale for the correct and incorrect responses. To receive feedback, you must click on the "Grade" button after answering a question. The correct answer will be marked with a checkmark (√) and an X-mark for an incorrect response.

- A Grade button will appear at the lower right of the testing screen when you select an answer to a question.
- After selecting an answer, you may click on Grade to receive immediate feedback on whether the answer you selected is correct.
- Before you Grade the answer to a question, be sure of your answer. Once you Grade a question you cannot change the answer.
- If you would like to return to a question and change the answer later, do not Grade it now. To mark a question in order to return to it later, check the box next to the question number on the lower right side of screen. The question number then turns to red for return identification.

#### Beginning and Exiting the Questions - The Cover button

The "Cover" button on the lower left of the screen is the button you use if you want to begin answering SAE questions or if you want to exit the questions, either to return later or because you have completed the questions. The Cover page also displays the number of questions out of the total on the SAE (including survey) that you have answered.

- If you have NOT completed the SAE and want to return now or later, choose "Resume or Exit". When you Exit and then Log On again, the SAE will continue with the last question you were on.
- You must click on "Finish and Display Results" or "Finish and Exit" in order to score your SAE and receive SAE recertification credit. If you have answered ALL questions on the SAE and want to score it, select either of these "Finish" options. You may display or view the Score and Feedback (critiques) from the Reports Menu. These reports will also be emailed to you for reference or in case you want to print a copy for your records. They will be in HTML format and your email must be able to read and display HTML.
- Once you "Finish" you will not be able to return to the SAE to answer any questions (even if in the middle of the SAE!). Be sure you have answered all questions before you choose this exiting option. If you inadvertently choose this exiting choice before you complete all SAE questions, contact [sae@pncb.org](mailto:sae@pncb.org) for assistance.

## **SAE COMPLETION**

### I have finished (scored) my SAE. What happens next?

A Score Report (PASS/FAIL status) and a Feedback Report, aka SAE Critiques (SAE questions, scored, with rationale for correct and incorrect answers), will be emailed to you when you Exit the online SAE. They will be in HTML format and your email must be able to read and display HTML. The correct answer will be marked with a checkmark (✓) and an X-mark for an incorrect response.

### Viewing Your Scores and Feedback after Completing an Online SAE

After completing the SAE, you may go back to the SAE (10/01/2009 – 5/15/2010 11:59 PM (EST) to view your score and feedback reports only. To do this, Log on to the SAE using the same testing link, user id and password assigned to you. From the "Cover" page click on "Display Results". Click on the Scores link to view your score report and click on Feedback link to view the test questions with correct and incorrect answers and rationale for each answer.

### CE Certificate - PASS - Score of 70% or more:

If you successfully complete the SAE, you will receive a Score Report/CE Certificate awarding 15 NAPNAP contact hours from the PNCB via email (allow 2 weeks for processing). The Score Report will include you PASS status, the numbers of the questions you answered incorrectly, and the CE Certificate. You may review full explanation of the correct responses to all SAE items in the Feedback Report (Critiques) that will be emailed to you on finishing and exiting the online SAE.

### Viewing and Printing My CE Certificate

Your CE certificate for SAE completion will be available in PDF format to view or print. Go to the PNCB web site - [www.pncb.org](http://www.pncb.org). Log In, and click on "My Documents". The CE certificate will be available within 2 weeks of SAE completion.

### Retest Opportunity - FAIL - Score of less than 70%:

If you unsuccessfully complete the SAE, you will receive a Score Report from the PNCB, plus Retest information, via email (allow 2 weeks for processing). The Score Report will include the numbers of the questions you answered incorrectly. The Retest information will include the process of ordering a free Retest, the deadline date for Retest, etc. You may review full explanation of the correct responses to all SAE items in the Feedback Report (Critiques) that will be emailed to you on finishing and exiting the SAE. The Feedback Report (Critiques) and PNCB Score Report will be valuable resources for answering the SAE questions again during the Retest.

For complete Recertification or SAE information visit our website at [www.pncb.org](http://www.pncb.org). If you need help or have questions or comments about the SAE, please email [sae@pncb.org](mailto:sae@pncb.org).

### PNCB Policy

The score report you display after finishing the SAE is final. Administration quality control will include statistical analysis of questions on the SAE as an ongoing process. SAE scoring updates and any additional SAE information will be posted on our home page at [www.pncb.org](http://www.pncb.org) – Quick Links - "SAE Access and Updates". According to PNCB policy, all participants in 2010 SAE recertification activity must receive PASS status in order to receive recertification SAE credit and continuing education award for completion of the SAE. Your 2010 recertification option will be changed to INACTIVE or LAPSE if you fail to successfully complete the SAE requirement, depending on the status of your current recertification history.