



PEDIATRIC NURSING
CERTIFICATION BOARD

PNCB Certification Exam
Computer-based Testing (CBT)
Candidate Handbook

2012

PEDIATRIC NURSING CERTIFICATION BOARD, INC.
800 SOUTH FREDERICK AVENUE, SUITE 204 GAITHERSBURG, MARYLAND 20877
(301)330-2921 FAX: (301)330-1504 (888)641-2767 WWW.PNCB.ORG

© 2012 PNCB Candidate Handbook. All rights reserved.

TABLE OF CONTENTS

About PNCB	1
Independent Testing Agency.....	1
Nondiscrimination Policy	1
Examination Administration	1
Examination Eligibility Notification.....	1
Special Arrangements for Candidates with Disabilities	2
Scheduling the Examination	2
Canceling or Rescheduling a Scheduled Examination	3
Policies Regarding Lateness and No Show	3
Extension of 90-day Testing Period	3
Examination Withdrawal Policy	3
Examination Fees Policies	4
Test Center Locations	4
Inclement Weather, Power Failure or Emergency.....	4
Taking the Examination at a Prometric Test Center	4
PNCB Examination Information.....	5
Identification for Admission to the Examination.....	5
Security.....	6
Examination Restrictions	6
Misconduct.....	6
Tutorial.....	6
Timed Examination.....	7
Following the Examination.....	7
If You Pass the Examination	7
If You Do Not Pass the Examination	8
Pass/Fail Score Determination.....	8
Copyrighted Examination Questions	8
Scores Canceled by the Client or Prometric	8
Confidentiality	8
PNCB Recertification Program.....	8
CPN Exam Eligibility Requirements and Fees	10
CPNP – Primary Care Exam Eligibility Requirements and Fees	11
CPNP – Acute Care Exam Eligibility Requirements and Fees	11
Pediatric Primary Care Mental Health Specialist Exam Requirements.....	15

About PNCB

Mission

PNCB provides the highest quality certification services for nursing professionals who care for pediatric populations.

Vision

Every child receives care from a PNCB certified nursing professional.

The Pediatric Nursing Certification Board (PNCB) offers its multiple-choice national certification examinations for Primary Care Pediatric Nurse Practitioners (CPNP[®]-PC), Acute Care Pediatric Nurse Practitioners (CPNP[®]-AC), the Pediatric Primary Care Mental Health Specialist (PMHS) and Pediatric Nurses (CPN[®]) YEAR ROUND, in a computerized-based testing (CBT) format. Candidates are assigned a 90-day testing window once eligibility is determined by the PNCB.

Independent Testing Agency

The Pediatric Nursing Certification Board, Inc. (PNCB) has contracted with Prometric, www.prometric.com, to assist in the administration, scoring and analysis of the PNCB's examinations. Prometric, located in Baltimore, Maryland, is the leading provider of testing services and solutions for corporate, academic, government, financial and professional service clients.

Non Discrimination Policy

PNCB and Prometric do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, disability or marital status

Examination Administration

Examinations are delivered by computer at over 280 Prometric Test Centers (PTC) geographically located throughout the United States. The examinations are administered by

appointment only Monday through Saturday. Typical hours of operations for PTCs are 8:00 a.m. to 5:00 p.m., Monday through Friday and 8:00 a.m. to 1:00 p.m. on Saturdays. Candidates are scheduled on a first-come, first-served basis. Prometric Test Centers may be closed on the following holidays:

New Year's Day

Martin Luther King Day

Presidents' Day

Memorial Day

Independence Day (July 4)

Labor Day

Thanksgiving Day (and the following Friday)

Christmas Eve Day

Christmas Day

New Year's Eve Day

Examination Eligibility Notification

Candidates for the PNCB's certification examinations are eligible to register and schedule their examination with Prometric after they receive an official notification of eligibility via E-mail from PNCB. Emails are sent to the email address included on the candidate's exam application. PNCB will also mail an examination eligibility postcard to the address listed on your examination application. It is the candidate's responsibility to keep their addresses current with PNCB. A Notification of Eligibility will also be available to each candidate by logging in at www.pncb.org and clicking on "My Documents". Each candidate receives an assigned 90-day testing window and may schedule an exam for a day and time within this 90-day period. A list of Prometric Test Centers (PTCs) can be found online at <http://www.prometric.com/pncb>. Schedule your examination when you receive your eligibility notification to obtain your desired testing time, date and site. Many other organizations use Prometric for testing and waiting to schedule your examination may lessen your

opportunity to take the examination on the date and at the location you desire.

Special Arrangements for Candidates with Disabilities

PNCB and Prometric comply with the Americans with Disabilities Act (ADA) and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PNCB makes special testing arrangements for any candidate with a professionally diagnosed and documented disability. Under the ADA, a disability is “a physical or mental impairment that substantially limits one or more major life activities”.

PNCB and Prometric make every attempt to address for testing accommodations based upon review of documented health needs. Wheelchair access is available at all Prometric Test Centers. In all cases, requests for special accommodations and documentation of disability needs are to be included at the time of application. These forms are required before accommodation requests may be granted. Please review the requirements for special testing accommodations on the PNCB’s web site—www.pncb.org or call PNCB (1-888-641-2767) if you have questions. Candidates with special accommodation(s) MUST call Prometric to schedule their examination and are NOT able to schedule their examination online.

Scheduling the Examination

Candidates can register via online at <http://prometric.com/pncb> or by telephone at 866-496-9748. All candidates are encouraged to use online registration.

1. Online Scheduling: Candidates should visit <http://prometric.com/pncb> to schedule via Prometric’s internet registration and scheduling system. The computer screens guide the candidate through the

complete process and the candidate is prompted to schedule an examination appointment. Each candidate will need their eligibility ID number in order to register. Prometric will send an email confirmation of your scheduled examination shortly after scheduling and a reminder email 48 hours before the scheduled appointment.

If special accommodations have been approved by the PNCB,

Candidates must register with Prometric via telephone at 1-800-967-1139.

2. Telephone Scheduling: Call Prometric at 866-496-9748 from 8:00 a.m. to 8:00 p.m. Eastern Time, excluding holidays observed by Prometric.

Register by calling a Prometric local testing site. Visit <http://prometric.com/pncb> and follow online instructions to locate a test site.

Register by using Prometric’s Interactive Voice Response (IVR). Call Prometric at 866-496-9748.

Be prepared to provide your ID number (see your examination eligibility notification), test name and preferred test date when making your appointment by telephone. Prometric will provide candidates with the appointment length and time, test name and location. All candidates will be asked to provide an email address so Prometric can provide email confirmations (see Online Scheduling). If you cannot provide Prometric with an email address, you should log-on to <http://prometric.com/pncb> and print an examination confirmation.

Cancellation, Rescheduling, Late Arrival or No Show for Scheduled Examination

A candidate who is unable to test as scheduled within a 90-day testing period can reschedule or cancel an examination. Candidates can reschedule by visiting <http://prometric.com/pncb> or calling Prometric's Candidate Services PNCB Contact Center at 866-496-9748. Certain fees may apply for rescheduling and cancelling a scheduled examination. The following fees apply to examination candidates who reschedule, cancel, arrive late or do not appear for their scheduled examination:

Candidates who reschedule or cancel by telephone must make and confirm all cancellations/changes through direct contact with Prometric's Candidate Services Contact Center (CSCC) personnel. Leaving a message on voice mail or a recorded message is NOT acceptable means to confirm cancellation or examination date changes.

Candidates may also make changes by logging-on to <http://prometric.com/pncb>.

Policies Regarding Lateness and No Show

- A candidate who appears more than 15 minutes late for an examination will not be able to sit for the examination and will be considered a no show. The candidate forfeits all fees and will be required to reapply.
- A candidate who fails to schedule an examination or fails to report for a scheduled examination within the assigned 90-day testing period forfeits all fees. The candidate will be required to reapply.
- Reapplication fee applies only if the candidate paid full examination fees within the past 24 months and tested within the past 12 months. If not, full examination fees are due.

Extension of 90-Day Testing Period

(One time only)

In order to successfully extend your 90-day testing period, please note the following requirements:

- An online application for extension of a 90-day testing period must be completed 5 business days before expiration of the assigned 90-day testing period.
- An additional registration fee is required for an extension of a testing period.
- Candidates are limited to only one 90-day extension.
- An online extension application completed after expiration of a 90-day testing period will not be honored. The candidate must complete a new examination application.

Cancellation/Reschedule Period	Cancellation/Reschedule Fee
16 or more days before test date	No fee. Examination must be rescheduled within assigned 90-day testing period
5 – 15 days before scheduled test date.	\$25 per cancellation or reschedule. Candidates must contact Prometric. Examination must be rescheduled within assigned 90-day testing period.
Reschedule less than 5 days before test date.	\$50 per reschedule. Candidates must contact Prometric. Examination must be rescheduled within assigned 90-day testing period.
A) Cancellation less than 5 days before Test date or : B) Fails to appear for a scheduled test; or C) Arrives at the PTC more than 15 minutes after the scheduled start time for taking the test and is refused admission.	Candidate will not be permitted to reschedule and forfeits all fees paid. Visit www.pncb.org to complete a new examination application. Please call PNCB with questions, 1-888-641-2767.

Examination Withdrawal Policy

In order to successfully withdraw from your 90-day testing period, please note the following requirements:

- A withdrawal request must be received at the PNCB **16 business** days before expiration of an assigned 90-day testing period, in order to receive a refund of the examination fee only. The withdrawal request must be emailed to exam@pncb.org. Candidates are responsible for cancelling any testing appointment

made with Prometric no less than 16 days before scheduled test date.

- Withdrawal requests received following expiration of a 90-day testing period will not be honored and no fees will be refunded.
- The candidate must reapply and pay all fees, in order to take the examination in the future.

Examination Fees Policies

The examination registration fee will not be refunded under any circumstances.

- A non-refundable one time only extension fee is required for an extension of a testing period.
- If an application is not eligible for processing, all fees will be refunded to the applicant.

A candidate forfeits all fees:

- If the candidate fails to schedule an appointment with Prometric within the assigned 90-day testing period,
- If the candidate fails to report for a scheduled examination appointment,
- If the candidate is not able to sit for the examination because of lateness, or unacceptable ID.
- If the candidate wishes to re-schedule an examination but fails to contact Prometric at least 5 days prior to the scheduled testing session to cancel an appointment,
- If the candidate fails to submit a withdrawal request to the PNCB at least sixteen (16) days before expiration of an assigned 90-day testing period, or
- If the candidate fails to submit an online application for extension to the PNCB 5 days before expiration of an assigned 90-day testing period.

Test Center Locations

Prometric Test Centers (PTCs) have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of PTCs, including addresses and driving directions, can be viewed at

<http://prometric.com/pncb>. Specific address information will be provided when a candidate schedules an examination appointment. We suggest you also visit <http://prometric.com/pncb> to review Prometric's Frequently Asked Questions (FAQs) regarding exam day and more.

Inclement Weather, Power Failure or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, Prometric will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination.

Prometric generally determines the night before if a PTC will close. To view test sites that are currently or will be non-operational and cannot deliver exams, please visit: <http://www.prometric.com/sitestatus/default.htm>.

If an examination is cancelled, Prometric's Outbound Contact Centers will contact impacted candidates to reschedule an appointment. Every attempt is made to administer to examination as scheduled. The examination will usually not be rescheduled if the PTC personnel are able to open the center. If power to a PTC is temporarily interrupted during an administration, your examination will restart where you left off and you may continue the examination.

Taking the Examination at a Prometric Test Center (PTC)

Your examination will be given by computer at a Prometric Test Center (PTC). You do not need any computer experience or typing skills to take your examination.

Candidates should arrive at the test center at least 30 minutes prior to their scheduled examination. **A**

CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME MAY NOT BE ADMITTED.

PNCB Examination Information

PNCB's national certification examinations (CPNP[®] and CPN[®]) contain 175 multiple-choice items. Twenty-five of the items are considered non-scored pre-test items and are randomly distributed throughout the examination. PNCB's Pediatric Primary Care Mental Health Specialist (PMHS[®]) exam contains 150 questions. Twenty-five of the items are considered non-scored pre-test items and are randomly distributed throughout the examination.

You should answer all test items to the best of your ability. Please contact the test proctor at your testing site if the examination unexpectedly ends before you have completed all test items. Please report any technical difficulties to the examination proctor.

Each examination item has 3 to 4 suggested responses, only **ONE** of which is correct. Each year new test questions are pre-tested to determine how well they will perform before they are used in the scored portion of the certification examination. The pre-test questions cannot be distinguished from the test questions that are scored, so it is important to answer ALL test questions. It is important to remember that each candidate's pass/fail status is determined by their responses to the scored items. Answers provided to the pre-test questions do not affect a candidate's score. Examples of typical multiple-choice questions found on the examination are included with eligibility materials. PNCB's national test content outlines, study resources, and sample questions are available on the web site at www.pncb.org.

If you experience any difficulties while at the PTC, please call the PNCB office at 888-641-2767. We want you to have a positive testing experience and will work to meet your certification testing needs. If you experience testing issues or concerns after business hours (8:30 a.m. – 5:00 p.m. EST) call PNCB at 1-888-641-2767. Press the “*” key

when calling to leave a message for our staff. Report unresolved problems encountered during testing, technical issues at the testing site, etc. to Prometric's Candidate Care at 1-800-853-6769 between 8:00 a.m. – 8:00 p.m. Eastern Time Monday through Friday.

Identification for Admission to Examination

To gain admission to a PTC you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature.

Acceptable forms of photo identification include a current driver's license or permit with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. The second form of ID includes employment ID cards, student ID cards, credit cards or RN license which include a signature. Temporary identification, social security cards and identification cards without signatures are NOT acceptable.

You must have proper identification to gain admission to the Testing Center. Candidates who do not provide acceptable ID will not be allowed to take the certification examination and all fees will be forfeited. Name changes may not be made with Prometric and must be reported to PNCB before testing.

The first and last name on the candidate's ID must match the name used on the candidate's examination application. If your name changes prior to your scheduled examination you must contact PNCB by emailing exam@pncb.org or calling 1-888-641-2767 regarding this change. If there is a discrepancy caused by a recent name change due to marital status, a copy of the marriage license/certificate or divorce decree is NOT acceptable at the PTC. The candidate will not be allowed to take the certification examination and **all** fees will be forfeited.

Security

PNCB and Prometric maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. All certification examinations are monitored by at least one proctor at all times and will be continuously monitored by proctor walk-throughs and the observation window during your test. All testing sessions are video and audio recorded. You will be required to sign in and out on the roster each time you enter and leave the test room.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- No calculators are permitted.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the PTC. The only item allowed into the testing area is identification. Prometric is not responsible for items left in the reception area.
- Prometric will provide each candidate with an erasable whiteboard. The whiteboard must be returned to the proctor upon completion of the examination.
- Candidates are required to empty and turn pockets inside out before entering the testing room.
- Additional detailed testing center regulations are published on Prometric's web page.
- Please click <http://www.prometric.com/TestTakers/FAQs/Regulations.htm> to review these additional regulations.

Examination Restrictions

- No personal belongings will be allowed in the Testing Center. Use of a cellular phone or other electronic device is strictly prohibited and will result in dismissal from the examination.
- No documents or notes of any kind may be removed from the examination room. Testing centers may have small lockers for items such as purses that cannot be left behind.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted at the PTC.

You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks. Your total testing time for the CPN and CPNP exam are 3 hours **and for the PMHS exam 2 ½ hours.**

Misconduct

Individuals who engage in any of the following behaviors may be dismissed from the examination, their scores will not be reported and examination fees **will not** be refunded.

Examples of misconduct are when a candidate:

- creates a disturbance, is abusive, or otherwise uncooperative;
- displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs;
- gives or receives help or is suspected of doing so;
- attempts to record examination questions or make notes;
- attempts to take the examination for someone else; or
- is observed with notes, books or other aids.

Tutorial

After your identification has been confirmed, you will be seated at a personal testing carrel. Prior to taking the timed examination, you will be given the opportunity to practice

taking a 15 minute tutorial on the computer. The time you use for this tutorial is NOT counted as part of your examination time or score. When you are comfortable with the computer testing process, you may quit the tutorial and begin the timed examination.

Timed Examination

Following the tutorial, you will begin the timed certification examination. Instructions are provided on the screen before beginning the certification examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. A digital clock that indicates the time remaining for completion of your examination will be displayed on your monitor.

Only one examination question is presented at a time. The question number appears in the lower left hand corner of the screen. Choices of answers to the examination question are identified as A, B, C, or D. You must indicate your answer by using your mouse to click the radio button next to your answer. You may change your answer as many times as you wish during the examination time limit. To move to the next question, click on the "Next" button on the lower portion of your screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the "Previous" button on the bottom portion of your screen to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. These questions should be bookmarked for later review by clicking the "Mark" button on the bottom portion of your screen. Questions may also be bookmarked for later review by clicking the "Review" button on the bottom portion of your screen. Click the "Next" button to advance to the next unanswered or

bookmarked question on the examination. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. You should answer all questions to the best of your ability. In instances of uncertainty, guess at the answer, since a "No Response" will earn you no credit. There is no additional penalty for incorrect responses as opposed to "No Response" answers.

Following the Examination

Candidates are asked to complete a short evaluation after their testing experience. Candidates will then report to the proctor to receive their personal examination score report. Your score report will indicate: Exam Status = Pass **OR** Exam Status = Fail. PNCB will mail your official score report in the weeks following your examination.

If you pass the Examination

An official score report, noting your PNCB certification number, a certification wall certificate and lapel pin will be mailed to you within 3 weeks following your testing date. A wallet card can also be accessed by logging-in to your PNCB account and viewing "My Documents". You will also receive information describing requirements for maintaining your certification through the PNCB's Recertification Program. Please go to www.pncb.org for detailed information about recertification.

If you do not Pass the Examination

An official score report will be mailed to you within 3 weeks of your testing date. Your score report will note the number of items that you missed in each examination content area. Please review your examination score performance to learn more about your strengths and weaknesses in all of the examination content areas. The official score report from

the PNCB will also include “Tips for Re-Taking the Examination”. You are encouraged to re-examine and can apply to re-take an examination [after you receive your official score report from PNCB](#). For faster processing, complete your re-examination application online via the PNCB website at www.pncb.org. Please feel free to contact the PNCB if you have any questions at exam@pncb.org.

Pass/Fail Score Determination

The methodology used to set the minimum passing score is the Angoff method, applied during the performance of a Passing Point Study by a panel of experts in the field. The experts evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass this examination. Your ability to pass the examination depends on the knowledge and skill you display, not on the performance of other candidates.

Passing scores may vary slightly for each version of the examination. To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meet the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each version as closely as possible. To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scores questions that appear on a particular version of the examination application.

Copyrighted Examination Questions

All examination questions are the copyrighted property of PNCB. It is forbidden under federal copyright law to copy,

reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

Scores Cancelled by the Client or Prometric

PNCB and Prometric are responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. PNCB and Prometric reserve the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

Confidentiality

Information about candidates for testing and their examination results are confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate.

PNCB Recertification Program

You will receive important information describing requirements for maintaining your certification through the PNCB’s Recertification Program. For detailed information, visit our web site at www.pncb.org.

PNCB reserves the right to amend the procedures outline in this handbook. For the up-to-date information please visit www.pncb.org.



Exam Requirements, Fees and Procedures

- CPN Exam Eligibility Requirements, Fees and Procedures.....10

- CPNP- Primary Care Exam Eligibility Requirements, Fees and Procedures.....11

- CPNP- Acute Care Exam Eligibility Requirements, Fees and Procedures.....11

- Pediatric Primary Care Mental Health Specialist Certification Exam.....15

CPN® Exam Eligibility Requirements

For admission to the Certified Pediatric Nurse (CPN®) Exam, candidates must fulfill the following eligibility requirements:

1. Completed [application](#), **and**
2. Current, active, unrestricted, Registered Nurse (RN) license in the U.S., Canada, American Samoa, Guam, Northern Mariana Islands or the U.S. Virgin Islands at the time of application, **and**
3. Documentation of 1800 hours* of pediatric clinical practice within the past 24 month period as an RN in a pediatric nursing specialty on your online application form. Hours earned in a Versant pediatric residency program count.**

*This experience must have taken place in a U.S., Canadian, American Samoa, Guam, Northern Mariana Islands or the U.S. Virgin Islands facility/location. Practice hour requirements must be met at time of application. Pediatric nursing experience includes direct patient care, teaching, administration, clinical research, school-based care, home health care, or consultation in pediatric nursing.

**If you completed a [Versant Pediatric RN Residency](#), you will document hours earned on your online application. These hours count as part of your 1800-hour requirement.

After we receive your online application and payment, the PNCB will review all materials in a timely manner to determine eligibility status. Once eligibility is determined, candidates will be notified by the PNCB by email and postcard notifying the candidate of their assigned 90-day testing period so that the nurse can make an exam appointment.

Fees and Procedures

Current fees and procedures can be found on PNCB's web site at

<http://www.pncb.org/ptistore/control/exams/pn/fees> Unsuccessful candidates may repeat the CPN® Exam provided they meet the PNCB's eligibility criteria at the time they apply for re-examination. The candidate must wait to reapply until they receive their official PNCB exam results. A new 90-day testing period is assigned.

If you paid for the exam within the past 24 months and have taken the exam unsuccessfully within the past 12 months, you will be able to select the re-apply option at a reduced cost. If you have exceeded this timeframe, you will need to apply for the initial exam option.

CPNP-Primary and Acute Care Exam Eligibility Requirements

CPNP exam candidates must:

- 1. Possess and document** a current, active RN license issued by a US state or territory. We will also consider applications from individuals holding active, current RN licenses from Canada.
- 2. Document completion** of a Master's, Post-Master's, or Doctorate from a graduate Pediatric Nurse Practitioner Program accredited by the Commission on Collegiate Nursing Education (CCNE) or the National League for Nursing Accrediting Commission (NLNAC). The PNCB also follows policies published in the National Task Force [Criteria for Evaluation of Nurse Practitioner Programs*](#) (2008).
- 3. Review the eligibility pathways** described below and select the pathway appropriate for you. All of the PNCB's PNP exams (Primary Care and Acute Care) have been reviewed by the Advanced Practice Advisory Panel of the National Council of State Boards of Nursing (NCSBN) and have met the NCSBN's Advanced Practice Registered Nurse (APRN) criteria for certification programs.

If you completed a graduate program that included both PNP clinical tracks (Primary Care and Acute Care), then you are eligible to sit for both the Acute Care and Primary Care PNP exams.

Pathway I – For PNPs who Graduated in the Past 24 Months

In addition to possessing and documenting a current, active RN license issued by a US state, US territory, or Canada and graduation from an approved Master's, Post-Master's or Doctorate Pediatric Nurse Practitioner Program, you will need to complete the following:

Step 1: Complete an [online application](#) with payment.

Step 2: Provide documentation of completion of a [PNCB Recognized PNP Program](#) with our [Documentation of PNP Education Form](#). This form must come directly from the institution.

Step 3: Provide an official transcript documenting completion of all of the requirements for the Master's, Post-Master's, or Doctorate in nursing graduate PNP program. The transcript must also contain the role (NP) and population (pediatric acute care or pediatric primary care) focus of the program. The official transcript must be mailed to and issued to the PNCB directly from the registrar's office of the academic institution and must note specific date the Master's degree, Post-Master's or Doctorate degree was earned. **Transcripts issued to students will not be accepted.** The PNCB address is:

**Pediatric Nursing Certification Board
800 S. Frederick Avenue, Suite 204
Gaithersburg, MD 20877**

Step 4: For Post-Graduate PNP Program graduates only. In addition to submission of an official graduate transcript from the academic institution you attended to earn your Master's or Doctorate in nursing, please submit an official transcript from the academic institution you attended to earn your formal Post-Graduate PNP certificate. This transcript must contain the following:

- Listing of all Post-Graduate PNP coursework
- Date when the Post-Graduate program was completed
- The role (NP) and population (pediatric acute care or pediatric primary care) focus of the program

The transcript must be mailed directly from the registrar's office to the PNCB. **Transcripts issued to students will not be accepted.**

If your academic institution does not include the above documentation in the transcript, then you must contact the College or University Registrar and have them send an official letter containing the information listed above. Please contact the PNCB if neither the transcript nor the Registrar's letter conforms to these requirements as required by the National Task Force Criteria and the NCSBN APRN Model Act/Rules and Regulations.

Special note for graduates of non-US based

programs: All Post-Master's PNP Program applicants must possess a minimum of a Master of Science in Nursing or a Doctorate of Nursing degree from a nationally accredited program. Additional documentation is required for candidates with a Master's or Doctorate from a non-US based graduate nursing program. The PNCB requires information documenting the process utilized by PNP program faculty to determine the equivalency of a non-US based or foreign transcript to a nationally accredited US Master's or Doctorate level nurse practitioner education. Candidates and PNP Program faculty may contact the PNCB to learn more about this requirement.

Step 5: For Acute Care Exam Candidates Only

Provide documentation of current Pediatric Advanced Life Support (PALS). Please fax a photocopy of both

sides of your card to PNCB at 301-330-1504.

Timeline: After we receive your application, fees, and required documentation, we review all materials to determine eligibility status. Determination of eligibility will be completed in a timely manner following receipt of all required materials. Once eligibility is determined, you will be notified by the PNCB via email and postcard informing you of your assigned 90-day testing period. Once notified of eligibility, you may make an appointment to sit for the exam.

Application Status

The following materials must be received by our office to establish a complete application:

1. **Complete application**
2. **Payment of all fees**
3. **Receipt of transcript(s)**
4. **Receipt of Documentation of Education Form**
5. **Receipt of Special Accommodations Form (if applicable)**
6. **Receipt of any other documents requested by the PNCB**

You must complete your exam application with all supporting materials within 12 months, or you will not be assigned a 90-day testing window and will forfeit all paid fees. Failure to establish a complete application within 12 months of receipt of payment will result in forfeiture of all fees and cancellation of your application.

Pathway II – For PNPs Who Graduated Over 24 Months Ago

In addition to possessing and documenting a current, active RN license issued by a US state, US territory, or Canada and graduation from an approved Master's, Post-Master's or Doctorate Pediatric Nurse Practitioner

Program, you will need to complete the following:

Step 1: Complete an [online application](#) with payment.

You must complete your exam application with all supporting materials within 12 months, or you will not be assigned a 90-day testing window and will forfeit all paid fees. Failure to establish a complete application within 12 months of receipt of payment will result in forfeiture of all fees and cancellation of your application.

Step 2: Provide documentation of completion of a [PNCB Recognized PNP Program](#) with our [Documentation of Education Form](#). This form must come directly from the institution.

Step 3: Provide an official transcript documenting completion of all of the current requirements for the Master's, Post-Master's or Doctorate in nursing graduate PNP program including completion of distinct advanced pharmacology, physical assessment and physiology/pathophysiology courses. The transcript must also contain the role (NP) and population (pediatric acute care or pediatric primary care) focus of the program. The official transcript must be mailed to and issued to the PNCB directly from the registrar's office of the academic institution and must note specific date the Masters, Post-Master's or Doctorate degree was earned. **Transcripts issued to students will not be accepted.** The PNCB address is:

**Pediatric Nursing Certification Board
800 S. Frederick Avenue, Suite 204
Gaithersburg, MD 20877**

Step 4: For Post-Graduate PNP Program graduates only. In addition to submission of an official graduate transcript from the academic institution you attended to earn your Master's or Doctorate in nursing, please submit

an official transcript from the academic institution you attended to earn your formal Post-Graduate PNP certificate. This transcript must contain the following:

- Listing of all Post-Graduate PNP coursework
- Date when the Post-Graduate program was completed
- The role (NP) and population (pediatric acute care or pediatric primary care) focus of the program

The transcript must be mailed directly from the registrar's office to the PNCB. **Transcripts issued to students will not be accepted.**

If your academic institution does not include the above documentation in the transcript, then you must contact the College or University Registrar and have them send a official letter containing the information listed above. Please contact the PNCB if neither the transcript nor the Registrar's letter conforms to these requirements as required by the National Task Force Criteria and the NCSBN APRN Model Act/Rules and Regulations.

Special note for graduates of non-US based programs: All Post-Master's PNP Program applicants must possess a minimum of a Master of Science in Nursing or a Doctorate of Nursing degree from a nationally accredited program. Additional documentation is required for candidates with a Master's or Doctorate from a non-US based graduate nursing program. The PNCB requires information documenting the process utilized by PNP program faculty to determine the equivalency of a non-US based or foreign transcript to a nationally accredited US Master's or Doctorate level nurse practitioner education. Candidates and PNP Program faculty may contact the PNCB to learn more about this requirement.

Step 5: For Acute Care Exam Candidates Only

Provide documentation of current Pediatric Advanced Life Support (PALS). Please fax a photocopy of both sides of your card to PNCB at 301-330-1504.

Step 6: Provide two [Skills Verification Forms](#). One form must be signed by an NP colleague, and one may be signed by an NP or physician colleague. One form must be signed by a certified nurse practitioner. If you need to re-apply for the exam, you will need to submit a new form if the one on file is older than 12 months.

Step 7: Pharmacology Update Evidence. Completion of a Pharmacology update in the 24 months preceding your application is now required. If you have not completed a Pharmacology update, one of the below requirements must be completed to meet eligibility requirements:

- Successful completion of 15 contact hours' worth of PNCB's online [Pediatric Pharmacology SAEs](#) - *or*
- Completion of an advanced Pharmacology course (with evidence of pediatric content) worth 3 credit hours or more at an approved PNCB graduate program. If you choose to complete this option please have an official transcript sent to our office *or*
- Complete an accredited pharmacology continuing education program(s) worth at least 15 contact hours in which pediatric pharmacology content is included. You will need to provide a copy of your CE certificate and show evidence of pediatric pharmacology content at the advanced practice level through a content outline, brochure or other official documentation. This documentation can be emailed to exam@pncb.org, faxed to 301-330-1504 or mailed to our office.

Timeline: After we receive your application, fees, and required documentation, we review all materials to determine eligibility status. Determination of eligibility will be completed in a timely manner following receipt of all

required materials. Once eligibility is determined, you will be notified by the PNCB via email and postcard informing you of your assigned 90-day testing period. Once notified of eligibility, you may make an appointment to sit for the exam.

Application Status

The following materials must be received by our office to establish a complete application:

1. **Complete application**
2. **Payment of all fees**
3. **Receipt of transcript(s)**
4. **Receipt of Documentation of Education Form**
5. **Receipt of Special Accommodations Form (if applicable)**
6. **Receipt of any other documents requested by the PNCB**

You must complete your exam application with all supporting materials within 12 months, or you will not be assigned a 90-day testing window and will forfeit all paid fees. Failure to establish a complete application within 12 months of receipt of payment will result in forfeiture of all fees and cancellation of your application.

Fees and Procedures

Current fees and procedures for the Primary Care

CPNP exam can be found on PNCB's web site at

<http://www.pncb.org/ptistore/control/exams/pnp/fees>

Current fees and procedures for the Acute Care CPNP

exam can be found on PNCB's web site at

<http://www.pncb.org/ptistore/control/exams/ac/fees>

Payment The PNCB accepts the following online payment methods: credit card (Visa, MasterCard, Discover, American Express), electronic check, check voucher for paper check and money orders. If paying by voucher, your application is not complete until payment is received and processed.

Pediatric Primary Care Mental Health Specialist Exam Eligibility Requirements

Step 1. Complete an online application with payment.

You must complete your exam application with all supporting materials within 12 months, or you will not be assigned a 90-day testing window and will forfeit all paid fees. Failure to establish a complete application within 12 months of receipt of payment will result in forfeiture of all fees and cancellation of your application.

Step 2. Provide an official transcript documenting completion of all of the requirements for a Master's, Post-Masters' or Doctorate in nursing graduate program in one of the below population foci:

- a. **Primary Care Pediatric Nurse Practitioner**
- b. **Family Nurse Practitioner**
- c. **Family Psychiatric Nurse Practitioner**
- d. **Child/Adolescent Psychiatric CNS.**
- e. **Child/Adolescent Mental Health CNS.**

Step 3. Submit a current APRN license in one of the above-mentioned roles.

Step 4. Submit certification wallet card to demonstrate current certification as:

- a. **Primary Care Pediatric Nurse Practitioner (CPNP-PC or PNP-BC)**
- b. **Family Nurse Practitioner (FNP-BC or FNP-C)**
- c. **Child / Adolescent Psychiatric & Mental Health CNS (PMHCNS-BC)**
- d. **Family Psychiatric and Mental Health Nurse Practitioner (PMHNP-BC)**

Step 5. Additionally, it is **recommended** that exam candidates have clinical practice experience and continuing education or preparation in pediatric behavioral mental health. While these additional areas

are **not required**, the PNCB **recommends** that candidates have experience in the following areas:

- a. **A minimum of 1,000 hours of APRN primary care behavioral / mental health clinical practice experience within the past 2-3 years.**
- b. **Earned APRN continuing education / contact hours in pediatric behavioral mental health.**
- c. **Earned APRN pediatric psychopharmacology contact hours / CEUs.**
- d. **Earned continuing education (contact hours / CEUs) in a variety of APRN mental health content.**

Application Status

The following materials must be received by our office to establish a complete application:

1. **Complete application**
2. **Payment of all fees**
3. **Receipt of transcript(s)**
4. **Receipt of Certification Wallet Card**

You must complete your exam application with all supporting materials within 12 months, or you will not be assigned a 90-day testing window and will forfeit all paid fees. Failure to establish a complete application within 12 months of receipt of payment will result in forfeiture of all fees and cancellation of your application.

Fees and Procedures

Current fees and procedures for the Pediatric Mental Health exam be found on PNCB's web site at

<http://www.pncb.org/ptistore/control/exams/mh/fees>

Payment. The PNCB accepts the following online payment methods: credit card (Visa, MasterCard, Discover, American Express), electronic check, check voucher for paper check and money orders. If paying by voucher, your application is not complete until payment is received and processed.