



PEDIATRIC NURSING
CERTIFICATION BOARD

Answering Your Standards Assessment Exams (SAEs) *Online*

The FAQs and timeline below can help you become familiar with this process.

Q: Can you share any tips for using this new answering method?

A: There are several things you can keep in mind while preparing, taking, and completing your SAE(s)...

- **Get familiar with the "MY ONLINE SAE/PREP/CE" area of your PNCB.org account.** You are alerted by email when access for your ordered SAE module is available, but will be directed to the [My Online SAE/Prep/CE](#) area of your PNCB.org account to obtain your User ID, Password, links to references and more.
- **Record your responses.** For each SAE, a PDF copy of the questions is available on the associated Reference Page. We recommend that you print a copy of the questions (or use your copy of the printed Pediatric Nursing SAE). This will allow you to have a record of your responses, should you accidentally score your online SAE answers before completing the test.
- **Print your CE certificate.** Passing participants are awarded contact hours (accredited by NAPNAP) upon successful completion. A certificate of continuing education is provided via email in approximately 2 weeks. A copy of this documentation will also be uploaded to the "My Documents" area of your [www.pncb.org](#) account. We encourage you to print this CE Certificate for your records.

Q: How many times may I access the SAE questions online? Do I have to answer all questions at once?

A: All SAEs are due 150 days from the day your order is processed. You have unlimited access to the SAE questions until your deadline, or until you submit your answers for final scoring.

Q: After I enter an answer, can I return to a question and change it before the SAE is scored?

A: Yes, you can enter your answers and change these as many times as necessary... as long as you do not "grade" the question. You cannot change the answer on a question that has been graded.

Q: I scored my SAE online by mistake, before I answered all the questions. What do I do now?

A: That's okay. Contact sae@pncb.org to have your test reset. You will need to begin the SAE again—this is why it's a good idea to print a copy of the questions beforehand and mark your answers!

Q: Will I see the references online?

A: Please refer to the "[What are my SAE choices](#)" page on our website, for details on what reference materials are available for each SAE. For the majority of SAE modules, references do include online (PDF) articles and links for most, if not all, questions. For some SAE modules, there will be an added option of receiving printed copies of the articles by mail (additional costs apply).

Q: Will I immediately receive my score and CE certificate?

A: When you have completed and scored the SAE (by selecting the "Finish and Exit" or "Finish and Display Results" button) you will be given the opportunity to view your pass/fail status. A Feedback Report (critiques) will be emailed to you immediately upon completion. A CE certificate will be emailed to successful participants within approximately two weeks. Please check your spam or junk email folders if you do not receive, and add PNCB's email address to your safe sender list. A copy of this documentation will also be uploaded to the My Documents area of your www.pncb.org account.

Q: I answered my questions and scored my SAE but I did not see my score report displayed.

A: There are two options for scoring at the end of the module, one with immediate results and one without. You must have clicked "Finish and Exit." When you click this option, your results are not displayed. An emailed report of your results complete with item Critiques and Feedback will be emailed to you shortly after completion. Please check your spam or junk email folders if you do not receive, and add PNCB's email address to your safe sender list.

Q: I failed the SAE. What happens now?

A: Participants who fail to achieve a passing SAE score (70%) will be given an additional opportunity to successfully complete their SAE option with a free online retest. Your certification has not lapsed if this occurs, but you must pass a retest to remain certified. Detailed information will be provided via email to those who need to retest once your score has been processed. Please allow 2 weeks for score processing.