Your Certified Pediatric Nurse Exam

Preparing and Using Your Code Benefit to Apply

PNCB

PEDIATRIC NURSING CERTIFICATION BOARD

Your No Pass, No Pay Benefit for CPN Certification

Why Get Certified
Certification can help you stand out where you work and when seeking promotions. Holding certification can increase confidence in clinical abilities and provide personal satisfaction.

Exam Eligibility
You will need 1800 hours of pediatric clinical practice within the past 24 months as an RN ***or*** a minimum of 5 years as an RN in pediatric nursing and 3,000 hours in pediatric nursing within the last 5 years with a minimum of 1000 hours within the past 24 months. You also need a current, active, unrestricted RN license.

The No Pass, No Pay Benefit
If you are unsuccessful on PNCB's CPN exam, there is no charge for the exam fee. You use your employer's special charge code to apply.

2 Test Attempts Per Year
Unsuccessful testers can take the exam a second time during each of our 12-month agreement periods.

4 Test Attempts Max
Testers may use an employer's code benefit a maximum of four times over the life of their career.

Counting Your Code Use & No-Show Rule
Follow through on your commitment to test after applying and receiving your eligibility email. Cancelling a test appointment without rescheduling or not scheduling to test counts as one use of the code. If you do not show up for your scheduled appointment ("no-show"), then you cannot use the code benefit again in the future.

Now You Can Test at Home!
You now have a choice about where and how to test! Choose between live remote proctoring at home or other secure quiet place without interruptions or in-person at a testing center. Compare choices.

Pandemic Protocols
If testing in-person, COVID-19 notices and policies from Prometric Testing Centers are posted at: https://www.prometric.com/covid-19-update/test-center-policies

Preparing for Your Exam

Download the Content Outline
The content outline/test blueprint is your #1 tool to start your study. It describes all subject areas covered by the exam and questions per category. Walk through each line item to assess strong and weak areas.

Use the Readiness Checklist
Use PNCB's checklist to maximize support and success for your CPN exam. Details about how to use the content outline and create a study plan are included.

Check the Reference List
CPN experts who write exam questions develop them from the textbooks on the reference list. PNCB recommends you use 1 pediatric nursing textbook that you are familiar with to review for the exam. This text should also focus on the subject areas covered by the CPN exam content outline. PNCB does not endorse a specific text.

See PNCB's Sample Questions
Quiz yourself with PNCB sample questions. You will be able to see the correct answers and a reference citation. PNCB also offers 3 affordable practice tests for more questions.

Explore PNCB Practice Tests
Use PNCB practice tests to enhance critical thinking skills. Two modules include detailed rationales for what makes an answer right or wrong. One module is a drill of 100 questions with answers. Use practice tests early and often, well before your exam date. Look for the blue CPN practice test images.

Manage Test Anxiety
PNCB's Test-taking Strategies resource is a free PowerPoint developed to help you learn exam preparation tips, strategies for answering multiple-choice exam questions, and techniques to manage test anxiety.

Ask What's Available Here
Ask your clinical education / staff development teams, supervisors, and colleagues who have tested what resources are available where you work. Some employers offer unit libraries, hospital libraries, mentoring, review courses, and other support to help you get ready.

Understand Exam Ethics
Do you know what you can and can't say about exam content? Use PNCB's exam ethics toolkit to learn what specific behaviors and practices are prohibited. Don't risk consequences for yourself or other nurses.

Application Tips & Testing Timelines

90-Day Testing Window
How soon are you ready to test after applying? After you submit your online exam application, PNCB emails your 90-day window within 2-3 weeks of application approval.

Entering Your Code
When you fill out the online application, please paste or type the exact 16-digit code in the application. Any extra spaces pasted at the beginning or end will mistakenly count as a digit.

Be Sure to Checkout
Even though there is no fee for your application when using your code, please remember to click the "Submit Payment" button on the checkout screen so the transaction will complete. This tells PNCB your application is ready for processing.

Watch Your Inbox
Within 2-3 weeks after submitting your application, PNCB emails approval and instructions on how to schedule your exam.

Read Your Candidate Handbook
The candidate handbook outlines important policies. It explains name changes, required IDs, late arrival, cancelling, rescheduling, what is not allowed at the test center/remote exam, and more.

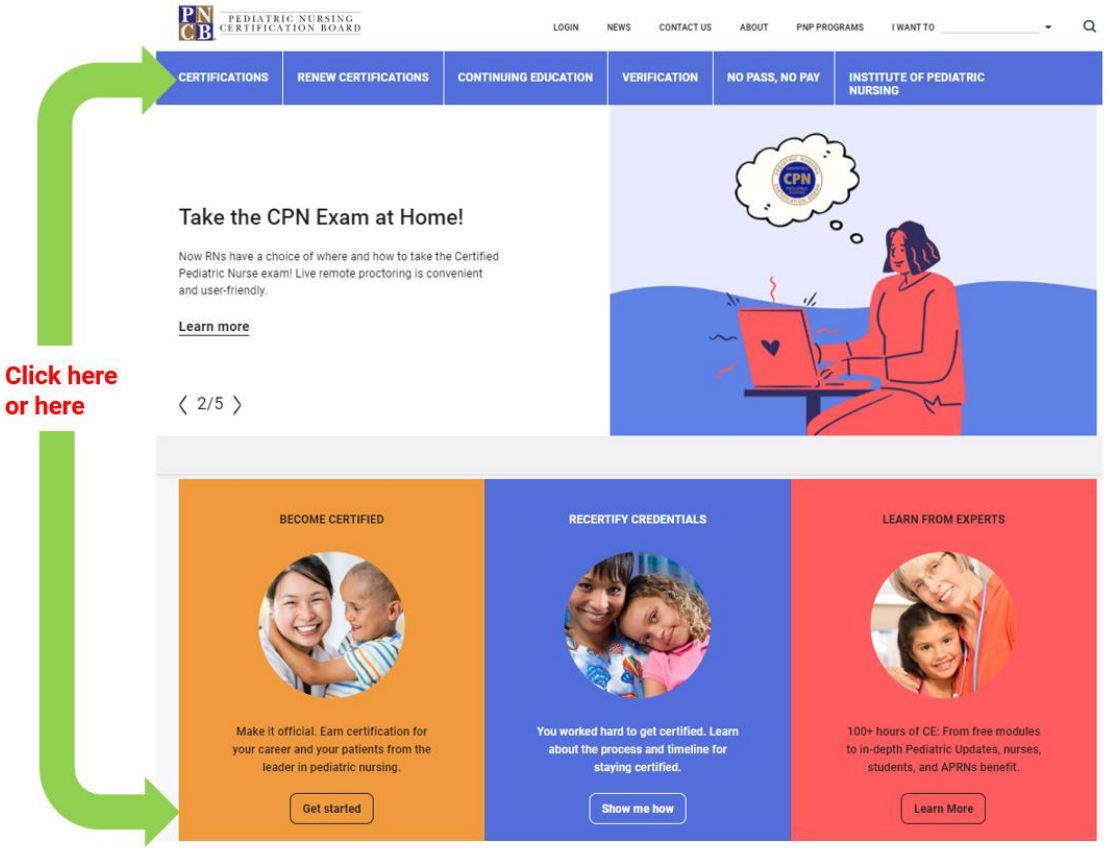
Schedule Your Exam
Set your exam appointment within 2 weeks of being notified. Testing seats fill quickly. Schedule your exam appointment within 2 weeks even if you want to test later in your 90-day window.

Check Your 2 IDs
You must present two forms of identification, one with a current photo. Both forms of ID must be current, and both must include your current legal name and signature.

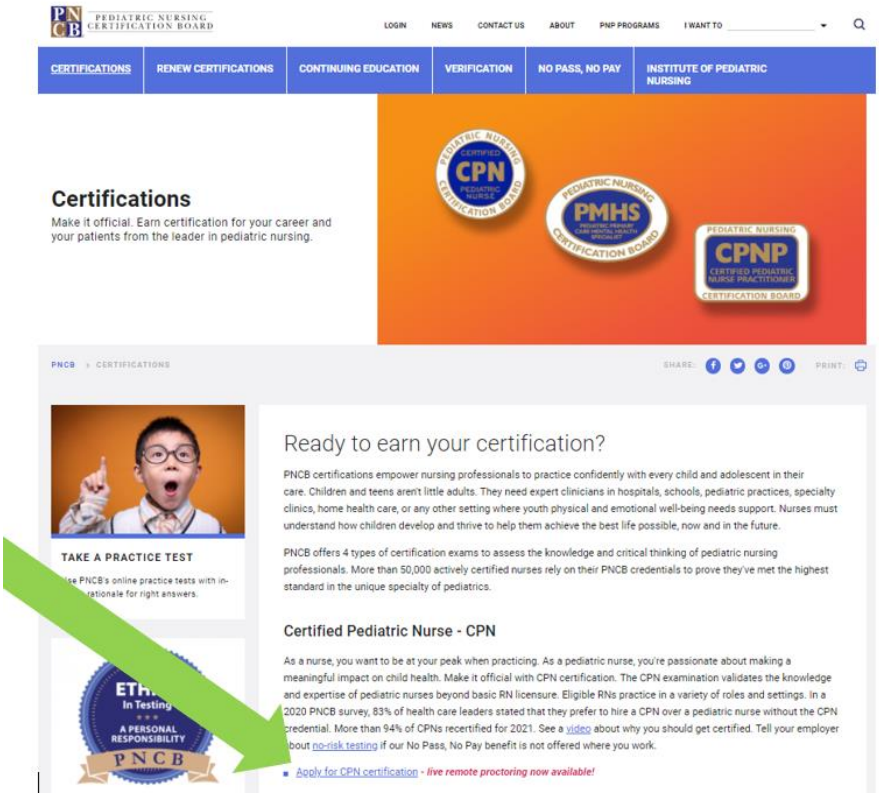
Receive Your Official Results Email
Your official results arrive by email 2-3 weeks after testing. If you pass, you will receive a wall certificate in 6-8 weeks by mail. You can order a CPN lapel pin here after your email arrives.

Applying for a CPN Exam using a No Pass, No Pay Charge Code

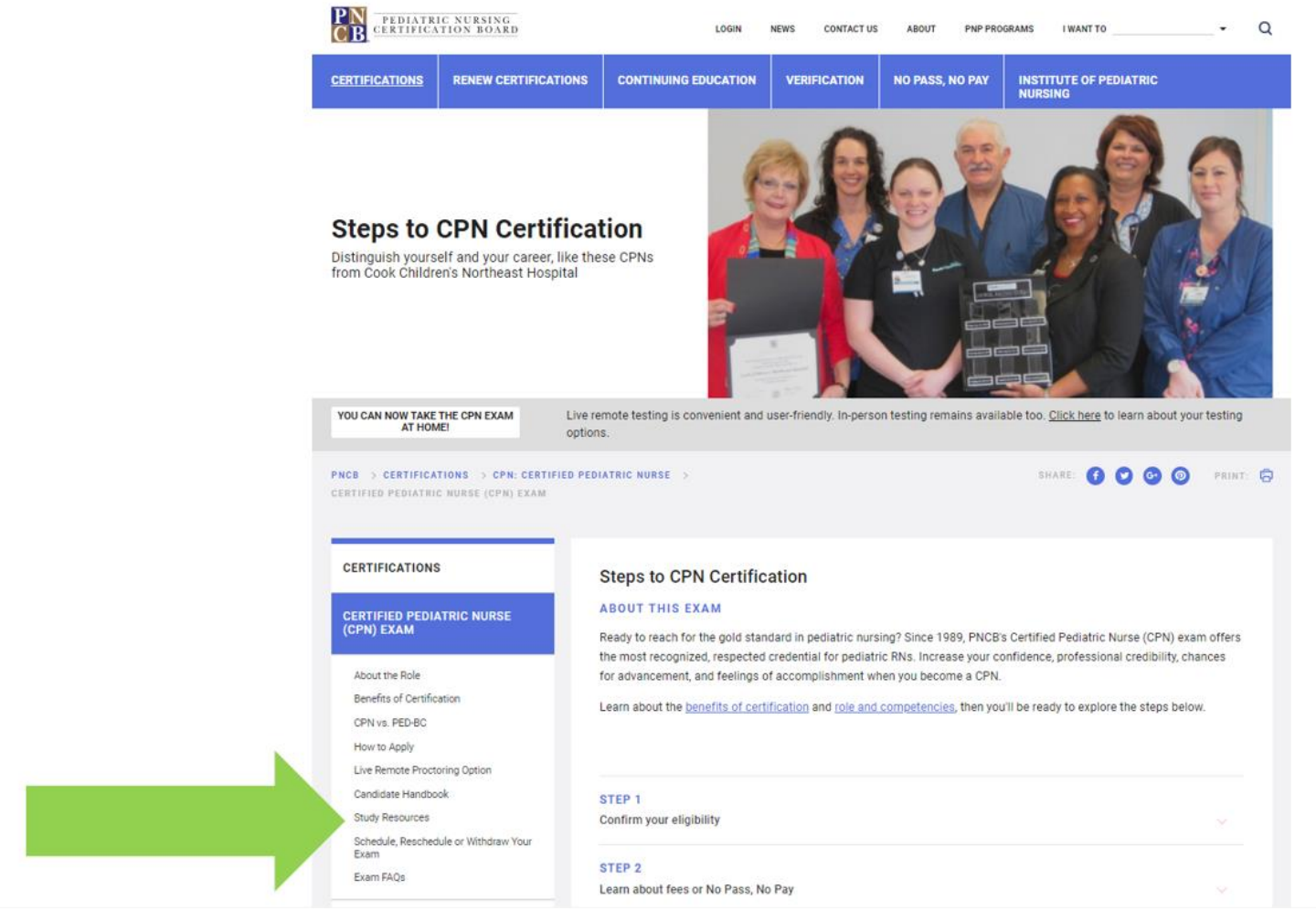
First, know where resources are on the PNCB website.



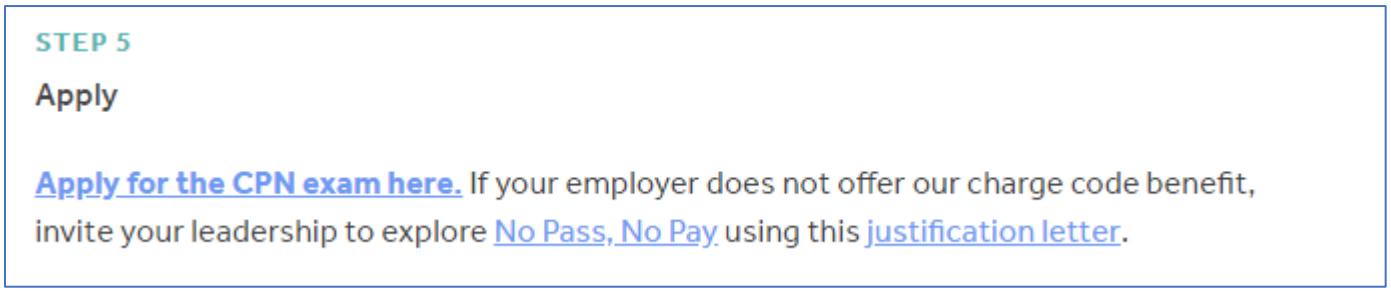
Then click "Apply for CPN certification"



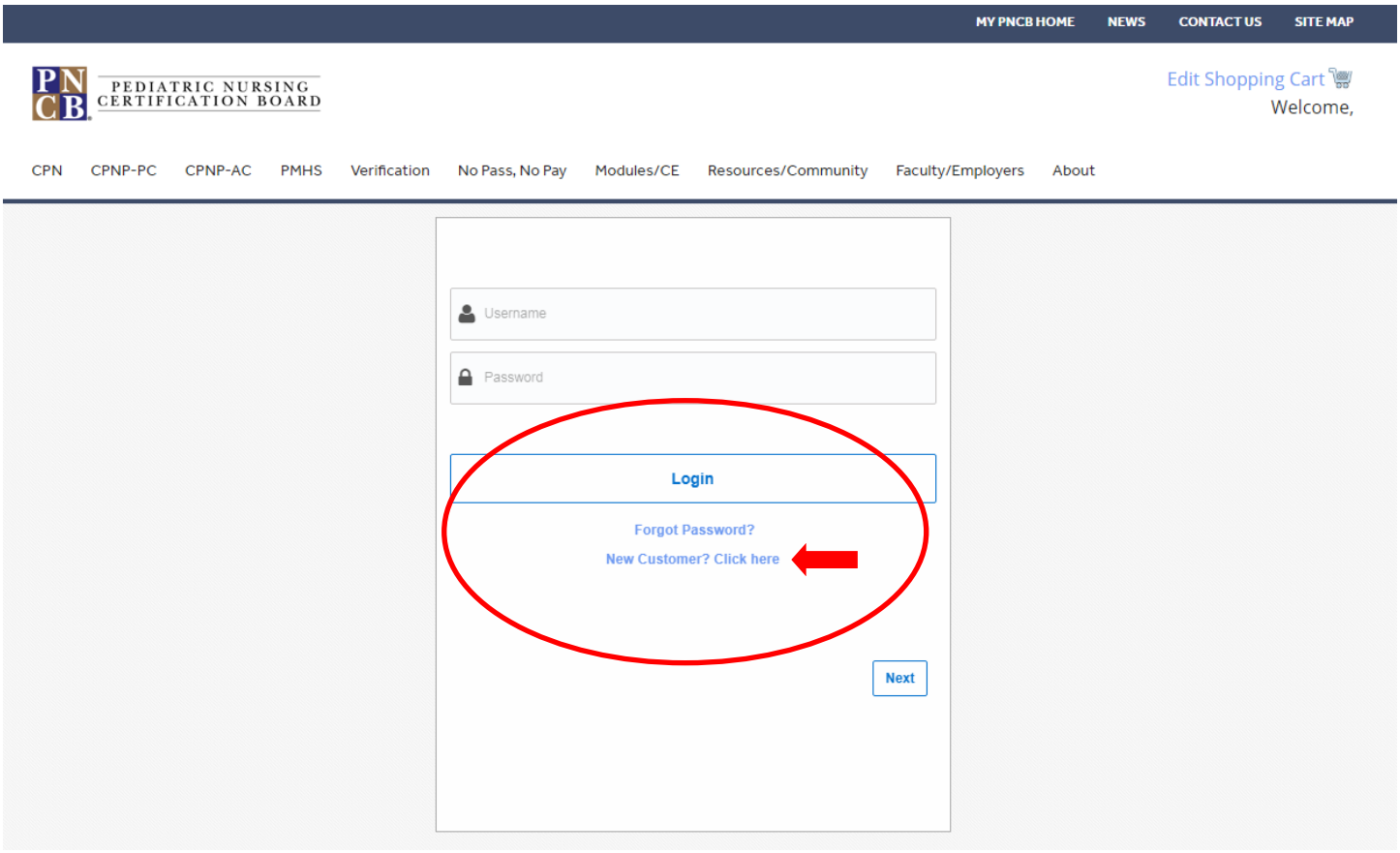
On the left or in the mobile navigation, you will see links to Study Resources, Scheduling, Live Remote Proctoring, and more.



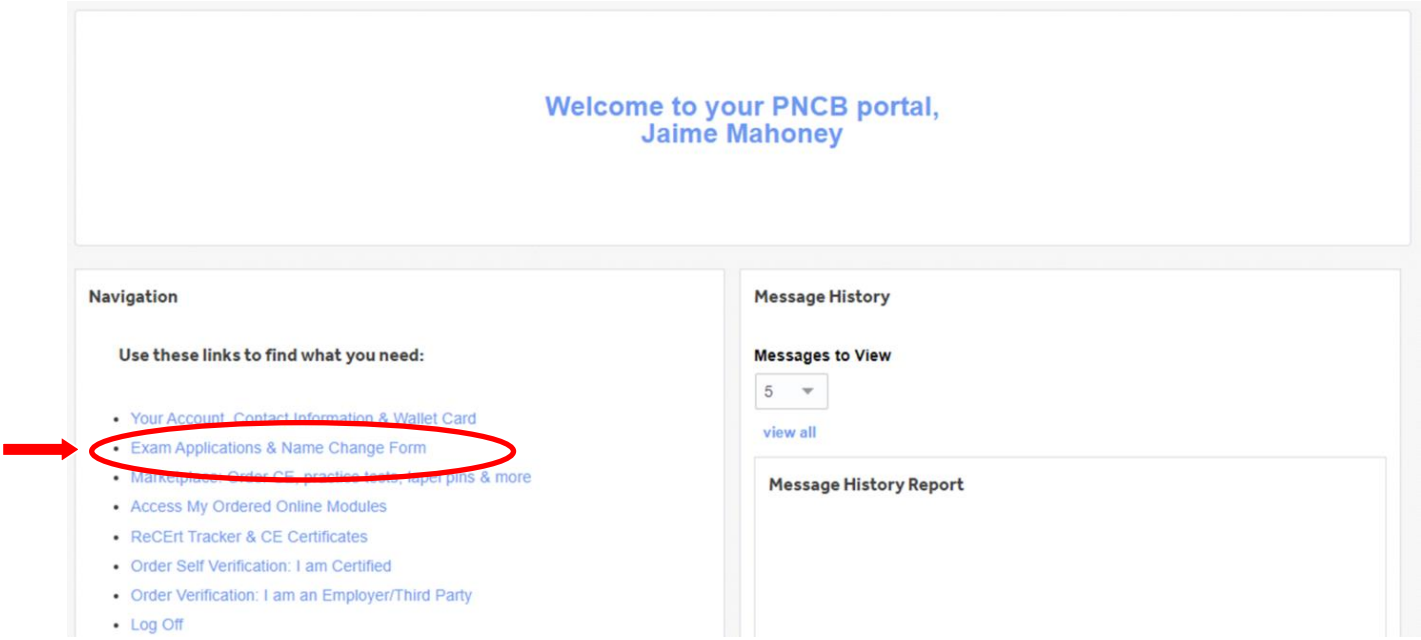
Under Step 5, you can start an application (and create an account if you don't already have one with PNCB).



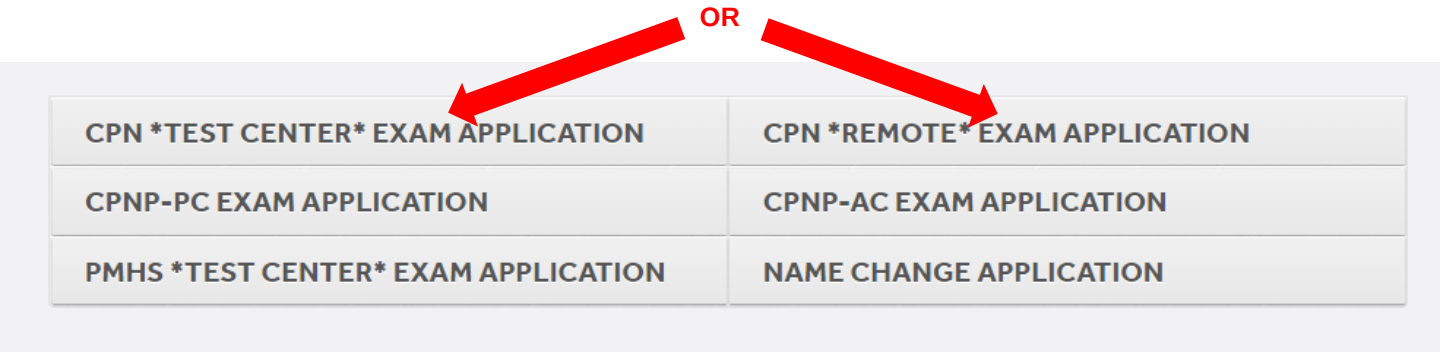
You will then be asked to register with our site, or to log in, if you have previously registered:



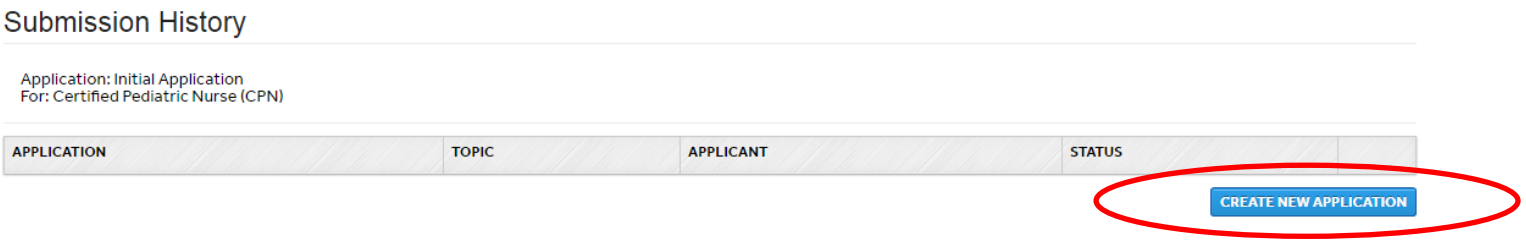
Once you have logged in, select “Exam Applications & Name Change Form” from your left navigation.



On the next screen, select the “CPN Application” button for the testing format of your choice:



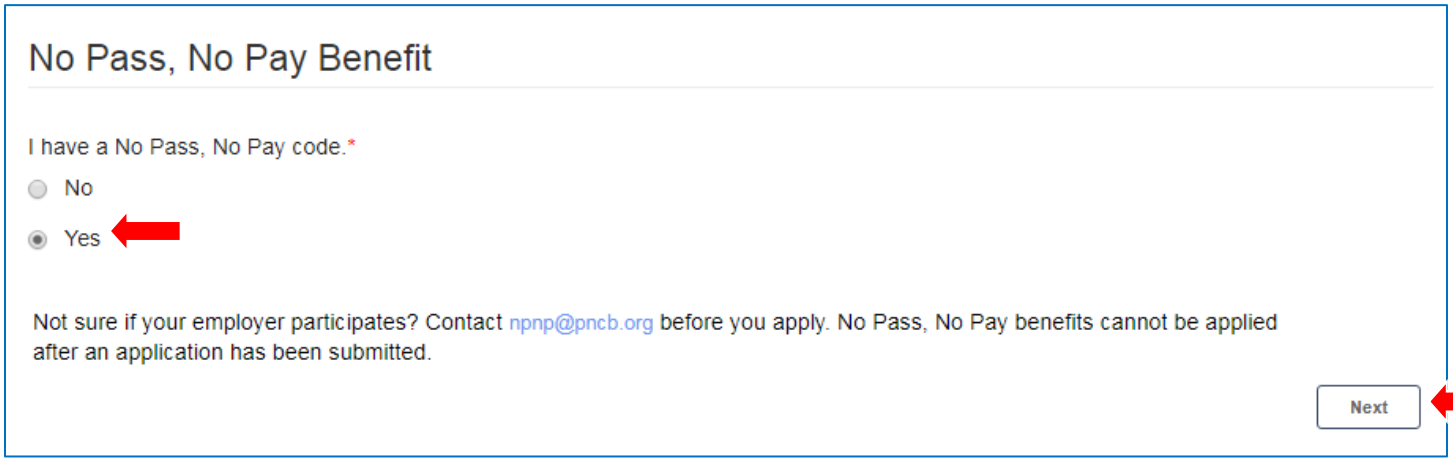
Then click, “Create a New Application.”



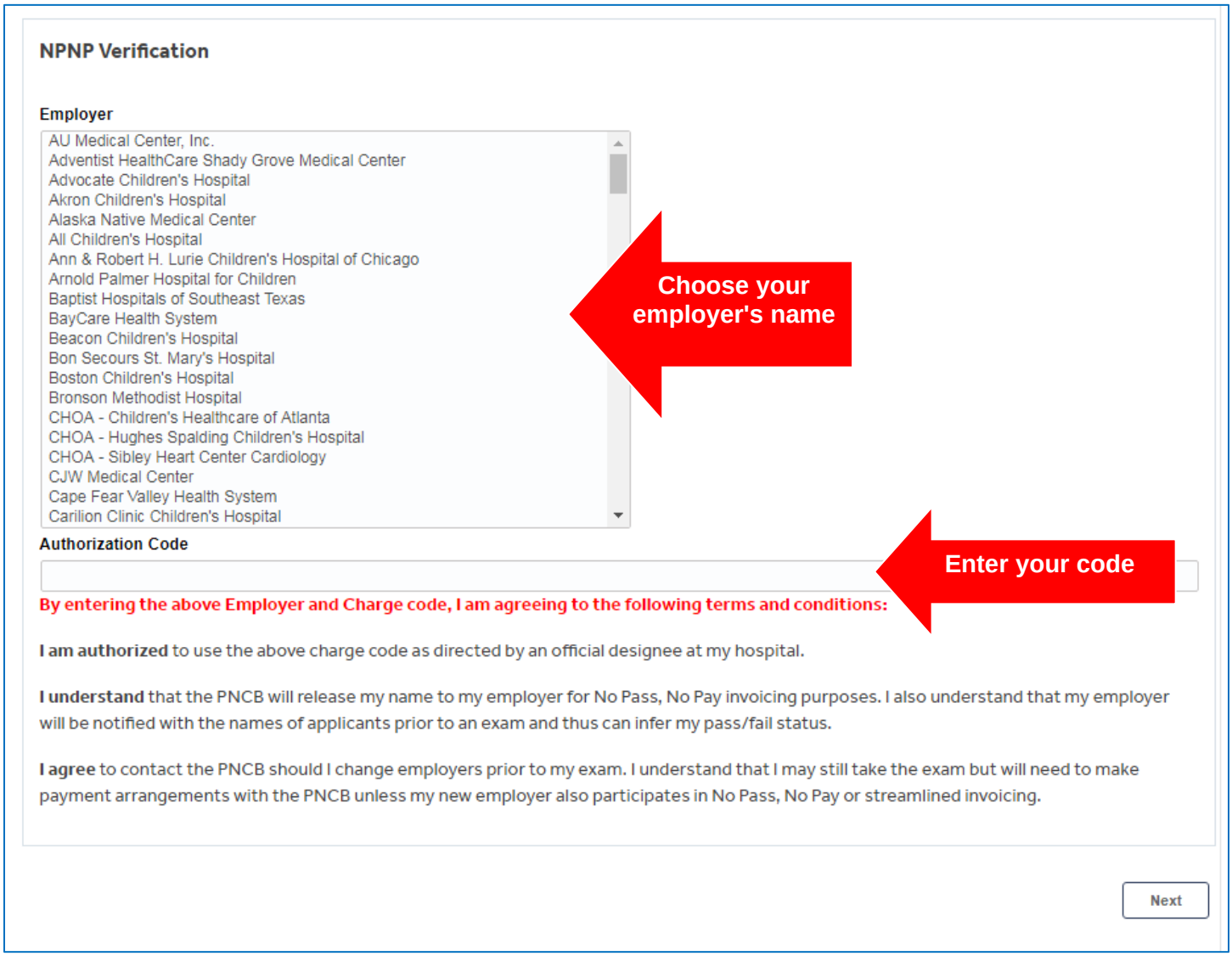
Read the initial exam instructions and click, “Next” at the bottom of the screen:

Select whether you will be using the No Pass, No Pay benefit:

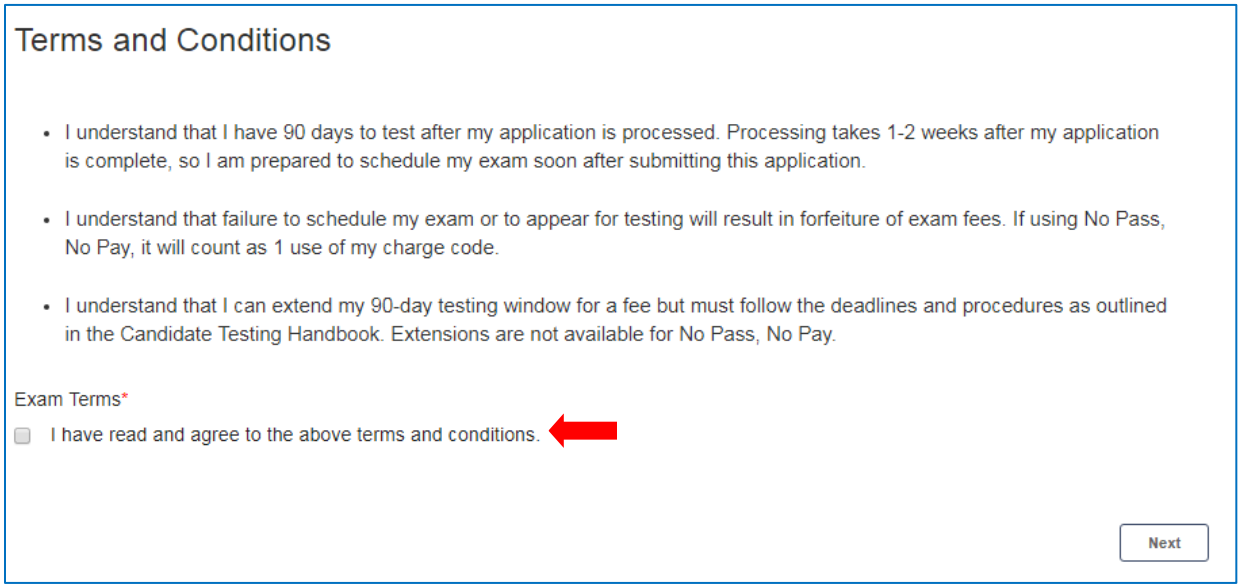
Note: You must make your selection at this point. If you self-pay your exam application and submit, you cannot be moved to the No Pass, No Pay program at a later point.



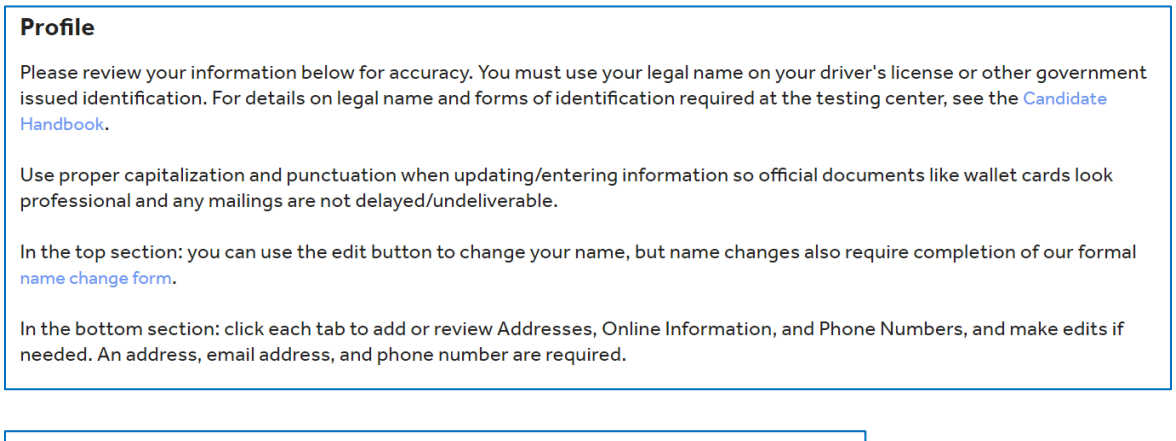
Select your facility from the menu, input your 16-digit alphanumeric charge code, and read the attestation statements. Be sure there are no spaces after the letters/numbers in your code, especially if you paste the code from an email. This field will only accept 16 characters.

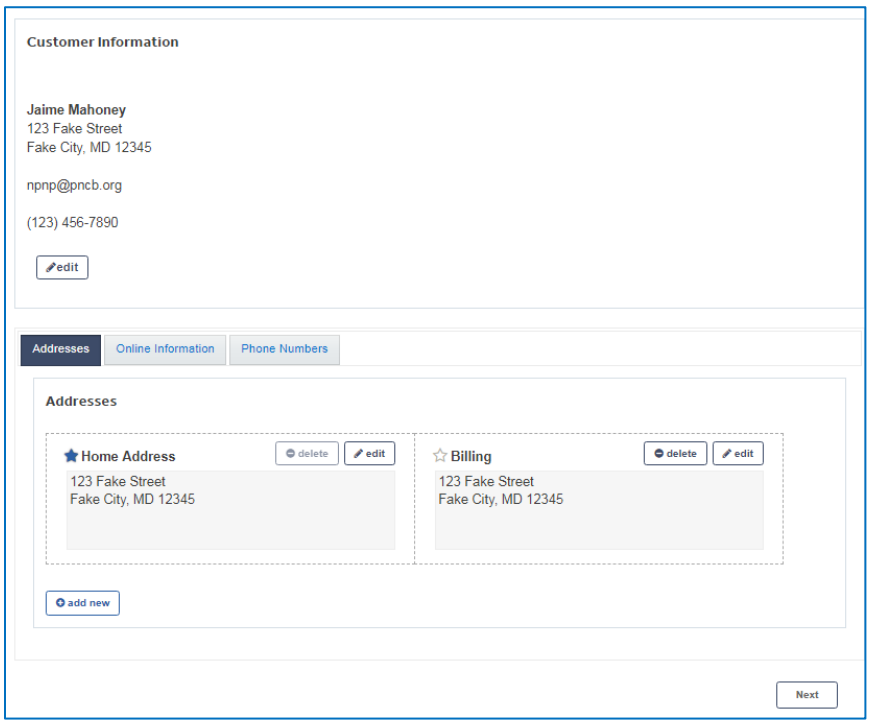


Agree to the terms and conditions:

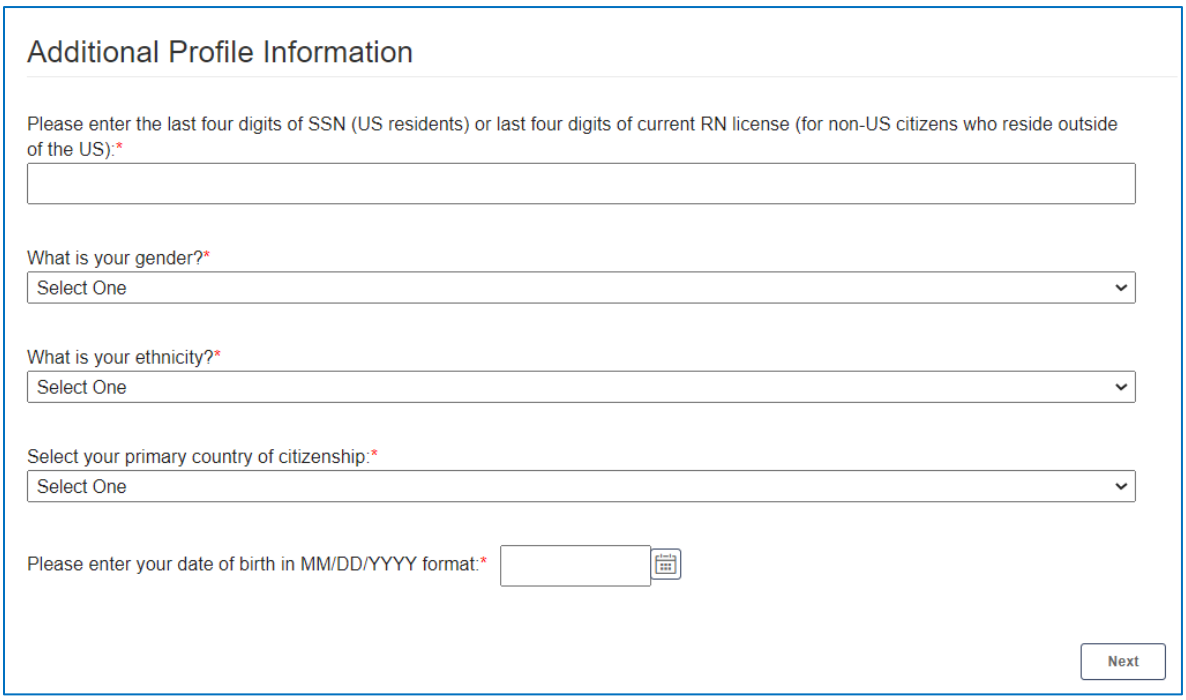


Verify your profile information:

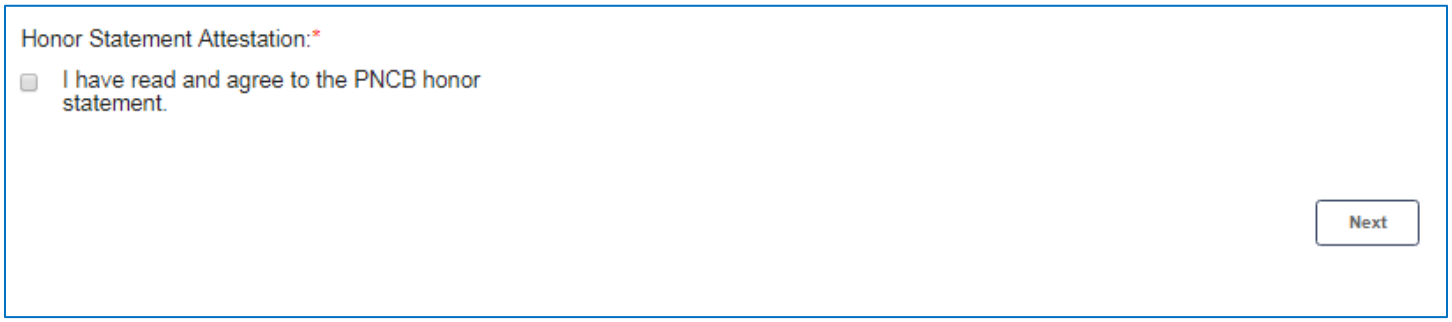




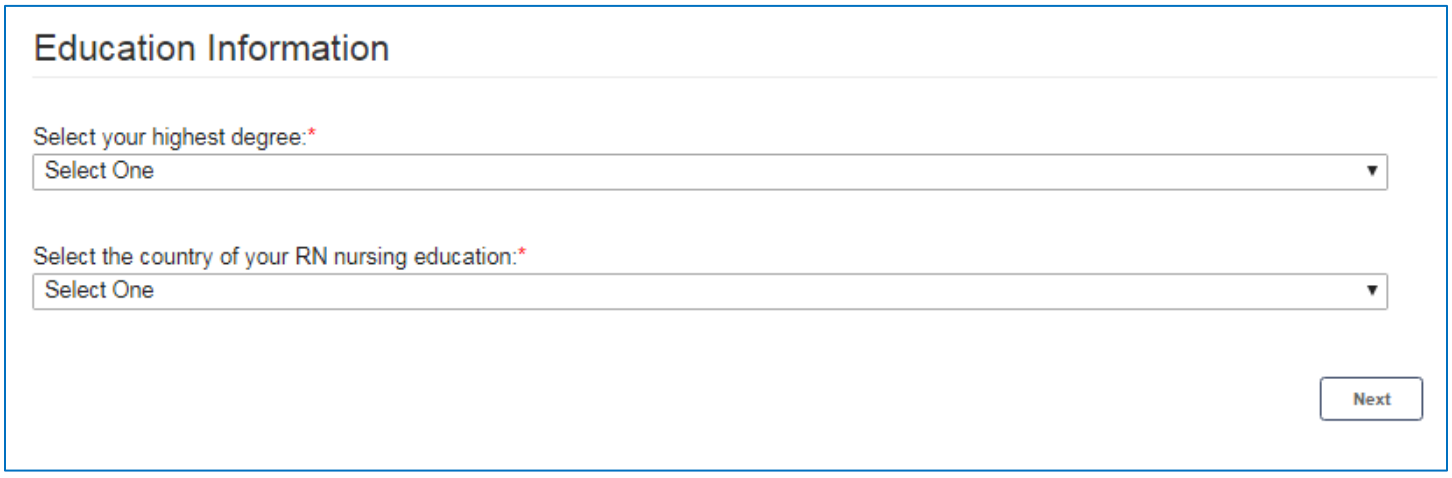
On the next screen, confirm additional information such as the last four digits of your social security number, your gender identity and ethnicity, your country of citizenship, and your date of birth.



Next on one long screen, you will need to read the honor statement attestation, and agree to it.



Select your highest degree and the country of your RN nursing education:



Complete your employment information:

Employer Information

What is your employment status?*

Select One

How many years of pediatric nursing experience have you completed? Please enter a whole number only.*

Do you provide direct care to pediatric patients? Note that direct care is not a requirement for this exam.*

- Yes
- No

What is your employment position?*

Select One

What is your employment setting?*

Select One

Do you currently work in a hospital in the US, Canada, US territory, or overseas military facility?*

- No
- Yes

Next

Indicate whether you need special exam accommodations and upload the required completed form if requesting them.

Special Exam Accommodations

PNCB and Prometric comply with the American with Disabilities Act (ADA) and the Canadians with Disabilities Act. 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." Computer anxiety, test anxiety, or English as a second language are not covered disabilities under the ADA. Testers writing the exam for Canadian advanced practice licensure must contact their jurisdictional regulator for special accommodations.

Do you require ADA exam accommodations?*

- ○ No
- ○ Yes

Applicants taking the exam for US licensure will use our Special Accommodations Form (link opens in a new window) to request accommodations and document your disability. Our review of your request is dependent upon receipt of this form, which includes two documents that must be completed and returned to PNCB as soon as possible.

This CPN exam application is automatically **saved for 10 days**. After 10 days, you will need to start a new application.

1. You must complete the Request for Special Examination Accommodations.

2. An appropriate licensed professional (nurse practitioner, doctor, psychologist, etc.) must complete the Documentation of Disability-Related Needs.

Upload file with all pages complete. Choose File No file chosen

Next

Indicate which eligibility pathway you are choosing. Learn more about the pathways.

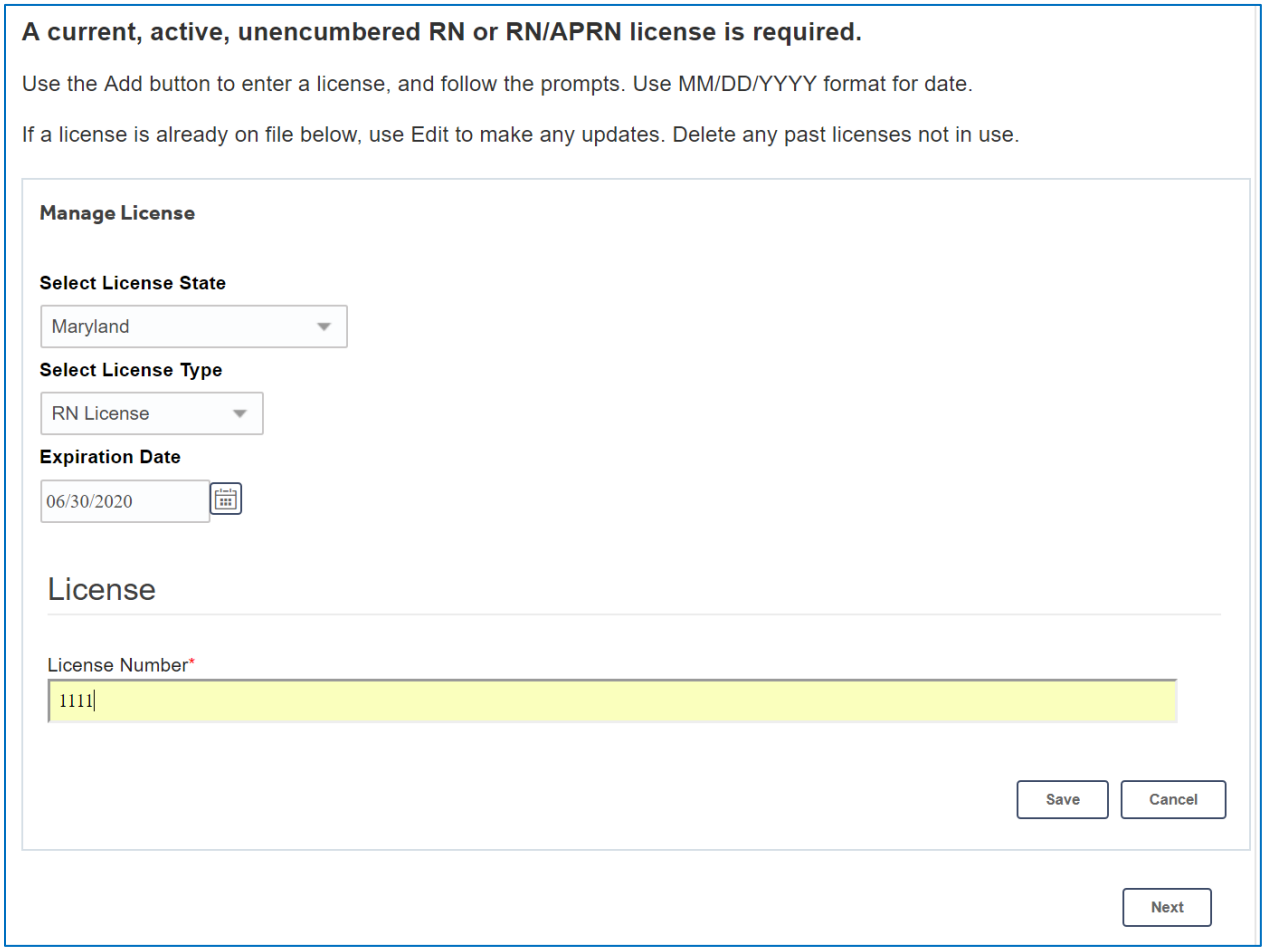
You must attest to completing clinical practice hours to meet CPN exam eligibility criteria.

Your checked attestation is subject to audit. In the event of an audit, you and your supervisor will be required to provide written documentation to affirm your attestation.*

- ○ I have completed 1,800 hours as an RN in pediatric nursing within the past 24 months.
- ○ I have completed a minimum of 5 years as an RN in pediatric nursing AND 3,000 hours in pediatric nursing within the last 5 years WITH a minimum of 1,000 hours within the past 24 months. Select this attestation only if unable to meet option 1 above.
- ○ I have not met either of the above requirements.

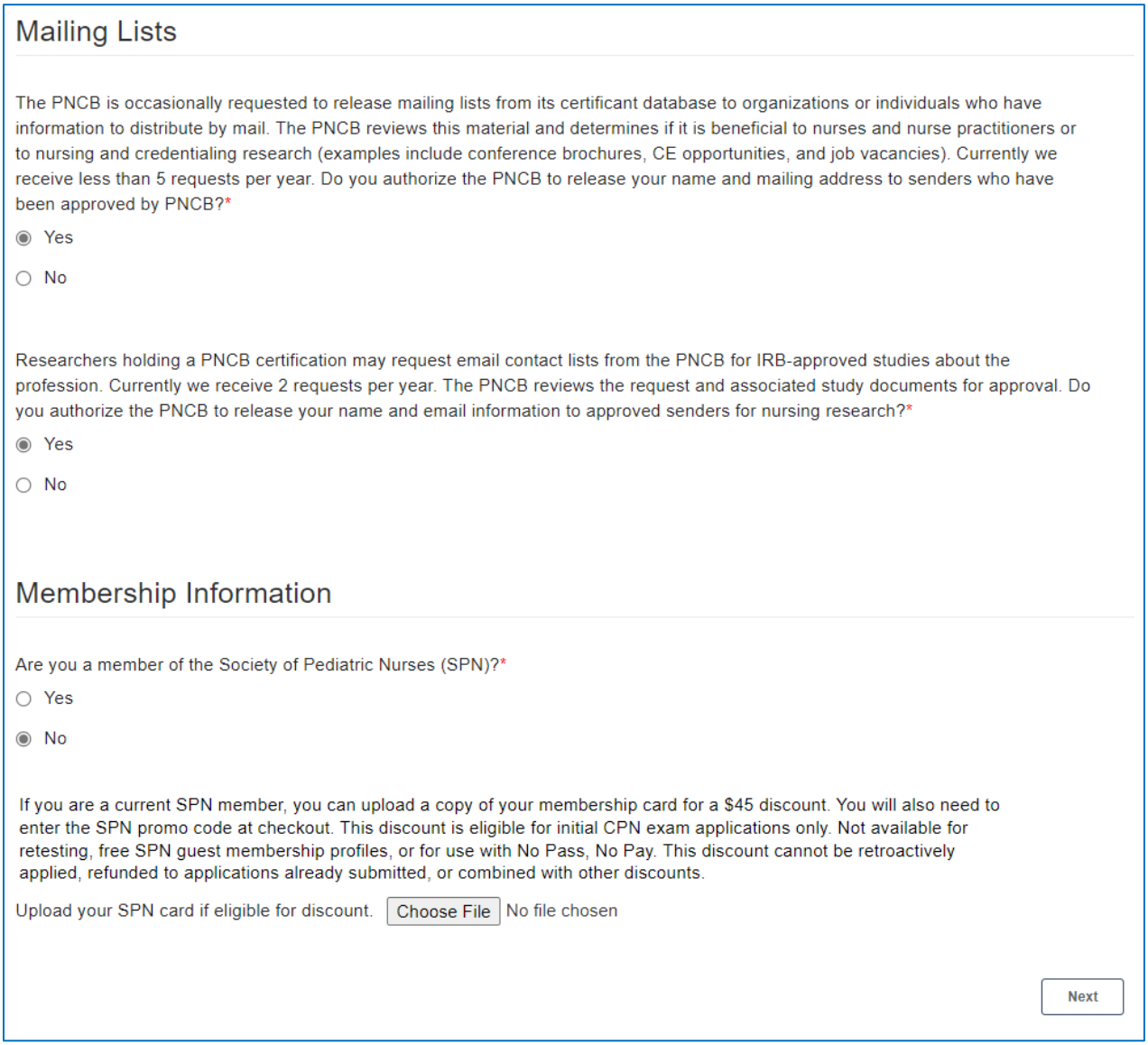
Next

Add your license information. You must have at least one current, unencumbered license to apply for the exam.



On the next screens, you will be asked if you want to be on PNCB mailing lists, if you are a member of the Society of Pediatric Nurses, and to complete a brief survey.

Note: The SPN membership discount is not available to exam candidates using the No Pass, No Pay program.



Mailing Lists

The PNCB is occasionally requested to release mailing lists from its certificant database to organizations or individuals who have information to distribute by mail. The PNCB reviews this material and determines if it is beneficial to nurses and nurse practitioners or to nursing and credentialing research (examples include conference brochures, CE opportunities, and job vacancies). Currently we receive less than 5 requests per year. Do you authorize the PNCB to release your name and mailing address to senders who have been approved by PNCB?*

- (●) Yes
- ( ) No

Researchers holding a PNCB certification may request email contact lists from the PNCB for IRB-approved studies about the profession. Currently we receive 2 requests per year. The PNCB reviews the request and associated study documents for approval. Do you authorize the PNCB to release your name and email information to approved senders for nursing research?*

- (●) Yes
- ( ) No

Membership Information

Are you a member of the Society of Pediatric Nurses (SPN)?*

- ( ) Yes
- (●) No

If you are a current SPN member, you can upload a copy of your membership card for a $45 discount. You will also need to enter the SPN promo code at checkout. This discount is eligible for initial CPN exam applications only. Not available for retesting, free SPN guest membership profiles, or for use with No Pass, No Pay. This discount cannot be retroactively applied, refunded to applications already submitted, or combined with other discounts.

Upload your SPN card if eligible for discount. [Choose File] No file chosen

[Next]

Survey

Please share with us how you learned about our exam. You may mark all that apply.*

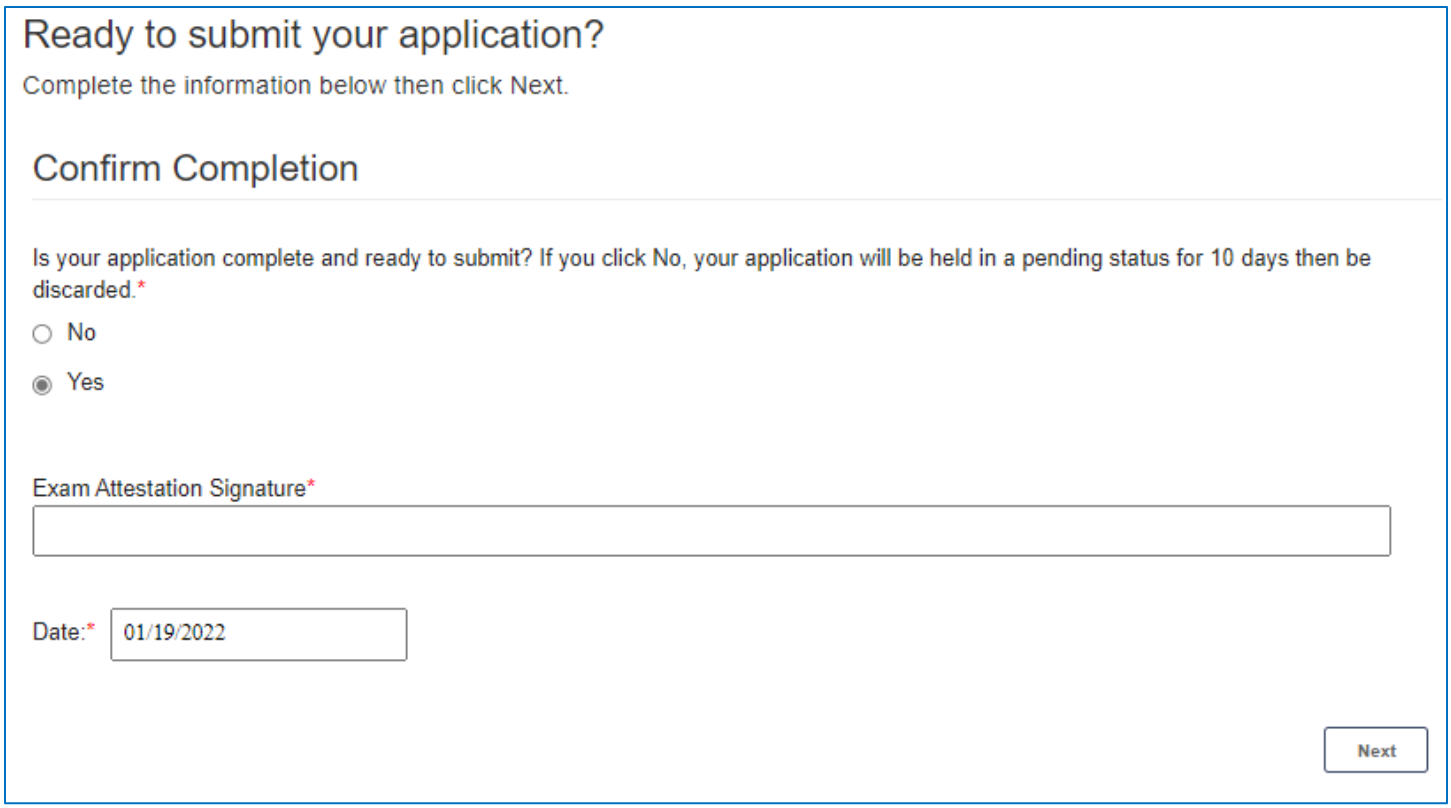
- [ ] Allnurses.com Website
- [ ] Certification or Skills Fair
- [ ] CPN Champion
- [ ] CPN Exam Brochure
- [ ] CPN Poster
- [ ] Colleague
- [ ] Internet Search
- [ ] Journal Ad or Article
- [ ] Magnet Conference
- [ ] National Association of Student Nurses Conference
- [ ] Social Media
- [ ] Society of Pediatric Nurses Conference
- [ ] Society of Pediatric Nurses Email
- [ ] Society of Pediatric Nurses Website
- [ ] Supervisor
- [ ] Other

Which of the following was most influential in your decision to apply for the exam? Please select one.*

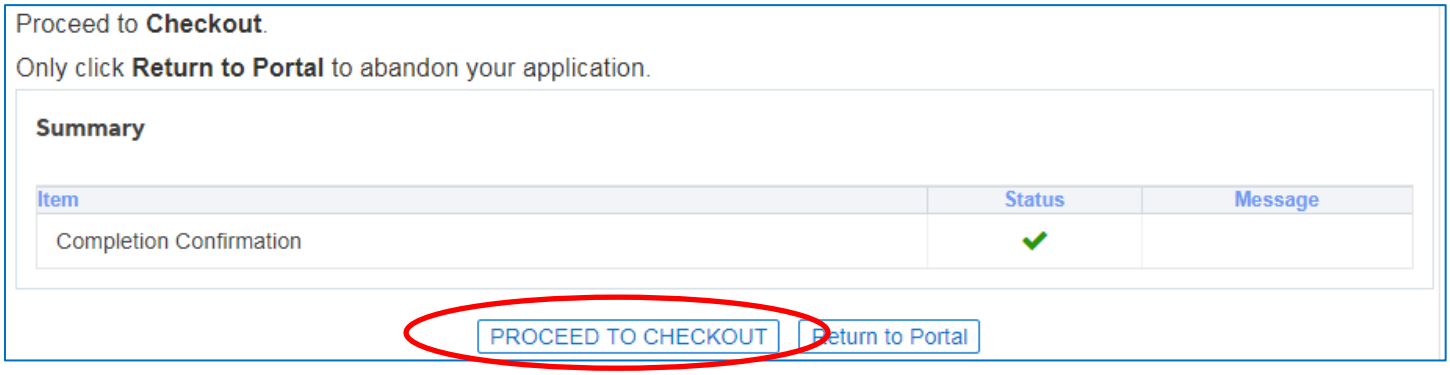
Allnurses.com Website

Next

If you are ready to submit your application, and don't need to provide any additional documentation or make any changes, you can submit your application at this point.



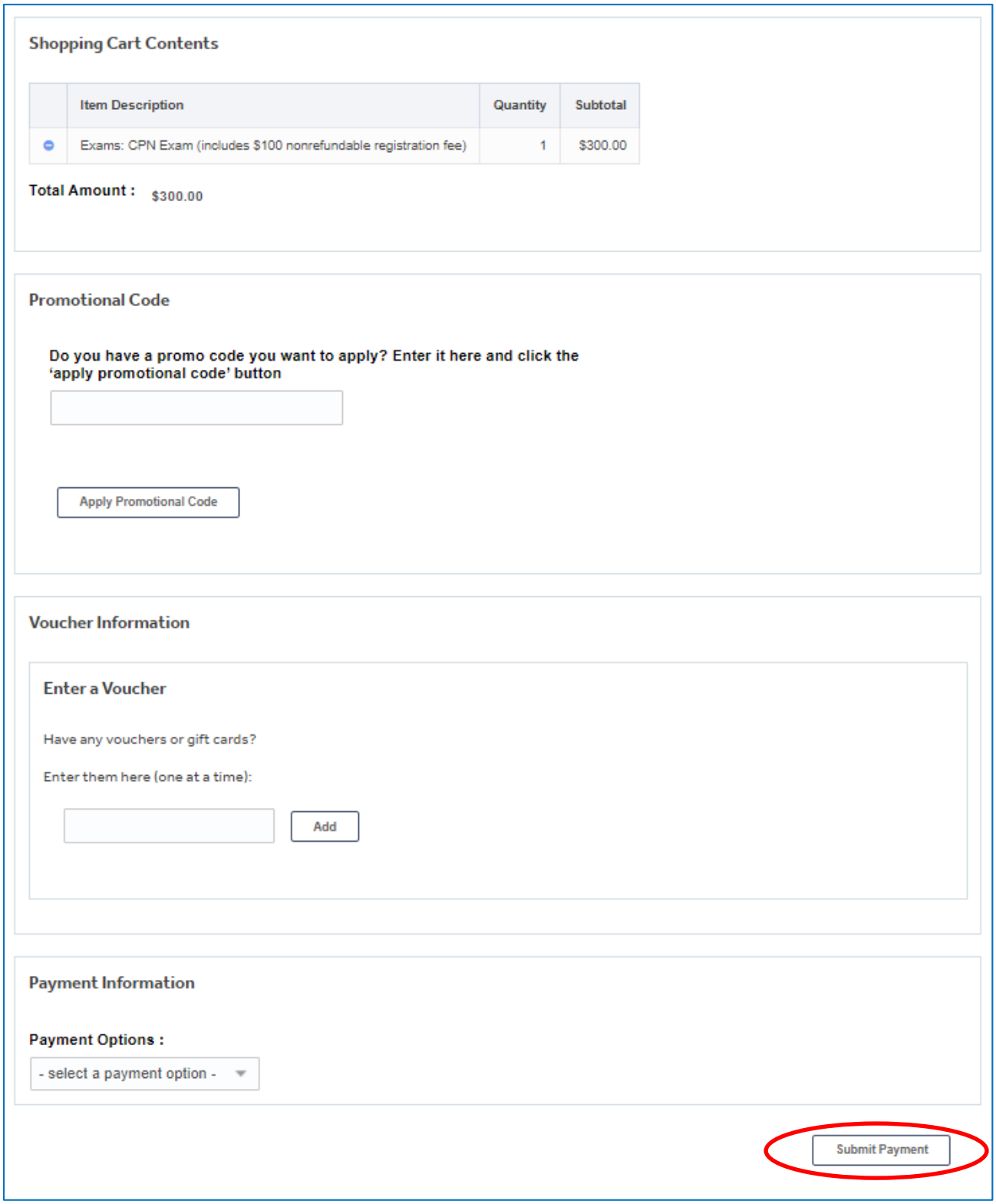
You will be taken to your portal. Click “Proceed to Checkout.”



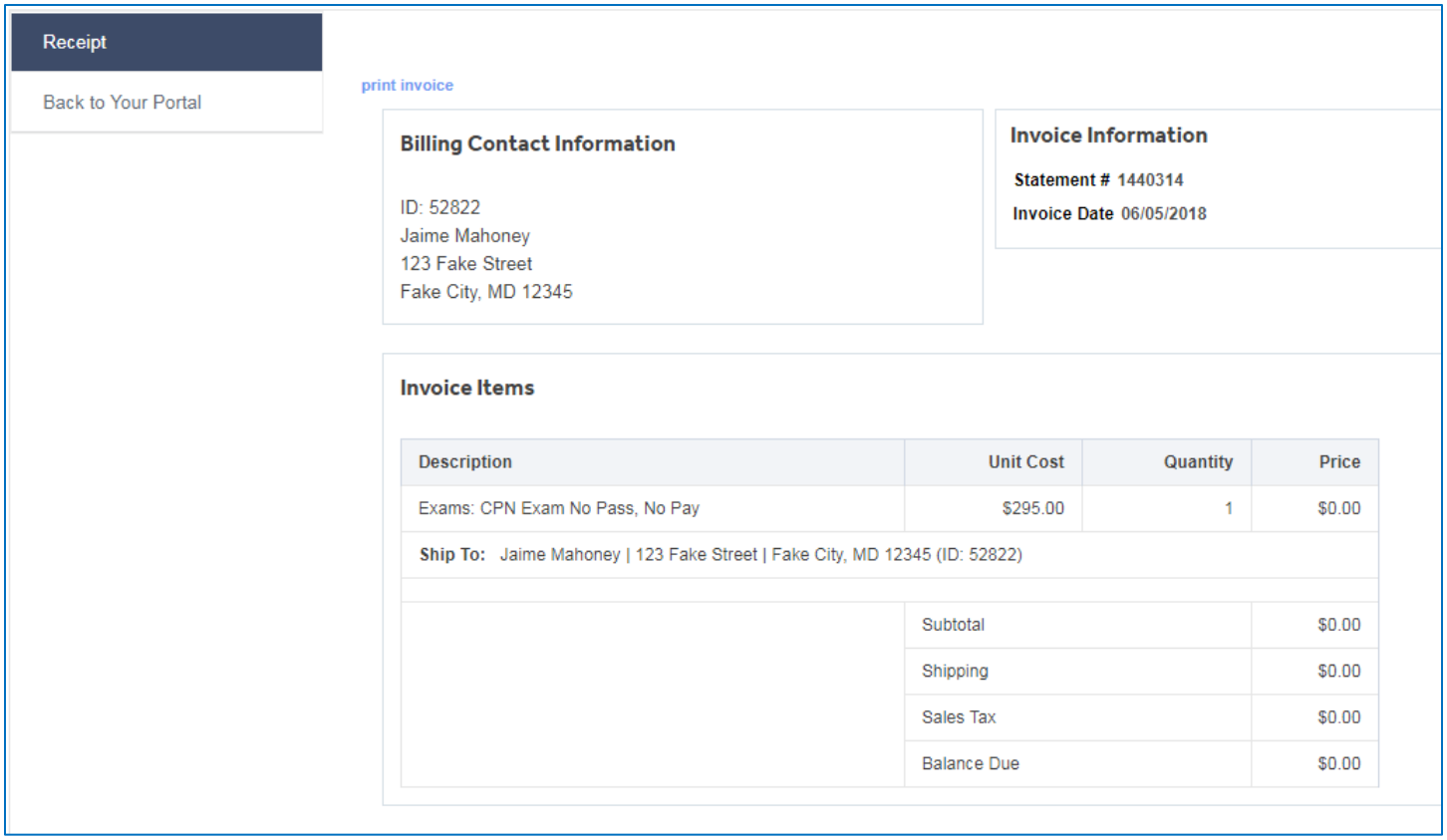
Click “Checkout” again.

Review your shopping cart contents. **Click the "Submit Payment" button at the bottom right.**

Note: The $100 nonrefundable registration fee does not apply to No Pass, No Pay candidates. Please disregard it.



Since you are using the No Pass, No Pay program, you should not be prompted for any form of payment, unless you are also paying for other exams or products not associated with the program. **If you selected any CPN practice tests in the same order as your exam application, you will be asked for payment.** ***If you are prompted for any type of payment for just applying for the CPN exam (no other products), do not submit your application and contact npnp@pncb.org.*** The final screen will confirm all the details. Your receipt will be on the next screen.



Receipt

Back to Your Portal

print invoice

Billing Contact Information

ID: 52822
Jaime Mahoney
123 Fake Street
Fake City, MD 12345

Invoice Information

Statement # 1440314
Invoice Date 06/05/2018

Invoice Items

Description	Unit Cost	Quantity	Price
Exams: CPN Exam No Pass, No Pay	$295.00	1	$0.00
Ship To: Jaime Mahoney | 123 Fake Street | Fake City, MD 12345 (ID: 52822)			
	Subtotal		$0.00
	Shipping		$0.00
	Sales Tax		$0.00
	Balance Due		$0.00

Next Steps:

1. ***Eligibility and scheduling a test time:***
   Within approximately 2-3 weeks, your application will be processed. You will be notified by email about your 90-day testing window and be instructed to schedule your exam date, time, and location with the test vendor. Check your spam box for your email.

   - ***Note:*** *No Pass, No Pay candidates are unable to request extensions because doing so may move a testing window beyond their employer's agreement period.*

2. ***Read your candidate test booklet:***
   This important document describes all aspects of exam administration including what materials are allowed in the testing area and cancellation and rescheduling policies.
   https://www.pncb.org/sites/default/files/resources/PNCB_Exam_Candidate_Handbook.pdf

3. ***Review the CPN Exam Content Outline/Test Blueprint:***
   This is an essential tool to help you study for the exam. It describes all of the subject areas covered by the exam and the number of questions per content domain.
   https://pncb.org/cpn-exam-resources

4. ***Consider PNCB's practice tests:***
   Find "CPN" practice tests at:
   https://mypncb.pncb.org/pncbssa/ecssashop.show_category?p_category_id=PREP

5. ***Take the exam:***
   Arrive for your test appointment at least 30 minutes before your scheduled time. Be sure to bring 2 forms of ID as described in your candidate handbook. **Your name on the IDs must match the name on your application.** You will see a preliminary, unofficial pass/fail status on-screen after you complete your exam. Official pass/fail notification is emailed 2-3 weeks after testing.

6. ***Questions?***

   Contact the PNCB at pncb@pncb.org or 1-888-641-2767 if you have any questions so we can help. We wish you success on your upcoming exam!

   Updated 1/25/2024