



PEDIATRIC NURSING CERTIFICATION BOARD

PNCB Disciplinary Action and Appeals Policy

The Pediatric Nursing Certification Board ("PNCB") hereby adopts this Disciplinary Action and Appeals Policy to establish procedures for addressing disciplinary matters involving Candidates for PNCB certification and PNCB-certified professionals. This Policy does not in any way limit PNCB's right to take action against any PNCB Candidate or PNCB-certified professional under all other applicable PNCB terms, conditions, agreements, or policies.

Disciplinary Actions

PNCB may impose disciplinary actions, including but not limited to:

- Suspension or revocation of PNCB Certification.
- Invalidation of examination results.
- Disqualification from participation in PNCB examinations, PNCB Certification or Maintenance of Certification processes.
- Other professional sanctions deemed appropriate by PNCB.
- Notification of legitimately interested third parties of the imposition of disciplinary action.

Disciplinary action may be taken if PNCB determines, at its sole discretion, that a Candidate or PNCB-certified professional:

1. Has had a nursing license restricted, surrendered, suspended, or revoked in any jurisdiction.
2. Violated the PNCB Candidate Agreement or otherwise engaged in improper conduct related to PNCB examinations following the completion of an investigation of the matter by PNCB.
3. Violated the Certification Terms of Service or provided or facilitated the provision of false or misleading information in a PNCB application or misrepresented their PNCB Certification or eligibility status following the completion of an investigation of the matter by PNCB.
4. Violated the PNCB Code of Ethics.
5. Failed to uphold ethical, moral, or professional standards deemed satisfactory by PNCB.
6. Engaged in misconduct that adversely affects professional competence or integrity.

These circumstances are collectively referred to as "Grounds for Disciplinary Action."

Initiation of Disciplinary Action

If PNCB becomes aware of Grounds for Disciplinary Action, it may, at its sole discretion, initiate disciplinary proceedings. PNCB may also elect to forego disciplinary action and pursue other available remedies under other applicable PNCB terms, conditions, agreements, or policies, including but not limited to the Terms of Service and the PNCB Candidate Agreement. If disciplinary action is initiated, PNCB will notify the person in writing, which shall include:

1. Notification that the PNCB Disciplinary Review Panel ("DRP") will assess the case.
2. A summary of the evidence supporting the Grounds for Disciplinary Action.
3. An opportunity for the person to submit a written response.
4. Details on the applicable policies and potential sanctions.
5. A statement that failure to respond will be considered an admission of the stated Grounds for Disciplinary Action.
6. Information about the person's right to appeal any recommended sanction.

Disciplinary Review Panel (DRP) Process

If the DRP recommends a sanction, the person will be notified in writing, which shall include:

1. The factual basis and rationale for the recommendation.
2. Information regarding the person's right to appeal.
3. Instructions for submitting an appeal within ten (10) business days.
4. Details on the appeal process.
5. A statement that the recommended sanction is not final but will render the person ineligible to participate in certification and recertification processes during the appeal period.

If the person does not appeal, the recommended sanction becomes PNCB's final decision.

Appeal Process

A person may appeal the DRP's decision to impose a disciplinary sanction to an Appeal Committee composed of three non-PNCB employee persons appointed by PNCB, including at least one member of the PNCB Board of Directors. The appeal must be submitted in writing within twenty (20) calendar days of the delivery of PNCB's written Notice of Disciplinary Action. Although a person pursuing an appeal may have a legal representative assist in the appeals process, all expenses and costs related to such legal representation shall be paid exclusively by the person pursuing the appeal. PNCB shall not under any circumstances be liable for the fees or costs associated with a person's representation by legal counsel in an appeal, regardless of the outcome of the appeal. The Appeal Committee has the authority to:

- Affirm, modify, or overturn the recommended sanction.
- Impose an alternative sanction.
- Request additional evidence from PNCB or the person.

Prior to the Appeal Committee's review, PNCB will provide all relevant documents. The Appeal Committee:

- Is not bound by formal rules of evidence.
- Will consider any timely submitted information.
- Will convene privately to deliberate and reach a decision.

The Appeal Committee will review all requests within twenty (20) business days of receipt of the appeal. Neither the person who submitted the appeal nor their legal representatives may attend the Appeal Committee's deliberations or meetings. If additional evidence is required by the Appeal Committee, the Appeal Committee will request it in writing, specifying a submission deadline. Upon reviewing any additional submitted evidence, the Panel will conduct a final meeting and issue a written decision within fifteen (15) business days of the final meeting, including the factual basis and rationale for the decision. The majority decision of the Appeal Committee shall be final and binding as to all matters related to the

appeal. The Appeal Committee may extend any deadlines in the appeals process in its sole discretion, however, notwithstanding the extension of any deadlines, the Appeal Committee must issue its final decision on appeal no more than ninety (90) business days after the submission of the appeal.

PNCB, at its discretion, may notify relevant credentialing bodies, licensing agencies, law enforcement, program directors, or other legitimate stakeholders of any final sanctions imposed.

Reinstatement After Suspension

To regain PNCB Certification following a suspension, the person must meet all conditions imposed by PNCB.

Date Approved: 9/2025