



PNCB
PEDIATRIC NURSING
CERTIFICATION BOARD

PNCB EXAM CANDIDATE HANDBOOK

Effective February 2024



TABLE OF CONTENTS

About PNCB	2
Our Mission and Vision	2
Where You Will Test – In Person Testing Centers	2
Where You Will Test – Live Remote Proctored Exams.....	2
Nondiscrimination Policy	3
Exam Administration – In Person Testing Centers.....	3
Exam Administration – Live Remote Proctored Exam	3
Exam Eligibility Approval & Scheduling Notification	3
Exam Ethics.....	3
Testing Windows	4
Disability Accommodations	4
How to Schedule Your Remote Proctored Exam	4
How to Schedule Your In-Person Testing Center Exam	5
Cancellation, Rescheduling, Late Arrival or No Show for Live Remote Proctored Exam	5
Cancellation, Rescheduling, Late Arrival or No Show On-Site Scheduled Exam.....	5
Policies Regarding Lateness and No Show	6
Extension of Testing Window	7
Exam Withdrawal Policy.....	7
Exam Fees Policies	7
Inclement Weather, Power Failure or Emergency for On-Site Testing.....	8
Taking the Exam using Live Remote Proctoring	8
Taking the Exam at a Prometric Test Center	8
Identification for Admission All PNCB Exams	8
Name Changes.....	9
Security – Live Remote Proctored Exam	9
Security – On-Site Delivered Exams	9
Testing Restrictions – On Site Exams	10
Misconduct or Irregular Behavior.....	10
Tutorial – In-Person Testing Centers.....	11
Timed Exam	11
PNCB Exam Information.....	12
After the Exam	13
If You Pass	13
Using Your Credential	13
If You Do Not Pass.....	13
CPNP-PC or CPNP-AC Candidates Testing with a Transcript Exception	14
Pass/Fail Score Determination	14
Cancellation of Scores	14
Exam Copyright and Confidentiality	14
Candidate Confidentiality.....	14
Note on Candidate Data.....	15
PNCB Recertification Program.....	15
Note on Policies.....	15

About PNCB

Thank you for choosing the Pediatric Nursing Certification Board (PNCB)! Established in 1975, PNCB offers the following certification examinations:

Certification Exam	Available
Certified Pediatric Nurse (CPN®)	Year-round
Primary Care Pediatric Nurse Practitioner (CPNP-PC®)	Year-round
Acute Care Pediatric Nurse Practitioner (CPNP-AC®)	Year-round
Pediatric Primary Care Mental Health Specialist (PMHS®)	Testing windows

Our Mission and Vision

- Mission: Driving force for quality in pediatric nursing globally.
- Vision: A healthier world one child at a time.

Where You Will Test – In-Person Testing Centers

PNCB delivers its exam through Prometric testing centers. Prometric is an independent testing agency and the leading provider of testing services and solutions for corporate, academic, government, financial and professional service clients.

Exams are delivered by computer at over 300 Prometric Test Centers located throughout the United States, Canada, some US territories, and the UAE. A current listing of centers, including addresses and driving directions, can be viewed at <https://www.prometric.com/pncb>. Specific address information will be provided when a candidate schedules an exam appointment. We suggest you also visit <https://www.prometric.com/pncb> to review Prometric’s commonly asked questions regarding exam day and more.

Where You Will Test – Live Remote Proctored Exam

PNCB also delivers the PMHS and CPN certification exams by live remote proctoring through our testing vendor, Examity. Candidates choose the time and date to test at home or another quiet location.

- Additional security procedures are in effect and included in the [candidate conduct requirements](#). Review these critical rules to understand what can cause termination of a remote proctored exam or invalidate results and the [5 Tips for Online Test-Taking Success](#).
- You will supply the computer or Chromebook which must include a camera, microphone, and internet connection. The camera must provide a clear picture and the microphone and speakers fully functioning to communicate with the Proctor. Review the system requirements [here](#).
- Additional resources include:
 - [Live Remote Proctoring Session](#) video
 - [Live Remote Proctoring Test-take Guide](#)
- Pick a space you’re comfortable showing on camera and that will allow you to do your best on the exam.
 - To take the Live Remote Proctored exam, you must be alone in your testing room.
 - A room scan will take place at the beginning of the exam to ensure that the testing environment meets all requirements.
 - If you cannot meet this requirement or do not agree to a room scan, please register to take the exam at an on-site testing center. If you have already applied for your exam, contact us at exam@pncb.org to switch to an on-site testing center.

Nondiscrimination Policy

PNCB and its testing vendors do not discriminate among candidates' age, sex, color, disability, gender identity, health status, lifestyle, nationality, ethnicity, race, religion, marital status, sexual orientation, national origin, citizenship, status as a Vietnam era or special disabled veteran, or other statutory or otherwise legally protected category. All programs of the Pediatric Nursing Certification Board (PNCB) will be administered without discrimination on the basis of age, sex, color, creed, disability, gender identity, health status, lifestyle, nationality, ethnicity, race, religion, marital status, sexual orientation, national origin, citizenship, status as a Vietnam era or special disabled veteran, or other statutory or otherwise legally protected category. This program will apply to all aspects of the Certification Program, including but not limited to its dealings with volunteers, employees, and applicants. PNCB will make reasonable accommodations for the known disability of qualified individuals unless undue hardship to PNCB would result, and such accommodation would not be required by law. Due to the nature of live-remote proctored exams, some accommodations might require testing at an in-person testing center. This policy also prohibits unlawful discrimination or discriminatory conduct by any certification program volunteer or staff member.

Exam Administration – In-Person Testing Centers

Exams are administered by appointment only during your assigned testing window. Typical hours for test centers 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 centers close on the following US holidays. Canadian centers may close on different holidays.

- *New Year's Day*
- *Martin Luther King Day*
- *Presidents' Day*
- *Memorial Day*
- *Juneteenth*
- *Independence Day (July 4)*
- *Labor Day*
- *Thanksgiving Day & Friday after*
- *Christmas Eve Day*
- *Christmas Day*
- *New Year's Eve Day*

Exam Administration – Live Remoted Proctored Exams

Exams are administered 24 x 7, anywhere an internet connection is present. Live remote proctored exams do not have time and date restrictions within the approved testing window.

Exam Eligibility Approval & Scheduling Notification for all Certification Exams

PNCB exam candidates are ready to schedule their exam with our test vendors after they receive an official eligibility approval and scheduling notification by email from PNCB. Emails are sent to the contact information included on the candidate's exam application. Candidates are responsible for keeping contact information current with PNCB. The detailed email about eligibility approval and scheduling notification will also be available to each candidate by logging in at www.pncb.org to view Message History. Read your eligibility email immediately and follow the instructions on how to schedule your exam.

Exam Ethics

Exam ethics are a personal responsibility. Please review the [Exam Ethics](#) web page. Protect yourself, your colleagues, and the credential by not discussing test questions with anyone.

1. Please view PNCB's [exam ethics video](#) before preparing for your exam.
2. PNCB offers a full [exam ethics toolkit](#) with a free CE module.

Testing Windows

The notification described above informs each candidate of the testing window assigned to them. CPNP-PC and CPN candidates receive a 90-day window. CPNP-AC and PMHS candidates receive a shorter window, depending on the date of application:

Certification Exam	Available	Scheduling Details
Certified Pediatric Nurse (CPN®)	Year-round	90-day eligibility period begins when exam application is approved.
Primary Care Pediatric Nurse Practitioner (CPNP-PC®)	Year-round	90-day eligibility period begins when exam application is approved.
Acute Care Pediatric Nurse Practitioner (CPNP-AC®)	Year-round	90-day eligibility period begins when exam application is approved.
Pediatric Primary Care Mental Health Specialist (PMHS®)	Testing windows	Visit the PMHS Testing Windows & Timelines webpage for more information.

In-Person Testing Centers – Candidates select a date within their assigned window to test and will then contact Prometric to schedule their exam. Schedule promptly after receiving your eligibility approval and scheduling notification because many other organizations use Prometric for testing. Waiting to schedule may impact your opportunity to take the exam on your preferred date, time, or location. If you cancel less than 5 days before the end of your testing window, and Prometric cannot accommodate you with a reschedule within those 4 days prior to the end of your testing period, you will need to reapply, and you must repay the application fees.

Live Remote Proctored Exams – Candidates select a date and time within their assigned window to test then contact Examity to schedule their exam. Exams may be rescheduled on or before the test date and time without additional fees.

Testing Accommodations

PNCB and its testing vendor 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 exam solely by reason of that disability. PNCB makes special testing arrangements for any candidate with a professionally diagnosed and documented disability. Under the ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment.

PNCB makes every attempt to address requests for testing accommodations based upon a review of documented health needs and testing methods (on-site or live remote proctored). Wheelchair access is available at all Prometric centers. **In all cases, requests for special accommodations, including breast pumping and documentation of disability needs, are to be included at the time of application.** [This form](#) is required before accommodation requests may be granted. Review the requirements for special testing accommodations at www.pncb.org or call PNCB at 1-888-641-2767 for questions. Candidates with special accommodation(s) **must schedule their exam by phone** with Prometric.

How to Schedule Your Remote Proctored Exam

- Candidates log in to their PNCB portal at <https://www.pncb.org>.
- Located in the Message History on the right side of the portal, click the message detail for the Exam Approval Next Steps Live-Remote Proctor.
- Within the notification, click the “Use this link” to create a profile with Examity.
- All candidates are asked to create a profile that includes their email address, contact information, and time zone.
- Candidates will schedule their exam within the approved testing period and will receive an email confirmation.

How to Schedule Your In-Person Testing Center Exam

Candidates can schedule their exam online at <https://www.prometric.com/pncb> or by phone at 800-688-5804. You will need the eligibility ID number provided in your emailed PNCB exam eligibility notification to be able to schedule.

To Schedule Online:

Visit <https://www.prometric.com/pncb> to use Prometric's online registration and scheduling system. The website guides you through the complete process and prompts you to schedule an exam appointment. Prometric will send an email confirmation of your scheduled exam shortly after you schedule, as well as a reminder email 48 hours before the scheduled appointment.

If special accommodations have been approved by PNCB,
candidates **must** register with Prometric by phone at 1-800-967-1139.

To Schedule by Phone:

Call Prometric at 800-688-5804 between 8:00 a.m. and 8:00 p.m. Eastern Time, excluding holidays observed by Prometric.

OR

Call a local Prometric test site. Visit <http://prometric.com/pncb> and follow online instructions to locate a test site's phone number. Use Prometric's Interactive Voice Response. Call Prometric at 800-688-5804.

Be prepared to provide your eligibility ID number (see your examination eligibility notification), the exam name, and your preferred test date when making your appointment by phone. Prometric will provide candidates with the appointment length, time, exam name, and location. All candidates will be asked to provide an email address so Prometric can provide email confirmations. Check your spam/junk folder for this important confirmation. If you cannot provide Prometric with an email address, you should log on to <https://www.prometric.com/pncb> and print an exam confirmation.

Cancellation, Rescheduling, Late Arrival, or No Show for Live Remote Proctored Exams

A candidate who is unable to test during their scheduled appointment can reschedule by:

- Logging in to [the PNCB Portal](#),
- Going to "Message History" and opening the "Exam Approved: Next Steps - Live Remote Proctor" email message in Message History, and
- Click on the "**Use this link**" to be taken to the Examity testing platform and then
- Follow the on-screen prompts to reschedule your exam within your assigned testing period.

Appointments must be canceled online with Examity, and those canceled within 24 hours may incur fees.

If the candidate wishes to schedule/reschedule an exam but fails to contact Examity at least 5 business days prior to the end of the exam window to make an appointment and Examity cannot accommodate you, then you will need to reapply and must pay the reapplication fee.

Cancellation, Rescheduling, Late Arrival, or No Show for an On-site Scheduled Exam

A candidate who is unable to test as scheduled within their assigned testing period can reschedule or cancel an exam. Candidates can reschedule by visiting <https://www.prometric.com/pncb> or calling Prometric's Candidate Services at 800-688-5804. Certain fees may apply for rescheduling or cancelling a scheduled exam. The following fees apply to candidates who reschedule, cancel, arrive late, or do not appear for their scheduled exam:

Cancellation/Reschedule Period	Prometric Cancellation and Reschedule Fee	Details
16 or more days before test date	No fee.	CPN, CPNP-AC, or CPNP-PC exams must be rescheduled within the assigned 90-day testing window.
		PMHS must be rescheduled within the assigned testing window.
5 – 15 days before scheduled test date.	Prometric charge of \$25 per cancellation or reschedule. Candidates must contact Prometric.	CPN, CPNP-AC, or CPNP-PC exams must be rescheduled within the assigned 90-day testing window.
		PMHS must be rescheduled within the assigned testing window.
Reschedule less than 5 days before test date.	Prometric charge of \$50 per reschedule. Candidates must contact Prometric. You cannot reschedule an exam on the day of your exam appointment.	CPN, CPNP-AC, or CPNP-PC exams must be rescheduled within the assigned 90-day testing window.
		PMHS must be rescheduled within the assigned testing window.
A) Cancellation less than 5 days before test date or B) Fails to appear for a scheduled test or C) Arrives at the Prometric Testing Center more than 15 minutes after the scheduled start time for taking the test and is refused admission.	Candidate forfeits all fees paid.	Visit www.pncb.org to complete a new exam application. Please call PNCB with questions at 1-888-641-2767. If you cancel your exam less than 5 days before the end of the testing window, and Prometric cannot accommodate you with a reschedule during those 4 days prior to the end of your testing window, you will need to reapply and must repay the application fees.

Candidates who reschedule or cancel by phone must make and confirm all cancellations/changes through direct contact with Prometric’s Candidate Services personnel. Leaving a voice mail message is **not an acceptable** means to confirm cancellation or exam date changes. Candidates may also make changes by logging in at <https://www.prometric.com/pncb>.

Additional Policies for all Exam Delivery Methods

Policies Regarding Lateness and No Show

- A candidate who appears more than 15 minutes late for an exam will not be able to test and will be considered a no show. The candidate forfeits all fees and must reapply to take the test. This will also count as one use of a PNCB No Pass, No Pay (NPNP) payment charge code and additional use of the code is prohibited.
- **A candidate who fails to schedule an exam or fails to report for a scheduled exam within the assigned testing window, forfeits all fees and will be required to reapply and pay all future fees. For candidates who have applied using a NPNP code, failure to show (“no-show”) for a testing appointment results in the use of the charge code and additional use of the charge code is prohibited.**
- A reduced reapplication fee is offered to no-show candidates or those who have previously taken the same certification exam but were unsuccessful. This fee is not available for candidates using the PNCB NPNP charge code.

Extension of Testing Window/Period (One time only)

To extend a **CPN, CPNP-PC, or CPNP-AC** 90-day testing period, the following policies apply:

- Your online application for an extension of a 90-day testing period must be completed 5 or more **business** days before your current window expires.
- An additional non-refundable registration fee is required.
- You are limited to one 90-day extension.
- The new 90-day testing period begins once your application for an extension is processed. It does not grant you 180 days to take the exam.
- An online extension application completed after your 90-day testing period expires will not be honored. You must complete a new exam application.
- Extensions are not available for CPN exam candidates using a PNCB No Pass, No Pay payment charge code.

To extend a **PMHS** testing window, the above policies apply except that your assigned testing window will move to the next available testing window, depending on your currently assigned window. Testing windows may only be extended one time.

In all cases, log back in to your PNCB Portal, click on your current exam application, and request an extension.

Exam Withdrawal Policy

To successfully withdraw from your testing window/period please note the following requirements:

- A written withdrawal request must be received at PNCB 16 **business** days before expiration of an assigned testing window or period to receive a refund of the exam fee only. When you apply for an exam, the cost includes a nonrefundable registration fee. See <https://www.pncb.org/> for more details about fees. The withdrawal request must be emailed to exam@pncb.org.
- Candidates are responsible for cancelling any exam appointment made with Prometric no less than 16 business days before the scheduled test date or within 24 hours of the scheduled date and time and for a live remote proctored exam.
- Withdrawal requests received following the expiration of a testing window or testing period will not be honored and no fees will be refunded.
- The candidate must reapply and pay all fees to take the exam in the future.

Exam Fees Policies

- The exam registration fee is not refunded under any circumstances.
- The retest fee is not refunded under any circumstances.
- A non-refundable one-time-only extension fee is required for an extension of a testing window.
- If an application is not eligible for processing, all fees will be refunded to the applicant.

A candidate forfeits all fees and if a using a No Pass No Pay payment code from their employer forfeits the right to use the code again:

- If the candidate fails to schedule an appointment with within the assigned testing window,
- If the candidate fails to report for a scheduled exam appointment,
- If the candidate is not able to sit for the exam because of lateness or unacceptable identification,
- If the candidate wishes to reschedule an exam but fails to contact Prometric at least 5 business 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 16 business days before expiration of an assigned testing window,
- If the candidate fails to submit an online application for extension to the PNCB 5 business days before expiration of an assigned testing window.

Inclement Weather, Power Failure, or Emergency for On-Site Testing

In the event of inclement weather or unforeseen emergencies on a test day, Prometric will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an exam. Prometric generally determines the night before if a center will close. To learn if your site is currently closed for appointments or will be the next day, visit: <https://www.prometric.com/closures>.

If an exam is canceled, Prometric will email impacted candidates to reschedule. Every attempt is made to administer the exam as scheduled. The exam will not be rescheduled if Prometric personnel are able to open the center. If power to a center is temporarily interrupted during an administration, your exam will restart where you left off and you will be able to continue. Prometric's policy allows for 30 minutes of interrupted time before the candidate is asked about rescheduling.

Taking the Exam using Live Remote Proctoring

You will use your own computer and internet connection. Your computer must include a working camera, microphone, and speakers. Tablets may not be used for testing. We suggest using a wired internet connection to avoid disturbances that may happen due to Wi-fi and ensure your internet connection has an upload and download speed of at least 2Mbps. You are encouraged to arrive 15 minutes prior to the start of your exam time to allow for connection with your Proctor and troubleshooting of any technical issues. You must always stay on the camera. Bathroom breaks are not allowed. Please refer to the below links for detailed information:

- [Test-takers - Examity](#)
- [Live Proctoring Test-taker Guide](#)
- [5 Tips for Online Test-Taking Success - Examity](#)

Taking the Exam at a Prometric Test Center

Your exam will be given on a computer at a Prometric Test Center. You do not need computer experience or typing skills to take your exam. Candidates should arrive at the test center at least 30 minutes prior to their scheduled exam. **A CANDIDATE WHO ARRIVES MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME WILL NOT BE ADMITTED.** We suggest you also visit <https://www.prometric.com/pncb> to review Prometric's commonly asked questions regarding exam day and more.

Identification for Admission to all PNCB Exams

To be admitted to a Prometric Testing Center or a live-remote proctored exam, 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 legal name, expiration date, and signature.*

You Must Present 2 IDs	
You must present 1 Primary Source ID	And you must present 1 Secondary Source ID
Must have your photo and your signature. Acceptable examples: <ul style="list-style-type: none">• Current Driver's License or Permit with photo• Current State Identification Card with photo• Current Passport with photo• Current Military ID Card with photo	Must have your signature. Acceptable examples: <ul style="list-style-type: none">• Employment ID Card with signature• Student ID Card with signature• Credit Card or Debit Card with signature and current expiration date
Not Accepted: Temporary identification, certificate of naturalization, social security cards, computer-generated copies of RN licenses, and identification cards such as PALS, ACLS, etc. A marriage license/certificate or divorce degree is also not acceptable forms of identification. PNCB does not accept electronic versions of any identification used for admittance to take the exam. Name change documentation must be received by PNCB at least 5 business days before your exam date. See below for additional information.	
You may present 2 primary source IDs instead of 1 primary source and 1 secondary source ID. Candidates who do not provide acceptable identification will not be allowed to take the certification exam, and all fees will be forfeited. Additional use of the NPNP code will be prohibited.	

Name Changes

The first and last names on the candidate's ID must match the legal names used on the candidate's exam application. If at any time prior to testing your legal name changes, you must email exam@pncb.org with a request to change your name and provide legal supporting documentation such as a copy of the marriage license, court-approved name change document, or divorce decree. Name changes **must** be received by PNCB at least 5 business days before your exam date or you will not be permitted to test. Name changes may not be made with our testing vendors and must be reported to PNCB before testing. Your first and last name as used on your application must match the two forms of identification used as proof of your identity. If both forms of identification do not match the name on your eligibility approval and scheduling notification, you will be denied admittance to the certification exam and additional fees will apply.

Security

PNCB and its testing vendors maintain exam administration and security standards designed to ensure that all candidates are provided the same opportunity to demonstrate their knowledge, skills, and abilities in a fair and professional testing environment.

Live Remote Proctored Exam

Please review the [Critical Rules for your Remote Proctored Exam](#) to determine events and actions that may invalidate your exam. The exam will be always monitored by a proctor.

- You must be alone in your room, this includes pets.
- Your webcam and computer screen will be monitored, viewed, and recorded.
- You must use a computer that allows for a connection through Zoom or Go to Meeting if technology support is needed.
- **You may not leave the camera's view during your test. You may stand and stretch; however, bathroom breaks are never permitted, even with approved testing accommodations.**
- Your desk and the surrounding areas must be clear.
- A calculator and scratch paper are available online.
- No phones or headphones may be used.
- No talking aloud during the exam.
- You may not wear your smartwatch.
- You are not allowed to have food during your testing event. Individuals must have prior permission from PNCB if food is needed for medical or dietary reasons.
- You may have one glass of water during your testing event. The water must be in a clear container or clear water bottle with the label removed. Refilling water is not permitted.
- You must stay on with the proctor to complete post-exam procedures after completion of your evaluation and receipt of preliminary results.
- If you violate any of the rules, **including exiting before completion of the post-exam procedures with the Examity proctor**, you will not be able to take future PNCB exams via Live Remote Proctoring, and results may be invalidated. PNCB reserves the right to take further action as appropriate.

On-Site Delivered Exams

All certification exams are always monitored by at least one proctor 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 restrictions apply during the examination. The only item allowed in the testing area is identification. Prometric is not responsible for items left in the reception area. Testing centers may have small lockers for items such as purses that cannot be left behind.
- You may not bring a calculator. However, on-screen calculators are available for all PNCB exams.
- No guests, visitors, or family members are allowed in the testing room or reception areas.
- No weapons are allowed in the test center.

- Prometric will provide each candidate with an erasable whiteboard. Note taking before test start time is not allowed. The whiteboard must be returned to the proctor upon completion of the exam.
- Candidates are required to empty and turn their pockets inside out before entering the testing room.
- All candidates will be required to remove their eyeglasses for close visual inspection by a test center associate upon checking in and again when returning from breaks.
- Jewelry outside of wedding and engagement rings are prohibited. Do not wear any jewelry to the test center. You will be asked to store additional jewelry in your locker.
- All hair accessories are subject to inspection. Refrain from wearing ornate clips, combs, barrettes, headbands, or other hair accessories as you may be prohibited from wearing them in the testing room and will be asked to store the item in your locker.
- Use of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the exam.
- No documents or notes of any kind may be removed from the testing room.
- No questions concerning the content of the exam may be asked during the testing session.
- You are not allowed to exit the building.
- Additional detailed testing center regulations are posted on [Prometric's website](#).

Testing Restrictions for On-Site Delivered Exams

- No personal belongings will be allowed in the testing center. Testing centers may have small lockers for items such as purses, backpacks, outerwear, hair clips, jewelry, etc. which must be secured.
- PNCB exam candidates are not allowed access to lockers during testing.
- Candidates will not be allowed to bring food or drink inside the testing room. Individuals must have prior permission from PNCB if he/she needs food or drink, take medications, or requires access to medical supplies during the exam. Smoking is also not permitted at the testing center.
- Electronic devices, including cell/mobile phones, listening devices (e.g., headphones), pagers, PDAs, laptop computers, MP3 players, electronic tablets, watches, and calculators are not allowed in the testing center. Candidates will not be permitted to use any electronic device during testing and will be dismissed from the exam room and not allowed to continue the exam if found in possession of any electronic device.
- No documents or notes may be removed from the testing room.
- No questions about exam content may be asked during the testing session.

Candidates may take a break whenever they wish but are not allowed additional time to make up for time lost during breaks. Total testing time is 3 hours for the CPN, CPNP-PC and CPNP-AC exams and 2 ½ hours for the PMHS exam.

Misconduct or Irregular Behavior for all PNCB Exams

Irregular behavior is attempted violation(s) of the rules regarding any part of the examination process. Irregular behavior includes but is not limited to:

- Violations before testing:
 - Providing false information on the application.
 - Providing false admittance information.
 - Altering transcripts.
 - Seeking information about exam items and/or answers from previous examinees or formal or informal test preparation groups.
 - Engaging an impersonator.
 - Using a camera device.
- Violations while testing:
 - Impersonating an examinee.
 - Possessing or accessing unauthorized items in the testing room or center, e.g., food, electronic devices.
 - Communicating with other examinees during the testing period.

- Failing to adhere to a proctor's instruction or request.
- Attempting to gain access to content being tested during the testing or on breaks.
- Creating a disturbance, being abusive or uncooperative.
- Caught with a camera device while in the testing room.
- Accessing a locker.
- Leaving the test center while taking the exam or camera view if testing by live-remote proctoring.
- Violations after testing:
 - Altering exam results.
 - Reproducing exam items, by any means, including reconstruction from memory.
 - Communicating by any method about exam items and/or answers with other examinees, potential examinees or formal or informal test preparation groups.
 - Attempting to remove notes or documents used during testing.
- Consequences of Irregular Behavior
 - If evidence is found of a breach of exam materials before the exam administration, and evidence suggests that the behavior is organized and/or may involve a number of examinees, PNCB reserves the right to cancel the exam administration. If evidence is found of possession of a camera prior to test administration, the exam administration will be canceled. If evidence is found of a breach in the security of exam materials after an exam administration, and evidence suggests that the behavior was organized and/or may have involved a number of examinees, PNCB reserves the right to nullify the exam results of some or all examinees.
 - If violations are observed during the exam, the testing vendor will report the violations to PNCB, and an investigation will ensue. If PNCB determines it has sufficient evidence of the irregular behavior, the candidate will be notified of the nature of the evidence and given an opportunity to respond in writing. If a candidate is caught with a camera while in the testing room, the camera will be confiscated, and the exam is immediately suspended. If exam results have not been reported, they will be withheld during the investigation, and the candidate will not be permitted to take subsequent exams until a final decision regarding irregular behavior has been made.
 - If after PNCB's review of the available information it is determined that irregular behavior has occurred, the violator's exam results will be invalidated. The candidate will either be prohibited from taking future PNCB certification exams or special procedures will be implemented for future exams. PNCB reserves the right to request a retest of any candidate if available evidence causes loss of confidence in the exam results for any reason. PNCB may choose to provide notice of the sanctions imposed to entities with a need to know such as a state board of nursing. Exam fees will not be refunded and PNCB may also pursue a legal remedy against the examinee(s).
 - If the irregular behavior involves unauthorized reproduction and/or distribution of exam materials or dissemination of exam content, PNCB will pursue all legal means available to protect the copyrighted materials.

Tutorial – Onsite PNCB Exams Only

After confirming your identification, you will be seated at a personal testing carrel. Before taking the timed exam, you will be allowed to practice by taking a 15-minute tutorial on the computer. The time you use for this tutorial is **not counted** as part of your exam time or score. When you are comfortable with the computer testing process, you may quit the tutorial and begin the timed exam.

Timed Exam – For all PNCB Exams

Instructions are provided on the screen before beginning. The computer monitors the time you spend on the exam. All PNCB exams except the PMHS exam are 3 hours, the PMHS exam is 2.5 hours. The exam will end as soon as the time allowed for testing is reached. A clock displayed on the screen indicates the time remaining for completion of your exam. Unlike adaptive testing used for the NCLEX exam, PNCB certification exams do not end when a passing score is determined. Your exam will only stop if you reach the end of your allotted testing period or if you finish and submit your

answers for scoring before the end of your allotted testing period. You also can return to questions and change an answer before final submission.

Only one question is presented at a time. Choices of answers to the exam question are identified as A, B, C, or D. You must indicate your answer by using your mouse to click on the desired option to choose your answer. You may change your answer as many times as you wish during the exam time limit. An exam question may be left unanswered and returned to later in the testing session. These questions should be flagged for later review. When the exam is completed, the number of exam questions answered is reported. If all questions have not been answered, and there is time remaining, return to the exam and answer those questions. You should answer all questions to the best of your ability. If you are uncertain about an answer, you should guess, because an unanswered “No Response” question has no chance of earning you any credit. There is no additional penalty for incorrect responses as opposed to “No Response” questions.

PNCB Exam Information

PNCB's national certification exams (Certified Pediatric Nurse Practitioner-Primary Care, Certified Pediatric Nurse Practitioner – Acute Care, and Certified Pediatric Nurse) contain 175 multiple-choice items (questions). Twenty-five of the items are non-scored pre-test items and are randomly distributed throughout the exam. PNCB's Pediatric Primary Care Mental Health Specialist (PMHS) exam contains 150 items. Twenty-five of the items are non-scored pre-test items and are randomly distributed throughout the exam.

You should answer all exam items to the best of your ability. Please inform the exam proctor if the exam unexpectedly ends before you have completed all test items. Report any technical difficulties to the exam proctor as well. Each exam item has 3 to 4 suggested responses, only **ONE** of which is correct. Each year new exam items are pre-tested as non-scored items to determine how well they will perform before they are used in the scored portion of the exam. These pre-test questions cannot be distinguished from the scored exam items, so it is important to answer **all** items. Also note that each candidate's pass/fail status is determined by their responses to the scored items. Answers you provided for the pre-test items do not affect your score. Sample questions are posted at www.pncb.org, in addition to your exam's content outline (test blueprint), and possible preparatory resources.

On-Site Test Centers

If you experience any difficulties while at the test center, please alert the Prometric on-site test center administrator (TCA). This Prometric staff member will make every effort to remedy the situation. If the problem cannot be remedied within a reasonable amount of time – usually 30 minutes – you will be offered another date/time within your testing window to take the exam. To have the incident investigated by PNCB, you must:

1. Alert test center staff promptly.
2. Request a ticket number from the TCA before leaving the test center.
3. Notify PNCB via email to exam@pncb.org or call PNCB at 1-888-641-2767 (PNCB's business hours are Monday-Friday 8:30am-5:00pm ET) immediately after you leave the test center.

Notification must be timely. PNCB staff will investigate the issue reported and follow up with the candidate. Please be patient; this investigation could take 1-2 weeks, depending on the type of issue reported.

Live Remote Proctored Exams

If you experience any difficulties while taking your live remote proctored exam, please alert the Proctor immediately. The Proctor will work with you to resolve the errors.

- You might be asked to use Zoom or Go to Meeting to allow the Proctor to troubleshoot your problems.
- Should you become disconnected from the Proctor first try speaking out loud to and then chatting on the chat screen.
- Should you become disconnected from Examity, please call 1-855-293-6489 for additional instructions.
- Notify PNCB via email to exam@pncb.org immediately after you have disconnected from the exam.

The Following Information Pertains to all Exam Candidates

After the Exam

Candidates are asked to complete a short evaluation after their testing experience. In most cases (unless otherwise advertised), candidates will then be able to view their personal unofficial preliminary exam status indicating Exam Status = Pass **OR** Exam Status = Fail. PNCB will email official pass/fail results, usually within 2-3 weeks after testing.

If You Pass

An official congratulations letter noting your PNCB certification number will be emailed to you (per testing best practices, a scaled score will not be provided). An online wallet card can also be accessed by logging in to your PNCB account. A wall certificate will be mailed to you within 4-6 weeks. You will also receive future emails about maintaining your newly earned credential through PNCB recertification. Please visit www.pncb.org for detailed information about recertification.

Using Your Credential

Our suggestion is to always list your degree first, then licensure followed by certification. Should you have any awards or honors, these come last:

- Terri Moore, BSN, RN, CPN
- Patricia Johnson, PhD, RN, CPNP-AC/PC, PMHS, FAANP
- Jane Smith, DNP, CPNP-PC

Listing your highest degree first is standard. If you have a non-nursing degree, this will come next then licensure. If you have multiple certifications, often people list the one earned first in the first position, and the one earned most recently in the final position. If you want to use your credentials when charting, be sure to check your employer's policy on doing so. Let others know the value of your PNCB certification by wearing your lapel pin and introducing yourself as a Certified Pediatric Nurse, or Certified Pediatric Nurse Practitioner-Primary Care, Certified Pediatric Nurse Practitioner-Acute Care, Certified Pediatric Nurse Practitioner Primary/Acute Care, or Pediatric Primary Care Mental Health Specialist to patients, their families, and peers. Mention your credential in your hospital staff bio. PNCB credentials are federally trademarked and may only be used by those who earn and actively maintain their certification.

If You Do Not Pass

Official results will be emailed from PNCB once the result file is received and processed – usually within 2-3 weeks after testing. Your score report will provide details of your performance in each major content area on the exam content outline. Please review your score performance to learn more about your strengths and weaknesses in all the exam content areas. Certified Pediatric Nurse Practitioner-Primary Care or Certified Pediatric Nurse Practitioner-Acute Care exam candidates can visit www.pncb.org for current retest policies and timing. Unsuccessful Certified Pediatric Nurse exam candidates may apply to retest after receiving official test results and will be assigned a different form of the exam and a new 90-day testing window, provided they still meet PNCB's eligibility criteria. Unsuccessful Pediatric Primary Care Mental Health Specialist exam candidates may apply to retest after receiving official test results and will be assigned a new testing window, provided they still meet PNCB's eligibility criteria. You can complete your re-examination application online via the PNCB website at www.pncb.org. Please contact PNCB if you have any questions at exam@pncb.org.

Certified Pediatric Nurse Practitioner Candidates Testing with a Transcript Exception

Candidates who have met criteria for a transcript exception and pass the exam will not receive official pass results until the official, final transcript is received. For unsuccessful candidates, official failing exam scores are released, and the candidate may retest according to PNCB's retest policy. If PNCB does not receive the official, final transcript within 24 months of testing your score will be invalidated.

Pass/Fail Score Determination

PNCB examinations are criterion referenced. This means the passing score is based on predetermined criteria. Your ability to pass the examination depends on the knowledge you display, not on the performance of other candidates.

The methodology used to set the minimum passing score is the Angoff method, applied by a representative sample group of subject matter experts in the field from across the country who also hold the credential you are seeking. This panel evaluated each question on the examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required to pass.

How many questions do I need to get right to pass the exam?

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 the following:

1. Selecting an appropriate mix of individual questions for each version of the examination that meets the content distribution requirements of the examination content outline.
2. Obtaining an overall difficulty level (as each scored question has been pretested, a difficulty level is available); the standard setting process then considers the overall difficulty level of each test form.
3. Slight variations in difficulty level are determined, then addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular form of the examination application.

PNCB uses scaled scores that range from 200 (0 items correct) to 800 (all items correct) with a scaled score of 400 corresponding to the cut-point on the exam. This means that the passing score across all forms is 400. Using a **scaled score** is how a certification board may put all scores, regardless of which form the candidate takes, on the same scale, or frame of reference.

Cancellation of Scores

PNCB and its testing vendors 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 its testing vendors reserve the right to void or withhold exam results if, upon investigation, a violation of its regulations is discovered.

Exam Copyright and Confidentiality

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. As an exam candidate, you agree not to disclose information about test questions and answers in any way. This includes talking about questions with your colleagues, supervisors, mentors, or teachers. Violation of this confidentiality agreement will jeopardize your certification or opportunity to become certified in the future.

Candidate Confidentiality

Information about exam candidates and their results is confidential. Scores may be released to a third party only with the candidate's permission. Studies and reports concerning candidates will contain no information identifiable with any

candidate. Aggregate exam scores will be shared with Pediatric Nurse Practitioner programs and No Pass No Pay Hospitals. Your name and contact information may be released for PNCB research purposes.

Note on Candidate Data

PNCB shares candidate data in aggregate with third parties for research and other purposes. Aggregate data will be shared with Pediatric Nurse Practitioner programs and No Pass No Pay Hospitals.

PNCB Recertification Program

Upon passing the exam, you will receive important information describing requirements for maintaining your certification through the PNCB's Recertification Program. For detailed information, visit www.pncb.org.

Note on Policies

PNCB reserves the right to amend the procedures outlined in this handbook. Current policies are always posted at www.pncb.org. PNCB also posts policies at: <https://www.pncb.org/policies-terms-use>

PNCB wishes you much success on your upcoming exam!

Revised February 2024