

CNOR[®]

CERTIFICATION | 2010



CCI

COMPETENCY & CREDENTIALING INSTITUTE

Personal Commitment to Extraordinary Care[®]

CNOR® Certification

CCI welcomes you to the CNOR® certification process! Your interest in certification shows your commitment to continued competency, and we applaud you for your decision to become a fellow CNOR! To achieve a positive experience with this process, it is very important that you familiarize yourself with all of the information contained in this booklet and on our website at www.cc-institute.org.

CNOR® certification is defined as “the documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for patients before, during, and after surgery.”

Objectives of CNOR certification include:

- recognizing the individual registered nurse who is proficient in practice;
- strengthening conscious use of theory in assessing, planning, implementing, and evaluating patient care; and
- enhancing professional growth through continued learning that results in broader knowledge and expanded skills.

Purposes of CNOR certification include:

- demonstrating concern for accountability to the general public for nursing practice;
- enhancing quality patient care;
- identifying registered nurses who have demonstrated professional achievement in providing perioperative nursing care; and
- providing employing agencies with a means of identifying professional achievement of an individual perioperative nurse as well as providing personal satisfaction for practitioners.

Please go online to apply at our website

http://www.cc-institute.org/cert_cnor_appl.aspx

CNOR® Eligibility Requirements

All of the following requirements must be met by the application deadline.

- Candidate must be currently licensed, without provision or condition, as a registered nurse in the country where currently practicing in **perioperative nursing**.
- Candidate must have completed a minimum of two years and 2,400 hours of perioperative practice as a registered nurse in an administrative, teaching, research, or general staff capacity, by the application deadline for the testing window selected. (Refer to eligibility criteria listed below.)
- Candidate must be currently practicing in a perioperative nursing role either full- or part-time at the application deadline. (Refer to eligibility criteria listed below.)

Eligibility Categories

The following registered nurses are considered ELIGIBLE for CNOR certification. Surgical services positions that include, but are not limited to:

- Staff nurse
- Surgical services administrative nurse manager
- Surgical services nursing coordinator
- Assistant surgical services supervisor
- Surgical services director
- Surgical services information technology specialist
- Surgical services budget & finance manager
- Surgical services central processing manager
- Surgical services materials manager
- Surgical services quality assurance coordinator/auditor
- Surgical services head nurse
- Surgical services assistant head nurse
- Surgical services team leader
- Surgical services charge nurse
- Perioperative educator or staff development director
(whether teaching registered nurses, student nurses, or surgical technologists)

CNOR® Eligibility Requirements Cont'd

Eligibility Categories Cont'd

- Private RN scrub nurse
 - RN first assistant
 - Perioperative administrative supervisor
 - Medical-surgical instructor in perioperative nursing
 - Perioperative clinical nurse specialist or nurse clinician
 - Full-time student who meets the requirements for candidate status
 - Perioperative nurse consultant
 - Individual who works in noninvasive/invasive procedure settings, such as radiology suites, cardiac cath labs, office surgery settings, or endoscopy suites, and who functions in the perioperative role
 - Clinical education consultant (provides inservice on OR products to OR staff)
 - Case manager

Ineligible Categories

The following registered nurses are considered **INELIGIBLE** for CNOR certification.

- Nurse anesthetist (unless performing the role of the perioperative nurse)
- PACU staff nurse or manager (unless relieves in the OR as needed or is responsible for OR/surgical services, then eligible)
- Preoperative holding or patient check in staff nurse or manager (unless relieves in the OR as needed or is responsible for OR/surgical services, then eligible)
- Emergency room nurse
- OR labor and delivery nurse (unless surgical procedures such as Caesarean sections are done in delivery room, then eligible)
- RN sales representative (unless performing the role of the perioperative nurse part time or performs the role of perioperative educator [ie, provides inservice programs], then eligible)
- Director or assistant director of nursing service (unless directly

CNOR® Eligibility Requirements

Ineligible Categories Cont'd

- responsible for the OR, then eligible)
- RN hospital administrator/assistant administrator (unless directly responsible for OR/surgical services, then eligible)
- Nurse in surgical care or surgical rehabilitation units
- ICU or coronary care unit nurse
- Infection control nurse/nurse epidemiologist (unless directly responsible for OR/surgical services, then eligible)
- Veterinary OR nurse
- Cardiopulmonary perfusionist (unless performing the role of the perioperative nurse part time, then eligible)
- Nurse with inactive licensure and/or graduate nurse status

Graduate nurse OR experience cannot be considered equal to professional (RN) perioperative nurse experience.

A candidate's nationality, race, creed, lifestyle, color, sex, or age is not a factor in determining eligibility for CNOR certification or recertification. If it is determined that you are not eligible for the exam, your application and fee will be returned to you with a letter of explanation.

The CNOR® Certification Examination

About the Exam

CCI contracts with a professional computer-based testing service to develop, administer, and score the CNOR exam at testing centers worldwide. Candidates may take the exam year round, Monday through Saturday (excluding holidays).

The CNOR certification exam consists of 200 multiple choice questions, and three hours and forty five minutes is allowed to complete the exam. Fifteen of the 200 questions on the exam are not scoreable. They will not be noticeable, so do not spend time trying to determine which ones they are. Individual scores are based on the number of correct answers. The computerized format of the exam does not require previous computer experience, as a pre-exam tutorial provides instructions on how to take the exam on the computer. This tutorial also provides examples of how to select answers and how to mark questions that you may want to return to and review before completing the exam. If the examination is interrupted for more than 30 minutes due to an equipment malfunction, candidates will be rescheduled at no additional charge.

Because of the CCI commitment to quality and test security, there are multiple forms of the CNOR test. The various forms of each test are developed from the test blueprint; however, the level of difficulty of the forms may vary slightly because different items appear on different forms. Because it would be unfair to require a candidate taking a slightly more difficult form of the exam to answer as many items correctly as a candidate taking an easier form, the statistical procedure known as equating is used to correct for differences in test difficulty. This method maintains the passing score at a scaled score of 620, even though the passing raw score may vary from test form to test form.

The professional computer-based training organization scores and verifies CCI test results for accuracy twice, hand scoring of the exam is not available.

International Testing - Please visit our website at www.cc-institute.org, for additional information on international testing.

The CNOR® Certification Examination Cont'd

Policy Manual

Once your application has been accepted, CCI will send you a confirmation packet with instructions on how to access the CNOR Certification/Recertification Policy Manual which contains important information about policies, certification and recertification, via the CCI web site at www.cc-institute.org. In addition this manual also contains a "Job Analysis" that defines the tasks performed by the perioperative nurse and lists the knowledge and skills required to complete those tasks. It is intended as a guideline for exam preparation, not as a study tool.

Appeal Policy

For detailed information about our appeal policy, please refer to our policy manual located on our website at www.cc-institute.org.

Registration Periods

| Registration Period | Test Window | Transfer Deadline | Partial Refund Deadline |
|---------------------|-------------------|--------------------|-------------------------|
| March 1 - May 31 | July 1 - Sept. 30 | Wed., Sept 1, 2010 | Sept. 27, 2010 |

Refunds/Withdrawals

Refunds are made at the discretion of CCI, and \$125 of the application fee constitutes a nonrefundable processing charge. (Fee subject to change without prior notification.)

To receive a partial refund:

- Send a written request to CCI to withdraw your application so it is received no later than 3 business days before the end of the testing window.

Refunds/Withdrawals Cont'd

- Cancel your exam by calling the testing organization at least 48 hours prior to your scheduled appointment time. (Call the same phone number you used to schedule your testing date.)

Transfers

Transfer from one test period to the next test period is permitted one time only with a \$125 transfer fee. Transfer requests must be in writing and must reach CCI no later than the deadline shown on your confirmation letter. Payment of the \$125 transfer fee must accompany the request. (Fee subject to change without prior notification.)

Forfeiture of Fees

Failure to schedule and take the exam during the testing window you have chosen will result in forfeiture of all fees submitted. The following will result in forfeiture of all fees:

- Failure to cancel the appointment with the testing organization within the required time.
- Failure to schedule to take the exam.
- Arrival at the testing organization for the exam without proper identification.
- Failure to achieve a passing score on the exam.

In all of these circumstances, the candidate must repeat the entire application process, including payment of application fees, to take the exam at a future date. Candidates may test only once in each testing window.

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Application Instructions

1. Complete all questions on the application, enclose appropriate fee, and mail to CCI, 2170 South Parker Road, Suite 295, Denver, Colorado 80231, or fax to 303-695-8464. (If you fax your application, please call 888-257-2667 the same day to confirm it was received.)
2. After the application has been received, processed, and accepted by CCI, you will receive a confirmation letter.
3. Approximately 7 days prior to the testing window selected, the testing service will mail you an authorization-to-test letter (which includes your authorization number, a telephone number, and a web site for use in scheduling the exam).
4. Receipt of the authorization-to-test letter indicates that the professional computer-based testing service has received your testing information and will work with you to schedule your exam appointment. Please do not contact the testing organization before receiving the authorization-to-test letter. Call CCI if you do not receive this letter by the beginning of your selected testing cycle.

Study Bibliography

The following references are recommended for CNOR exam preparation:

- CNOR Exam Study Guide and Practice Resources, 2nd ed, 2008, CCI
- *Competency for Safe Patient Care During Operative and Invasive Procedures*, Phippen, Ulmer & Wells, 1st ed., 2009, CCI.
- *2009 Perioperative Standards and Recommended Practices*, AORN, Inc.
- *Alexander's Care of the Patient in Surgery*, Rothrock, J.C., 13th ed, 2007.
- *Berry and Kohn's Operating Room Technique*, Phillips, N., 11th ed, 2007.
- To place an order or receive more information about these references, please visit www.cc-institute.org

2010 CNOR® Certification Application

CNOR Application fee \$375 AORN Discounted Application Fee \$295

(Testing fees are subject to change)

To avoid a \$75 late fee, this form and appropriate application fee must be received on or before the deadline date for the registration period in which you are applying (see page 6 for application deadlines). You may apply with the \$75 late fee if application and fee is received within 7 days of the deadline date. Mail to CCI, 2170 South Parker Road, Suite 295, Denver, CO 80231. Or fax your application to 303-695-8464. (If you fax your application, please call 888-257-2667 on the same day to confirm receipt.)

Choose registration period and corresponding testing window below:

- March 1 through May 31 deadline July 1 through September 30, 2010

I. Payment Method: **(Make Check or Money Order Payable to CCI)**

- Check or Money Order Visa MasterCard Discover Card

_____ - _____ - _____ - _____ / _____
Credit Card Number Exp Month/Year Security Code

Signature: _____ Amount to be charged to my credit card: _____
(required for credit card payment)

Ensure name on application matches name on all ID's, which you will need to take with you and present at time of testing.

Have you ever taken this exam before? Yes No

2. Name _____
PLEASE PRINT Last First Middle

3. Last 4 digits of Social Security Number _____ AORN Member Number _____ Year of Birth _____
(required for member discount) *(confidential)*

4. Home Address _____

City State Zip

5. Work Phone _____ Home Phone _____ E-mail _____

6. Month and year your FIRST RN license was issued: _____ Date you began working in the OR as an RN: _____

7. I am currently licensed as an RN in the state of _____

8. Have you been employed as a registered nurse in perioperative nursing at least 2,400 hours and have two years in the OR? Yes No

9. Check your current position:

1. OR Supervisor/Director/Coordinator 5. OR Clinical Specialist (Master's prepared)
 2. OR Head Nurse/Assistant Supervisor 6. Private Scrub Nurse
 3. OR Staff Nurse 7. RN First Assistant
 4. OR Instructor/Staff Development 8. Other: _____

10. Circle appropriate positions below:

I currently: scrub circulate teach supervise do pre/post-op visits other: _____

See reverse to continue...

2010 CNOR[®] Certification Application Continued

11. List employers, dates employed for the past two years, beginning with present employment. (Do not send resume.)

| From | To | Employer & Address Write out employer's name | Position, Title, Specialty Example: Staff Nurse, RN, OR | Supervisor's Name | Number of Hours/Week |
|-------------|-------------|---|--|----------------------|-------------------------|
| mo/day/year | mo/day/year | | | | |
| mo/day/year | mo/day/year | | | | |
| mo/day/year | mo/day/year | | | | |

12. Please provide contact information for a registered nurse colleague where you currently practice. This will be used to verify employment in perioperative nursing.

(Print RN Colleague Name)

(Employer)

(RN Colleague Position & Title)

(Address)

(Work Phone)

(City, State, Zip)

13. Statement of Understanding:

I possess a current unencumbered U.S. license to practice as an RN. I agree to notify The Competency & Credentialing Institute if any disciplinary action is taken against my RN license in the future. I hereby apply for CNOR certification offered by the CCI. I understand that certification depends upon the successful completion of the specified requirements. I further understand that the information acquired in the certification process may be used for statistical purposes and for evaluation of the certification program. To the best of my knowledge, the information contained in the application is true, complete, correct and is made in good faith. I understand that information supplied is **subject to verification** and failure to respond to a request for further information may be sufficient cause for the CCI to bar me from the exam, to invalidate the results of my exam, to withhold certification, to revoke certification, or to take other appropriate action. Information gained through verification will be confidential, except in instances where the law demands disclosure of facts. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue the certification process. My signature on this form indicates my agreement to keep the contents of the exam confidential and not discuss the specific exam content with anyone except the CCI. By complying with and enforcing this obligation, I help maintain the integrity of the CCI and the value of its certification credentials. I have read and agree to the policies and procedures located at http://www.cc-institute.org/cert_cnor_poli.aspx.

Applicant's Signature _____

Printed Name: _____

Date: _____

Whenever possible, the Competency and Credentialing Institute is committed to providing reasonable accommodation in its examination processes to otherwise qualified individuals with physical or mental disabilities in accordance with the Americans with Disabilities Act (ADA). Accommodations will be provided to qualified candidates with disabilities to the extent that such accommodation does not fundamentally alter the examination or cause an undue burden to the agency. Candidates with disabilities must notify the CCI in writing no later than 60 days prior to the examination testing window stating the specific type of accommodation needed and providing appropriate documentation of the disability. Because the provision of all necessary and reasonable accommodations is based upon an assessment of the current impact of the individual's disabilities, the candidate must provide recent and appropriate documentation based on an evaluation within the past five years. The documentation provided should include correspondence from a healthcare provider who has first-hand knowledge of the disability that describes the nature of the disability and specific recommendations regarding the type accommodation required to address the disability. The letter should be on that professional's letterhead stationery and include his or her title, address, phone number, and original signature. Examples of requests for special testing accommodations that may be granted include modification of seating or other physical arrangements in the examination facility or providing for the examination to be taken in an accessible location, providing for a reasonable extension of testing time. Examples of requests for special testing accommodations that may be denied include modification of the content of an objective multiple-choice examination, providing for unlimited testing time, permitting a reader to paraphrase test material or translate the material into another language. All accommodation determinations will be made by the Competency and Credentialing Institute at its discretion.



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