AANPCB

Emergency Nurse Practitioner
Specialty Certification

ENP Certification

2017 Candidate Handbook

American Academy of Nurse Practitioners National Certification Board, Inc.
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About the AANPCB Emergency Nurse Practitioners Specialty Certification Program

In November 2015, the American Academy of Emergency Nurse Practitioners (AAENP) entered into an agreement with the American Academy of Nurse Practitioners National Certification Board, Inc. to develop a specialty certification by examination to recognize eligible Family Nurse Practitioner’s expertise in emergency care. The Emergency Nurse Practitioner (ENP) certification program was created and designed to align with the APRN Consensus Model for specialty nursing practice and meet national standards for nursing and healthcare certification program accreditation. The ENP specialty certification credential is Emergency Nurse Practitioner-Certified (ENP-C).

AANPCB is a national nursing certification board and is, therefore, responsible for processing applications, administrating examinations, ensuring the tests are reliable and valid, and facilitating the accreditation process for the ENP program. AAENP, as a membership organization, is responsible for collaborating with AANPCB to develop exam content and set forth the standards, qualifications, knowledge, and practice of emergency nurse practitioners. AAENP and AANPCB each hold distinctly clear responsibilities in the development of the ENP certification exam.

About the American Academy of Nurse Practitioners Certification Board (AANPCB)

The American Academy of Nurse Practitioners Certification Program (AANPCP) was established under the direction of Dr. Jan Towers PhD, NP-C, CRNP, FAAN, FAANP in 1993 for the purpose of providing a valid and reliable program for the evaluation of individuals wishing to enter, continue, and/or advance in the Nurse Practitioner (NP) profession through the certification process. In 1999, AANPCP became separately incorporated as the American Academy of Nurse Practitioners National Certification Board, Inc.

Effective January 2017, AANPCP changed its business name and acronym to the American Academy of Nurse Practitioners Certification Board (AANPCB). “Board” more accurately represents the organization’s official incorporated name, and reflects the full scope of the organization since multiple certification programs are offered. While the AANPCB name and logo changed, the website domain and contact information remained the same.

Vision, Mission, and Core Values

VISION
The vision of the AANPCB is to be the leading organization upholding the highest certification standards for nurse practitioners in promoting high quality healthcare.

MISSION
The mission of the AANPCB is to provide excellence in professional nurse practitioner certification.

CORE VALUES
Accountability, quality, and transparency are the core values that support the mission and vision of the AANPCB.

PURPOSE
The purpose of the AANPCB is to assess the knowledge and practice competencies of nurse practitioners required to provide safe and quality health care.

CURRENT* ACTIVE CERTIFICATIONS

<table>
<thead>
<tr>
<th>Certification</th>
<th>Number</th>
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<tr>
<td>FNP-C</td>
<td>70,369</td>
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<tr>
<td>ANP-C</td>
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<tr>
<td>AGNP-C</td>
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<td>GNP-C</td>
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<tr>
<td>ENP-C</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>85,641</strong></td>
</tr>
</tbody>
</table>

*Number as of Jan. 18th, 2017
As a national nursing certification board, AANPCB:

- Is responsible for facilitating the application processes for Nurse Practitioner (NP) certification.
- Is responsible for providing a reliable, valid, competency-based examination for NPs to reflect their knowledge and expertise for each of its programs.
- Provides initial certification of the Adult-Gerontology Primary Care Nurse Practitioner (A-GNP) and Family Nurse Practitioner (FNP) meeting eligibility requirements for certification by exam.
- Provides processes for renewal of certification for certified A-GNPs, FNPs, Adult Nurse Practitioners (ANPs), and Gerontologic Nurse Practitioners (GNPs) meeting requirements for recertification.
- Retired the GNP examination in December 2012 and the ANP examination in December 2016 to comply with the national Consensus Model for APRN Regulation: Licensure, Accreditation, Certification and Education.
- Launched the Emergency Nurse Practitioner Specialty Certification Examination for certified Family Nurse Practitioners (ENP), AANPCB’s first specialty certification examination, in January 2017. The ENP examination meets the requirements of the Consensus Model for both specialty certification and APRN role/population-focused competencies. (See ENP Candidate Handbook).

Board of Commissioners

AANPCB is an independent, separately incorporated, nonprofit organization governed by a Board of Commissioners (BOC) composed of dedicated, knowledgeable, and experienced NPs representative of the certificant population. The BOC governs all of the major decisions affecting the certification programs and processes and offers input and guidance into organizational decisions. Elections for the Commissioners are held annually in October, and all active Certificants may vote. One public member (who is not a healthcare professional) is appointed to represent and protect the public. BOC names are published on the certification website.

Statement of Non-Discrimination

AANPCB does not discriminate on the basis of race, color, national origin, ethnicity, age, gender, religion, disability, marital status, parental status, sexual orientation, military discharge status, linguistic background, or source of income in any of its program activities or agency operations. Activities include, but are not limited to, hiring and firing of certification staff, and the selection of volunteers and vendors. All candidates for certification will be judged solely on published eligibility criteria for examination and certification as determined by AANPCB.

Accreditation, Recognition, Affiliation

Accreditation

The A-GNP and FNP certification programs offered by AANPCB are accredited by both the Accreditation Board for Specialty Nursing Certification, Inc. (ABSNC) and the National Commission for Certifying Agencies (NCCA). Applications for accreditation of the ENP Specialty Certification Examination program will be submitted to ABSNC and NCCA in 2017 when accreditation eligibility criteria are met. Changes to the certification program align with certification accreditation standards promulgated by ABSNC and NCCA.

The Accreditation Board for Specialty Nursing Certification, Inc. (ABSNC), formerly known as the ABNS Accreditation Council, is the only accrediting body specifically for nursing certification. ABSNC accreditation provides a peer-review mechanism that allows nursing certification organizations to obtain accreditation of their certification programs by demonstrating compliance with the highest quality standards available in the industry.

The National Commission for Certifying Agencies (NCCA), the accrediting body of the Institute for Credentialing Excellence (ICE), serves to ensure the health, welfare, and safety of the public through the accreditation of certification programs and organizations that assess professional competence. Accreditation by NCCA indicates AANPCB compliance with the NCCA Standards for the Accreditation of Certification Programs.
Recognition
AANPCB certifications are recognized by all U.S. Boards of Nursing, Canadian provincial nurse regulators, the Centers for Medicare and Medicaid Services (CMS), the Veterans Administration, private managed care organizations, institutions, and health care agencies for credentialing purposes.

Membership Organization Affiliation
AANPCB is affiliated with two national nurse practitioner membership organizations.

American Association of Nurse Practitioners (AANP) - the largest full-service national professional membership organization for NPs of all specialties. For more information, visit www.aanp.org.

American Academy of Emergency Nurse Practitioners (AAENP) the professional membership organization for NPs who practice in emergency care settings and provide emergency care for patients of all ages and acuities. For more information, visit www.aaenp-natl.org.

Affiliation with a membership organization is neither a requirement for, nor an indication of, certification. AANPCB, AANP, and AAENP are independent organizations, therefore, certification and membership account information is held separately by each organization. Certification numbers and membership numbers are uniquely different. Please contact AANP or AAENP if assistance is needed with membership, CE Centers, or professional opportunities.

NP-C Credential
NP-C means “Nurse Practitioner-Certified”

NP-C is the credential authorized for use by individuals who have met the standards, qualifications, and testing requirements established by AANPCB to indicate certification status. NP-C is the registered trademark owned by the American Academy of Nurse Practitioners National Certification Board, Inc.

<table>
<thead>
<tr>
<th>Population Specialty</th>
<th>Credential</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>ANP-C</td>
<td>ANP-C</td>
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<tr>
<td>Adult-Gerontology Primary Care</td>
<td>AGNP-C</td>
<td>AGNP-C</td>
</tr>
<tr>
<td>Emergency</td>
<td>ENP-C</td>
<td>ENP-C</td>
</tr>
<tr>
<td>Family</td>
<td>FNP-C</td>
<td>FNP-C</td>
</tr>
<tr>
<td>Gerontologic</td>
<td>GNP-C</td>
<td>GNP-C</td>
</tr>
</tbody>
</table>

The first letter of the population specialty (i.e.; Adult, Adult-Gerontology, Emergency, Family, or Gerontologic) precedes the certification number printed on both the official embossed certificate and the wallet card. The initial A, E, F, G, or A-G indicating population specialty is optional and precedes the NP-C credential.

Certification granted is a time-limited and only certificants meeting requirements for renewal of their certification are authorized to continue to use the credential. The AANPCB Commission has determined that a 5-year cycle of certification meets requirements to ensure continued competence based on review of literature and consultation with credentialing experts. This decision is reviewed periodically in conjunction with subsequent practice analyses.

FNP Certificants subscribe to the Scope of Practice for Nurse Practitioners and the Standards of Practice for Nurse Practitioners established by the American Association of Nurse Practitioners (AANP), and the Nursing: Scope and Standards of Practice (American Nurses Association).

ENP Certificants –Visit AAENP for updates on release of the Scopes & Standards for ENP Practice.
**AANPCB NP Certifications**

Individuals certified by AANPCB will continue to be certified, credentialed, and recognized by AANPCB as Nurse Practitioners as long as the minimum requirements for renewal of certification are met within the 5-year period of certification and certification does not lapse. Individuals who allow their AANPCB NP certification to expire are not authorized to use the NP-C credential and may not represent themselves as being certified by AANPCB.

**Adult-Gerontology Primary Care Nurse Practitioner (A-GNP)**

The Adult-Gerontology Primary Care Nurse Practitioner examination tests clinical knowledge of young adults (including adolescents and emancipated minors), adults, elderly, and frail elderly. Certificants who are dual-certified by AANPCB as both an ANP and a GNP are eligible to apply for conversion to the Adult-Gerontology Nurse Practitioner.

**Family Nurse Practitioner (FNP)**

The Family Nurse Practitioner examination tests clinical knowledge in family/individual across the life span (prenatal, pediatric, adolescent, adult, elderly, and frail elderly primary care).

**Adult Nurse Practitioner (ANP)**

The Adult Nurse Practitioner examination was retired December 2016 to meet the regulatory requirements of the Consensus Model for role and population foci. ANPs should check with their individual State Boards of Nursing for further requirements or stipulations regarding practice as an Adult Nurse Practitioner. Individuals certified by AANPCB as an ANP will continue to be certified and recognized as a NP-C as long as current requirements for renewal of certification are met and the certification does not expire. ANPs who allow their certification to expire will be unable to renew it.

**Gerontologic Nurse Practitioner (GNP)**

Like the ANP examination, the Gerontologic Nurse Practitioner certification examination was retired in December 2012 to meet the regulatory requirements of the Consensus Model for role and population foci. GNPs should check with their individual State Boards of Nursing for further requirements or stipulations regarding practice as a Gerontologic Nurse Practitioner. Individuals certified by AANPCB as a GNP will continue to be certified and recognized as a NP-C as long as current requirements for renewal of certification are met and the certification does not expire. GNPs who allow their certification to expire will be unable to renew it.

**Emergency Nurse Practitioner Specialty Certification for FNPs (ENP)**

AANPCB collaborated with the American Academy of Emergency Nurse Practitioners (AAENP) in 2016 to develop the Emergency Nurse Practitioner Specialty Certification Examination for certified Family Nurse Practitioners who work in emergency care specialty areas. NPs certified by AANPCB as an ENP must maintain active certification as a Family Nurse Practitioner in order to renew ENP certification. For more information, see the ENP Candidate Handbook.
About the Emergency Nurse Practitioner Specialty Certification Examination

“A specialty evolves out of an APRN role/population focus and indicates that an APRN has additional knowledge and expertise in a more discrete area of specialty practice. Competency in the specialty areas could be acquired either by educational preparation or experience and assessed in a variety of ways through professional credentialing mechanisms (e.g., portfolio, examinations, etc.).” according to the Consensus Model for APRN Regulation: Licensure, Accreditation, Certification & Education (2008). Under the direction of the Board of Commissioners, AANPCB’s ENP specialty certification examination is developed reflective of knowledge and expertise in the NP population-foci family/ across the life span in emergency care clinical practice settings.

The ENP specialty certification examination is focused solely on requirements for safe clinical practice and limited to content that can be tested in an objective format. It is developed and maintained in partnership with a contracted test development organization, whose program directors and psychometric consultants help to ensure that generally accepted psychometric principles and best education testing practices are used, and national accreditation standards for certification programs are met.

Exam Development

- The 2016 ENP practice analysis was initiated by a task force of qualified family nurse practitioner emergency care subject matter experts, under the direction of an independent examination development consultant, utilizing nationally established NP core and population specific competencies. AANPCB selected panels of content experts in emergency clinical practice, engaged in clinical practice in a variety of emergency care settings, work in diverse geographical areas, and involved in academia to assist in all phases of the ENP examination development.

- The first steps in the development of the ENP specialty certification examination involved the creation and validation of that structured description of the practice (FNPs providing emergency care for patients of all ages and acuities). The process included delineating commonly seen patient conditions across the lifespan of emergent/critical, urgent, and non-urgent/ primary care acuity levels in urban, suburban, rural, and frontier/remote clinical practice settings, and also identified procedures performed in NP emergency care clinical practice. This information was then validated via survey research. Emergency NPs and Family Nurse Practitioners engaged in emergency care clinical practice, working with different patient populations, from different U.S. geographical areas were invited to participate in the survey.

- Data obtained from the survey provided the foundation for the ENP exam blueprint, and guided decisions regarding percent of questions from each domain and task for the exam. Those domains and tasks rated as most important by survey respondents have the most questions devoted to those particular domains and tasks on the examination.

Examination Content

- AANPCB examinations are process focused, based on the assessment, diagnosis, planning, and evaluation components of patient care, and associated with the NP role, specialty population, wellness-illness continuum, and associated problem areas.
• The ENP examination tests clinical knowledge of emergency care in the role and population focus of the family/individual across the life span of prenatal, pediatric, adolescent, adult, elderly, and frail elderly primary care.

• Content Outlines identify the proportion of questions from each domain that appear on the exam. Percentages are used to determine the number of test questions related to each domain and task that appear on the multiple-choice examinations.

• Specific age parameters are not defined for any population. AANPCB uses growth and development as the basis of age-related changes for constructing the certification exams.

Domains, Tasks, Knowledge, and Technical Skills/Procedures

• Typically, a practice analysis study includes a description of the tasks performed in practice, organized within broad domains of practice, and the knowledge needed in order to perform the tasks. In a profession, such as the Emergency Nurse Practitioners, where technical skills or procedures are used on the job, the practice analysis included these as well.

• Knowledge Areas serve as the basis for the certification test blueprints. Knowledge refers to acquired information necessary to perform the job tasks and the ability to perform skills/procedures. This reflects characteristics of the individual worker performing the job.

• Testing Domains contain the knowledge and skills required to competently perform tasks for the Emergency NP examination. Domains are the major responsibility areas that make up a profession. Domains are mutually exclusive and encompass all of the tasks performed in practice.

• Tasks are discrete work elements within domains. Tasks are distinct, identifiable, and specific practice-related activities.

• Procedures are learned cognitive and psychomotor actions that must be performed correctly in order to successfully complete one or more job tasks.

Common Questions

1. What clinical guidelines are used when writing the examination?
   AANPCB examinations are developed annually for the following year. The current year therapeutic clinical guidelines are referenced (e.g., 2017 test content was developed and test items written and validated in 2016).

2. Are Age Parameters used?
   The APRN Consensus Model does not define the age parameters for any of the population foci. Therefore, growth and development are used as the basis of age-related changes for constructing a certification exam. Specific age parameters are not defined for any population on AANPCB examinations.

3. How many questions are on the examination?
   There are 150 questions on each of the certification examinations. Of the 150 questions, 15 are pretest questions. A candidate’s score is based solely on the 135 scored questions.

4. What is a Pretest Question and how is it scored?
   Pretest questions are questions developed during the process of Item Writing. Pretest questions are piloted on examinations to obtain statistical information for determining how well each question will perform prior to vetting them for use on the scored portion of an examination. The test-taker’s performance on pretest questions does not affect the final score. Pretest questions cannot be distinguished from those that are scored.

5. How often is a Practice Analysis conducted?
   An initial practice analysis study is conducted in order to establish the content coverage of a new examination. Organizations typically conduct update studies every 3 to 7 years, depending on the rate of change in a profession. Update studies ensure that the examination continues to assess what is most relevant to practice as a profession evolves over time.

6. What are the major components of the examination development process?
   - Practice Analysis - Examinations are based on a practice analysis, also known as Role Delineation Studies. These are objective measures of the knowledge and skills required of competent nurse practitioners and provides the foundation for defining AANPCB Knowledge Areas and Testing Domains. Practice analysis methodology used is designed to adhere to best practices in the testing industry. Utilizing nationally established NP core and population specific competencies, a task force of SMEs delineate commonly seen patient conditions and identify procedures performed in clinical practice. This information was then validated via survey research. NPs engaged in clinical
practice, who work with different patient populations and reside in different U.S. geographical areas, were invited to participate in the surveys.

- **Examination Blueprint** - Specifications derived from the practice analyses serve as the Examination Blueprint. NP content experts, referred to as subject matter experts (SMEs), develop and review all items for content relevance, competency level, currency, and importance.

- **Examination Construction** - The development of all items is directly linked to the Examination Blueprint to guarantee consistent emphasis on content areas from one examination to another. Each item is reviewed for psychometric quality; editorial staff review each item for grammar, spelling, and usage; and additional panels of content experts conduct a final review of each certification examination. All items are secured in an Examination Item Bank. AANPCB maintains ownership of all items in the bank. Item access is restricted to authorized personnel requiring approval of the AANPCB Chief Executive Officer.

- **Standard Setting** - Industry-accepted, psychometrically sound performance standards are used to establish the Passing Point for all new exams.

### Taking the Examination

Nurse Practitioners who become certified by AANPCB as an Emergency Nurse Practitioner must maintain currency of their AANPCB or ANCC Family Nurse Practitioner certification in order to continue to be certified, credentialed, and recognized by AANPCB as an Emergency Nurse Practitioner.

### Qualification Requirements

The ENP specialty certification examination is for certified FNPs due to the lifespan scope of the ENP examination.

- Current Family Nurse Practitioner certification by either American Academy of Nurse Practitioners Certification Board or the American Nurses Credentialing Center is required. Applicants certified by ANCC must provide a copy of their ANCC FNP certificate showing certification number and expiration date.

- Current, active registered nurse licensure in the U.S., U.S. territories, or Canadian province or territory. Applicants must provide copy of RN/APRN licensure with expiration date.

### Eligibility Options

Eligibility to take the Emergency NP certification examination is limited to applicants meeting specific criteria for one of three options:

| Option 1: | **Minimum of 2,000 direct, emergency care clinical practice hours as a Family NP in the past five (5) years;**
| | **Evidence of 100 hours of continuing emergency care education; and a**
| | **Minimum of 30 continuing emergency care education hours in emergency care procedural skills within those 5 years.**

| Option 2: | **Completion of an academic emergency care graduate/post-graduate NP program from an accredited nursing program**

| Option 3: | **Completion of an approved emergency fellowship program.**
Eligibility Option 1: Certification by Clinical Practice Hours and Continuing Education

<table>
<thead>
<tr>
<th>OPTION 1:</th>
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<tbody>
<tr>
<td>• MINIMUM OF 2,000 DIRECT, EMERGENCY CARE CLINICAL PRACTICE HOURS AS A FAMILY NP IN THE PAST FIVE (5) YEARS;</td>
</tr>
<tr>
<td>• EVIDENCE OF 100 HOURS OF CONTINUING EMERGENCY CARE EDUCATION; AND A</td>
</tr>
<tr>
<td>• MINIMUM OF 30 CONTINUING EMERGENCY CARE EDUCATION HOURS IN EMERGENCY CARE PROCEDURAL SKILLS WITHIN THOSE 5 YEARS.</td>
</tr>
<tr>
<td>• CURRENT, ACTIVE REGISTERED NURSE LICENSURE.</td>
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Application Process

• Applicants must establish an online account at www.aanpcert.org. Online applications and electronic submissions are preferred. An additional fee is assessed for processing of paper applications.
• To avoid loss of information submitted, an application must be completed within 30 days once started.
• Normal processing time for initial applications may take up to 6 weeks, depending upon receipt of a complete application, required documents, and applicable fees.
• Applicants are notified by email once weekly if additional information is needed to complete an application.
• Applications are reviewed to determine qualification to take the examination and for completeness and undergo professional review by qualified Nurse Practitioners.

Eligibility Options 2 & 3: Certification by ENP Academic Program & Fellowship

<table>
<thead>
<tr>
<th>OPTION 2:</th>
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<tbody>
<tr>
<td>• COMPLETION OF AN ACADEMIC EMERGENCY CARE GRADUATE/ POST-GRADUATE NP PROGRAM FROM AN ACCREDIDTED NURSING PROGRAM</td>
</tr>
<tr>
<td>• CURRENT, ACTIVE REGISTERED NURSE LICENSURE.</td>
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<tr>
<th>OPTION 3:</th>
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<tbody>
<tr>
<td>• COMPLETION OF AN APPROVED EMERGENCY FELLOWSHIP PROGRAM.</td>
</tr>
<tr>
<td>• CURRENT, ACTIVE REGISTERED NURSE LICENSURE.</td>
</tr>
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</table>

In an effort to increase the workforce of specialty trained practitioners providing high quality, evidence-based, safe patient care, post-graduate training programs for NPs are gaining momentum. While not required for practice, post-graduate programs build upon entry-level competencies and national certifications to provide clinicians with additional patient-care management strategies.

The terms “residency” and “fellowship” have been used to describe these programs which are gaining popularity not only for new graduates, but for practicing clinicians who desire additional specialty training in various areas of medicine including emergency and critical care. Based upon current evidence, the national NP community has suggested that the term “fellowship” is best used to describe these programs which are offered as an optional post-graduate training and not required for certification or licensure.

The existing postgraduate programs for emergency care ... have many similarities. A small number of students are accepted for training that is interdisciplinary in nature, with simultaneous admission and training of NP’s and Physician Assistants (PAs). The average program length is 12 months, with curricula consisting of didactic and clinical experiences among varied specialty areas (e.g., critical care, cardiology, orthopedics). Specialized training typically includes advanced airway management, emergency ultrasound, and advanced life support courses (ACLS, ATLS, PALS).


The American Academy of Emergency Nurse Practitioners maintains a list of current known ENP academic programs and fellowships on their website. Visit http://aaenp-nati.org/Fellowship_Programs.
Application Process

- Applicants must establish an online account at www.aanpcert.org. Online applications and electronic submissions are preferred. An additional fee is assessed for processing of paper applications.
- To avoid loss of information submitted, an application must be completed within 30 days once started.
- Normal processing time for initial applications may take up to 6 weeks, depending upon receipt of a complete application, required documents, and applicable fees.
- Applicants are notified by email once weekly if additional information is needed to complete an application.
- Applications are reviewed to determine qualification to take the examination and for completeness and undergo professional review by qualified Nurse Practitioners.

Information for Candidates enrolled in a Graduate (MSN) or Post-Graduate program

- Applicants enrolled in MSN or post-masters certificate program may begin the application process 6 months before completion of their program.
- Dual FNP/ENP Program Applicants may start the application process for both examinations as early as 6 months before completion of a dual FNP/ENP program.
- An interim transcript showing completed academic “coursework-to-date” or a final official transcript showing degree and date awarded (conferred) is required to initiate processing of an application.
- Candidates may not sit for an examination until after they have completed their NP program.
- Once eligibility to sit for the exam is verified, AANPCB notifies PSI Exams Online of the candidate’s eligibility to test.
- Upon notification, PSI Exams online will email the candidate their authorization to register for the examination. This authorization email grants the 120-day testing window, and provides important instructions for scheduling a testing appointment at PSI Testing Centers.
- Candidate’s names must match on their application, testing site registration, and forms of identification required by the testing center for an applicant to sit for their scheduled examination.

Additional Information for Candidates enrolled in a Doctor of Nursing Practice (DNP) program

- Applicants enrolled in a Doctor of Nursing Practice (DNP) program may begin the application process as early as 1 year prior to completion of their program.
- Candidates enrolled in a DNP program must complete all of their NP program didactic courses and requirements, including the faculty-supervised clinical practice hours required for the program, before they will be eligible to sit for the certification examination in the area of their specialty.
- An official transcript showing DNP degree awarded and conferral date is required to release a score. The certification start date will be the date the score is released, not the date the examination was taken.

Scheduling an Examination

- PSI’s Testing Centers administer AANPCB’s certification examinations via computer-based testing format. Testing centers are located throughout the United States and Canada and maintained by PSI Services, LLC (PSI). Refer questions concerning examination administration to PSI.
- For examination scheduling procedures, refer to the AANPCB CANDIDATE INFORMATION BULLETIN on www.psiexams.com.
- Before scheduling a test date, candidates must first create an account and register for the examination at PSI Exams online at www.psiexams.com. The fastest and most convenient way to schedule a test is to schedule online on PSI’s scheduling website at www.psiexams.com. Candidates may also contact a PSI Customer Service Representative at (800) 211-2754 during PSI’s hours of operation.
- Candidates receive a 120-day window to test. This window allows candidates the flexibility of scheduling their test around their personal schedule, employment schedule,
religious needs, or any other issues without requiring the need for additional accommodations or forms. **Candidates with Disabilities requesting Special Arrangements are required to contact a PSI Customer Service Representative to schedule their testing appointment and not use the scheduling website.**

Contact PSI regarding questions concerning examination administration and testing site regulations.

**Important Testing Site Information**

Visit [www.psiexams.com](http://www.psiexams.com) for the following information:

- Schedule an exam
- Required Identification for Exam Site
- Special Accommodations
- Testing Center Regulations
- Reschedule an exam
- Cancel a Scheduled exam
- Practice Examination
- Find Testing Center Sites near You

**Special Accommodations/Arrangements**

Applicants receive a 120-day window to test. This window allows applicants the flexibility of scheduling their test around their personal schedule, employment schedule, religious needs, or any other issues without requiring the need for additional accommodations or forms.

AANPCB complies with the *Americans with Disabilities Act* (ADA, 1990, updated 2010) and works with the testing agency to provide reasonable and appropriate arrangements for applicants with a disability who submit appropriate documentation. Applicants requiring special arrangements must complete the [PSI Special Accommodation Request Form](http://www.psiexams.com) and fax it, along with documentation from the medical authority or learning institution that rendered a diagnosis, to PSI at (702) 932-2666. Verification must be submitted to PSI (not AANPCB) on letterhead stationary of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title, and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Applicants need to follow PSI guidelines regarding Special Arrangements for Candidates with Disabilities. Applicants must allow four (4) business days after faxing the form and supporting documentation to PSI. After 4 days, call PSI at (800) 367-1565, ext. 6750 and leave a voice message. A PSI Special Accommodations representative will call the
applicants back within 48 hours to schedule the exam. The PSI Special Accommodations Form may be found online at www.psiexams.com AANPCB Candidate Information Bulletin.

Eligibility-to-Test Notification

Applications are reviewed to determine qualification to take the examination and for completeness.

- Qualified applicants currently enrolled in a graduate program may submit an application prior to completing their NP program, however, they will not be eligible to sit for an examination until after completion of all didactic and clinical coursework required in the NP portion of their program. Applicants who submit an application prior to completing their NP program will receive their Eligibility to Test (ETT) notification by email after all NP program coursework is complete.
- When an application is approved, an email notification of the approval will be sent to the candidate.
- When a candidate is eligible to test, AANPCB will notify PSI. Upon notification (typically within 24 hours), PSI will send the candidate an eligibility confirmation email from support@psionline.com. This email will provide important instructions for scheduling a testing appointment at PSI Testing Centers.

Rescheduling and Canceling an Examination

Changes to a scheduled examination appointment may be done either online by accessing PSI’s scheduling website at www.psiexams.com or by contacting a PSI Customer Service Representative at (800) 211-2754 during PSI’s hours of operation. In order for an applicant to cancel and reschedule a test appointment, the appointment must be within the 120-day window-to-test AND notice is received at least 2 business days before the scheduled test date. Candidates who do not cancel appropriately or fail to report for their scheduled examination appointment will not be entitled to a refund and will be responsible for fees charged by the testing center.

Withdrawal

Applicants wishing to withdraw from taking the examination must email a request for withdrawal to certification@aanpcert.org. If the request is received before expiration of the 120-day testing window AND the candidate has not scheduled a test appointment with PSI, the registration fee, less a processing fee, will be refunded within 30 days. Candidates who choose to withdraw and have a scheduled examination appointment will not be entitled to a refund.

Extension Requests

Extensions are granted on a case-by-case basis for reasons of hardship with sufficient justification. Candidates unable to sit for the examination within their 120-day window to test may request an extension. There must not be an examination appointment scheduled. If the extension is approved, a one-time 60-day window to test is granted. Candidates who do not test during the 60-day extension window forfeit applicable fees, will need to reapply to take the examination, and pay the applicable fees. Extension requests must be emailed to certification@aanpcert.org.

Examination Security Conditions

The certification examinations and all items on the examinations are the exclusive property of the American Academy of Nurse Practitioners National Certification Board, Inc. Candidates who apply for the certification examination must acknowledge that they understand the following prior to taking the examination:

- Federal copyright law protects AANPCB's examinations and the items contained therein.
- Retention, possession, copying, distribution, disclosure, discussion or receipt of any AANPCB certification examination question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to emailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during or after the certification examination is strictly prohibited.
- Theft or attempted theft of examination content is punishable by law.
- Candidate participation in any irregularity occurring during or after the examination such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate results of the examination, or necessitate other appropriate action per AANPCB Disciplinary Policy.
• Incidents regarding test security or examination administration will be reported to the AANPCB Board of Commissioners. Grounds for sanction may be warranted.
• PSI Testing Center Regulations may be viewed at www.psiexams.com.

Exam Scores

• The certification examinations are criterion-referenced tests designed to assess knowledge required for entry-level practice as a nurse practitioner. In a criterion-referenced examination, a candidate must obtain a score equal to or higher than the “passing score” to pass the test. The passing score represents absolute standards and is determined using psychometrically accepted standard-setting methodology (modified-Angoff). It is a complex scoring system that assesses standards that define what candidates “should know” for entry-level NP practice.
• Exam results are reported as a “scaled score”. The total number of correct responses is called the total raw score. Total raw scores are converted to a scaled score ranging from 200 to 800 points using statistical procedures equivalent for all administrations of the examination. A minimum passing scaled score of 500 must be obtained to pass the examination. A candidate’s performance on the examination is not compared to the performance of others taking the examination. (The scaled score is neither a “number correct” nor a “percent correct” score.)
• Candidates may obtain a preliminary Pass or Fail status at the testing center upon completion of the examination. A preliminary report of Pass from the testing site is not official notification, does not indicate active certification status, and may NOT be used for employment or licensure as an NP.
• Under most circumstances, AANPCB imports exam scores from PSI once weekly.
• A candidate’s examination score is considered confidential information and will not be disclosed to anyone other than the candidate without specific written instructions from the candidate indicating to whom and why the information is to be disclosed. Results will not be given out by telephone, email, or fax. Neither AANPCB nor PSI staff have access to, or are able to discuss, individual questions with candidates.

Candidates who pass the Exam

• When all requirements for certification have been met, an official score letter with the certification number, personalized certificate, wallet card, and lapel pin will be prepared and mailed to the Certificant within 2-3 weeks.
• An official final transcript showing degree conferred and date awarded by the educational program is required before a score report is released to a candidate. In the case of a post-graduate certificate program, a certificate is required in addition to the official final graduate transcript.
• A printable wallet card with certification status will be viewable on the individual’s Online Account when a score is released.
• Requested State Board of Nursing Verification Requests and primary source verification will be sent one business day following score release (See Verification Requests).

In the Event a candidate does not pass the Exam

• An official final transcript showing degree conferred and date awarded by the educational program must be received and processed before a score report is released to a candidate. In the case of a post-graduate certificate program, a certificate is required in addition to the official final graduate transcript.
• Candidates who do not pass the certification examination receive an official score letter indicating failure to pass with score, areas of strength and weakness in the four Testing Domains (Assess, Diagnose, Plan, Evaluate).
• Requested State Board of Nursing (SBON) Verification Requests and primary source verification will be sent one business day following score release (See Verification Requests).
• Candidates who do not pass the examination and wish to appeal their exam score will be charged a fee by the testing vendor. (See Appeals Policy). The examinations are computer-based and electronically scored, therefore, errors in scoring are virtually non-existent.
Retaking the Examination

- In order to retake the examination, candidates are required to complete a minimum of 15 hours of advanced practice continuing education from an accredited CE provider in the areas of weakness as indicated on their score report. A general NP certification examination review course is recommended but not required. CE must be completed after the examination date which the candidate did not pass.
- The certification examination may only be taken TWICE in a calendar year (January 1st to December 31st).
- Candidates apply online using the Retake Application option.

Practice Examination

- A Practice Examination for ENP is not available. AANPCB offers one version of the Adult-Gero NP Practice Examination and one version of the Family NP practice examination. Refer to the website at www.aanpcert.org for more information.

Certification Fees

- Fees may be found on the Certification website www.aanpcert.org.
- Fees are shown in and must be paid in U.S. dollars, and are subject to change without notification.
- Applications are processed in a timely manner, therefore, AANPCB does not expedite processing of applications.
- A paper processing fee is charged for paper applications received via mail, email, or fax.
- There is no charge for processing of supporting documents received by AANPCB for the purposes of certification and recertification (e.g., RN licenses, CEs, unofficial transcripts).

Contact Us

Email is the preferred method for general correspondence. Copies of RN licenses, completed paper applications, and correspondence may be mailed, faxed, or emailed.

Email: certification@aanpcert.org
Fax: (512) 637-0540
Certification Administration: (512) 637-0500
Toll-free Number: (855) 822-6727

Mailing Address: AANPCB
P.O. Box 12926
Austin, TX 78711-2926

Overnight Delivery: If an applicant wishes to ensure that materials are received by AANPCB, it is recommended that a guaranteed courier delivery service be used and sent via Overnight Delivery to:
AANPCB
2600 Via Fortuna, Suite 240
Austin, TX 78746-7006

Transcripts:
- May be sent to transcripts@aanpcert.org via secure electronic transmission from a University Registrar.
- May be mailed directly to AANPCB by a University Registrar in a sealed envelope.
- May be obtained by the student from a University Registrar in a sealed envelope and mailed to AANPCB without opening the sealed envelope.
General Information

An individual certified by AANPCB is referred to as Certificant, indicating the following requirements for certification by have been met:

- Specific educational requirements that assess national competencies of the APRN core, NP role, and FNP population focus area of practice.
- Demonstration of professional knowledge in the NP role and FNP population focus by successful passing the national FNP certification examination.
- Current registered nurse licensure.
- Current certification as a FNP.
- Renewal of certification via an established certification renewal process.
- Continued competence in the profession is maintained as both a FNP and an ENP.
- FNP Certificants subscribe to the Scope of Practice for Nurse Practitioners and the Standards of Practice for Nurse Practitioners established by the American Association of Nurse Practitioners (AANP), and the Nursing: Scope and Standards of Practice (American Nurses Association). The AANP Scope and Standards of Practice for NPs are included in this Handbook.
- ENP Certificants – Visit AAENP for updates on release of the Scopes & Standards for ENP Practice.

Candidate Responsibility

- Candidates and Certificants are responsible for updating their online account and profile or notifying AANPCB of changes to their contact information. Failure to keep AANPCB informed of current contact information and email address may result in non-receipt of important information (e.g.; application status, program changes, or renewal notices).
- **NP certification expires automatically at the end of the 5-year certification period.** Renewal is required for continued use of the credential. It is the Certificant’s professional responsibility to renew their certification before their certification expires.
- Individuals who allow their certification to expire may not represent themselves as being certified as a nurse practitioner by AANPCB.
- Individuals who allow their FNP certification to expire may not represent themselves as being certified as an Emergency Nurse Practitioner by AANPCB.
- AANPCB will not be held responsible for loss of wages, employment, or certification in the event that a Certificant fails to renew in a timely manner prior to expiration of the current certification.

Online Profile

- Applicants are responsible for creating their **Online Profile** account at [www.aanpcert.org](http://www.aanpcert.org).
- Documents can be uploaded, application status viewed, and printable wallet card accessed online.
- It is important that Certificants update their Online Profile or notify AANPCB of changes to their contact information during their period of certification. Contact information such as a change of name or address can be updated online.

Correspondence received from AANPCB

- Reminders are emailed weekly from the database if an application is missing information.
- Applicants approved to take the examination will receive an email from AANPCB informing them of their Eligibility to Test (ETT). Within 48-hours, the applicant should receive an email from PSI, the testing vendor. To ensure the ETT email is not sent to the junk or spam folders, applicants should add support@psionline.com to their known e-addresses.
- Applicants and certificants will be notified by email of important information concerning the certification program (e.g.; commissioner elections, changes to a certification program). General announcements will be posted on the website.
- The Certification Program is not responsible for email sent from the AANP or AAENP Membership organization.
- As a courtesy, postcard reminders are mailed to the certificant’s last known mailing address on file 12-months and 6-months prior to expiration of the NP certification.
Name and Address Changes

- An applicant may make changes to their own name and contact information at any time by logging into their Online Profile with their username and password.
- If a candidate has already been approved to test, it is recommended that a name change request be made after they have sat for their examination and received preliminary notification of test status to avoid problems with identification documents at the testing center.
- In the event of a legal name change, a copy of supporting documentation (e.g., court record, marriage license) providing proof of the name change must accompany the Request for Change of Name, Address, or Certification Status Form.
- Certificants certified by AANPCB are responsible for updating their Online Profile or notifying the certification program of changes to their legal name or contact information. Applicants and Certificants are responsible for updating their Online Profile or notifying the certification program of changes to their legal name or contact information.
- A Request for Change of Name, Address, or Certification Status Form may be found online. The form may be submitted via email, fax, or mail to the AANPCB office. Please allow five business days from time of receipt for processing of mailed, emailed, or faxed requests for changes to name or contact information.

General Principles/ Standards of Conduct

Applicants, Candidates, and Certificants must:

- Be truthful, forthcoming, prompt, and cooperative in their dealings with AANPCB;
- Be in continuous compliance with AANPCB policies;
- Respect AANPCB intellectual property rights;
- Abide by AANPCB test administration rules;
- Abide by laws related to advanced nursing practice and to general public health and safety; and
- Conduct their professional work in a competent manner.

How do I sign my name?

- In general, there is a standard way to list post-nominal credentials which is important because consumers, insurance companies, credentialing, and government officials or entities may require or expect it. (Ex: Jane Doe, MSN, APRN, FNP-C). Certificants should check with the state regulatory agencies regarding legal titling.
- Academic degrees are listed first because they are earned, considered permanent, and in most cases cannot be taken away from an individual.
- Nursing licensure and APRN designation are regulated by individual State Boards of Nursing and may be revoked.
- Certification may be voluntary or required.

Certificate and Wallet Card

- A printable wallet card is available on a certificant’s online account.
- To order a duplicate certificate, complete the Certificate Packet Request Form and submit it with the appropriate fee to AANPCB.

Aggregate Score Report

- Data summary reports for each specialization are compiled annually for nurse practitioner educational programs for the purpose of providing information on performance of program graduates.
- To protect candidate confidentiality, score data are provided when three or more program graduates test for a given specialization during a calendar year.
- Disclosure will not take place if it violates an applicant or Certificant right of privacy.
- If a candidate wishes to have individual scores sent to their education program, they must request that particular service in writing to AANPCB.
Primary Source Verification

AANPCB Certificants, applicants, credentialing agencies, employers, and third-party vendors may order Primary Source Verification of Certification of individuals who hold, or have held, active certification. Information accessed through this process is a reflection of the Certification Program’s records. Verification request forms, fees, and additional information may be found online at www.aanpcert.org.

- While every effort is made to ensure that the information provided is accurate and reliable, delays in posting data, updating data, or human/mechanical error remains a possibility. AANPCB will not be liable for any damages resulting from use of the information obtained through the verification process.
- To protect the confidentiality of applicants, written authorization is required before information is released regarding an individual’s scores or status in the certification program. Disclosure will not take place if it violates an applicant, candidate, or a certificant right of privacy. Sensitive and confidential information received by AANPCB is used solely for the purposes of certification and verification and cannot be shared without written permission or required by law.
- Electronic online requests made by a vendor must be authorized by a candidate or certificant granting permission to disclose verification of eligibility to test or to verify the NP’s certification.
- Active duty military personnel will not be charged a fee for a verification request.
- Requests for Verification information will not be accepted or provided by telephone.
- Nurse practitioners renewing their certification should allow up to 2 weeks after their certification has been renewed to submit a verification request to allow for processing time.

State Boards of Nursing (SBON)

- State Boards of Nursing are not automatically notified of an applicant’s Eligibility to Test or Exam Taken.
- AANPCB provides verification of certification status to SBON free of charge.
- A completed State Board of Nursing Notification Form is required to notify a SBON of a candidate’s Eligibility-to-Test or certification status upon release of exam scores.
- A completed State Board of Nursing Notification Form is required to notify a SBON of a NP’s current certification status (certified or not certified) and renewal.
- Requests are usually processed within one business day of receiving a State Board of Nursing Notification Form.
- Requests for verification submitted the same week that a candidate tests may reflect that the individual is not certified.
- Verification of certification status is sent either by email or regular mail according to individual state board preference.
- SBON may request notification of certification, failure, or expiration status.

Third-Party Vendor

- A completed Primary Source Verification Order Form is required to send employers an official letter of verification of NP certification. The Primary Source Verification Order Form is available online.
- Employers and related organizations may purchase Prepaid Verification Vouchers to order primary source verification of individuals holding active AANPCB certification. The verification voucher process is available online under the tab Verify.
- Verification requests must be accompanied by a current signed release from the NP and dated within 6 months of the request. Processing time for a third-party vendor verification request of certification may take up to 10 business days from receipt of request and is subject to fee.
- Verification letters will be sent via email. Embossed mailed hard copies are available upon request.
AANPCB Policies

Confidentiality and Disclosure

Sensitive and confidential information received by AANPCB is used solely for the purposes of certification and verification and cannot be shared without written permission or required by law. Disclosure will not take place that violates an applicant, candidate, or a certificant right of privacy. *Candidate scores are considered confidential information.* Individual scores are not included in the verification documents sent to Boards of Nursing or other entities unless specifically requested in writing by the Certificant or required by law. Individuals who wish to have their individual scores sent to their education program must request that particular service in writing to AANPCB.

AANPCB Certificants, applicants, credentialing agencies, employers, and third-party vendors may order **Primary Source Verification of Certification** of individuals who hold or have held active AANPCB certification. To protect the confidentiality of applicants, written authorization is required before information is released regarding an individual’s scores or status in the certification program. Electronic online requests made by a vendor must be authorized by a candidate or certificant granting permission to disclose verification of eligibility to test or to verify the NP’s certification. *(See Primary Source Verification)*.

Records Retention

AANPCB implements a **Records Management and Retention Policy** and institutes best business practices with regards to retention, security, and disposal of paper and electronic records received from applicants, candidates, and Certificants. These processes are reviewed annually and may be modified at any time for compliance with local, state, and federal laws affecting record retention.

Certification records are considered confidential information. Records include, but are not limited to, RN licenses, official and unofficial transcripts, continuing education documents, education records as defined by the **Family Educational Rights and Privacy Act (FERPA) of 1974**, financial data, and individual identifiable information/unique identifiers as defined by the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**.

Data from paper records received are entered into the AANPCB **Certification Management System (CMS)**, the repository for all certification and recertification applications, files, and pertinent and associated information. All documents submitted for application consideration become the property of AANPCB. At such time that a paper record is no longer required for the processing of an application or valued for its information, the paper record is destroyed per the AANPCB **Records Management and Retention Policy**. Information entered into the CMS remains a permanent electronic record. In the event of a circumstance involving litigation, disposal of any documents pertaining to the litigation will be suspended.

Special Accommodations

AANPCB complies with the **Americans with Disabilities Act (ADA, 1990, updated 2010)** and works with the testing agency to provide reasonable and appropriate arrangements for candidates with a disability who submit appropriate documentation. **Applicants requesting Special Accommodations are required to contact a PSI Customer Service Representative at (800) 211-2754 during PSI hours of operation to schedule their testing appointment and not use the scheduling website.**

Disciplinary Policy

AANPCB Certificants may hold themselves out to the public to be a certified NP. To be eligible for certification or recertification, an individual must comply with AANPCB policies and procedures, and standards of conduct as set forth in the **Disciplinary Policy**. The AANPCB Disciplinary Policy:
• Articulates standards of conduct for individuals seeking certification and recertification and for individuals holding certification, and
• Establishes a fair process for addressing noncompliance.

The American Academy of Nurse Practitioners National Certification Board, Inc. is a national certifying body which develops and administers nurse practitioner (NP) certification programs for individuals wishing to enter, continue and/or advance in the NP profession through established certification processes. AANPCB awards the Nurse Practitioner-Certified (NP-C) credential. As the owner of the NP-C trademark, AANPCB controls its use.

Violations and Sanctions
Actions which constitute a violation of AANPCB Disciplinary Policy include, but are not limited to:
• Cheating on an examination.
• Providing false information.
• Misrepresenting certification status.
• Misusing AANPCB property.
• Being subject to any regulatory, criminal, or civil action related to the practice as a certified NP.
• Grounds for sanctions are as follows:
  • Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for professional activity.
  • Gross negligence or willful misconduct in the performance of professional services or other unethical or unprofessional conduct based on the formal determination of a licensing body.
  • Fraud or misrepresentation of the NP-C credential.

Process for Submitting Complaints
Complaints about a Nurse Practitioner certified by AANPCB may be submitted by any individual or entity, must be in writing, and include the identity of the submitter as well as the identity of the Certificant. Address complaints via email to the attention of the Certification Manager at Certification@aanpcert.org or mail to: American Academy of Nurse Practitioners Certification Board, P.O. Box 12926, Austin, TX 78711.

Individuals who bring forth complaints are not entitled to relief or damages by virtue of this process. Actions taken by AANPCB do not constitute enforcement of the law, although referral to appropriate federal, state or local government agencies, including boards of nursing, law enforcement, public health agencies, or employers may be made about a Certificant’s conduct in appropriate situations. The Board of Commissioners may amend, modify, or change the Disciplinary Policy and procedures without prior notice.

Appeals
Applicants who do not meet eligibility criteria set may appeal their denied application for initial or renewal of certification. Appropriate and complete documentation must be submitted along with the required fee before the appeal can be reviewed. The appeal will be reviewed within 30 days of receipt of documents. Notice of determination shall be provided to the applicant within 10 business days of the decision via electronic or paper methods to include email and postal service. The appeal decision is final. There is no further appeal beyond this point. The applicant will be responsible for any expenses incurred during the Appeals process.

A review process for candidates who do not pass the examination and wish to have their exam results reevaluated is available. Examinees are discouraged from requesting this service as extensive and rigorous quality control procedures are employed to ensure the accuracy of results and in all previous score challenges there is no record of a score discrepancy being detected. Examinations are computer-based and electronically scored. An exam rescore is limited to verifying that the responses as scored were made by the examinee and were correctly transformed into a scaled score. The rescore service is not a review of the exam content, what the correct answer should be, the acceptability of testing conditions, or a reconsideration of the passing standard. Candidates will be charged a fee of $150.00 (subject to change) for hand scoring by the testing vendor. Results of the rescore will be sent to the candidate within six weeks of receipt of request. Correspondence regarding an Appeal should be addressed to certification@aanpcert.org.
Renewal and Maintenance of ENP Certification

ENP Certificant Responsibility

A current Family Nurse Practitioner certification is required for both the renewal of ENP-C certification and the continued use of the ENP-C credential.

- The certification renewal process provides both the process to validate a certification and a mechanism to assure the public that nurse practitioners certified by AANPCB have met current professional standards of qualifications and knowledge for practice required to maintain certification.
- Certification expires automatically at the end of the 5-year certification period.
- Certificants are responsible for completing all minimum requirements for renewal of ENP certification PRIOR to expiration of the certification.
- Clinical practice hours or continuing education completed outside of the 5-year period of certification will not be counted.
- Individuals who allow their AANPCB certification to expire may not represent themselves as being certified by AANPCB.

Renewal Information

Certificants should visit the AANPCB website often to review current certification program information and stay informed of any future changes to the application processes or renewal requirements.

- Certificants may begin the application process 12-months before the expiration date of their current certification.
- Minimum requirements for renewal include a minimum number of clinical practice hours, a minimum number of ENP applicable continuing education, and the option for Precepting for CE credit.
- Current FNP certification is required for renewal of the ENP certification.
- Certification is granted for a 5-year cycle based on review of literature and consultation with credentialing experts. A 5-year cycle of certification meets current requirements to ensure the continued competence of NPs certified by AANPCB. This decision is reviewed periodically in conjunction with practice analyses.
- Required information documentation of NP clinical practice hours, work practice sites, CE certificates, RN/APRN license with current expiration date, and appropriate fee payment is needed for processing an application.

Clinical Practice Requirement

- A minimum of 1,000 hours of clinical practice in the certificant’s role and specialty focus as an Emergency Nurse Practitioner during the 5-year period of certification.
- Clinical practice as a nurse practitioner in a volunteer capacity in an emergency care setting will be recognized and accepted for recertification purposes.
- An official detailed description of the clinical practice activities performed may be requested.

Continuing Education Requirement

- Minimum 100 hours of continuing education (CE) applicable to advanced practice emergency care.
- 25 of the 100 CE hours must be advanced practice pharmacology credits.
- ENPs should refer to the AAENP website for more information on Advanced Practice Provider Courses. ([http://aaenp-natl.org/Ongoing_Education](http://aaenp-natl.org/Ongoing_Education)).
- Precepting of a NP or other advanced practice health care interdisciplinary student in emergency care may replace up to 25 non-pharmacology CE credits.
- CE completed must be accredited, in the advanced practice role, appropriate to emergency care, and documents submitted must include the certificant’s name, CE topic, program sponsor, date of attendance or completion, number of pharmacology contact hours awarded, number of non-pharmacology contact hours awarded, and the name of the CE accreditor.
• Graduate and post-graduate courses are accepted if directly related to emergency NP advance practice. Courses are subject to approval. A transcript is required and a course description may be requested. One academic semester credit = 15 contact hours.
• ATLS credit is acceptable. Basic Life Support (BLS), ACLS, PALS, and non-clinical, college courses are not accepted for CE credit.
• CE documents submitted are audited for relevancy, hours, and accreditation by appropriate authorizing entities.
• Current RN licensure during the period of certification is required.

Precepting
Credit for Precepting is consistent with demonstration of continuing competence and professional involvement. Clinical practice hours providing direct patient care while serving as a preceptor can be claimed for a maximum of 25 non-pharmacology continuing education credits. Preceptor hours must be:
• Conducted in the NP role, in the population focus of emergency care with graduate-level students, and may be part of a formal Inter-professional Education (IPE) program (medicine, dentistry, pharmacy, physician assistant) organized in collaboration with a student's course faculty, academic advisory, and partners of a clinical site or organization.
• Documented, verifiable, and conducted within the 5-year certification period. AANPCB reserves the right to request additional supporting documentation for validation of emergency care preceptorship.

How to document preceptor hours
• Preceptor hours should be recorded on the Preceptorship Form, located on the webpage at www.aanpcert.org. NPs should keep their original completed forms and submit a copy with their recertification application at time of renewal. (Complete as many forms as necessary to account for preceptorship sites and students.) Incomplete Preceptorship Forms will not be accepted for CE credit.
• Preceptor Site information must include the complete name, address, and zip code for each practice site.
• The Faculty Coordinator’s contact information for each student precepted must be complete.
• Forms must be signed and dated indicating that the Attestation Statement has been read and acknowledged.
• Use the Conversion Table (available on the website and in the FNP Candidate Handbook) to convert the number of clinical preceptor hours into CE credits.

Certification Expired
Nurse Practitioners who allow their AANPCB certification to expire may not use the NP-C credential or present themselves as an AANPCB-certified nurse practitioner. Individuals whose certification has expired risk potential loss of employment, wages, insurance reimbursement, or credentialing privileges. AANPCB is not responsible for financial damages occurring with respect to expiration of a certification due to failure of a Certificant to renew their certification in a timely manner prior to expiration.

State Boards of Nursing regulate an APRN’s ability to practice. Individuals whose certification has expired are responsible for notifying their SBON and employer.
2016 ENP Practice Analysis

ENP Examination Testing Domains

<table>
<thead>
<tr>
<th>DOMAINS</th>
<th>% of ENP exam</th>
<th># of scored items (135 items)</th>
<th># of pretest items (15 items)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – Medical Screening</td>
<td>20</td>
<td>27</td>
<td>3</td>
</tr>
<tr>
<td>02 – Medical Decision Making/ Differential Diagnosis</td>
<td>27</td>
<td>36</td>
<td>4</td>
</tr>
<tr>
<td>03 – Patient Management</td>
<td>31</td>
<td>42</td>
<td>5</td>
</tr>
<tr>
<td>04 – Patient Disposition</td>
<td>14</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>05 – Professional, Legal, and Ethical Practices</td>
<td>8</td>
<td>11</td>
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</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>135</td>
<td>15</td>
</tr>
</tbody>
</table>

ENP Examination Knowledge Areas

DOMAIN 01 – Medical Screening
- Perform an appropriately focused history and physical exam based on chief complaint
- Establish patient acuity level
- Stabilize critically ill patient

DOMAIN 02 – Medical Decision Making/ Differential Diagnosis
- Develop a narrowed list of differential diagnosis based on the greatest likelihood of occurrence
- Prioritize the list of differential diagnoses, considering the potential diagnoses with the greatest potential for morbidity or mortality

DOMAIN 03 – Patient Management
- Order and interpret diagnostic studies based on the pre-test probability of disease and the likelihood of test results altering management
- Perform diagnostic and therapeutic procedures/skills as indicated
- Select and prescribe appropriate pharmaceutical agents using current evidence-based practice
- Select other integrative therapeutic interventions
- Collaborate and consult with other healthcare providers to optimize patient management
- Evaluate effectiveness of therapies and treatments provided during observation
- Reassess to identify potential complications or worsening of condition
- Consider additional diagnoses and therapies for a patient who is under observation and change treatment plan accordingly
- Simultaneously manage multiple patients using situational awareness and task switching

DOMAIN 04 – Patient Disposition
- Determine appropriate and timely patient disposition including admission, discharge (including follow-up plan), observation, or transfer as appropriate
- Formulate a specific follow-up plan with appropriate resource utilization
- Engage patient and/or surrogate to effectively implement a discharge plan

DOMAIN 05 – Professional, Legal, and Ethical Practices
- Record essential elements of the patient care encounter to facilitate correct coding and billing
- Integrate cultural competence into patient care
- Identify needs of vulnerable populations and intervene appropriately
- Manage patient presentation demonstrating knowledge of EMTALA regulations
- Adhere to professional ethical standards of emergency care
PATIENT CONDITIONS/TYPET

<table>
<thead>
<tr>
<th>DOMAIN II - Patient Conditions</th>
<th>% of ENP exam</th>
<th># of items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thoracic-Respiratory Disorders</td>
<td>15</td>
<td>20</td>
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<tr>
<td>Cardiovascular Disorders</td>
<td>12</td>
<td>16</td>
</tr>
<tr>
<td>Dermatologic/Soft Tissue Disorders</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Abdominal &amp; Gastrointestinal Disorders</td>
<td>14</td>
<td>19</td>
</tr>
<tr>
<td>Musculoskeletal Disorders (Non-traumatic)</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>Renal/Genitourinary Disorders</td>
<td>8</td>
<td>11</td>
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<tr>
<td>Nervous System Disorders</td>
<td>6</td>
<td>8</td>
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<tr>
<td>Head, Ear, Eye, Nose, Throat Disorders</td>
<td>11</td>
<td>15</td>
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<tr>
<td>Traumatic Disorders</td>
<td>8</td>
<td>11</td>
</tr>
<tr>
<td>Psychobehavioral &amp; Other Disorders</td>
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<td>9</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
<td>135</td>
</tr>
</tbody>
</table>

DOMAINS AND TASKS

1. Medical Screening Exam
2. Patient Safety/Harm Reduction
3. Staff Safety
4. Crisis Management
5. Disaster And Mass Casualty Management
6. Emergency Stabilization
7. Anatomy, Physiology, And Pathophysiology
8. Focused Health History
9. Chief Complaint
10. Sign And Symptoms
11. Focused Physical Examination
12. Differential Diagnosis
13. Medical Decision-Making
14. Definitive Diagnosis
15. Diagnostic Studies (EKG, Radiology, Body Fluid)
16. Diagnostic And Therapeutic Procedures
17. Pharmacological Therapies
18. Resuscitation
19. Observation And Reassessment
20. Pain Management
21. Sedation
22. Integrative Therapies
23. Consultation And Collaboration
24. Intra- And Inter-Disciplinary Communication
25. Team-Based Practice/Management
26. Situational Awareness
27. Prioritization
28. Patient And Family Education And Counseling
29. Prevention And Education
30. Disposition
31. Maltreatment/Abuse/Neglect
32. Forensics
33. Resource Utilization
34. Community Resources
35. Documentation
36. Legal, Professional, And Ethical Issues
37. Evidence-Based Practice
38. Cultural Competence
39. Vulnerable Populations
40. Performance Improvement
41. Principles Of Epidemiology, Population Health, And Social Determinants Of Health
42. Biopsychosocial Principles/Theories
Reference List – October 2016


Sample Questions

Listed below are examples of the type of questions that are on the certification examinations. They range from knowledge of pathophysiology, pharmacology, physical assessment, diagnosis, treatment and follow-up to testing for synthesis of information in clinical decision making while carrying out those activities.

The following questions are examples only. These questions are not updated annually like the actual examinations. No correct answer is given since answers may change with evolving evidence.

1. A patient who presents with fever, cervical lymphadenopathy, tonsillar exudate, and fine maculopapular rash most likely has:
   a. streptococcal pharyngitis
   b. secondary syphilis
   c. pharyngeal candidiasis
   d. mononucleosis

2. A 24 year-old patient complains of intermittent heartburn, which has become worse since he started his new job. The discomfort is worse after eating and at night, and is relieved by antacids. Your most likely diagnosis is:
   a. diffuse esophageal spasm
   b. infectious esophagitis
   c. gastroesophageal reflux disease
   d. carcinoma of the esophagus

3. A 65 year old patient presents with a history of recurrent right upper quadrant pain associated with intermittent nausea and vomiting. Laboratory tests reveal isolated elevations of serum alkaline phosphatase and normal amylase levels. Physical examination results are within normal limits. The tentative diagnosis is:
   a. biliary obstruction
   b. peptic ulcer
   c. chronic pancreatitis
   d. hepatic dysfunction

4. A 37 year-old male diagnosed with hypertension has been treated with a low sodium diet and hydrochlorothiazide (HCTZ) 50 mg qd for the past two months. He denies Family history of cardiovascular disease. At today’s follow-up visit his BP=150/90 and T=100 F. Physical examination reveals no bruits, clear chest, no atrial gallop, edema and tenderness of the left ankle, and an intact neurological system. Which laboratory values will provide the most useful follow-up information?
   a. serum sodium and potassium
   b. total serum cholesterol and serum glucose
   c. serum uric acid and complete blood count
   d. blood urea nitrogen and creatinine

5. In order to determine the presence of postural hypotension, blood pressure should be taken in which of the following positions?
   a. sitting to standing
   b. supine to sitting
   c. supine to standing
   d. standing to supine
6. A 16 year-old female patient presents with an edematous ankle. Your examination reveals a pinpoint wound at the lateral aspect of the ankle and X-rays show a distal fibular fracture. In addition to managing the fracture, which intervention is most appropriate?
   a. administer tetanus prophylaxis and submit wound scraping for culture
   b. irrigate the wound and apply topical antibiotic
   c. administer tetanus prophylaxis and prescribe oral antibiotics
   d. apply topical antibiotic and cover the wound with a sterile dressing

7. Conductive hearing loss involves the:
   a. inner ear
   b. middle ear
   c. 5th cranial nerve
   d. 8th cranial nerve

8. A 70 year-old female with urinary stress incontinence should be instructed to:
   a. perform abdominal strengthening exercises twice a day
   b. perform pelvic floor muscle (Kegel) exercises 100 times per day
   c. perform pelvic floor (Kegel) exercises 35-40 times per day
   d. void frequently

9. The hormone responsible for producing a positive pregnancy test is:
   a. Human chorionic gonadotropin
   b. Estradiol
   c. Human growth hormone
   d. Progesterone

10. A 78 year old patient presents with complaints of left-sided "rib pain" during the past few days. The patient also complains of headache, a feverish feeling, and general malaise. Physical examination reveals an area of papular eruptions with a few vesicles on the left side of the chest. The most likely cause of the patient’s symptoms is:
    a. herpes zoster
    b. eczema
    c. intertrigo
    d. actinic keratosis

11. A seven year old who presents with two lesions on the extremities is diagnosed with impetigo. Which topical treatment is most appropriate?
    a. Clotrimazole (Lotrimin) cream
    b. Mupirocin (Bactroban) cream or lotion
    c. Hexachlorophene emulsion (pHisoHex)
    d. Acyclovir (Zovirax) ointment
AANP Scope of Practice for Nurse Practitioners

Professional Role
Nurse practitioners (NPs) are licensed, independent practitioners who practice in ambulatory, acute and long-term care as primary and/or specialty care providers. Nurse practitioners assess, diagnose, treat, and manage acute episodic and chronic illnesses. NPs are experts in health promotion and disease prevention. They order, conduct, supervise, and interpret diagnostic and laboratory tests, prescribe pharmacological agents and non-pharmacologic therapies, as well as teach and counsel patients, among other services.

As licensed, independent clinicians, NPs practice autonomously and in coordination with health care professionals and other individuals. They may serve as health care researchers, interdisciplinary consultants, and patient advocates. NPs provide a wide-range of health care services to individuals, families, groups, and communities.

Education
NPs are advanced practice registered nurses who obtain graduate education, post-master’s certificates, and doctoral degrees. Educational preparation provides NPs with specialized knowledge and clinical competency which enable them to practice in various health care settings, make differential diagnoses, manage and initiate treatment plans and prescribe medications and treatment. National NP education program accreditation requirements and competency-based standards ensure that NPs are equipped to provide safe, high-quality patient care from the point of graduation. Clinical competency and professional development are hallmarks of NP education.

Accountability
The autonomous nature of NP practice requires accountability to the public for delivery of high-quality health care. NP accountability is consistent with an ethical code of conduct, national certification, periodic peer review, clinical outcome evaluation, and evidence of continued professional development.

Responsibility
The patient-centered nature of the NP role requires a career-long commitment to meet the evolving needs of society and advances in health care science. NPs are responsible to the public and adaptable to changes in health care. As leaders in health care, NPs combine the roles of provider, mentor, educator, researcher, and administrator. NPs take responsibility for continued professional development, involvement in professional organizations, and participation in health policy activities at the local, state, national and international levels. Five decades of research affirms that NPs provide safe, high-quality care.
AANP Standards of Practice for Nurse Practitioners

I. Qualifications
Nurse practitioners are licensed, independent practitioners who provide primary and/or specialty nursing and medical care in ambulatory, acute and long-term care settings. They are registered nurses with specialized, advanced education and clinical competency to provide health and medical care for diverse populations in a variety of primary care, acute and long-term care settings. Master’s, post-master’s or doctoral preparation is required for entry-level practice (AANP 2006).

II. Process of Care
The nurse practitioner utilizes the scientific process and national standards of care as a framework for managing patient care. This process includes the following components.

A. Assessment of health status
The nurse practitioner assesses health status by:
- Obtaining a relevant health and medical history
- Performing a physical examination based on age and history
- Performing or ordering preventative and diagnostic procedures based on the patient’s age and history
- Identifying health and medical risk factors

B. Diagnosis
The nurse practitioner makes a diagnosis by:
- Utilizing critical thinking in the diagnostic process
- Synthesizing and analyzing the collected data
- Formulating a differential diagnosis based on the history, physical examination and diagnostic test results
- Establishing priorities to meet the health and medical needs of the individual, family, or community

C. Development of a treatment plan
The nurse practitioner, together with the patient and family, establishes an evidence-based, mutually acceptable, cost-awareness plan of care that maximizes health potential. Formulation of the treatment plan includes:
- Ordering and interpreting additional diagnostic tests
- Prescribing or ordering appropriate pharmacologic and non-pharmacologic interventions
- Developing a patient education plan
- Recommending consultations or referrals as appropriate

D. Implementation of the plan
Interventions are based upon established priorities. Actions by the nurse practitioners are:
- Individualized
- Consistent with the appropriate plan for care
- Based on scientific principles, theoretical knowledge and clinical expertise
- Consistent with teaching and learning opportunities

E. Follow-up and evaluation of the patient status
The nurse practitioner maintains a process for systematic follow-up by:
- Determining the effectiveness of the treatment plan with documentation of patient care outcomes
- Reassessing and modifying the plan with the patient and family as necessary to achieve health and medical goals