



**Certified
Nurse Educator**

**Certified Academic Clinical Nurse Educator
(CNE[®]cl)
2021 Candidate Handbook**

Administered by the National League for Nursing's
Academic Nurse Educator Certification Program

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This handbook contains information about the Certified Academic Clinical Nurse Educator (CNE®cl) examination developed by the National League for Nursing (NLN) Academic Nurse Educator Certification Program (ANECP). It is essential that candidates keep it readily available for reference until they have completed the examination. **Candidates are responsible for knowing its contents.**

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How to Contact SCANTRON:

P.O. Box 570
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SCANTRON is an independent testing agency that provides testing and measurement services to the ANECP.

GENERAL INFORMATION

The Value of Certification

Certification in any field is a mark of professionalism. For academic clinical nurse educators, it reaffirms nursing education as a specialty area of practice and creates a means for academic clinical educators to demonstrate expertise in this role. It communicates to students, peers and the academic and health care communities that the highest standards of excellence are being met. By becoming credentialed as a certified academic clinical nurse educator, you serve as a leader and a role model. *Certification is the mark of distinction for nursing faculty and academic clinical nurse educators.*

The National League for Nursing endorses the concept of voluntary, periodic certification for all faculty and academic clinical nurse educators meeting educational and practice requirements.

Definition of Academic Clinical Nurse Educator Practice

In 2016, the National League for Nursing developed a task group with the focus of researching the literature about the roles of academic clinical nurse educators. The work of that group led to the formulation of the competencies and delineation of task statements as reflected in the literature findings. These competencies and task statements are published by the NLN in the 2018 book *Scope of Practice of the Academic Clinical Nurse Educator*.

Academic Clinical Nurse Educator

The academic clinical nurse educator facilitates the learning of nursing students throughout clinical components of an academic nursing program. This educator is guided in this role by faculty of the nursing program and is accountable to that nursing program for providing fair evaluations of learners' performance in meeting expected learning outcomes. The academic clinical nurse educator may have a variety of titles depending upon the classification used by the specific nursing education program (e.g., clinical faculty, part-time faculty, adjunct faculty, clinical instructor, preceptor).

Professional Practice

The academic clinical nurse educator has experience practicing in a professional nursing role.

Academic Practice

The academic clinical nurse educator has experience as an educator in an academic setting and responsibility for facilitating student learning (in the laboratory and/or clinical setting). This experience may be with learners enrolled in pre- or post-licensure nursing programs.

Mission

The mission of the Academic Nurse Educator Certification Program, of which academic clinical nurse educator certification is a part, is to *promote excellence in the advanced specialty role of the academic nurse educator.*

Goals of CNE®cl Certification

- ◆ Distinguish academic clinical nursing education as a specialty area of practice.
- ◆ Recognize the academic clinical nurse educator's specialized knowledge, skills and abilities and excellence in clinical teaching.
- ◆ Strengthen the use of selected core competencies of academic clinical nurse educator practice.
- ◆ Contribute to academic clinical nurse educators' professional development.

The academic clinical nurse educator reports to a school/department of nursing about learner performance in clinical settings, submits evaluations about the performance of learners receiving academic credit for the clinical learning experience, and supervises the learner in the setting. The educator is accountable for providing learning experiences, guidance, challenges, and support that will facilitate the learners' performance.

Eligibility Requirements

Pursuing certification as an *Academic Clinical Nurse Educator*® (CNE®cl) should be a goal for those who, after carefully reviewing the test blueprint and the eligibility requirements, determine that their educational and experiential qualifications have provided sufficient opportunity to participate meaningfully in the full scope of this role.

All eligibility criteria for initial certification must be met at the time of application.

☑ Option A: Must meet criteria 1, 2, & 3

1. **Licensure:** Documentation of valid licensure/certificate or other documentation of unencumbered practice as a nurse in one's country of residence.
2. **Education:** A graduate degree with a focus in nursing education
3. **Professional Practice:** Three years in any area of nursing.

☑ Option B: Must meet criteria 1, 2, 3, & 4

1. **Licensure:** Documentation of valid licensure/certificate or other documentation of unencumbered practice as a nurse in one's country of residence.
2. **Education:** A baccalaureate degree in nursing (or higher)
3. **Professional Practice:** Three years in any area of nursing
4. **Academic Practice:** Two years of teaching experience in an academic setting within the last five years (may include simulation).

Disclaimer:

The Certified Academic Clinical Nurse Educator exam was developed to measure competence in the scope of the academic clinical nurse educator practice role. The test itself was not developed as a measure of graduate program outcomes. Any individual who wishes to appeal the determination of compliance with CNE®cl eligibility requirements must submit a written request with supporting documentation. For more information please email certification@nln.org or call (618) 534-0294.

STATEMENT OF NONDISCRIMINATION

This certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, gender identity, or military status. Review of test items, inclusive of the potential of test item bias, is maintained.

Candidates have the right to expect all aspects of the certification process to be fair and free from discrimination. All reasonable efforts should be made to ensure examinations are job-related; no candidate is excluded from the examination as a result of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity; language that may be offensive to population subgroups has been eliminated; and bias and stereotyping have been reduced.

Bias is the presence of an item characteristic that results in the differential performance of candidates of equal ability. Variations in test results are acceptable only when they reflect the true ability of candidates and not when they result from unintended interpretation of the item by an identifiable subgroup. Bias in an examination is a validity issue.

Certification

The mark, CNE®cl, is a registered mark owned by the National League for Nursing. Academic clinical nurse educators who meet the eligibility criteria and pass the CNE®cl examination may use the certification mark “CNEcl” following the name (e.g., S. Smith, MSN, RN, CNEcl). The certification mark may be used only as long as certification is valid, after which time certification may be renewed. Certification is valid for five years, and begins the date the candidate receives an official passing test score and ends on December 31st of the fifth year following the date of the exam. Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation “CNEcl”, subject to compliance with the policies and procedures, as may be revised from time to time.

Each successful candidate will have the opportunity to download and print a certificate from the NLN Certification Portal. Information on the current certification status of an individual will be provided in writing upon request. The NLN reserves the right to publish a listing of successful certificants (i.e., those who have passed the examination). NLN owns all rights to the CNE®cl designation.

Recertification/Renewal

CNE®cl certification status is granted for a period of five years. The five year renewal cycle is based on the currency of practice in nursing and changes associated with pedagogy (for example, increased focus on simulation). The purpose of requiring certification renewal is to ensure the educator has continued to expand knowledge relevant to the role of an academic nurse educator. Use of the CNEcl credential is valid until the date indicated on the CNE®cl certificate issued by the NLN’s Academic Nurse Educator Certification Program. A certified clinical nurse educator can renew the certification by maintaining practice requirements and a) fulfilling professional development requirements or b) re-taking the Certified Academic Clinical Nurse Educator (CNE®cl) examination. The Certified Clinical Nurse Educator Renewal webpage available online at www.nln.org/Certification-for-Nurse-Educators/cnecl provides additional information about these processes.

To ensure the integrity of the CNE®cl certification renewal process, randomly selected renewal applications are audited each year. Certificants who are selected for audit will be notified and will be required to provide supporting documentation. It is advisable to keep documentation of certification renewal activities in the event that one is randomly selected for renewal audit. Certificants who are audited and are not able to provide the necessary supporting documentation will have the CNE®cl credential revoked.

Certified nurse educators who allow their certification to expire will be eligible to retake the examination only if they meet the then-current eligibility requirements. Individuals who choose to renew by examination and do not achieve a passing score and those who elect not to renew the certification are prohibited from using the *CNEcl* designation upon its expiration.

Certificants who have retired from academic responsibilities but wish to continue their CNE®cl credential should complete the application for the “Retired Status.” The application for “Retired Status” will be available in the Menu options for the candidate on the Certification Portal.

It is the certificant’s professional responsibility to adhere to renewal or re-certification dates, provide required documentation, and keep abreast of changing certification requirements. It is also the certificant’s responsibility to keep the NLN Membership Department and the Academic Nurse Educator Certification Program informed of any changes in address, email, or other pertinent contact information.

About the CNE®cl Examination

The CNE®cl examination is designed to evaluate the candidate's knowledge about the full-scope of the academic clinical nurse educator role. The examination consists of 150 multiple-choice items, 130 of which count toward the scoring of the exam. The remaining 20 items are newly-developed items that are being pretested and, therefore, do not count toward the candidate's score. Candidates will not know which items are scored and which are pretest items. The purpose of pretesting is to determine if items are statistically sound and fair. Extensive statistical analyses are performed on each newly-developed item to determine how well it performs. Items that have poor statistics are not used on future examinations. Items that perform well when pretested are used on future test forms as items that count toward scoring.

The examination is developed through a collaborative effort between the NLN and SCANTRON. Academic clinical nurse educator experts drawn from a wide variety of program types and geographical areas write the examination items that reflect the role competencies. The NLN is responsible for determining the examination content outline and the examination specifications, approving the individual examination for administration, setting the passing score for successful achievement, and determining individual eligibility for taking the examination based on published eligibility and admission criteria. SCANTRON is responsible for the computerized testing sites, examination security, examination administration, scoring, statistical analysis of the examination, and maintaining an item bank of approved examination questions.

The Test Development Committee and members of SCANTRON review the items and assemble various forms of the test from approved questions. The examination consists of four-option, multiple-choice

questions that reflect three cognitive levels but **emphasizes application and analysis:**

1. **Recall:** The ability to recall or recognize specific information.
2. **Application:** The ability to comprehend, relate or apply knowledge to new or changing situations.
3. **Analysis:** The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution.

Test Format

Computer-based testing (CBT)

The CNE®cl examination is available in a computer-based format, Monday through Saturday at SCANTRON Assessment Centers throughout the world. Specific information about SCANTRON assessment centers can be found at www.scantron.com/test-site-cities/

Examination Test Blueprint

The content of the Certified Academic Clinical Nurse Educator (CNE®cl) examination is based on the CNE®cl test blueprint that was developed from an *Academic Clinical Nurse Educator Practice Analysis* completed in 2017. To ensure the content is current, practice-related and representative of the responsibilities of academic clinical nurse educators in the United States, the practice analysis is updated periodically.

The test blueprint is presented here in its entirety. It is composed of six major content areas, each with an assigned percentage. Each major content area is represented in every examination with the appropriate percentage of items. However, not all content sub-areas are included on every form of the test.

Table 1:



 <p>The Mark of Distinction for Nursing Faculty</p> <p align="center">Certified Academic Clinical Nurse Educator (CNE®cl) Examination Test Blueprint</p>		
Category	Major Content Areas	Percent of Examination
1	Function within the Education and Health Care Environments	19%
2	Facilitate Learning in the Health Care Environment	19%
3	Demonstrate Effective Interpersonal Communication and Collaborative Interprofessional Relationships	15%
4	Apply Clinical Expertise in the Health Care Environment	15%
5	Facilitate Learner Development and Socialization	15%
6	Implement Effective Clinical Assessment and Evaluation Strategies	17%

Table 2:

 <p>National League for Nursing Certification</p> <p>The Mark of Distinction for Nursing Faculty</p> <p align="center">Certified Academic Clinical Nurse Educator® (CNE®cl) Examination Detailed Test Blueprint</p>	
<p>1. Function within the Education and Health Care Environments</p>	19%
<ul style="list-style-type: none"> A. Function in the Clinical Educator Role <ul style="list-style-type: none"> 1. Bridge the gap between theory and practice by helping learners to apply classroom learning to the clinical setting 2. Foster professional growth of learners (e.g., coaching, reflection, and debriefing) 3. Use technologies to enhance clinical teaching and learning 4. Value the contributions of others in the achievement of learner outcomes (e.g., health team, families, social networks) 5. Act as a role model of professional nursing within the clinical learning environment 6. Demonstrate inclusive excellence (e.g., student-centered learning, diversity) B. Operationalize the Curriculum <ul style="list-style-type: none"> 1. Assess congruence of the clinical agency to curriculum, course goals, and learner needs when evaluating clinical sites 2. Plan meaningful and relevant clinical learning assignments and activities 3. Identify learners' goals and outcomes 4. Prepare learners for clinical experiences (e.g., facility, clinical expectations, equipment, and technology-based resources) 5. Structure learner experiences within the learning environment to promote optimal learning 6. Implement clinical learning activities to help learners develop inter-professional collaboration and teamwork skills 7. Provide opportunities for learners to develop problem-solving and clinical reasoning skills related to course objectives (e.g., learning outcomes) 8. Implement assigned models fo clinical teaching (e.g., traditional, preceptor, simulation, dedicated education units) 9. Engage in theory-based instruction (e.g., constructivism, social cognitive theory) 10. Provide input to the nursing program for course development and review 	



**National League
for Nursing**
Certification

The Mark of Distinction for Nursing Faculty

Certified Academic Clinical Nurse Educator® (CNE®/CI) Examination
Detailed Test Blueprint

- C. Abide by Legal Requirements, Ethical Guidelines, Agency Policies, and Guiding Framework
 - 1. Apply ethical and legal principles to create a safe clinical learning environment
 - 2. Assess learner abilities and needs prior to clinical learning experiences
 - 3. Facilitate learning activities that support the mission, goals, and values of the academic institution and the clinical agency
 - 4. Inform others of program and clinical agency policies, procedures, and practices
 - 5. Adhere to program and clinical agency policies, procedures and practices when implementing clinical experiences
 - 6. Promote learner compliance with regulations and standards of practice
 - 7. Demonstrate ethical behaviors

2. Facilitate Learning in the Health Care Environment

19%

- A. Implement a variety of clinical teaching strategies appropriate to learner needs, desired learner outcomes, content, and context
- B. Ground teaching strategies in educational theory and evidence-based teaching practices
- C. Use technology (e.g., simulation, learning management systems, electronic health records) skillfully to support the teaching-learning process
- D. Create opportunities for learners to develop critical thinking and clinical reasoning skills
- E. Promote a culture of safety and quality in the health care environment
- F. Create a positive and caring learning environment
- G. Develop collegial working relationships with learners, faculty colleagues, and clinical agency personnel
- H. Demonstrate enthusiasm for teaching, learning, and nursing to help inspire and motivate learners

3. Demonstrate Effective Interpersonal Communication and Collaborative Interprofessional Relationships	15%
<ul style="list-style-type: none"> A. Value collaboration and coordination of care B. Foster a shared learning community and cooperate with other members of the healthcare team C. Create multiple opportunities to collaborate and cooperate with other members of the healthcare team D. Support an environment of frequent, respectful, civil, and open communication with all members of the healthcare team E. Act as a role model showing respect for all members of the healthcare team, professional colleagues, clients, family members, as well as learners F. Use clear and effective communication in all interactions (e.g., written, electronic, verbal, non-verbal) G. Listen to learner concerns, needs, or questions in a non-threatening way H. Display a calm, empathetic, and supportive demeanor in all communications I. Manage emotions effectively when communicating in challenging situations J. Effectively manage conflict K. Maintain an approachable, non-judgmental, and readily accessible demeanor L. Recognize limitations (self and learners) and provide opportunities for development M. Demonstrate effective communication in clinical learning environments with diverse colleagues, clients, cultures, healthcare professionals, and learners N. Communicate performance expectations to learners and agency staff 	

4. Apply Clinical Expertise in the Health Care Environment	15%
<ul style="list-style-type: none"> A. Maintain current professional competence relevant to the specialty area, practice setting, and clinical learning environment B. Translate theory into clinical practice by applying experiential knowledge, clinical reasoning, and using a patient-centered approach to clinical instruction C. Use best evidence to address client-related problems D. Demonstrate effective leadership within the clinical learning environment E. Demonstrate sound clinical reasoning F. Expand knowledge and skills by integrating best practices G. Balance client care needs and student learning needs within a culture of safety H. Demonstrate competence with a range of technologies available in the clinical learning environment 	
5. Facilitate Learner Development and Socialization	15%
<ul style="list-style-type: none"> A. Mentor learners in the development of professional nursing behaviors, standards, and codes of ethics B. Promote a learning climate of respect for all C. Promote professional integrity and accountability D. Maintain professional boundaries E. Encourage ongoing learner professional development via formal and informal venues F. Assist learners in effective use of self-assessment and professional goal setting for ongoing self-improvement G. Create learning environments that are focused on socialization to the role of the nurse H. Assist learners to develop the ability to engage in constructive peer feedback I. Inspire creativity and confidence J. Encourage various techniques for learners to manage stress (e.g., relaxation, meditation, mindfulness) K. Act as a role model for self-reflection, self-care, and coping skills L. Empower learners to be successful in meeting professional and educational goals M. Engage learners in applying best practices and quality improvement processes 	

6. Implement Effective Clinical and Assessment Evaluation Strategies	17%
<ul style="list-style-type: none"> A. Use a variety of strategies to determine achievement of learning outcomes B. Implement both formative and summative evaluation that is appropriate to the learner and learning outcomes C. Engage in timely communication with course faculty regarding learner clinical performance D. Maintain integrity in the assessment and evaluation of learners E. Provide timely, objective, constructive, and fair feedback to learners F. Use learner data to enhance the teaching-learning process in the clinical learning environment G. Demonstrate skill in the use of best practices in the assessment and evaluation of clinical performance H. Assess and evaluate learner achievement of clinical performance expectations I. Use performance standards to determine learner strengths and weaknesses in the clinical learning environment J. Document learner clinical performance, feedback, and progression K. Evaluate the quality of the clinical learning experiences and environment 	

Preparing for the Examination

Before preparing for the Certified Academic Clinical Nurse Educator examination, it is important to confirm that all eligibility requirements are met. The Certified Academic Clinical Nurse Educator examination is designed to assess the knowledge one has acquired as a result of one’s academic preparation, continued learning, and engagement in the academic clinical nurse educator role. To that end, it is recommended that in preparing for this examination, candidates review the detailed test blueprint carefully to identify the content areas included in the exam and to determine which areas call for focused study. Take note of how each content area is weighted to determine the percentage of questions that pertain to each area and make full use of the reference list provided specific to each of the content areas. The list is provided to serve as a guide and is *not* intended to be all-inclusive. It also is recommended that candidates review the sample questions included on pages 15 -16 of this *Handbook* as they are similar to those found on the examination; the sample questions do not, however, represent the full range of content or levels of difficulty.

In addition, a Self-Assessment Examination (SAE) is available to help prepare candidates for success in obtaining the Certified Academic Clinical Nurse Educator (CNE®cl) credential. The NLN offers this internet-based, 65-item, multiple-choice practice exam with the assistance of our testing partner, SCANTRON. The SAE can be considered a

learning tool and assessment instrument that is parallel in form to the actual CNE®cl examination. The CNE®cl SAE is a half-length examination that meets the examination specifications including content outline coverage, percentage of items in each of the content categories, and the cognitive complexity item distribution. By taking the SAE, candidates are able to practice taking CNE®cl-type questions, experience computer-based testing, review rationales for correct and incorrect answers, and receive score reports that identify strengths and areas for additional study. Please be aware that the CNE®cl SAE is not intended to replace studying for the CNE®cl examination, and it should not be inferred that performance on this practice examination will exactly replicate performance on the credentialing examination. For information about ordering the SAE, please visit www.nln.org/Certification-for-Nurse-Educators/cnecl/cne-cl-exam-prep

Helpful Resources

Certified Academic Clinical Nurse Educator (CNE®cl) Examination References

Bastable, S. (2019). *Nurse as educator: Principles of teaching and learning for nursing practice* (5th ed.). Burlington, MA: Jones and Bartlett Learning.

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Oermann, M.H., Shellenbarger, T. & Gaberson, K.B. (2018). *Clinical teaching strategies in nursing* (5th ed.). New York, NY: Springer.

Smith, M.H. (2012). *The legal, professional, and ethical dimensions of higher education* (2nd ed.). New York, NY: Springer.

Journals

Assessment and Evaluation in Higher Education

EduCause Review

Higher Education Research and Development

International Journal of Nursing Education Scholarship

Journal of Continuing Education in Nursing

Journal of Nursing Education

Journal of Professional Nursing

Nursing Education in Practice

Nursing Education Today

Nursing Education Perspectives

Nursing Educator

Quality in Higher Education

Teachers and Teaching: Theory and Practice

Teaching in Higher Education

Sample Questions

The following sample items are representative of the item format used in the CNE®cl examination. These items do not represent all content areas or difficulty levels.

An answer key is located at the end of this section.

1. Which learning activity would provide the learner with the highest level of cognitive learning in the clinical setting?
 - a. Attending a lecture by a guest speaker
 - b. Writing a summary of the clinical experience
 - c. Participating in a case study with other clinical learners
 - d. Reviewing content using presentation software

Test Blueprint: 2 A

Cognitive Code: *Application*

2. A learner approaches a clinical nurse educator to discuss a client assignment. The learner is upset related to the belief that the assignment is “harder” than peer assignments. Which is the best response?
 - a. “After review of your clinical skills checklist, I determined that your client assignment would allow you to demonstrate skills that have not been demonstrated.”
 - b. “I will review your assignment again and compare it to the assignments of your peers for equality.”
 - c. “If you think that this client is more difficult for you to provide care than other learners, you might be able to earn extra points for the day.”
 - d. “Before I can compare your assignment to your peers, I need to speak with the clinical group as a whole.”

Test Blueprint: 6 F

Cognitive Code: *Analysis*

3. A clinical nurse educator is asked by a learner to review a classroom exam and the answers given so that the learner can obtain another opinion. Which is the best action by the clinical nurse educator?
 - a. Ask the learner about the content of the exam and types of questions on it
 - b. Agree to discuss the issue with the lead faculty
 - c. Inform the learner of the inability to get involved
 - d. Refer the learner back to lead faculty to discuss this issue

Test Blueprint: 1 C 4

Cognitive Code: *Analysis*

4. A clinical nurse educator is planning to document learner evaluations in the clinical setting. Which information should be included in the documentation?
 - a. A summary of the care errors made by the learner and the corrective action
 - b. Perceived attitude of the learner during the clinical experience
 - c. Learner performance, feedback given, and ability to progress
 - d. Number of times clinical assignments had to be changed at the learner’s request

Test Blueprint: 6 K

Cognitive Code: *Recall*

5. A clinical nurse educator has just completed the first year of teaching and is meeting with a mentor to plan for the next term clinical group. Which statement by the clinical nurse educator indicates consideration of a collaborative learning approach?

- a. "I am interested in co-teaching a post conference in the clinical setting with a pharmacist from a local hospital."
- b. "I want to learn how to incorporate some web-based assignments for learners next semester."
- c. "I need to learn more about how to write multiple-choice test questions for a quiz that assesses clinical reasoning."
- d. "I would like to run for the college senate in the fall."

Test Blueprint: 3 A

Cognitive Code: *Analysis*

6. A clinical nurse educator would like to make a suggestion for a course revision in a curriculum. Which action should be initiated?

- a. Make an appointment with the nursing program director to describe the changes needed
- b. Contact the lead faculty for the course and discuss the changes
- c. Inform the learners of the needed change and ask that they speak with the faculty
- d. Discuss in the site evaluation that the current course objectives do not apply

Test Blueprint: 1 B 1

Cognitive Code: *Application*

7. Which action by a clinical nurse educator is best when a learner arrives late for the clinical experience with an apparent odor of alcohol on the breath?

- a. Ask the charge nurse on the unit what the institution policy says in this type of case
- b. Remove the learner from the setting and consult the program policies
- c. Inquire of the learner about the amount of alcohol that had been consumed prior to arrival
- d. Place the learner in a conference room and reassign care of assigned client

Test Blueprint: 6 B 1

Cognitive Code: *Application*

8. A clinical nurse educator has just been informed that a learner performed a procedure which had not yet been taught in the course. Which is the best action?

- a. Discuss with the learner privately about potential harm that may be caused by such actions
- b. Discuss the report with the staff nurse working with the student to verify
- c. Immediately remove the learner from the clinical setting
- d. Inform the learner group about the action and potential consequences of such action

Test Blueprint: 2 E

Cognitive Code: *Analysis*

Answer Key:

1.) C 2.) A 3.) D 4.) C 5.) A 6.) B 7.) B 8.) A

Visit www.nln.org/Certification-for-Nurse-Educators/cnecl/cne-cl-exam-prep
for information about the
Certified Academic Clinical Nurse Educator (CNE®cl) Self-Assessment Examination (SAE)

APPLYING FOR THE EXAMINATION

It is the applicant’s responsibility to ensure that the online application and any requested supporting documents are accurately submitted, that the information provided is accurate, and that all deadlines are met. Careful attention to these elements will enable prompt and efficient processing. NLN reserves the right to verify information supplied by each candidate. An application is considered complete only if all requested information is accurate; if the candidate is eligible for the examination; and if correct fees are submitted. **Please note that the first and last names provided by the applicant during registration must exactly match the government issued identification to be used at the testing center.** Information on required identification is described on page 21 of this *Handbook*. Any misrepresentation of information shall be considered grounds for prohibition from testing or revocation of certification. Candidates must apply and register for the CNE®cl examination online at: www.nln.org/Certification-for-Nurse-Educators/cnecl. The registration tab can be found on the left side bar of the CNE®cl home page. Applications will *not* be accepted via mail or fax.

Application materials and/or fees submitted by individuals who do not meet eligibility criteria at the time of submission will be returned and not processed.

Fees

The appropriate fee (see Table 3) must be submitted as part of the complete examination application, and **payment is to be made using a valid credit card only** (Visa, MasterCard, American Express or Discover). Company checks, personal checks, money orders and cash are not acceptable forms of payment and will be returned without the application being processed.

Table 3:

Certification Exam	NLN member Fee*	Non-member Fee*
Initial testing	\$300	\$400
Retest	\$300	\$400

*These fees apply to testing within the continental U.S. and Hawaii. Applicants wishing to test at a center located within one of the U.S. Territories should contact the NLN’s Academic Nurse Educator Certification Program at (618) 534-0294 or via email at certification@nln.org to discuss testing arrangements and the applicable fees.

Verification

All information on applications will be verified by authorized NLN staff who check applications for accuracy and who may verify information by telephone, letter or other means. All information gained through verification procedures will be kept confidential except in instances where the law or professional obligations require disclosure of facts. Should any information on the application be found false or materially misleading, the applicant will be notified and declared ineligible to continue in this application for certification process.

Agreement of Authorization & Confidentiality

The Academic Nurse Educator Certification Program (ANECP) is committed to protecting confidential and/or proprietary information related to candidates, certificants, and the examination development and maintenance process.

Information about individuals who register to take the examination, as well as examination results, are considered confidential. Exam scores are released only to the individual candidate unless a signed request to release information to other parties is provided. Individual information submitted by candidates or certificants in connection with an application, renewal, or recertification is considered confidential.

When applying online, candidates will be required to read and acknowledge understanding of the following *Agreement of Authorization and Confidentiality*:

“I have read and understand the information provided in the candidate *Handbook*. In making this application, I fully understand that it is an application only and does not guarantee certification. I attest by answering “yes” to the statement “I have read and understand the preceding information” that I currently meet the eligibility requirements and I

authorize the NLN to make whatever inquiries and investigations that it deems reasonable to verify my credentials and professional standing. I understand that false information may be cause for revocation of this application without a refund of any fees paid, loss of the credential (if currently held), or denial as a candidate to take the examination. I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores if the ANECP Board of Commissioners of the NLN determines in its sole discretion that I was engaged in collaborative, disruptive or other prohibited behavior during the administration of the examination. I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute NLN's warranty or guarantee of my competency to practice as an academic clinical nurse educator. I understand that the initial

certification period is five years beginning on the date of notification of passing the exam and ending on December 31st of the fifth year following the date of the exam. I agree to meet the then-current requirements if I wish to maintain active certification status thereafter. I further understand that the ANECP Board of Commissioners has the authority to change requirements to attain and maintain certification from time to time. If I am certified, I authorize NLN to include my name in a list of certified individuals and agree to use the CNE®cl designation and related NLN trade names, trademarks, and logos only as permitted by NLN policies. I understand and agree that the NLN may also use anonymous and aggregate application and examination data for statistical analysis. I further agree to abide by the policies and procedures as set forth in the candidate Handbook.”

Examination Application

Visit www.nln.org/Certification-for-Nurse-Educators/cnecl for the current test application.

Confirmation of Eligibility

Applicants receive acknowledgement of receipt of their application via email immediately after the completed application (including the appropriate fee) has been received by NLN's Academic Nurse Educator Certification Program. Once the application is reviewed, a confirmation notice of eligibility is sent to the applicant by email (if a usable email address has been provided). If a confirmation notice is not received within three weeks of finalizing the registration, the applicant should contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nln.org. Failure to notify the NLN about a missing confirmation notice of eligibility will result in the inability to schedule and sit for the CNE®cl examination.

Examination Reapplication

Candidates who were unsuccessful in an examination attempt, may reapply. **An individual may take the CNE®cl examination a maximum of four times per year or once every 90 days and not more than once per quarter.** An examination application and

examination fee (as per the fee schedule on page 17 of this *Handbook*) is required for each retest.

Special Arrangements for Candidates with Disabilities

SCANTRON and the NLN comply with the Americans with Disabilities Act (ADA) and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. SCANTRON will provide reasonable accommodations for candidates with disabilities. Wheelchair access is available at all established Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. To request special accommodations, the applicant must complete the *Request for Special Examination Accommodations* and the *Documentation of Disability-Related Needs* forms located at the end of this handbook. The completed form must be uploaded to your application in the Certification Portal. The certification program will notify SCANTRON of acceptance of the accommodation request, and the applicant must

inform Scantron of the need for special accommodations when scheduling an examination appointment.

EXAMINATION ADMINISTRATION

Scheduling a Computer-Based Examination with SCANTRON

The Notice to Schedule Examination email contains a web address and a telephone number for the candidate to contact SCANTRON. The candidate must be prepared to confirm a date and location for testing and to provide the unique username and password number provided in the scheduling notice email. Examinations are administered by appointment only, Monday through Saturday, and individuals are scheduled on a first-come, first-served basis. Table 4 outlines timeframes for scheduling appointments:

Candidate	SCANTRON
Contact SCANTRON to schedule an exam appointment at selected Assessment Center	Provides confirmed date and time
Receives email confirmation	Generated by SCANTRON
Arrive 15-30 minutes before exam time	Verifies identification of candidate
Will participate in a highly secure testing environment	Proctors will be in constant observation

Candidates who arrive at an Assessment Center later than 15 minutes from the scheduled appointment time will not be admitted. Unscheduled candidates (walk-ins) will not be admitted to an Assessment Center.

There are two ways to schedule an appointment for the computer-based Certified Academic Clinical Nurse Educator Examination:

- ◆ **Online Scheduling:** The candidate will receive a Notice to Schedule email from SCANTRON. This email will provide a username and password which will allow the candidate to schedule an exam date.
 - Go to <https://www.scantronassessment.com/registration>
 - Enter the username and password provided in the email.
 - If special accommodations are being requested, please submit the **Request for Special Examination Accommodations** through the Certification portal. To schedule your examination, contact SCANTRON at (919) 572-6880 and notify the candidate services representative that you have requested the accommodation.

OR

- ◆ **Telephone Scheduling:** Call SCANTRON at (919) 572-6880 to schedule a testing appointment.

Examination Times and Days

The Certified Academic Clinical Nurse Educator examination is delivered by computer at SCANTRON Assessment Centers throughout the United States and the world. It is not offered on the following holidays in the United States:

New Year's Day
Martin Luther King, Jr Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
(and the following Friday)
Christmas Eve Holiday
Christmas Day

Assessment Center Locations

SCANTRON Assessment Centers have been selected to provide accessibility to candidates in the global arena. A current listing of SCANTRON Assessment Centers is available at this link on the SCANTRON website: www.scantron.com/test-site-cities/

Examination Appointment Changes

Please note that rescheduling refers to a process that occurs once you have scheduled a testing date and subsequently wish to change or amend the date, time, or location of your scheduled exam. You may reschedule a testing appointment up to two (2) days in advance of your testing appointment. Reschedule requests are not accepted less than two (2) days of your scheduled testing appointment. To reschedule your exam, click on the scheduling link in the Scantron Notice to Schedule email to log back into the scheduling system with the provided username and password. Once you have logged in, click on the link to reschedule. A \$50 non-refundable fee will apply to **all** rescheduled exams; the fee must be paid online at the time of the request.

Missed Appointments and Forfeitures

A candidate will forfeit the application and all fees paid to take the examination under the following circumstances:

- ◆ The candidate wishes to withdraw the application after the refund application deadline (see Withdrawal of Examination Request Form at the end of this handbook).
- ◆ The candidate wishes to reschedule an examination but fails to contact SCANTRON at least two business days prior to the scheduled testing session or fails to reschedule it within the same testing period.
- ◆ The candidate appears more than 15 minutes late for an examination.
- ◆ The candidate fails to report for an examination appointment.

Candidates who forfeit the application and fees for any of these reasons will be required to submit a new application and examination fees in order to be eligible to sit for the examination.

Inclement Weather, Power Failure or Emergencies

In the event of inclement weather or unforeseen emergencies on the day of an examination, SCANTRON will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination usually will not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to a testing center is temporarily interrupted during an administration, the examination will restart where the candidate stopped to allow the candidate to continue the examination. Candidates may visit Scantron's website: http://www.scantronassessment.com/mainsite/ibtsites/site_closings.aspx for information about test site closures or delays. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

TAKING A COMPUTER-BASED EXAMINATION AT A SCANTRON ASSESSMENT CENTER

Identification

You are required to present a valid, government-issued photo ID (e.g., driver's license, passport, state-issued ID card) on exam day; please ensure that your **first** and **last** name on the valid, government-issued photo ID EXACTLY match your **first** and **last** name as they appear on the scheduling screens. If your **first** and **last** names are incorrect, please contact SCANTRON at (919) 572-6880. If you have more than one last name listed on your government-issued ID, the same last names must be reflected on your confirmation email.

Security

SCANTRON maintains examination administration and security standards that are designed to ensure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

Candidates who voluntarily exit the examination at any point during the test will be considered finished and their test will be scored. They will not have the opportunity to restart the examination, or to answer incomplete items.

The following security procedures apply during the examination:

- ◆ Examinations are proprietary. No cameras, notes, tape recorders, pagers, cellular phones or any other device that could be used to record all or part of the examinations, are allowed in the examination room.
- ◆ No calculators are permitted.
- ◆ No guests, visitors or family members are allowed in the examination room or reception areas.
- ◆ Candidates may be subjected to a metal detector scan upon entering the examination room.

- ◆ No personal items, valuables, or weapons are to be brought to the Assessment Center.

Practice Examination

At the testing carrel, the candidate will be instructed on-screen to enter the username and password provided in the Scheduling Confirmation Notice (Admission Ticket). Prior to attempting the examination, the candidate will be given the opportunity to practice taking an examination on the computer. The time used for this practice examination is NOT counted as part of the examination time or score. When the candidate is comfortable with the computer testing process, the candidate may end the practice session and begin the timed examination.

Timed Examination

Following the practice examination, the actual timed examination will begin, with instructions for taking the examination provided on-screen. Time spent on the examination will be monitored on the computer screen. The candidate will have 3 hours to complete the examination. The examination will terminate if testing exceeds the time allowed

Examination Restrictions

- ◆ No personal belongings are allowed in the Assessment Center.
- ◆ During check-in, candidates are provided with a white board and dry erase pen to use during the examination, but which must be returned to designated Assessment Center personnel at the completion of testing. If these items are not returned, the candidate will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- ◆ No questions concerning the content of the examination may be asked during the examination.

- ◆ Eating, drinking or smoking are not permitted in the Assessment Center.
- ◆ The candidate may take a break to visit the restroom or reception area during the examination, but will not be allowed additional time to make up for time lost during breaks.
- ◆ The computer will keep official time.
- ◆ Creating a disturbance, being abusive, or being otherwise uncooperative
- ◆ Using electronic communications equipment such as pagers or cellular phones during the examination.
- ◆ Giving or receiving help during the examination or being suspected of doing so.
- ◆ Attempting to record examination questions or make notes.

Copyrighted Examination Questions

All examination questions are the copyrighted property of the National League for Nursing. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part, or to prepare any derivative work based on them. Doing so may subject the candidate to severe civil and criminal penalties.

Misconduct

Individuals who engage in any of the behaviors listed below may be dismissed from the examination. In such instances, the candidate's score will not be reported and examination fees will not be refunded.

Examples of candidate misconduct include:

- ◆ Failing to follow the test administrator's directions.
- ◆ Attempting to take the examination for someone else.
- ◆ Removing or attempting to remove scratch paper from the test center.
- ◆ Using prohibited aids, such as reference materials, mechanical listening devices, and recording or photographic devices.
- ◆ Attempting to tamper with the operation of the computer.
- ◆ Leaving the testing room without permission.
- ◆ Sharing information about the test and test questions with any unauthorized persons.

LIVE ONLINE-PROCTORED TEST ADMINISTRATION

Live online-proctored (LOP) test administration allows candidates to complete their examinations from their own computers via an internet connection at a time and place of their choosing. Testing sessions are available 24/7/365, based on seating availability.

Scantron uses its proprietary software, Scantron PASS™, to deliver examinations to candidates. Scantron partners with Examyty for the online, real-time monitoring of testing candidates.

The candidate’s computer must have webcam capability as well as a microphone and speakers, and the environment should be quiet to avoid distractions and to ensure that the online proctor can hear everything at the candidate’s location.

There are technical requirements, such as an adequate internet connection, to ensure that the proctor can access the candidate’s computer and that the session can proceed without internet disruption. Candidates are informed of the computer specifications in advance of the testing session.

Test Scheduling

Once the candidate is deemed eligible for testing, the candidate receives the Notice to Schedule email with instructions about how to use Scantron’s online test scheduling system to schedule a testing appointment.

The email provides each eligible candidate with a username and password that allow him/her unique access to Scantron’s scheduling system.

As part of the scheduling process, candidates first confirm their demographic information, attest to Scantron’s privacy policy, and test their computer for both examination delivery and live proctoring system requirements. Scantron **strongly** encourages

Figure 1: Scantron demographic updates

candidates to perform the system checks during testing appointment scheduling.



Figure 2: System check interface

Candidates whose computers fail the check of system requirements receive feedback on the hardware or software issues. The candidate must correct the issue, update the computer, or obtain another computer to complete the testing appointment.

The same system requirements check is included in the confirmation email, and candidates are reminded to perform the check prior to testing.

Following these administrative tasks, the candidate selects “Schedule” to proceed to testing appointment scheduling.

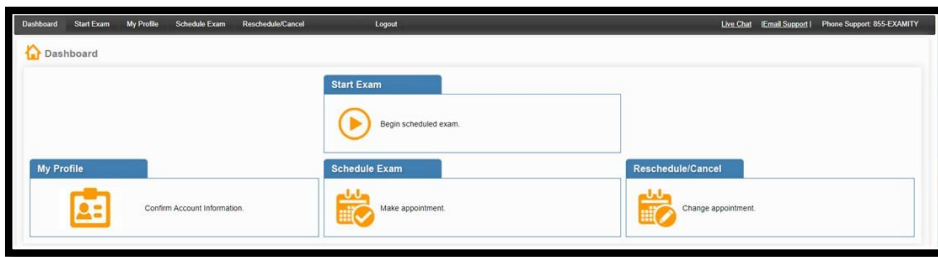
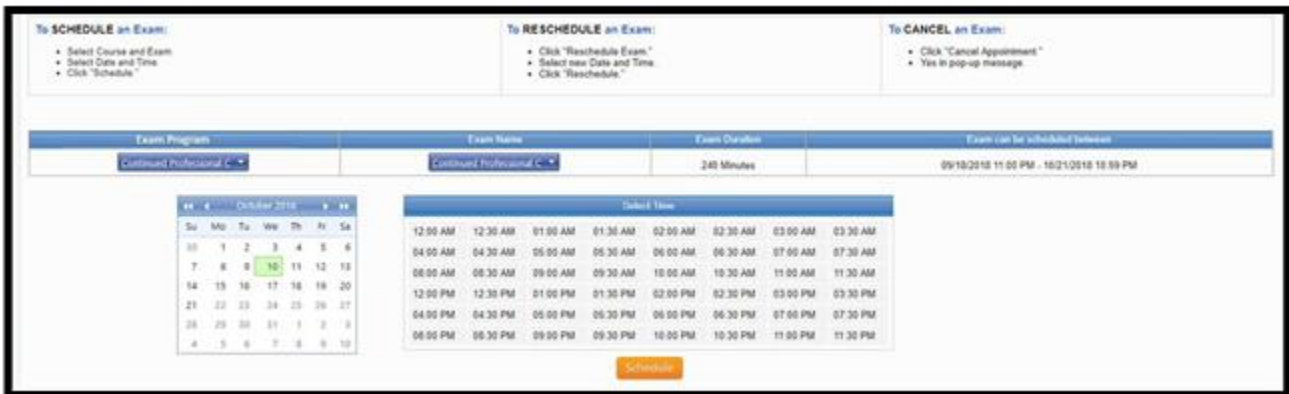


Figure 4: LOP dashboard

The candidate is directed to Examity’s dashboard, where the candidate will need to complete “My Profile,” entering their telephone phone and time zone. Then, the candidate selects “Schedule Exam” to proceed.

The candidate is directed to the scheduling page to select the exam program and exam name to schedule a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.



Once the candidate selects the exam program and exam name, the exam duration and the scheduling window are displayed. Available testing appointments are displayed based on the selection of a date on the calendar. The select time notes the start time for the testing appointment. Once the candidate selects a date on the calendar and a time on the time grid, he/she selects “Schedule” to confirm the testing appointment specifics.

Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. And, candidates receive a confirmation notice with their testing details.

Confirmation Notice

Scheduled candidates immediately receive two confirmation notice emails with the testing appointment details (date and time) and directions as well as a URL link to initiate the testing appointment at the appropriate time.

In addition, the testing appointment is noted on the Examity LOP dashboard.

The confirmation notice email also provides information regarding an online tutorial of Scantron’s test delivery system, Proctored Assessment System (Scantron PASS™). Through the online tutorial, candidates can simulate use of the mouse and keyboard, enter responses, and become familiar with the process for reviewing items and changing responses. This tutorial is provided free of charge.

Candidates can view a sample test and testing instructions via Scantron’s website:

<https://www.scantron.com/preparing-for-your-test/>.

Sent to: John Smith
Date sent: 1 January 2020
Subject: Testing Confirmation

Important: You must read this entire document as it contains vital information regarding your examination. Please note: This notice is more than one page. You must print all pages and bring them with you to the testing appointment.

This notice is to confirm that you have chosen to test via Live Online Proctoring (LOP). You will need the password contained below on your examination date; therefore, please keep a copy of this confirmation notice.

You will receive a confirmation notice from Castle's LOP partner once you have scheduled your LOP appointment. with important details. If you have not received the email within two business days, please contact Castle at 919.572.6880.

Your examination is: ABC Certificate Examination
 Your exam password is: 741258963
 Your examination date is: 1/20/2020

Please reference the confirmation email from Castle's LOP partner to confirm your examination date and reporting time.

Figure 6: Scantron confirmation email

Dear John Smith,

You have successfully scheduled your assessment examination.

Your Examination Information
Your Exam Appointment ID: 8YE4UME
Exam Name: ABC Certification Examination
Appointment Date: 1/20/2020
Appointment Time: 8:00 a.m.

On the day of your exam please remember to:

- 1) Log in to the registration page 15 minutes prior to the start of the session using the username and password provided in your Notice to Schedule email from Castle Worldwide. Once you have logged in:
 - a) Complete the attestation statement page and select "Continue" to access the Examity Portal.
 - b) Click the "Start Exam" button.
- 2) Please have your ID ready to show before you start your exam.
- 3) Please check your system readiness here.

Figure 7: Examity confirmation email

Test Rescheduling and Cancellation

Candidates may cancel or reschedule their testing appointments up to two (2) days prior to the scheduled date and time of the testing appointment. Candidates must cancel or reschedule their testing appointments by accessing the online scheduling system and should refer to their Notice to Schedule email for the specific policies concerning rescheduling and canceling. To reschedule, use the link in the confirmation email and login with the username and password provided in the Notice to Schedule email.

From the Examity LOP dashboard, the candidate should select "Reschedule/Cancel" to proceed. The candidate is directed to the scheduling page. Like scheduling, the candidate selects the exam program and exam name to reschedule or cancel a testing appointment. Only exam programs and exam names for which the candidate is eligible will appear in the dropdown lists.

Figure 8: LOP scheduling, rescheduling, and cancellation interface

For rescheduling, the candidate selects a date on the calendar and a time on the time grid, he/she selects "Reschedule" to confirm the new testing appointment specifics. Once the candidate confirms the testing appointment, the successful scheduling is noted on the screen. And, candidates receive an updated confirmation notice with their testing details.

For cancellation, the candidate selects “Cancel Appointment” and indicates “Yes” in the pop-up message that appears on screen. The successful cancellation is noted on the screen.

Please note: If the candidate is more than 15 minutes late to the scheduled testing appointment start time, the candidate will be required to reschedule the testing appointment.

Live Online-Proctored Test Delivery

On the date and time of the candidate’s scheduled testing appointment, the candidate clicks on the link provided in the confirmation notice email, entering his/her username and password from the Notice to Schedule email to return to the LOP dashboard. From the dashboard, the candidate selects “Start Exam” to begin the testing appointment.

Please remember: the candidate whose computer fails the check of system requirements must correct or update the issue or obtain another computer to complete the testing appointment; candidates are required to pass the system requirements check prior to testing.

After the system requirements check, the proctor verifies the identity of the candidate by examining the candidate’s government-issued ID. The candidate may communicate with the proctor via chat features available within the live online- proctoring launch site or via microphone within the webcam. If directed by the proctor, or in case of technical difficulties, the candidate may contact the proctor by telephone.

The proctor has complete access to the candidate’s computer to monitor for unauthorized activities, such as accessing other software applications, using multiple monitors, or having someone else take the examination remotely. The proctor can terminate the testing appointment for integrity reasons at any time.

As part of the login process, the candidate shows the proctor a 360-degree view of his or her environment, including the desk, by holding and moving the webcam or laptop with a webcam as directed by the proctor. After the environment check, the proctor enables the monitoring software, which allows the proctor to watch the candidate via the candidate’s webcam and record video and audio during the testing appointment. When the proctor has completed the necessary steps to ensure monitoring, the candidate clicks a link to launch the examination login process.

During the examination login process, the proctor and candidate complete a dual login in which the candidate verifies his or her information, completes the candidate attestation statement, and reviews the testing rules and policies. In addition, prior to launching the examination, the candidate can review the online tutorial of Scantron PASS™.

Testing time for candidates begins when the examination is launched. When candidates complete their examination, they click the “Submit Exam” button and confirm that they are ready to submit the examination. Depending on the examination, a thank-you message or an immediate score report is presented to candidates. Candidates should print this message/report.

Last Updated: 12 March 2020

Scantron PASS™ Technical Specifications for Secure LOP Test Administration

System requirements to run Scantron PASS™ for LOP test administration:

Hardware

- 2 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 2 GB RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available disk space (32-bit) or 20 GB (64-bit) -- just for the OS, not applications or data files
- Audio output capability (if the examination being delivered includes audio components)
- Webcam and microphone
- Screen resolution:
 - For best experience, use 1920 x 1080 or higher
 - Minimum acceptable is 1024 x 768
- Optional: Printer (to print candidate score reports)

Software

- Minimum Windows 7 or Mac OS X v10.6
- Latest version of mainstream web browser: i.e., Microsoft Internet Explorer (version 11), Microsoft Edge (latest available versions), Mozilla Firefox (latest available versions), or Google Chrome (latest available versions)
 - NOTE: Internet Explorer 10 is no longer supported by Microsoft after January 31, 2020. Customers are advised to move to another supported browser to avoid any potential testing difficulties.

Telecommunications

- High-speed Internet connection (approximately 2 MB/s upload and download per candidate)
 - Minimum: ISDN connection
 - Preferred: T-1 connection (or greater)
- Browser must:
 - accept cookies from Scantron's site
 - allow popup windows
 - support JavaScript and have it enabled
- Browser must be able to load the following:
 - jQuery, a javascript library (ajax.googleapis.com)
 - AJAX Content (ajax.aspnetcdn.com)
 - MathJax (cdn.mathjax.org)
 - CDN (castlecdn.blob.core.windows.net)
- www.scantronassessment.com should be made a trusted site on all computers used for testing. A trusted site is a Web site that you trust not to damage your computer.

FOLLOWING THE EXAMINATION

Scoring

The passing score for the CNE®cl examination was established via a systematic procedure (a standard setting study) that employed the judgment of academic nurse educators representing various geographical areas and program types. The methodology for the passing point study is known as a modified Angoff technique, in which content experts evaluated each item on the examination to determine the score that would best differentiate minimally-competent academic clinical nurse educators deserving to be awarded certification from those who have not demonstrated sufficient knowledge. Passing the examination is determined by the amount of knowledge a candidate displays in comparison to this standard, and not in comparison with other candidates taking the examination.

Consistency of the passing point for future examination forms is assured through statistical equating procedures. Although the number of correct responses required to pass (the passing point) may vary depending on the difficulty of the examination form, careful test construction ensures that the same amount of knowledge has been demonstrated for scores at the passing level.

Determining Pass-Fail

Content area (e.g. Facilitate Learning in the Health Care Environment) scores on the score report are not used to determine pass-fail outcomes. They are only provided to offer a general indication regarding the performance in each content area. The examination is designed to provide a consistent and precise determination of the overall performance and is not designed to provide complete information regarding performance in each content area.

Examinees should remember that areas with a larger number of test questions will affect the overall score more than areas with a fewer number. The precision and consistency of scores diminishes with fewer questions, therefore, content area scores should be interpreted with caution, especially those that correspond to content areas with very few questions.

Score Report

After completing the examination, candidates are instructed to report to the examination proctor to receive the score report. Candidates will receive score reports prior to leaving the Assessment Center, after turning in the white board and marker that was provided. The score report will indicate “pass” or “fail.” Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions answered correctly. Pass/Fail status is determined by the raw score. Even though the examination consists of 150 questions, the candidate’s score is based on only 130 questions since, as noted previously, 20 questions are being pretested for use as a score item on future examination forms.

Following the exam, the score report can be viewed online by logging into the Scantron Score Report Portal:

www.scantronassessment.com/ScoreReportPortal/

If you have not accessed this site before, please click Request Account on the login page. Generic registration instructions for accessing the Score Report Portal can be found here:

www.scantronassessment.com/ScoreReportPortal/instructions

If you have any questions with regards to accessing the website, please contact Scantron at (919) 572-6880.

Please note that international candidates will not receive a score report at the time of the exam. The score report will be mailed from SCANTRON.

Requests for Hand Scoring

Because the computer instantly records the responses provided by the candidate, hand scoring is not relevant for those who take the examination via computer-based testing (CBT). No hand scoring is provided for computerized examinations.

Scores Cancelled by NLN or SCANTRON

NLN and SCANTRON are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NLN and SCANTRON are committed to rectifying such discrepancies as expeditiously as possible. NLN may void examination results if, upon investigation, violations of its regulations are discovered.

Candidates Who Pass the Examination

Candidates who pass the Certified Academic Clinical Nurse Educator examination are allowed to use the designation “CNEcl” after their name upon receiving an official passing test score. This includes receiving an onsite score report at the testing center. Proper use of the credential is typically conveyed as highest degree earned, license, certification, and fellowship appointments. Candidates will have the option to download and print a certificate through the NLN’s Certification Portal. Candidates will receive a CNE®cl pin from the NLN’s Academic Nurse Educator Certification Program via U.S. postal mail approximately 4 to 6 weeks after the passing score is achieved. NLN reserves the right to recognize publicly any candidate who has successfully completed the CNE®cl certification examination and earned the certified academic clinical nurse educator credential.

Candidates Who Do Not Pass the Examination

Candidates who do not pass the examination but wish to pursue certification must submit a new application and the examination fee. Such individuals are encouraged to review rules of eligibility before submitting a new application and fee.

An individual may take the CNE®cl examination a maximum of four times per year or once every 90 days and not more than once per quarter.

Confidentiality

All information gained through the application, renewal, and verification process will be kept confidential except in instances where the law or professional obligations require disclosure of facts. Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

POLICIES

Request for Appeal

Although the score received on an examination may not be appealed, candidates may appeal decisions made by the Certification Commission regarding eligibility, ethical behavior, or violations of stated policies and expectations. Such appeal requests must be received in writing within 30 days of notification of the decision being appealed, and supporting documentation must accompany the written request in order for it to be considered. Requests for an appeal must be mailed to: National League for Nursing, Academic Nurse Educator Certification Program, 2600 Virginia Avenue NW, 8th Floor, Washington, DC 20037.

Refund Policy

Refunds are made at the discretion of the NLN Academic Nurse Educator Certification Program. In order to receive a partial refund, the Withdrawal of Examination Request (located at the end of this *Handbook*) must be received by the refund application deadline. All withdrawal of examination requests must be received seven days prior to the

end of the 90-day eligibility period. If mailed, the submission must be postmarked by the refund application date. No refunds will be issued to any candidates requesting to withdraw their examination application after the refund application deadline.

A non-refundable processing charge of \$100 will be incurred by candidates who withdraw their examination request. Candidates who withdraw their application must repeat the certification registration process in its entirety, including the full payment, to sit for a future certification examination.

Candidates will forfeit the examination fee if they fail to report for an examination appointment, arrive more than 15 minutes late for an appointment, or fail to present appropriate identification on the day of the examination. Such candidates may reapply by submitting a new application and full examination fee.

The refund policy is subject to change without prior notice.

Extending Testing Eligibility

Individuals may revise their examination test window by extending their eligibility period for an additional ninety days. The testing period can be extended only one time. Please be aware that the NLN **must** receive the request to extend an exam session at least four business days prior to the original exam date, or the end of the current test window. If this is not done, the candidate **will be marked absent and forfeit all registration fees paid.**

Candidates who wish to extend their eligibility period and have NOT scheduled an appointment with Scantron are to submit an email request for extension to certification@nl.org. All such requests must be received by the ANECP office four business days prior to the end of the eligibility period.

Candidates who wish to extend their eligibility period and HAVE scheduled an appointment with Scantron must first cancel the scheduled exam with Scantron and pay Scantron's cancellation/reschedule fee. Refer to Scantron's Notice to Schedule email for instructions. When the exam is cancelled, submit a request for an extension of the eligibility window by email to certification@nl.org. The email request **must be** received at least four business days prior to the end of the eligibility period.

Ethics Case Procedure

The Certification Commission recognizes and implements as a framework the American Nurses Association (ANA) *Code of Ethics* (<http://ethics5.com/a/ana-code-of-ethics-book-w735/>) and the NLN *Ethical Principles for Nursing Education* document (http://nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html). A procedure is available to CNEcl® applicants and certificants to resolve ethics charges and complaints. Any person, group, or, in appropriate cases, the NLN ANECP, may initiate an ethics case and act as a complainant. A complainant other than the ANECP must: contact the Certification Director and request an Ethics Charge Statement form; complete the information requested on the Charge Statement; and submit the completed Charge Statement to the Certification Director. Each Ethics Charge Statement must include a detailed written description of the factual allegations supporting the ethics charge(s).

Individuals who are found to have violated ANECP policies may be subject to one or more of the following disciplinary and remedial actions:

- Denial of application/reapplication
- Requirement to take corrective action(s)
- Private reprimand and censure
- Public reprimand and censure
- A term of certification probation
- Suspension of any NLN certification for six (6) months to two (2) years
- Revocation of any NLN certification

Authorized Use of CNEcl

Use of the CNEcl credential is limited strictly to those individuals who are CNE®cl certificants in good standing. Each CNE®cl certificant accepts and assumes sole responsibility for understanding and satisfying all applicable organizational and legal requirements related to the use and/or display of the registered mark. Among other requirements, each certificant is responsible for ensuring that the use of any registered mark in professional and business-related materials (e.g., stationery, signs, business cards, advertisements) is consistent with the policy of the ANECP and is not in conflict with applicable laws. NLN assumes no responsibility concerning the interpretation or application of such legal requirements.

NLN shall not be liable or otherwise responsible for any claims, complaints, suits or damages whatsoever, relating to the use of the Certification Mark, or in connection with the use of such mark.

Complaints about Operations of the Certification Program

All complaints about the management of the NLN certification program should be directed to the director of the program. These complaints may be made orally, by electronic mail, or via postal mail. Each complaint will be addressed and each will receive a response within 7 days of its receipt. If deemed necessary, the complaint, at the discretion of the director, may escalate the complaint to the NLN administrative officer over the certification program for resolution of the complaint.

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

Please complete this form and the “Documentation of Disability-Related Needs” form that follows so the accommodation for testing can be processed efficiently. The information provided and any documentation regarding the candidate’s disability and need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without the candidate’s express written consent. Candidates who have existing documentation of the same or similar accommodation(s) provided for them in another examination situation may submit such documentation instead of completing the “Professional Documentation” portion of this form.

Applicant Information

Candidate ID number: _____
Last Name: _____
First Name: _____ Middle Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Fax: _____
Email: _____

Special Accommodations:

Please provide (check all that apply)

- _____ Extended testing time - time plus one-half exam time
- _____ Extended testing time - double time
- _____ Ergonomic chair or lumbar support
- _____ Private Room
- _____ Relief breaks as needed
- _____ Semi Private room
- _____ Other special accommodations (please specify)

Comments:

Signed: _____ **Date:** _____

National League for Nursing
Academic Nurse Educator Certification Program
2600 Virginia Avenue – Eighth Floor
Washington, DC 20037

Please contact the NLN’s Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nlm.org to inform us that you have submitted an online registration form. This form and the *Documentation of Disability-Related Needs* form must be uploaded to the certification portal.

DOCUMENTATION OF DISABILITY-RELATED NEEDS

Candidates who have a learning disability, a psychological disability, or other disability that requires an accommodation in testing must have this section completed by a professional having the appropriate qualifications to assess the individual's needs (e.g. education professional, doctor, psychologist, psychiatrist).

The professional must certify that the candidate's disabling condition requires the requested test accommodation. Candidates who have existing documentation of the same or similar accommodation provided for them in another examination situation may submit such documentation instead of completing the "Professional Documentation" portion of this form.

Professional Documentation

I have known _____ since ____ / ____ / ____
Candidate's name Date

in my capacity as a(n) _____ .
Professional Title

The applicant discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Exam Accommodations form.

Description of Disability:

Signed: _____ Title: _____

Printed Name: _____

Address:

Telephone Number: _____

Date: _____

License # (if applicable) _____

Please contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nlm.org to inform us that you have submitted an online registration form. This form and the Request for Special Exam Accommodations form must be uploaded to the certification portal.

WITHDRAWAL OF EXAMINATION REQUEST

Directions:

A candidate must use this form to request to withdraw their application to sit for the Certified Nurse Educator examination. **All withdrawal of examination requests must be received seven days prior to the end of the eligibility period.** A \$100 processing fee will be incurred by the candidate. (Subject to change without prior notification.)

Name: _____

Candidate ID Number: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

I hereby request to withdraw my application for the Certified Nurse Educator examination. I have read and understand the refund policy.

Candidate Signature

Date

Return this form to:
National League for Nursing
Academic Nurse Educator Certification Program
2600 Virginia Avenue NW, 8th Floor
Washington, DC 20037
or
certification@nlcn.org

If you have any questions, please contact us at: (618) 534-0294 or certification@nlcn.org