



# **Certified Nurse Educator Novice (CNE®n) 2022 Candidate Handbook**

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

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It is essential that candidates keep the handbook readily available for reference until they have completed the examination. Candidates are responsible for knowing its contents.

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### **How to Contact the NLN:**

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### **How to Contact SCANTRON:**

P.O. Box 570  
Morrisville, NC 27560  
Phone: (919) 572-6880  
Email: [candidatesupport@scantron.com](mailto:candidatesupport@scantron.com)  
Website: [www.scantron.com](http://www.scantron.com)  
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 nurse educators, it establishes nursing education as a specialty area of practice and creates a means for faculty to demonstrate their 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 nurse educator, you serve as a leader and a role model. *Certification is the mark of distinction for nursing faculty.*

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

### **Mission**

The mission of the Academic Nurse Educator Certification Program is to *promote excellence in the advanced specialty role of the academic nurse educator.*

### **Goals of CNE® n Certification**

- ◆ Distinguish academic nursing education as a specialty area of practice and an advanced practice role within professional nursing.
- ◆ Recognize the academic nurse educator's specialized knowledge, skills, and abilities
- ◆ Strengthen the use of core competencies of nurse educator practice.
- ◆ Contribute to nurse educators' professional development.
- ◆ Support the nurse educator in active pursuance of continuous competency

### **Definition of Academic Nurse Educator Practice**

*The Scope of Practice for Academic Nurse Educators, 2012 Revision\** was developed by the National League for Nursing's Certification Governance Committee. The purpose of the document was to "describe academic nursing education as a specialty area and an advanced nursing practice role within professional nursing" (p. 4). The description includes a definition, historical perspective, statements of values and beliefs, a theoretical framework, scope of practice, and competencies or standards of practice of academic nursing education. Statements relevant to a definition of academic nurse educator practice include the following (p. 5):

Academic nursing education is the process of facilitating learning through curriculum design, teaching, evaluation, advisement, and other activities undertaken by faculty in schools of nursing. Academic nursing education is a specialty area and an advanced practice role within professional nursing.

Academic nurse educators engage in a number of roles and functions, each of which reflects the core competencies of nursing faculty (see pp. 14-19). The extent to which a specific nurse educator implements these competencies varies according to many factors, including the mission of the nurse educator's institution, the nurse educator's rank, the nurse educator's academic preparation, and the type of program in which the nurse educator teaches.

Nursing education takes place in diverse settings that include, but are not limited to, technical schools, hospitals, two-year colleges, four-year colleges, and universities. The implementation of the academic faculty role may occur in traditional classroom-based environments as well as in non-traditional environments.

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\* National League for Nursing. (2012). *The scope of practice for academic nurse educators, 2012 Revision*. New York, NY: National League for Nursing.

## **Eligibility Requirements**

Pursuing certification as an Academic Nurse Educator Novice – designated as CNE®n -- should be a goal for those who have carefully reviewed the test blueprint and the eligibility requirements and determined that their educational and experiential qualifications have provided sufficient opportunity to participate meaningfully in the full scope of the faculty role.

### CNE Novice Eligibility Criteria

Must meet criteria 1, 2, and 3

1. Licensure:

A currently active, unencumbered, registered nurse designation in the country of residence.

2. Education:

a graduate degree in nursing with a major emphasis in nursing education **or**

a graduate degree in nursing plus a post-master's certificate in nursing education **or**

a graduate degree in nursing and nine or more credit hours of graduate-level education courses\* **or**

a post baccalaureate certificate in nursing education

3. Currently within the first three years of practice as an academic nurse educator

*\*Examples of acceptable courses include: Curriculum Development and Evaluation; Instructional Design; Principles of Adult Learning; Assessment/Measurement & Evaluation; Principles of Teaching and Learning, Instructional Technology*

**Note: Graduate-level research or statistics courses do not count toward requirements**

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

## **Disclaimer**

The Certified Nurse Educator Novice exam was developed to measure competence in the full scope of the academic nurse educator practice role. Even though the CNE®n eligibility criteria have been expanded to include new graduates of master's and doctoral programs focused in nursing education, 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®n eligibility requirements must submit a written request with supporting documentation. For more information, please email [certification@nln.org](mailto: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®n, is a registered mark owned by the National League for Nursing. Academic nurse educators who meet the eligibility criteria and pass the CNE®n examination may use the certification mark “CNE®n” following the name (e.g., S. Smith, MSN, RN, CNE®n). The certification mark may be used only as long as certification is valid. Certification is valid for three years; it begins the date the candidate receives an official passing test score and ends on December 31<sup>st</sup> of the third year following the date of the exam. Certification as CNE®n is a non-transferable, non-renewable, revocable, limited, non-exclusive affirmation to use the certification designation “CNE®n”, 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 certificants (i.e., those who have passed the examination). NLN owns all rights to the CNE®n designation.

## **Recertification/Renewal**

CNE®n certification status is granted for a period of three years and is non-renewable. The CNE®n may choose to pursue the Certified Nurse Educator credential, CNE®, during the third year of certification.

It is also the certificant’s responsibility to keep the NLN Academic Nurse Educator Certification Program informed of any changes in address or other pertinent contact information.

## **About the CNE®n Examination**

The CNE®n examination is designed to evaluate the candidate’s knowledge about the full scope of the academic 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 ones that are being pretested and, therefore, do not count toward the scoring of the exam. 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 nurse educator experts, drawn from a wide variety of program types and geographical areas, write examination items that

reflect the role competencies, examination content outline and examination specifications, as developed by the NLN (Halstead, 2019). The NLN also approves the individual examination for administration, sets the passing score for successful achievement, and determines individual eligibility for taking the examination based on published criteria. SCANTRON is responsible for the computerized testing sites, examination security, examination administration, scoring and statistical analysis, and maintaining an item bank of approved examination questions.

The Test Development Committee and members of SCANTRON assemble various forms of the test from the approved questions. The examination consists of four-option, multiple-choice questions that reflect different cognitive levels:

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 evaluate the usefulness of a solution.

The emphasis is on application and analysis questions.

## **Test Format**

### **Computer-based testing (CBT) –**

The CNE®n examination is available via computer-based testing. It is offered Monday through Saturday at SCANTRON Assessment Centers throughout the United States. Specific information about SCANTRON assessment centers can be found at <http://www.scantron.com>.

Live Online-Proctored (LOP) test administration will also be available. Requirements and specifications are addressed later in this handbook.

**Examination Test Blueprint**

The content of the Certified Nurse Educator Novice (CNE®n) examination is based on the CNE®n test blueprint which was developed from the *Academic Nurse Educator Practice Analysis* completed in 2021. To ensure the content is current, practice-related, and representative of the

responsibilities of academic 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 eight 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.

|  <p align="center">Certified Nurse Educator Novice (CNE®n) Examination<br/>Test Blueprint</p> |   |                        |
|--|---|------------------------|
| Category   | Major Content Areas   | Percent of Examination |
| 1  | Facilitate Learning   | 39%                    |
| 2  | Facilitate Learner Development and Socialization                    | 11%                    |
| 3  | Use Assessment and Evaluation Strategies                            | 15%                    |
| 4  | Participate in Curriculum Design and Evaluation of Program Outcomes | 5%                     |
| 5  | Function as a Change Agent and Leader                               | 7%                     |
| 6  | Pursue Continuous Quality Improvement in the Role of Nurse Educator | 8%                     |
| 7  | Engage in Scholarship   | 4%                     |
| 8  | Function within the Educational Environment                         | 11%                    |

**Note:** Each examination form contains 150 items including 20 unscored items being pretested for future use.



**Certified Nurse Educator Novice (CNE®n) Examination**  
Detailed Test Blueprint

| <b>1. Facilitate Learning</b>  | <b>39%</b> |
|--|------------|
| <p>A. Implement a variety of teaching strategies appropriate to:</p> <ol style="list-style-type: none"> <li>1. learner needs</li> <li>2. desired learner outcomes</li> <li>3. content</li> <li>4. context</li> </ol> <p>B. Employs teaching strategies grounded in:</p> <ol style="list-style-type: none"> <li>1. educational theories</li> <li>2. evidence-based teaching practices</li> </ol> <p>C. Engages in self-reflection and continued learning to improve teaching practices that facilitate learning.</p> <p>D. Uses technologies skillfully to support the teaching-learning process.</p> <p>E. Uses oral, written, and electronic communication that reflects an awareness of self and others, along with an ability to convey ideas in a variety of contexts.</p> <p>F. Engages in critical and reflective thinking, considering multiple perspectives.</p> <p>G. Provides opportunities for learners to develop critical thinking and clinical judgement skills.</p> <p>H. Shows enthusiasm for teaching, learning, and nursing that inspires and motivates learners.</p> <p>I. Demonstrates interest in and value for all learners.</p> <p>J. Uses personal attributes (e.g., caring, confidence, patience, integrity, flexibility) that facilitate learning.</p> <p>K. Participates positively in collegial working relationships with learners, faculty colleagues, and the inter-professional health care team to promote learning.</p> <p>L. Maintains professional practice knowledge base needed to assist learners to prepare for contemporary nursing practice.</p> <p>M. Serves as a role model of professional nursing.</p> <p>N. Creates a physically, psychologically, emotionally safe learning environment.</p> <p>O. Establishes professional boundaries.</p> <p style="text-align: center; margin-top: 20px;">© 2021. NLN. All rights reserved.</p> |            |

|  |            |
|--|------------|
| <b>2. Facilitate Learner Development and Socialization</b>   | <b>11%</b> |
| <ul style="list-style-type: none"> <li>A. Recognize individual learning and professional socialization needs of diverse learner populations.</li> <li>B. Identifies resources available for diverse learners that assist in meeting individual learning needs.</li> <li>C. Describes the advisement and counseling processes to support learners in the achievement of professional goals</li> <li>D. Guides learner self-reflection and personal goal setting.</li> <li>E. Fosters the cognitive, psychomotor, and affective development of learners.</li> <li>F. Recognizes the influence of teaching strategies and communication on learner outcomes.</li> <li>G. Encourages learners to engage in thoughtful and constructive self-evaluation.</li> </ul> |            |
| <ul style="list-style-type: none"> <li>H. Discusses the importance of involvement in professional organizations and a commitment to lifelong learning in pursuit of professional role development.</li> </ul>  |            |
| <ul style="list-style-type: none"> <li>I. Communicates the value of inter-professional practice and collaboration among members of the healthcare team.</li> </ul>   |            |
| <ul style="list-style-type: none"> <li>J. Recognizes the influences that social determinants of education have on teaching and learning.</li> </ul>  |            |
| <b>3. Use Assessment and Evaluation Strategies</b>   | <b>15%</b> |
| <ul style="list-style-type: none"> <li>A. Uses extant literature to develop evidence-based assessment and evaluation practices.</li> <li>B. Employs a variety of strategies to assess and evaluate learning in these domains:               <ul style="list-style-type: none"> <li>1. cognitive</li> <li>2. psychomotor</li> <li>3. affective</li> </ul> </li> <li>C. Implements formative and summative evidence-based assessment and evaluation strategies.</li> <li>D. Enhances the teaching-learning process based upon data.</li> <li>E. Provides timely, constructive, and thoughtful feedback to learners</li> </ul> <p align="center">© 2021. NLN. All rights reserved.</p>  |            |

|  |                  |
|--|------------------|
| <p><b>4. Participate in Curriculum Design and Evaluation of Program Outcomes</b></p> <p>A. Identifies that the curriculum reflects:</p> <ol style="list-style-type: none"> <li>1. institutional philosophy and mission</li> <li>2. current nursing and health care trends</li> <li>3. community/social needs that prepare graduates for practice in a complex, dynamic, diverse health care environment.</li> </ol> <p>B. Recognizes the influences of accreditation and regulatory standards on curriculum development.</p> <p>C. Demonstrates knowledge of curriculum development including:</p> <ol style="list-style-type: none"> <li>1. identification of program outcomes</li> <li>2. developing competency statements</li> <li>3. writing learning objectives</li> <li>4. selecting learning activities and evaluation strategies</li> </ol> <p>D. Relates curriculum design and implementation decisions to:</p> <ol style="list-style-type: none"> <li>1. sound educational principles</li> <li>2. theory</li> <li>3. research</li> </ol> <p>E. Contributes to curriculum revision based on:</p> <ol style="list-style-type: none"> <li>1. assessment of program outcomes</li> <li>2. learner needs</li> <li>3. societal and health care trends</li> </ol> <p>F. Uses appropriate change theories and strategies when implementing curricular revisions.</p> <p>G. Assists in maintaining community and clinical partnerships that support educational goals.</p> <p>H. Collaborates with external constituencies regarding curriculum and evaluation of program outcomes.</p> <p>I. Provides program assessment and evaluation data to promote continuous quality improvement of all aspects of the program.</p> | <p><b>5%</b></p> |
| <p><b>5. Function as a Change Agent and Leader</b></p> <p>A. Demonstrates cultural humility when advocating for change.</p> <p>B. Develops an inclusive, innovative, and creative perspective of the nurse educator role.</p> <p>C. Recognizes inter-professional efforts to address health care, health policy, and educational needs locally, regionally, nationally, and internationally.</p> <p>D. Describes the influence of organizational effectiveness in nursing education.</p> <p>E. Identifies strategies for organizational change.</p> <p>F. Explains the leadership structure in the nursing program and the parent institution.</p> <p>G. Incorporates innovative practices in educational environments.</p> <p>H. Develops leadership behaviors for shaping and implementing change.</p> <p align="center">© 2021. NLN. All rights reserved.</p>   | <p><b>7%</b></p> |

|   |            |
|---|------------|
| <p><b>6. Pursue Continuous Quality Improvement in the Role of Nurse Educator</b></p> <ul style="list-style-type: none"> <li>A. Demonstrates a commitment to life-long learning.</li> <li>B. Recognizes that career enhancement needs and activities change as experience is gained in the role.</li> <li>C. Engages in professional development opportunities that increase one's effectiveness in the role.</li> <li>D. Describes the teaching, scholarship, and service demands inherent in the role of educator and member of the academic institution.</li> <li>E. Uses feedback gained from self, peer, learner, and/or administrative evaluation to improve role effectiveness.</li> <li>F. Engages in activities that promote one's socialization to the role.</li> <li>G. Uses knowledge of legal and ethical issues relevant to higher education and nursing education.</li> <li>H. Seeks mentors to enhance development in the role.</li> </ul>   | <b>8%</b>  |
| <p><b>7. Engage in Scholarship</b></p> <ul style="list-style-type: none"> <li>A. Draws on extant literature to design evidence-based teaching practices.</li> <li>B. Exhibits a spirit of inquiry about teaching and learning, learner development, evaluation methods, and other aspects of the role.</li> <li>C. Designs and implements scholarly activities in an established area of expertise.</li> <li>D. Disseminates nursing and teaching knowledge to a variety of audiences through multiple means.</li> <li>E. Demonstrates qualities of a scholar:             <ul style="list-style-type: none"> <li>1. integrity</li> <li>2. courage</li> <li>3. perseverance</li> <li>4. vitality</li> <li>5. creativity</li> </ul> </li> </ul>  | <b>4%</b>  |
| <p><b>8. Function within the Organizational Environment</b></p> <ul style="list-style-type: none"> <li>A. Identifies history, current trends, issues, roles, and boundaries in higher education.</li> <li>B. Identifies how social, technological, economic, political, and institutional forces impact higher education in general and nursing education specifically.</li> <li>C. Engages in cross-mentorship (mentor-mentee), collaborations, and partnerships.</li> <li>D. Participates in academic, professional, and community service.</li> <li>E. Develops professional goals that align with the nursing program and the parent institution.</li> <li>F. Integrates the values of civility, collegiality, professionalism, and caring to build an organizational climate that fosters the development of learners and nurse educators.</li> <li>G. Supports the goals and mission of the nursing program and the parent institution when managing conflict.</li> <li>H. Implements policies and procedures related to learners, faculty, and the educational environment.</li> <li>I. Discusses the various levels of governance, including shared governance, within the nursing program and the parent institution.</li> <li>J. Uses social media in a manner consistent with professional and institutional guidelines.</li> <li>K. Describes the role of faculty input into the budgetary processes of the program and parent institution.</li> <li>L. Maintains professional role boundaries as an educator.</li> </ul> <p align="center">© 2021. NLN. All rights reserved.</p> | <b>11%</b> |

### **Preparing for the Examination**

Before preparing for the Certified Nurse Educator Novice examination, it is important to confirm that all eligibility requirements are met. The Certified Nurse Educator Novice examination is designed to assess the knowledge one has acquired as a result of one's academic preparation, continued learning, and engagement in the full scope of the faculty role. To that end, it is recommended that in preparing for this examination, the detailed test blueprint is reviewed carefully to identify the content areas that are included in the exam and 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 that is provided. This list is provided to serve as a guide and is *not* intended to be all-inclusive. It also is recommended that one examine the sample questions that are included on pages 14-15 of this *Handbook* as they are similar to the ones found on the examination; the sample questions do **not**, however, represent the full range of content or levels of difficulty.

Finally, a Self-Assessment Examination (SAE) will be available in the future to help prepare candidates for success in obtaining the Certified Nurse Educator Novice (CNE®n) credential. The NLN will offer 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®n examination. The CNE®n 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 cognitive complexity item distribution. By taking the SAE, candidates are able to practice taking CNE®n-type questions, experience computer-based testing, review rationales for correct and incorrect answers, and receive a score report to assess strengths and areas for additional study. Please be aware that the CNE®n SAE is not intended to replace studying for the CNE®n 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/Certification-for-Nurse-Educators/cne-n/cne-n-exam-prep](http://www.nln.org/certification/Certification-for-Nurse-Educators/cne-n/cne-n-exam-prep)

**Resources**

**Certified Nurse Educator Novice (CNE®n) Examination**

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Books

Bastable, S. (2014). *Nurse as educator: Principles of teaching and learning for nursing practice (4<sup>th</sup> ed.)*. Burlington, MA: Jones and Bartlett Learning.

Billings, D. M. & Halstead, J. (Eds). (2016). *Teaching in nursing (5<sup>th</sup> ed.)*. St. Louis, MO: Elsevier Saunders.

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

Smith, M.H. (2012). *The legal, professional, and ethical dimensions of higher education (2<sup>nd</sup> ed.)*. Philadelphia, PA: Lippincott, Williams & White.

**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®n 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?

- a. Attending a lecture
- b. Writing a summary
- c. Participating in a case study
- d. Reviewing content using presentation software

**Test Blueprint:** 1 A

**Cognitive Code:** *Application*

2. A learner approaches a nurse educator to discuss a grade earned on a written assignment. The learner is upset because the grade is lower than a peer's grade. Which is the best response?

- a. "The paper was graded using the rubric provided in the syllabus, however we can discuss some areas in which your paper could be improved."
- b. "I will review your paper one more time by comparing it to your peer's papers."
- c. "If there is an area in your paper that you think needs reevaluation, please provide documentation to support your concern and I will issue you extra credit points."
- d. "Before I can compare your paper to your peer's, I need permission from your peer."

**Test Blueprint:** 2 D

**Cognitive Code:** *Application*

3. A nurse educator is reviewing the item-analysis of a multiple-choice question. An item on the examination performed in this manner:

| Option      | A     | B     | C     | D     | E     |
|-------------|-------|-------|-------|-------|-------|
| N           | 2     | 2     | 113   | 23    | 194   |
| Pt Biserial | +0.06 | -0.16 | -0.07 | -0.02 | +0.09 |

P value = 0.34    Correct answer = C    N = 334

Which is the likely cause for this frequency distribution?

- a. The use of five options widens the distribution
- b. Distracters are too easy to eliminate
- c. Average-ability learners have previously seen this item
- d. Learners who scored highest on the exam got the item incorrect

**Test Blueprint:** 3 K

**Cognitive Code:** *Analysis*

4. A nurse educator is reviewing program evaluation data. A benchmark indicating that 85% of learners will pass the NCLEX® exam on the first attempt has not been met for the past two years. Which would be a priority recommendation for the nurse educator to make?

- a. Lower the NCLEX® pass rate benchmark to 80%
- b. Implement an exit exam prior to graduation
- c. Evaluate the nursing program's curriculum
- d. Increase the passing grade for each nursing course to 85%

**Test Blueprint:** 4 L

**Cognitive Code:** *Analysis*

5. A novice nurse educator has just completed the first year of teaching and is meeting with a mentor to plan professional development activities for the next academic year. Which statement by the novice nurse educator would require follow up by the mentor?

- a. "I am interested in co-teaching a class 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 that assess critical thinking."
- d. "I plan to run for president of the college senate in the fall."

**Test Blueprint:** 5 F

**Cognitive Code:** *Application*

6. A nurse educator is the chairperson of the curriculum committee and desires to make major curriculum changes. To fulfill the role of change agent and leader it would be essential for the nurse educator to initiate which action?
- a. Recognize that nurse educators with a spirit of inquiry about learning are most likely to support change
  - b. Include nurse educators affected by proposed changes in the decision making process
  - c. Minimize conflict in order to facilitate the process of change
  - d. Identify that the utilization of change theory will allow for a clear cut process for successful change

**Test Blueprint:** 6 A 1  
**Cognitive Code:** *Application*

7. Which action by a nurse educator demonstrates scholarly activity?
- a. Creating a home page noting professional achievements

- b. Submitting a grant to fund acquisition of a patient simulator
- c. Volunteering clinical expertise to a not-for-profit organization
- d. Coordinating a walk-a-thon to raise funds for children with cancer

**Test Blueprint:** 6 B 1  
**Cognitive Code:** *Application*

8. A nurse educator is participating on a curriculum committee involved in a major revision of the nursing curriculum. Which is the first step?
- a. Aligning the new curricular goals with the mission of the institution
  - b. Securing faculty representation from another department on the curriculum committee
  - c. Ensuring that the faculty members agree on the program outcomes
  - d. Developing a grant proposal to secure external funding for curriculum revisions

**Test Blueprint:** 6 C 3  
**Cognitive Code:** *Analysis*

|  |
|--|
| <p><i>Answer Key:</i><br/>1.) C      2.)A      3.)D      4.)C      5.)D      6.)B      7.)B      8.) A</p> |
|--|

|  |
|--|
| <p><b>Visit <a href="http://www.nln.org/certification/Certification-for-Nurse-Educators/cne-n/cne-n-exam-prep">www.nln.org/certification/Certification-for-Nurse-Educators/cne-n/cne-n-exam-prep</a><br/>for information about the<br/>Certified Nurse Educator Novice (CNE®n) Self-Assessment Examination (SAE)</b></p> |
|--|

**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 enables 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 20 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@n examination online at: <https://www.nln.org/certification/Certification-for-Nurse-Educators/cne-n> The registration tab can be found on the left sidebar of the Certification for Nurse Educators Novice (CNE@n) home page. Applications will **not** be accepted via mail or fax.

**Do NOT submit examination application or fees if the eligibility requirements have not been met at the time of application.**

**Fees**

Candidates must submit the appropriate fee with 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. Fees for the certification exam are as follows:

| Certification Exam       | NLN member Fee* | Non-member Fee* |
|--------------------------|-----------------|-----------------|
| <b>CNE Novice Exam</b>   | \$125           | \$125           |
| <b>CNE Novice Retest</b> | \$125           | \$125           |

Please note that the above fees apply to testing within the continental U.S. and Hawaii. Applicants wishing to test at a testing 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](mailto:certification@nln.org) to discuss testing arrangements and the applicable fees.

**Verification**

Information on applications will be verified by authorized NLN staff who check for accuracy and 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 the certification process.

**Agreement of Authorization & Confidentiality**

The 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 their examination results, are considered confidential. Exam scores are released only to the individual candidate unless a signed request to release that information to other parties is provided by the 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 Certification Committee 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 nurse educator. I understand that the certification period is three years beginning on the date of notification of passing the exam and ending on December 31<sup>st</sup> of the third year following the date of passing the examination. I further understand that the governing body 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 certification 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/Certification-for-Nurse-Educators/cne-n](http://www.nln.org/certification/Certification-for-Nurse-Educators/cne-n) 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 confirmation notice is not received within two 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](mailto: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®n examination.

### **Examination Reapplication**

Individuals who were unsuccessful in an examination attempt may reapply. **An individual may take the CNE®n 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 structure on page 16 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 and arrangements, 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. Additionally, the NLN's Academic Nurse Educator Certification Program must be notified that a request for special examination accommodations has been submitted by calling (618) 534-0294 or emailing [certification@nln.org](mailto:certification@nln.org). 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:

| <b>Table 4</b>   |  |
|--|--|
| <b>Candidate</b>   | <b>SCANTRON</b>                          |
| 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 Nurse Educator Novice 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 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 Nurse Educator Novice examination is delivered by computer at SCANTRON Assessment Centers throughout the United States. The examination is administered by appointment only Monday through Saturday. Appointment starting times may vary by location. Candidates are scheduled on a first-come, first-served basis. The examination is not offered on the following holidays:

- New Year's Day
- Martin Luther King, Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (*and the following Friday*)
- Christmas Eve
- 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/](http://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 their 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 left off to allow the candidate to continue the examination.

Candidates may visit Scantron's website: [http://www.scantronassessment.com/mainsite/ibtsites/site\\_closings.aspx](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**

The CNE<sup>n</sup> examination is given by computer at a SCANTRON Assessment Center. Candidates do not need any computer experience or typing skills to take the examination. On the day of the examination, candidates are to report to the Assessment Center no later than the scheduled examination time.

### **Identification**

To gain admission to the Assessment Center for an examination, **the candidate must 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.

### **CANDIDATES MUST HAVE PROPER IDENTIFICATION IN ORDER TO GAIN ADMISSION TO AN ASSESSMENT CENTER FOR COMPUTER-BASED TESTING.**

Failure to provide appropriate identification at the time of the examination is considered a missed appointment, and the examination fee will not be refunded.

### **Security**

SCANTRON maintains examination administration and security standards 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. Cameras, notes, tape recorders, pagers, cellular phones or any other device that could be used to record all or part of the examinations are not allowed in the examination room.
- ◆ Calculators are not permitted.
- ◆ Guests, visitors or family members are not 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.
- ◆ Candidates may take a break to visit the restroom or reception area during the examination, but no additional time will be allotted to make up for time lost during such breaks.
- ◆ The computer will keep official time.

### **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 a 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
- ◆ Creating a disturbance, being abusive, or being otherwise uncooperative
- ◆ Using electronic communications equipment such as pagers or cellular phones while taking the exam
- ◆ Giving or receiving help during the examination or being suspected of doing so
- ◆ Attempting to record examination questions or make notes
- ◆ 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, or 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 Examy 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.

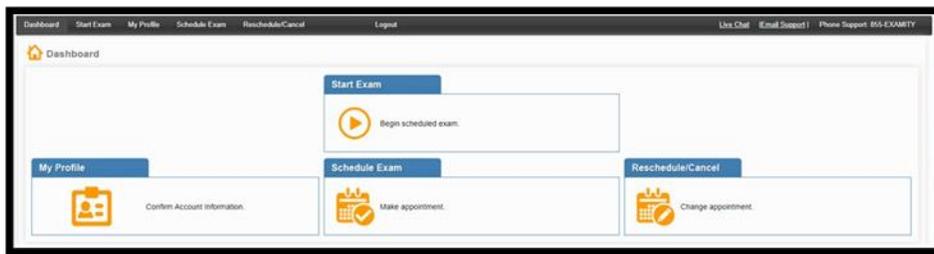
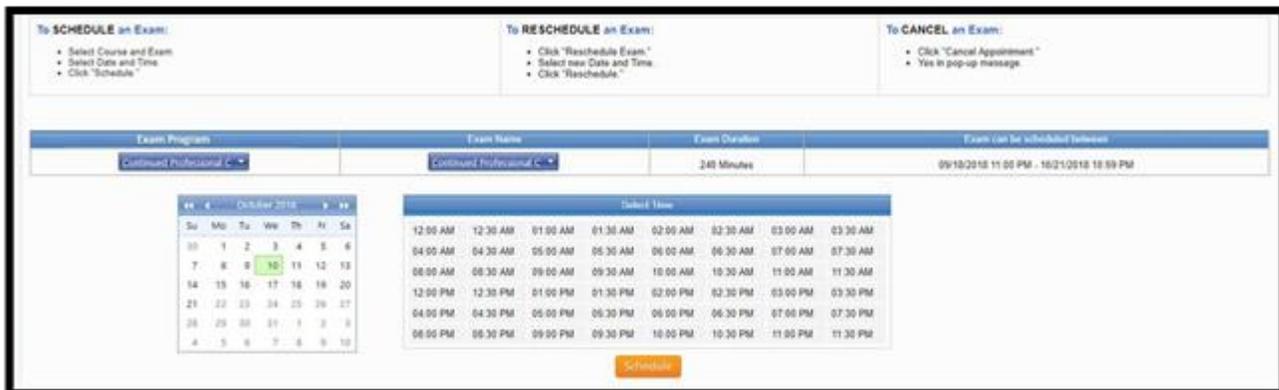


Figure 4: LOP dashboard

The candidate is directed to Examiity’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 Examiity 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**

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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®n examination was established via a systematic procedure (i.e., 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 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 the candidate displays in comparison to this standard, not in comparison to other candidates taking the examination. Consistency of the passing point (i.e., the number of correct responses required to pass) 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, the same amount of knowledge has been demonstrated for scores at that passing level.

The CNE®n examination consists entirely of multiple-choice items. The number of items answered correctly determines the score. Since there is no penalty for incorrect answers, it is to the candidate's advantage to answer every item.

### **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.

The content area scores (e.g., Facilitate Learning, etc.) on the score report are not used to determine pass-fail decision outcomes. They are only provided to offer a general indication regarding examinee performance in each area. The examination is designed to provide a consistent and precise determination of an examinee's overall performance and is not designed to provide complete information regarding your 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.

After the exam, the score report can be viewed by logging into the Scantron Score Report Portal:  
[www.scantronassessment.com/ScoreReportPortal/](http://www.scantronassessment.com/ScoreReportPortal/)

If you have not accessed this site before, 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](http://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, violation of its regulations is discovered.

### **Candidates Who Pass the Examination**

Candidates who pass the Certified Nurse Educator Novice examination are allowed to use the designation “CNE<sup>n</sup>” 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<sup>n</sup> 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 individual who has successfully completed the CNE<sup>n</sup> certification examination and earned the Certified Nurse Educator Novice 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 retest examination fee (see page 16). Such individuals are encouraged to review rules of eligibility before submitting a new application and fee.

**An individual may take the CNE<sup>n</sup> 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 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, 8<sup>th</sup> Floor, Washington, DC 20037.

#### **Appeals Process\***

To appeal for a waiver of eligibility requirements, these steps will be followed:

1. A formal communication will be sent by the potential candidate explaining the rationale for appealing to waive the requirements. This can be by submitted electronically to the Program Coordinator or to the Director of Credentialing.
2. The Director will read and respond to the appeal.
3. The letter will be forward to the Appeals Committee for review and discussion.
4. A decision is made by the Appeals Committee to approve waiver or deny it.
5. The Chairperson of the Appeals Committee will communicate the decision to the candidate.

\*Please note that there is no appeal process for a candidate who wishes to “appeal” a test score. If a candidate wishes to have the examination hand scored, or rescored in any way, the candidate must contact the test vendor who supplied the administration of the exam. If an error in scoring is found, the test vendor will contact the Certification Program with the information.

### **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 \$50 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@nlm.org](mailto:certification@nlm.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@nlm.org](mailto:certification@nlm.org). The email request **must be** received at least four business days prior to the end of the eligibility period.

### **Ethics Case Procedure**

The CNE 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](http://nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html)). A procedure is available to CNE®n 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/or 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 CNE®n**

Use of the CNE®n credential is limited strictly to those individuals who are CNE®n certificants in good standing.

Each CNE®n 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 Certification Mark. Among other requirements, each certificant is responsible for ensuring that the use of any Certification 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.

**Comments about Operations of the Certification Program**

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

**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](mailto: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.

Rev.8/6/2020

**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](mailto: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 Novice examination. **All withdrawal of examination requests must be received seven days prior to the end of the eligibility period.** A \$50 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 Novice 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, 8<sup>th</sup> Floor  
Washington, DC 20037  
or  
[certification@nlcn.org](mailto:certification@nlcn.org)

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