



## **Certification & Recertification Candidate Handbook**

Presented by:





## Candidate Handbook

### **Purpose of the Candidate Handbook**

The CNOR Candidate Handbook provides essential information on policies and procedures pertaining to certification and recertification of the CNOR credential. It is your responsibility to familiarize yourself with the contents of this handbook. If you have questions, please feel free to contact CCI at [info@cc-institute.org](mailto:info@cc-institute.org) or 888-257-2667 from 8 AM to 4 PM Mountain Time.

All information is subject to change without notice, including test content, exam fees and policies.



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# Table of Contents

<b>Introduction to Certification</b> .....	7
WHAT IS CERTIFICATION? .....	7
WHAT ARE THE PURPOSES OF CERTIFICATION? .....	7
WHAT ARE THE OBJECTIVES OF THE CNOR CERTIFICATION PROGRAM? .....	7
WHAT IS THE RATIONALE FOR CERTIFICATION? .....	7
<b>About the CNOR Exam</b> .....	7
HOW IS THE EXAM DEVELOPED? .....	8
<b>CNOR Certification: Earning Your Credential</b> .....	8
WHO IS ELIGIBLE TO APPLY FOR THE EXAM? .....	8
WHAT ARE THE SUBJECT AREAS OF THE EXAM? .....	8
<b>Applying for the CNOR Exam</b> .....	10
HOW DO I APPLY FOR THE EXAM? .....	10
HOW MUCH DOES THE EXAM COST? .....	10
WHEN IS THE EXAM OFFERED? .....	10
TAKE 2 PROGRAM .....	10
DOES CCI VERIFY MY APPLICATION INFORMATION? .....	10
<b>Preparing for the Exam</b> .....	11
DISCLAIMER .....	11
REFERENCE MATERIALS .....	11
COMPLIMENTARY CCI EXAM PREPARATION RESOURCES .....	11
CCI EXAM PREPARATION RESOURCES FOR PURCHASE .....	11
OTHER MATERIALS AND COURSES .....	12
HOW LONG SHOULD I STUDY FOR THE EXAM? .....	12
<b>Taking the CNOR Exam</b> .....	12
HOW MANY QUESTIONS ARE ON THE EXAM? .....	12
HOW MUCH TIME DO I HAVE TO COMPLETE THE EXAM? .....	12
HOW MUCH COMPUTER EXPERIENCE DO I NEED TO TAKE THE TEST? .....	12
HOW DO I SCHEDULE MY EXAM APPOINTMENT? .....	12
ARE THERE TESTING CENTER GUIDELINES I SHOULD KNOW? .....	12
Monitoring .....	13
Personal Belongings .....	13
Dismissal from a Test Session .....	14
WHAT HAPPENS IF I DON'T SCHEDULE MY EXAM? .....	14
WHAT IF I AM LATE OR MISS MY EXAM APPOINTMENT? .....	14
WHEN DO I RECEIVE MY EXAM RESULTS? .....	14
WHAT IS THE PASSING SCORE? .....	14
HOW SOON CAN I SCHEDULE TO TAKE AN EXAM FOR THE SECOND TIME? .....	15
IF I RETAKE THE EXAM, WILL I TAKE THE SAME TEST? .....	15
<b>Withdrawing, Canceling, Rescheduling or Transferring Your Exam</b> .....	15
<b>Using the CNOR Credential</b> .....	17
WHO CAN USE THE CREDENTIAL? .....	17
HOW LONG IS MY CREDENTIAL ACTIVE? .....	17
WHEN CAN I BEGIN USING MY CREDENTIAL? .....	17
HOW DO I DISPLAY MY NAME AND CREDENTIAL? .....	17

<b>General Certificant Data Information</b> .....	<b>17</b>
HOW IS MY CONFIDENTIALITY MAINTAINED?.....	17
Publicity .....	17
<b>Certification Policies</b> .....	<b>17</b>
DOES CCI PROVIDE ADA ACCOMMODATIONS AT ITS TESTING CENTERS?.....	17
ADA Requirements.....	17
Request for Accommodations.....	19
WHAT IS A GROUP TESTING IRREGULARITY?.....	19
WHAT HAPPENS IF I MISUSE OR MISREPRESENT THE CREDENTIAL? .....	20
CAN MY CREDENTIAL BE REVOKED?.....	20
DOES CCI HAVE AN APPEALS OR COMPLAINT PROCESS?.....	20
<b>Introduction to Recertification</b> .....	<b>20</b>
WHAT IS RECERTIFICATION? .....	20
WHAT ARE THE PURPOSES OF RECERTIFICATION?.....	20
WHY SHOULD I RECERTIFY? .....	21
<b>CNOR Recertification: Maintaining Your Credential</b> .....	<b>21</b>
WHEN DO I RECERTIFY? .....	21
WHAT MUST I DO TO RECERTIFY?.....	21
WHAT ARE THE ELIGIBILITY REQUIREMENTS TO RECERTIFY? .....	21
WHAT ARE THE FEES FOR RECERTIFICATION?.....	22
<b>Recertification Accrual Period &amp; Deadlines</b> .....	<b>23</b>
WHAT IS AN ACCRUAL PERIOD? .....	23
<b>Recertification Methods</b> .....	<b>23</b>
WHAT ARE THE RECERTIFICATION METHODS?.....	23
Recertification by Contact Hours .....	25
Recertification by Points.....	25
Recertification by Exam .....	25
HOW DO I SUBMIT MY RECERTIFICATION APPLICATION? .....	25
WHAT HAPPENS IF I AM AUDITED? .....	25
<b>Alternatives to Recertification</b> .....	<b>27</b>
WHAT CAN I DO IF I AM NOT ELIGIBLE TO RECERTIFY?.....	27
HOW DOES THE EXTENSION YEAR PROCESS WORK?.....	27
WHAT IS THE FEE FOR APPLYING FOR THE EXTENSION YEAR?.....	27
DO I HAVE THE OPTION OF TAKING THE CNOR CERTIFICATION EXAM TO RECERTIFY DURING THE EXTENSION YEAR? ..	27
WHAT ELSE AM I REQUIRED TO DO TO FULFILL THE REQUIREMENTS FOR THE EXTENSION YEAR?.....	27
WHEN CAN I APPLY FOR RECERTIFICATION FOLLOWING MY EXTENSION YEAR? .....	27
EMERITUS STATUS: RETIRING CNORS .....	28
WHAT HAPPENS IF I LET MY CREDENTIAL LAPSE?.....	28
<b>Appendix A: Test Development Committees</b> .....	<b>29</b>
<b>Appendix B: Education Committees</b> .....	<b>32</b>
<b>Appendix C: CNOR Task &amp; Knowledge Statements</b> .....	<b>33</b>
<b>Appendix D: Sample Exam Questions</b> .....	<b>40</b>
<b>Appendix E: Recertification by Contact Hours</b> .....	<b>42</b>
<b>Appendix F: Recertification by Points</b> .....	<b>44</b>
<b>Appendix G: Recertification Audit Documentation</b> .....	<b>50</b>

Appendix H: Take 2 Program .....	51
Appendix I: Appeals or Complaint Process .....	53

## Introduction to Certification

### **What Is Certification?**

Certification, as defined by the American Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes. Retrieved September 29, 2018, from <http://www.nursingcertification.org/about/>.

### **What Are the Purposes of Certification?**

- Demonstrates commitment to accountability to the general public for safe nursing practice.
- Enhances quality patient care.
- Identifies registered nurses who have demonstrated professional achievement in providing perioperative nursing care.
- Provides employing agencies a means of identifying professional achievement of an individual practitioner.
- Provides personal satisfaction for practitioners.

### **What Are the Objectives of the CNOR Certification Program?**

The objectives of certification are to:

- Recognize the individual registered nurse who is proficient in practice.
- Strengthen use of evidence-based theory in assessing, planning, implementing and evaluating nursing care.
- Enhance professional growth through continued learning that results in broader knowledge and expanded skills and practice.

### **What Is the Rationale for Certification?**

CNOR certification documents the validation of the professional achievement of identified standards of practice by an individual registered nurse who provides nursing care for the patient during the perioperative period, defined as pre-, intra-, and postoperative. This voluntary recognition program acknowledges the professional achievement demonstrated by an individual nurse's performance which exceeds that required for competent practice in the perioperative setting.

## About the CNOR Exam

The CNOR certification exam requires:

- Having a thorough and sound foundation of the knowledge and skills required for competent clinical practice (see CNOR Exam Content Outline below). Knowledge can be obtained through work experiences and independent learning, as well as through formal educational programs. The CNOR exam is based on what a registered nurse (RN) with 2 years and 2,400 hours of practice in the

perioperative setting is expected to know. The exam assesses a combination of experiential and cognitive knowledge, combined to form the foundation of competent clinical practice.

- Understanding of the test-taking process. The exam is composed of 200 multiple-choice questions. Becoming familiar with the format of multiple-choice questions is important. Ultimately, your competency is demonstrated by successfully having the knowledge and applying that knowledge in the perioperative environment.

### **How Is the Exam Developed?**

CCI periodically conducts a *Job Analysis* study to capture the current knowledge and skill set required of perioperative nurses with 2 years and 2,400 hours of experience. This is done in collaboration with CNOR-certified subject matter experts and our testing partner, Prometric. For more information on CNOR test development committees see Appendix A. Task and knowledge statements are developed using results of the job analysis and constitute the blueprint for the CNOR exam (see Appendix C for a complete list of CNOR task and knowledge statements). It is recognized that the task and knowledge statements may not reflect all specific tasks performed by an individual functioning in this role, especially in niche or highly specialized environments.

## **CNOR Certification: Earning Your Credential**

To earn the CNOR credential, candidates must meet eligibility requirements and pass the CNOR certification exam.

### **Who Is Eligible to Apply for the Exam?**

Eligibility requirements for sitting for the CNOR exam include:

- A current, unrestricted RN license in the country where current practice occurs.
- Currently working full- or part-time in perioperative nursing including nursing education, administration, research or clinical practice.
- A minimum of 2 years and 2,400 hours of experience as a perioperative registered nurse (RN). A minimum of 50% (1,200 hours) of those hours must be in the intraoperative setting.

The certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.

### **What Are the Subject Areas of the Exam?**

The CNOR exam is comprised of the following subjects. For a complete list of task and knowledge statements for the CNOR exam, see Appendix C.

<b>Subject Area</b>	<b>Percent of Exam</b>	<b>Number of Test Questions</b>
<b>1. Preoperative Patient Assessment and Diagnosis</b>	12%	22
<b>2. Preoperative Plan of Care</b>	10%	19
<b>3. Intraoperative Care</b>	27%	50
<b>4. Communication</b>	10%	18



<b>5. Transfer of Care</b>	6%	11
<b>6. Instrument Processing and Supply Management</b>	9%	17
<b>7. Emergency Situations</b>	11%	20
<b>8. Management of Personnel, Services, and Materials</b>	6%	11
<b>9. Professional Accountability</b>	9%	17
<b>Total</b>	<b>100%</b>	<b>185</b>

# Applying for the CNOR Exam

## **How Do I Apply for the Exam?**

Applicants may apply for the CNOR exam on CCI's website at <http://www.cc-institute.org/cnor/how-to-apply-cnor>. To complete the online application, the following information is required and will take approximately 15 minutes.

- Personal contact information: address, email (please make sure you are using an email that will allow you to receive content from CCI), home and work phone numbers
- RN license information: RN license expiration date and number, state(s) licensed to practice
- Perioperative work history: last two years, date began working in the OR, current position, and current practice area
- Employer contact information: facility name, address, and phone number
- Supervisor contact information: name, address, email, phone number
- Payment information

## **How Much Does the Exam Cost?**

For a current list of exam fees and available discounts, please visit our website at <http://www.cc-institute.org/cnor/cnor-deadlines-and-fees>. Please note: Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full.

## **When Is the Exam Offered?**

Candidates may take the exam Monday through Saturday, excluding holidays, year-round. Once your application has been approved, you have a three-month window in which to schedule your test. A candidate's three-month testing window opens the month immediately following approval of the application, as illustrated below. Please note: Applicants may test only **once** during any testing window.

Application Approved	Testing Months	Application Approved	Testing Months
January	February, March, April	July	August, September, October
February	March, April, May	August	September, October, November
March	April, May, June	September	October, November, December
April	May, June, July	October	November, December, January
May	June, July, August	November	December, January, February
June	July, August, September	December	January, February, March

## **Take 2 Program**

For information related to Take 2, please see Appendix H.

## **Does CCI Verify My Application Information?**

Information on applications may be verified. If there is any reason to believe that any applicant might not have met eligibility requirements, or if an outside party informs CCI that an individual has not met certain

requirements, the application will be flagged for audit (see Certification Policy section for more details). In addition, a percentage of certification applications are randomly selected for audit. The Credentialing Specialist will begin the audit by contacting the individual in writing to obtain documentation to substantiate the information in question. Information may be verified by telephone, e-mail message and/or letter. All information gained through verification procedures will be confidential, except in instances where the law demands disclosure of facts. Under no circumstances will the reporting party be disclosed. Verification may include but is not limited to the following information:

- An employee verification form that must be completed by the manager or supervisor.
- Verification of applicant's RN license through NURSYS.
- Verification of professional nursing history through contact with past employers.

It is the responsibility of the applicant to furnish any information missing from the application. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. An e-mail will be sent to the applicant detailing the results of the audit after the documents have been reviewed.

## Preparing for the Exam

### **Disclaimer**

As a certification organization, CCI's role is in developing and administering certification examinations to determine the qualifications of candidates for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses. Candidates may prepare for certification examinations with any educational materials they choose. Purchase of CCI review materials is not a requirement for testing, nor does use of any review materials (CCI or otherwise) imply successful performance on the certification examinations. CCI offers various study resources for the certification examinations such as an online practice exam, sample questions, and flashcards. No study resources are prerequisites for the certification examinations.

### **Reference Materials**

Three primary references are recommended in preparing for the CNOR exam:

- *Guidelines for Perioperative Practice*. Denver, CO: AORN, Inc; current edition.
- Phillips N. *Berry and Kohn's Operating Room Technique* 13th ed. St. Louis, MO: Elsevier; 2017.
- Rothrock JC, ed. *Alexander's Care of the Patient in Surgery*. 16th ed. St. Louis, MO: Elsevier; 2019.

The CNOR certification exam is republished annually to reflect updated content in the primary references listed above.

### **Complimentary CCI Exam Preparation Resources**

A study plan, readiness survey, and webinars are available on the [CCI website](#).

### **CCI Exam Preparation Resources for Purchase**

Study materials, available for purchase from the [CCI bookstore](#) include the *CNOR Exam Prep* containing 200 practice questions, an online practice exam with a detailed score report, a self-paced prep course and flash cards.

## **Other Materials and Courses**

Other companies provide a variety of tools to aid in preparation, including flash cards, practice tests, and preparation courses. Before purchasing a non-CCI product, compare the content to the CNOR task and knowledge statements in the back of this Handbook (see Appendix C) and verify that all references are current.

## **How Long Should I Study for the Exam?**

The recommended study period to successfully pass the CNOR certification exam is three months. Reviewing the task and knowledge statements for each subject will aid in identifying areas of strengths and possible weaknesses. Align these identified areas for additional study or experience with the study plan found on the CCI website [here](#). Keep in mind how many questions or what percentage of the exam is contained within each of the subject areas being studied. Be realistic about the time commitment. Use experiences at work to gain additional knowledge and skills in unfamiliar areas. Using a variety of preparation aids, studying in 20- to 45-minute segments, and frequent review, have been found to increase comprehension and retention of information.

# Taking the CNOR Exam

## **How Many Questions Are on the Exam?**

The CNOR exam consists of 200 multiple-choice questions. Of the 200 questions, 185 questions are used to calculate your test score. The remaining 15 questions serve as pre-test questions, and do not affect your score. Pre-test questions are dispersed throughout the exam and cannot be identified. The time limit for the exam is three hours and 45-minutes.

## **How Much Time Do I Have to Complete the Exam?**

The CNOR exam is a timed test and must be completed in 3 hours and 45 minutes. The computer hosting the exam will keep the official time.

## **How Much Computer Experience Do I Need to Take the Test?**

The computerized format of the exam requires no previous computer experience. An optional pre-exam tutorial will provide instructions on how to take the exam on the computer. It will also provide examples on how to select answers, and how to mark any questions you may want to return to and review before finishing the exam. The time allotted for completing the tutorial is separate from the actual exam time.

## **How Do I Schedule My Exam Appointment?**

Once CCI has reviewed and approved your application, you will receive an email notification of approval with your eligibility ID number and instructions on how to schedule your test. This email is your authorization to test (ATT). These instructions will include contact information for Prometric, the testing agency CCI partners with to administer the CNOR exam. Testing centers are located throughout the U.S. and internationally. You will contact [Prometric directly](#) to schedule the testing date, time, and location most convenient for you. Your eligibility ID is required to schedule your exam.

## **Are There Testing Center Guidelines I Should Know?**

There are extensive security measures at the testing site. You must have a government issued identification and your name **must match** your ATT confirmation. If your name does not match, **Prometric has the right to refuse your admittance to the testing center**. This will result in forfeiture of your exam fees. Take the time to

watch the video “What to Expect on Test Day” and review the material on the [Prometric website](#) to understand all the day-of-testing requirements.

### ***Monitoring***

Several security measures will be enforced during the exam administration. Be aware that you will be observed at all times while taking the exam. This observation may include direct observation by test center staff, as well as video recording of your testing session.

Exams cannot be viewed, copied, or studied by any individuals. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

### ***Personal Belongings***

Personal belongings are not permitted in the testing room, except for the pencils and scratch paper provided by the test center administrator. A small, secure locker located outside the testing room will be provided for personal items. You may request ear plugs from the test center administrator; personal ear plugs are not permitted. You may not eat, drink, or use tobacco in the testing room. Please visit [Prometric](#) for additional test center regulations.

### ***Dismissal from a Test Session***

The test center administrator is authorized to dismiss a candidate from a test session, including but not limited to:

- Failure to follow the test center administrator's directions.
- Creating a disturbance of any kind.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format) from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room without permission.
- Leaving the test center/building at any time.
- Using electronic communications or recording equipment such as cellular phones and like devices.
- Bringing any materials to the test center that may compromise the administration of the exam.
- Sharing information about the test and test questions with any unauthorized person(s).

If a proctor witnesses what he or she believes to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to Prometric. The Prometric Security Office makes a copy of the video and reviews it for quality and to determine if there was any inappropriate action requiring follow-up with the test center personnel. The copy of the video and any related materials are forwarded to Prometric, which would then be delivered to CCI.

If it is believed that an applicant or certificant violates the Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual which may include but not be limited to:

- Suspension from the exam for an indefinite or specified period of time.
- At the discretion of the CCI Board of Directors, CCI may notify the State Board of Nursing, employer, insurance company, or other public health agency.

### **What Happens If I Don't Schedule My Exam?**

If you fail to schedule an exam appointment in your 3-month testing window, your entire testing fee is forfeited. To re-apply, current eligibility criteria must be met and the fee applicable at that time must be paid.

### **What If I Am Late or Miss My Exam Appointment?**

If you are late for your test appointment by more than 30 minutes, or miss your scheduled appointment time, you will be considered a no-show applicant. Your entire exam fee is forfeited.

### **When Do I Receive My Exam Results?**

You will be shown a pass or fail notification at the testing center immediately after you complete the exam. A more detailed score report will be emailed to you within an hour of exam completion. Scores will not be reported if the confidentiality of the exam is broken or misconduct at the testing center is reported.

### **What Is the Passing Score?**

For the CNOR certification exam, there is one reported pass/fail decision score. Scores are determined by converting the number of questions answered correctly to a scaled score that ranges from 200 to 800. You need a total scaled score of at least 620 to pass this examination. Candidates should answer all questions on the exam as any question not answered may count against the final score.

Please note: a scaled score is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. A scaled score is transformed from the raw test score (the number of test questions answered correctly). A scaled score allows for consistent scoring across multiple forms of the exam.

Because the testing center verifies CCI test results for accuracy, hand-scoring of the CNOR test is only available by request and for a nominal fee. Please contact CCI for additional information.

### **How Soon Can I Schedule to Take an Exam for the Second Time?**

Subsequent exam applications cannot be submitted in the same exam window as an unsuccessful exam attempt. The full exam price must be paid for each testing attempt, unless the applicant participates in the Take 2 Program (see Appendix H).

### **If I Retake the Exam, Will I Take the Same Test?**

No. Because of CCI's commitment to quality and test security, there are multiple versions of the CNOR exam.

## **Withdrawing, Canceling, Rescheduling or Transferring Your Exam**

You may withdraw/cancel your application to test, reschedule your exam date or time within your original three-month testing window, or transfer your exam to another three-month testing window. Please refer to the following definitions of terms and the table below for additional information. For information related to Take 2 programs, please see Appendix H.

### ***Definitions of Terms***

- **Withdraw/cancel:** You have applied to take the exam and are in a current exam window but have decided to cancel the event.
- **Rescheduling/changing the date for a previously scheduled exam:** You have applied for and set a date/time for your exam and now want to move the testing date to another day within the same testing window.
- **Transferring a previously scheduled exam to another testing window:** You have applied for and set a date/time for your exam and now want to move the testing date to another day in the next testing window. Please note: You may only transfer twice per exam application.
- **Important note:** If a candidate fails to schedule an exam appointment within the 3-month testing window, the entire exam fee may be forfeited. To re-apply, current eligibility criteria must be met and the fee applicable at that time must be paid.

TIME FRAME	30 days prior to end of testing window or scheduled test date	Between 29 and 6 days prior to end of testing window or scheduled test date	5 or fewer days prior to end of testing window or scheduled test date
WITHDRAW/CANCEL AN EXAM APPOINTMENT (not available if paying with Voucher)	<ol style="list-style-type: none"> <li>Contact Prometric and cancel your appointment.</li> <li>Log into CCI account and complete the withdrawal request. \$75 of application fee is non-refundable.</li> </ol>	<ol style="list-style-type: none"> <li>Contact Prometric and cancel your appointment. A \$50 fee will be charged.</li> <li>Log into CCI account and complete the withdrawal request. \$75 of application fee is non-refundable.</li> </ol>	You are unable to withdraw/cancel your exam appointment. You must sit for the exam or all fees will be forfeited.
RESCHEDULE AN EXAM DATE WITHIN THE SAME TEST WINDOW	<ol style="list-style-type: none"> <li>Contact Prometric to cancel your original exam date and reschedule the exam date within the 90-day test window for no fee.</li> </ol>	<ol style="list-style-type: none"> <li>Contact Prometric to cancel your original exam date and to reschedule the new exam date within the 90-day test window.</li> </ol> <p>Note: A \$50 fee will be charged every time you reschedule your test date.</p>	You are unable to change or cancel the date for your exam appointment. You must sit for the exam or all fees will be forfeited.
TRANSFER AN EXAM DATE OUTSIDE ORIGINAL TEST WINDOW	<ol style="list-style-type: none"> <li>Contact Prometric and cancel your original appointment.</li> <li>Log into your CCI account and complete the transfer request. A \$75 fee will be charged.</li> </ol> <p>Note: You can only transfer twice within a single application.</p>	<ol style="list-style-type: none"> <li>Contact Prometric to cancel your original exam date and to reschedule the exam date within the 90-day test window.</li> </ol> <p>Note: A \$50 fee will be charged every time you reschedule your test date.</p> <ol style="list-style-type: none"> <li>Log into your CCI account and complete the transfer request. A \$75 fee will be charged.</li> </ol>	You are unable to transfer to a new testing window for your exam. You must sit for the exam or all fees will be forfeited.



## Using the CNOR Credential

CNOR is the credential recognizing the nurse who has been certified in perioperative nursing. The letters do not in themselves stand for specific words or a title. CNOR certification is defined as: “the documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for patients pre-, intra-, and post-surgery.”

### **Who Can Use the Credential?**

The CNOR mark is federally registered with the U.S. Patent and Trademark Office and may only be used in accordance with CCI policy by those who have achieved and actively maintain the credential.

### **How Long is My Credential Active?**

Certification status is granted for a period of 5 years. Your recertification activities must be completed no later than December 31 of the fifth year. When the credential lapses, the nurse may no longer use the CNOR designation in his/her credentials.

### **When Can I Begin Using My Credential?**

Certificants will be able to print a certificate from his or her profile on the CCI website. The CNOR credential may be used as soon as you pass the exam. If you authorize your certification status to be made publicly available, verification of your credential can be found on the [CCI website](#).

### **How Do I Display My Name and Credential?**

In writing, proper usage is as follows: Jane A. Doe, BSN, RN, CNOR.

## General Certificant Data Information

### **How Is My Confidentiality Maintained?**

The CEO, in consultation with the Manager of Test Development and Certification, Credentialing Specialist, and Governance and Accreditation Manager will approve all requests for data and access to certificants.

De-identified aggregate data may also be provided to others upon approval (e.g., demographic breakdown of certificants, number of certificants, number of test-takers, and pass rates for certification exams).

### ***Publicity***

CCI reserves the right to designate and approve national publicity for its certification programs.

## Certification Policies

CCI reserves the right to establish, review, and revise policies and procedures for certification/recertification as deemed appropriate. The CCI leadership team will monitor the consistent application of policies.

### **Does CCI Provide ADA Accommodations at Its Testing Centers?**

#### ***ADA Requirements***

Under the ADA, persons with disabilities may be entitled to accommodations if (i) they have a physical or mental impairment (ii) that substantially limits a major life activity (e.g., hearing, seeing, learning, reading, or

concentrating), or a major bodily function (e.g., neurological, endocrine, or digestive system). However, CCI is not obligated to provide accommodations that would fundamentally alter the measurement of the skills or knowledge the exam is intended to test, or that would impose an undue burden on CCI.

## **Request for Accommodations**

The Competency & Credentialing Institute (“CCI”) is committed to providing reasonable accommodations in its exam processes to otherwise qualified individuals with physical or mental disabilities in accordance with the Americans with Disabilities Act (“ADA”). CCI will make every reasonable attempt to comply with Federal regulations concerning the test administration for qualified persons who are temporarily or permanently disabled, or who request accommodations for religious reasons at the time of the scheduled exam, in accordance with the following policies:

- A disability requires written documentation and validation. The documentation provided should include correspondence from a healthcare provider who has firsthand knowledge of the disability, that describes the nature of the disability, and specific recommendations regarding the type of accommodation required to address the disability. The letter should be on that professional’s letterhead stationery and include his or her title, address, phone number, and original signature.
- The candidate must notify CCI headquarters of their temporary or permanent disability at least 90 days prior to the date scheduled for testing and provide supporting documentation.
- The candidate must notify CCI of a request for accommodations for religious reasons at the time of registration.
- The content and validity of the exam shall not be compromised by these accommodations.
- All determinations for accommodations will be made by CCI at its sole discretion. All reasonable attempts will be made to accommodate the needs of the disabled person. If no feasible solution can be reached, the applicant will be notified in writing and a refund (less applicable administrative fees) will be issued.

Examples of requests for special testing accommodations that may be granted include, but are not limited to:

- modification of seating or other physical arrangements in the exam facility,
- providing for the exam to be taken in an accessible location, or
- providing for a reasonable extension of testing time.

Examples of requests for special testing accommodations that may be denied include:

- modification of the content of an objective multiple-choice exam,
- providing for unlimited testing time, or
- permitting a reader to paraphrase test material or translate the material into another language.

## **What Is a Group Testing Irregularity?**

Unlike cases of individual candidate misconduct, occasionally testing irregularities occur that affect a group of test takers. Such problems include, without limitation, administrative errors, defective equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g. natural disasters and other emergencies).

When group testing irregularities occur, Prometric will conduct an investigation to provide information to CCI. Based on this information, CCI may direct Prometric either not to score the exam or to cancel the exam score. When it is appropriate to do so, the Board will arrange with Prometric to give affected test takers the opportunity to take the test again as soon as possible, without charge. Affected exam takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

### **What Happens If I Misuse or Misrepresent the Credential?**

Any misuse or misrepresentation of the CNOR credential by those not currently holding the credential shall be subject to legal action by CCI. This includes use of the CNOR credential once the credential has lapsed.

### **Can My Credential Be Revoked?**

CCI may deny, suspend or revoke certification. Certification can be denied, suspended or revoked for cause, including but not limited to the following:

- Failing to complete or provide evidence of completion of the requirements for initial certification and certification renewal\*;
- Failure to maintain the required professional licensure;
- Determination that initial certification or certification was improperly renewed
- Falsification or misstatement of information on any certification-related document;
- Providing false or misleading information;
- Misrepresentation regarding credentialing status;
- Cheating or assisting others to cheat;
- Causing, creating or participating in an examination irregularity;
- Assisting others to wrongfully obtain initial certification or certification renewal
- Failure to comply with the scope and standards of practice in an area in which the certification is held;
- Misuse of or misrepresentation with respect to the CCI credential;
- Commission of a crime or gross negligence in the practice of nursing;
- Violation of CCI policy or procedure;
- Failure of audit processes;
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements;
- Conduct unbecoming of the nursing profession; and
- Has not paid all outstanding debts to CCI.

*\*Certified nurses will be informed by letter of CCI's decision to revoke the CNOR status. There will be no refund if the CNOR status is revoked if for any reason.*

### **Does CCI Have an Appeals or Complaint Process?**

Yes—please see Appendix I for more information.

## **Introduction to Recertification**

### **What Is Recertification?**

The continued documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing perioperative nursing care.

### **What Are the Purposes of Recertification?**

- Recognizes the individual professional nurse who demonstrates continued competency in perioperative nursing practice.

- Strengthens conscious use of theory in assessing, planning, implementing and evaluating perioperative patient care.
- Enhances professional development through life-long learning. that results in acquisition of current knowledge and expanded skills and practice.

### **Why Should I Recertify?**

The rapid pace of change and the prevalence of technology in the modern perioperative setting require a conscious effort to maintain competency. Certification is recognized for a period of 5 years, with recertification required at the conclusion of that 5-year period. The required CNOR recertification activities flow from, and are consistent with, the knowledge statements of the Job Analysis, which is performed on a 5-year cycle. The recertification requirements guide professional development activities in providing parameters for acceptable activity, and in maintaining a link to the most current body of knowledge. Linking the certification period to the Job Analysis cycle ensures that certificants are engaged in activities pertinent to their professional development.

Competency is the actual performance in a situation, and consists of three components: knowledge, skills and attitude. Each of these components is a necessary element. The CNOR recertification process acknowledges the need for active work in the maintenance of continuing competency by directly addressing 2 of the 3 components. The practice requirement facilitates the maintenance of current skills, and also promotes the acquisition of new skills, through exposure to the practice setting. Other professional development activities (e.g., continuing education) facilitate the acquisition of knowledge, which is the second essential component of competency. It is assumed that ongoing professional development and engagement guided by the recertification process will also indirectly influence the certificant and thus effect positive change in attitude, the third component of competency.

## **CNOR Recertification: Maintaining Your Credential**

### **When Do I Recertify?**

The certified status of an individual RN is conferred by CCI for a period of 5 years, at which time a CNOR may seek recertification. The recertification process requires a CNOR to choose a method of recertification, complete recertification activities during the five-year accrual period, meet recertification eligibility requirements, and apply during the recertification year.

### **What Must I Do to Recertify?**

To recertify your credential, you must do the following:

- Choose a recertification method.
- Complete recertification activities during your accrual period.
- Meet the recertification eligibility requirements at the time of application.
- Complete CCI's application during your recertification year.
- Pay the application fee.

### **What Are the Eligibility Requirements to Recertify?**

Recognizing that certificants transition into a variety of roles, and all patients benefit from the care provided by a certified nurse, CNOR recertification candidates must meet the following eligibility requirements at the time of application:

- Hold an active CNOR credential.
- Hold a current, unrestricted RN license.
- Be currently working full time or part time in perioperative nursing in the area of clinical practice, nursing education, administration, perioperative quality assurance/improvement, or research.
- Have worked a minimum of 500 hours in perioperative nursing within the 5-year recertification cycle. Of those 500 hours, 250 hours must be in the area of education, administration, research, or clinical practice that impacts patient care in the intraoperative setting.
- Practice hours earned in a volunteer status while working in a CNOR role may be utilized in fulfillment of this requirement.

The certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity.

### **What Are the Fees for Recertification?**

For a current list of exam fees and available discounts, please access our website by clicking [here](#).

Please note: Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid by December 31 of your recertification year.

## Recertification Accrual Period & Deadlines

### **What Is an Accrual Period?**

The accrual period is the time period in which the certificant must complete continuing education or professional development activities.

Year Certified	Recertification Year	Recertification Earning Period	Recertification Applications Accepted	Recertification Application Deadline
2014	2019	2014-2018	Jan 1 – Dec 31, 2019	December 31, 2019
2015	2020	2015-2019	Jan 1 – Dec 31, 2020	December 31, 2020
2016	2021	2016-2020	Jan 1 – Dec 31, 2021	December 31, 2021
2017	2022	2017-2021	Jan 1-Dec 31, 2022	December 31, 2022
2018	2023	2018-2022	Jan 1-Dec 31, 2023	December 31, 2023
2019	2024	2019-2023	Jan 1-Dec 31, 2024	December 31, 2024

## Recertification Methods

To recertify the CNOR credential, certificants choose a recertification method, which includes a prescribed plan for continued professional development. Certificants have up to 5 years to complete their recertification activities and apply for recertification the following year.

Please note: beginning January 1, 2019, new certificants will be required to complete professional points activities or pass the CNOR exam for recertification.

### **What Are the Recertification Methods?**

CNOR certificants may choose one of the following methods to recertify the credential based on the year of initial certification.

<u>CNOR-Certified in 2018 and Prior</u>			
Accrual Period	Recertification Method	Recertification Year	Next Recertification Method
2014-2018	CE, Points or Exam	2019	CE, Points or Exam
2015-2019	CE, Points or Exam	2020	CE, Points or Exam
2016-2020	CE, Points or Exam	2021	Points or Exam
2017-2021	CE, Points or Exam	2022	Points or Exam
2018-2022	CE, Points or Exam	2023	Points or Exam
2019-2023	CE, Points or Exam	2024	Points or Exam
2020-2024	CE, Points or Exam	2025	Points or Exam
2021-2025	Points or Exam	2026	Points or Exam

2022-2026	Points or Exam	2027	Points or Exam
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### **Recertification by Contact Hours**

Recertification by continuing education contact hours requires 125 contact hours offered by approved providers, accrued within the 5-year accrual period. Of the 125 contact hours, 75 must be related to perioperative nursing. The certificant is responsible for providing the certificates of attendance. Appendix E outlines the specific requirements of recertification by contact hours.

### **Recertification by Points**

Recertification by points recognizes that professional development and competency maintenance may be accomplished in a variety of ways, including successful participation in various professional activities. To recertify by points, you are required to earn 300 points within your 5-year accrual period. Appendix F outlines the specific requirements of recertification by points.

### **Recertification by Exam**

Certificants may recertify by taking the CNOR exam. Certificants must successfully pass the CNOR exam by December 31 of their recertification year to keep their credential. Please note: Recertification by exam option is not available for Take 2 participants.

### **Exam Windows**

The exam window for recertification will differ from that of initial certification. Please review the table below for exam windows. Please note: applying for an exam in October or November results in a shortened testing window.

<b>Application Approved</b>	<b>Exam Window (testing months)</b>	<b>Application Approved</b>	<b>Exam Window (testing months)</b>
<b>January</b>	February, March, April	<b>July</b>	August, September, October
<b>February</b>	March, April, May	<b>August</b>	September, October, November
<b>March</b>	April, May, June	<b>September</b>	October, November, December
<b>April</b>	May, June, July	<b>October</b>	November, December
<b>May</b>	June, July, August	<b>November</b>	December

### **How Do I Submit My Recertification Application?**

Recertification by contact hours, points, or exam requires an [online application](#).

**You will need your email address associated with your account and password to log into your CCI profile. A complete application includes:**

- Application, including RN license and employment information
- Logged contact hours or points activities obtained during your accrual period
- Signed Statement of Understanding
- Application fee

### **What Happens if I Am Audited?**

Please see the Certification Policies section for more information.



# Alternatives to Recertification

## **What Can I Do if I Am Not Eligible to Recertify?**

There are three options if you are not eligible to recertify:

- [File an Extension Year.](#)
- [File for Emeritus status.](#)
- Allow the credential to lapse.

## **How Does the Extension Year Process Work?**

An extension year will allow an additional year to accrue the necessary points activities or contact hours for recertification. Your CNOR credential will remain active during this time. Please contact CCI's Customer Service Team toll free at 1-888-257-2667 for more information. Below are some key points regarding the Extension Year process:

1. The process is only available once every 10 years or 2 recertification cycles for the CNOR certification.
2. You must apply in the year that you are due to recertify.
3. The Extension Year lasts one calendar year and there are no extensions to that time period.
4. Your current recertification options remain unchanged for the extension year.

## **What Is the Fee for Applying for the Extension Year?**

The fee is \$195. No discounts apply. No refunds are given. The full recertification fee will be due when the recertification application is submitted.

## **Do I Have the Option of Taking the CNOR Certification Exam to Recertify During the Extension Year?**

Recertification by taking the certification examination while in Extension Year status is not permitted.

## **What Else Am I Required to Do to Fulfill the Requirements for the Extension Year?**

All fields (e.g., RN license and work information) in the certificant's account must be updated. To recertify your CNOR credential following your Extension Year, you must meet all the recertification requirements in effect at the time of application and pay the recertification fee.

## **When Can I Apply for Recertification Following My Extension Year?**

You may apply for recertification at any time in the year following completion of the Extension Year. Click [here](#) to complete your recertification application available on the CCI website. See the table below for Extension Year accrual periods and recertification dates.

Date to Recertify	Last Date to File for Extension Year	New Accrual Period	Last Date to Recertify
2018	Dec. 31, 2018	Jan. 1, 2013 – Dec. 31, 2018	Dec. 31, 2019
2019	Dec. 31, 2019	Jan. 1, 2014 – Dec. 31, 2019	Dec. 31, 2020
2020	Dec. 31, 2020	Jan. 1, 2015 – Dec. 31, 2020	Dec. 31, 2021

### **Emeritus Status: Retiring CNORs**

CCI offers CNORs who are retiring from professional perioperative nursing the option to maintain their credential in an Emeritus capacity with the CNOR Emeritus status or CNOR(E). CCI established the Emeritus status to recognize retired perioperative nurses' service and commitment to the perioperative profession, as well as their achievement and maintenance of the CNOR credential.

Emeritus candidates apply [online](#). The one-time fee for Emeritus status is \$125. Once your application and fee have been received, your Emeritus status certificate will be mailed to you within four to six weeks.

You **must** currently hold the CNOR credential in good standing to apply for CNOR Emeritus status. The CNOR Emeritus credential is not available if your CNOR credential has lapsed.

CNOR(E) members may be considered for CCI Board and committee appointments.

### **What Happens if I Let My Credential Lapse?**

You are not eligible to use the CNOR credential after it has lapsed. Once your CNOR credential has lapsed, you will need to pass the exam to achieve certification and be eligible to use it.

# Appendix A: Test Development Committees

## **Test Development Process**

The Competency and Credentialing Institute (CCI) collaborates with our testing partner, Prometric, in the test development process. Development and maintenance of the certification examination is the product of a scientifically rigorous process subject to accreditation agency oversight and approval.

## **Job Analysis**

A job analysis is designed to obtain descriptive information about the tasks performed in a job and the knowledge/skills needed to support the performance. The purpose of the job analysis is to review and revise the list of the tasks and knowledge related to work performed by perioperative registered nurses and to develop test specifications for the certification examination. The Job Analysis defines the major content areas along with the major tasks performed and the knowledge needed for competent performance.

## **Item Writers**

Item writers are responsible for constructing questions specific to each section of the test specifications. The testing agency furnishes each writer with instructions on how to write multiple choice questions along with a list of appropriate reference materials.

## **Test Development Committees**

In addition to the contributions of our testing partner, the participation of those nurses providing clinical care is essential to maintain a certification examination. Nurses holding a certification may apply to serve on these test development committees. A short description of the test development committees follows below.

### ***Task Force Committee (in-person)***

The purpose of this committee is to determine a set of competencies and skills essential to current perioperative nursing. Participants on this committee will analyze work associated with the perioperative nurse and establish the scope of knowledge to be measured through examination for the CNOR or CSSM credential. This committee requires an extended commitment to ensure continuity throughout the process. A combination of 2 in-person meetings, completion of 2 online surveys, and participation in 3-5 remote phone conferences will be required during a period of 6 months, possibly inclusive of the Test Specifications Committee work as outlined below. CCI provides airfare, meals, and hotel accommodations. Time commitment is 2 days + travel per in-person meeting and 3 hours per remote call.

### ***Survey Completion (remote)***

The goal of this activity is to complete and evaluate the first draft of the online Job Analysis survey. This survey is designed to capture knowledge and skills needed by perioperative nurses. The survey is based on work completed by the Task Force Committee, so volunteers who served on this committee are asked to participate. Estimated time commitment is 1-3 hours. This activity is the first step in an extensive survey review and revision process that includes the Survey Review Call, Pilot Survey Review Call, and Subgroup Analysis Call.

### ***Survey Review Call (remote)***

This conference call follows online Job Analysis survey completion and requires Task Force Committee volunteers to analyze and discuss survey content, format, and ideas for improvement. Estimated time commitment is 1-3 hours. A second draft of the survey that incorporates this feedback is composed by CCI's testing partner following this call. The updated survey is then distributed to a group of peer pilot reviewers nominated by Task Force Committee volunteers.

***Pilot Survey Review Call (remote)***

Task Force Committee volunteers review feedback on the online Job Analysis survey provided by the pilot candidate group. Volunteers are tasked with recommending revisions and updates to ensure the final survey will capture all important elements of the perioperative nursing profession. Estimated time commitment is 1-3 hours. A final draft of the survey is then composed by CCI's testing partner and widely distributed to perioperative nurses for data collection.

***Subgroup Analysis Call (remote)***

The purpose of this activity is to review demographic results from the Job Analysis survey. Task Force Committee volunteers will decide how these results inform the overall data set. Estimated time commitment is 1-3 hours.

***Test Specifications Committee (in-person)***

This committee concludes the Job Analysis process. Members include volunteers from the Job Analysis Task Force Committee and new volunteers. Notably, individuals may sign up for this committee even if they are not able to participate in the Job Analysis activities occurring in previous months. The goal of this committee is to review the job analysis survey results and create content outlines for the CNOR or CSSM exam blueprint. CCI provides airfare, meals, and hotel accommodations. Time commitment is 2 days + travel.

***Crosswalk Call (remote)***

Participants in this activity will compare the updated exam content outline with the previous outline. Knowledge and task statements may need to be relocated or "crosswalked" between the prior blueprint and an appropriate section on the new blueprint. Estimated time commitment is 3 hours.

***Item Writing Committee***

Writers develop items (commonly referred to as exam questions) according to test plan specifications with provided references. Individuals selected for writing items will receive training and materials on how to write a valid, defensible test question. This committee will meet either in person or remotely via webinar. Remote writers will be given a deadline by which to return all questions written and any loaned reference textbooks. Time commitment is informed by results of proceeding activities and is typically between 5-20 hours.

***Item Review Committee***

The goal of this committee is to review, and potentially edit, newly written items (i.e., exam questions). Reviewers evaluate an item's relevance to the exam content outline, content accuracy, correctness of answers, potential geographic bias, and language clarity. This committee will meet either in person or remotely via webinar. Time commitment is informed by results of proceeding activities. If remote, this activity ranges from 5-20 hours. If in person, time commitment is 2 days + travel with CCI providing airfare, meals, and hotel accommodations.

***Standard Setting Committee***

Members of this committee critically evaluate new forms of the CNOR or CSSM exam to determine different cut scores that will be used to measure a candidate's performance on the exam. Part of this process entails taking the new form of the exam just as an examinee would. CCI provides all airfare, meals, and hotel accommodations. Time commitment is 2 days + travel.

***Item Bank Review Committee***

This committee reviews categorization of all items (i.e., exam questions) in each exam's subject areas. The goal of this committee is to reassign items and/or assign newly written items to appropriate subject areas. Time commitment is informed by results of proceeding activities; if remote, this activity is typically 3 hours. If in person, time commitment is 2 days + travel with CCI providing airfare, meals, and hotel accommodations.

**Form Review Committee**

Committee members meet to review all items (i.e., exam questions) selected for the examination form. Such matters as correctness of answers, prevention of geographic bias, language clarity and appropriateness of items are considered during the form review process. This committee review constitutes an ultimate check and balance to validate the final versions of the examination forms. CCI provides airfare, meals, and hotel accommodations. Time commitment is 2 days + travel.

**Problem Item Notification (PIN) Call Committee**

The purpose of this committee is to review items (i.e., exam questions) that performed outside expected parameters and were flagged for review by CCI's test development partner. Committee members identify the reason for abnormal performance and recommend edits for these items. These committees will meet remotely via web conference. Time commitment is 3 hours.

**Alternate**

Alternates are selected for both in-person and remote committee meetings. These volunteers should be available to attend a meeting or complete an activity on short notice in the event another volunteer becomes unavailable due to unforeseen circumstances. By serving in a standby capacity, alternates ensure test development committees will not be postponed or cancelled due to insufficient participant numbers. Alternates are awarded points even if not called upon.

## Appendix B: Education Committees

### **Recertification Committee**

The Recertification Committee (RC) is a standing committee of the Certification Council. The purpose of the Recertification Committee includes but is not limited to:

- Developing educational professional points activities for CCI credential recertification programs, through the Learning Activities subgroup;
- Reviewing educational items submitted to the Learning Activity Review subgroup prior to submission to the CCI approving authority;
- Delivering educational professional points activities through the CCI Learning Management System (LMS) and LMS Working Group for CCI credential recertification programs; and
- Building through these activities a comprehensive educational recertification item bank that will be published and maintained by CCI.

Any future other working group (OWG) requirements will be addressed with the formation of ad-hoc working groups to complete duties as assigned under the guidance and direction of the CCI Director of Education, CCI education team, and Chairperson of the Recertification Committee.

### **Educational Product Development Committee (ad-hoc working group)**

Volunteers compose and develop educational product content (i.e., writing practice exam questions, writing flashcard questions). Points are awarded based on the number of items completed and submitted.



# Appendix C: CNOR Task & Knowledge Statements

## Subject Area 1: Preoperative Patient Assessment and Diagnosis

### *Knowledge Statements*

1. Anatomy and physiology
2. Pathophysiology
3. Pharmacology
4. Diagnostic procedures and results
5. Health assessment techniques (e.g., vital signs, pain assessment, allergies, lab values, other medical conditions, previous relevant surgical history, chart review, NPO status)
6. Approved nursing diagnoses (e.g., North American Nursing Diagnosis Administration, Perioperative Nursing Data Set)
7. Universal protocol
8. Consents (e.g., surgical, anesthesia, blood, photographs)
9. Advanced directives and DNR
10. Nursing process
11. Medication reconciliation protocol

### *Tasks*

1. Confirm patient identity using two patient identifiers.
2. Verify procedure, surgical consent, operative site, and side/site marking.
3. Assess Health Status of the Patient.
4. Collect, analyze and prioritize patient data (e.g., vital signs, pain assessment, allergies, lab values, other medical conditions, previous relevant surgical history, chart review, NPO status).
5. Use age and culturally appropriate health assessment techniques to evaluate patient status (e.g., interview, observation).
6. Review medication reconciliation (e.g., preoperative medications, home medications, alternative and herbal).
7. Supplements, medical marijuana, alcohol use, recreational drug use).
8. Conduct a physical assessment (e.g., skin integrity, mobility, body piercings, implants/foreign objects).
9. Formulate nursing diagnoses.
10. Document preoperative assessment.

## **Subject Area 2: Preoperative Plan of Care**

### ***Knowledge Statements***

1. Physiological responses
2. Disease processes
3. Behavioral responses
4. Age specific needs
5. Transcultural nursing theory (e.g., cultural and ethnic influences, family patterns, spirituality and related practices)
6. Perioperative safety
7. Patient rights and responsibilities
8. Resources for patient/family education
9. Legal responsibilities and implications for patient care
10. Community and institutional resources
11. Patient outcomes
12. Standard Precautions and transmission-based Precautions
13. Preoperative patient preparation interventions (e.g., IV, removal of jewelry, hair removal)

### ***Tasks***

1. Develop plan of care:
  - a. Anticipate physiological responses (e.g., risk of infection, altered tissue perfusion, thermal regulation).
  - b. Implement Surgical Care Improvement Project [SCIP] Protocol.
  - c. Prepare for perioperative safety needs (e.g., chemical, radiation, fire, laser, positioning).
  - d. Identify behavioral responses of patient and family (e.g., comfort, anxiety, medication, pain management, cultural, and spiritual issues).
  - e. Evaluate age-specific needs (e.g., temperature of room, size of instruments).
  - f. Evaluate cultural diversity needs and requirements (e.g., language barriers, attire).
  - g. Adhere to legal and ethical guidelines.
  - h. Collaborate and coordinate with the interdisciplinary healthcare team (e.g., radiology, ultrasound, pathology).
  - i. Use a patient-centered model.
2. Identify and plan for expected patient outcomes.
3. Adhere to standard precautions.

## **Subject Area 3: Intraoperative Care**

### ***Knowledge Statements***

1. Surgical procedure
2. Perioperative documentation
3. Infection prevention and control
4. Aseptic technique
5. Skin prep antiseptics
6. Patient/personnel safety
7. Ergonomics and body mechanics
8. Potential complications
9. Positioning
10. Wound Healing
11. Wound Classification
12. Anesthesia management and anesthetic agents
13. Pain management
14. Medication management
15. Instruments, supplies, and equipment
16. Implants and explants
17. Surgical counts
18. Specimen management
19. Hazardous materials
20. Smoke plumes
21. Environmental factors (e.g., temperature, humidity, air exchange, noise, traffic patterns)
22. Blood and blood products
23. Equipment use per manufacturer's instructions

### ***Tasks***

1. Optimize physiological responses of the patient (e.g., temperature control, infection control, perfusion)
2. Monitor and maintain patient and personnel safety (e.g., chemical, fire, smoke plumes, radiation, laser, positioning).
3. Optimize patient care based on behavioral responses (e.g., comfort, anxiety, medication, pain management; cultural, spiritual, and/or ethical issues).
4. Prepare the surgical site.
5. Select procedure-specific protective materials and equipment (e.g., lead aprons, laser goggles).
6. Monitor and evaluate the effects of pharmacological and anesthetic agents.
7. Assist with anesthesia management.
8. Identify and control environmental factors (e.g., humidity, noise, temperature, traffic).
9. Maintain a sterile field utilizing aseptic technique.
10. Ensure the sterility of surgical products and instrumentation (e.g., expiration date, package integrity).
11. Test and use equipment according to manufacturer's recommendations.
12. Maintain the dignity, modesty, and privacy of the patient.
13. Verify specimens with surgical team (e.g., name, type, suture tags).
14. Prepare, label, and transport specimens.
15. Confirm, present, and prepare implants.

16. Prepare explants for final disposition.
17. Prepare and label solutions, medications, and medication containers.
18. Perform counts.
19. Adhere to universal protocol (e.g., time out, WHO Checklist, National Patient Safety Goals)
20. Maintain accurate patient records/documentation (e.g., relevant facts and data elements, positioning, solutions and medications, counts).
21. Manage patient hemodynamic needs (e.g., autotransfusion, blood products).
22. Utilize ergonomics and proper body mechanics.

#### **Subject Area 4: Communication**

##### ***Knowledge Statements***

1. Communication techniques
2. Interviewing techniques
3. Methods and requirements for reporting to interdisciplinary healthcare providers (e.g., critical lab values, medical condition, medications, allergies, implants/implantable devices, hand off, read back verbal orders)
4. Barriers to communication
5. Perioperative patient education techniques
6. Information technology (e.g., software applications, security rules, HIPAA)

##### ***Tasks***

1. Communicate patient status and changes to the interdisciplinary healthcare providers (e.g., critical lab values, medical condition, medications, allergies, implants/implantable devices).
2. Utilize hand-offs for continuity of patient care.
3. Provide information to the patient/family according to HIPAA guidelines (e.g., status, updates).
4. Identify barriers to communication and participate in implementing effective solutions.
5. Provide and document perioperative education.

#### **Subject Area 5: Transfer of Care**

##### ***Knowledge Statements***

1. Interdisciplinary services for care coordination
2. Transfer of care criteria
3. Regulatory guidelines concerning post-operative follow up (e.g., phone calls, appointments)

##### ***Tasks***

1. Collaborate with interdisciplinary services (e.g., nutrition, wound care, social work, visiting nurse, referrals, transportation).
2. Evaluate patient status to facilitate transfer to the next level of care (e.g., PACU, ICU, home).
3. Document transfer of care.
4. Provide and document post-discharge, follow-up communication according to regulatory guidelines.

## **Subject Area 6: Instrument Processing and Supply Management**

### ***Knowledge Statements***

1. Cleaning techniques and products
2. Disinfecting techniques
3. Products and packaging techniques
4. Sterilization techniques
5. Transportation of equipment, instruments, and supplies
6. Storage of equipment, instruments, and supplies
7. Hazardous materials exposure (e.g., ETO, glutaraldehyde)
8. Biohazardous materials (e.g., blood, CJD)
9. Documentation requirements for instrument sterilization including biological and chemical monitoring
10. Regulatory requirements for tracking of equipment, instruments, and supplies provided by external sources

### ***Tasks***

1. Select appropriate methods and products for processing (e.g., cleaning, disinfecting, packaging, sterilizing, transportation, storage).
2. Perform and document disinfection procedures (e.g., monitoring processes).
3. Handle and dispose of hazardous materials (e.g., chemo drugs, radioactive materials, ETO, glutaraldehyde).
4. Handle and dispose of biohazard materials (e.g., blood, CJD).
5. Perform and document sterilization procedures including biological and chemical monitoring (e.g., load parameters).
6. Monitor environmental conditions of sterilization and storage areas.
7. Manage materials and instruments provided by external sources.

## **Subject Area 7: Emergency Situations**

### ***Knowledge Statements***

1. Preparations for and management of medical emergencies (e.g., Malignant Hyperthermia (MH), anaphylaxis, cardiac arrest, trauma)
2. Preparations for and management of environmental hazards and natural disasters (e.g., extreme weather, terrorism, fire)
3. Roles of the interdisciplinary healthcare team members

### ***Tasks***

1. Perform nursing interventions (e.g., Malignant Hyperthermia (MH), anaphylaxis, cardiac arrest, trauma).
2. Coordinate members of the interdisciplinary healthcare team during emergency situations.
3. Protect patient and resources from environmental hazards and during disasters (e.g., fire, toxic fumes, natural disasters, terrorism).

## **Subject Area 8: Management of Personnel, Services, and Materials**

### ***Knowledge Statements***

1. Scope of practice for the interdisciplinary team
2. Principles of product evaluation and cost containment
3. Environmental sustainability
4. Operating room and resource management (e.g., equipment, supplies, staffing)
5. Role of non-OR personnel (e.g., vendor, students, visitors, family)
6. Environmental management (e.g., spills, room turnover, terminal cleaning)
7. Preventive maintenance required for equipment
8. Implants rules and regulations
9. Personal protection equipment (PPE)

### ***Tasks***

1. Acquire equipment, supplies, and personnel.
2. Monitor and assist with implementation of cost-containment measures.
3. Participate in product evaluation/selection.
4. Supervise, educate, and mentor healthcare team members.
5. Delegate perioperative tasks to appropriate personnel within their scope of practice.
6. Supervise non-OR personnel (e.g., vendors, students, visitors, family).
7. Implement environmental sustainability practices (e.g., reprocessing, recycling).
8. Ensure use of Personal Protective Equipment (PPE).
9. Oversee environmental cleaning (e.g., spills, room turnover, terminal cleaning).
10. Coordinate preventive maintenance on equipment.
11. Track biological implants from order, receipt, storage, implant, explant, and wastage.
12. Monitor availability and sterility of supplies.

## **Subject Area 9: Professional Accountability**

### ***Knowledge Statements***

1. Regulatory standards and guidelines (e.g., AORN Standards, Recommended Practices and Guidelines, OSHA, Perioperative Explications for the ANA Code of Ethics for Nurses, state Nurse Practice Act)
2. Perioperative nurse scope of practice
3. Resources for professional growth
4. Quality improvement activities (e.g., research, evidence-based practice, performance improvement)
5. Responsibilities regarding behaviors that undermine a culture of safety
6. Patient's rights and advocacy
7. Principles of delegation
8. Risk management (e.g., event reporting, incorrect counts)

### ***Tasks***

1. Protect patient confidentiality.
2. Advocate for and protect patients' rights.
3. Perform functions within scope of practice.
4. Demonstrate competence in perioperative nursing practice.
5. Acknowledge personal limitations and seek assistance as needed.
6. Identify and take appropriate action regarding behaviors that undermine a culture of safety.

7. Participate in professional development activities (e.g., shared governance activities, staff education, committees, certification, advanced degrees, professional organizations).
8. Participate in quality improvement activities (e.g., research, evidence-based practice, performance improvement).
9. Utilize standards and recommended practices (e.g., AORN, APIC, AAMI, IAHCSMM, ASPAN).
10. Report unanticipated events.

## Appendix D: Sample Exam Questions

The following sample questions are representative of actual test content and question format. Only one answer is correct for each question. An answer key is provided below.

### Sample Exam Questions

1. A local anesthetic containing epinephrine should not be injected into areas of compromised circulation because the epinephrine causes
  - a. vasodilation.
  - b. vasoconstriction.
  - c. a decrease in blood pressure.
  - d. increased rate of absorption of the local anesthetic agent.
2. Delegation of a nursing task to unlicensed assistive personnel (UAL) involves knowledge of the
  - a. perioperative department's nurse/patient ratio.
  - b. age of the patient.
  - c. results of latest regulatory survey.
  - d. competency of the UAL to safely complete the task.
3. Unless contraindicated for surgical reasons, the optimal method of positioning a patient's arms in the supine position is to
  - a. place the arms on arm boards, palms up, at a 110-degree angle.
  - b. place the arms, palms up, on arm boards at an 85-degree angle.
  - c. tuck the arms at the sides with the draw sheet between the patient and the bed's mattress.
  - d. tuck the arms at the sides with the draw sheet under the bed's mattress.
4. The circulating nurse and scrub person have just completed setting up the room for an abdominal hysterectomy when the charge person notifies them that the surgeon has been called to another hospital for an emergency Cesarean section and will not be available to begin their case for at least two hours. The appropriate response to maintain sterility of the instrumentation and supplies is to
  - a. seal the OR doors with three-inch cloth tape and a sign that says, "Do Not Enter."
  - b. tear down the back table and run the instruments through an immediate use sterilization cycle when the surgeon notifies them that he is on the way to their hospital.
  - c. cover the sterile field with two drapes using the appropriate technique and assign a staff member to monitor the room.
  - d. assist with lunch reliefs in other rooms and if the surgeon is still not available in two hours, tear down the sterile field.
5. Which of the following actions will reduce the risk of fire during a laser tonsillectomy?
  - a. Placing the laser in "standby" mode when not in use.
  - b. Having a carbon dioxide fire extinguisher in the room.
  - c. Filling the cuff of a polyvinylchloride endotracheal tube with dye-tinted saline.
  - d. Keeping a bottle of sterile water on top of the laser machine for quick access.



## Answer Key

1. Answer B is correct. Rationale: Epinephrine may be added to a local medication for its vasoconstricting properties. Decreased blood flow to an already compromised area may cause tissue ischemia. Reference: Campbell BD. Anesthesia. In: Rothrock JC, ed. *Alexander's Care of the Patient in Surgery*. St Louis, MO: Elsevier; 2019:134.
2. Answer D is correct. Rationale: Delegation transfers the authority to complete a task to a competent person. The perioperative nurse remains responsible for supervising the care of the patient and must assess the competency of the person, regardless of job title, before assigning the task. Reference: Cuming RG. Concepts basic to perioperative nursing. In: Rothrock JC, ed. *Alexander's Care of the Patient in Surgery*. St Louis, MO: Elsevier; 2019:7-8.
3. Answer B is correct. Rationale: To avoid injury to the brachial plexus, arms should be placed on arm boards attached at less than a 90-degree angle. Placing the hands palm-up decreases pressure on the ulnar nerve. Reference: Guideline for positioning the patient. In: *Guidelines for Perioperative Practice*. Denver, CO: AORN, Inc; 2018: 697-698.
4. Answer C is correct. Rationale: When there is an unanticipated delay, it is appropriate to cover a sterile field with sterile drapes in a manner that allows the sterile drapes to be removed without contaminating the field. Reference: Guideline for sterile technique. In: *Guidelines for Perioperative Practice*. Denver, CO: AORN, Inc; 2018:91-92.
5. Answer A is correct. Rationale: To decrease the risk for injury due to inadvertent firing of the laser, the laser should be placed in standby mode when not in use. Reference: AORN. (2018). Guideline for safe use of energy-generating devices. In: *Guidelines for Perioperative Practice*. Denver, CO: AORN, Inc; 2018:147.

# Appendix E: Recertification by Contact Hours

## Requirements

The candidate must maintain a copy of the certificate of attendance for each approved program attended and submit such records if audited. If the applicant has an official log from the provider with the same information as that on a certificate, as well as the information on the acceptable accredited provider, it may be used in lieu of certificates. The certificant is responsible for providing the certificates of attendance. Each certificate of attendance must have an accreditation statement and/or provider number.

## Accredited, Approved Providers

Contact hours approved by any of the following groups are acceptable:

- American Nurses Credentialing Center (ANCC)
- An agency, organization, or educational institution accredited by ANCC
- Any State Board of Nursing
- Any state nurses' association
- Association of periOperative Registered Nurses (AORN)
- American Association of Critical-Care Nurses (AACN)
- American Association of Neuroscience Nurses (AANN)
- American Association of Nurse Anesthetists (AANA)
- Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN, formerly NAACOG)
- American Academy of Family Practitioners (AAFP)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Physician Assistants (AAPA)
- American College of Nurse-Midwives (ACNM)
- National Association of Nurse Practitioners in Women's Health (NPWH)
- National Association of Pediatric Nurse Associates and Practitioners (NAPNAP)

Certificates from other groups deemed equivalent to those listed above may be accepted. This decision will be approved by the CEO in consultation with the Credentialing Manager.

## Approved Topics

To ensure the validity of this credential and its consistency with industry standards, CCI requires 75 contact hours earned for CNOR recertification to be related to the specialty of perioperative nursing. Although the following is not an all-inclusive list, it provides a broad range of perioperative-related subjects.

- Anatomy and Physiology
- Critical thinking skills
- Communication
- Disease management (HIV, hepatitis, diabetes, etc.)
- Discharge planning
- Ethics
- Infection control
- Leadership/supervisory skills
- Legal issues
- Nursing process
- Pain management
- Perioperative scope of practice
- Pharmacology
- Pre-, intra-, and postoperative patient care (patient assessment)
- Precepting
- Professional development
- Professional guidelines
- Research posters
- Surgical procedures
- Technology

- Research
- Evidence-Based Practice
- Quality Improvement/Quality Assurance

The candidate must maintain a copy of the certificate of attendance for each approved program attended and submit, if audited. Every certificate of attendance must have an accreditation statement and/or provider number.

The certificant is responsible for providing the certificates of attendance.

The following DO NOT meet the criteria for recertification and, therefore, are not acceptable:

- Handwritten accreditation statements or provider numbers.
- Certificates of attendance without an appropriate accreditation statement and/or acceptable provider number.
- Contact hours earned prior to January 1 of the year certified.
- Provider numbers that do not state Board of Registered Nursing.

### **Academic Credit**

CNORs may use academic credits in partial fulfillment of the requirements for recertification through the contact hour method. Fifty percent (50% or 62.5) of the 125 contact hours required for recertification may be earned through academic credits. All academic credits must meet the following criteria for them to be acceptable for use toward CNOR recertification.

Courses must be those that are required for a baccalaureate or higher degree. Although courses must be taken for credit, CNORs do not need to be enrolled in a formal degree program at the time the course is taken. To be acceptable, a grade of C or better must be achieved for each course, and courses must be sponsored by an accredited educational institution.

Academic credits will be converted to contact hours using the following calculation:

**1 semester hour = 15 contact hours**  
**1 quarter hour = 10 contact hours**

### **CME Credits**

CNORs may submit **Category 1 CME** (continuing medical education) credits in partial fulfillment of the contact hour requirements. Category 2 CME may not be used towards recertification. Each CME is worth 1 contact hour. No more than fifty percent (50% or 62.5) of the required number of contact hours may be those earned through CMEs. You are responsible for converting CME credits into contact hours using the ANCC conversion of:

**1 CME credit = 1 contact hour**

## Appendix F: Recertification by Points

The following is a list of eligible activities which may be used to recertify your CNOR credential by points. You do not have to choose every activity. Please see Appendix G for a list of documents which must be supplied if the certificant is audited.

- Continuing Education
- Academic Study
- Teaching in Academic Setting
- Publishing
- Presentations
- Service on a Board or Committee
- Precepting/Mentoring
- CCI Volunteer Committee
- Earning another accredited perioperative certification
- Clinical Inquiry (Research, Evidence-based practice, Quality Assurance/Quality Improvement)
- Professional perioperative-related volunteer service
- Professional Organization Activities
- Training Certificate
- Reflection
- Games
- Case Study
- Additional Points Activities

There is a maximum number of points allowed for each activity except for academic study, in which you may earn unlimited points. You must earn a total of 300 points to recertify your CNOR credential.

### Continuing Education

A maximum of 100 points (50 contact hours) may be earned from Continuing Education activities through an [approved provider](#) :

**1 contact hour = 2 points**

**1 CME Category 1 credit = 1 contact hour = 2 points**

**A maximum of 25 CMEs (50 points) may be submitted.**

### Academic Study

Unlimited points may be earned in the Academic Study category. The course must be part of a degree completion program, such as a healthcare degree (BSN, MSN, DNP, etc.), or a degree where the knowledge attained is used to advance your perioperative nursing career (including MBA).

**1 semester hour/credit = 15 points**

**1 quarter hour = 10 points**

### Teaching a Perioperative-Related Course for College Credit

A maximum of 150 points is allowed in the Teaching category. Each perioperative class taught = 30 points

## Publishing

A maximum of 150 points may be earned in the Publishing category.

Material	Point Value
Doctoral Dissertation	100 points
DNP Capstone Project	75 points
Primary Author, Book Chapter	50 points
Guest Editor, Peer-Reviewed Journal Issue	50 points
Primary Author, Peer-Reviewed Journal Article	50 points
Secondary Author, Book Chapter	30 points
Editorial, Peer-Reviewed Journal	30 points
Secondary Author, Peer-Reviewed Journal Article	30 points
Subject Matter Expert (SME) or Reviewer for Journal Article or Book Chapter	20 points
Author, Book Review	20 points
Developer/Author of a Patient Education or Healthcare Professional Resource	20 points
Poster Presentation at a Professional Meeting	20 points

## Professional Presentations

A maximum of 150 points can be earned. A presentation may be repeated if presented to another audience. The presentation must be on a healthcare-related topic.

- Podium presentation (must be minimum 30 minutes in length) = 30 points
- In-service (must be minimum of 30 minutes in length) = 30 points
- Poster presentation = 20 points
- Presentations for non-CE credit (60 minutes in length) = 10 points

## Service as a Board or Committee Member

A maximum of 150 points may be earned in the Service as a Board or Committee Member category.

- International, National or State Board Member = 30 points per year
- Local or facility level = 15 points per year
- CCI Board of Directors = 50 points per year
- CCI Certification Council = 50 points per year

## Precepting/Mentoring

A maximum of 100 points may be earned in the Precepting/Mentoring Category. Examples include mentoring and/or orienting a new employee. A maximum of four (4) different employees is allowed. Each precepted employee = 25 points

## CCI Volunteer Committee

### **Volunteer, CCI Test Development Committee**

A maximum of 100 points may be earned for serving as a volunteer for a CCI test development committee. A CNOR who serves as a subject matter expert for CCI exam test development committees may earn points for recertification.

Committee	Point Value
Job Analysis	100 points
Task Force (in-person)	25 points
Survey Completion (remote)	5 points
Survey Review Call	10 points
Pilot Survey Review Call	10 points
Subgroup Analysis Call	15 points
Test Specs (in-person)	25 points
Crosswalk Call	10 points
Item Writer (in-person)	30 points
Item Writer (remote)	0.5 points/item
Cut Score/Standard Setting	30 points/appointment
Item Review (in person)	25 points
Item Review (remote)	15 points
Form Review (in-person)	25 points
Problem Identification Notification (PIN)	10 points
Alternate	5 points
Other: Ad Hoc Committee (specify)	15 points

### **Recertification Committee**

A maximum of 100 points may be earned as a volunteer on the recertification committee per accrual period.

Role	Point Value
Chairperson or Team Leader	3.3/month or 40/year
Committee Member	2.5/month or 30/year

### **Educational Product Volunteer**

A maximum of 80 points may be earned as a volunteer on the educational product Ad-Hoc committee. A volunteer writing and submitting 20 questions per assignment will earn 20 points.

### **Attain/Maintain Perioperative-Related Certification**

A maximum of 100 points may be earned for earning an accredited perioperative-related certification or completing the recertification process for an accredited perioperative-related certification. Examples of accredited perioperative-related certifications include CPA, CPAN, CRCST, or ABCGN. Accreditation by ANSI, ABSNC, or NCCA will meet these criteria. The list is not intended to be all-inclusive. Other accredited certification deemed equivalent by the CEO of CCI in consultation with the Credentialing Specialist may be accepted. Other CCI credentials (CSSM, CRNFA, CNS-CP) do not qualify for additional points in this category.

Attain/Maintain an Accredited Perioperative Certification	
Initial Certification	30 points

<b>Completion of Certification</b>	20 points
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### Clinical Inquiry

A maximum of 100 points may be earned in the Clinical Inquiry category. Quality Improvement (QI), Quality Assurance (QA), Evidence-Based Practice (EBP) and Research projects are accepted under this heading. To receive points under this heading you must have primary responsibility for developing, implementing, and/or evaluating projects in these categories. The activity must show evidence of the participation in or application of clinical inquiry that improves current practice and/or patient outcomes.

Role	Point Value
Primary Investigator or Primary Project Leader	50 points/project
Co-Investigator or Project Lead	30 points/project

### Professional Perioperative-Related Volunteer Service

A maximum of 100 points may be earned for medically-related volunteer service activities. Examples include surgical mission trips and service at medically underserved clinics.

Role	Point Value
Professional Perioperative-Related Volunteer Service	20 points/year of service or project

### Professional Organization Activities

A maximum of 100 points may be earned for activities related to course work from our collaborative partners.

- 10-question activity = 10 points
- 20-question activity = 20 points

### Training Certificates

A maximum of 30 points may be earned for certificates of training by an approved provider (e.g., American Heart Association, American Red Cross, or Military Training Network) including initial and renewal certificates within the accrual period.

- BLS = 5 points
- ACLS = 10 points
- PALS = 10 points
- NRP = 10 points

### Reflection

A maximum of 50 points may be earned for reflective activities. Each reflective activity is worth 25 points.

### Games

A maximum of 30 points may be earned for reflective activities. Each activity is worth 2 points.

### Case Studies

A maximum of 100 points may be earned for completing a case study activity. Each case study activity is worth 50 points.

### Additional Points Activities



A maximum of 50 points may be earned for additional points activities as determined by the Recertification Committee. Each activity is worth 10-20 points.

## Appendix G: Recertification Audit Documentation

A percentage of recertification applications will be randomly selected for audit. If you are selected, you will be notified after you have submitted your recertification application. Applicants chosen for audit will be required to submit copies of specific documentation, as outlined below.

1. CONTINUING EDUCATION
  - a. Copies of certificate(s) of attendance from an accepted provider. The certificant is responsible for providing the certificates of attendance. Transcript may be accepted in lieu of certificates but must include accredited provider name and number. Transcripts that do not include accrediting provider information will not be accepted.
2. ACADEMIC STUDY TOWARD HEALTHCARE-RELATED DEGREE COMPLETION
  - a. Copy of official or unofficial transcript.
3. PUBLISHING
  - a. Copy of the title page, table of contents, or abstract indicating you are the author, co-author or contributor.
4. SERVICE AS A BOARD OR COMMITTEE MEMBER
  - a. Board summary, minutes, or committee report (minimum of four meetings per year required).
5. PRESENTATIONS
  - a. Program brochure, activity documentation form (ADF), or completed course evaluation. Each document must include title, presentation, date, and objectives of presentation.
6. TEACHING A PERIOPERATIVE-RELATED COURSE IN ACADEMIC SETTING
  - a. Syllabus, course description, or other documentation that verifies name and role as instructor.
7. PRECEPTING / MENTORING IN THE PERIOPERATIVE NURSE ROLE
  - a. Letter from applicant's supervisor confirming precepting/mentoring experience.
8. CCI VOLUNTEER COMMITTEE TEST DEVELOPMENT COMMITTEE
  - a. Certificate of completion from each committee assignment
  - b. Letter of participation
9. EDUCATIONAL PRODUCTS RECERTIFICATION COMMITTEE
  - a. Certificate of completion
  - b. Letter of participation
10. CCI VOLUNTEER EDUCATION DEVELOPMENT PRODUCT COMMITTEE
  - a. Copy of points certificate
11. ATTAIN/MAINTAIN PERIOPERATIVE-RELATED CERTIFICATION
  - a. Copy of certificate or wallet card.
12. CLINICAL INQUIRY
  - a. A final report which summarizes evidence of participation in a QA, QI, EBP, or research project, including its impact on current practice and/or patient outcomes.
13. UNPAID PARTICIPATION, SERVICE ACTIVITIES
  - a. Letter from supervisor or mission director on organization letterhead attesting to dates and contributions of volunteer.
14. PROFESSIONAL ORGANIZATION ACTIVITIES
  - a. Copy of points certificate.
15. TRAINING CERTIFICATES
  - a. Copy of training certificate by an approved provider (BLS, ACLS, PALS, etc.)

- 16. REFLECTION
  - a. Copy of points certificate.
- 17. GAMES
  - a. Copy of points certificate.
- 18. CASE Studies
  - a. Copy of points certificate
- 19. ADDITIONAL POINTS ACTIVITIES
  - a. Copy of points certificate.

## Appendix H: Take 2 Program

Candidates wanting to take the CNOR exam can participate in CCI’s Take 2 Program. The CNOR Exam Take 2 program allows a CNOR-eligible nurse to take the CNOR exam twice within a 12-month period if the first attempt is unsuccessful. The program is only available for the CNOR credential.

Participants who pass the CNOR Exam on the first attempt will not receive another exam attempt. The second attempt cannot be transferred to another person and is non-refundable.

*\*CCI may amend this promotion at any time with or without notice.*

### **WHO MAY PARTICIPATE IN THE CNOR EXAM TAKE 2 PROGRAM?**

Perioperative nurses who meet CNOR eligibility requirements at the time of application may participate in the program. The CNOR Exam Take 2 program is only available for initial certification and may not be used for recertification.

### **WHEN CAN I APPLY TO TAKE MY FIRST CNOR EXAM?**

#### ***Facility Take 2***

A facility Take 2 application will commence on the date CCI processes the CNOR exam Take 2 facility order form. You may apply at any time and take the exam twice before your 12-month period ends.

In order to receive two attempts within the application, participants need to apply for their first exam no later than the 5th month of the term and their second attempt no later than month 9.

A facility may add participants to its original term until the end of the 5th month of the term. The original term will not be extended or modified for new participants. A CNOR Exam Take 2 Facility Participant Addendum is required.

#### ***Individual Take 2***

An individual Take 2 application will commence on the date of the application being submitted. You may apply at any time and take the exam twice before your 12-month period ends.

Individual Take 2 participants can withdraw only if they are in their first exam window attempt. Withdrawals will not be granted during the second take. Participants must sit for the second attempt or forfeit all fees.

In order to receive two attempts within the application, participants need to apply for their first exam no later than the 5th month of the term and their second attempt no later than month 9.

*\*Participants must be mindful of CCI's application and testing window procedures.*

**WHAT IF I DO NOT PASS THE EXAM ON MY FIRST ATTEMPT?**

You may take the exam twice before your 12-month period ends; however, you may not reapply to take the second exam until your first 3-month testing window closes. You will apply for the exam as before; however, payment is not required.

**CAN I EXTEND MY 12-MONTH PERIOD?**

Extensions to the original 12-month term will not be granted. Once enrolled, participants are unable to transfer their eligibility ID to other participants.

**WHAT IS THE CNOR EXAM TAKE 2 FEE?**

Facilities may register multiple nurses at a reduced rate. Fee for facilities who register a minimum of five (5) CNOR-eligible nurses is \$395 per participant. Payment must be made by facility check or credit card; individuals may not make payment on behalf of the facility.

\*Fees are subjected to change at any time.

**I AM INTERESTED IN THIS PROGRAM. WHAT IS THE NEXT STEP?**

If you are a facility registering five or more CNOR-eligible nurses, download our [CNOR Exam Take 2 Facility Order Form](#). Payment must be made by the facility and include a minimum of five eligible nurses. For complete details on the CNOR Exam Take 2 Facility program, read our [Terms and Conditions](#).

If you are a facility adding Participants to your original term, download the [CNOR Exam Take 2 Facility Participant Addendum](#).

## Appendix I: Appeals or Complaint Process

### **Appeals Regarding Non-Disciplinary Matters**

Candidates who are deemed ineligible to take the exam may appeal that decision as a non-disciplinary matter not subject to the disciplinary appeals process. Eligibility is determined by the Credentialing Specialist.

All appeals regarding eligibility decisions shall be referred to the Certification Manager for further review. The candidate may be asked for additional information to substantiate his or her claim of eligibility. The Certification Manager may uphold or overturn the previous decision. If upheld, the candidate may request a final determination from CCI.

Candidates who experience alleged disruptive and/or inappropriate exam administration conditions may petition to reschedule and re-take the exam without waiting the required 30 days and/or without additional charge. Any such petition will may be granted by CCI at its sole discretion.

There can be no appeal for failure to achieve a passing score on the examination, lack of current RN license, or failure to apply by the deadline.

Information about the appeals process for non-disciplinary matters will be published and made publicly accessible to candidates.

### **Appeals Regarding Disciplinary Matters**

There shall be a Board of Appeals, consisting of individuals not involved in the original disciplinary action, and appointed by the CCI Certification Council, as needed, for any certificant seeking appeal of a decision made by the CCI Disciplinary Committee, as under the Disciplinary Procedures. Such Board of Appeals will be composed of a subset of the Certification Council not involved in the initial review and determination. The Chair of the Certification Council shall serve as Chair of the Appeals Committee. The committee will review and decide the appeal. Appointment of alternates will be made by the Chair in the event of a conflict of interest or unavailability of any members.

The Appeals Committee will review and determine any appeals solely on the basis of material errors of fact by the Disciplinary Committee in review and determination of any disciplinary action, or if the CCI failed to follow published criteria, policies, or procedures during such process. Only facts and conditions up to and including the time of the CCI Disciplinary Committee's decision under Section 9.10 et seq. will be considered during appeal.

A written request for appeal, including supporting documentation, must be submitted by the certificant to the Appeals Committee Chair and CCI CEO, at 2170 S. Parker Road, Suite 120, Denver, CO. 80231, within thirty (30) days following the certificant's receipt of the Disciplinary Committee's decision and include reasons why the appeal should be granted. If a request for appeal is not received within that thirty (30) day period, the matter will be considered closed. Acknowledgement of receipt of the request for appeal shall be sent by the Chair of the Appeals Committee to the certificant within thirty (30) days of receipt by the Chair, along with a scheduled date for consideration of the appeal.

The Appeals Committee may affirm, reject, or modify the decision of the CCI Disciplinary Committee. At its sole discretion, the Appeals Committee may consider the appeal at a meeting in person or by conference call. The Appeals Committee shall limit its activities to review of the written record; it will not conduct a hearing and the rules of evidence, discovery, etc. will not apply. The written request for appeal, supporting documentation,

and information related to the Disciplinary Committee's decision will be considered by the Appeals Committee according to the criteria and policies in effect at the time the determination was made.

The Appeals Committee will notify the certificant and Certification Council in writing within thirty (30) days following its decision. The decision of the Appeals Committee, including a statement of the reasons for this decision, shall also be reported by the Certification Council to the individual who filed the complaint, if appropriate, and to relevant licensing boards. The Certification Council may decide also to make this information available to the certificant's employer, or other persons or organizations with a material interest in the matter.

The decision of the Appeals Committee shall be final and binding. There will be no refund of any fees if disciplinary action is imposed.

### **Disciplinary Procedures/Sanctions**

Certificants are required to continue to meet all applicable legal, ethical, and policy requirements of CCI during the time that they hold the CNOR, CNS-CP, CRNFA and/or CSSM credentials. Disciplinary action, including sanctions of public or private reprimand, censure, or suspensions or revocation of certification, may be taken by CCI for failing to meet or otherwise violating these requirements. Candidates and certificants shall be made aware of the basis for which certification can be revoked, or other disciplinary action taken. Certification can be denied, suspended or revoked for cause, including but not limited to the following:

- Failure to complete or provide evidence of completion of the requirements for initial certification or certification renewal;
- Failure to maintain the required professional licensure;
- Determination that initial certification or certification renewal was improperly granted;
- Falsification or mis-statement of information on any certification-related document;
- Providing false or misleading information;
- Misrepresentation regarding credentialing status;
- Cheating or assisting others to cheat;
- Causing, creating, or participating in an examination irregularity;
- Assisting others to wrongfully obtain initial certification or to renew certification;
- Failure to comply with the scope and standards of practice in an area in which the certification is held;
- Misuse of or misrepresentation with respect to the CCI credential;
- Commission of a crime or gross negligence in the practice of nursing;
- Violation of CCI policy or procedure;
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements;
- Conduct unbecoming of the nursing profession; and
- Has not paid all outstanding debts to CCI.

Any individual may submit information to CCI alleging violation of one of the standards listed above. In certain cases, CCI may refer complaints to the applicable state licensing board or other legal enforcement authority. The following procedures describe the process CCI uses to consider all complaints and take appropriate disciplinary action. CCI takes all reasonable measures to ensure that any materials regarding a complaint or disciplinary action process are kept confidential and discloses only that information which is required to resolve the complaint. This information is disclosed only to designated staff, legal counsel, and/or other such authorities (e.g., state licensing boards, human resources personnel, etc.) whose role is deemed to be material

to resolution. The information and materials related to the complaint may also be provided to the candidate or certificant who is the subject of the complaint if necessary, to meet due process requirements.

Complaints or other information regarding certificants must be submitted in writing to the attention of the Certification Manager at the following address: Competency and Credentialing Institute, 2170 South Parker Road, Suite 120, Denver, Colorado 80231. Only written complaints will be considered. At its discretion, CCI may itself initiate complaints and investigate actions based on information obtained by or known to CCI (e.g., a certificant has falsified application information or CCI learns of information from newspaper, internet, state nursing boards or other sources).

All formal complaints must include the following:

- The name and contact information of the person initiating the complaint;
- A statement of the certificant's alleged misconduct;
- Reasons why that misconduct warrants disciplinary action; and
- Supporting documentation, if available.

If the CCI Credentialing Specialist, Certification Manager, and Certification Council Chair determine that a complaint does not have merit, the complaint will be dismissed and the complainant so notified. A complaint will be dismissed if it is determined by the CCI Credentialing Specialist, Certification Manager, and Certification Council Chair to be frivolous, inconsequential, unreliable, or does not constitute a matter for which disciplinary action may be taken. At the discretion of CCI, the complaint may also be referred to the CEO and/or legal counsel for review and input prior to the initial determination.

If the CCI Credentialing Specialist and Certification Manager determine that the complaint has merit, the certificant accused of misconduct will be notified in writing that a complaint has been filed against him or her. The notice will include the facts of the complaint, identify the alleged violation, provide a copy of the procedures, identify the potential disciplinary action, and request any specific information that should be provided. In addition, the notice will state:

- That the certificant may submit a written response and supporting documentation within thirty (30) days of receiving the notice from CCI.
- That the certificant may request the opportunity to appear by teleconference before the CCI Disciplinary Committee. The Disciplinary Committee is appointed by the CCI Certification Council, and is comprised of the Certification Council Vice Chair, and two other members of the Certification Council. Appearance may be granted at the sole discretion of the CCI Disciplinary Committee.
- The date of the next Disciplinary Committee meeting or conference call at which the matter will be considered.

The CCI Disciplinary Committee, CCI staff, and legal counsel, as appropriate will investigate the complaint and seek additional information. If the response to the notification is considered by the CCI Disciplinary Committee to be satisfactory and to adequately resolve the complaint, the matter will be considered closed and the certificant and complainant will be so notified. If the response is not considered satisfactory, the CCI Disciplinary Committee may request additional information and proceed as outlined below.

The CCI Disciplinary Committee will consider the matter at a regularly scheduled or special meeting. Review of the matter will not be a trial-type proceeding, and rules of evidence, discovery, etc. will not apply; instead, the CCI Disciplinary Committee will review the written record, may investigate the matter at its discretion, and may provide the certificant an opportunity to appear by teleconference to make a presentation and allow the

CCI Disciplinary Committee to ask questions. It is not expected that the certificant be represented by counsel at his or her appearance, although the CCI Disciplinary Committee may consult counsel at any time. The CCI Disciplinary Committee will deliberate and issue a determination and course of disciplinary action, if any. Such action must be approved by the Certification Council at the next regularly scheduled or special meeting.

Written notification stating the CCI Disciplinary Committee's decision, including the reasons for its decision, and if the matter involves disciplinary action, will be sent to the certificant within thirty (30) days following the meeting at which the matter was heard. The certificant will have the opportunity to appeal the decision in accordance with the CCI Appeals procedures under Section 9.30 et seq.

If the decision is not appealed, and if appropriate, notice will also be sent to the individual who initiated the complaint to notify them the Council has issued a determination for this matter. To comply with privacy laws, details about the issued sanction will not be shared with the individual who filed the complaint. The CCI Disciplinary Committee and/or Certification Council may provide notice of the decision to relevant licensing boards. In accordance with Federal, State, and Local privacy laws, the CCI Disciplinary Committee and/or Certification Council may decide also, to make the information about the decision available, in accordance or as required by applicable law, and to permissible third parties or organizations with a material interest in the matter (e.g., employers and relevant state licensing boards). To comply with Federal privacy laws, the individual must be notified of any such action.