Policy 4.9 Eligibility Audit

Policy

BCEN® relies on the honesty and professional integrity of exam applicants ('candidates') who affirm that they hold a current, unrestricted Registered Nurse license or a nursing certificate that is equivalent to a Registered Nurse in the United State or its Territories. However, BCEN conducts regular audits of 5-10% of all initial exam applications submitted (CEN®, CFRN®, CPEN®, CTRN® or TCRN®).

Candidates who pass the eligibility audit will continue through the examination process without disruption.

Candidates who fail the eligibility audit (candidate is found to have an expired, non-valid or restricted nursing license or equivalent) will immediately be notified that their exam application has been denied and the candidate will not be permitted to sit for the certification exam. If the candidate's exam has already been scheduled, BCEN will notify its test delivery vendor to cancel the candidate's exam.

Procedure

1. Each week, BCEN will run a report of the candidates who completed a certification exam application for from the previous week.

2. From the weekly report, BCEN's credential management system will randomly select 5-10% of the initial exam applications for eligibility audit.

3. Using the Nursys website: https://www.nursys.com/ a BCEN team member will enter each of the candidates selected via random audit into the website's quick confirm license verification. The candidate's first and last name and state will be entered to find the candidate. Once the candidate is located, BCEN will select "view the report" to ensure the license number matches what the candidate entered in the exam application and that the license is unrestricted.

4. If a candidate is found to have an expired, non-valid, or restricted license, BCEN will contact the candidate immediately for further investigation and/or clarification.   If the candidate does not have a valid unrestricted RN license, the candidate will not be permitted to sit for the certification exam applied for and the application will be denied.

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