



Policy 3.6 Non-Discrimination and Testing Accommodations

Policy

BCEN® is committed to providing a certification process that is fair and free from discrimination. All reasonable efforts are made to ensure that BCEN examinations are based on job-related knowledge and tasks. In addition, during item-writing training, editorial review of individual items, and exam review situations, documentation on how to prevent bias, and stereotyping is provided in either written or verbal form. BCEN Policy 2.5 specifically delineates procedures for the elimination of bias and sensitivity in items and testing materials.

BCEN endorses the principle of equal opportunity. Eligibility criteria for examination and for certification under the CEN®, CFRN®, CPEN®, CTRN®, and TCRN® programs are applied equally to all applicants regardless of race, religion, sex, sexual orientation, gender identity, national origin, ethnicity, veteran status, age, marital status, or disability.

BCEN and its test delivery vendor comply with the Americans with Disabilities Act (ADA) and strive to ensure that no disabled individual is deprived of the opportunity to take a BCEN examination solely by reason of that disability. Special testing arrangements may be made for these individuals. All testing sites will comply with all federal, state, and local laws regarding use of public buildings, ensure accessibility required under the ADA, and accommodate applicants with disabilities on an individual basis without additional cost. BCEN and their test delivery vendor recognize that at times a candidate may request special testing accommodations. Every attempt is made to address requests for testing accommodations based upon review of documented health needs. In all cases, requests for special accommodations and documentation of disability needs are required at the time of application. Wheelchair access is available at all established testing centers. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations. All candidates are treated equally and with respect.

BCEN will consult with legal counsel for any unreasonable accommodation (e.g. three times the allotted time to test, request for a shorter examination) requested by candidates. All efforts will be made to ensure compliance with the ADA and without compromising the validity of exam results.

BCEN's test delivery vendor offers exams by appointment throughout the year Monday - Saturdays (national holidays excluded), so that individuals have scheduling flexibility to prevent interference with religious needs.

Procedure

1. An applicant who requires test accommodations to take the CEN, CFRN, CPEN, CTRN, or TCRN exam must complete and submit a testing accommodations request for BCEN prior to scheduling an exam date. This information remains confidential.
2. BCEN will review the test accommodations request and follow up with the candidate within 3 business days of receipt of the request.
3. BCEN will notify legal counsel if an unreasonable testing accommodation request has been submitted.
4. The test delivery vendor is responsible for arranging special accommodations as necessary and communicates this to the candidate along with any special instructions.

Approved: June 2016

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