



Policy 4.1 Determining Eligibility Requirements

Policy

BCEN establishes eligibility criteria for its examination programs based on (1) a series of variables indicative of knowledge, skills, and abilities required for specialty nursing practice and (2) the characteristics of the specific specialty nursing population, the combination of which is expected to enhance safe, effective practice. Among these variables are education, recommended years of experience, and prerequisite credentials, based on data derived from job analysis data. Each variable in the eligibility criteria for BCEN's examination programs is defined by a panel of experts, rated by a separate panel of experts and other stakeholders, and then approved by the BCEN Board of Directors. Eligibility criteria for each BCEN certification program are defined on its website and in the BCEN *Candidate Handbook*.

To qualify for to sit for any of BCEN's certification examinations, a nurse must have a current, unrestricted nursing license or nursing certificate that is equivalent to a Registered Nurse in the United States or its territories.

Any restriction, suspension, probation, or any order arising from a nursing license authority that limits a nurse's ability to function and perform related tasks will disqualify a candidate to sit for a BCEN examination.

If a candidate has a current stipulation or action against their nursing license, but is permitted to perform all functions and related tasks, the candidate may be eligible to sit for the examination. These candidates must submit an official letter from the nursing license authority, along with an application and documentation materials to the BCEN office verifying that there are no limitations on their ability to perform all related nursing functions.

A qualified candidate with a disability who can function and perform all related tasks, with or without reasonable accommodation, may be eligible to sit for a BCEN examination. Such candidate must submit in writing to the BCEN office evidence of disability along with an application and documentation materials in order for consideration of eligibility.

Procedure

1. BCEN assembles a panel of at least three (3) Examination Construction Review Committee (ECRC) members and at least two (2) BCEN Board members to propose specific variables for eligibility criteria for each of its examination programs. Members of this panel are not eligible to participate in either step 2 or 3 below.
2. BCEN assembles a panel of at least eight (8) content matter experts who are representative of the examination specialty area (e.g., emergency, pediatric emergency, transport (flight or ground) or trauma nursing) and candidate population to rate variables proposed as eligibility requirements.
3. BCEN assembles a panel of at least five (5) other stakeholders to rate the variables proposed as eligibility requirements.
4. Ratings from both panels are collated, summarized, and presented to the BCEN Board for discussion and approval.
5. Eligibility requirements for each BCEN program will be posted on BCEN's website and in its *Candidate Handbook*.
6. All candidates must attest that they have a current, unrestricted nursing license or nursing certificate that is equivalent to a Registered Nurse in the United States or its territories and that they meet the other eligibility requirements for the specific BCEN certification examination program.
7. If the candidate does not qualify according to the stated eligibility requirements, the application will be denied and the candidate notified.
8. Candidates who wish to dispute denial of their application or that they meet the eligibility requirements for a specific BCEN examination program may appeal the decision according to the procedures outlined in Policy 4.6.

Approved: June 2016

Reviewed and Approved: May 2019