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). **ALL** international candidate initial exam applications and recertification applications will be audited.

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. Daily, a BCEN team member will review applications that were selected by the system for the eligibility audit. In ACGI, under the Submittals Dashboard (Admin/Submittals/Submittals Dashboard) each of the following collections, Certification, Recertify by Exam and Recertify by CE Attestation will need to be reviewed. Each collection has five sub collections that must be selected and reviewed.

2. Records selected for the US RN eligibility audit will be in a status of RN Audit Review and international records will be in a status of International RN License Review. Click on the blue box next to each status to review the records.

3. Using the Nursys website: https://www.nursys.com/ a BCEN team member will enter each of the US 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 any candidate (US and International) 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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