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## Policy 3.6 Non-Discrimination and Exam Accommodations

The Board of Certification for Emergency Nursing (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 following procedures outlined in BCEN Policy 2.5 – Elimination of Bias and Sensitivity in Items and Testing Materials.

BCEN endorses the principle of equal opportunity. And respects, honors, and values diversity in all forms. BCEN supports equity, inclusivity, and belonging. Eligibility criteria for all BCEN examinations and certifications are applied equally to all applicants.

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. 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.

BCEN and its test delivery vendor recognize that, at times, a candidate may request special exam accommodations. Every attempt is made to address requests for exam accommodations based upon review of documented health needs. In all cases, requests for special accommodations and

documentation of disability needs must be submitted at the time of application.

Exam accommodations can also be requested for candidates taking a BCEN exam via live remote proctoring (LRP). All candidates are treated equally and with respect.

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

BCEN's test delivery vendor offers exams at a testing center by appointment throughout the year, subject to each site's hours of operation and capacity. Candidates will have access to information about test centers before scheduling their exams, providing flexibility and preventing interference with religious needs. Exam delivery via live remote proctoring also allows for scheduling flexibility 365 days per year, 24 hours a day, 7 days per week.

### **Procedure**

1. A candidate who requires exam accommodations to sit for a BCEN exam must complete and submit an Exam Accommodations Request along with an exam application. This information remains confidential. Exam accommodations must be approved prior to scheduling an exam appointment.
2. BCEN will review the exam accommodations request and, if approved, provide the approved accommodation information to BCEN's test delivery vendor.
3. If the accommodation is for extra time, the candidate will be able to schedule their exam immediately upon becoming exam-authorized. If other accommodations are approved, the candidate will follow the test vendor's process for scheduling an exam with accommodations.
4. BCEN will notify legal counsel if an unreasonable exam accommodation request has been submitted.

Approved: June 2016

Reviewed and Approved: May 2019; January 2021; September 2022; August 2023; November 2025