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## **Policy 4.1 Eligibility Requirements**

The Board of Certification for Emergency Nursing (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, 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 approved by the BCEN Board of Directors (Board). Eligibility criteria for each BCEN certification program is defined on BCEN's website and in the *Candidate Handbook*.

To qualify to sit for any of BCEN's certification examinations, a nurse must hold a current, unrestricted Registered Nurse license in either the United States, a US Territory, or any country utilizing NCLEX as entry to practice nursing. A nursing certificate that is equivalent to a Registered Nurse in the United States is also acceptable and must be verified through a credentials evaluation organization for nursing professions, such as CGFNS International.

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 BCEN 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 written evidence of disability, along with an application and documentation materials for to BCEN to be consideration for eligibility.

### **Procedure**

1. A panel of at least three (3) Examination Construction Review Committee (ECRC) members and at least two (2) BCEN Board members is created to propose specific variables for eligibility criteria for each of its examination programs. Members of this panel are not eligible to participate in steps two (2) and three (3).
2. A review panel of at least eight (8) content matter experts who are representative of the examination specialty area and candidate population is created to rate variables proposed as eligibility requirements in step one. Members of this panel are not eligible to participate in step three (3).
3. A second review panel of at least five (5) stakeholders in formed to rate the variables proposed as eligibility requirements in step one.
4. Ratings from both panels are collated, summarized, and presented to the Board for discussion and approval. Approved eligibility requirements for each BCEN program will be posted on BCEN's website and in the *Candidate Handbook*.
5. During the application process, candidates will attest that they meet the eligibility requirements for the specific BCEN certification examination program.
6. A Candidate who does not meet the stated eligibility requirements will have their application denied and be notified. Candidates may dispute denial of their application due to eligibility requirements and may appeal the decision according to the procedures in Policy 4.6 – Reviews and Appeals.

Approved: June 2016

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