



Policy 4.7 Denial, Suspension, or Revocation of Credentials

The Board of Certification for Emergency Nursing (BCEN®) considers misrepresentation and/or noncompliance with the eligibility criteria, rules, and guidelines for BCEN certification, and/or misuse of the BCEN credential to be serious ethical issues that require investigation and possible disciplinary action.

Cause for denial, suspension, or revocation of a BCEN credential includes, but is not limited to:

- Falsification of information on any BCEN application, including but not limited to applications for examination (initial, retest, or recertification), applications to recertify by attestation, and applications for the EDvantage program
- Misrepresentation of continuing education (CE) credits required for recertification
- Falsification of any material information requested by BCEN
- Restrictions, such as revocation, suspension, probation, or other sanctions, of the nurse's professional Registered Nurse (RN) license by a nursing license authority that limits the nurse's ability or restricts how the nurse may practice registered nursing. Restrictions, suspension, probation, or other sanctions of the professional RN license by a nursing authority in any state or country will be considered grounds for denial, suspension, or revocation of BCEN credentials, even if the nurse holds an unrestricted license in another state.
- Misrepresentation of status of any BCEN certification
- Suspected individual pre-knowledge of test content, impersonation or cheating on any BCEN examination, or other evidence of possible examination compromise.

It is the responsibility of the certificant to notify BCEN of any and all changes or restrictions of their professional RN license by a nursing license authority. If the certificant fails to notify BCEN and the change is discovered, BCEN reserves the right to suspend or revoke the certificants credential. BCEN investigates alleged misconduct, misrepresentation, and/or noncompliance to ensure due process and to protect the rights of candidates/certificants, beginning with an objective review process in which evidence surrounding the allegations is collected. The process is initiated upon notification of noncompliance or misrepresentation and is conducted in an expedited manner to avoid creating an undue burden on the candidate/certificant.

Upon completion of the review process, BCEN reserves the right to take disciplinary action, for valid cause, against certificate holders, individuals seeking BCEN certification, or individuals misrepresenting their BCEN certification status as outlined in BCEN Policy 4.8 – Disciplinary Process.

Procedure

1. BCEN notifies the individual in writing that evidence of cause for denial, suspension, or revocation of their BCEN credential has been received. This notice will describe the purported cause. Additionally, the notice shall request that the individual submit, in writing, within thirty (30) days of notification, any evidence or argument concerning the evidence and the proposed denial, suspension, or revocation of the credential.
2. A Disciplinary Subcommittee (Committee) will be appointed by the BCEN Board of Directors (Board) Chairperson. It will send information to the Board describing the details of the situation and the individual in question, including evidence or argument supplied by the individual (if submitted). The Board empowers this subcommittee to make disciplinary decisions.
3. If the Committee reaches a unanimous decision, its decision is considered to have the approval of the Board and will be carried out.
4. If the decision is not unanimous, or if the Committee decides that the case is unusual, the case will be presented to the full Board for consideration and action. The Board will follow the voting procedure specified in the BCEN Bylaws.

5. BCEN will notify the individual by certified mail regarding the decision. This notice shall include a brief statement setting forth the reason for BCEN's decision.
6. If the Committee determined the need to deny, suspend, or revoke the individual's credential(s), BCEN will provide information regarding its review and appeals process, as delineated in BCEN Policy 4.6 – Reviews and Appeals.
7. The individual will be informed that they are responsible for notifying BCEN of any changes in the status of their RN license (if applicable).
8. Any individual who wishes to appeal the decision of the Committee must do so according to the process outlined in BCEN Policy 4.6 – Review and Appeals.
9. If the individual does not appeal the decision, BCEN will request the names and addresses of the individual's current employers and will send notification of BCEN's decision to the same.
10. The candidate will not be entitled to receive a copy of either the certification examination or the answers at any time.

Approved: June 2016

Reviewed and Approved: May 2019; February 2022; September 2022; November 2025