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## Policy 4.9 Eligibility Audit

The Board of Certification for Emergency Nursing (BCEN®) relies on the honesty and professional integrity of exam applicants (Candidates) who affirm that they hold a current, unrestricted Registered Nurse (RN) license or a nursing certificate that is equivalent to a Registered Nurse license in the United States or its territories, Canada, or Australia. BCEN audits five to ten percent (5-10%) of initial exam applications submitted for all BCEN exams. ALL initial exam applications and recertification applications submitted by international candidates will be audited. An eligibility audit must be passed to continue through the exam application process.

### Procedure

1. A BCEN team member will review applications that were selected by the system for the eligibility audit daily. Certification, Recertify by Exam, and Recertify by CE Attestation will be reviewed. Each collection has subcollections that will be selected and reviewed.
2. Records selected for the RN eligibility audit will be in a status of RN Audit Review or International RN License Review.

#### FOR USRN LICENSES:

3. BCEN staff will verify US RN nursing licenses using the Nursys website. BCEN will locate the nurse and view the report to ensure the license number, the RN License expiration date, and first and last name match what the candidate entered in the exam application.
4. If the candidate has a current, unrestricted US RN nursing license, the application will be approved and the candidate notified to complete the application process.

For Canadian RN Licenses:

5. BCEN staff will verify Canadian RN Licenses using HealthGuideUSA.org. website. BCEN will locate the nurse and view the report to ensure the RN license number, RN Expiration date, and first and last name match what the candidate entered in the exam application.
6. If the candidate has a current, unrestricted Canadian RN nursing license, the application will be approved, and the candidate will be notified to complete the application process.

For Australian RN Licenses:

7. BCEN staff will verify Canadian RN Licenses using the AHPRA.gov.au website. BCEN will locate the nurse and view the report to ensure the RN license number, RN Expiration date, and first and last name match what the candidate entered in the exam application.
8. If the candidate has a current, unrestricted Australian RN nursing license, the application will be approved, and the candidate will be notified to complete the application process.

#### FOR INTERNATIONAL EDUCATION/LICENSES

9. BCEN staff will verify that international candidates have included the report verifying equivalency to a US RN nursing license pursuant to BCEN Policy 6.23 – International Candidate Exam Applications.
10. If a candidate passes the eligibility audit, US or international, they will continue through the exam application process without disruption.
11. If a candidate does not pass the eligibility audit, BCEN will contact them immediately for further investigation and/or clarification and provide additional instructions.
12. If the candidate cannot pass the eligibility audit, the candidate will not be permitted to sit for the certification exam, and the application will be denied.

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