



Policy 6.22 Exam Rescheduling

Candidates may reschedule the date of their Board of Certification for Emergency Nursing (BCEN®) exam at no cost, as many times as necessary, during their ninety (90) day exam authorization.

Candidates must meet the following requirements to be eligible to reschedule their exam:

- Reschedule must be completed more than 48 hours before the scheduled exam.
- The new exam appointment must be within the current ninety (90) day exam authorization time frame.

Candidates may NOT reschedule:

- If their exam authorization is expired.
- If they did not show up or log in for a scheduled exam appointment.

If the candidate's exam authorization expires and no exam has not been taken or scheduled, the candidate may contact BCEN to request a new 90-day exam authorization for a fee, pursuant to BCEN Policy 6.9 – New Exam Authorization.

Procedure

1. Candidates will reschedule their exam using the scheduling link in their BCEN account or by calling PSI customer service.

Created and Approved: May 2019

Reviewed and Approved: June 2020; January 2021; September 2022