



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 24 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 be eligible to purchase a new 90-day exam authorization. Candidates must contact BCEN to determine eligibility.

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; November 2024