Certified Academic Clinical Nurse Educator (CNE®cl)
2023 Candidate Handbook

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Administered by the National League for Nursing's
Academic Nurse Educator Certification Program

National League for Nursing
Academic Nurse Educator Certification Program
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It is essential that candidates keep the handbook readily available for reference until they have completed the examination. Candidates are responsible for knowing its contents.
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Contents

How to Contact the NLN:
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Meazure Learning is an independent testing agency that provides testing and measurement services to the ANECP.

GENERAL INFORMATION

The Value of Certification

Certification in any field is a mark of professionalism. For academic clinical nurse educators, it reaffirms nursing education as a specialty area of practice and creates a means for academic clinical educators to demonstrate expertise in this role. It communicates to students, peers and the academic and health care communities that the highest standards of excellence are being met. By becoming credentialed as a certified academic clinical nurse educator, you serve as a leader and a role model. *Certification is the mark of distinction for nursing faculty and academic clinical nurse educators.*

The National League for Nursing endorses the concept of voluntary, periodic certification for all faculty and academic clinical nurse educators meeting educational and practice requirements.

Mission

The mission of the Academic Nurse Educator Certification Program, of which academic clinical nurse educator certification is a part, is to *promote excellence in the advanced specialty role of the academic nurse educator.*

Goals of CNE®cl Certification

♦ Distinguish academic clinical nursing education as a specialty area of practice.

♦ Recognize the academic clinical nurse educator's specialized knowledge, skills and abilities and excellence in clinical teaching.

♦ Strengthen the use of selected core competencies of academic clinical nurse educator practice.

♦ Contribute to academic clinical nurse educators' professional development.

Definition of Academic Clinical Nurse Educator Practice

In 2016, the National League for Nursing developed a task group with the focus of researching the literature about the roles of academic clinical nurse educators. The work of that group led to the formulation of the competencies and delineation of task statements as reflected in the literature findings. These competencies and task statements are published by the NLN in the 2018 book *Scope of Practice of the Academic Clinical Nurse Educator*.

Academic Clinical Nurse Educator
The academic clinical nurse educator facilitates the learning of nursing students throughout clinical components of an academic nursing program. This educator is guided in this role by faculty of the nursing program and is accountable to that nursing program for providing fair evaluations of learners' performance in meeting expected learning outcomes. The academic clinical nurse educator may have a variety of titles depending upon the classification used by the specific nursing education program (e.g., clinical faculty, part-time faculty, adjunct faculty, clinical instructor, preceptor).

Professional Practice
The academic clinical nurse educator has experience practicing in a professional nursing role.

Academic Practice
The academic clinical nurse educator has experience as an educator in an academic setting and responsibility for facilitating student learning (in the laboratory and/or clinical setting). This experience may be with learners enrolled in pre- or post-licensure nursing programs.

The academic clinical nurse educator:

- Facilitates the learning of nursing students throughout clinical components of an academic nursing program
- Is guided in this role by faculty of the nursing program and is accountable to that nursing program for providing fair evaluation of learners' performance in meeting expected learning outcomes
- May have a variety of titles depending upon the classification used by the specific nursing education program (e.g., clinical faculty, part-time faculty, adjunct faculty, clinical instructor, preceptor)
- Has experience practicing in a professional nursing role
- Has experience as a clinical educator in an academic program of nursing education and responsibility for facilitating student learning (in the laboratory and/or clinical setting), enrolled in pre- or post-licensure nursing programs
- Reports to the school/department of nursing about learner performance in clinical settings, submits evaluations about the performance of learners receiving academic credit for the clinical learning experience, and supervises the learner in the setting
- Is accountable for providing learning experiences, guidance, challenges, and support that will facilitate the learners' performance.

Eligibility Requirements

Pursuing certification as an Academic *Clinical Nurse Educator*® (CNE®cl) should be a goal for those who, after carefully reviewing the test blueprint and the eligibility requirements, determine that their educational and experiential qualifications have provided sufficient opportunity to participate meaningfully in the full scope of this role.

All eligibility criteria for initial certification must be met at the time of application.

Option A: Must meet criteria 1, 2, & 3	Option B: Must meet criteria 1, 2, 3, & 4
1. **Licensure**: Documentation of valid licensure/certificate or other documentation of unencumbered practice as a nurse in one's country of residence. 2. **Education**: A graduate degree with a focus in nursing education 3. **Professional Practice**: Three years in any area of nursing.	1. **Licensure**: Documentation of valid licensure/certificate or other documentation of unencumbered practice as a nurse in one's country of residence. 2. **Education**: A baccalaureate degree in nursing (or higher) 3. **Professional Practice**: Three years in any area of nursing 4. **Academic Practice**: Two years of teaching experience in an academic program of nursing education within the last five years (may include simulation).

Disclaimer:

The Certified Academic Clinical Nurse Educator exam was developed to measure competence in the scope of the academic clinical nurse educator practice role. The test itself was not developed as a measure of graduate program outcomes. Any individual who wishes to appeal the determination of compliance with CNE®cl eligibility requirements must submit a written request with supporting documentation. For more information, please email certification@nln.org or call (618) 534-0294.

STATEMENT OF NONDISCRIMINATION

This certifying organization does not discriminate among candidates as to age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, gender identity, or military status. Review of test items, inclusive of the potential of test item bias, is maintained.

Candidates have the right to expect all aspects of the certification process to be fair and free from discrimination. All reasonable efforts should be made to ensure examinations are job-related; no candidate is excluded from the examination as a result of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity; language that may be offensive to population subgroups has been eliminated; and bias and stereotyping have been reduced.

Bias is the presence of an item characteristic that results in the differential performance of candidates of equal ability. Variations in test results are acceptable only when they reflect the true ability of candidates and not when they result from unintended interpretation of the item by an identifiable subgroup. Bias in an examination is a validity issue.

Certification

The mark, CNE®cl, is a registered mark owned by the National League for Nursing. Academic clinical nurse educators who meet the eligibility criteria and pass the CNE®cl examination may use the certification mark "CNEcl" following the name (e.g., S. Smith, MSN, RN, CNEcl). The certification mark may be used only as long as certification is valid, after which time certification may be renewed. Certification is valid for five years, and begins the date the candidate receives an official passing test score and ends on December 1st of the fifth year following the date of the exam. Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation "CNEcl", subject to compliance with the policies and procedures, as may be revised from time to time.

Each successful candidate will have the opportunity to download and print a certificate from the NLN Certification Portal. Information on the current certification status of an individual will be provided in writing upon request. The NLN reserves the right to publish a listing of successful certificants (i.e., those who have passed the examination). NLN owns all rights to the CNE®cl designation.

Recertification/Renewal

CNE®cl certification status is granted for a period of five years. The five-year renewal cycle is based on the currency of practice in nursing and changes associated with pedagogy (for example, increased focus on simulation). The purpose of requiring certification renewal is to ensure the educator has continued to expand knowledge relevant to the role of an academic nurse educator. Use of the CNEcl credential is valid until the date indicated on the CNE®cl certificate issued by the NLN's Academic Nurse Educator Certification Program. A certified clinical nurse educator can renew the certification by maintaining practice requirements and a) fulfilling professional development requirements or b) re-taking the Certified Academic Clinical Nurse Educator (CNE®cl) examination. The Certified Academic Clinical Nurse Educator Renewal webpage available online at www.nln.org/certification/Certification-for-Nurse-Educators/cne-cl provides additional information about these processes.

The renewal of the certifications requires evidence of continuing competency being demonstrated by activities directly linked to the competencies of the certification. Continuing competency of renewal activities should show ongoing demonstration of levels of knowledge and skills being applied to the role of the nurse educator, and a commitment to professional development and growth that is represented with the credential.

To ensure the integrity of the CNE®cl certification renewal process, randomly selected renewal applications are audited each year. Certificants who are selected for audit will be notified and will be required to provide supporting documentation. It is advisable to keep documentation of certification renewal activities in the event that one is randomly selected for renewal audit. Certificants who are audited and are not able to provide the necessary supporting documentation will have the CNE®cl credential revoked.

Certified nurse educators who allow their certification to expire will be eligible to retake the examination only if they meet the then-current eligibility requirements. Individuals who choose to renew by examination and do not achieve a passing score and those who elect not to renew the certification are prohibited from using the *CNEcl* designation upon its expiration.

Certificants who have retired from academic responsibilities but wish to continue their CNE®cl credential should complete the application for the "Retired Status." The application for "Retired Status" will be available in the Menu options for the candidate on the Certification Portal.

It is the certificant's professional responsibility to adhere to renewal or re-certification dates, provide required documentation, and keep abreast of changing certification requirements. It is also the certificant's responsibility to keep the NLN Membership Department and the Academic Nurse Educator Certification Program informed of any changes in address, email, or other pertinent contact information.

About the CNE®cl Examination

The CNE®cl examination is designed to evaluate the candidate's knowledge about the full-scope of the academic clinical nurse educator role. The examination consists of 150 multiple-choice items, 130 of which count toward the scoring of the exam. The remaining 20 items are newly- developed items that are being pretested and, therefore, do not count toward the candidate's score. Candidates will not know which items are scored and which are pretest items. The purpose of pretesting is to determine if items are statistically sound and fair. Extensive statistical analyses are performed on each newly-developed item to determine how well it performs. Items that have poor statistics are not used on future examinations. Items that perform well when pretested are used on future test forms as items that count toward scoring.

The examination is developed through a collaborative effort between the NLN and Meazure Learning. Academic clinical nurse educator experts drawn from a wide variety of program types and geographical areas write the examination items that reflect the role competencies. The NLN is responsible for determining the examination content outline and the examination specifications, approving the individual examination for administration, setting the passing score for successful achievement, and determining individual eligibility for taking the examination based on published eligibility and admission criteria. Meazure Learning is responsible for the computerized testing sites, examination security, examination administration, scoring, statistical analysis of the examination, and maintaining an item bank of approved examination questions.

The Test Development Committee and members of Meazure Learning review the items and assemble various forms of the test from approved questions. The examination consists of three-option, multiple-choice questions that reflect three cognitive levels but **emphasizes application and analysis**:

1. Recall: The ability to recall or recognize specific information.
2. Application: The ability to comprehend, relate or apply knowledge to new or changing situations.
3. Analysis: The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution.

Test Format

Computer-based testing (CBT)

The CNE®cl examination is available in a computer-based format, Monday through Saturday at Meazure Learning Assessment Centers throughout the world. Specific information about Meazure Learning assessment centers can be found at www.Meazure Learning.com. Live on-line proctored test administration is also available.

Examination Test Blueprint

The content of the Certified Academic Clinical Nurse Educator (CNE®cl) examination is based on the CNE®cl test blueprint that was developed from an *Academic Clinical Nurse Educator Practice Analysis* completed in 2017. To ensure the content is current, practice-related and representative of the responsibilities of academic clinical nurse educators in the United States, the practice analysis is updated periodically.

The test blueprint is presented here in its entirety. It is composed of six major content areas, each with an assigned percentage. Each major content area is represented in every examination with the appropriate percentage of items. However, not all content sub-areas are included on every form of the test.

Table 1:

	Certified Academic Clinical Nurse Educator (CNE®cl) Examination Test Blueprint	
Category	**Major Content Areas**	**Percent of Examination**
1	Function within the Education and Health Care Environments	15%
2	Facilitate Learning in the Health Care Environment	26%
3	Demonstrate Effective Interpersonal Communication and Collaborative Interprofessional Relationships	15%
4	Apply Clinical Expertise in the Health Care Environment	15%
5	Facilitate Learner Development and Socialization	13%
6	Implement Effective Clinical Assessment and Evaluation Strategies	16%

Table 2:

National League for Nursing **Certified Academic Clinical Nurse Educator® (CNE®cl) Examination** **Detailed Test Blueprint**	
1. **Function within the Education and Health Care Environments**	**15%**
A. Function in the Clinical Nurse Educator Role 1. Integrate theory and practice in the clinical setting 2. Foster professional growth of learners (e.g., coaching, reflection, and debriefing) 3. Use technologies to support clinical teaching and learning 4. Act as a role model of professional nursing within the clinical learning environment 5. Create a diverse, equitable, and inclusive learning environment **B. Operationalize the Curriculum** 1. Assess congruence of the clinical environment with curriculum, course outcomes, and learner needs when evaluating clinical sites 2. Identify learner goals and outcomes 3. Facilitate meaningful and relevant clinical learning activities to promote optimal learning 4. Prepare learners for clinical experiences (e.g., facility, clinical expectations, equipment, and technology-based resources) 5. Implement clinical activities to help learners develop interprofessional collaboration and teamwork skills 6. Provide opportunities for learners to develop clinical judgment related to course outcomes 7. Implement academic program's assigned models of clinical teaching consistent with course outomes (e.g., traditional, preceptor, simulation, dedicated education units) 8. Engage in theory-based clinical instruction (e.g., constructivism, social cognitive theory, adult learning) 9. Provide input to the academic program for course development, evaluation, and revision	

Certified Academic Clinical Nurse Educator® (CNE®cl) Examination
Detailed Test Blueprint

C. Abide by Legal Requirements, Ethical Guidelines, Agency Policies, and Guiding Framework	

C. **Abide by Legal Requirements, Ethical Guidelines, Agency Policies, and Guiding Framework**
1. Apply ethical and legal principles to create a safe clinical learning environment (e.g., privacy laws, confidentiality, error/near-miss situation reporting, remediation, negligence, liability, scope/standards of practice)
2. Assess learner readiness prior to clinical learning experiences
3. Facilitate learning activities that support the mission, goals, and values of the academic institution and the clinical agency
4. Inform others of program and clinical agency policies, procedures, and practices
5. Adhere to program and clinical agency policies, procedures and practices when implementing clinical experiences (e.g., due process, accommodations, academic integrity)
6. Comply with current program and clinical agency policies, procedures, and practices related to personal protective equipment and other infection control measures for self and learners
7. Demonstrate ethical and legal behaviors in the clinical nurse educator role

2. **Facilitate Learning in the Healthcare Environment**	**26%**

A. Implement a variety of clinical teaching strategies congruent with learner needs, desired learner outcomes, course outcomes, setting, and context (e.g., virtual, telehealth, in-person, simulation)
B. Apply teaching strategies from educational theory and evidence-based teaching practices
C. Use academic and client-care technology to support the teaching-learning process
D. Create opportunities for learners to develop clinical judgment
E. Promote a culture of safety and quality in the delivery of health care
F. Create a positive and caring learning environment
G. Develop collegial working relationships with learners, faculty, and clinical environment personnel
H. Demonstrate enthusiasm for teaching, learning, and nursing to inspire and motivate learners

3.	Demonstrate Effective Interpersonal Communication and Collaborative Interprofessional Relationships	15%
	A. Model collaboration within the healthcare environment	
	B. Foster the development of a collegial learning community	
	C. Facilitate opportunities to collaborate within the healthcare team	
	D. Support an environment of frequent, respectful, and civil communication within the healthcare team	
	E. Demonstrate respect for learners, healthcare team, colleagues, clients, families, and others	
	F. Use clear and effective communication in all interactions (e.g., written, electronic, verbal, non-verbal, virtual)	
	G. Respond to learner concerns, needs, or questions in a supportive manner	
	H. Display a calm, empathetic, approachable, and non-judgemental demeanor in communications	
	I. Manage conflict effectively	
	J. Function as an accessible resource to learners and the healthcare team in the clinical learning environment	
	K. Demonstrate culturally sensitive communication in clinical learning environments	
	L. Communicate performance expectations to learners and clinical staff	

4. **Apply Clinical Expertise in the Healthcare Environment**	15%
A. Maintain clinical skills relevant to the learning environment B. Integrate theory into clinical practice by applying experiential knowledge, clinical judgment, and using a client-centered approach to clinical instruction C. Provide client care using evidence-based practice and standards of care D. Demonstrate effective leadership within the clinical learning environment E. Adjust learner assignments based on client care needs to assure a culture of safety F. Demonstrate competence with technologies available in the clinical learning environment	
5. **Facilitate Learner Development and Socialization**	13%
A. Mentor learners in professional nursing behaviors B. Promote professional integrity and accountability C. Model professional boundaries with all participants in learning environment D. Encourage ongoing learner professional development (e.g., membership in professional organization, attendance in professional conferences) E. Assist learners to use self-assessment, self-reflection, and goal setting for ongoing professional development F. Create learning environments that promote socialization to the role of the nurse G. Facilitate learner participation in constructive peer feedback practices H. Encourage the use of self-care techniques to promote wellbeing (e.g., relaxation, meditation, mindfulness) I. Model self-reflection, self-care, and coping skills J. Empower learners to achieve professional and educational goals	
6. **Implement Effective Clinical and Assessment Evaluation Strategies**	16%
A. Employ a variety of strategies to determine achievement of learning outcomes B. Conduct formative and summative evaluation specific to the learner and learning outcomes C. Communicate learner clinical performance to course faculty in a timely manner D. Maintain integrity (e.g., ethical, non-biased) in the assessment and evaluation of learners E. Provide timely, specific, objective, and constructive feedback to learners F. Use situational assessment data to facilitate learning in the clinical environment G. Document learner clinical performance, feedback, and progression **H.** Evaluate the quality of the clinical learning experiences and environment	

Preparing for the Examination

Before preparing for the Certified Academic Clinical Nurse Educator examination, it is important to confirm that all eligibility requirements are met. The Certified Academic Clinical Nurse Educator examination is designed to assess the knowledge one has acquired as a result of one's academic preparation, continued learning, and engagement in the academic clinical nurse educator role. To that end, it is recommended that in preparing for this examination, candidates review the detailed test blueprint carefully to identify the content areas included in the exam and to determine which areas call for focused study. Take note of how each content area is weighted to determine the percentage of questions that pertain to each area and make full use of the reference list provided specific to each of the content areas. The list is provided to serve as a guide and is *not* intended to be all-inclusive. It also is recommended that candidates review the sample questions included on pages 15 -16 of this *Handbook* as they are similar to those found on the examination; the sample questions do not, however, represent the full range of content or levels of difficulty.

In addition, a Self-Assessment Examination (SAE) is available to help prepare candidates for success in obtaining the Certified Academic Clinical Nurse Educator (CNE®cl) credential.   The NLN offers this internet-based, 65-item, multiple-choice practice exam with the assistance of our testing partner, Meazure Learning. The SAE can be considered a learning tool and assessment instrument that is parallel in form to the actual CNE®cl examination. The CNE®cl SAE is a half-length examination that meets the examination specifications including content outline coverage, percentage of items in each of the content categories, and the cognitive complexity item distribution. By taking the SAE, candidates are able to practice taking CNE®cl-type questions, experience computer-based testing, review rationales for correct and incorrect answers, and receive score reports that identify strengths and areas for additional study.   Please be aware that the CNE®cl SAE is not intended to replace studying for the CNE®cl examination, and it should not be inferred that performance on this practice examination will exactly replicate performance on the credentialing examination.   For information about ordering the SAE, please visit www.nln.org/certification/Certification-for-Nurse-Educators/cne-cl and select Exam Prep from the sidebar.

Helpful Resources

Certified Academic Clinical Nurse Educator (CNE®cl) Examination
References

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Oermann, M.H., Shellenbarger, T. & Gaberson, K.B. (2018). *Clinical teaching strategies in nursing* (5th ed.). New York, NY: Springer.

Smith, M.H. (2012). *The legal, professional, and ethical dimensions of higher education* (2nd ed.). New York, NY: Springer.

Journals

Assessment and Evaluation in Higher Education
EduCause Review
Higher Education Research and Development
International Journal of Nursing Education Scholarship
Journal of Continuing Education in Nursing
Journal of Nursing Education
Journal of Professional Nursing
Nursing Education in Practice
Nursing Education Today
Nursing Education Perspectives
Nursing Educator
Quality in Higher Education
Teachers and Teaching: Theory and Practice
Teaching in Higher Education

Sample Questions

> The following sample items are representative of the item format used in the CNE®cl examination.
> These items do not represent all content areas or difficulty levels.
>
> An answer key is located at the end of this section.

1. Which learning activity would provide the learner with the highest level of cognitive learning in the clinical setting?

   a. Writing a summary of the clinical experience
   b. Participating in a case study with other clinical learners
   c. Reviewing content using presentation software

Test Blueprint: *2 A*
Cognitive Code: *Application*

2. A learner approaches a clinical nurse educator to discuss a client assignment. The learner is upset related to the belief that the assignment is "harder" than peer assignments. Which is the best response?

   a. "After review of your clinical skills checklist, I determined that your client assignment would allow you to demonstrate skills that have not been demonstrated."
   b. "I will review your assignment again and compare it to the assignments of your peers for equality."
   c. "Before I can compare your assignment to your peers, I need to speak with the clinical group as a whole."

Test Blueprint: *6 F*
Cognitive Code: *Analysis*

3. A clinical nurse educator is asked by a learner to review a classroom exam and the answers given so that the learner can obtain another opinion. Which is the best action by the clinical nurse educator?

   a. Ask the learner about the content of the exam and types of questions on it
   b. Agree to discuss the issue with the lead faculty
   c. Inform the learner of the inability to get involved

Test Blueprint: *1 C 4*
Cognitive Code: *Analysis*

4. A clinical nurse educator is planning to document learner evaluations in the clinical setting. Which information should be included in the documentation?

   a. A summary of the care errors made by the learner and the corrective action
   b. Perceived attitude of the learner during the clinical experience
   c. Learner performance, feedback given, and ability to progress

Test Blueprint: *6 K*
Cognitive Code: *Recall*

5. A clinical nurse educator has just completed the first year of teaching and is meeting with a mentor to plan for the next term clinical group. Which statement by the clinical nurse educator indicates consideration of a collaborative learning approach?

    a. "I am interested in co-teaching a post conference in the clinical setting with a pharmacist from a local hospital."
    b. "I want to learn how to incorporate some web-based assignments for learners next semester."
    c. "I need to learn more about how to write multiple-choice test questions for a quiz that assesses clinical reasoning."

Test Blueprint: *3 A*
Cognitive Code: *Analysis*

6. A clinical nurse educator would like to make a suggestion for a course revision in a curriculum. Which action should be initiated?

    a. Contact the lead faculty for the course and discuss the changes
    b. Inform the learners of the needed change and ask that they speak with the faculty
    c. Discuss in the site evaluation that the current course objectives do not apply

Test Blueprint: *1 B 1*
Cognitive Code: *Application*

7. Which action by a clinical nurse educator is best when a learner arrives late for the clinical experience with an apparent odor of alcohol on the breath?

    a. Remove the learner from the setting and consult the program policies
    b. Inquire of the learner about the amount of alcohol that had been consumed prior to arrival
    c. Place the learner in a conference room and reassign care of assigned client

Test Blueprint: *6 B 1*
Cognitive Code: *Application*

8. A clinical nurse educator has just been informed that a learner performed a procedure which had not yet been taught in the course. Which is the best action?

    a. Discuss with the learner privately about potential harm that may be caused by such actions
    b. Discuss the report with the staff nurse working with the student to verify
    c. Inform the learner group about the action and potential consequences of such action

Test Blueprint: *2 E*
Cognitive Code: *Analysis*

Answer Key:

1.) B	2.) A	3.) C	4.) C	5.) A	6.) A	7.) A	8.) A

Visit www.nln.org/certification/Certification-for-Nurse-Educators/cne-cl
Select Exam Prep from the sidebar for information about the
Certified Academic Clinical Nurse Educator (CNE®cl) Self-Assessment Examination (SAE)

APPLYING FOR THE EXAMINATION

It is the applicant's responsibility to ensure that the online application and any requested supporting documents are accurately submitted, that the information provided is accurate, and that all deadlines are met. Careful attention to these elements will enable prompt and efficient processing. NLN reserves the right to verify information supplied by each candidate. An application is considered complete only if all requested information is accurate; if the candidate is eligible for the examination; and if correct fees are submitted. **Please note that the first and last names provided by the applicant during registration must exactly match the government issued identification to be used at the testing center.** Information on required identification is described on page 21 of this *Handbook*. Any misrepresentation of information shall be considered grounds for prohibition from testing or revocation of certification. Candidates must apply and register for the CNE®cl examination online at: www.nln.org/certification/Certification-for-Nurse-Educators/cne-cl. The registration tab can be found on the left side bar of the CNE®cl home page. Applications will *not* be accepted via mail or fax.

Application materials and/or fees submitted by individuals who do not meet eligibility criteria at the time of submission will be returned and not processed.

Fees

The appropriate fee (see Table 3) must be submitted as part of the complete examination application, and **payment is to be made using a valid credit card only** (Visa, MasterCard, American Express or Discover). Company checks, personal checks, money orders and cash are not acceptable forms of payment and will be returned without the application being processed.

Table 3: Effective 06.01.2023

Certification Exam	NLN member Fee*	Non-member Fee*
Initial testing	$330	$440
Retest	$330	$440

*These fees apply to testing within the continental U.S. and Hawaii. Applicants wishing to test at a center located within one of the U.S. Territories should contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or via email at certification@nln.org to discuss testing arrangements and the applicable fees.

Verification

All information on applications will be verified by authorized NLN staff who check applications for accuracy and who may verify information by telephone, letter or other means. All information gained through verification procedures will be kept confidential except in instances where the law or professional obligations require disclosure of facts. Should any information on the application be found false or materially misleading, the applicant will be notified and declared ineligible to continue in this application for certification process.

Agreement of Authorization & Confidentiality

The Academic Nurse Educator Certification Program (ANECP) is committed to protecting confidential and/or proprietary information related to candidates, certificants, and the examination development and maintenance process.

Information about individuals who register to take the examination, as well as examination results, are considered confidential. Exam scores are released only to the individual candidate unless a signed request to release information to other parties is provided. Individual information submitted by candidates or certificants in connection with an application, renewal, or recertification is considered confidential.

When applying online, candidates will be required to read and acknowledge understanding of the following *Agreement of Authorization and Confidentiality*:

"I have read and understand the information provided in the candidate *Handbook.* In making this application, I fully understand that it is an application only and does not guarantee certification. I attest by answering "yes" to the statement "I have read and understand the preceding information" that I currently meet the eligibility requirements and I authorize the NLN to make whatever inquiries and

investigations that it deems reasonable to verify my credentials and professional standing. I understand that false information may be cause for revocation of this application without a refund of any fees paid, loss of the credential (if currently held), or denial as a candidate to take the examination. I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores if the ANECP Board of Commissioners of the NLN determines in its sole discretion that I was engaged in collaborative, disruptive or other prohibited behavior during the administration of the examination. I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute NLN's warranty or guarantee of my competency to practice as an academic clinical nurse educator. I understand that the initial certification period is five years beginning on the date of notification of passing the exam and ending on December 1st of the fifth year following the date of the exam. I agree to meet the then-current requirements if I wish to maintain active certification status thereafter. I further understand that the ANECP Board of Commissioners has the authority to change requirements to attain and maintain certification from time to time. If I am certified, I authorize NLN to include my name in a list of certified individuals and agree to use the CNE®cl designation and related NLN trade names, trademarks, and logos only as permitted by NLN policies. I understand and agree that the NLN may also use anonymous and aggregate application and examination data for statistical analysis. I further agree to abide by the policies and procedures as set forth in the candidate Handbook."

Examination Application

Visit www.nln.org/certification/Certification-for-Nurse-Educators/cne-cl for the current test application.

Confirmation of Eligibility

Applicants receive acknowledgement of receipt of their application via email immediately after the completed application (including the appropriate fee) has been received by NLN's Academic Nurse Educator Certification Program. Once the application is reviewed, a confirmation notice of eligibility is sent to the applicant by email (if a usable email address has been provided). If a confirmation notice is not received within five business days of finalizing the registration, the applicant should contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nln.org. Failure to notify the NLN about a missing confirmation notice of eligibility will result in the inability to schedule and sit for the CNE®cl examination. The candidate has a 90-day window to schedule and take the CNEcl exam.

Examination Reapplication

Candidates who were unsuccessful in an examination attempt, may reapply. **An individual may take the CNE®cl examination a maximum of four times per year or once every 90 days and not more than once per quarter**. An examination application and examination fee (as per the fee schedule on page 17 of this *Handbook*) is required for each retest.

Special Arrangements for Candidates with Disabilities

Meazure Learning and the NLN comply with the Americans with Disabilities Act (ADA) and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Meazure Learning will provide reasonable accommodations for candidates with disabilities. Wheelchair access is available at all established Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. To request special accommodations and arrangements, refer to the *Credentialing Accommodations Handbook*, available for download on the NLN website. The *Request for Special Examination Accommodations* and

the *Documentation of Disability-Related Needs* forms located in the *Accommodations Handbook*, must be uploaded to your application in the Certification Portal before finalizing the application. Additionally, the NLN's Academic Nurse Educator Certification Program must be notified that a request for special examination accommodations has been submitted by calling (618) 534-0294 or emailing certification@nln.org. The certification program will notify Meazure Learning of acceptance of the accommodation request, and the applicant must inform Meazure Learning of the need for special accommodations when scheduling an examination appointment. If you have been granted an accommodation, you must submit your scheduling request to Meazure Learning at least thirty (30) days prior to the date you wish to test.

EXAMINATION ADMINISTRATION

Scheduling a Computer-Based Examination with Meazure Learning

There is a 90-day window to schedule and take the CNEcl exam. The Notice to Schedule Examination email, sent from candidatesupport@MeazureLearning.com, contains a web address and a telephone number for the candidate to contact Meazure Learning. The candidate must be prepared to confirm a date and location for testing and to provide the unique username and password number provided in the scheduling notice email. Examinations are administered by appointment only, Monday through Saturday, and individuals are scheduled on a first-come, first-served basis. Table 4 outlines timeframes for scheduling appointments:

Table 4

Candidate	*Meazure Learning*
Contact Meazure Learning to schedule an exam appointment at selected Assessment Center	*Provides confirmed date and time*
Receives email confirmation	*Generated by Meazure Learning*
Arrive 15-30 minutes before exam time	*Verifies identification of candidate*
Will participate in a highly secure testing environment	*Proctors will be in constant observation*

Candidates who arrive at an Assessment Center later than 15 minutes from the scheduled appointment time will not be admitted. Unscheduled candidates (walk-ins) will not be admitted to an Assessment Center.

There are two ways to schedule an appointment for the computer-based Certified Academic Clinical Nurse Educator Examination:

♦ **Online Scheduling:** The candidate will receive a Notice to Schedule email from Meazure Learning. This email will provide a username and password which will allow the candidate to schedule an exam date.
  o Go to the web link provided in the Notice to Schedule email.
  o Enter the username and password provided in the email.

If special accommodations are being requested, please submit the **Request for Special Examination Accommodations** through the Certification portal **at the time of application**. To schedule your examination, contact Meazure Learning at (919) 572-6880 and notify the candidate services representative that you have requested the accommodation. If you have been granted an accommodation, you must submit your scheduling request to Meazure Learning at least thirty (30) days prior to the date you wish to test.

OR

♦ **Telephone Scheduling:** Call Meazure Learning at (919) 572-6880 to schedule a testing appointment.

Examination Times and Days

The Certified Academic Clinical Nurse Educator examination is delivered by computer at Meazure Learning Assessment Centers throughout the United States and the world. It is not offered on the following holidays in the United States:

New Year's Day
Martin Luther King, Jr Day
Memorial Day
Independence Day
Labor Day
Thanksgiving
(*and the following Friday*)
Christmas Eve Holiday
Christmas Day

Assessment Center Locations

Meazure Learning Assessment Centers have been selected to provide accessibility to candidates in the global arena. A current listing of Meazure Learning Assessment Centers is available at this link on the Meazure Learning website: www.assessments.meazurelearning.com/test-site-cities/

The exam is also offered by remote on-line proctor.

Examination Appointment Changes

Please note that rescheduling refers to a process that occurs once you have scheduled a testing date and subsequently wish to change or amend the date, time, or location of your scheduled exam. You may reschedule a testing appointment up to two (2) days in advance of your testing appointment. Reschedule requests are not accepted less than two (2) days of your scheduled testing appointment. To reschedule your exam, click on the scheduling link in the Meazure Learning Notice to Schedule email to log back into the scheduling system with the provided username and password. Once you have logged in, click on the link to reschedule. A $50 non-refundable fee will apply to **all** rescheduled exams; the fee must be paid online at the time of the request.

Missed Appointments and Forfeitures

A candidate will forfeit the application and all fees paid to take the examination under the following circumstances:

♦ The candidate wishes to withdraw the application after the refund application deadline (see Withdrawal of Examination Request Form at the end of this handbook).

♦ The candidate wishes to reschedule an examination but fails to contact Meazure Learning at least two business days prior to the scheduled testing session or fails to reschedule it within the same testing period.

♦ The candidate appears more than 15 minutes late for an examination.

♦ The candidate fails to report for an examination appointment.

♦ The candidate fails to schedule an examination appointment within the 90-day testing window.

Candidates who forfeit the application and fees for any of these reasons will be required to submit a new application and examination fees in order to be eligible to sit for the examination.

Inclement Weather, Power Failure or Emergencies

In the event of inclement weather or unforeseen emergencies on the day of an examination, Meazure Learning will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination usually will not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to a testing center is temporarily interrupted during an administration, the examination will restart where the candidate stopped to allow the candidate to continue the examination. Candidates may visit Meazure Learning's website for information about test site closures or delays. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, scheduled

candidates will receive notification regarding rescheduling or reapplication procedures.

TAKING A COMPUTER-BASED EXAMINATION AT A MEAZURE LEARNING ASSESSMENT CENTER

The CNEcl examination is given by computer at a Meazure Learning Assessment Center. On the day of the examination, candidates are to report to the Assessment Center no later than the scheduled examination time. Live on-line proctored test administration is also available. Refer to page 23 of this handbook for information on the remote proctored exam administration.

Identification

You are required to present a valid, government-issued photo ID (e.g., driver's license, passport, state-issued ID card) on exam day; please ensure that your **first** and **last** name on the valid, government-issued photo ID EXACTLY match your **first** and **last** name as they appear on the scheduling screens. If your **first** and **last** names are incorrect, please contact Meazure Learning at (919) 572-6880. If you have more than one last name listed on your government-issued ID, the same last names must be reflected on your confirmation email.

Security

Meazure Learning maintains examination administration and security standards that are designed to ensure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

Candidates who voluntarily exit the examination at any point during the test will be considered finished and their test will be scored. They will not have the opportunity to restart the examination, or to answer incomplete items.

The following security procedures apply during the examination:

- ♦ Examinations are proprietary. No cameras, notes, tape recorders, pagers, cellular phones or any other device that could be used to record all or part of the examinations, are allowed in the examination room.

- ♦ No calculators are permitted.

- ♦ No guests, visitors or family members are allowed in the examination room or reception areas.

- ♦ Candidates may be subjected to a metal detector scan upon entering the examination room.

- ♦ No personal items, valuables, or weapons are to be brought to the Assessment Center.

Practice Examination

At the testing carrel, the candidate will be instructed on-screen to enter the username and password provided in the Scheduling Confirmation Notice (Admission Ticket). Prior to attempting the examination, the candidate will be given the opportunity to practice taking an examination on the computer. The time used for this practice examination is NOT counted as part of the examination time or score. When the candidate is comfortable with the computer testing process, the candidate may end the practice session and begin the timed examination.

Timed Examination

Following the practice examination, the actual timed examination will begin, with instructions for taking the examination provided on-screen. Time spent on the examination will be monitored on the computer screen. The candidate will have 3 hours to complete the examination. The examination will terminate if testing exceeds the time allowed

Examination Restrictions

- ♦ No personal belongings are allowed in the Assessment Center.

- ♦ During check-in, candidates are provided with a white board and dry erase pen to use during the examination, but which must be returned to designated Assessment Center personnel at the completion of testing. If these items are not returned, the candidate will not receive a score report. No documents or notes of any kind may be removed from the examination room.

- ♦ No questions concerning the content of the examination may be asked during the examination.

- ♦ Eating, drinking or smoking are not permitted in the Assessment Center.

- ♦ The candidate may take a break to visit the restroom or reception area during the examination, but will not be allowed additional time to make up for time lost during breaks.

- ♦ The computer will keep official time.

Copyrighted Examination Questions

All examination questions are the copyrighted property of the National League for Nursing. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part, or to prepare any derivative work based on them. Doing so may subject the candidate to severe civil and criminal penalties.

Misconduct

Individuals who engage in any of the behaviors listed below may be dismissed from the examination. In such instances, the candidate's score will not be reported, and examination fees will not be refunded.

Examples of candidate misconduct include:

- ♦ Failing to follow the test administrator's directions.

- ♦ Creating a disturbance, being abusive, or being otherwise uncooperative

- ♦ Using electronic communications equipment such as pagers or cellular phones during the examination.

- ♦ Giving or receiving help during the examination or being suspected of doing so.

- ♦ Attempting to record examination questions or make notes.

- ♦ Attempting to take the examination for someone else.

- ♦ Removing or attempting to remove scratch paper from the test center.

- ♦ Using prohibited aids, such as reference materials, mechanical listening devices, and recording or photographic devices.

- ♦ Attempting to tamper with the operation of the computer.

- ♦ Leaving the testing room without permission.

- ♦ Sharing information about the test and test questions with any unauthorized persons.

Live Online Proctored Test Administration

The CNEcl exam can be taken at a testing center, or by live online proctored (remote) administration. Meazure Learning partners with Proctor U for the remote testing option. The Notice to Schedule email will include information about both options. The scheduling confirmation email will contain detailed instructions for the option selected. If planning to test by Remote Live Proctor, it is essential that the technical requirements be tested prior to the examination. **Breaks are not allowed during remote testing.**

Links for information on remote testing:

Live+ Resource Center
https://www.proctoru.com/live-plus-resource-center

Help Center Link
https://support.proctoru.com/hc/en-us/categories/115001818507

System Requirements
https://www.proctoru.com/live-plus-resource-center#system

Exam Expectations
https://support.proctoru.com/hc/en-us/articles/360043127892-What-am-I-allowed-and-not-allowed-to-do-during-my-exam-

Video: https://meazurelearning.wistia.com/medias/x8sicg86fm

Links specific to the Guardian browser.

Guardian download page: https://guardian.meazurelearning.com/

Guardian information on the ProctorU support page: https://support.proctoru.com/hc/en-us/sections/9979847689229-Guardian-Proctoring-Browser-Resources

ProctorU Platform Equipment Requirement Update: May 1, 2023

To align with Microsoft's end of support for the Windows 8.1 operating system and below, Meazure Learning will be updating our Equipment Requirements for exams proctored through the ProctorU Platform to better support our candidate's testing experience. **Going forward, the minimum requirement for PC users will be Windows 10 to align with the operating system Microsoft is supporting.**

FOLLOWING THE EXAMINATION

Scoring

The passing score for the CNE®cl examination was established via a systematic procedure (a standard setting study) that employed the judgment of academic nurse educators representing various geographical areas and program types. The methodology for the passing point study is known as a modified Angoff technique, in which content experts evaluated each item on the examination to determine the score that would best differentiate minimally-competent academic clinical nurse educators deserving to be awarded certification from those who have not demonstrated sufficient knowledge. Passing the examination is determined by the amount of knowledge a candidate displays in comparison to this standard, and not in comparison with other candidates taking the examination. Consistency of the passing point for future examination forms is assured through statistical equating procedures. The Certification program uses multiple forms of the exam. The passing score may vary depending on which form of the exam was administered. Although the number of correct responses required to pass (the passing point) may vary depending on the difficulty of the examination form, the same amount of knowledge has been demonstrated for scores at that passing level.

Determining Pass-Fail

Content area (e.g. Facilitate Learning in the Health Care Environment) scores on the score report are not used to determine pass-fail outcomes. They are only provided to offer a general indication regarding the performance in each content area. The examination is designed to provide a consistent and precise determination of the overall performance and is not designed to provide complete information regarding performance in each content area.

Examinees should remember that areas with a larger number of test questions will affect the overall score more than areas with a fewer number. The precision and consistency of scores diminishes with fewer questions, therefore, content area scores should be interpreted with caution, especially those that

correspond to content areas with very few questions. The Certification program uses multiple forms of the exam. The passing score may vary depending on which form of the exam was administered.

Score Report

After completing the examination, candidates are instructed to report to the examination proctor to receive the score report. Candidates will receive score reports prior to leaving the Assessment Center, after turning in the white board and marker that was provided. The score report will indicate "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions answered correctly. Pass/Fail status is determined by the raw score. Even though the examination consists of 150 questions, the candidate's score is based on only 130 questions since, as noted previously, 20 questions are being pretested for use as a score item on future examination forms.

Following the exam, the score report can be viewed online by logging into the Meazure Learning Score Report Portal:
assessments.meazurelearning.com/ScoreReportPortal/

If you have not accessed this site before, please click Request Account on the login page. Generic registration instructions for accessing the Score Report Portal can be found here:
assessments.meazurelearning.com/ScoreReportPortal/instructions.pdf

If you have any questions with regards to accessing the website, please contact Meazure Learning at (919) 572-6880.

Requests for Hand Scoring

Because the computer instantly records the responses provided by the candidate, hand scoring is not relevant for those who take the examination via computer-based testing (CBT). No hand scoring is provided for computerized examinations.

Scores Cancelled by NLN or Meazure Learning

NLN and Meazure Learning are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NLN and Meazure Learning are committed to rectifying such discrepancies as expeditiously as possible. NLN may void examination results if, upon investigation, violations of its regulations are discovered.

Candidates Who Pass the Examination

Candidates who pass the Certified Academic Clinical Nurse Educator examination are allowed to use the designation "CNEcl" after their name upon receiving an official passing test score. This includes receiving an onsite score report at the testing center. Proper use of the credential is typically conveyed as highest degree earned, license, certification, and fellowship appointments. Candidates will have the option to download and print a certificate through the NLN's Certification Portal. Candidates will receive a CNE®cl pin from the NLN's Academic Nurse Educator Certification Program via U.S. postal mail approximately 4 to 6 weeks after the passing score is achieved. To avoid mailing delays, verify the correct mailing address is reflected in the Certification Portal. If assistance is needed with making updates, email certification@nln.org or call (618) 534-0294. NLN reserves the right to recognize publicly any candidate who has successfully completed the CNE®cl certification examination and earned the certified academic clinical nurse educator credential.

Candidates Who Do Not Pass the Examination

Candidates who do not pass the examination but wish to pursue certification must submit a new application and the examination fee. Such individuals are encouraged to review rules of eligibility before submitting a new application and fee. Registration for retesting will be available online after a ninety day waiting period.

An individual may take the CNE®cl examination a maximum of four times per year or once every 90 days and not more than once per quarter.

Confidentiality

All information gained through the application, renewal, and verification process will be kept confidential except in instances where the law or professional obligations require disclosure of facts. Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

POLICIES

Request for Appeal

Although the score received on an examination may not be appealed, candidates may appeal decisions made by the Certification Commission regarding eligibility, ethical behavior, or violations of stated policies and expectations. Such appeal requests must be received in writing within 30 days of notification of the decision being appealed, and supporting documentation must accompany the written request in order for it to be considered. Requests for an appeal must be mailed to: National League for Nursing, Academic Nurse Educator Certification Program, 2600 Virginia Avenue NW, 8th Floor, Washington, DC 20037.

Appeals Process*
To appeal for a waiver of eligibility requirements, these steps will be followed:

1. A formal communication will be sent by the potential candidate explaining the rationale for appealing to waive the requirements. This can be by submitted electronically to the Program Coordinator or to the Director of Credentialing.
2. The Director will read and respond to the appeal.
3. The letter will be forward to the Appeals Committee for review and discussion.
4. A decision is made by the Appeals Committee to approve waiver or deny it.
5. The Chairperson of the Appeals Committee will communicate the decision to the candidate.

*Please note that there is no appeal process for a candidate who wishes to "appeal" a test score. If a candidate wishes to have the examination hand scored, or rescored in any way, the candidate must contact the test vendor who supplied the administration of the exam. If an error in scoring is found, the test vendor will contact the Certification Program with the information.

Refund Policy

Refunds are made at the discretion of the NLN Academic Nurse Educator Certification Program. In order to receive a partial refund, the Withdrawal of Examination Request (located at the end of this *Handbook*) must be received by the refund application deadline. All withdrawal of examination requests must be received seven days prior to the end of the 90-day eligibility period. If mailed, the submission must be postmarked by the refund application date. No refunds will be issued to any candidates requesting to withdraw their examination application after the refund application deadline.

A non-refundable processing charge of $100 will be incurred by candidates who withdraw their examination request. Candidates who withdraw their application must repeat the certification registration process in its entirety, including the full payment, to sit for a future certification examination.

Candidates will forfeit the examination fee if they fail to report for an examination appointment, arrive more than 15 minutes late for an appointment, fail to present appropriate identification on the day of the examination, or fail to schedule an examination appointment within the 90-day testing window. Such candidates may reapply by submitting a new application and full examination fee.

The refund policy is subject to change without prior notice.

Extending Testing Eligibility

Individuals may revise their examination test window by extending their eligibility period for an additional ninety days. The testing period can be extended only one time. The fee to extend the eligibility is $50. Please be aware that the NLN **must** receive the request to extend an exam session at least **seven business days** prior to the original exam date, or the end of the current test window. If this is not done, the candidate **will be marked absent and forfeit all registration fees paid.**

Candidates who wish to extend their eligibility period and have NOT scheduled an appointment with Meazure Learning are to submit an email request for extension to certification@nln.org. All such requests must be received by the ANECP office seven business days prior to the end of the eligibility period. When the eligibility extension has been confirmed, the invoice for $50 must be paid through the Certification Portal to finalize the extension.

Candidates who wish to extend their eligibility period and HAVE scheduled an appointment with Meazure Learning must first cancel the scheduled exam with Meazure Learning and pay Meazure Learning's cancellation/reschedule fee. Refer to Meazure Learning's Notice to Schedule email for instructions. When the exam is cancelled, submit a request for an extension of the eligibility window by email to certification@nln.org.   The email request **must be** received at least **seven business days** prior to the end of the eligibility period. When the eligibility extension has been confirmed, the invoice for $50 must be paid through the Certification Portal to finalize the extension.

Ethics Case Procedure

The Certification Commission recognizes and implements as a framework the American Nurses Association (ANA) *Code of Ethics* (http://ethics5.com/a/ana-code-of-ethics-book-w735/) and the NLN *Ethical Principles for Nursing Education* document (http://nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html). A procedure is available to CNE®cl applicants and certificants to resolve ethics charges and complaints. Any person, group, or, in appropriate cases, the NLN ANECP, may initiate an ethics case and act as a complainant. A complainant other than the ANECP must: contact the Certification Director and request an Ethics Charge Statement form; complete the information requested on the Charge Statement; and submit the completed Charge Statement to the Certification Director. Each Ethics Charge Statement must include a detailed written description of the factual allegations supporting the ethics charge(s).

Individuals who are found to have violated ANECP policies may be subject to one or more of the following disciplinary and remedial actions:
- Denial of application/reapplication
- Requirement to take corrective action(s)
- Private reprimand and censure
- Public reprimand and censure
- A term of certification probation
- Suspension of any NLN certification for six (6) months to two (2) years
- Revocation of any NLN certification

Authorized Use of CNEcl

Use of the CNEcl credential is limited strictly to those individuals who are CNE®cl certificants in good standing. Each CNE®cl certificant accepts and assumes sole responsibility for understanding and satisfying all applicable organizational and legal requirements related to the use and/or display of the registered mark. Among other requirements, each certificant is responsible for ensuring that the use of any registered mark in professional and business-related materials (e.g., stationery, signs, business cards, advertisements) is consistent with the policy of the ANECP and is not in conflict with applicable laws. NLN assumes no responsibility concerning the interpretation or application of such legal requirements.

NLN shall not be liable or otherwise responsible for any claims, complaints, suits or damages whatsoever, relating to the use of the Certification Mark, or in connection with the use of such mark.

Comments about Operations of the Certification Program

All comments about the management of the NLN certification program should be submitted to the director of the program. These comments may be made orally, by electronic mail, or via postal mail. Each comment will be addressed and each will receive a response within 7 days of its receipt. If deemed necessary, the comment, at the discretion of the director, may be escalated to the NLN administrative officer over the cetification program for resolution..

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

The Request for Special Exam Accommodations form is available in the Credentialing Accommodations Handbook, available for download on the NLN website.

Please contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nln.org to inform us that an online registration form with an accommodation request has been submitted. The Request form and the Documentation of Disability-Related Needs form must be uploaded to the Certification Portal at the time of application.

Rev.8/4/2022

DOCUMENTATION OF DISABILITY-RELATED NEEDS

The Documentation of Disability-Related Needs form is available in the Credentialing Accommodations Handbook, available for download on the NLN website.

Please contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nln.org to inform us that an online registration form with an accommodation request has been submitted. The Documentation form and the Request for Special Exam Accommodations form must be uploaded to the Certification Portal at the time of application.

Rev.8/4/2022

WITHDRAWAL OF EXAMINATION REQUEST

Directions:
A candidate must use this form to request to withdraw their application to sit for the Certified Academic Clinical Nurse Educator examination. **All withdrawal of examination requests must be received seven days prior to the end of the eligibility period.** A $100 processing fee will be incurred by the candidate. (Subject to change without prior notification.)

Name: _____

Candidate ID Number: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone: (_____) _____

Email: _____

I hereby request to withdraw my application for the Certified Academic Clinical Nurse Educator examination. I have read and understand the refund policy.

_____   _____
                   Candidate Signature   Date

Return this form to:
National League for Nursing
Academic Nurse Educator Certification Program
2600 Virginia Avenue NW, 8th Floor
Washington, DC 20037
or
certification@nln.org

If you have any questions, please contact us at: (618) 534-0294 or certification@nln.org