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**About ABOHN**

The American Board for Occupational Health Nurses, Inc. (ABOHN) was established as an independent nursing specialty certification board in 1972. ABOHN was formed to develop and conduct a program of certification for qualified occupational health nurses. ABOHN is a charter member of the American Board of Nursing Specialties (ABNS), a national approval body for nursing specialty certification programs. ABOHN’s Certified Occupational Health Nurse (COHN), Certified Occupational Health Nurse – Specialist (COHN-S) and Case Management (CM) programs are accredited by ABNS. ABOHN is also an active member of the National Organization for Competency Assurance (NOCA) and ABOHN’s examinations that are listed above are accredited by NOCA’s National Commission for Certifying Agencies (NCCA).

Certification is a process by which a non-governmental agency or association validates, based on predetermined standards of nursing practice, an individual registered nurse’s qualifications, knowledge and practice in a defined functional or clinical area of nursing. ABOHN’s certifications are voluntary programs designed to inform and protect consumers by identifying those nurses who have demonstrated mastery in occupational health nursing through education, experience and knowledge. ABOHN does not offer an entry level certification.

ABOHN is governed by a Board of Directors composed of one public member and certified OHNs selected to be representative of the community of certified OHNs. The responsibilities of the Board include establishing criteria for certification and setting policies to maintain a valid certification program.

**About COHN-S Certification**

After the eligibility requirements have been met, the candidate for Certified Occupational Health Nurse-Specialist (COHN-S) is required to achieve a satisfactory score on the national written examination. Upon successful completion of the examination, a certificate is issued that states that the candidate has met the standards for board certification as a Certified Occupational Health Nurse-Specialist and the COHN-S credential is awarded. Only those nurses who have met all of the criteria (have been successful on the examination and are in Active Status with ABOHN) are entitled to use this credential.

To maintain the COHN-S certification, certificants must continue to meet the eligibility requirements, recertify every five years, and pay the associated fees. Part of the examination fee covers the cost of the successful candidates first year of certification maintenance. COHN-Ss are billed for the certification maintenance fee for the remaining four years of their five-year certification period at the time they pass the examination. All certified nurses are listed in the ABOHN website Directory of Certified Occupational Health Nurses.

**Statement of Nondiscrimination**

ABOHN does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

**About This Handbook**

This handbook provides information needed to apply and prepare for the Certified Occupational Health Nurse-Specialist (COHN-S) Examination. It includes eligibility requirements, the examination policies, an examination content outline, an examination application, sample questions and study references. Please retain this handbook after registering for the examination; it may be needed at a later date.

**About ABOHN’s Testing Agency, AMP**

ABOHN has established a contract with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring and analysis of its COHN-S examination. AMP services also include the preparation of the examination score reports that ABOHN distributes to candidates who take the examination.

**The Certification Examination**

**Examination Construction**

ABOHN’s contract with Applied Measurement Professionals, Inc. (AMP) includes provision of the technical assistance needed to construct and validate the written examination. The ABOHN Board of Directors periodically conducts an occupational health nursing (OHN) practice analysis. The study surveys certified and non-certified OHNs to determine the significance of specified tasks to OHN practice and the percent of time that the OHNs spend doing those tasks. The current occupational health nursing practice analysis information is used to identify OHN roles, develop the COHN-S Examination Content Outline, and to determine the percent distribution of the questions for each role. Therefore, the subject matter and the relative importance of each topic on the examination reflect the data validated by this periodic study. Thus, the ABOHN examinations are firmly grounded in the knowledge, skills, and abilities essential for the delivery of effective, proficient occupational health and safety practice.
ABOHN selects Certified Occupational Health Nurses who represent the diversity of occupational health nursing practice and employment to serve on its Board of Directors and its Examination Committees. These Committees draft the examination’s multiple choice questions, which are then edited and validated by AMP and approved by the ABOHN Board for inclusion on the examination.

The ABOHN Board of Directors and AMP review all examination items or questions for subject matter, validity, difficulty level, relevance, and importance for current practice. All questions are evaluated, classified, and revised by the COHN-S Examination Committee and AMP for conformance to psychometric principles.

Examples of the question format “Sample Examination Questions” can be found on page 18. The sample questions do not reflect the full range of content or scope of difficulty levels of the questions on the examination.

**COHN-S Examination Specifications**

<table>
<thead>
<tr>
<th>I. Clinician Role (24%)</th>
<th>Assessment</th>
<th>Planning</th>
<th>Implementation</th>
<th>Evaluation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Assessment (4%)</td>
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<tr>
<td>1. Identify physical requirements to fulfill essential job functions</td>
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<tr>
<td>2. Obtain an occupational and environmental health history</td>
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<tr>
<td>3. Conduct health surveillance of individuals/groups for specific hazards (e.g., hearing conservation, respiratory protection, laser safety)</td>
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<tr>
<td>4. Assess health needs of workers and worker populations (i.e., health risk assessment, changing demographics)</td>
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<td>5. Assess employees with work restrictions or limitations</td>
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<tr>
<td>6. Monitor laws and regulations affecting practice (e.g., licensure, practice acts)</td>
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<td>7. Participate in post offer pre-placement health assessments</td>
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<tr>
<td>B. Planning (7%)</td>
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<td>1. Interpret results of screening tests</td>
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<td>2. Recommend hierarchy of controls for specific hazards</td>
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<td>3. Recommend changes in job/work to accommodate worker’s health status</td>
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<tr>
<td>C. Implementation (8%)</td>
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<tr>
<td>1. Provide treatment of work related injuries or illnesses</td>
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<td>2. Provide direct care for non work related illnesses and injuries for workers</td>
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<td>3. Enhance competency through continuing professional and self-development</td>
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<td>4. Use screening test results to make referrals</td>
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<td>5. Perform technical tasks (e.g., spirometry, audiometry, EKG)</td>
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<td>6. Perform pulmonary function testing</td>
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<td>7. Perform audiometry</td>
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<td>8. Recognize and respond to ethical issues in practice</td>
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<td>9. Provide individual counseling services for workers</td>
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<tr>
<td>10. Refer employees to an employee assistance program</td>
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<td>11. Coordinate crisis intervention strategies</td>
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**Examination Content**

The COHN-S examination is composed of 150 multiple-choice questions and is based upon two factors. First, the five (5) OHN roles identified by the most recent practice analysis are used as the examination’s five (5) major categories: clinician, manager, educator, consultant, and case manager. Secondly, ABOHN uses the premise that OHN incorporates the four nursing process steps:

- Assessment,
- Planning,
- Implementation, and
- Evaluation.

The weight/percentage of questions from each major role and the number of questions from each nursing process step is shown in the COHN-S Examination Specifications chart that follows. The following activity statements for each step were validated by ABOHN’s 2004 Practice Analysis.
### COHN-S Examination Specifications

<table>
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<tr>
<th></th>
<th>Assessment</th>
<th>Planning</th>
<th>Implementation</th>
<th>Evaluation</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>12.</td>
<td>Provide health promotion, disease prevention, screening tests (e.g., cancer screening, blood pressure monitoring, cholesterol)</td>
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<td>13.</td>
<td>Participate on multidisciplinary teams</td>
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<td>14.</td>
<td>Perform vision testing</td>
<td></td>
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<tr>
<td>15.</td>
<td>Comply with regulatory requirements to maintain confidentiality of personal health information</td>
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<tr>
<td>16.</td>
<td>Comply with established codes of ethics</td>
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<td>17.</td>
<td>Implement policies and procedures for maintenance of confidentiality</td>
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<td>18.</td>
<td>Maintain OSHA-required logs and documents</td>
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<td>19.</td>
<td>Use and maintain an employee health record keeping system</td>
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<tr>
<td>20.</td>
<td>Use computer software applications for employee health information management (i.e., informatics)</td>
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<td>21.</td>
<td>Provide testimony during legal proceedings</td>
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<td>22.</td>
<td>Serve on professional and community boards</td>
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<tr>
<td><strong>D. Evaluation (5%)</strong></td>
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<tr>
<td>1.</td>
<td>Evaluate workers’ health status as it relates to the ability to perform a job</td>
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<tr>
<td>2.</td>
<td>Evaluate the quality of care provided by occupational health services</td>
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<tr>
<td><strong>II. Manager Role (28%)</strong></td>
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<td>12</td>
<td>15</td>
<td>7</td>
<td>42</td>
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<tr>
<td><strong>A. Assessment (5%)</strong></td>
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<tr>
<td>1.</td>
<td>Assess organizational culture</td>
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<td>2.</td>
<td>Monitor new developments related to emerging health care issues</td>
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<td>3.</td>
<td>Analyze injury, illness, and accident data</td>
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<td>4.</td>
<td>Identify staffing requirements</td>
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<tr>
<td><strong>B. Planning (8%)</strong></td>
<td></td>
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<tr>
<td>1.</td>
<td>Use knowledge of the organization’s fiscal status to plan/implement programs and interventions</td>
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<td>2.</td>
<td>Establish goals and objectives for an occupational health and safety program</td>
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<td>3.</td>
<td>Incorporate knowledge of production processes and associated hazards into program design and evaluation</td>
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<td>4.</td>
<td>Apply regulatory standards and guidelines</td>
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<td>5.</td>
<td>Design/develop the budget for occupational health and safety</td>
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<td>6.</td>
<td>Develop occupational health and safety policies and procedures</td>
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<td>7.</td>
<td>Apply principles of epidemiology to design and evaluate occupational health and/or safety programs</td>
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<td>8.</td>
<td>Develop nursing protocols</td>
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<td>9.</td>
<td>Interpret needs assessment results for program planning</td>
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<tr>
<td>10.</td>
<td>Prepare for legal proceedings (e.g., worker’s compensation, dismissal, EEOC)</td>
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<td>11.</td>
<td>Apply management systems principles to health and safety programs</td>
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<td>12.</td>
<td>Collaborate with other disciplines to protect and promote worker health and safety</td>
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<td>13.</td>
<td>Collaborate to develop nuclear, biological, and chemical response plans</td>
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<td>14.</td>
<td>Collaborate to develop and implement emergency preparedness plans</td>
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<td>15.</td>
<td>Establish and monitor compliance with infection control guidelines</td>
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<td>16.</td>
<td>Develop workplace substance abuse programs</td>
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<td>17.</td>
<td>Establish guidelines related to workplace violence</td>
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<tr>
<td><strong>C. Implementation (10%)</strong></td>
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<tr>
<td>1.</td>
<td>Coordinate health promotion and disease prevention strategies and programs</td>
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<tr>
<td>2.</td>
<td>Educate management at all levels about occupational health and safety programs</td>
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<td>3.</td>
<td>Implement a risk management program</td>
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<td>4.</td>
<td>Coordinate surveillance programs</td>
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### COHN-S Examination Specifications

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<th></th>
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<th>Planning</th>
<th>Implementation</th>
<th>Evaluation</th>
<th>Total</th>
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<tbody>
<tr>
<td>5.</td>
<td>Incorporate computer technology into management practices</td>
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<tr>
<td>6.</td>
<td>Implement plan to remediate identified hazards</td>
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<td>7.</td>
<td>Develop job descriptions for occupational health and safety staff</td>
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<tr>
<td>8.</td>
<td>Participate in audits (e.g., health, safety, environmental, organizational)</td>
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<td>9.</td>
<td>Select vendors/suppliers</td>
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<td>10.</td>
<td>Participate in administrative proceedings related to occupational health</td>
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<tr>
<td>11.</td>
<td>Manage the first responder program</td>
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<tr>
<td>12.</td>
<td>Prepare business reports for management</td>
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<tr>
<td>13.</td>
<td>Coordinate/serve on interdisciplinary committees</td>
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<tr>
<td>14.</td>
<td>Conduct informal research (e.g., examining data to identify trends or other data)</td>
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<tr>
<td>15.</td>
<td>Select (hire) staff</td>
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<tr>
<td>16.</td>
<td>Incorporate research findings into practice</td>
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<td>17.</td>
<td>Implement workplace substance abuse programs</td>
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</tbody>
</table>

**D. Evaluation (5%)**

1. Analyze individual and aggregate case information for research, trend analysis, and continuous quality improvement
2. Evaluate staff performance
3. Conduct cost/benefit analysis of occupational health and safety programs
4. Demonstrate the value of services provided (e.g., case management, occupational health services)
5. Evaluate community health related services/providers for referral services
6. Conduct quality management/improvement program(s) for occupational health and safety (e.g., benchmarking, best practices)
7. Evaluate/monitor the outcomes, quality, and cost effectiveness of services

**III. Educator Role (14%)**

- **A. Assessment (2%)**
  1. Conduct educational and training needs assessment

- **B. Planning (4%)**
  1. Develop learner objectives for educational and training programs
  2. Select teaching methods and content based on the characteristics of learners (e.g., apply adult learning principles, cultural differences)
  3. Develop teaching strategies to effectively communicate risk to workers
  4. Develop education and training programs to meet regulatory requirements
  5. Plan/implement new employee occupational health and safety orientation programs
  6. Develop program objectives for educational and training programs
  7. Incorporate knowledge of cultural beliefs/practices in implementing programs and services
  8. Obtain management support for educational programs

- **C. Implementation (5%)**
  1. Deliver education and training programs to groups of workers
  2. Educate and train workers about basic health and wellness (e.g., self-care, complementary/alternative medicine, stress management)
  3. Train employees on proper use of personal protective equipment
  4. Communicate the results and outcomes of educational and training programs
  5. Educate and train occupational health and safety staff
  6. Serve as preceptor and mentoring for students/health care professionals
  7. Participate in the legislative and regulatory process related to nursing practice, workers, work sites, and environment
# COHN-S Examination Specifications

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Assessment</th>
<th>Planning</th>
<th>Implementation</th>
<th>Evaluation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Evaluation (3%)</strong></td>
<td></td>
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<tr>
<td>1.</td>
<td>Evaluate outcomes of worker educational and training programs</td>
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<tr>
<td>2.</td>
<td>Evaluate delivery and content of worker educational and training programs</td>
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<tr>
<td><strong>IV. Consultant Role (14%)</strong></td>
<td></td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
<td>A. Assessment (3%)</td>
<td></td>
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<tr>
<td>1.</td>
<td>Conduct an assessment of the company’s health and safety needs</td>
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<td>2.</td>
<td>Conduct job analyses</td>
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<td>3.</td>
<td>Assess and report on organization’s regulatory compliance with applicable standards (e.g., OSHA)</td>
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<td>4.</td>
<td>Conduct work site walk through surveys/assessments to identify hazards</td>
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<td>5.</td>
<td>Participate in the investigation of environmental health issues (e.g., indoor air quality, mold)</td>
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<tr>
<td>B. Planning (4%)</td>
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<tr>
<td>1.</td>
<td>Design plan to remediate identified hazards</td>
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<td>2.</td>
<td>Evaluate aggregate worker and environmental data to design occupational health and safety programs</td>
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<td>3.</td>
<td>Evaluate the need for ergonomic controls</td>
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<td>4.</td>
<td>Apply principles of ergonomics to worksite design</td>
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<td>5.</td>
<td>Review material safety data sheets and make appropriate recommendations</td>
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<td>6.</td>
<td>Recommend control measures for exposures/hazards</td>
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<tr>
<td>C. Implementation (5%)</td>
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<tr>
<td>1.</td>
<td>Provide resources and information to meet the health and safety needs of the company</td>
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<tr>
<td>2.</td>
<td>Recommend appropriate personal protective equipment</td>
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<td>3.</td>
<td>Perform ergonomic evaluation</td>
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<tr>
<td>D. Evaluation (2%)</td>
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<tr>
<td>1.</td>
<td>Evaluate controls by analyzing feasibility, effectiveness, reliability, and cost</td>
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<tr>
<td>2.</td>
<td>Evaluate facilities and processes by applying qualitative and quantitative techniques to assess risk</td>
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<td>3.</td>
<td>Interpret job analyses</td>
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<td>4.</td>
<td>Interpret the data obtained during a work site walk through survey assessment</td>
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<tr>
<td><strong>V. Case Manager Role (20%)</strong></td>
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<td>6</td>
<td>7</td>
<td>10</td>
<td>6</td>
<td>29</td>
</tr>
<tr>
<td>A. Assessment (4%)</td>
<td></td>
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<tr>
<td>1.</td>
<td>Analyze workers’ compensation data</td>
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<td>2.</td>
<td>Identify work-related cases that are appropriate for case management</td>
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<tr>
<td>3.</td>
<td>Identify non work related cases that are appropriate for case management</td>
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<td>4.</td>
<td>Identify legal, labor, and regulatory implications related to case management</td>
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<td>B. Planning (5%)</td>
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<tr>
<td>1.</td>
<td>Develop a network of resources for case management</td>
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<td>2.</td>
<td>Develop a multidisciplinary plan of care in collaboration with the employee and his/her support systems</td>
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<td>3.</td>
<td>Develop case management plans for individuals</td>
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<td>C. Implementation (7%)</td>
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<tr>
<td>1.</td>
<td>Manage worker’s compensation cases</td>
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<td>2.</td>
<td>Manage short term disability cases</td>
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<td>3.</td>
<td>Manage long term disability cases</td>
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<td>4.</td>
<td>Refer disabled employees for rehabilitation</td>
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<td>5.</td>
<td>Integrate disability management strategies (i.e., STD, LTD, FMLA, worker’s compensation, ADA)</td>
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</tbody>
</table>
6. Make appropriate job placement recommendations (i.e., fitness for duty)
7. Coordinate administration of case management with vendors and community resources
8. Administer a worker’s compensation program
9. Administer other disability programs

D. Evaluation (4%)
1. Evaluate health care delivery to employees provided externally
2. Monitor progress of workers in work conditioning programs
3. Monitor outcomes of care in keeping with the treatment plan

<table>
<thead>
<tr>
<th></th>
<th>Assessment</th>
<th>Planning</th>
<th>Implementation</th>
<th>Evaluation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTALS</strong></td>
<td>27</td>
<td>42</td>
<td>53</td>
<td>28</td>
<td>150</td>
</tr>
</tbody>
</table>

■ Core Content Areas for the COHN-S Examination

The Core Content outline is a compilation of subject areas that are important to the practice of occupational health nursing. Many of these areas could reasonably be expected to be represented on the COHN-S certification examination. In combination with the Examination Blueprint areas, the Core Content list can serve as an excellent means to organize study and preparation for the COHN-S examination. The Core Content outline appears on the following pages.

**CHEMICAL HAZARDS**
- solvents (e.g., benzene)
- asbestos, silica, cotton dust
- heavy metals (e.g., lead, cadmium, nickel, mercury)
- carbon monoxide, methane
- cyanide, hydrogen sulfide
- chlorine, toluene isocyanates (i.e., sensitizing agents)
- ethylene oxide
- pesticides (e.g., organophosphates)
- reproductive hazards
- carcinogens
- latex allergy
- toxicology terms (e.g., acute/chronic/dose/PEL)
- exposure routes (inhalation/absorption/ingestion/injection)
- target organs (e.g., neurotoxins/hepatotoxins)
- medical surveillance
- enzymes
- other chemical hazards

**BIOLOGIC HAZARDS**
- tuberculosis
- shigella/salmonella
- immunizations/tetanus
- food and water borne pathogens
- bloodborne pathogens (e.g., HIV, hepatitis B)
- travel medicine
- animal hazards
- other communicable hazards
- bioterrorism

**PHYSICAL HAZARDS/ERGONOMICS**
- noise vibration/hearing loss
- radiation (e.g., ionizing/lasers/infrared/microwaves)
- heat/cold stress
- electrical
- upper extremity disorders
- low back disorders
- workstation design (e.g., VDTs)
- job task analysis
- control measures
- other ergonomic hazards

**PSYCHOPHYSIOLOGIC/STRESS**
- violence (e.g., critical incident stress debriefing – CISD)
- shift work
- fitness for duty/job placement (e.g., transitional work/return to work)
- stress/time management
- employee assistance programs (e.g., drug abuse/alcoholism)
- drug screening/chain of custody
- travel related issues/time changes
- aging workers
SAFETY AND INDUSTRIAL HYGIENE ISSUES
- safety walkthroughs/inspections
- emergency response
- routes of exposure
- sampling (area/personal)
- indoor air quality/radon
- personal protective equipment (e.g., respirators/gloves/clothing/hearing protection)
- engineering controls (e.g., automation/substitution/isolation/distancing)
- administrative controls (e.g., rotation/shift adjustment/training)
- personal safety
- hierarchy of controls
- behavioral safety programs
- other safety hazards

STANDARDS AND REGULATIONS
- hazard communication
- MSDS’s
- DOT
- confined space
- lock out/tag out
- OSHA standards
- ADA (e.g., job placement)
- FMLA
- EPA
- NIOSH
- FDA
- HIPAA
- other regulatory issues

EMERGENCY RESPONSE
- general, disaster planning
- burn care
- eye injuries
- cardiovascular emergencies/AEDs
- strains and sprains
- crush injuries/amputation/bleeding
- head injuries

DISEASE MANAGEMENT
- dermatitis
- occupational asthma/acute respiratory distress
- case management
- diabetes
- asthma
- cholesterol

- hypertension
- wound care
- pain management

CLINICAL PRACTICE
- screening tests
- pre-placement evaluation
- absenteeism programs
- clinical assessments
- counseling
- return to work strategies

HEALTH EDUCATION/PROMOTION
- smoking cessation
- counseling/health promotion (e.g., Healthy People 2000 objectives)
- confidentiality
- measurement of educational outcomes
- AIDS education
- counseling process
- teaching learning principles
- levels of prevention
- literacy/language issues
- behavioral theories
- health risk appraisals

MANAGEMENT PRINCIPLES/LEADERSHIP
- legal/ethical
- budget development and management
- communication/performance management
- program design
- project management
- leadership skills
- benchmarking
- outcomes management
- principles of evaluation
- program evaluation
- quality control/quality assurance
- precepting

INFORMATION MANAGEMENT/RECORDKEEPING
- confidentiality
- workers’ compensation
- policy and procedures/protocols
- information management
- recordkeeping
- research principles
- risk communication
EXAMINATION ELIGIBILITY REQUIREMENTS

The COHN-S examination is offered to those occupational health nurses whose practices involve clinician, manager, educator, consultant, and case manager roles.

Eligibility requirements for the COHN-S examination include:

Active licensure as a registered nurse (RN), or an international equivalent;

Bachelor’s degree or higher (it does not have to be a nursing degree); and

In the past 5 years:

• 3,000 hours of experience in occupational health nursing; or

• the completion of a certificate program in occupational health nursing for academic credit; or

• the completion of a graduate degree level of education with a concentration in occupational health.

Documentation (copies of diploma(s) or final transcript(s)) that shows that a baccalaureate, certificate program for academic credit and/or higher degrees were earned; and

A completed application.

APPLICATION COMPLETION GUIDELINES

[Document Copies]

Before you begin to complete your application, copy the following documents:

• Registered Nursing License If your state prohibits you from copying your license, a written verification from your state board of nursing or information about availability of a free-of-charge telephone or Internet verification system would be an acceptable alternative. Your license must show your current name, expiration date, and the name of the agency that issued the license. Licensure from other countries will be considered on a case-by-case basis.

• Educational Degree(s) A baccalaureate or higher degree is required for eligibility to write the COHN-S examination. Submit copies of either your final transcript, or diploma that shows your earned degree.

• Job Description(s), if applicable;

• A minimum of 3,000 hours of occupational health nursing work experience earned during the five years prior to the application. Work experience means actively engaged in occupational health nursing for compensation; or

• Documentation of the completion of a certificate program in occupational health nursing for academic credit within the past five years; or

• Documentation of the completion of a graduate degree level of education with a concentration in occupational health nursing within the past five years.

If your current name is different than the one that appears on your license or degree(s), you must provide proof of a legal name change. Please write your current name in the upper right hand corner of each document.

Keep Your Original Documents! All documents submitted with your application become the property of ABOHN, Inc. and cannot be returned.

[General Instructions]

The application form may be printed, typed, computer-generated or submitted online at www.abohn.org. Regardless of the submission method that you use, please make sure that all information is clearly legible.

Computer-generated forms must include each item that is on the printed application form. If you are using the computer version of the application and paying by credit card, you may submit your application online. Applicants who file online still need to mail hard copies of their license, job descriptions, and any other needed documentation to the ABOHN office.
If you are submitting your hard copy application, please do not staple documentation to your application form and please refrain from binding your completed application. Instead, please secure the document with a large clip or rubber band.

Make a copy of your completed application for your records.

**Guide to Code Numbers**

Please use the following codes to complete your application.

### Job Title Codes

Instead of selecting your official company title, please select the title that most closely matches your primary job responsibility, or the one which represents the majority of your work time. If your job description does not match any of the options listed, enter code number “11” and write out your job title/description on the application. The following printed descriptions are derived from the AAOHN Core Curriculum for Occupational Health Nursing (2006) and AAOHN Developing Occupational Health Job Descriptions (2005).

<table>
<thead>
<tr>
<th>CODE</th>
<th>TITLE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>OHN Clinician</td>
<td>Provides direct client care within the scope of the applicable states’ nurse practice act.</td>
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<tr>
<td>2</td>
<td>Case Manager</td>
<td>Coordinates health care services for workers from the onset of an injury or illness to a safe return to work or an optimal alternative.</td>
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<tr>
<td>3</td>
<td>Occupational Health Services Coordinator</td>
<td>Assesses the health and safety needs of a worker population and the health and safety of the worksite.</td>
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<tr>
<td>4</td>
<td>Health Promotion Specialist</td>
<td>Manages a multilevel, wide-ranging health promotion program that supports the corporate business objectives.</td>
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<tr>
<td>5</td>
<td>Manager/Administrator</td>
<td>Directs, administers, and evaluates occupational health services that are consistent with the organization’s goals and objectives.</td>
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<td>6</td>
<td>Nurse Practitioner</td>
<td>Assesses the health status of workers through health histories, physical assessments, and diagnostic tests.</td>
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<tr>
<td>7</td>
<td>Corporate Director</td>
<td>Serves as a corporate manager and policy maker within an organization.</td>
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<td>8</td>
<td>Consultant</td>
<td>Serves as an advisor for evaluating and developing occupational health and safety services.</td>
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<tr>
<td>9</td>
<td>Educator</td>
<td>Develops, implements and evaluates curricula and clinical experiences appropriate for the professional educational development of occupational health nurses.</td>
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<tr>
<td>10</td>
<td>Researcher</td>
<td>Develops, implements and analyzes research related to the health and safety of working populations.</td>
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<tr>
<td>11</td>
<td>Other (Specify Title)</td>
<td>Job duties not covered by above. Please list on application.</td>
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<tr>
<td>12</td>
<td>Safety Manager</td>
<td>Plans, organizes, implements and evaluates hazard control activities that meet organizational safety objectives and reduces risks to people, property and the environment.</td>
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</table>

### Education Codes

Please enter all the Education Codes that correspond to your educational preparation.

1. Associate Degree
2. Diploma
3. Baccalaureate in Nursing
4. Other Baccalaureate
5. Master’s in Nursing
6. Master’s in Public Health
7. Other Master’s
8. Doctorate

### Business Codes

Select the number that most closely describes the business in which you are employed.

1. Agriculture/Forestry/Fisheries
2. Mining
3. Construction
4. Transportation
5. Communications
6. Utility Services
7. Wholesale & Retail Trade
8. Finance
9. Insurance & Real Estate
Employment

Employment must meet AAOHN’s definition of occupational health nursing and must result in paid compensation. However, for the purpose of examination eligibility, otherwise eligible full-time students who are pursuing an occupational health related degree are considered to be in “current employment”. Volunteer work activities and other educational programs’ clinical experiences that fail to provide financial compensation are not considered employment.

Copies of your current or most recent job descriptions must be submitted with your application if you are using the employment as your occupational health nursing experience.

Work Experience

For the five-year period prior to your application, you must demonstrate that as a registered nurse, you earned paid compensation for 3,000 hours of occupational health nursing work experience that meets AAOHN’s definition of occupational health nursing. No more than 40 hours per week may be submitted for consideration and full-time employment is considered to be equal to 2,080 hours per year.

Occupational health nursing experience should be documented for each occupational health nursing position that you have held during the preceding five-year period. If you have held more than one position during the previous five years and you are using the hardcopy application, duplicate the work experience page. Begin with your current or most recent position, label it #1 and enter the information. Number any previous positions that you have held during the previous five years, label the duplicated pages to correspond to each position’s assigned number, and enter each position’s information. If you are online continue to use the provided spaces to enter information for each additional position.

For each listed position, please provide the name, title, and telephone number of the person who can confirm your employment. ABOHN uses the information to verify a percentage of applicants’ employment and to clarify information when questions arise.

Your submitted written description of your job duties should enable the reviewer to determine whether your job conforms to AAOHN’s definition of occupational health nursing. Please review the definition prior to submitting your job description(s) and/or writing your explanation/description for job titles for which you have entered the Job Title code number, “11, Other”.

Time spent in the completion of a certificate program in occupational health nursing for academic credit, or the completion of a Master’s level of education graduate program related to occupational health may be used for the occupational health nursing work experience requirement. However, to be eligible for work experience consideration, the certificate or degree must have been completed within the five-year period prior to application. Time spent in degree-granting programs prior to the time that you became a registered nurse will not be accepted for occupational health nursing work experience credit.

The maximum number of hours of occupational health nursing work experience credit that may be requested is:

- 750 hours for a baccalaureate completion program, or a non-occupational health related masters degree; and/or
- 2,000 hours for an occupational health related graduate degree from a National Institute for Occupational Safety and Health (NIOSH) funded Education and Research Center (ERC) program.

Application Checklist

Prior to submitting your written or online application, please review the following checklist.

- Have you answered all the questions?
- Have you included copies of your current nursing license, its written verification, or information about how to obtain its free of charge verbal verification?
- Have you included copies of your current or most recent job descriptions?
• Have you included copies of any certificate program in occupational health for academic credit, a Bachelor’s Degree, or Master’s Degree level with a concentration in occupational health nursing?
• Have you made a complete copy of your application and its supporting documentation for your files?
• If you are submitting a written application, have you refrained from stapling or binding your completed application? If not, please remove the staples or binding.

Mail your completed written application and all supporting documents or submit your online application and mail your supporting documentation to:

American Board for Occupational Health Nurses, Inc.
201 E. Ogden, Suite 114
Hinsdale, IL 60521-3652
Phone: 630-789-5799

If your application is found to have deficiencies, you will be contacted by telephone or e-mail. If your application meets the eligibility criteria, you will receive notification and an invoice for the examination fee.

**Scheduling an Examination Appointment**

Application fees are good for 90 days from the date of approval by the ABOHN office. The Examination fee must be paid within 90 days of the date of the invoice from the ABOHN office and is good for 120 days. If you fail to schedule an appointment and sit for your examination before the expiration date, your examination authorization will be voided and you will have to reapply. You may schedule an examination appointment with AMP by one of the following methods. Be prepared to confirm a date and location for testing.

1. Schedule online. Visit AMP’s website at [www.goAMP.com](http://www.goAMP.com) and select “Candidates” to schedule an examination appointment.

   OR

2. Call AMP at 888-519-9901 to schedule an examination appointment.

The examinations are delivered by computer at over 150 AMP Assessment Centers nationwide. The examinations are scheduled by appointment only, Monday through Saturday at 9:00 a.m. and 1:30 p.m. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

<table>
<thead>
<tr>
<th>If you call AMP by 3:00 p.m. Central Time on...</th>
<th>Your examination may be scheduled beginning...</th>
</tr>
</thead>
<tbody>
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<td>Monday</td>
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<td>Thursday</td>
<td>Monday</td>
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<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>

After the appointment is made, you will be given a time to report to the Assessment Center. Please make a note of it since an admission letter will not be sent. You will only be allowed to take the examination for which the appointment has been made. No changes in examination type will be made at the Assessment Center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center.

Note: Examinations will not be offered on the following holidays:

- New Year’s Day
- Martin Luther King Day
- Presidents’ Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans’ Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year’s Eve Day

**Examination Appointment Changes/Failure to Report or to Schedule an Examination**

1. A candidate may reschedule an examination appointment once at no charge by calling AMP at 888-519-9901 at least two business days prior to the scheduled testing session.

<table>
<thead>
<tr>
<th>If the examination is scheduled for...</th>
<th>AMP must be contacted by 3:00 p.m. Central Time to reschedule the examination by the previous...</th>
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<tbody>
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<td>Monday</td>
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</table>
2. A candidate who wishes to reschedule his/her examination appointment, but fails to contact AMP and the ABOHN office at least TWO business days prior to the scheduled testing session will forfeit the examination fee and be required to reapply and submit required fees to reschedule the examination.

■ Examination Accommodations
ABOHN and AMP comply with the Americans with Disabilities Act (ADA) and are interested in ensuring that individuals with disabilities are not deprived of the opportunity to take the examination solely by reason of a disability, as required and defined by the relevant provisions of the law. Special testing arrangements may be made for these individuals, provided that an appropriate request for accommodation is received by ABOHN at least 45 days before the desired examination date and the request is approved. To make a request for a special examination accommodation, please complete the Request for Special Examination Accommodations form included in this handbook, obtain an appropriate health professional’s signature, and submit the completed form with the examination application.

■ Telecommunication for the Deaf
AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central time) Monday-Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

FEES
A current fee schedule may be found on ABOHN’s website (www.abohn.org).

■ Fee Payments
Fee payments may be made by business checks, personal checks, cashier’s checks, or money orders made payable to ABOHN, or by credit card (VISA, MasterCard, American Express and Discover). Cash is not an acceptable payment method.

■ Application Fee
The application fee payment must accompany each completed application.

■ Examination Fee
To become an examination candidate, an approved applicant’s examination fee must be RECEIVED in the ABOHN office by the deadline.

■ Examination Authorization Extension Fee
A 60-day, one time examination authorization extension may be purchased for an additional cost. Please see http://www.abohn.org/fees.htm for details.

■ Declined Credit Cards, Returned Checks, and Handling Fees
When a credit card transaction is declined, or a check is returned for non-sufficient funds, ABOHN charges a $25 handling fee. When re-submitting your payment, you must send a certified check or money order for the amount due, which should include the $25 handling fee.

■ No Refunds
Candidates failing to arrive at the Assessment Center on the date and time that they are scheduled for examination will forfeit their examination fees and must reregister by contacting ABOHN; examination fees may NOT be transferred to another appointment.

Candidates arriving more than 15 minutes late for an appointment will not be admitted, will forfeit their examination fee, and must contact ABOHN.

HOW TO PREPARE FOR THE EXAMINATION

■ Passing Candidates’ Examination Preparation
Since 1997, ABOHN has been collecting information about candidates’ study patterns. Because respondents give their names along with their study history, ABOHN is able to compile a profile of the successful certification examination candidate. Passing candidates used a variety of study techniques including independent and group study, which included review courses and computer programs. You may find the information that follows to be helpful.

Recent passing COHN-S candidates reported the following:

- Average weeks of study prior to the examination: 6
- Average hours of study per week: 10
- Average total hours of study: 99
- Average number of independent study hours: 171

The most frequently used textbooks reported by COHN-S examination passers:

- “AAOHN Core Curriculum Study Guide”, AAOHN
- “Occupational Health Nursing”, Bonnie Rogers
- “AAOHN Core Curriculum for Occupational Health Nursing”, Mary K. Salazar, Editor*
* Please note: Although the AAOHN Core Curriculum provides an excellent overview of the aspects of occupational health nursing practice, it is not intended as an exclusive source of information for the examination.

The most frequently used journals reported by COHN-S passers include:

- AAOHN Journal
- Compliance Magazine
- American Journal of Nursing (AJN)

**Certification Self-Assessment Test (CSAT)**

The COHN-S Certification Self-Assessment Test (CSAT) contains thorough descriptions of the ABOHN examination and helpful suggestions for preparation. It provides 50 questions that use the same format as actual examination questions and are representative of the knowledge areas and activities that form the examination’s “blueprint” or examination specifications. For more information about how to purchase a CSAT, please go to our website at www.abohn.org or call the ABOHN office (630-789-5799).

**Your Examination Preparation Plan**

Since occupational health nursing practice is so varied and the certification examination is designed to represent a broad reflection of practice, no two professionals will prepare for the examination in exactly the same way. In this handbook, we have gathered several resources that may help you to prepare to take the examination. The following are included: COHN-S Examination Specifications, core content outline, study references and sample examination questions.

To help you to determine your own study plans, the following steps are recommended:

1. Perform an occupational health knowledge self-assessment. ABOHN recommends using the examination specification outline and core content list.
2. Classify activities and core topic areas for intense study, and identify those areas where a simple review would be sufficient.
3. Establish a realistic weekly study schedule. First, schedule topics that will need intense study. Save “review only” topics for later in your study schedule.
4. Gather resources with which to study. The included “Study References” represent a partial listing of books, journals and other materials that have been used to write examination questions. This list can help you to identify resources that may be used to address identified learning needs, but it is not intended to be a mandatory, exclusive reading list.

5. Consider forming a study group, or selecting a study partner. Working with study partners that have varied occupational health nursing backgrounds can be especially helpful.

6. Many certification candidates have found that review courses can be helpful to prepare for the examination. Review courses may be used to identify weaknesses that direct initial study, or as a final review prior to the examination.

ABOHN compiles a list of occupational health related courses and continuing education resources and uses it to create the “Education Resource Guide” that it provides to candidates. ABOHN neither offers, nor recommends specific courses, or the use of specific study materials to prepare for the examination.

**On the Day of Your Examination**

On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Once you enter the H&R Block office, look for the signs indicating AMP Assessment Center Check-In. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME YOU WILL NOT BE ADMITTED.

To gain admission to the Assessment Center, you must present two forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature. You will also be required to sign a roster for verification of identity.

Acceptable forms of primary identification include a current:

1. driver’s license with photograph
2. state identification card with photograph
3. passport with photograph
4. military identification card with photograph

Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as primary identification, but may be used as secondary identification.

Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Assessment Center.

YOU MUST HAVE PROPER IDENTIFICATION TO GAIN ADMISSION TO THE ASSESSMENT CENTER.

After your identity has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen
to enter your identification number. You will digitally take your picture and it will remain on-screen throughout your testing session. This photograph will also print on your score report.

## Security

ABOHN and AMP maintain examination administration and security standards that are designed to assure 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.

## Practice Examination

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time that you use for this practice examination is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

## Timed Examination

Following the practice examination, you will begin the actual examination. Instructions for taking the examination are accessible on-screen once you begin the examination. The examination contains 150 questions plus 10 pre-test questions. Three hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when candidates are taking the examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the “Time” button in the lower right portion of the screen or select the TIME key to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one question is presented at a time. The question number appears in the lower right portion of the screen. The entire question appears on-screen (i.e., stem and four options labeled – A, B, C and D). Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse. Your answer appears in the window in the lower left portion of the screen. To change your answer, enter a different option by pressing the A, B, C or D key or by clicking on the option using the mouse. During the examination time limit, you may change your answer as many times as necessary.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen or select the NEXT key. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

You may leave a question unanswered and return to it later. You may also bookmark questions for later review by clicking in the blank square to the right of the Time button. Clicking on the hand icon or pressing the NEXT key advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon or press the NEXT key. When you have completed the examination, the number of questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions. Be sure to answer each question before ending the examination. There is no penalty for guessing.

You may provide online comments for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where you may enter your comments.

## Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, ABOHN and AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may contact AMP’s Weather Hotline at 800-380-5416 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer examinations.
as scheduled. However, should an Assessment Center examination be canceled, you will receive notification regarding a rescheduled examination date or reapplication procedures.

**Rules for Examination**

1. Report to your designated Assessment Center location on the day of the examination at the time you were instructed when your appointment was scheduled. If you arrive more than 15 minutes late you will not be admitted, will forfeit your examination fee, and must reregister for the examination by contacting ABOHN.

2. No books, papers, dictionaries, other reference materials or personal items (purses, briefcases, coats, etc.) may be taken into the Assessment Center; you must leave all personal items in your automobile. AMP will not be responsible for loss or damage to personal items.

3. Calculators are not required to complete the examination and will not be allowed in the testing room.

4. You will be provided with scratch paper to use during the examination. The scratch paper must be returned to the supervisor at the completion of testing or you will not receive a score report. No documents or notes of any kind may be removed from the examination room. All computer screens, questions, paper and written materials are the property of ABOHN and AMP and may not be reproduced in any form.

5. Reference materials are not allowed.

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

7. You may provide online comments on any question DURING the examination by clicking on the button displaying an exclamation point (!). This opens a dialog box where you may enter your comments.

8. Eating, drinking or smoking will not be permitted in the Assessment Center.

9. You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

10. The proctor may dismiss a candidate from the examination for any of the following reasons:
   - the candidate has a cell phone;
   - the candidate's admission to the examination is unauthorized;
   - the candidate creates a disturbance, is abusive, or otherwise uncooperative;
   - the candidate gives or receives help or is suspected of doing so;
   - the candidate attempts to record examination questions or make notes;
   - the candidate attempts to take the examination for someone else; or
   - the candidate is observed with notes.

11. No electronic devices are permitted in the Assessment Center, including cellular phones or signaling devices such as pagers and alarms. In addition, personal digital assistants (PDAs) and other hand-held computers are prohibited.

The examination will be timed; you will have three (3) hours of actual examination time. The computer will indicate the time remaining on the screen. If you find it distracting, the timer may be turned off during the examination. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.

Violation of any of the above provisions results in dismissal from the examination session. The candidate’s score on the examination is voided and examination fees are not refunded. Evidence of misconduct is reviewed to determine whether the candidate will be allowed to reapply for examination. If re-examination is granted, a complete application and fee are required to reapply.

If a re-examination privilege is granted, the candidate may need to submit a new application. However, all granted re-examination privileges will be subject to an additional application fee and examination fee.

**REFERENCES**

The American Board for Occupational Health Nurses, Inc. has prepared the following list of references that are examples of resources that may be used to prepare for the certification examination. This is not an all-inclusive list, but one that represents the types of materials that may have been used as references for the examination items. Applicants are advised to identify the areas of content in which they feel less knowledgeable and to focus their study on those areas, as well as a general overview of the content described in the Examination Content Outline. Useful references may be obtained from professional organizations, and public and university libraries. ABOHN neither sells, nor lends references. ABOHN cannot recommend any specific course(s) or other resources that may prepare you for the examination.

**GENERAL OCCUPATIONAL HEALTH and OCCUPATIONAL HEALTH NURSING**


DISEASE MANAGEMENT/EMERGENCY CARE


TOXICOLOGY, EPIDEMIOLOGY, AND INDUSTRIAL HYGIENE


SAFETY/ERGONOMICS


CASE MANAGEMENT


MISCELLANEOUS


Centers for Disease Control and Prevention (1999). Health information for international travel. Atlanta, GA: U.S. DHHS, USPHS, National Center for Infectious Diseases, Division of Quarantine.


REGULATORY RESOURCES
NIOSH reports and publications.
OSHA guidelines, alerts, and publications.

JOURNALS AND PERIODICALS
AAOHN Journal
American Journal of Health Promotion
American Journal of Nursing
Bureau of National Affairs, Occupational Health and Safety Reporter
Centers for Disease Control and Prevention, Morbidity and Mortality Weekly Report
Employee Health and Fitness
Hospital Employee Health Journal
Journal of Nursing Administration
Journal of Occupational and Environmental Medicine
Nursing Research
Occupational and Environmental Medicine Report
Occupational Health and Safety

WEB SITES
AIHA Standards: www.aiha.org/committee/anzindex.html
ATSDR: www.atsdr.cdc.gov
CDC/Travel Health: www.cdc.gov and www.cdc.gov/travel
Department of Transportation (DOT): www.dot.gov/general/orders.html
DHHS Health People: www.health.gov/healthypeople/
Hearing Conservation: www.caohc.org
Health Promotion: www.health.gov/healthypeople/
MMWR: www.cdc.gov/mmwr/
NIOSH: www.cdc.gov/niosh/homepage.html
OSHA Standards: www.osha.gov
Travel health: www.who.int
Tuberculosis: www.cdc.gov/nchstp/tb/default.htm

TAKING THE EXAMINATION

Experimental Questions and Guessing
Several questions on the examination are experimental or “pretest” items. They are considered experimental because they have not been used on a previous examination, nor has their performance been evaluated. Therefore, until those evaluations can be conducted, the items will not be used for scoring your examination. Since these items are combined with the other questions and are not marked as experimental questions, you will be unable to determine which items are experimental. Therefore, you should answer all questions to the best of your ability. No penalty is applied for guessing incorrectly. Therefore, if you are unsure about an answer, you should make an educated guess.

Sample Examination Questions
Each item has four responses, only one of which is correct. The examination is changed with each administration. The sample questions that follow are examples of typical questions and the format used.

1. A young female employee informs the OHN that she is five months pregnant. Because of her limited financial resources, the employee has NOT had prenatal care. Which of these actions should the nurse take first?

A. Make an appointment for the employee at a public prenatal clinic.
B. Collect additional data related to the employee’s situation.
C. Refer the employee to a local self-help group.
D. Identify the employee’s social support networks.

2. A nurse is responsible for periodically evaluating the performance of departmental employees. The purpose of the performance appraisal is to

A. determine progress toward meeting objectives.
B. assure continuous productivity.
C. review benefit status in relation to peers in comparable positions.
D. establish job codes.

3. A nurse is evaluating the results of a cholesterol awareness program for a company. Which of these findings about those who participated in the program would most clearly indicate that the program was a success?

A. Higher low-density lipoprotein levels in several employees.
B. A number of requests from employees for low-fat foods in the cafeteria.
C. A decrease in absenteeism among employees.
D. Fewer visits made by employees to the occupational health unit.
4. When planning the budget for an employee health service, which of these items should the nurse list as a capital expenditure?
   A. office supplies
   B. exercise tapes
   C. examining tables
   D. intravenous fluids

   **Answers to sample questions**
   1: B
   2: A
   3: B
   4: C

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**Following the Examination**

After you finish the examination, you are asked to complete a short evaluation of your testing experience. Then, you are instructed to report to the examination proctor to receive your score report. Scores are reported in written form only, in person or by U.S. mail. Scores are **NOT** reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a “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 you answered correctly. Your pass/fail status is determined by your raw score. Even though the examination consists of 160 questions, your score is based on 150 questions. Ten questions are “pretest” questions. This score report is a preliminary, unofficial report. Approximately 6 weeks after your examination, your official report will be sent by mail from ABOHN.

To ensure fairness to all candidates, a process of statistical equating is used. This involves selecting an appropriate mix of individual questions for each version of the examination that meet the content distribution requirements of the examination content blueprint. Because each question has been pretested, a difficulty level can be assigned. The process then considers the difficulty level of each question selected for each version of the examination, attempting to match the difficulty level of each version as closely as possible. To assure fairness, slight variations in difficulty level are addressed by adjusting the passing score up or down, depending on the overall difficulty level statistics for the group of scored questions that appear on a particular version of the examination.

In rare instances, the preliminary report that you receive at the testing center might be revised as a result of additional statistical evaluations. Therefore, please refrain from using the preliminary score report as your official score report.

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**If You Pass the Examination**

Once scores have been validated, ABOHN sends official notices to candidates who have achieved passing scores on the ABOHN COHN-S examinations and sends invoices to them for the fee to maintain their COHN-S credentials until their first, 5-year recertifications are due. Certificants who pay that invoice receive their COHN-S wall certificate and COHN-S wallet card to show that they have earned the right to use the COHN-S designation after their names. Additionally, their names and credentials are published in the ABOHN on-line Directory of Certified Occupational Health Nurses.

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**If You Do Not Pass the Examination**

If you do not achieve a passing score on the COHN-S examination, you may contact ABOHN to re-apply to take the examination. Although ABOHN imposes no limit upon the number of times that an individual may apply or take the COHN-S examination, ABOHN requires unsuccessful candidates to wait at least 90 days before they may retake the examination. If your previous application is 6 months old or less, you may be allowed to re-apply to take the examination by submitting your letter of intention to retake the examination and paying another application fee and examination fee. If your previous application is more than 6 months old, you will be required to submit a new application, pay another application fee, and if approved, pay another examination fee to become eligible to retake the examination. If you have any questions about reapplying to take the examination, please contact the ABOHN office.

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**Confidentiality**

Under no circumstances are individual examination scores reported to anyone but the individual who took the examination. Aggregate scores without personally identifiable markers will be used by the respective examination committees in collaboration with the testing consultants to set the passing points for the examination and to analyze performance of individual questions.

All information provided to ABOHN, including job descriptions, may be used for a variety of analyses to study certified occupational health nurses and their practice. However, information sharing will be limited to data reports that are in aggregate form, or documents that lack personally identifiable information.

Upon written or telephone request for verification of certification, an authorized ABOHN representative will provide the following information:

- “Our records indicate that ________________ is currently certified.”

Or
• “Our records do not indicate that anyone with the name spelled the way that you have provided, is currently certified.”

Unless authorized in writing by the individual whose certification status is being questioned, at no time shall any demographic information, pass/fail information, member data, or other identifying information be given to the calling or requesting party.

■ Duplicate Score Report
Candidates may purchase additional copies of score reports at a cost of $25 per copy. Written requests must be submitted to AMP within 12 months of the examination. The request must include the candidate’s name, unique identifier assigned by ABOHN, mailing address, telephone number, examination date, the name of the examination taken and the required fee payable to AMP. Duplicate score reports are mailed within two weeks after receipt of the request and fee payment.

■ Scores Canceled by ABOHN or AMP
ABOHN and AMP are responsible for the integrity of the scores they report. Misconduct by a candidate may cause a score to be suspect. ABOHN is committed to recertifying such discrepancies as expeditiously as possible. If, after investigation, ABOHN discovers that its regulations have been violated, ABOHN may void the violator’s examination results.

■ Revocation of Certification
The American Board for Occupational Health Nurses, Inc. may revoke a certificate for substantial misrepresentation on the application, fraud in the examination, or failure to meet the criteria for certification or recertification. The certificate holder will be notified of the reasons judged adequate for revocation and will be entitled to be heard by the Board.

■ Appeals Process
The review and appeals process is available to individuals seeking a reconsideration of a decision regarding revocation of ABOHN certification. Failure on the examination is not a circumstance for review or appeal. All appeals must be made in writing. Contact the ABOHN office for further information about the appeals process.

Although all aspects of ABOHN’s credentialing programs are based on standards that are managed through the implementation of thoughtfully developed policies and procedures, each formal request for an appeal to deviate from an established standard will be considered on an individual basis. The application for an appeal is available online at www.abohn.org, or upon request from the ABOHN office. Individuals requesting an appeal will be notified of a decision on the request within 30 days.

■ Retaining Certification
Part of the examination fee covers the cost of the successful candidates’ first year of credential maintenance. COHN-Ss are billed for the credential maintenance fee for the remaining four years of their five-year certification period at the time they pass the examination.

To maintain “Active” COHN-S status, recertification is required every five years. Recertification eligibility criteria may include:

1. Current registered nursing licensure, or its international equivalent;
2. 3,000 hours of occupational health nursing experience (being actively engaged in occupational health nursing for compensation). You do not have to be currently employed at the time you apply for recertification.

Alternative credit for occupational health nursing employment may include:

a. 2,000 hours of experience credit that may be granted for occupational health graduate study completed in a National Institute for Occupational Safety and Health (NIOSH) funded Education and Research Center (ERC).

b. 750 hours of experience credit may be granted for time spent for the completion of a baccalaureate or a non-occupational health masters degree.

Course work associated with attaining a degree can be used to meet either the continuing education requirement or the experience requirement, but not for both.

3. 50 hours of documented continuing nursing education (CNE) contact hours related to occupational health earned within the five-year period preceding the recertification deadline.
AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.
201 East Ogden, Suite 114, Hinsdale, IL 60521
www.abohn.org
APPLICATION FOR EXAMINATION / DO NOT FAX

All information provided on this application will be treated with strict confidence.

ABOHN’s policy is that no individual shall be excluded from the opportunity to participate in the ABOHN credentialing program on the basis of race, national origin, religion, sex, age or disability.

PLEASE TYPE OR PRINT YOUR APPLICATION! Each item on this form must have a response. If “none” or “no” is applicable, so state. Incomplete responses will result in delay and possible disqualification. Applications must include the application fee. Please consult the examination handbook for application completion instructions.

1. WHICH EXAMINATION DO YOU WISH TO TAKE? □ COHN □ COHN-S

2. HAVE YOU APPLIED FOR AN EXAM WITH ABOHN BEFORE? □ YES □ NO

3. HAVE YOU TAKEN AN EXAM WITH ABOHN BEFORE? □ YES □ NO

4. NAME:
First
Middle
Last
Maiden Name
Other Last Names Used

5. YEAR OF BIRTH ____________

   ALTERNATE E-MAIL (non-mandatory) □ Work □ Home

7. HOME ADDRESS Street ____________ Apt/Unit ____________
   City __________________________ State ________ Zip ____________
   Country __________________________
   Telephone ( _______ ) ________________

8. CURRENT EMPLOYER
   Street ____________________________________________
   City __________________________ State ________ Zip ____________
   Country __________________________
   Telephone ( _______ ) ____________________ FAX ( _______ ) ____________________
9. **SALARY** (for group analysis use only)  
   - Part-time: hours per week _____________________ Hourly Rate $ _____________________  
   - Full Time: Annual Salary $ _____________________

10. **BUSINESS CATEGORY OF EMPLOYMENT**  
    (See “Guide to Code Numbers”) ____________________

11. **JOB TITLE** (Use the “Guide” to code number to select the appropriate title, enter actual title and the appropriate code number)  
    Title ________________________________ Code ________________________________

12. **TELEPHONE PREFERENCE FOR LISTING IN ABOHN’S ON-LINE DIRECTORY**  
    - HOME  
    - BUSINESS  
    - NEITHER

13. **RN LICENSURE** (Please attach a copy of your RN License to this application)  
    State/Country _________________ License Number ___________________ Expiration Date _________________

14. **EDUCATION** (Check **ALL** education you have completed.)  
   - 1. ASSOCIATE DEGREE  
   - 2. DIPLOMA  
   - 3. BACCALAUREATE IN NURSING  
   - 4. OTHER BACCALAUREATE  
   - 5. MASTER’S IN NURSING  
   - 6. MASTER’S IN PUBLIC HEALTH  
   - 7. OTHER MASTER’S  
   - 8. DOCTORATE

15. **EXAMINATION ACCOMMODATION**  
    □ YES  
    □ NO  
    ABOHN makes a good faith effort to provide any reasonable examination accommodation. Consideration of a candidate’s request for a disability accommodation is based upon the information received on the application and Special Examination Accommodation Form. Unless ABOHN believes that such an accommodation would create an undue hardship or is contrary to ABOHN’s commitment to diversity and inclusiveness, ABOHN grants such requests.

16. **PROFESSIONAL MEMBERSHIPS** Check those professional organizations in which you hold membership.  
    - AAOHN (American Assoc. of Occupational Health Nurses)  
    - ANA (American Nurses Assoc.)  
    - AOHP (Assoc. of Occupational Health Professionals in Healthcare)  
    - CNA (Canadian Nurses Assoc.)  
    - CMSA (Case Management Society of America)

17. **OTHER CERTIFICATIONS HELD** Check those professional certifications you currently hold.  
    - CSP (Certified Safety Professional)  
    - COHN (c) (Certified Occupational Health Nurse - Canada)  
    - NP (Nurse Practitioner)
18. EXPERIENCE IN OCCUPATIONAL HEALTH NURSING

During the 5-year period prior to application, you must have earned 3,000 hours of work (occupational health nursing) experience. Full time employment for one year equals 2,080 hours. Refer to your Candidate Handbook for alternatives to work experience. Begin with your most recent or current position. Reproduce this page if you have held more than one job during the five-year time period. List occupational health nursing work experience in the past 5 years only. If “none” or “no” is applicable, so state.

<table>
<thead>
<tr>
<th>POSITION #</th>
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<tr>
<td>DATES EMPLOYED</td>
<td>from</td>
</tr>
<tr>
<td>TOTAL SERVICE</td>
<td>Years</td>
</tr>
<tr>
<td>POSITION TITLE</td>
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<tr>
<td>BRIEFLY DESCRIBE JOB RESPONSIBILITIES IN THIS POSITION AND THE TARGET POPULATION TO WHICH YOU PROVIDE OCCUPATIONAL HEALTH NURSING CARE OR ATTACH A COPY OF YOUR CURRENT JOB DESCRIPTION.</td>
<td></td>
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<tr>
<td>DESCRIPTION OF JOB DUTIES AND TARGET POPULATION</td>
<td></td>
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<tr>
<td>NAME OF EMPLOYER</td>
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<td>Address</td>
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<tr>
<td>Major Product/Service</td>
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<tr>
<td>PERSON WHO CAN VERIFY YOUR EMPLOYMENT</td>
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<td>Name</td>
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<td>Title</td>
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<td>Telephone #</td>
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<td>E-mail address</td>
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19. PROFESSIONAL NURSING EDUCATION

In order to meet the examination’s educational requirements, you must provide proof that a baccalaureate degree has been earned before the application is submitted in order to be eligible to take the COHN-S examination. The degree may be any Bachelor’s Degree. It does not have to be a nursing degree.

**PLEASE ATTACH COPIES OF DEGREES or FINAL TRANSCRIPTS TO THIS APPLICATION**

The completion of Baccalaureate Degree or higher for the COHN-S examination is required.

| Institution’s Name | 
|--------------------|---|
| City, State        | ---|
| Year of Graduation | ---|
| Degree Earned      | ---|

**The following education is required if you do not have experience/work hours in Occupational Health Nursing**

Other education completed for COHN or COHN-S Certificate Program in Occupational Health Nursing for Academic Credit (within the past 5 years).

| Institution’s Name | 
|--------------------|---|
| City, State        | ---|
| Year of completion (Must be within the past 5 years) | ---|
| Degree Earned      | ---|

Master’s Degree of education with a concentration in Occupational Health Nursing for the COHN-S examination (within the past 5 years).

| Institution’s Name | 
|--------------------|---|
| City, State        | ---|
| Year of Graduation (Must be within the past 5 years) | ---|
| Degree Earned      | ---|
20. WHERE DID YOU INITIALLY LEARN ABOUT ABOHN CERTIFICATION? (Check one only)

☐ DIRECT MAILING FROM THE ABOHN OFFICE
☐ EMPLOYER
☐ AAOHN PUBLICATION
☐ AAOHN Symposium and Exposition
☐ AOHP (Association of Occupational Health Professionals)
☐ CMSA Conference (Case Management Society of America)
☐ OCCUPATIONAL HEALTH & SAFETY PUBLICATION
☐ Other ____________________________________________

21. Name of certified Occupational Health Nurse who referred you to sit for the certification examination: __________________________________________________________

22. AUTHORIZATION TO ABOHN

I authorize the American Board for Occupational Health Nurses, Inc. (ABOHN) to request information concerning me from any of the persons or organizations referred to in this application for Board certification.

I hereby attest that all of the information contained in this application, including any attachments that I have submitted, is true and correct to the best of my knowledge. I acknowledge that the ABOHN certification program is entirely voluntary and agree to be bound by ABOHN’s policies and procedures, as they now exist or as they may be amended in the future. I understand that any falsification in this application will be grounds for rejection or revocation of any certificate issued.

If I am certified, I agree to pay such fees and meet such standards as prescribed by ABOHN to maintain certification status by the American Board for Occupational Health Nurses, Inc.

☐ Yes ☐ No

Signature: ____________________________ Date: __________________

Remember before mailing this application:

• Please make a copy of this application for your records

Please include copies of your:

• RN license
• Current job description if applicable
• Advanced education or final transcripts

AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.
201 EAST OGDEN, SUITE 114
HINSDALE, IL 60521-3652
Phone: 630-789-5799Fax: 630-789-8901
www.abohn.org
### Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

#### Applicant Information

ABOHN Assigned Unique Identification Number ____________________

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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Address

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<tr>
<th>City</th>
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Daytime Telephone Number            Fax Number                       E-mail Address

#### Special Accommodations

I request special accommodations for the examination.

Please provide (check all that apply):

- [ ] Special seating or other physical accommodation
- [ ] Reader
- [ ] Extended examination time (time and a half)
- [ ] Distraction free room
- [ ] Other special accommodations (please specify)

<table>
<thead>
<tr>
<th>Description of Disability:</th>
</tr>
</thead>
</table>

Signed: ___________________________ Date: ___________________________

Return this form with your examination application and fee to:

ABOHN, 201 East Ogden, Suite 114, Hinsdale, IL 60521.

If you have questions, call the ABOHN office at 630-789-5799.
**Documentation of Disability-Related Needs**

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required examination accommodations.

- **Professional Documentation**

  I have known ___________________________________________ since ____ / ____ / _____ in my capacity as a
  
  Examination Applicant                                           Date
  
  ____________________________________________________________

  Professional Title

  The applicant discussed with me the nature of the examination administered. It is my opinion that because of this applicant’s disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

  Description of Disability: ____________________________________________________________________________________
  __________________________________________________________________________________________________________
  __________________________________________________________________________________________________________
  __________________________________________________________________________________________________________
  __________________________________________________________________________________________________________

  Signed: __________________________________________ Title: ______________________________

  Date: __________________________________________ License # (if applicable): __________________

Return this form with your examination application and fee to:
ABOHN, 201 East Ogden, Suite 114, Hinsdale, IL 60521.
If you have questions, call the ABOHN office at 630-789-5799.