## 2016 ONCC Test Dates, Application Deadlines, and Fees

<table>
<thead>
<tr>
<th>Test Dates and Locations</th>
<th>Application Deadline Date</th>
<th>Test Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Testing in the US/Canada</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 1 - December 31, 2016</td>
<td><strong>Apply when ready to test.</strong> September 1, 2016*</td>
<td>$286 - ONS/APHON Member</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$406 - Nonmember</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$215 - ONS/APHON Member: Age 65+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$305 - Nonmember: Age 65+</td>
</tr>
<tr>
<td><strong>International Testing</strong></td>
<td></td>
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<tr>
<td>November 1 - November 30, 2016</td>
<td>August 3, 2016</td>
<td>$286 + $75 - ONS/APHON Member</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$406 + $75 - Nonmember</td>
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<tr>
<td></td>
<td></td>
<td>$215 + $75 - ONS/APHON Member: Age 65+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$305 + $75 - Nonmember: Age 65+</td>
</tr>
</tbody>
</table>

*Candidates who apply after September 1 may not be accommodated, or may be accommodated in an eligibility period of less than 90 days. Candidates who accept an abbreviated eligibility period may have limited choices of test dates and locations.

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**Questions about Certification?** Contact ONCC.

877-769-6622 (toll free)  412-859-6104 (phone)  412-859-6168 (fax)  oncc@oncc.org  www.oncc.org

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88% of nurses agreed that certification enhances confidence in clinical abilities

97% of nurses say certification provides personal satisfaction

90% of nurse managers prefer hiring certified nurses over non-certified nurses when all other factors are equal

Visit www.oncc.org for details.
What is Certification?
Certification is the formal recognition of specialized knowledge, skills, and experience in nursing. It is demonstrated by achieving standards identified by a nursing specialty to promote health outcomes. Certification assures the public a nurse has completed all eligibility criteria to earn a specific credential. It also promotes the development of specialty nursing by establishing minimum competency standards and recognizing those who have met the standards.

Why You Should Be Certified
Certification in oncology nursing can:
• Validate your specialized knowledge
• Increase your confidence in your abilities
• Contribute to your personal satisfaction
• Demonstrate your commitment to your specialty and your patients

Certification also may increase your professional opportunities, lead to salary increases or bonuses, and enhance your career mobility.

Oncology Certifications Available
ONCC offers six certification examinations – one is right for you.
• Oncology Certified Nurse (OCN®) – basic level certification in adult oncology nursing
• Certified Pediatric Hematology Oncology Nurse (CPHON®) – basic level certification in pediatric hematology oncology nursing
• Advanced Oncology Certified Nurse Practitioner (AOCNP®) – role-specific advanced certification for nurse practitioners in adult oncology
• Advanced Oncology Certified Clinical Nurse Specialist (AOCNS®) – role-specific advanced certification for clinical nurse specialists in adult oncology
• Certified Breast Care Nurse (CBCN®) – specialty certification that covers the entire continuum of breast care nursing practice
• Blood & Marrow Transplant Certified Nurse (BMTCN™) – specialty certification that addresses blood and marrow transplantation nursing in adults and children

About the Oncology Nursing Certification Corporation
ONCC is a non-profit organization whose mission is to promote excellence in patient care and professional practice by validating specialized knowledge in oncology nursing and related specialties. Learn more about ONCC at www.oncc.org.

Accreditation—The National Commission for Certifying Agencies (NCCA) is an independent organization that has identified the essential components of a national certification program. All ONCC examinations are NCCA accredited.

Prometric - ONCC’s Testing Partner
Prometric is a trusted test development and delivery provider to more than 350 organizations worldwide. They offer a global network of test centers and use state-of-the-art technologies to securely deliver an average of 9 million exams per year to test candidates in a variety of fields. Prometric has more than 20 years of experience in providing test delivery solutions. Learn more at www.prometric.com.

Test Locations
ONCC examinations are administered by computer-based testing at Prometric test centers. Limited testing will be available outside the US and Canada in November 2016. To locate a test center, go to www.oncc.org/find-test-center.

HOW TO APPLY (when you're ready to test)
Apply online, using ONCC’s secure online registration. Go to www.oncc.org/access-my-account.

EXCEPTIONS
A few applicants cannot apply online, and should print an application form from the ONCC website (www.oncc.org/applications) and submit it by email, mail or fax. Applicants who should apply using a paper application form include:
• Applicants who fail an examination and wish to test again in the same calendar year
• Applicants renewing multiple credentials at the same time
• Applicants submitting an employer-paid application
Eligibility for Initial Certification
Eligibility criteria must be met for AOCNP® and AOCNS® certification at the time of application and examination.

Please see page 5 for AOCNP® eligibility criteria, and page 8 for AOCNS® eligibility criteria.

Acceptable Providers/Approvers of CE Required for Initial Certification
The following is a list of acceptable providers and approvers of the continuing nursing education required for initial AOCNP® and AOCNS® certification. CNE contact hours must have been approved or provided by an accredited provider/approver of continuing education listed below.

- Oncology Nursing Society (ONS)
- Association of Pediatric Hematology/Oncology Nurses (APHON)
- American Nurses Credentialing Center (ANCC) as well as any agency, organization, or educational institution accredited by ANCC
- American Nurses Association (ANA)
- American Association of Critical Care Nurses (AACN)
- Association of Women’s Health, Obstetric, and Neonatal Nurses (AWHONN)
- American Association of Nurse Anesthetists (AANA)
- American Academy of Nurse Practitioners (AANP)
- European Oncology Nursing Society (EONS)
- International Association of Continuing Education and Training (IACET)
- Korean Oncology Nursing Society
- National Association of Pediatric Nurse Practitioners (NAPNAP)
- National Association of Neonatal Nurses (NANN)
- National Association of Nurse Practitioners in Women's Health (NPWH)
- National League for Nursing (NLN)
- Royal College of Nursing
- Royal College of Nursing, Australia
- State Nurses Associations
- State Boards of Nursing in Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, West Virginia
- Wisconsin Society for Health Education and Training (WISHET)

TRY A PRACTICE TEST
A 50-item AOCNP® and AOCNS® practice test is free for test candidates at www.oncc.org/practice-tests. One additional AOCNP® and AOCNS® practice test is available for purchase. The practice tests provide examples of the type of items that you can expect to see on the test. Each practice test includes the correct answer, reference and rationale.

They are intended to help you prepare for the examination, but they are not meant to be studied for content.
Eligibility Criteria—Initial AOCNP® Certification
Any person who is not currently AOCNP®-certified is an initial candidate, including candidates whose certification has lapsed, as well as candidates who were or are AOCN®-certified. All eligibility criteria must be met at the time of application and examination. (See eligibility below).

Initial certification applicants must:
• Apply online at www.oncc.org.
• Provide contact information for the individual(s) who can verify the supervised practice requirement has been fulfilled if using Pathway 1.
• Submit a transcript showing conferral of a graduate degree from an accredited nurse practitioner program. Transcripts must be submitted by email/mail/fax within 48 hours of applying online. Applications will not be processed until all required information is provided.
• Enter details about the CE or graduate level elective completed to meet eligibility criteria. Online applicants will be prompted to enter this information, and must enter valid information. Applicants may be requested to submit documentation of completion by mail or fax. Acceptable forms of documentation include a CE certificate, official Letter of Attendance, academic grade report or transcript. CE documentation must include the candidate’s name, title and date of program, accreditation statement, and number of contact hours awarded. Academic grade reports and transcripts must include the candidate’s name, course title, and date.
• Submit full payment at the time of application.

Renewal of AOCNP® Certification
Certification is valid for four years. In 2016, AOCNP® certification renewal is available to nurses whose AOCNP® certification expires in 2016. Please see www.oncc.org/renew for information about current renewal options.

AOCNP® Test Content
The AOCNP® Test is based on the AOCNP® Test Content Outline (Test Blueprint). The Test Content Outline is based on the results of a role delineation study of advanced oncology nursing practice completed in 2014. The AOCNP® Test Content Outline is composed of eleven major subject areas, each with a percentage assigned to it. Each major subject area is represented in every test with the appropriate percentage of items. However, not all content sub-areas are included on every form of the test.

The AOCNP® Test consists of 165 multiple-choice items (a question or incomplete statement followed by four answers or completions). Of those, 125 items count toward the candidate’s score and 40 are “pretest” or experimental items. Candidates do not know which items are scored and which are pretest. To determine the number of scored items from each subject area, multiply the appropriate percentage by 125.

A free, 50-item AOCNP® Practice Test is available at www.oncc.org. ONCC practice tests provide examples of the type of items that you can expect to find on an examination; they are not intended to be study guides or to replace other forms of test preparation. A for-purchase practice test is also available.

When Ready to Test, Begin the Application Process
• Review the eligibility criteria.
• Review ONCC certification policies (pages 15-17).
• Gather the information/documentation you need to complete the application (i.e., nursing license, CNE documentation).
• Apply online at www.oncc.org.

Eligibility Criteria for Initial AOCNP® Certification
To apply for initial AOCNP® certification, you must meet the eligibility criteria in one of the two eligibility pathways outlined below.

Pathway 1
Licensure
RN License
Academic Education/Certification
Graduate degree from accredited NP program with concentration in oncology
Current Oncology Practice
500 hours supervised clinical practice as adult oncology NP, obtained within and/or following the graduate program
Current Oncology-Specific Education
One graduate level oncology course of at least 2 credits OR 30 hours oncology CE

Pathway 2
Licensure
RN License
Academic Education/Certification
Graduate degree from accredited NP program with concentration in adult (primary or acute), family (across lifespan), gerontology, or women’s health
Current Oncology Practice
1,000 hours practice as adult oncology NP, obtained within and/or following the graduate program
Current Oncology-Specific Education
One graduate level oncology course of at least 2 credits OR 30 hours oncology CE
AOCNP® TEST CONTENT OUTLINE (TEST BLUEPRINT)

I. Screening, Prevention, Early Detection, and Genetic Risk — 7%
   A. At-risk populations (e.g., disparities in cultures, socioeconomic status, age, occupations, cancer history)
   B. Screening, early detection
   C. Cancer prevention, risk reduction guidelines (e.g., cancer risk factors such as smoking, nutrition, environmental)
   D. Hereditary cancer risk assessment and genetic counseling methods
   E. Epidemiology (e.g., frequency, incidence, prevalence)

II. Diagnosis, Staging, and Treatment Planning — 14%
   A. Diagnostic tests and results
   B. Patient assessment
   C. Staging guidelines
   D. Natural history of disease (e.g., presentation, common metastatic sites, prognosis)
   E. Prognostic indicators (e.g., immunoassays, flow cytometry, performance status, hormonal status, biomarkers)

III. Cancer Treatment — 19%
   A. Clinical trials and research studies
   B. Systemic therapies (e.g., chemotherapy, hormonal, targeted, biologic)
   C. Localized therapies (e.g., intravesicular, intraperitoneal, intrathecal)
   D. Surgical and interventional procedures
   E. Radiation therapy
   F. Blood and marrow transplantation
   G. Multimodal (combined) therapies
   H. Complementary and alternative therapies
   I. Delivery systems (e.g., VAD, infusion devices)
   J. Interrelationship of disease, treatment, and comorbid conditions
   K. Standards of care for specific cancers
   L. Clinical response to treatment
   M. Palliative care

IV. Side Effect and Symptom Management — 19%
   A. Etiology, incidence, and patterns (e.g., acute, chronic, late)
   B. Toxicity rating scales
   C. Pharmacologic interventions
   D. Multidisciplinary therapies (e.g., rehabilitation services, nutrition, counseling)
   E. Integrative therapies (e.g., complementary and alternative methods)
   F. Procedural interventions (e.g., paracentesis, thoracentesis, surgery, stents, drains)
   G. Management of complications (e.g., infection, thrombosis)

V. Oncologic Emergencies — 8%
   A. Risk factors and prevention strategies
   B. Etiology
   C. Assessment strategies (e.g., physical examination, differential diagnosis)
   D. Treatment strategies

VI. Survivorship — 6%
   A. Psychosocial (e.g., fear of recurrence, depression, PTSD, family relations)
   B. Physical (e.g., neuropathy, cardiomyopathy, cognitive effects, secondary cancers, infertility)
   C. Financial and legal (e.g., employment, insurance, discrimination, disability, debt)
   D. Survivorship treatment summaries
   E. Survivorship plan of care (e.g., communication with primary care provider, follow-up surveillance)

VII. End-of-Life Care — 6%
   A. Philosophy of hospice
   B. End-of-life care principles (e.g., symptom management, family and caregiver support, cultural variations, education)
   C. Grief and bereavement process
   D. End-of-life care settings
   E. Financial issues in end-of-life care

VIII. Psychosocial Issues — 6%
   A. Risk factors for psychosocial disturbances/alterations (e.g., social support, financial aspects, family dynamics)
   B. Assessment instruments and techniques (e.g., interview, patient self-assessment)
   C. Psychiatric and psychosocial comorbidities (e.g., anxiety, depression, cognitive impairment)
   D. Effects of cancer or treatment on psychosocial issues (e.g., sexuality, quality of life, family dynamics, coping)
   E. Cultural, spiritual, and religious diversity

IX. Coordination of Care — 5%
   A. Patient navigation
   B. Case management
   C. Insurance and reimbursement issues
   D. Roles of other healthcare disciplines
   E. Community resources

X. Professional Practice — 5%
   A. Ethical/legal issues (e.g., ethical decision-making models, informed consent, advanced directives)
   B. Legal or regulatory requirements (e.g., licensing, documentation)
   C. Insurance reimbursement documentation requirements
   D. Outcomes of advance practice nurse interventions on individuals, groups, and systems
   E. Accreditation standards (e.g., Joint Commission, ACOS, HCFA)
   F. Competency evaluation of self and others (e.g., peer review)
   G. Advanced practice standards of care
   H. Collaborative practice agreements (e.g., peers, physician)
   I. Healthcare Legislation

XI. Roles of the Advanced Practice Nurse — 5%
   A. Mentor, preceptor, and educator
   B. Patient education (e.g., needs assessment, preparation of materials)
   C. Research process (e.g., problem identification, synthesis of research literature, rights of human subjects)
   D. Research application
   E. Consultant

Please note: ONCC uses generic names of drugs used in treatment, not brand names, on tests.
AOCNP® Reference List

AOCNP® Test References — 2016

The following list of primary references identifies the resources used to develop most items on the AOCNP® Test. Primary references include resources that support specific test items. This list is not all-inclusive. Use of the references does not guarantee a passing score on the AOCNP® Test. If a new edition of any reference becomes available in 2016, the new edition will replace the previous version.

Primary References


Eligibility Criteria—Initial AOCNS® Certification

Any person who is not currently AOCNS®-certified is an initial candidate, including candidates whose certification has lapsed, as well as candidates who were or are AOCN®-certified. All eligibility criteria must be met at the time of application and examination. (See eligibility below).

Initial certification applicants must:
- Apply online at www.oncc.org.
- Provide contact information for the individual(s) who can verify the supervised practice requirement has been fulfilled if using Pathway 1.
- Submit a transcript showing conferral of a graduate degree from an accredited CNS or nursing program, or documentation you hold a current license/recognition or national certification as a CNS as described in the AOCNS® Eligibility Criteria. Transcripts must be submitted by email/mail/fax within 48 hours of applying online. Applications will not be processed until all required information is provided.
- Enter details about the CE or graduate level elective completed to meet eligibility criteria. Online applicants will be prompted to enter this information, and must enter valid information. Applicants may be requested to submit documentation of completion by mail or fax. Acceptable forms of documentation include a CE certificate, official Letter of Attendance, academic grade report or transcript. CE documentation must include the candidate’s name, title and date of program, accreditation statement, and number of contact hours awarded. Academic grade reports and transcripts must include the candidate’s name, course title, and date.
- Submit full payment at the time of application.

Renewal of AOCNS® Certification

Certification is valid for four years. In 2016, AOCNS® certification renewal is available to nurses whose AOCNS® certification expires in 2016. Please see www.oncc.org/renew for information about current renewal options.

Eligibility Criteria for Initial AOCNS® Certification

To apply for initial AOCNS® certification, you must meet the eligibility criteria in one of the three eligibility pathways outlined below.

<table>
<thead>
<tr>
<th>Pathway</th>
<th>LICENSURE</th>
<th>ACADEMIC EDUCATION/CERTIFICATION</th>
<th>CURRENT ONCOLOGY PRACTICE</th>
<th>CURRENT ONCOLOGY SPECIFIC EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RN License</td>
<td>Graduate degree from accredited CNS program with concentration in adult oncology, med-surg, family, gerontology or women’s health</td>
<td>500 hours supervised clinical practice as adult oncology CNS during and/or following the graduate program</td>
<td>One graduate level oncology course of at least 2 credits OR 30 hours oncology CE</td>
</tr>
<tr>
<td>2</td>
<td>RN License</td>
<td>Graduate degree from accredited nursing program</td>
<td>1,000 hours practice as adult oncology CNS OR 500 hours practice as adult, med-surg, family, gerontology, or women’s health CNS AND 1,000 hours practice as RN in adult oncology</td>
<td>One graduate level oncology course of at least 2 credits OR 30 hours oncology CE</td>
</tr>
<tr>
<td>3</td>
<td>RN License</td>
<td>Licensure or recognition as a CNS by US state or territory board of nursing OR Current national certification as adult, med-surg, family, gerontology or women’s health CNS</td>
<td>1,000 hours practice as adult oncology CNS OR 500 hours practice as adult, med-surg, family, gerontology, or women’s health CNS AND 1,000 hours practice as RN in adult oncology</td>
<td>One graduate level oncology course of at least 2 credits OR 30 hours oncology CE</td>
</tr>
</tbody>
</table>

AOCNS® Test Content

The AOCNS® Test is based on the AOCNS® Test Content Outline (Test Blueprint). The Test Content Outline is based on the results of a role delineation study of advanced oncology nursing practice completed in 2014. The AOCNS® Test Content Outline is composed of eleven major subject areas, each with a percentage assigned to it. Each major subject area is represented in every test with the appropriate percentage of items. However, not all content sub-areas are included on every form of the test.

The AOCNS® Test consists of 165 multiple-choice items (a question or incomplete statement followed by four answers or completions). Of those, 125 items count toward the candidate’s score and 40 are “pretest” or experimental items. Candidates do not know which items are scored and which are pretest. To determine the number of scored items from each subject area, multiply the appropriate percentage by 125.

A free, 50-item AOCNS® Practice Test is available at www.oncc.org. ONCC practice tests provide examples of the type of items that you can expect to find on an examination; they are not intended to be study guides or to replace other forms of test preparation. A for-purchase practice test is also available.
AOCNS® TEST CONTENT OUTLINE (TEST BLUEPRINT)

I. Screening, Prevention, Early Detection, and Genetic Risk – 4%
   A. At-risk populations (e.g., disparities in cultures, socioeconomic status, age, occupations, cancer history)
   B. Screening, early detection
   C. Cancer prevention, risk reduction guidelines (e.g., cancer risk factors such as smoking, nutrition, environmental)
   D. Hereditary cancer risk assessment
   E. Epidemiology (e.g., frequency, incidence, prevalence)

II. Diagnosis, Staging, and Treatment Planning — 9%
   A. Diagnostic tests and results
   B. Patient assessment
   C. Staging guidelines
   D. Natural history of disease (e.g., presentation, common metastatic sites, prognosis)
   E. Prognostic indicators (e.g., immunoassays, flow cytometry, performance status, hormonal status, biomarkers)

III. Cancer Treatment — 16%
   A. Clinical trials and research studies
   B. Systemic therapies (e.g., chemotherapy, hormonal, targeted, biologic)
   C. Localized therapies (e.g., intravesicular, intraperitoneal, intrathecal)
   D. Surgical and interventional procedures
   E. Radiation therapy
   F. Blood and marrow transplantation
   G. Multimodal (combined) therapies
   H. Complementary and alternative therapies
   I. Delivery systems (e.g., VAD, infusion devices)
   J. Interrelationship of disease, treatment, and comorbid conditions
   K. Standards of care for specific cancers
   L. Clinical response to treatment
   M. Palliative care

IV. Side Effect and Symptom Management — 19%
   A. Etiology, incidence, and patterns (e.g., acute, chronic, late)
   B. Toxicity rating scales
   C. Pharmacologic interventions
   D. Multidisciplinary therapies (e.g., rehabilitation services, nutrition, counseling)
   E. Integrative therapies (complementary and alternative methods)
   F. Procedural interventions (e.g., paracentesis, thoracentesis, surgery, stents, drains)
   G. Management of complications (e.g., infection, thrombosis)

V. Oncologic Emergencies — 9%
   A. Risk factors and prevention strategies
   B. Etiology
   C. Assessment strategies (e.g., physical examination, differential diagnosis)
   D. Treatment strategies

VI. Survivorship — 7%
   A. Psychosocial (e.g., fear of recurrence, depression, PTSD, family relations)
   B. Physical (e.g., neuropathy, cardiomyopathy, cognitive effects, secondary cancers, fertility)
   C. Financial and legal (e.g., employment, insurance, discrimination, disability, debt)
   D. Survivorship treatment summaries
   E. Survivorship plan of care (e.g., communication with primary care provider, follow-up surveillance)

VII. End-of-Life Care — 7%
   A. Philosophy of hospice
   B. End-of-life care principles (e.g., symptom management, family and caregiver support, cultural variations, education)
   C. Grief and bereavement process
   D. End-of-life care settings

VIII. Psychosocial Issues — 8%
   A. Risk factors for psychosocial disturbances/alterations (e.g., social support, financial aspects, family dynamics)
   B. Assessment instruments and techniques (e.g., interview, patient self-assessment)
   C. Psychiatric and psychosocial comorbidities (e.g., anxiety, depression, cognitive impairment)
   D. Effects of cancer or treatment on psychosocial issues (e.g., sexuality, quality of life, family dynamics, coping)
   E. Cultural, spiritual, and religious diversity

IX. Coordination of Care — 7%
   A. Patient navigation
   B. Care management
   C. Roles of other healthcare disciplines
   D. Community resources

X. Professional Practice — 7%
   A. Ethical/legal issues (e.g., ethical decision-making models, informed consent, advanced directives)
   B. Legal or regulatory requirements (e.g., licensing, documentation)
   C. Outcomes of advance practice nurse interventions on individuals, groups, and systems
   D. Accreditation standards (e.g., Joint Commission, ACOS, HCFA)
   E. Competency evaluation of self and others (e.g., peer review)
   F. Advanced practice standards of care
   G. Healthcare Legislation

XI. Roles of the Advanced Practice Nurse — 7%
   A. Mentor, preceptor, and educator
   B. Presentations and publications
   C. Patient education (e.g., needs assessment, preparation of materials)
   D. Research process (e.g., problem identification, synthesis of research literature, rights of human subjects)
   E. Research application
   F. Strategic planning process (e.g., for specific projects or organization-wide)
   G. Program development methods and funding strategies
   H. Consultative process

Please note: ONCC uses generic names of drugs used in treatment, not brand names, on tests.
AOCNS® REFERENCE LIST

AOCNS® Test References — 2016

The following list of primary references identifies the resources used to develop most items on the AOCNS® Test. Primary references include resources that support specific test items. This list is not all-inclusive. Use of the references does not guarantee a passing score on the AOCNS® Test. If a new edition of any reference becomes available in 2016, the new edition will replace the previous version.

Primary References


1 Test Preparation and Studying

Assess Your Learning Needs
Review the Test Content Outline (Test Blueprint) to familiarize yourself with the content areas that will be on the test. Pay attention to how each content area is weighted, as the weight corresponds with the percentage of scored items on that topic. Identify which areas are your strengths and weaknesses, and focus your studies on your weaker areas.

Collect Your Study Materials
You may wish to review a general, widely used textbook or reference for overall review, and supplement your learning with references that address your specific learning needs. ONCC recommends using resources included on the Test Reference Lists. These references are up-to-date and current with test material. Avoid using outdated resources.

Investigate Review Courses
• Both in-person and online review courses are listed for your reference at www.oncc.org/review-courses. ONCC does not conduct certification review courses or recommend specific courses. The list of review courses is not all-inclusive; other courses may be available. Contact your local ONS/APHON chapter or check at your workplace for more information about review courses.
• When evaluating a potential course, remember the quality of the course may be related to the ability and expertise of the individuals who conduct it. ONCC cannot be responsible for errors in the content of any review course.
• Be cautious about courses or resources that claim or imply direct knowledge of specific ONCC examination content. ONCC does not release test items, except for sample items published on the ONCC website and those on ONCC Practice Tests. Additionally, the individuals who develop ONCC tests are not permitted to conduct review courses while working on test development, or for three years after.

2 Apply for Certification

When Ready to Test, Begin the Application Process
• Review the eligibility criteria.
• Review ONCC certification policies (pages 15-17).
• Gather the information/documentation you need to complete the application (i.e., nursing license, CNE documentation).
• Provide all required information, documentation, and fees. Note: incomplete applications will not be processed until all materials are received.

Special Testing Accommodations Due to Disability
ONCC will provide reasonable accommodations for test candidates with disabilities that are covered under the Americans with Disabilities Act (ADA), as amended. To request special accommodations, submit the Special Accommodations Request Form (available at www.oncc.org/resource-center) by mail/fax within five business days of applying online. ONCC uses information submitted as part of a request for Special Accommodations only to make a determination regarding the need for special accommodations. ONCC does not share this information with anyone, including Prometric.

Confirmation Your Application Has Been Received
ONCC will send you an email confirmation indicating your application has been received. If you don’t have a valid email address, confirmation of application receipt will be sent by mail. Note: this is confirmation that an application has been received; not confirmation that you are eligible to test. If you do not receive confirmation that your application has been received within four weeks of applying, contact ONCC.
### Schedule a Test Appointment

**Authorization to Test**
If you are confirmed as eligible to test, ONCC will send you an Authorization to Test (ATT) via email (or regular mail if a valid email address is not provided). The email will be from ONCC. The subject line will read “ONCC Authorization to Test.” Please check your junk mail/spam folders, and add oncc@oncc.org to your email safe senders or contacts list. The ATT will provide information on how to schedule or change a test appointment.

Upon receiving your ATT, immediately:
- confirm the information on the ATT is correct.
- read the ATT and all accompanying information.
- contact ONCC (877-769-6622 US & Canada, or email oncc@oncc.org) to correct inaccuracies on the ATT or to report a lost ATT.
- Contact ONCC (877-769-6622 US & Canada, or email oncc@oncc.org) if you do not receive an ATT within four weeks of applying to test.

**Making a Test Appointment/Planning for Test Day**
- Follow the instructions on the ATT to make a test appointment.
- Plan for a three-hour test session, including 15 minutes to complete a CBT tutorial and an exit survey in the total session time. There are no scheduled breaks during the test session.
- If you’re not familiar with the test center location, obtain directions or conduct a trial run before your test day.
- To preview the test center environment, go to www.prometric.com and click on “Prepare for Test Day”.
- You do not need to have computer experience to take an ONCC Test. You will use the computer mouse to point and click on the desired answer for test items.

### Change of Plans?

**Canceling/Rescheduling an Appointment**
If you wish to change your test date or time, you must do so at least two days prior to your appointment using the Reschedule/Cancel option on www.prometric.com, or by contacting Prometric’s automated voice response system at: 800-805-9116 (in North America) or by contacting Prometric’s Regional Registration Center (outside North America); the web is available 24 hours a day, 7 days a week. Please see the table below for applicable fees if a change or cancellation is made to your appointment.

<table>
<thead>
<tr>
<th>Candidates may cancel or change a test appointment as follows:</th>
<th>Fee:</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or more days before scheduled test date</td>
<td>No fee</td>
</tr>
<tr>
<td>2-14 days before scheduled test date</td>
<td>$35 (payable to Prometric at the time the change/cancellation is made)</td>
</tr>
<tr>
<td>Less than 2 days before test date</td>
<td>Candidate forfeits all fees</td>
</tr>
</tbody>
</table>

*Note: Refunds and transfers will not be granted to candidates who do not cancel a test appointment at least 2 days prior to a scheduled test date.

**Transferring to a Different Test Date**
You may request a one-time transfer before the expiration of your ATT to a test date that falls within the next 12 months. Submit a Transfer Request Form to ONCC before the expiration of your ATT, along with a $100 transfer fee. Candidates who are granted a transfer must:
- test within the next 12 months.
- cancel a scheduled test appointment at least 2 days before the appointment (see Rescheduling/Canceling a Test Appointment, above). Candidates who do not cancel a scheduled appointment at least two days in advance will not be granted a transfer, will be charged the full test fee, and must pay another test fee in order to test at a later date.

Transfer requests received after the expiration of the ATT will not be granted. Refunds will not be issued to candidates who transfer.

Renewal candidates who apply to renew by testing and subsequently transfer to a test date that falls after the expiration of their credential must meet all eligibility criteria for initial certification, and may not use the credential after it expires.

**Requesting a Refund**
You may request a refund of all but $100 (processing fee) of the test fee prior to the expiration of your ATT by submitting a written request to ONCC. Refund requests received after the expiration of the ATT will not be granted. If you request a refund, you also must cancel your test appointment at least two days before the test appointment (see Reschedule/Cancel, above). Candidates who do not cancel a scheduled test appointment will forfeit their test fee, will not receive a refund, and must pay another test fee in order to test at a later date. Refunds will not be issued to candidates who transfer.
### 5 Testing and Beyond

#### Arrival at the Test Center and Check In
- Plan to arrive 30 minutes before your test appointment to allow time for check-in procedures. If you arrive late you will not be permitted to test and will forfeit your appointment and test fee.
- You will be scanned with a metal detector wand and required to provide a fingertip scan prior to every entry into the test room.
- You will be required to raise your pants legs above your ankles, empty and turn all pockets inside-out and raise shirt sleeves above your wrists prior to every entry into the test room.

#### ID Requirements
- You will be required to show two forms of identification, including one form of photo ID. Both forms of ID must contain your signature, and be current, valid, or non-expired. See the table below for acceptable ID.
- The name on both forms of ID must exactly match the name on the ATT. Note: a middle name versus a middle initial is acceptable. For other name discrepancies, contact ONCC. If you change your name after registering for a test, contact ONCC before the scheduled test date.
- You will not be admitted to the test without proper ID. Candidates who are not permitted to test due to invalid ID will forfeit their test fee, and must reapply and pay the full test fee in order to test during a subsequent interval.

#### Professional & Regulatory Candidate Rules
Candidates are required to be professional, civil and respectful at all times while on the premises of the test center. All exams are continuously monitored by video and audio recording, physical walk-throughs, and through the observation window. The Test Center Administrator (TCA) is authorized to dismiss you from the test session for a violation of any of the Test Center Regulations, including exhibiting abusive behavior towards the TCAs or other candidates. If you are found to have violated any of the regulations during your exam, the TCA is required to notify Prometric and ONCC. Prometric, alone or in conjunction with ONCC, shall then take any further action necessary to sanction your conduct, up to and including invalidation of your test score and/or pursuit of civil or criminal charges.

#### Confidentiality of Exam Content/Systems
- The computer-based test delivery system, tutorial, exam content, and survey are the unpublished, confidential, and proprietary materials of Prometric and/or ONCC.
- Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
- ANY reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against you and anyone directing or conspiring with you.
- You understand that eating, drinking or chewing gum, smoking and/or making noise that creates a disturbance for other candidates is prohibited during the exam.

#### Prohibited Items and Examinee Conduct in the Test Center
- Weapons are not allowed in any Prometric Test Center.
- Unauthorized personal items may not be brought into the test room. Such items include, but are not limited to: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cell phones, recording devices and photographic equipment.
- Written notes, published materials and other testing aids are strictly prohibited.
- Only soft ear plugs (with no wires/cords attached) and center-supplied tissues are permitted in the test room. Noise blocking headphones are available at the test center.
- Clothing or jewelry items allowed to be worn in the test room must continue to be worn at all times. Removed clothing or jewelry items must be stored in the locker provided during check-in.
- All materials issued by the TCA must be returned at the conclusion of testing. Used scratch paper/erasable boards must be returned before new scratch paper/erasable boards will be issued by the TCA during your exam.
- Talking to other candidates in the test room, referring to their screens, testing materials or written notes is strictly prohibited.

#### Acceptable Identification for Admission to a Test
Two forms of ID are required for test admission: one primary form and one secondary form, or two primary forms. Both forms of ID must be current, valid and not expired. Candidates will NOT be admitted without proper ID. Exceptions to ID requirements will not be made under any circumstances.

<table>
<thead>
<tr>
<th>Primary ID (must include recent photo &amp; signature)</th>
<th>Secondary ID (must include signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Passport or Passport Card</td>
<td>• US Social Security Card</td>
</tr>
<tr>
<td>• Government-issued Driver’s License</td>
<td>• Debit/ATM Card</td>
</tr>
<tr>
<td>• US Department of State Driver’s License</td>
<td>• Credit Card (Any signature bearing credit card that is not expired)</td>
</tr>
<tr>
<td>• US Learner’s Permit (plastic card only with photo and signature)</td>
<td>• Any form of ID on the Primary ID list</td>
</tr>
<tr>
<td>• National/State/Country Identification Card</td>
<td>• RN license</td>
</tr>
<tr>
<td>• Military ID (including spouse/dependent)</td>
<td></td>
</tr>
<tr>
<td>• Alien Registration Card (Green Card, Permanent Resident Visa)</td>
<td></td>
</tr>
<tr>
<td>• Government issued local language ID (plastic card with photo and signature)</td>
<td></td>
</tr>
<tr>
<td>• Employee ID</td>
<td></td>
</tr>
<tr>
<td>• School ID</td>
<td></td>
</tr>
<tr>
<td>• Credit Card (with photo and signature)</td>
<td></td>
</tr>
</tbody>
</table>

*Professional Examination Rules continued on page 14*
Score Reports

You will receive an official score report on screen and in print at the test center. You will NOT receive a score report by mail. Your score report will indicate PASS/FAIL, and illustrate your performance in each of the test subject areas. Your score report will not include the number or percentage of items answered correctly.

Retain your score report for future reference. Successful candidates will need the information to prepare for certification renewal. Failing candidates should use the information to identify areas where additional study may be needed before retesting.

Certificates and Wallet Cards

Candidates who receive a passing score will receive a personalized certificate and wallet card 4-6 weeks after taking the examination. There is a $10 charge for a duplicate or replacement certificate and/or wallet card.

Test Center Processes

- There are no scheduled breaks during ONCC examinations. If you take an unscheduled break, the test clock will not stop. You must inform the Test Center Administrator (TCA) before accessing a stored item during a break, including medicine. You may not access any notes or electronic devices during a break, including cell phones. Repeated or lengthy departures from the test room will be reported to ONCC.
- Upon return from a break, without exception, you must go through all security checks, present valid ID, sign-in and provide a fingerprint to be re-admitted to the test room.
- You must return to your assigned, original seat after any break.

Confidentiality of ONCC Examinations (Non-Disclosure)

Before the test session begins, candidates will be presented with the following Confidentiality Agreement regarding test content:

This examination and the test questions contained herein are the exclusive property of the Oncology Nursing Certification Corporation. This examination and the items/questions contained herein are protected by copyright law. No part of this examination may be copied or reproduced in part or whole by any means, whatsoever, including memorization. Future discussion or disclosure of the contents of this examination orally, in writing, or by any other means is prohibited. Any theft or attempted theft of examination items from the testing center is punishable to the fullest extent of the law. Your participation in any irregularity occurring during this examination, such as giving or obtaining unauthorized aid, as evidenced by observation or subsequent analysis may result in termination of your participation, invalidation of the results of the examination, or other appropriate action.

Candidates who do not agree to the terms of the confidentiality agreement will have their test session terminated. Candidates whose test session is terminated will not receive a refund of test fees.
ONCC Certification Policies

Applications
• ONCC adheres to all deadline dates, as published in this Test Candidate Handbook and on the ONCC web site.
• The certification fee in place at the time the complete application is received will apply, regardless of circumstances. Complete applications include all requested information, signature, fees, and documentation (i.e., verification forms, transcripts, CE information, logs or other required documents).
• Incomplete applications will not be processed. Candidates whose applications are incomplete will not be permitted to test, or have their renewal processed.

Cancellation of Test Results
ONCC reserves the right to cancel the score of any candidate who violates the Candidate Rules or to cancel scores resulting from any testing irregularity. Please see Rules on pages 12-14.

Fraudulent Use of ONCC Credentials
ONCC shall thoroughly investigate all reports of an individual fraudulently using the OCN®, AOCN®, AOCNS®, AOCNP®, CPON®, CPHON®, CBCN® or BMTCN™ credential. If proof is obtained that an individual who is not authorized to use the OCN®, AOCN®, AOCNS®, AOCNP®, AOCN®, CPON®, CPHON®, CBCN® or BMTCN™ credential has used the credential, ONCC shall write a letter to the individual stating that ONCC has documented proof that the individual has used the OCN®, AOCN®, AOCNS®, AOCNP®, AOCN®, CPON®, CPHON®, CBCN® or BMTCN™ credential. If proof is obtained that ONCC has no record of the individual’s certification or renewal of expired certification. The individual shall be requested to provide proof of current ONCC certification (e.g., prove that certification was obtained under a different name) or discontinue use of the credential. The individual shall be informed that documented fraudulent use of an ONCC credential shall result in ONCC taking appropriate action against the individual, which may include sanctions and reporting the fraudulent use to appropriate individuals and/or institutions (e.g., state licensing boards, employers, membership societies).

Nondiscrimination
ONCC does not discriminate against candidates based on age, gender, ethnic origin, religion, race, disability, marital status, or sexual orientation.

Refunds
Test candidates may request a refund of all but $100 (processing fee) of the test fee prior to the expiration of their ATT. A written request must be received by ONCC prior to the expiration of the ATT and include the candidate’s name, address and test date. Refund requests received after the expiration of the ATT will not be granted. Candidates who request a refund also must cancel their test appointment at least two days before the test appointment (see Canceling a Test Appointment, page 12). Candidates who do not cancel a scheduled test appointment will forfeit their test fee and will not receive a refund.

Release of Information
Names of nurses holding current ONCC certifications shall be available to the public upon written request. Confidential information that will not be released includes names of candidates for certification; names of nurses who fail the examination; and individual test scores. ONCC will discuss an individual candidate’s certification-related issues only with the candidate.

ONCC does not sell or rent email addresses of certified nurses. ONCC occasionally releases email addresses of certified nurses to the Oncology Nursing Society (ONS) or the Association of Pediatric Hematology Oncology Nurses (APHON) so they may share information about related opportunities. Candidates who do not wish to have their email address released to ONS or APHON should notify ONCC.

Renewal of ONCC Certification
• Certification renewal is due every four years.
• It is the candidate’s responsibility to apply for renewal of certification by the required application deadline date as posted at www.oncc.org. Although ONCC attempts to provide candidates with multiple renewal notices, failure to receive a renewal notice does not relieve the candidate of the responsibility to apply for renewal prior to the application deadline date.
• In 2016, there are three components to certification renewal: practice hours, professional development activities (known as the Individual Learning Needs Assessment or ILNA), and successful retesting. Two of the three components are required for certification renewal. The available renewal options are based on combinations of the three components and include Option 1: Practice Hours + ILNA; Option 2: Practice hours + Successful Retesting; Option 3: ILNA + Successful Retesting.
• Fees for renewal by testing are published in this Test Candidate Handbook (page 2); and current renewal fees are published at www.oncc.org.
• Candidates who are renewing multiple certification credentials in the same year by Option 1 or Option 3 may use the same set of ILNA points, provided those points meet the criteria for renewal of each certification. The fee to renew multiple certification credentials in the same year by Option 1 or Option 3 is $100 more than the prevailing fee for the desired renewal option.
• Those who do not renew certification within the calendar year of its expiration may not continue to use the certification credential, will be considered initial candidates, and must meet the eligibility criteria for each certification. Candidates renewing multiple credentials in the same year by Option 1 or Option 3 may use the same set of ILNA points, provided those points meet the criteria for renewal of each certification. The fee to renew multiple certification credentials in the same year by Option 1 or Option 3 is $100 more than the prevailing fee for the desired renewal option.
• Candidates who are denied renewal by Option 1 may transfer to the next applicable certification test date by paying a transfer fee of $100.
• Candidates who are denied renewal by Option 1 will not be granted a refund of the renewal fee. This includes candidates who are denied renewal due to insufficient points, insufficient documentation, or failure to submit audit or other documentation requested by ONCC.
• Candidates who choose to renew their certification by Option 2 and who do not attain a passing score on the test may not renew by Option 1.
ONCC CERTIFICATION POLICIES

Reinstatement
All applications for certification renewal using Option 1 (practice hours + ILNA) must be received by ONCC by October 15 (or the following business day if October 15 falls on a weekend), regardless of postmark, of the year certification is due to expire.

• Candidates who wish to maintain their certification, but miss the final deadline for certification renewal, may:
  • Apply to re-take the examination in the following year as an initial candidate, or
  • Apply for certification reinstatement by Option 1 (practice hours + ILNA) on or before March 31 of the year immediately following the credential expiration date, or
  • Apply for certification reinstatement by Option 3 (test + ILNA) and test on or before March 31 of the year immediately following the credential expiration date.

• Nurses may not use the credential after their certification expires on December 31, but may again use the credential after being notified that their certification has been reinstated.

• Reinstatement is retroactive and the certification period will not be extended for nurses who reinstate.

• Reinstatement requires the candidate to submit all required applications and Learning Plans, as well as documentation of meeting the Option 1 or Option 3 requirements, as they would do if their Learning Plan was audited. All CE certificates, transcripts or other documentation that would usually be required if the candidate submitted the application on time and was audited must be submitted with the application for reinstatement.

• Candidates who apply for reinstatement must submit their application and required documentation to ONCC by mail or fax; the Learning Plan may be submitted electronically. Candidates must pay the reinstatement fee of $300, in addition to the final deadline application fee for Option 1 or Option 3.

• Candidates who miss the final deadline for reinstatement of their certification may utilize the Review and Appeals Policy (right). All requests for review and appeal must document the extenuating circumstances that caused the candidate to miss the deadline.

• Candidates who apply for reinstatement must have earned all ILNA points by December 31 of the year certification was due for renewal; points earned after December 31 will not be accepted.

Retesting
There is no limit on the number of times a candidate may take an ONCC examination. However, candidates who do not pass the examination after three or more attempts are required to wait a minimum of one year before retaking the examination. If the three failures occurred over a period of more than three years, the candidate may retake the examination without waiting a minimum of one year.

The candidate must submit an application and test fee for each test. Candidates may not take the same certification test more than one time during a 90-day eligibility period.

Review and Appeals Process
A review and appeals process is available to individuals seeking an amendment of a decision regarding eligibility for certification, failure of the examination, sanction or revocation of certification. Requests for review must be sent in writing to Mary Wozny, Director of Operations, ONCC, 125 Enterprise Drive, Pittsburgh, PA 15275-1214, Fax: 412-859-6168. ONCC will provide a written response to the request for review. Candidates may appeal the decision of the review. There is no charge for a review; however, there is a $50 filing fee to activate the appeals process.

Sanction of ONCC Certification
1. ONCC Certification may be sanctioned for any of the following:
   • Failure to meet eligibility requirements or pay required fees
   • Failure to meet requirements for renewal of certification
   • Falsification of any information requested by ONCC
   • Misrepresentation of the OCN®, AOCNS®, AOCNP®, AOCN®, CPON®, CPHON®, CBCN® or BMTCN™ credential
   • Misuse of the OCN®, AOCNS®, AOCNP®, AOCN®, CPON®, CPHON®, CBCN® or BMTCN™ credential
   • Fraudulent use of the OCN®, AOCNS®, AOCNP®, AOCN®, CPON®, CPHON®, CBCN® or BMTCN™ credential
   • Lack of current, active, unencumbered RN license, including licenses currently subjected to formal discipline by any state board of nursing and licenses with provisions or conditions that limit the nurse’s practice in any way.
   • Cheating on the certification examination or assessment
   • Assisting others to cheat on the certification examination or assessment
   • Unauthorized possession of ONCC examination, assessment or other confidential materials
   • Criminal convictions (including indictment, arrest, conviction or plea of guilty to any felony within the past 3 years) or limitation, sanction, revocation or suspension by a healthcare organization, professional organization, or other private or governmental body relating to nursing or public health safety
   • Gross or repeated negligence or malpractice in professional practice
   • Failure to notify ONCC in writing within 30 days of any restriction placed on the RN license (including APRN license)

2. ONCC may issue sanctions that include, but are not limited to, denials of initial certification, renewal or recertification, revocation, suspension or any other limitation of certification or combination of sanctions. Upon being notified of a possible violation, ONCC shall, in its sole discretion, investigate the allegation or decline to act on the matter. If ONCC believes that there has been a possible violation of the conditions identified in Section 1, ONCC shall provide the individual with written notice of the allegations.

3. The review and appeals process may be instituted.

4. The official sanction shall state whether official notice of the sanction will be provided to the individual's state licensing board(s), employer(s), professional membership societies, and/or others. Such notice, if authorized by the sanction, shall not be given until the expiration and/or resolution of any appeal.

Certification Policies continued on page 17
Candidate Affirmation and Disclosure

To ensure the integrity of the certification process, all ONCC candidates for certification and certification renewal must truthfully complete the application form provided by ONCC, and shall provide additional information as requested. Nurses who do not agree to the disclosure and affirmation will not be permitted to apply for certification/recertification. The individual applying for certification must abide by the following provisions:

1. During the registration process, candidates will confirm that they hold a current, active, unencumbered RN license. An unencumbered license is not currently being subjected to formal discipline by any state board of nursing and has no provisions or conditions that limit the nurse's practice in any way.

2. Candidates and ONCC-certified nurses must notify ONCC in writing within 30 days if any restriction of any kind is placed on their RN license (including APRN license). Failure to notify ONCC may result in sanctions.

3. Candidates will be required to attest that they have no criminal convictions, including indictments, arrest, conviction or pleas of guilty to any felony within the past 3 years, or limitation, sanction, revocation of suspension by a healthcare organization, professional organization, or other private or governmental body relating to nursing or public health safety. Failure to disclose this information at the time of application and during the period of certification may result in sanctions.

Transfers

Test candidates may request a one-time transfer before the expiration of their ATT to a test date that falls within the next 12 months. A Transfer Request Form (available at www.oncc.org) must be submitted to ONCC before the expiration of the ATT, along with a $100 transfer fee. Candidates who are granted a transfer must:

• test within the next 12 months.
• cancel a scheduled test appointment at least two days before the appointment (see Canceling a Test Appointment, page 12). Candidates who do not cancel a scheduled appointment will not be granted a transfer, will be charged the full test fee, and must pay another test fee in order to test at a later date.

Transfer requests received after the expiration of the ATT will not be granted. Refunds will not be issued to candidates who transfer.

Renewal candidates who apply to renew by testing and subsequently transfer to a test date that falls after the expiration of their credential must meet all eligibility criteria for initial certification, and may not use the credential after it expires.

Use of an ONCC Credential

Candidates who pass an ONCC Test, as indicated on the official score report, may use the respective certification mark to verify they have met all eligibility and testing requirements. The specific certification mark may be used only as long as certification is valid. An individual may not use a certification mark after it has expired; to do so constitutes fraud. ONCC certification is a non-transferable, revocable, limited license to use the certification designation, subject to compliance with ONCC rules, as may be revised from time to time.

Verification of Certification

ONCC provides a free, online service for immediate credential verification. Third parties who wish to have written verification of a nurse's certification status must make a request in writing, include a $15 fee, and provide the nurse's full name and home address. Certification will be verified in writing only.

Shh.

Sharing is usually a good thing, but not when it comes to test content.

When you take a certification test or assessment, you agree not to disclose information about items or answers in any format. This includes your colleagues, teachers and mentors.

Violating the non-disclosure agreement may jeopardize your certification or your ability to become certified in the future. It can also do the same for your colleagues.

Protect yourself. Don’t share. Shh.
Is there another certification that's right for you?

OCN®
Oncology Certified Nurse

CBCN®
Certified Breast Care Nurse

CPHON®
Certified Pediatric Hematology Oncology Nurse

BMT-C®
Blood and Marrow Transplant Certified Nurse

Visit www.oncc.org to learn more.