2016

OCN®

Oncology Certified Nurse
Test Candidate Handbook

Oncology Nursing Certification Corporation | www.oncc.org
Did you know?

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.

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>
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</table>
| **Testing in the US/Canada**  | **Apply when ready to test.**  
February 1 - December 31, 2016 | $286 - ONS/APHON Member  
$406 - Nonmember  
$215 - ONS/APHON Member: Age 65+  
$305 - Nonmember: Age 65+  
$286 + $75 - ONS/APHON Member  
$406 + $75 - Nonmember  
$215 + $75 - ONS/APHON Member: Age 65+  
$305 + $75 - Nonmember: Age 65+ |
| **International Testing**     | August 3, 2016            |                                             |
| November 1 - November 30, 2016|                           |                                             |

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

Questions about Certification? Contact ONCC.

877-769-6622 (toll free)  
412-859-6104 (phone)  
412-859-6168 (fax)  
oncc@oncc.org  
www.oncc.org
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 Criteria—Initial OCN® Certification

Any person who is not currently OCN®-certified is an initial candidate, including candidates whose certification has lapsed. All eligibility criteria must be met at the time of application and examination. Nursing experience may be in clinical practice, nursing administration, education, research, or consultation. To qualify as nursing practice, the role must require it be filled only by a Registered Nurse. Hours or months worked in positions that can be filled by non-nurses do not qualify as nursing practice.

Candidates must have:

- A current, active, unencumbered license as a registered nurse in the US, its territories or Canada at the time of application and examination, and
- A minimum of one year (12 months) of experience as an RN within the three years (36 months) prior to application, and
- A minimum of 1,000 hours of adult oncology nursing practice within the two-and-one-half years (30 months) prior to application, and
- Completed a minimum of 10 contact hours of continuing nursing education in oncology or an academic elective in oncology nursing within the three years (36 months) prior to application. The contact hours must have been provided or formally approved by an acceptable accredited provider or approver of continuing nursing education (CNE) (see list, right). Up to five (50%) of the 10 required oncology nursing contact hours may be accredited continuing medical education (CME) in oncology.

Initial certification applicants must:

- Apply online at www.oncc.org,
- Enter details about the CE or academic elective completed to meet eligibility criteria when prompted during the online application process. Candidates 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, Letter of Attendance or academic grade report. CE documentation must include the candidate’s name, title and date of program, accreditation statement, and number of contact hours awarded. Academic grade reports must include the candidate's name, course title, and date.
- Submit full payment at the time of application.

Renewal of OCN® Certification

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

OCN® Test Content

The OCN® Test is based on the OCN® Test Content Outline (Test Blueprint) (page 5). The Test Content Outline is based on the results of a role delineation study of basic adult oncology nursing practice completed in 2012. The OCN® Test Content Outline is composed of nine 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 OCN® Test consists of 165 multiple-choice items (a question or incomplete statement followed by four answers or completions). Of those, 145 items count toward the candidate’s score and 20 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 145.

A free, 50-item OCN® 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.

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 OCN® certification (see Eligibility, left). 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)
OCN® TEST CONTENT OUTLINE (TEST BLUEPRINT)

I. Health Promotion, Screening, and Early Detection — 6%
   A. Health promotion
   B. Epidemiology (e.g., at-risk populations, occupations, age)
   C. Prevention (e.g., high-risk behaviors, preventative health practices)
   D. Screening and early detection

II. Scientific Basis for Practice — 9%
   A. Carcinogenesis
   B. Immunology
   C. Genetic risk factors
   D. Research protocols
   E. Clinical trials
   F. Regarding specific cancer types:
      1. pathophysiology
      2. common metastatic sites
      3. diagnostic measures
      4. prognosis
      5. classification
      6. staging
      7. histologic grading

III. Treatment Modalities — 16%
   A. Surgery
   B. Blood and marrow transplant
   C. Radiation therapy
   D. Chemotherapy
   E. Targeted therapies
   F. Biotherapy

IV. Symptom Management — 22%
   A. Etiology and patterns of symptoms (acute, chronic, late)
   B. Toxicity and grading scales
   C. Anatomical and surgical alterations
   D. Pharmacologic interventions
   E. Complementary and integrative modalities (e.g., massage, acupuncture, herbal supplements)
   F. Alterations in:
      1. hematologic function
      2. immune function
      3. gastrointestinal function
      4. genitourinary function
      5. integumentary function
      6. respiratory function
      7. cardiovascular function
      8. neurological function
      9. musculoskeletal function
      10. nutritional status
      11. comfort (e.g., pain)

V. Psychosocial Dimensions of Care — 8%
   A. Cultural, spiritual, and religious diversity
   B. Financial concerns (including available resources)
   C. Altered body image
   D. Support groups
   E. Learning styles and barriers to learning
   F. Social relationships and family dynamics
   G. Coping mechanisms and skills
   H. Psychosocial disturbances and alterations
      1. anxiety
      2. loss and grief
      3. depression
      4. loss of personal control
   I. Sexuality
      1. reproductive issues (contraception and fertility)
      2. STD and HIV risk
      3. sexual dysfunction (physical and psychological effects)
      4. intimacy

VI. Oncologic Emergencies — 12%
   A. Disseminated intravascular coagulation (DIC)
   B. Thrombotic thrombocytopenia purpura (TTP)
   C. Syndrome of inappropriate antidiuretic hormone secretion (SIADH)
   D. Systemic inflammatory response syndrome (SIRS)
   E. Sepsis
   F. Septic shock
   G. Tumor lysis syndrome
   H. Hypersensitivity
   I. Anaphylaxis
   J. Hypercalcemia
   K. Cardiac tamponade
   L. Spinal cord compression
   M. Superior vena cava syndrome
   N. Increased intracranial pressure
   O. Obstructions (bowel and urinary)
   P. Pneumonitis
   Q. Extravasations

VII. Survivorship — 8%
   A. Early and late effects
      1. psychosocial
      2. cognitive
      3. physical
   B. Recurrence and/or secondary malignancies
   C. Rehabilitation
   D. Long-term follow-up
   E. Concerns:
      1. financial
      2. employment
      3. insurance
      4. discrimination
      5. family and social support
      6. sexuality

VIII. Palliative and End-of-Life Care — 11%
   A. Palliative care
   B. Hospice care
   C. Grief
   D. Bereavement
   E. Community resources
   F. Reimbursement (e.g., Medicare Hospice Benefit)
   G. Caregiver support
   H. Interdisciplinary team
   I. Comfort measures
      1. pharmacologic
      2. non-pharmacologic

IX. Professional Performance — 8%
   A. Local, state, and national resources
   B. Scope and standards of oncology nursing practice
   C. Evidence-based practice
   D. Education process (teaching and learning principles)
   E. Legal issues (including documentation)
   F. Ethical issues
   G. Patient advocacy
   H. Navigation throughout the cancer continuum
   I. Quality improvement
   J. Professional development
   K. Multidisciplinary collaboration
   L. Accreditation standards (e.g., The Joint Commission)

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

OCN® Test References — 2016
The following list of primary references identifies the resources used to develop most items on the OCN® 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 OCN® Test. If a new edition of any reference becomes available in 2016, the new edition will replace the previous version.

Primary References


TRY A PRACTICE TEST
A 50-item practice test is free for test candidates at www.oncc.org/practice-tests. Two additional OCN® practice tests are 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.
1. Test Preparation and Studying

Assess Your Learning Needs
Review the Test Content Outline (Test Blueprint) (page 5) 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 OCN® Test Reference List (page 6). 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 11-13).
- Gather the information/documentation you need to complete the application (i.e., nursing license, CNE documentation).
- Apply online at www.oncc.org.
- 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.
3 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.

4 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 appointment (see Rescheduling/Canceling, 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.

DO YOU HAVE THE RIGHT ID FOR ADMISSION?

Check your ID before test day. Both forms of ID must exactly match your name as it appears on the ATT; be valid, current (not-expired) and contain a signature. Your primary ID must also bear a photo of you. You will not be admitted to the test without proper ID, and will forfeit your test appointment and fee. Exceptions to the ID requirements will not be made under any circumstances.
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 fingerprint 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>
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.

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.
ONCC CERTIFICATION POLICIES

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 9-10.

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®, 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®, CPON®, CPHON®, CBCN® or BMTCN™ credential and 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 8). 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 initial certification should they apply to become certified in subsequent years.

• 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 13
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 8). 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.

Shhh.
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. Shhh.
Is there another certification that's right for you?

CPHON®
Certified Pediatric Hematology Oncology Nurse

CBCN®
Certified Breast Care Nurse

AOCNP®
Advanced Oncology Certified Nurse Practitioner

AOCNS®
Advanced Oncology Certified Clinical Nurse Specialist

BMTCN™
Blood and Marrow Transplant Certified Nurse

Visit www.oncc.org to learn more.