2015

Oncology Certified Nurse (OCN®)

Test Candidate Handbook

New for 2015 — No Deadline Dates*

See more information inside.

Oncology Nursing Certification Corporation | www.oncc.org
Find it Fast

General Information ............................................................ 3
OCN® Eligibility Criteria ...................................................... 4
OCN® Test Blueprint ............................................................. 5
OCN® Reference List ............................................................ 6
Test Candidate Information ............................................... 7-10
Certification Policies ............................................................. 11-13

Five Great Reasons to be an Oncology Certified Nurse

1. 95% of certified nurses agree: certification validates specialty knowledge, enhances credibility, and provides personal satisfaction.
2. 8 out of 10 people are aware nurses can be specialty certified.
3. Certified nurses score higher than non-certified nurses on knowledge of pain and nausea—two of the symptoms that patients with cancer fear the most.
4. 90% of nurse managers prefer hiring certified nurses over non-certified nurses when other factors are equal.
5. Certified nurses have a higher average annual income than non-certified nurses.

Learn more about these and other reasons to be certified in oncology nursing at www.oncc.org.

New for 2015 — No Deadline Dates*

Get Certified Faster with ONCC's New Year-Round Testing

Consider the Benefits of Year-Round Testing
• Less time between application and testing
• Greater flexibility in choosing when you wish to test
• No deadline dates to meet*

Submit an application, fees, and all required documentation, and receive your Authorization to Test within four weeks if you are eligible. A 90-day period will be provided for you to schedule an appointment and take the test.

*Apply by September 1, 2015 to ensure a 90-day testing window. Candidates who wish to test internationally must apply by August 5, 2015. Learn more at www.oncc.org.

2015 ONCC Test Dates, Application Deadlines, and Fees
OCN®, CPHON®, AOCNP®, AOCNS®, CBCN®, and BMTCN™

<table>
<thead>
<tr>
<th>Test Date and Location</th>
<th>Application Deadline Date</th>
<th>Test Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing in the US/Canada</td>
<td>No Deadline Dates*</td>
<td>$406 - Nonmember</td>
</tr>
<tr>
<td>February 2 - December 31, 2015</td>
<td></td>
<td>$286 - ONS/APHON Member</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$305 - Nonmember: Age 65+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$215 - ONS/APHON Member: Age 65+</td>
</tr>
<tr>
<td>International Testing</td>
<td>August 5, 2015</td>
<td>$406 + $75 - Nonmember</td>
</tr>
<tr>
<td>November 2 - November 30, 2015**</td>
<td></td>
<td>$286 + $75 - ONS/APHON Member</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$305 + $75 - Nonmember: Age 65+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$215 + $75 - ONS/APHON Member: Age 65+</td>
</tr>
</tbody>
</table>

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

**International testing is available in November only. International candidates must pay an additional $75 international test site fee included in fees shown above.

Questions about Certification? Contact ONCC.

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

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.

How to Apply for Your ONCC Test

Apply Online
Most applicants will apply online, using ONCC’s secure online registration. Go to https://registration.oncc.org/

Exceptions to Online Registration
A few applicants cannot apply online, and should print an application form from the ONCC website (www.oncc.org/Applications) and submit it by 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 certification by Option 3 (Test + ONC-PRO)
• Applicants renewing multiple credentials at the same time
• Applicants submitting an employer-paid application

Except noted above, all applicants must apply online.

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. ONCC holds NCCA accreditation for the OCN®, AOCN®, AOCNP®, AOCNS®, CPON®, CBCN® and CPHON® programs. The BMTCN™ program is not yet eligible for accreditation. An application will be made to NCCA when the program becomes eligible. Read more about ONCC’s accreditation at www.oncc.org/About/Accreditation.

Pearson VUE - ONCC’s Testing Partner
ONCC’s testing agency, Pearson VUE, delivers over 4 million high-stakes examinations annually in licensure, certification, academic admissions, and regulatory testing markets. It boasts the world’s leading test center network, including nearly 300 Pearson Professional Centers that offer a carefully controlled, consistent testing environment. Learn about Pearson VUE at www.pearsonvue.com.

Test Locations
ONCC examinations are administered by computer-based testing at nearly 300 Pearson Professional Centers. Limited testing will be available outside the US and Canada in November 2015. To locate a test center, go to www.pearsonvue.com/oncc and click on “Locate a Test Center.”
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/approver of continuing nursing education (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 2015, OCN® certification renewal is available to nurses whose OCN® certification expires in 2015. Please see the booklet, Understanding Your Renewal Options, or www.oncc.org/Renew for information about current renewal options.

OCN® Test Content
The OCN® Test is based on the OCN® Test Blueprint (page 5). The Blueprint is based on the results of a role delineation study of basic adult oncology nursing practice completed in 2012. The OCN® Test Blueprint 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.

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 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%
C. Carcinogenesis
D. Immunology
E. Genetic risk factors
F. Research protocols
G. Clinical trials
H. 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%
D. Surgery
E. Blood and marrow transplant
F. Radiation therapy
G. Chemotherapy
H. Targeted therapies
I. Biotherapy

IV. Symptom Management — 22%
E. Etiology and patterns of symptoms (acute, chronic, late)
F. Toxicity and grading scales
G. Anatomical and surgical alterations
H. Pharmacologic interventions
I. Complementary and integrative modalities (e.g., massage, acupuncture, herbal supplements)
J. 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%
F. Cultural, spiritual, and religious diversity
G. Financial concerns (including available resources)
H. Altered body image
I. Support groups
J. Learning styles and barriers to learning
K. Social relationships and family dynamics
L. Coping mechanisms and skills
M. Psychosocial disturbances and alterations
   1. anxiety
   2. loss and grief
   3. depression
   4. loss of personal control
L. Sexuality
   10. reproductive issues (contraception and fertility)
   11. STD and HIV risk
   12. sexual dysfunction (physical and psychological effects)
   13. intimacy

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

VII. Survivorship — 8%
H. Early and late effects
   9. psychosocial
   10. cognitive
   11. 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%
I. Palliative care
J. Hospice care
K. Grief
L. Bereavement
M. Community resources
N. Reimbursement (e.g., Medicare Hospice Benefit)
O. Caregiver support
P. Interdisciplinary team
Q. Comfort measures
   1. pharmacologic
   2. non-pharmacologic

IX. Professional Performance — 8%
J. Local, state, and national resources
K. Scope and standards of oncology nursing practice
L. Evidence-based practice
M. Education process (teaching and learning principles)
N. Legal issues (including documentation)
O. Ethical issues
P. Patient advocacy
Q. Navigation throughout the cancer continuum
R. Quality improvement
S. Professional development
T. Multidisciplinary collaboration
U. Accreditation standards (e.g., The Joint Commission)

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

OCN® Test References — 2015

The following list of primary references identifies the resources used to develop most items on the OCN® Test. This list is not all-inclusive. The Supplemental References may provide additional helpful information. Use of the references does not guarantee a passing score on the OCN® Test. If a new edition of any reference becomes available in 2015, the new edition will replace the previous version.

Primary References


Supplemental References


Did you know ONCC offers practice tests?
A 50-item practice test is free for test candidates at practicetests.oncc.org. 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. 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 Blueprint *(page 5)* to familiarize yourself with the content areas that will be on the test. Pay attention to how each subject 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/TakeTest/ReviewCourses. 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 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)* 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 Pearson VUE.

**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.

---

**No Deadline Dates in 2015* — What does the change mean to you?**

**Prepare First, Then Apply**
Apply for an ONCC Certification when you are ready to test. Applications will be processed within 4 weeks. If you are eligible, you will be given a 90-day testing window to schedule an appointment and take the test. The shortened processing time frame will allow you to get certified faster and have more control over when you test.

*Apply by September 1, 2015 to ensure a 90-day testing window. Candidates who wish to test internationally must apply by August 5, 2015. Learn more at www.oncc.org.*
### 3. Schedule a Testing Appointment

**Authorization to Test**

Applicants who are confirmed as eligible to test will be sent an Authorization to Test (ATT) via email (or regular mail if a valid email address is not provided). The email will be from “PearsonVUEConfirmation@pearson.com” not ONCC. The subject line will read “ONCC Authorization to Test.” Please check your junk mail/spam folders, and add this address 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 10 minutes to complete a CBT tutorial, and five minutes for 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.pearsonvue.com/oncc and click on “Take an online tour of a PPC.”
- To view the CBT tutorial, go to www.pearsonvue.com/oncc and click on “Pearson VUE Testing Tutorial and Practice Exam.” 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.

**Do you have the ID you need 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.

### 4. Change of Plans?

**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 (www.oncc.org) 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 24 hours (one business day) before the appointment (see Cancelling a Test Appointment, below). Candidates who do not cancel a scheduled appointment at least 24 hours 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 24 hours before the test appointment (see Cancelling a Test Appointment, below). Candidates who do not cancel a scheduled test appointment will forfeit their test fee and will not receive a refund. Refunds will not be issued to candidates who transfer.

**Cancelling a Test Appointment**

If you need to cancel a test appointment you must do so at least 24 hours (at least one business day) in advance, or forfeit the test fee and appointment. Because ONCC must pay the testing company for “no show” candidates, those who do not cancel their appointment will not be eligible for a transfer or refund, and will be required to submit another application and fee to test at a later date.

Test candidates who cancel a test appointment also must:
- reschedule the test appointment within the same test interval, or
- submit a request for a transfer or refund to ONCC (See Transfer or Refund information, above). If a candidate cancels a test appointment and does not notify ONCC in writing, the test fee will be forfeited.
5. **Test Day and Beyond**

**Arrival at the Test Center**
- Arrive at the test center 15-30 minutes before your appointment. If you miss your scheduled appointment or arrive more than 15 minutes late for your appointment and are refused admission, you will forfeit your appointment and test fees and must apply and pay the application fee to test in the future.
- Small lockers will be available for storage of personal items that may not be taken into the test room.
- For test security purposes, at the test site you will be asked to provide an electronic signature, digital photo, and palm scan. The palm scan uses safe, near-infrared light (like that in a TV remote control) to examine patterns in a test taker’s palm veins. Because palm vein patterns are unique to each person, it provides a non-intrusive way to increase accuracy and security as candidates enter/exit the testing room, and prevents people from testing under assumed identities. This information is retained in a secure database for no more than five years from the individual’s last test date. It is not linked to a candidate’s personal identifying information such as address or credit card information.

**Check-in and 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.

**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. The name on the ID must exactly match the name on the ATT. 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</th>
<th>Secondary ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>(must include photo &amp; signature)</td>
<td>(must include signature)</td>
</tr>
<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>• Alien Registration Card (Green Card, Permanent Resident Visa)</td>
</tr>
<tr>
<td>• Government issued local language ID (plastic card with photo and signature)</td>
<td>• Employee ID</td>
</tr>
<tr>
<td>• School ID</td>
<td>• School ID</td>
</tr>
<tr>
<td>• Credit Card (with photo and signature)</td>
<td>• Credit Card (with photo and signature)</td>
</tr>
</tbody>
</table>

**Professional & Regulatory Candidate Rules Agreement**

At check-in, candidates will be presented with Professional Examination Rules. Candidates will be asked to provide a digital signature indicating that they agree to follow the rules and consent to the transmission of their test data.
- No personal items, including but not limited to, mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, books, and/or notes, pens or pencils are allowed in the testing room. You must store all personal items in a secure area as indicated by the Test Administrator or return them to your vehicle. All electronic devices must be turned off before storing them in a locker. You will be asked to empty your pockets and ensure nothing is in them. The test center is not responsible for lost, stolen or misplaced personal items. Studying IS NOT allowed in the test center. Visitors, children, spouses, family or friends ARE NOT allowed in the test center.
- Before you enter the testing room, the Test Administrator will collect your palm vein image digitally for the purposes of identity verification and to protect the security and integrity of the test. You understand that if there are discrepancies during this verification process you may be prohibited from entering the testing room, you may not be allowed to reschedule your testing appointment and you may forfeit your test application fee. Upon entering and being seated in the testing room, the Test Administrator will provide you with materials to make notes or calculations and any other items specified by the exam sponsor. You may not remove these items from the testing room or write on your notebook until your exam has started. If you need new or additional materials during the exam, you should raise your hand. You must return all materials to the Test Administrator immediately following the exam.
- The Test Administrator will log you into your assigned workstation. You will verify that you are taking the intended exam. You will remain in your assigned seat until escorted out of the testing room by a Test Administrator.

*Professional Examination Rules continued on page 10*
Candidate Information: From Application to Test Day

- Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening or fraudulent behavior may be grounds for termination of the exam.
- 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.
- To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.
- ONCC examinations do not include scheduled breaks. If you take an unscheduled break at any time, the exam time will not stop. The Test Administrator will set your workstation to the break mode, and you will take your ID with you when you leave the room. The Test Administrator will check your ID before escorting you back to your seat and will then resume your exam.
- If you take an unscheduled break, you are NOT permitted to access personal items other than medication required at a specific time unless you receive prior permission. Unless specifically permitted by the exam sponsor, you MUST receive permission from the Test Administrator prior to accessing personal items that have been stored, including but not limited to: mobile phones, exam notes and study guides.
- You must leave the testing room for all breaks. During unscheduled breaks, please verify with the Test Administrator whether your exam sponsor permits you to leave the building.
- You will need to show identification and/or have your palm vein pattern captured when leaving and re-entering the testing room. The Test Administrator will escort you to your assigned workstation and continue the exam when you return.
- If you experience any problems or distractions or if you have other questions or concerns, you must raise your hand and the Test Administrator will assist you. The Test Administrator cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.
- You understand that a Non-Disclosure Agreement or other security statement may be presented to you before the exam and if so, you must agree to its terms and conditions within the specified time limit, if applicable, in order to take the exam or you will not be permitted to proceed with the examination and may forfeit your exam fees. If you select “DECLINE,” your exam will end.
- After you finish the exam, you may be asked to complete an optional, onscreen evaluation.
- After you finish the exam you will raise your hand and the Test Administrator will come to your workstation and ensure that your exam has ended properly. Your test results will display on the computer screen. You will receive a printed score report after presenting your ID and returning all materials supplied before the exam to the Test Administrator. You will not leave these items at your testing workstation.
- You may not remove copies of exam questions and answers from the testing center, and may not share or discuss the questions or answers seen in your exam with anyone. If you do not follow the above rules, tamper with the computer or if you are suspected of cheating, appropriate action will be taken. This may include invalidation of your exam results.
- Your privacy - Your exam results will be encrypted and transmitted to Pearson VUE and the exam sponsor. The test center does not retain any information other than when and where your exam was taken. The Pearson VUE Privacy Policy Statement provides additional information regarding this which you can obtain by visiting the Pearson VUE website (www.pearsonvue.com) or by contacting the Reservation Call Center.

Candidate Statement: By providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE and to the exam sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow those rules in addition to any other program rules I may have agreed to during registration for this test. If I do not follow the Rules or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the exam sponsor, my exam may be invalidated, the sponsor may take other action such as decertifying me, and I will not be refunded my exam fee.

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. You may request a duplicate score report from Pearson VUE by calling 800-933-2113.

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

Applications

- ONCC adheres to all deadline dates, as published in this Test Candidate Handbook and on the ONCC web site at www.oncc.org.
- 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 Professional & Regulatory Candidate Rules Agreement 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 24 hours (at least one business day) 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 scores 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 2015, there are three components to certification renewal: practice hours, professional development activities (known as the Oncology Nursing Certification Points Renewal Option or ONC-PRO), 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 + ONC-PRO; Option 2: Practice hours + Successful Retesting; Option 3: ONC-PRO + 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 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 ONC-PRO 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.
Reinstatement
All applications for certification renewal using Option 1 (practice hours + ONC-PRO) 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 + ONC-PRO) on or before March 31 of the year immediately following the credential expiration date, or
  - Apply for certification reinstatement by Option 3 (test + ONC-PRO) 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 logs, as well as documentation of meeting the Option 1 or Option 3 requirements, as they would do if their ONC-PRO logs were 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 ONC-PRO logs 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 ONC-PRO 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 testing interval or 90-day testing 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 Woyny, 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®, AOCN®, AOCNS®, AOCNP®, CPON®, CPHON®, CBCN® or BMTCN™ credential
   - Misuse of the OCN®, AOCN®, AOCNS®, AOCNP®, CPON®, CPHON®, CBCN® or BMTCN™ credential
   - Fraudulent use of the OCN®, AOCN®, AOCNS®, AOCNP®, CPON®, CPHON®, CBCN®, BMTCN® 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 24 hours (at least one business day) 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.

---

**Sharing information can be a good thing, but not when it includes test content.**

When you take an ONCC certification test or assessment, you agree to not disclose information about items and answers in any format. That includes talking about items with your colleagues, supervisors, mentors, or teachers.

Violating the Confidentiality Agreement (see page 10) may jeopardize your certification or your opportunity to become certified in the future. It can do the same for your colleagues.

The risks are real.

Protect yourself, your colleagues, and the credential by not discussing ONCC items with anyone.
I’m glad I’m certified. What about you?

My oncology nursing certification demonstrates that I have tested knowledge and experience. That matters to my patients, my employer, and to me.

The Oncology Nursing Certification Corporation (ONCC) offers basic certification in adult and pediatric oncology nursing, as well as role-specific advanced certification, and specialty certification in breast care nursing and blood and marrow transplantation nursing.

Learn more about certification in oncology nursing at www.oncc.org.