# Advanced Certified Oncology Nurse (ACON™)

# Beta Test Registration Manual

**ONCC**®

**Oncology Nursing
Certification Corporation**

*Credibility. Contribution. Care.*

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## About ONCC

The Oncology Nursing Certification Corporation (ONCC) provides the premier nationally accredited certifications in oncology and related specialties. Learn more about ONCC at *www.oncc.org/about-oncc*.

### Mission

The mission of ONCC is to promote health and safety by validating competence and ensuring life-long learning in oncology nursing and related specialties.

### Vison

Oncology care across the continuum is provided by oncology certified professionals.

### Values

Values are our organizations' guiding principles. They represent our core beliefs. Our values are Integrity, Innovation, Advocacy, Excellence, and Agility.

# INTRODUCTION

### Advanced Certified Oncology Nurse Purpose and Scope

The Advanced Certified Oncology Nurse (ACON™) is for adult or pediatric registered nurses in oncology with advanced degrees in nursing (master's or higher) - whether they work in clinical practice, nursing administration, research, or consultation.

### Benefits of Certification

Oncology nursing certification validates a nurse has specialized knowledge and experience in cancer care. Certification makes a difference – to patients who want knowledgeable nurses, to employers who want qualified and experienced staff, and to individual nurses who want to demonstrate their knowledge.

### Patients Value Certification

Certification can help patients feel confident about their nurses' qualifications. Knowledgeable nurses are better equipped to recognize problems and take action. Also, public awareness of certification has grown. Nearly 8 out of 10 people surveyed were aware that nurses could be certified in a specialty area.

### Nurses Grow Through Certification

Certification offers personal and professional rewards to nurses. An overwhelming majority of nurses surveyed said that certification validates their specialty knowledge, enhances their professional credibility, and contributes to feelings of personal accomplishment. Certification is often required for advancement to higher levels on the clinical ladder. In some instances, certified nurses receive salary increases or bonuses.

### Employers Benefit from Certification

Certification in oncology nursing can help employers:
- provide patients with experienced nurses
- retain qualified nurses by contributing to job satisfaction by supporting certification
- distinguish themselves in the healthcare market
- gain distinction by the American Nurses Credentialing Center's Magnet Recognition Program®, the Association for Community Cancer Centers Standards for Cancer Programs, and others.

### Accreditation

The ACON™ program is not yet accredited. Consideration should be made regarding requirements of your employer for accreditation of certifications obtained. It is ONCC's intent to seek accreditation of this new program as soon as allowed by our accrediting organization.

### References
*Harris Interactive, Inc. American Association of Critical Care Nurses Survey. November 2002.*
*Value of Specialty Nursing Certification Survey-Executive Summary. May 2006.*
*American Board of Nursing Specialties.*
*Medscape RN/LPN Compensation Report, 2020. Medscape. 2020.*
*2023 ONCC Value of Certification Study*

# APPLYING FOR CERTIFICATION

**REGISTRATION FOR THE ACON™ BETA TEST IS LIMITED TO THE FIRST 150 APPLICANTS.**

## Eligibility Criteria for Initial AOCN™ Certification

1. A current, active, unencumbered license as a registered nurse in the US, its territories or Canada at the time of application and examination, and
2. A master's degree, PhD, or DNP in nursing, preferably with a focus in oncology, and
3. A minimum of three years (36 months) of experience as an RN within five years (60 months) prior to application, and
4. A minimum of 1,000 hours of oncology nursing practice within the four years (48 months) prior to application, and
5. Completed one graduate level oncology course of at least two (2) credits or 30 hours of adult or pediatric oncology continuing education within the past five years (60 months). The contact hours must have been provided or formally approved by an acceptable accredited provider or approver of continuing education (CNE) or nursing continuing professional development (NCPD), continuing medical education (CME) or continuing pharmacy education (CPE). Continuing education accredited via Joint Accreditation/Interprofessional Continuing Education (IPCE) must specify hours awarded by ANCC, ACCME, or ACPE, to be accepted by ONCC.

## Nursing Practice

Nursing practice may be work experience that is direct and/or indirect patient care in clinical practice, nursing administration, education, research, or consultation in the specialty represented by the credential. The position must be one that requires a Registered Nurse/Advanced Practice Registered Nurse (RN/APRN). A position that may be filled by another licensed care provider will qualify as nursing practice so long as RN/APRN is included among the licensed care providers who can fill the role.

ONCC will request a job description when the position title does not clearly indicate a nursing role. This documentation must be an official copy from the employer, on employer letterhead, bearing the company logo or otherwise verified, and must state the name of the position and that the position requires it be filled by an RN/APRN among other licensure types. Proper verification of acceptable nursing practice upholds the integrity of all certifications and credentials awarded by ONCC, including ensuring that all candidates meet established eligibility criteria.

## Test Application Instructions

- Applicants for the Advanced Certified Oncology Nurse certification can access the application online online at *www.oncc.org*.
- Gather the information/documentation you need to complete the application (i.e., nursing license, NCSBN ID number information, CE documentation).
- Provide all required information, documentation, and fees. Incomplete applications will not be processed until all materials are received. At the time of application, you must upload your education degree transcript showing completion of a master's degree or higher in nursing, preferably with a focus in oncology.  The transcript must include: your name, name of college or institution, course work, degree conferred, and the date of conferral.  Diploma copies will not be accepted.
- Payment must be submitted with the application. ONCC accepts Visa, MasterCard, American Express, and Discover for payment.

### Confirmation Your Application Has Been Received

ONCC will send you an email confirmation that your application has been received. This email confirms that your application has been received; it does not confirm that you are eligible to take the test.

### Authorization to Test

If you are confirmed as eligible to take the test, PSI will send you an Authorization to Test (ATT) by email. The subject line will read "ONCC Authorization to Test." You will be sent the ATT within 4-6 weeks of application. Please check your junk mail/spam folders and add no-reply@psiexams.com to your email safe senders or contacts list. The ATT provides instructions for scheduling a test appointment. You must schedule an appointment and take the test before the ATT expires, or you will forfeit all test fees. ATTs will be released beginning in June 2026. Contact ONCC (*oncc@oncc.org*) if you have not received an ATT within 6 weeks of applying to test.

### Upon receiving your ATT, immediately:
- confirm the information on the ATT is correct.
- read the ATT and all accompanying information.
- contact ONCC (*oncc@oncc.org*) to correct inaccuracies on the ATT or to report a lost ATT.

### Application Due Date

Registration for the beta examination is scheduled to open in early April 2026. Applications will be accepted through May 15, 2026. Registration for the ACON™ Beta test is limited to the first 150 applicants.

### Beta Testing Dates

The planned beta examination test dates are **September 28 – November 30, 2026**.

### Certification Fees

Certification fees are required to be paid at the time of application submission. The certification fee will be charged in one payment. If an applicant is determined not to meet the eligibility requirements, the application fee, less a $100 processing fee, will be refunded.

There are deeply discounted application fees for 2026 beta examination:

**ONS/APHON Member: $150**
**Non-member: $210**

This discounted fee applies only to the beta examination administration.

### Testing Accommodations for Candidates with Disabilities

ONCC will provide reasonable accommodations for test candidates with disabilities that are covered under the Americans with Disabilities Act (ADA), as amended. To request testing accommodations, submit the Test Accommodations Request Form (*www.oncc.org/testing-and-renewal*) by email/mail/fax within five business days of applying to test. ONCC uses information submitted as part of a request for testing accommodations only to determine the need for testing accommodations. ONCC does not share this information with anyone, including PSI. All accommodation decisions are made at ONCC's discretion.

# GENERAL TEST INFORMATION

## How the Examination was Developed

In 2024, ONCC completed a project to develop competency models for oncology nursing at the advanced and generalist levels.  In 2025, ONCC assembled a group of practitioners to serve as subject matter experts (SMEs) to review and utilize the results of the competency model to develop the examination role delineation study.

The SMEs represented a wide variety of work-related characteristics, such as years of experience, work setting, geographic location, and areas of specialty – thus helping to develop a scope of practice that is reflective of the roles and responsibilities of the Advanced Oncology Nurse job role and is relatively free from bias.

The role delineation process utilized to develop the Advanced Certified Oncology Nurse (ACON™) certification yielded examination specifications that accurately reflect the scope of practice. This outcome supported the development of a fair, accurate, and realistic assessment of candidates' readiness for certification.

The Advanced Certified Oncology Nurse Test Development Committee provides oversight for the development and ongoing maintenance of the certification. The Test Development Committee worked closely with ONCC's psychometrician to ensure that the examination was developed and maintained in a manner consistent with generally accepted principles for professional certification programs.

## Test Format

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

## Test Centers

ACON™ examinations will be offered by computer-based testing at PSI test centers in the United States, its territories, and Canada during the beta period. You can locate ONCC test sites and addresses at *www.psiexams.com/ONCC*. The ACON™ examination will not be administered at international test centers during the beta test window.

## FreeTake and DoubleTake

FreeTake and DoubleTake will not be available for ACON™ Beta Testing.

## Maintaining Your Contact Information

Most communications from ONCC will be sent by email; some information may be sent by mail to your home address or your home phone number. If you have a change in any contact information before you take the test, call ONCC at 877.769.ONCC (6622). To make changes after you test or update your account, email the change to oncc@oncc.org or call 877.769.ONCC (6622). ONCC will update your information with PSI.

# ADVANCED CERTIFIED ONCOLOGY NURSE (ACON™) EXAMINATION CONTENT

The Advanced Certified Oncology Nurse (ACON™) certification is for registered nurses in adult or pediatric oncology with advanced nursing degrees (master's or higher) - whether in clinical practice, nursing administration, education, or consultation.

The successful candidate will demonstrate knowledge across the seven content areas covered on the examination.

## ACON™ Test Content Outline

1. **Scientific Information – 10%**
   A. Healthy physiology and alterations in function
   B. Process of clinical trials and resources
   C. Genetics and genomics
   D. Anatomy, pathophysiology, pharmacology, pharmacokinetics
   E. Complex medical terminology

2. **Cancer as a Disease – 16%**
   A. Prevention, detection, modification of disease risk
   B. Identification of carcinogenesis
   C. Development and the metastasis of cancer:
      1. Biology
      2. Genomics
      3. Cellular mechanisms
   D. Cancer pathogenesis
   E. Cancer metastasis
   F. Solid tumors and hematologic malignancies:
      1. Common risk factors
      2. Diagnosis
      3. Prognosis
      4. Incidence
      5. Prevalence
      6. Mortality
      7. Treatments
   G. Pathological and clinical grading
   H. Immune system and cancer treatment
   I. At-risk populations and complications
   J. Pathophysiology of major cancers
   K. Genomics and testing for treatment
   L. Impact of cancer and treatment on sexual and reproductive functioning

## 3. Assessment and Decision-Making – 20%
    A. Population based, age, and at-risk screening recommendations
    B. Age-appropriate assessment tools
    C. Diagnostic testing:
        1. Purpose
        2. Importance

    D. Oncologic emergencies

## 4. Treatment Modalities – 20%
    A. Mechanisms of:
        1. Action
        2. Diagnostics
        3. Dosing
        4. Administration
        5. Side effect management for antineoplastic therapy
        6. Immunotherapy
        7. Hormonal therapy
    B. Radiation therapy modalities:
        1. Site specific
    C. Surgical Procedures:
        1. Diagnosis
        2. Staging criteria
        3. Cancer sites
    D. Potential cancer treatment interactions:
        1. Current prescriptions medications
        2. Nutrition
        3. Homeopathic treatments
        4. Vitamin supplements
        5. Herbals
    E. Cellular therapy:
        1. Preparative regimens
        2. Dosing
        3. Administration
        4. Management of complications
    F. Complementary and alternative therapies
    G. Types of personal protective equipment
    H. Hazardous drugs:
        1. Identification
        2. Exposure
        3. Use of personal protective equipment
    I. Use of access devices
    J. Pain management interventions:
        1. Pharmacologic
        2. Nonpharmacologic
    K. Secondary malignancies:
        1. Risk
        2. Education

5. **Care Management – 15%**
    A. Care coordination, diagnosis through survivorship
    B. Protective measures for immunocompromised patients

6. **Patient and Caregiver Support – 11%**
    A. Psychology and human behavior
        1. Resource recommendations
        2. Behavioral and affective disorders
        3. Identification of stress
    B. Grief:
        1. Communication techniques
        2. Resources for referrals
    C. Parental consent

7. **Professional Practice – 8%**
    A. Practice of safe, equitable, and quality care
        1. Oncology requirements
        2. Standards
        3. Guidelines
    B. Professional codes of ethics
    C. Professional standards, guidelines, relevant statutes, rules and regulations
    D. Compensation for care and services:
        1. Insurance/payer
        2. Stakeholder
        3. Authorizations
        4. Appeals

# ACON™ Test References

The following is a list of resources that may be helpful when preparing for the ACON™ Examination. ONCC examinations are based on a broad body of knowledge and not on the content of any single resource.

To prepare for the exam, review the Test Content Outline and develop a study plan based on your knowledge strengths and weaknesses. It is good practice to use a current, general resource for an overall review, and supplement with resources on specific topics to address your individual needs. Note: The use of these resources does not guarantee a passing score on the examination. Test candidates are not required to purchase or review these resources. ONCC does not endorse specific resources and does not receive compensation from the sale or use of any resources.

Backler, C. & Kirmse, J. (Eds.). (2023). *Access device guidelines: Recommendations for nursing practice and education* (4th ed.). Oncology Nursing Society.

Bush, N.J., & Gorman, L.M. (Eds.). (2018). *Psychosocial nursing care along the cancer continuum* (3rd ed.). Oncology Nursing Society.

Christensen, D.M., & Cantril, C. (Eds.). (2020). *Oncology nurse navigation: Delivering patient-centered care across the continuum* (2nd ed.). Oncology Nursing Society.

Eggert, J.A., Byar, K.L., & Parks, L.S. (Eds.). (2022). *Cancer basics* (3rd ed.). Oncology Nursing Society.

Haylock, P.J., & Curtiss, C.P. (Eds.). (2019). *Cancer survivorship: Interprofessional, patient-centered approaches to the seasons of survival*. Oncology Nursing Society.

Herring, R.A. (Ed.). (2019). *The pediatric chemotherapy and biotherapy curriculum* (4th ed.). Association of Pediatric Hematology/Oncology Nurses.

Herring, R.A. & Linder, L.A. (Ed.). (2025). *Essentials of pediatric hematology/oncology nursing: A core curriculum* (5th ed.). Association of Pediatric Hematology/Oncology Nurses.

Hockenberry, M.J., Duffy, E.A., & Gibbs, K.D. (2024). *Wong's nursing care of infants and children* (12th Ed.). Elsevier.

Kaplan, M. (Ed.). (2018). *Understanding and managing oncologic emergencies: A resource for nurses* (3rd ed.). Oncology Nursing Society.

Katz, A. (2018). *Breaking the silence on cancer and sexuality: A handbook for healthcare providers* (2nd ed.). Oncology Nursing Society.

Mahon, S.M. (Ed.). (2018). *Guide to breast care for oncology nurses*. Oncology Nursing Society.

Mahon, S.M. (2021). *Understanding genomic and hereditary cancer risk: A handbook for oncology nurses*. Oncology Nursing Society.

McQuestion, M., Drapek, L., & Witt, M. (Eds.). (2021). *Manual for radiation oncology nursing practice and education* (5th ed.). Oncology Nursing Society.

Olsen, M., LeFebvre, K.B., Walker, S.L., & Prechtel Dunphy, E. (Eds.). (2023). *Chemotherapy and immunotherapy guidelines and recommendations for practice* (2nd ed.). Oncology Nursing Society.

Pizzo, P.A., & Poplack, D.G. (Eds.). (2021). *Principles and practice of pediatric oncology* (8th ed.). Wolters Kluwer Health.

Schmit-Pokorny, K., & Eisenberg, S. (Eds.). (2020). *Hematopoietic stem cell transplantation: A manual for nursing practice* (3rd ed.). Oncology Nursing Society.

# MAKING A TEST APPOINTMENT/PREPARING FOR TEST DAY

- Plan for a three-hour test session, including 15 minutes for a computer-based testing tutorial and an exit survey in the total session time. There are no scheduled breaks during the test session.
- Find a PSI testing center near you: *https://test-takers.psiexams.com/oncc*
- To preview the test center environment, go to *www.psiexams.com/ONCC*
- You do not need computer experience to take an ONCC test. You will use the computer mouse to point and click on the desired answer for test questions or type the letter key that corresponds to your desired answer.

### Scheduling a Test Appointment

Follow the instructions on the Authorization to Test (ATT) to make a test appointment. You will need to create an account on the PSI website before scheduling your test appointment. The Candidate ID, first and last name, and email address must exactly match the ATT. Your username will be your email address. Please keep track of your password, as ONCC will not be able to look it up for you. Once registered on the PSI website, you will be able to schedule a test appointment.

### Appointment Confirmation

After you schedule your test appointment, PSI will email you an appointment confirmation. Keep this confirmation.

### Canceling/Rescheduling a Test 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.psiexams.com/ONCC* or by contacting PSI at 855.557.0622. Please see the table below for applicable fees to change or cancel a test appointment. Refunds will not be granted to candidates who do not cancel a test appointment at least 2 days prior to a scheduled test date.

| 15 or more days before scheduled test date | No fee |
|---|---|
| 2-14 days before scheduled test date | $35 (payable to PSI at the time the change/cancellation is made) |
| Less than 2 days before test date | Candidate forfeits all fees |

### Transfers

Candidates participating in the Advanced Certified Oncology Nurse (ACON™) beta testing will not be eligible to transfer their test appointment to a date outside the Beta testing window.

# TEST DAY AND BEYOND

## Arrival at the Test Center and Check-In

Report to the Test Center at least 15 minutes before your scheduled appointment time. If you arrive more than 15 minutes after the scheduled testing time you will not be admitted. You will have your photograph taken.

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided with secure storage for your wallet, keys, and/or watch. You may not access these items until after the examination is concluded.

Once you have placed everything into secure storage you may be scanned with a metal detection wand. You will be asked to turn out your pants pockets, pull your sleeves above your wrists, and pull your pant legs above your ankles. If all personal items will not fit in the secure storage, you may be asked to return the items to your car, or you will not be permitted to test. The site will not store any personal belongings. If any personal items are observed in the testing room after the examination is started, the administration will be forfeited.

## ID Requirements for Testing

- 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 below for acceptable ID.
- The name on the primary ID must match exactly 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 at lease 2 business days before your 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 to test at a later date.

### 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.

| PRIMARY ID (Must include photo and signature) | SECONDARY ID (Must include signature) |
|---|---|
| • Passport or Passport Card | • US Social Security Card |
| • Government-issued Driver's License | • Debit/ATM Card |
| • US Department of State Driver's License | • Employee ID |
| • US Learner's Permit (plastic card only with photo and signature) | • School ID |
| • National/State/Country Identification Card | • Credit Card (Any signature bearing credit card that is not expired) |
| • Military ID (including spouse/dependent) | • Any form of ID on the primary ID list |
| • Alien Registration Card (Green Card, Permanent Resident Visa) | • RN License |
| • Government-issued local language ID (plastic card with photo and signature) | |

## Missed Appointments/Forfeitures

You will forfeit the examination registration, and all fees paid under the following circumstances:

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to test appointment,
- You wish to reschedule a second time,
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

## Inclement Weather/Power Failure/Other Emergencies

In the event of inclement weather or unforeseen emergencies on exam day, PSI will determine whether circumstances warrant the cancellation and rescheduling of an examination. Any rescheduled exams will not require additional payment. Visit *www.psionline.com/openings* before the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled, all scheduled candidates will receive notification following the scheduled examination time regarding rescheduling or reapplication procedures. If the electricity is temporarily interrupted during administration, your examination will be restarted. The responses provided up to the point of interruption will be intact. Candidates whose examination is interrupted cannot be rescheduled outside of the Beta testing period.

## Security Procedures

The following security procedures apply during examinations:

- You will be given a piece of scratch paper and a pencil or a whiteboard and markers. These will be returned to the proctor at the end of your examination, or you will not receive your results report.
- All personal belongings of candidates should be placed in the secure storage provided at the site prior to entering the examination room. Personal belongings include, but are not limited to, the following items:
  - Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players, smart watches, radios, or electronic games. No personal calculators are permitted. Candidates will have access to a 4-function calculator within the test platform.
  - Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as but not limited to open sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. In the event you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
  - Hats or headgear not worn for religious reasons or as religious apparel, including hats, caps, or visors.
  - Other personal items, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building, or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, etc.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check-in process, all candidates will be asked if they possess any prohibited items. Candidates may be asked to empty their pockets and lift their sleeves and pant legs.

- Proctors will carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return the items to their vehicle. PSI will not be responsible for the security of any personal belongings.
- Any candidate possessing prohibited items in the examination room shall immediately have their test results invalidated, and PSI shall notify ONCC of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to ONCC.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. The candidate will not receive extra time to complete the examination.
- No questions concerning the content of the examination may be asked during the examination.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for the time lost during breaks. All security checks will be repeated before you are readmitted to the test room following a break. If your break exceeds five minutes, additional security checks may be implemented, your test session terminated, or your scores invalidated.
- No documents or notes of any kind may be removed from the Test Center.

## Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will be reported as a failed attempt, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smartphones;
- talk or participate in a conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings.

## Computer Login

After your identification has been confirmed, you will be directed to a testing carrel. The test center proctor will assist you in logging in to your exam. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session.

## Practice Navigating the Exam

Prior to attempting the examination, you will be given five minutes to practice taking an examination on the computer. The time you use for this practice is NOT counted as part of your examination time.

### Confidentiality Agreement and Terms of Use

At the start of the test session, you will be presented with a confidentiality agreement regarding test content. Candidates who do not agree to the terms of the confidentiality agreement will have their test session terminated. Candidates whose test session is terminated will not receive a refund of test fees.

### ONCC Terms and Conditions for Testing

*This examination and the test questions and answers contained herein are the exclusive confidential and proprietary property of the Oncology Nursing Certification Corporation and are protected by copyright law. The examination is made available to you, the examinee, solely for the purpose of assessing your proficiency.*

*You are expressly prohibited from recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by means, verbal or written, electronic or mechanical, for any purpose. You are also expressly prohibited from removing or trying to remove any examination items from the testing center. 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 the examination orally, in writing, or by any other means is prohibited. You shall not give or receive any unauthorized aid in connection with the examination.*

*Your violation of these terms may result in termination of your participation, invalidation of the results of the examination, civil or criminal legal action, or other consequences. By clicking "Exit" below and proceeding into the exam, you accept these terms and intend to be legally bound hereby. If you do not wish to be bound by these terms, do not proceed into the exam, and contact a proctor.*

# FOLLOWING THE EXAMINATION

### Beta Examination Review

Following the administration of the beta examination, all questions will be reviewed to ensure that the questions meet best practice standards for high stakes examinations. If some questions do not meet such standards, they will be reviewed by a panel of subject matter experts to determine the most appropriate course of action to ensure examination fairness. This may include the exclusion of certain items from the calculation of the candidate's final scores.

### Examination Results

Beta examination results will be provided following the examination results review period, and the determination of the passing score. The passing score for the examination will be determined through a modified Angoff standard setting process. The time between the end of the examination administration period and the release of test scores will be approximately 10-12 weeks.

Candidates will be sent an email notification when their results are available to view in their online account with PSI (ONCC's testing vendor). Examination results will be released only to the candidate.

## Results Report

ONCC Results Reports inform a candidate if they passed or failed their certification test and provide feedback on the candidate's performance in each of the test subject areas. Results reports for ACON™ Beta test candidates will be released in 10-12 weeks after the end of the examination period.

Candidates who pass the test will receive a Results Report that indicates "PASS" and includes a Performance Summary Chart. The chart illustrates their performance in each of the major subject areas. Passing candidates will need the results report information to prepare for certification renewal. The report indicates the number of points needed for renewal and the subject areas in which renewal points must be earned.

Candidates who fail the test will receive a numeric score and the numeric score required to pass the test. Performance on an ONCC certification test is expressed as a scaled score (Minimum Score 25, Maximum Score 75). The scaled score required to pass a certification test is 55. This information is intended to help candidates prepare to retake the exam by providing them with feedback on their performance in relation to the passing standard.

When preparing to retake a test, candidates should review their Results Report to see where the numeric score they earned on their previous attempt falls in relation to the minimum score of 25 and the passing score of 55. Using that information along with the Performance Summary chart will allow a candidate to better estimate the amount of additional study needed and the areas in which they should focus their efforts.

Numeric scores are not included on Results Reports for candidates who pass the exam to avoid the unintended and inappropriate use, comparison, or interpretation of the scores.


## Retesting

Candidates not successful during the beta exam administration will receive information about retesting. Retesting will be available during the first regular testing window in 2027 by reapplying and paying the certification application fee current at the time of application.

Candidates who fail an ONCC examination on the second attempt may apply for a retest immediately following the expiration of the current ATT but may not take the same examination more than once during a 90-day test eligibility period.

Candidates who fail the test on a third attempt must wait one year before taking the test again if the three failed attempts occur during a three-year period. If the three failures occurred over more than three years, the candidate may apply to retest immediately following the expiration of the current ATT but may not take the same test more than one time during a 90-day test eligibility period.

Candidates taking a test for the second or subsequent time are not identified as repeat candidates at the test center. Candidates are not likely to receive the same form of the test as previously taken.

### Certificates

Candidates who receive a passing score are sent a personalized certificate 4-6 weeks after confirmation of passing. A duplicate or replacement certificate may be requested for $10.

### Digital Badges

A few weeks after notification of passing the exam, you will receive an invitation to accept a digital badge. ONCC partnered with Credly to provide you with a digital version of your credentials. Digital badges can be used in email signatures or digital resumes, and on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your certification, and the process required to earn it.

### Verification of Certification

ONCC provides a free online service for immediate credential verification at *www.oncc.org/verify-certification*. 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. Verification for ACON™ beta test candidates will not be available until after scores are released.

# ONCC CERTIFICATION POLICIES

Candidates applying for ONCC certification should be aware of the following certification-related policies. Please review these policies before applying for an ONCC certification test. Certification policies are updated periodically. Please check the ONCC website at *www.oncc.org/policies* for the most current and complete information.

### Applications

The certification fee in place at the time the complete application is submitted will apply, regardless of circumstance. Complete applications include all requested information, agreement to the disclosure and affirmation statements, fees, and documentation (e.g., verification forms, transcripts, continuing education information, or other required documents).

Incomplete applications will not be processed. Candidates whose applications are incomplete will be notified and provided with an opportunity to provide the missing information. Candidates whose applications are incomplete will not be permitted to test until all required documentation is received by ONCC and the application is approved. Incomplete applications will be removed from the online application system after 60 days of inactivity.

## Diversity, Equity, Inclusion & Connection; Non-discrimination; and Anti-bias

ONCC achieves its mission by engaging and serving the nursing community, a population composed of a wide variety of individuals that have many differences. As a credentialing organization, ONCC is committed to respecting, accepting, and embracing the diversity of all our candidates, certificants, and their employers; volunteers; vendor partners; employees; and our other stakeholders. ONCC supports individual success by supporting inclusive environments and unbiased treatment through our credentialing processes, events, recognition programs, and workplaces. ONCC actively works to eliminate bias and increase sensitivity in its examination programs. All individual items, tests and assessments, directions, and the ONCC Handbooks are reviewed for bias and sensitivity by specially trained testing agency staff and/or by ONCC staff using the ETS Guidelines for Fairness Review of Assessment. More information about ONCC policies in this regard and our DEI Statement are available at *www.oncc.org/policies*.

## 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. Full details of the affirmation and disclosure statements are available at *www.oncc.org/policies*.

## Handling of Irregular Incidents (Cancellation of Results)

All incidents of suspected and/or confirmed irregular behavior shall be reported to ONCC immediately. Proctors shall manage and report to ONCC irregularities with appropriate level of documented details to support incident investigation that might follow. ONCC shall investigate such incidents and take appropriate action, based on the collective judgment of the ONCC Board, staff, legal counsel (when appropriate), and testing agency staff. Cheating during an examination or assessment or assisting others to cheat during an examination or assessment shall be grounds for revocation of certification and/or other disciplinary action. ONCC reserves the right to cancel scores or assessment diagnostic results resulting from any irregularity.

## 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 an online refund request through your ONCC account. Refunds will not be granted for requests received after the ATT has expired. If you request a refund, you must cancel your test appointment at least two days before the test appointment. Candidates who do not cancel a scheduled test appointment will forfeit their test fee and will not receive a refund. Ineligible candidates may request a refund of all but $100 (processing fee).

## Transferring to a Different Test Date
Beta test candidates may not transfer to a test date outside the Beta test period.

## Failure to Report to Computer-Based Test (CBT) Appointment

If a candidate fails to arrive for the scheduled appointment or does not cancel or reschedule the appointment as outlined in the Cancellation/Reschedule table, the candidate will forfeit all test fees and the test appointment. The candidate must submit a new application and pay the full test fee for a subsequent administration.

## Use of an ONCC Credential

Candidates who pass an ONCC test, as indicated on the official results 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 the certification is valid. An individual may not use a certification mark after it has expired; to do so constitutes fraud. ONCC shall thoroughly investigate all reports of an individual fraudulently using any ONCC® mark and may take appropriate action against the individual, which may include sanctions and reporting the fraudulent use to individuals and/or institutions (e.g., state licensing boards, employers, membership societies). 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. ONCC certification is valid for four years. Additional information about fraudulent use is available online at *www.oncc.org/policies*.

All requests for names of ONCC certified nurses must be made in writing, only names of currently certified nurses will be released for such requests, and verification will be provided only in writing. A fee may be charged for the written verification of ONCC credentials.

ONCC will not disclose confidential applicant/certificant information unless authorized in writing by the individual or as required by law. All application information is confidential and will not be shared with any party other than ONCC's examination development or administration vendors for certification processing purposes. Information about applicants/certificants and their examination results is confidential. Examination scores are provided only to the individual candidate unless a signed release is provided. ONCC will discuss certification and assessment-related issues only with the candidate. Additional information is available at *www.oncc.org/policies*.

## Continuing Competency and Renewal of Certification

Certification is valid for four years and must be renewed at that time. The four-year time period is appropriate given the rate of development of new knowledge in the specialty of oncology, the frequency with which new editions of oncology nursing textbooks are published, the rate at which updated educational tools and resources are issued by expert sources (e.g., the Oncology Nursing Society and the Association of Pediatric Hematology/Oncology Nurses), and the recertification intervals for other specialty nursing certifications. The four-year time period also is aligned with the ONCC policy of conducting Role Delineation Studies once every four years for each of its certification programs to document changes to the required knowledge base.

It is the responsibility of the certified nurse to apply for renewal of certification by the required application date. ONCC shall attempt to provide renewal notices to all certified nurses prior to the expiration date of the current credentials. Failure to receive a renewal notice does not relieve the certified nurse of the responsibility to apply for renewal prior to the application deadline date. Details will be sent to certificants once renewal requirements have been established for the ACON™.

## Eligibility and Licensure

All certification candidates must have a current, active, unencumbered license as a registered nurse in the United States or Canada to be eligible to apply for certification. An unencumbered license is one that is not currently 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.

Nurses educated and/or licensed outside the United States, its territories, or Canada must have their education and licensure evaluated for equivalency by a foreign credential evaluation service. Only those whose evaluation indicates U.S. equivalency will be eligible to apply for certification.

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.

## Conduct, Allegation Notice, Review, Sanction, and Appeals

ONCC defines and grants nursing credentials and renewal of credentials/certification to those nurses who meet the established requirements, thereby demonstrating they have specific knowledge and experience. Under certain circumstances, initial or renewal of certification may be denied, or active certification sanctioned due to a variety of reasons, including but not limited to cheating on an ONCC certification exam, misuse/fraudulent use of an ONCC mark, or violation of ONCC's Code of Conduct. Nurses will have the opportunity to appeal any and all actions taken against them by ONCC. The full Conduct, Allegation Notice, Review, Sanction, and Appeals policy is available at *www.oncc.org/policies*.

## Testing Accommodations

ONCC will provide reasonable accommodations for candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). Reasonable accommodations generally are provided for candidates who have a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment that prevents them from taking the test or assessment under standard conditions. These individuals may request testing accommodations, which will be provided by ONCC at no extra cost to the candidate. The candidate must submit a Testing Accommodations Request Form that indicates the nature of the disability and the accommodations needed. The Form also must be completed by an appropriate and qualified licensed healthcare professional that attests to the disability and the need for testing accommodations.

Additional documentation may be requested to support the request for testing accommodations. The candidate bears the responsibility for obtaining any additional documentation requested by ONCC. Physician or qualified healthcare professional documentation must be on the provider's letterhead, typed, dated, and signed by the healthcare professional submitting the documentation. All documentation submitted in support of a request for testing accommodations, including the Testing Accommodations Request Form, will be kept confidential. ONCC will use the documentation only for the determination of testing arrangements and will not disclose the documentation to the testing company or any other individuals. The full Testing Accommodations policy is available at *www.oncc.org/policies*.