

ORGANIZING ACCREDITATION APPLICATION BINDERS

- Submit four sets of 3-ring binders, each set containing a binder(s) for Narrative, Appendices, and Tabs.
- First page of each Narrative binder must be the *Application for ABNS Accreditation Cover Sheet*.
- Include a Table of Contents in the front of each binder. For example:

Narrative Binder:

Table of Contents – List each Standard and what page it begins – for example:

Standard 3 – Page xx

Use tabs to separate each Standard, i.e., a tab labeled Standard 1, etc.

Appendices Binder:

Table of Contents (You must submit the following Appendices)

Appendix A – Policy and Procedure Manual

Appendix B – Candidate Handbook and Application

Appendix C – Recertification Handbook and Application

Appendix D – Bylaws

Appendix E – Testing Partner's Proctor Manual

Appendix F – Item Writer's Manual

Tabs Binder:

Table of Contents – for example:

Tab 1 – Specialty membership organization's Scope of Practice

Tab 2 – Specialty membership organization's Standards of Practice

Tab 52 – Table of Item Writers and Demographics

- **NARRATIVE BINDER**

Overview of Certifying Organization

Following the Table of Contents page, provide an Overview of your organization, including such information as:

Organization's full name and acronym; how it began, when incorporated, address of office, address of membership organization, the name and acronym for credential(s) offered; number of certificants; length of certification period, summary of methods for recertification; name of management company, if appropriate, listing of staff, title, and credentials; name/address of testing partner, if appropriate; listing of testing staff that work on your contract, title, credentials; summary of how organization is governed, i.e., A nine member Board of Directors, comprised of 8 RNs, and one consumer representative and any ex-officio members; and a brief recap of organization's history.

Demonstrating Compliance with Standards

Using the Standards document, provide a narrative in the column identified as Narrative describing how you meet compliance with the elements of each Standard. You may also refer to the appropriate Tab or Appendices. For example, if your P&P manual is in Appendix A, and you

need to provide your policy regarding Handling Test Irregularities, you would state in the Narrative – see Appendix A, P&P Manual, Policy xx, page xx.

BYLAWS, POLICIES AND PROCEDURES

In either your Bylaws or P&P manual, you must describe the certifying organization's sole responsibility for the following. Your testing partner may also have policies and procedures showing their role b,c,e,f,g, but as the certifying organization you have ultimate authority.

- a. Administrative authority
- b. Item development and ownership
- c. Examination content and construction
- d. Examination copyright ownership
- e. Test administration
- f. Investigating/managing test irregularities and contingency plans
- g. Determining eligibility requirements for certification and recertification
- h. Setting passing scores
- i. Appeals process
- j. Budget preparation and approval
- k. Fee setting
- l. Grants/loans received, if applicable
- m. Certification board meeting processes
- n. Selection, performance, evaluation and dismissal of chief staff officer
- o. Nominations, elections, and/or appointment processes for officers and governing body (board) members – provide detailed information about this process

Additional Policies and Procedures Required:

Items noted with a * indicate that compliance might be evident in other documents such as the contract with your testing partner, and/or the testing partner's Proctor Manual. In addition, one policy might cover several issues.

Handling Conflicts of Interest

Non-discrimination

Bias and Sensitivity Reviews

Compliance with ADA and providing special accommodations*

Providing alternative dates based on religious needs

Expectations of public member(s) – for example, job description

Evidence of public member(s) right to vote (may be in Bylaws)

Job description of professional staff that oversee credential review process

Processing, reviewing and making judgments on candidate eligibility

Selecting individuals to write and review items

Item banking, item bank maintenance, item banking quality control, item banking security*

Conducting preliminary item analysis; handling flawed items, ensuring equivalence of test forms, determining adequacy of equating, assessing impact of final passing score*

Assembling test based on test blueprint, including who is responsible for reviewing and approving final test forms, sampling plan

Review and approval of items on final test forms, including roles and responsibilities of expert panel, certification board members, staff, and test vendor

Items on test forms are reviewed at least every three years for currency and relevance

Retake policy

Security of individual test items and test forms*

Shipping tests, answer sheets*

Proctor hiring, training and monitoring*

Admission and seating of candidates*

Measures to minimize irregular behavior and irregular incidents*

Handling incidents of suspected irregular behavior or incidents*

Security measures employed by computer testing center vendors and staff, if applicable*

Auditing procedures of candidate/certificant eligibility

Reporting test results to candidates

Verification of certification status by stakeholders, i.e., employers, public

Updating candidate/certificant files

Accessing candidate/certificant records and maintaining confidential information

Appeals

Reporting misrepresentation and noncompliance to proper authorities, i.e., Board of Nursing, employers, etc.

Disciplinary process

Quality Improvement/Customer Service

FOR FURTHER INSTRUCTIONS ON SUBMITTING AN APPLICATION FOR ABNS ACCREDITATION, PLEASE REFER TO THE ACCREDITATION PROCESS INSTRUCTIONS AND REQUIRED DOCUMENTATION – REVISED FEBRUARY 2006.

(ABNS/Accreditation Council/Organizing accreditation binders)