



FACT SHEET

Pediatric Primary Care Nurse Practitioner Exam

January 2016

The Pediatric Nursing Certification Board's (PNCB's) Primary Care Pediatric Nurse Practitioner Certification Exam is approved by Canadian regulatory bodies to determine whether a nurse practitioner candidate demonstrates the competencies necessary for safe and ethical practice as a pediatric nurse practitioner in Canada. This fact sheet relates to the PNCB - Primary Care Pediatric Nurse Practitioner Certification Exam that is used for licensing / registration purposes in Canada.

THE EXAM

The computer-based exam is three hours long. Before taking the exam, candidates are given the opportunity to practice by taking a 15-minute tutorial. The exam consists of 175 multiple-choice questions and includes metric clinical chemistry and hematology values where necessary. The exam is offered at [Prometric Testing Centres](#) located across Canada.

Review [PNCB's Certification Exam Computer Based Testing Candidate Handbook](#), the [Primary Care Pediatric Nurse Practitioner Certification Exam Detailed Content Outline](#) and [other materials](#) available on PNCB's website to help you prepare for the exam. For other information about the exam refer to the [PNCB website](#).

APPLICATIONS, TRANSCRIPTS, AND FEES

Candidates are made eligible to take the exam by the Canadian regulatory body of which they are seeking licensure / registration. The regulatory body provides the name of each candidate to PNCB. Candidates must create a user account on [PNCB's website](#) and submit the PNCB application to take the exam. The application will ask for your most recent RN license / registration number in addition to the last four digits of your Social Security Number (SSN). Canadian candidates are not required to provide their SSNs (or Social Insurance Numbers); therefore, please insert the last four digits of your RN license/registration number in this field.

You will pay fees directly to PNCB, except any fees related to rescheduling your exam date (if applicable), which are paid directly to Prometric.

The exam fee is \$385 US for the initial exam. The fee is \$270.00 for all subsequent exams (if applicable). Additional application and registration fees may be charged by the regulatory body.

SCHEDULING AND TAKING YOUR EXAM

Once your eligibility to take the exam is confirmed, PNCB will email and mail you an Exam Eligibility Notification postcard and scheduling information. You can also access this information by logging into your PNCB user account and clicking "My Documents".

When you receive your eligibility notification you can schedule your exam within the identified 90-day testing period. Schedule as early as possible for your preferred date and time. Follow the instructions in your Exam Eligibility Notification to select a Prometric test centre and schedule your exam.

It is recommended that you schedule your exam online since it is a faster and more efficient process than scheduling by phone. You must have an e-mail address to schedule online. If you choose to schedule your exam by phone, call Prometric's Customer Service Call Centre at 1-888-680-5327. Operators are available weekdays from 8:00 a.m. to 8:00 p.m. (Eastern Time).

Should you decide to cancel your exam, or if you are unable to obtain a testing time within the assigned time period, you must notify the regulatory body. Contact the regulatory body for information about fees that may apply to late cancellation and rescheduling of exams, including "no shows", which may be in addition to fees charged by PNCB and / or Prometric.

You should arrive at the test centre at least 30 minutes before your scheduled exam time. You will

be required to show your Exam Eligibility Notification and two current pieces of identification: one unexpired government-issued photo identification document with your name and signature (e.g. driver's license or passport) and a second identification document with your name and signature (e.g. credit card or work identification). The name on both identification documents must match the name on your Exam Eligibility Notification. You will not be permitted to test without the required identification. Please refer to the [PNCB candidate handbook](#) for more information.

If you are late for your exam, you may not be admitted. No refund will be provided if you are late and cannot be admitted, or if you miss your exam entirely (i.e., "no show"). Allow time for traffic conditions and parking.

No food or drink, including water, is permitted in the testing room. You may leave the testing room to use the restroom or get a drink of water, but you will not be given extra time to complete exam. You will need to sign-out according to the instructions provided at the test site.

All PNCB exam candidates will be scanned with a metal detector wand prior to every entry into the testing room, including returns from breaks. Any candidates refusing to be scanned will not be permitted to test. For a complete list of Prometric's testing centre regulations, including items that cannot be brought into the testing room, please click [here](#).

In the event that the Prometric Centre is closed due to inclement weather, power failure, or emergencies requiring the exam to be cancelled, Prometric will contact candidates and Regulatory Body to reschedule.

EXAM RESULTS

As part of your exam application, you must complete a disclosure of information form to permit PNCB to send your exam results to the regulatory body. Click [here](#) to complete the form. Once complete, please email the form to the regulatory body.

Candidates receive an unofficial "pass / fail" status immediately after completing the exam. PNCB will mail your official exam results to you within 3 weeks of your testing date. PNCB will email your result to the regulatory body. The regulatory body will contact you about next steps. Unsuccessful candidates will receive an

individual score report that shows performance in each category to assist them in preparing for a future exam.

EXAM SCORE REVIEW AND APPEALS

Canadian candidates can request an exam score review and / or an appeal of their exam administration. Candidates must submit this request to the regulatory body within 30 days of receiving their result. All decisions made by PNCB and its testing vendor with regard to such reviews are final.

Exam Score Review

To ensure quality, PNCB's testing vendor conducts a full scoring analysis and result validation on every exam result, and all scores are validated twice. However, a candidate can request PNCB's testing vendor to conduct another review. The testing vendor will validate the score again and check that: the exam performed correctly, the candidate answered or had the opportunity to answer all items, and the exam timing was appropriate. PNCB's testing vendor charges a fee for this review.

Appeal

Canadian candidates who are unsuccessful on the exam can request an appeal of their exam administration by PNCB. There is no fee for this appeal.

RETAKING THE EXAM

Candidates who are unsuccessful must contact the regulatory body to confirm a) the number of attempts permitted to pass the nurse practitioner licensure / registration exam; and b) whether there are any additional regulatory requirements before they can be approved to re-take the exam. Candidates must complete [PNCB's disclosure of information form](#) again and submit it to the regulatory body.

PNCB requires candidates to complete remediation after the second unsuccessful exam attempt, before testing a third time

PNCB requires the remedial study to include the following elements:

- Continuing education courses related to the content area(s) of weakness identified on your exam score report.
- Completion of a pediatric certification exam review course (on-line, face to face, or in print).
- Counseling with pediatric NP program faculty about how to strengthen exam performance.

If possible, candidates should also engage in additional clinical practice related to the pediatric NP role (either precepted or mentored). There is no specified amount of additional clinical practice time.

Candidates must provide a [study plan](#) to PNCB detailing what remedial actions they have taken before eligibility to re-test can be given. Refer to [PNCB's candidate handbook](#) for information about how to apply to re-take the exam, including requirements for remediation. PNCB requires evidence from candidates that they have completed remediation and will not permit a candidate to re-take the exam unless it is met.

ADDITIONAL INFORMATION

Candidates are required to sign a *Confidentiality Agreement* and are expected to demonstrate professional integrity in the completion of this exam. Reports of your engagement in unethical behavior or cheating could result in the invalidation of your test scores and / or other sanctions that may extend to a denial of license / registration. Unethical behavior and cheating include, but are not limited to:

- copying exam questions, responses or taking notes about the exam;
- disclosing or publishing exam questions or responses by any means (orally, in writing, or electronically);
- giving or receiving assistance on the exam;
- taking the exam for another individual; or
- having the exam taken for you.

Any unusual occurrences or complaints about the exam test centre or exam process on the day of the exam should be reported to the test centre and the regulatory body.

PNCB and Prometric maintain a high level of security and exam administration standards. The security procedures, testing centre regulations, and required behavior of candidates are documented in [PNCB's candidate handbook](#) and on the PNCB website.

On written request and subject to specific guidelines, the regulatory body will consider and, if appropriate, make reasonable arrangements for candidates with special accommodation needs. For general accommodation information from Prometric, click [here](#). You are not required to complete the PNCB on-line forms for accommodation. You must contact the regulatory body for specific requirements related to requests for accommodation.

Please note: Candidates who are granted special accommodation(s) MUST call Prometric to schedule their exam (1-800-967-1139) and are NOT able to schedule their exam online.

In compliance with Canadian Standard Association's Model Code for the Protection of Personal Information, candidates are advised that their name and contact information will be sent to PNCB and to Prometric. This information will be collected, used, and disclosed according to their privacy policies. Your personal information is subject to U.S. laws including the USA Patriot Act. For questions or clarification regarding these organizations' privacy policies, please contact PNCB by clicking [here](#), and Prometric by clicking [here](#).

Canadian candidates may qualify for certification as a Primary Care Pediatric Nurse Practitioner with PNCB if they pass this exam and meet other PNCB requirements. If a candidate wishes to certify, PNCB requires an official transcript to be sent directly from the candidate's university to PNCB. Candidates wishing to maintain certification must follow the process and timelines required by PNCB. More information about this process can be obtained from the [PNCB website](#).

Maintaining PNCB certification does not meet the regulatory body's requirements for continuing competence. Likewise, the regulatory body's continuing competence requirements do not meet PNCB's requirements for maintaining certification.

If you require additional information about taking this exam for licensure / registration purposes in Canada contact the regulatory body.

LINKS TO PROVINCIAL NURSING REGULATORY COLLEGES & ASSOCIATIONS THAT USE THE PNCB EXAM

- [College of Registered Nurses of British Columbia](#)
- [College & Association of Registered Nurses of Alberta](#)
- [Saskatchewan Registered Nurses Association](#)
- [College of Registered Nurses of Manitoba](#)
- [College of Nurses of Ontario](#)
- [College of Registered Nurses of Nova Scotia](#)
- [Association of Registered Nurses of Newfoundland and Labrador](#)