



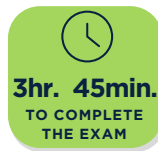
CERTIFICATION KIT

©CCI®

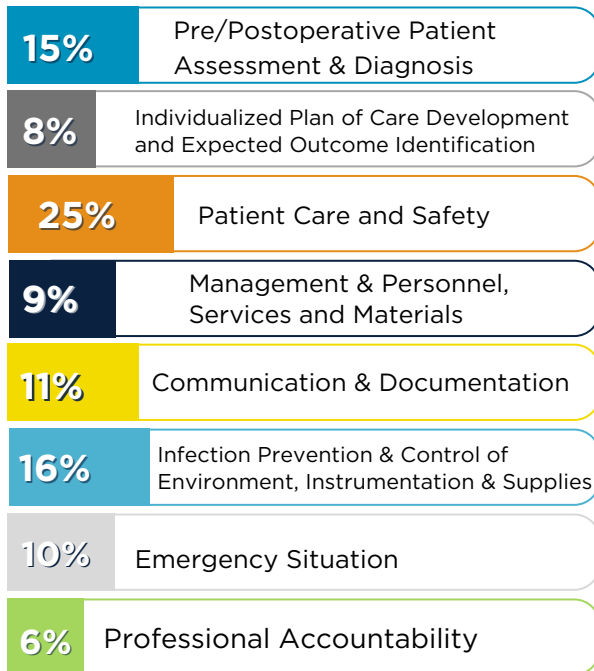
ELIGIBILITY REQUIREMENTS

- A current, unrestricted RN license in the country where currently practicing.
- Currently working full- or part-time or completing volunteer work in perioperative nursing clinical practice, nursing education, administration, or research.
- Have worked or volunteered a minimum of 2 years and 2,400 hours in perioperative nursing, with a minimum of 1,200 hours in the intraoperative setting.*

*CFPN® credential-holders or nurses that hold/have previously held the CST or TS-C (NCCT) credential and have graduated from either a U.S. military training course or a CAAHEP accredited training course must have a minimum of 18 months and 2,400 hours of experience in perioperative nursing, with a minimum of 1,200 hours in the intraoperative setting.



SUBJECT AREAS



\$445 PRICE OF EXAM **OR** **CNOR TAKE 2** **\$495** 2 chances to pass the exam

CNOR EXAM PREPARATION

CNOR On-Demand Prep Course
CNOR Exam Prep eReader



CNOR Exam Prep
Content review by exam subject area



CNOR Online Practice Exam
200 Exam-formatted practice questions



CNOR EXAM RESOURCES

CNOR Handbook
The complete guide on the CNOR credential.



CNOR Exam Study Outline
Develop a personalized study plan.



CNOR Practice Questions
Exam-formatted questions



APPLY ANYTIME WWW.CC-INSTITUTE.ORG/CNOR

ELIGIBILITY REQUIREMENTS

- Hold an active CNOR credential, and current, unrestricted RN license.
- Currently working full- or part-time in perioperative nursing clinical practice, nursing education, administration, or research.
- Have worked or volunteered a minimum of 500 hours in perioperative nursing within the 5-year recertification cycle. Of those 500 hours, 250 hours must be in the area of education, administration, research, or clinical practice that impacts intraoperative patient care.

RECERTIFICATION STEPS



RECERTIFICATION OPTIONS

EARLY-BIRD DISCOUNT \$385

Recertify before June 30 to receive \$40 off the standard fee

1

Professional Activity Points | \$425

Requirement: 300 points

Engage in eligible professional activities during your accrual period to earn points toward your recertification. Earn 300 points in any of the categories to meet the requirement.

2

Continuing Education Contact Hours* | \$425

Requirement: 125 contact hours

Earn 125 continuing education contact hours during your accrual period from CCI's pre-approved, accredited providers.

**Available to nurses who became CNOR-certified on or before 12/31/18 and last recertified prior to 2021.*

3

CNOR Extension Year | \$245

Active CNORs unable to complete professional activities during the accrual period may apply for a one-year extension allow an additional year to complete activities.

4

CNOR Emeritus | \$175

Retiring or ineligible perioperative nurses may preserve their CNOR credential with a one-time fee for Emeritus Status. Emeritus Status entitles the nurse to use the designation CNOR(E).

RECERTIFICATION RESOURCES



Free Educational Activities

Earn points towards your recertification with free educational activities in CCI's Store



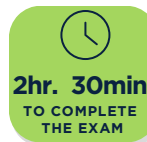
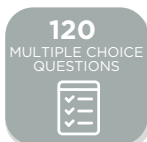
CNOR Handbook

The complete guide on the CNOR credential.

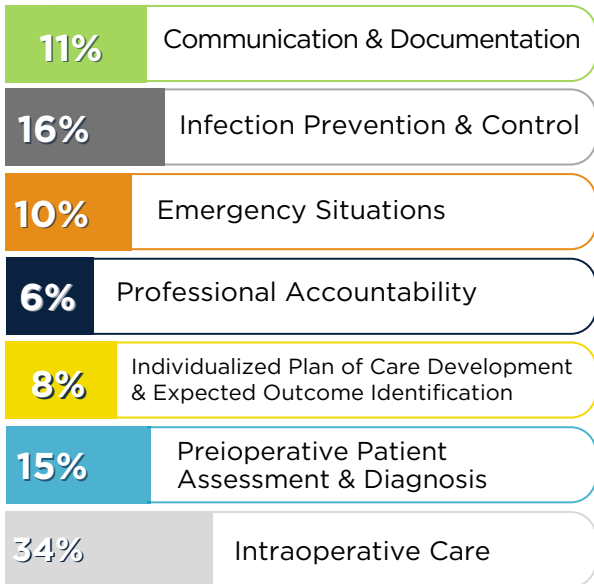
LEARN MORE WWW.CC-INSTITUTE.ORG/CNOR/RECERTIFY

ELIGIBILITY REQUIREMENTS

- A current, unrestricted RN license in the country where currently practicing.
- Certificate of completion from a perioperative nursing orientation program. The program must have a didactic (classroom) and a clinical component.
- An application must be submitted within 23 months after the initial hire date in the operating room. CFPN® must be earned before reaching 24 months (2 years) of experience.
- Currently working full- or part-time in perioperative nursing, including nursing education, administration, research, or clinical practice.



SUBJECT AREAS



CFPN EXAM PREPARATION

CFPN On-Demand Prep Course

CFPN Exam Prep eReader



CFPN Pocket Prep App

Over 750 practice questions



CFPN EXAM RESOURCES

CFPN Handbook

The complete guide on the CFPN credential.



CFPN Exam Study Outline

Develop a personalized study plan.



CFPN Practice Questions

Exam-formatted questions



BENEFITS TO EARNING THE CFPN CREDENTIAL



Earn a Digital Badge

Digital badges are rapidly becoming a leading way to recognize and publicize continuous professional development.



CFPN Extension Year | \$50

Active CFPNs have the option to extend their credential an additional 12 months while preparing to earn either the CNOR or CNAMB certifications

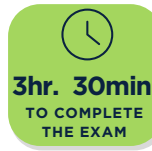
PRICE OF THE EXAM
\$195

APPLY ANYTIME WWW.CC-INSTITUTE.ORG/CFPN

ELIGIBILITY REQUIREMENTS

- A current, unrestricted RN license in the country where practicing.
- Hold a Bachelor's degree or higher in Arts or Science.
- Currently working full- or part-time in a perioperative management role, with a minimum of two to four years' experience.* A non-paid, volunteer capacity is acceptable.
- In the two years preceding your application, complete a minimum of 30-50 contact hours or 60-100 Professional Activity points in one or more of the CSSM exam subject areas, OR complete 6-12 hours of academic coursework in one or more of the subject areas.*

*Requirement dependent on CNOR® status. CNOR certification is not a requirement for CSSM candidates.



SUBJECT AREAS



PRICE OF EXAM **\$400** OR **\$360** CNOR CERTIFIED

CSSM EXAM PREPARATION

CSSM On-Demand Prep Course 
CSSM Exam Prep eReader

CSSM Exam Prep 
Content review by exam subject area

CSSM Online Practice Exam 
200 Exam-formatted practice questions

CSSM EXAM RESOURCES

CSSM Handbook 
The complete guide on the CSSM credential.

CSSM Exam Study Outline 
Develop a personalized study plan.

CSSM Practice Questions 
Exam-formatted questions

APPLY ANYTIME WWW.CC-INSTITUTE.ORG/CSSM

ELIGIBILITY REQUIREMENTS

- Hold an active CSSM credential, and current, unrestricted RN license.
- Be currently employed in perioperative nursing in surgical services management. The leadership/management role may oversee personnel, a budget, or a program. Employment as a consultant or interim manager will meet this requirement. Work experience in a non-paid, volunteer capacity is acceptable.
- Have worked a minimum of 1,500 hours in surgical services management within the three-year recertification cycle.

RECERTIFICATION STEPS



RECERTIFICATION OPTIONS

EARLY-BIRD DISCOUNT \$260
 Recertify before June 30 to receive \$40 off the standard fee

1 Professional Activity Points | \$300 Requirement: 200 points

Engage in eligible professional activities during your accrual period to earn points toward your recertification. Earn 200 points in any of the categories to meet the requirement.

2 CSSM Extension Year | \$245

Active CSSMs unable to complete professional activities during the accrual period may apply for a one-year extension allow an additional year to complete activities.

3 CSSM Emeritus | \$175

Retiring or ineligible perioperative nurses may preserve their CSSM credential with a one-time fee for Emeritus Status. Emeritus Status entitles the nurse to use the designation CSSM(E).

RECERTIFICATION RESOURCES



Free Educational Activities

Earn points towards your recertification with free educational activities in CCI's Store



CSSM Handbook

The complete guide on the CNOR credential.

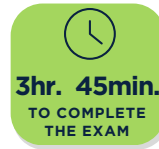
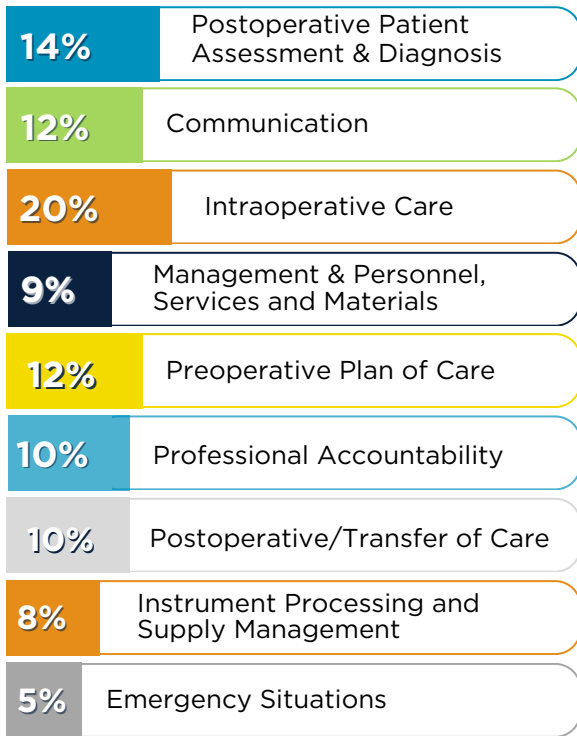
LEARN MORE WWW.CC-INSTITUTE.ORG/CSSM/RECERTIFY

ELIGIBILITY REQUIREMENTS

Education and Certification Status	Current, Unrestricted RN License and Diploma, ADN, or Global Equivalent	Current, Unrestricted RN License and BSN, BN, or Higher
Do not hold accredited perioperative-related credential	<ul style="list-style-type: none"> • Current employment in an ambulatory surgery setting • 2 years and 2,400 hours* experience • 50 points 	<ul style="list-style-type: none"> • Current employment in an ambulatory surgery setting • 2 years and 2,400 hours* experience
Hold CFPN [®] credential	<ul style="list-style-type: none"> • Current employment in an ambulatory surgery setting • 18 months and 2,400 hours* experience • 50 points 	<ul style="list-style-type: none"> • Current employment in an ambulatory surgery setting • 18 months and 2,400 hours* experience
Hold other accredited perioperative-related credential**	<ul style="list-style-type: none"> • Current employment in an ambulatory surgery setting 	<ul style="list-style-type: none"> • Current employment in an ambulatory surgery setting

* A minimum of 500 hours must be in the intraoperative setting. For complete details on eligibility, download the CNAMB Handbook.
 **Examples include CNOR[®], CAPA[®], CPAN[®], CGRN, CSSM[®], and CNS-CP[®].

SUBJECT AREAS



CNAMB EXAM PREPARATION

CNAMB On-Demand Prep Course
 CNAMB Exam Prep eReader



CNOR EXAM RESOURCES

CNAMB Handbook
 The complete guide on the CNAMB credential.



CNAMB Exam Study Outline
 Develop a personalized study plan.



CNAMB Practice Questions
 Exam-formatted questions



\$375
 PRICE OF EXAM

OR

CNAMB TAKE 2
\$420 2 chances to pass the exam

APPLY ANYTIME WWW.CC-INSTITUTE.ORG/CNAMB

ELIGIBILITY REQUIREMENTS

- Hold an active CNAMB credential, and current, unrestricted RN license.
- Currently working full- or part-time in an ambulatory surgery setting with a minimum of 500 hours of experience per year in an eligible role in the perioperative setting. This is a total of 1500 hours during your 3-year accrual cycle. Once you hold the CNAMB[®] credential there is no requirement for hours worked in intraoperative care.
- Employment setting may be hospital-based, free-standing, or physician-owned.
- The role may be clinical, administrative, educational, or research.
- Experience in a non-paid volunteer capacity is acceptable.

RECERTIFICATION OPTIONS

EARLY-BIRD DISCOUNT \$235

Recertify before June 30 to
receive \$40 off the standard fee

1

Professional Activity Points | \$275

Requirement: 200 points

Engage in eligible professional activities during your accrual period to earn points toward your recertification. Earn 200 points in any of the categories to meet the requirement.

2

CNAMB Extension Year | \$245

Active CNAMBs unable to complete professional activities during the accrual period may apply for a one-year extension allow an additional year to complete activities.

3

CNAMB Emeritus | \$175

Retiring or ineligible perioperative nurses may preserve their CNAMB credential with a one-time fee for Emeritus Status. Emeritus Status entitles the nurse to use the designation CNAMB(E).

RECERTIFICATION RESOURCES



Free Educational Activities

Earn points towards your recertification with free educational activities in CCI's Store



CNAMB Handbook

The complete guide on the CNOR credential.

LEARN MORE WWW.CC-INSTITUTE.ORG/CNAMB/RECERTIFY

The Nursing Professional Development Advanced - Board Certified (NPDA-BC) is a certification program that acknowledges the professional achievement of a nursing professional development specialist who fulfills all NPD roles and responsibilities while demonstrating adherence to professional practice and performance standards.



ELIGIBILITY REQUIREMENTS

- Have a master's or higher degree in nursing or related field or the demonstrated equivalent from another country. If the graduate degree is in a related field, the baccalaureate degree must be in nursing.
- Current, unrestricted RN and hold an accredited certification in Nursing Professional Development (NPD) demonstrating entry level NPD knowledge and skills.
- Have a minimum of 4,000 hours of active practice at the nursing professional development specialist level in the last 5 years. NPD practice settings include any practice or learning environment.

PROFESSIONAL PORTFOLIO

Applicants will submit a portfolio that contains their three exemplars and three responsibility activity tables utilizing a unique project or activity for each submission:

3 Exemplars

Three exemplars demonstrating advanced NPD practice within the past five years, each exemplar must cover one of the six NPD responsibility

3 Responsibility Activity Tables

Three responsibility activity tables providing evidence demonstrating advanced NPD practice in each of the responsibilities not covered in the required exemplars

NPDA-BC RESOURCES



NPDA-BC Handbook

The complete guide on the NPDA-BC credential.



CCI Staff Support

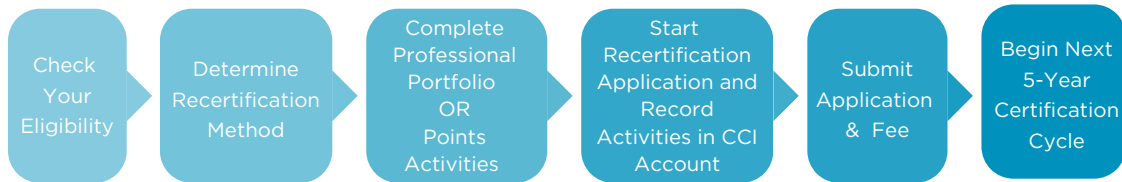
CCI's nursing staff is available to answer questions about eligibility or the portfolio process.

APPLY ANYTIME WWW.CC-INSTITUTE.ORG/NPDA-BC

ELIGIBILITY REQUIREMENTS

- Hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.
- Hold a current Advanced Nursing Professional Development Certification (NPDA-BC).
- Have a minimum of 4,000 hours of active practice at the NPD specialist level within the last 5 years; practice settings include any practice or learning environment.

RECERTIFICATION STEPS



RECERTIFICATION OPTIONS

1 Professional Portfolio | \$375

Earn your recertification by submitting a new completed professional portfolio as required for the initial NPDA-BC certification.



EARLY-BIRD DISCOUNT \$330
Recertify before June 30 to receive \$45 off the standard fee

2 Professional Activity Points | \$350 Requirement: 300 points

A required component is completion of an activity table representing all six responsibilities which is worth 100 points. An additional 200 points is required using any of the available recertification professional activity points methods.



EARLY-BIRD DISCOUNT \$305
Recertify before June 30 to receive \$45 off the standard fee

3 NPDA-BC Emeritus | \$175

Retiring or ineligible perioperative nurses may preserve their NPDA-BC credential with a one-time fee for Emeritus Status. Emeritus Status entitles the nurse to use the designation NPDA-BC(E).

RECERTIFICATION RESOURCES



Free Educational Activities

Earn points towards your recertification with free educational activities in CCI's Store



NPDA-BC Handbook

The complete guide on the NPDA-BC credential.

LEARN MORE WWW.CC-INSTITUTE.ORG/NPDA-BC/RECEMIFY

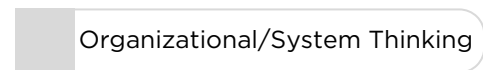
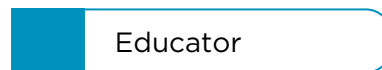
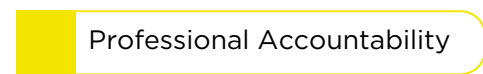
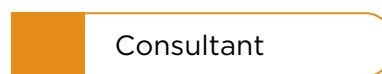
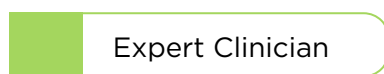
The Certified Perioperative CNS (CNS-CP[®]) certification validates the professional achievement of specific standards of practice by a Clinical Nurse Specialist (CNS) serving as an advanced practice nurse in the perioperative setting.



ELIGIBILITY REQUIREMENTS

- Successful completion of an accredited graduate, post-master's certificate, or doctoral CNS nursing program that contains both the 3Ps and a 500 hour clinical practicum OR provide documentation of serving in an advanced practice role if the CNS program does not meet the 3Ps and practicum requirements. Refer to the CNS-CP Handbook for full eligibility requirements.
- Current, unrestricted RN and/or APRN license OR current, unrestricted RN license with recognition as a CNS by state board of nursing.
- Currently working full- OR part-time as a perioperative nurse and have completed at least two years and 2,400 hours of experience in perioperative nursing, with a minimum of 50% in the intraoperative setting.

PROFESSIONAL PORTFOLIO SUBJECT AREAS



CNS-CP RESOURCES



CNS-CP Handbook

The complete guide on the CNS-CP credential.



CCI Staff Support

CCI's nursing staff is available to answer questions about eligibility or the portfolio process.

APPLY ANYTIME WWW.CC-INSTITUTE.ORG/CNS-CP

ELIGIBILITY REQUIREMENTS

- Hold a current, unrestricted RN and/or APRN license and an active CNS-CP[®] credential.
- Complete 1,000 hours as a CNS in the perioperative setting in the 5-year recertification cycle.
- Be currently employed as a CNS in the perioperative setting in one or more of the following areas: Clinical expert in the delivery of advanced perioperative care, Consultant (intra- and multidisciplinary), Educator of nurses, other healthcare providers, patients, families, and/or community members, Researcher, Organizational/systems change agent.

RECERTIFICATION STEPS



RECERTIFICATION OPTIONS

1 Five Recertification Components | \$350

The CNS-CP Recertification program is made up of five components. The components are a self-assessment, development of a learning plan, earning the required Professional Activity points, a reflection, and the CNS-CP recertification log.

2 Professional Activity Points | \$350 Requirement: 300 points

As part of the five recertification components, the CNS-CP who is looking to rectify must complete a minimum of 300 professional activity points including CEUs. There must be a minimum 10 CEU in pharmacology.



CNOR-certified candidates receive \$50 off the standard fee.

3 CNS-CP Emeritus | \$175

Retiring or ineligible perioperative nurses may preserve their CNS-CP credential with a one-time fee for Emeritus Status. Emeritus Status entitles the nurse to use the designation CNS-CP(E).

RECERTIFICATION RESOURCES



Free Educational Activities

Earn points towards your recertification with free educational activities in CCI's Store



CNS-CP Handbook

The complete guide on the CNS-CP credential.

LEARN MORE WWW.CC-INSTITUTE.ORG/CNS-CP/RECERTIFY



Could You Be A Coach?



- ✓ Provide valuable resources and support
- ✓ Motivate colleagues to earn their certification
- ✓ Improve your facility's certification rate

CCI's Coaches' program creates mentoring opportunities for certified nurses to promote certification at their facilities. Coaches guide the certification process by sharing their experiences and knowledge, and motivating other nurses with helpful tools from CCI.

Earn points toward your CNOR, CSSM, or CNAMB recertification	Annual staff certification kits
Online resource materials	Coach recognition and swag

APPLICATIONS OPEN NOVEMBER 1 - DECEMBER 1

LEARN MORE AT WWW.CC-INSTITUTE.ORG/CERTIFICATION-COACH



Is Your Facility CNOR Strong?

Research shows nurses who earn the CNOR credential have greater confidence in their clinical practice. Teams of CNOR-certified nurses who have mastered the standards of perioperative practice have been correlated to improved outcomes in surgical patients. We call that CNOR Strong.

Criteria for CNOR Strong Designation

- At least 50% of eligible perioperative nursing staff are CNOR-certified
- Facility consistently recognizes and rewards nurses who are CNOR-certified
- Once approved, your facility will receive a CNOR Strong plaque and official letter from CCI

Applications Open November 1 - December 1

Learn more and register for application reminders at info.cc-institute.org/cnor-strong.



Award for Certification Excellence

The TrueNorth Award was developed to recognize facilities that use certification as a “true north,” guiding their perioperative nursing staff to be lifelong learners, models of competent practice, and advocates for excellence and patient safety. Facilities who earn the TrueNorth Award exhibit the highest standards in perioperative certification excellence.

Eligibility Requirements

Healthcare organizations that employ perioperative certified nurses, or organizations whose members and representatives are certified, may apply. Examples include hospitals, health systems, surgical services departments, ambulatory surgery centers, and units or divisions of a larger organization.

Annual Recipient Benefits

- Onsite celebratory reception and award presentation by CCI
- Recognition by CCI
- Exam vouchers for certification and/or recertification

Annual Application Window: October 1 - November 30

Learn more and register for application reminders at info.cc-institute.org/truenorth.



888.257.2667 | info@cc-institute.org | www.cc-institute.org
CNOR is a registered trademark of CCI. All rights reserved.



Is Your Facility CNOR Strong?

Research shows nurses who earn the CNOR credential have greater confidence in their clinical practice. Teams of CNOR-certified nurses who have mastered the standards of perioperative practice have been correlated to improved outcomes in surgical patients. We call that CNOR Strong.

Criteria for CNOR Strong Designation

- At least 50% of eligible perioperative nursing staff are CNOR-certified
- Facility consistently recognizes and rewards nurses who are CNOR-certified
- Once approved, your facility will receive a CNOR Strong plaque and official letter from CCI

Applications Open November 1 - December 1

Learn more and register for application reminders at info.cc-institute.org/cnor-strong.



Award for Certification Excellence

The TrueNorth Award was developed to recognize facilities that use certification as a “true north,” guiding their perioperative nursing staff to be lifelong learners, models of competent practice, and advocates for excellence and patient safety. Facilities who earn the TrueNorth Award exhibit the highest standards in perioperative certification excellence.

Eligibility Requirements

Healthcare organizations that employ perioperative certified nurses, or organizations whose members and representatives are certified, may apply. Examples include hospitals, health systems, surgical services departments, ambulatory surgery centers, and units or divisions of a larger organization.

Annual Recipient Benefits

- Onsite celebratory reception and award presentation by CCI
- Recognition by CCI
- Exam vouchers for certification and/or recertification

Annual Application Window: October 1 - November 30

Learn more and register for application reminders at info.cc-institute.org/truenorth.



888.257.2667 | info@cc-institute.org | www.cc-institute.org
CNOR is a registered trademark of CCI. All rights reserved.



Microcredentials verify, validate, and attest that specific skills and competencies have been achieved

MICROCREDENTIALS



Sterile Processing: Cross-Contamination

Looking to improve your skills in decontamination practices of medical device reprocessing? The Sterile Processing: Cross-Contamination microcredential will verify, validate, and attest that specific skills and competencies have been achieved. Cross-Contamination microcredential with this two-part course.

Upon successful completion of the course, learners receive

- Electronic certificate of completion
- CCI's Sterile Processing: Cross-Contamination digital badge
- 50 points towards CNOR /CSSM/CNAMB recertification requirements



Sterile Processing: Quality Management

The coursework for the microcredential of the Sterile Processing: Foundations of Quality Management Systems emphasizes critical thinking and application skills for understanding the fundamentals of process components, their integrations within Sterile Processing workflows, and the theory and practice of historical influencers of quality management concepts.

Upon successful completion of the course, learners receive

- Electronic certificate of completion
- Sterile Processing: Foundations of Quality Management Systems digital badge
- 50 points towards CNOR /CSSM/CNAMB recertification requirements

FREE in the CCI Store.



Pressure Injury Prevention

The Pressure Injury Prevention in Intraoperative Care microcredential will verify, validate, and attest that specific skills and competencies have been achieved. Earn the microcredential with this two-part course presented by Mölnlycke® and powered by CCI.

Upon successful completion of the course, learners receive

- Electronic certificate of completion
- CCI's Pressure Injury Prevention in Intraoperative Care digital badge
- 50 points towards CNOR /CSSM/CNAMB recertification requirements

LEARN MORE WWW.CC-INSTITUTE.ORG/MICROCREDENTIALS



888.257.2667 | info@cc-institute.org | www.cc-institute.org

SBMG® is a registered trademark of Surgical Business Management Group, Inc. All rights reserved.



Certificates of Mastery

Perioperative Services Preceptor Certificate of Mastery (PSP-COM)

PSP-COM is an in depth 6-month program that will provide you with guidance and tools to develop your skills and be successful as a preceptor at your facility. The overall outcome of PSP-COM is to develop skills for each of the seven preceptor roles based on the Ulrich Precepting Model.

Upon successful completion of the course, learners receive

- Electronic Certificate of Mastery
- Digital Badges for each of the components & the Certificate of Mastery
- 150 points towards CNOR/CSSM/CNAMB recertification requirements



Course Objectives

- Utilize the Ulrich Precepting Model.
- Understand the key concepts of precepting.
- Identify precepting strategies for success.
- Determine requirements to perform the responsibilities of the seven roles of the preceptor.

Course Components

- Review of the national preceptor research study
- Precepting models
- Transition to practice
- Reflection and mindfulness
- Completing a preceptor development plan

Professional Educator Practicum Certificate of Mastery (PEP-COM)

PEP-COM is an in depth 6-month program that will provide current and new professional educators with guidance and tools needed to be effective in this key role. The overall outcome of PEP-COM is to develop an educational intervention for your department based on an established gap determined by your learning needs assessment.

Upon successful completion of the course, learners receive

- Electronic Certificate of Mastery
- Digital Badges for each of the components & the Certificate of Mastery
- 150 points towards CNOR/CSSM/CNAMB recertification requirements



Course Components

- *EBP & Research*: This course will review concepts such as conducting a literature review and how to effectively promote evidence-based practice to enhance optimal patient outcomes.
- *Professionalism & Leadership*: This course will review the role of the professional perioperative nurse educator in nursing professional development. This role involves developing and supporting a healthy work environment, demonstration of effective communication skills, participation in the strategic plan of the organization, and appropriate delegation.
- *Instructional design*: This course will focus on theories and principles related to both teaching and learning.
- *Staff development*: This course will review topics such as coordinating orientation and onboarding, competency management, and continuing professional development.

LEARN MORE WWW.CC-INSTITUTE.ORG/CERTIFICATES-OF-MASTERY



888.257.2667 | info@cc-institute.org | www.cc-institute.org

SBMG® is a registered trademark of Surgical Business Management Group, Inc. All rights reserved.



Live Prep Course

OVERVIEW

The Live Prep Courses are interactive courses designed to provide foundational information relevant to preparing for the exam, with the most popular topics based on exam performance. Available for CNOR, CFPN, CSSM, CNAMB.



**IN-PERSON EXAM
PREPARATION**

ORGANIZATION REQUIREMENTS

- Minimum of 15 attendees
- Provide meeting space for the course
- Coordinate all meeting logistics
- Market course to increase attendance

CCI PROVIDES

- Course Instructor for 6 hours
- All the content required for your prep course related to your chosen credential
 - Presentation
 - Educational Materials & Handouts
 - Program Evaluations




PRICING

- \$195 per person
- Pay via credit card or ACH

LEARNERS RECEIVE

- 5.75 Contact Hours towards recertification
- 12-month unlimited access
 - Prep course content
 - Recordings covering subject areas
 - Practice exam questions


CONTACT CCI TO LEARN MORE

-  Dawn Whiteside, Director of Education
DNP, MSN-Ed, RN, CNOR, NPD-BC, RNFA
-  303-368-6724
-  dwhiteside@cc-institute.org

LEARN MORE WWW.CC-INSTITUTE.ORG



888.257.2667 | info@cc-institute.org | www.cc-institute.org
CNOR is a registered trademark of CCI. All rights reserved.



FACILITY TAKE 2 ORDER FORMS

CCI OFFERS VOLUME
DISCOUNTS FOR
HEALTH SYSTEMS
SEEKING TO CERTIFY
MULTIPLE NURSES

CNOR[®]
CFPN[®]
CSSM[®]
CNAMB[®]
CNOR[®] + CNAMB[®]

CNOR EXAM TAKE 2 FACILITY PROGRAM TERMS & CONDITIONS

Program Eligibility

The CNOR Exam Take 2 Facility Program is available to hospitals and health systems interested in bulk purchase of exams for nursing staff.

Enrollment

Facilities must complete the attached CNOR Exam Take 2 Facility Order Form and submit payment.

Definitions

- Administrator – The person listed on the order form that manages Participants who take the CNOR Exam within a facility. This person is the main point of contact with CCI, and CCI requires a minimum of one Administrator per facility.
- Participant – A nurse who is identified on the CNOR Exam Take 2 Facility Order Form, and enrolled.
- Eligible nurse – A perioperative nurse that meets the eligibility requirements to apply for the CNOR Exam.
- CNOR Exam Take 2 Facility Program – A CCI promotion that allows facilities to purchase five (5) or more CNOR Exams for eligible nurses at a discounted rate. The program includes two exam takes per Participant in a 12-month period if the first attempt is unsuccessful.
- Term – The 12-month period in which Participants must take the CNOR Exam.

Program Details

Participants receive two attempts to pass the CNOR Exam within the Term. Upon enrollment, the Administrator will receive an email receipt of payment to confirm the order has been processed and when the Term begins.

In order to receive two attempts within the Term, Participants must apply to take their first exam no later than the last day of the fifth (5th) month of the Term, and their second attempt no later than the last day of the ninth (9th) month of the Term. Participants who do not apply for their first exam by the end of the fifth (5th) month of the Term forfeit their second take. In this case, the Participant must apply to take their first exam by the end of the ninth (9th) month of the Term. If this requirement is not met, the Participant forfeits their first take.

Term

The one-year Term will commence as determined by the date CCI approves the CNOR Exam Take 2 Facility Order Form and notifies the Administrator via email. If the approval is between the first (1st) and fifteenth (15th) of the month, the Term will begin on the first (1st) of the calendar month of order approval. If the approval is between the sixteenth (16th) and end of the month, the Term will begin on the first (1st) of the following month.

Fees and Payment

The CNOR Exam Take 2 Facility Program includes a \$50 discount on CCI's standard \$495 Take 2 fee, with a minimum requirement of five (5) CNOR-eligible nurses. No other discounts apply. The Term will not begin until payment is received. CCI accepts payments in the form of a Credit Card, Check and ACH Payment. A purchase order is not an acceptable form of payment.

Adding Participants to the Original Term

Facilities may add additional Participants to their original Term until the end of the fifth (5th) month of the Term; however, the original Term will not be extended or modified for new Participants. The attached CNOR Exam Take 2 Facility Participant Addendum is required to add Participants. You may add one or multiple Participants to the original Term; the five-participant minimum is not required after the initial purchase of five exams.

Guidelines & Restrictions

- All Participants are subject to CCI's standard testing policies and procedures, as outlined in the [CNOR Handbook](#).
- Facility Participants may request a transfer of their testing appointment to a future date (fee required). The Participant may not withdraw from the exam. Both exam takes must still be completed in the original 12-month Term.
- Once enrolled, Participants cannot transfer to other Participants, and refunds will not be given. Substitutions are not allowed, but you have the right to appeal. Appeals must be in writing, and once received, will be reviewed by CCI in accordance with CCI's Complaint, Disciplinary, and Appeals process as outlined in the CNOR Handbook.
- All exam attempts must be completed by the end of the Term. Any unused attempts will be forfeited. Extensions to the original 12-month Term will not be granted.
- Participants who pass the CNOR Exam on the first attempt will not receive another exam attempt. The second attempt cannot be transferred to another nurse and is non-refundable.
- Pricing and availability of this promotion is subject to change at any time without notice.

Contact Us

Email partners@cc-institute.org | Phone 888.257.2667

Please type your information using fillable PDF. Handwritten forms will be returned.

ADMINISTRATOR INFORMATION

Facility Name	Healthcare System (if applicable)	
Business Address 1	Business Address 2	
City	State	Zip Code
Administrator Name	Credentials	Title
Administrator Work Phone	Administrator Work Email	

PARTICIPANT INFORMATION – Minimum of five (5) required

1	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
2	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
3	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
4	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
5	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
6	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
7	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
8	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
9	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
10	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID

PARTICIPANT INFORMATION – If you are enrolling more than 10 Participants, use this additional page

11

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

12

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

13

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

14

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

15

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

16

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

17

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

18

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

19

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

20

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

21

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

22

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

23

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

24

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

25

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

26

Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
---	-------	-------	-----------------

EXAM PREPARATION

- CNOR Exam Prep Book \$100** - The *CNOR Exam Prep, Second Edition*, is a comprehensive resource for CNOR test preparation. Featuring insights and targeted review of all seven subject areas, this user-friendly guide makes it easy to prepare for the exam with confidence.

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$100 \text{ per eligible candidate} = \text{Total Due}$$

- CNOR Exam Prep Bundle \$220** - The *CNOR Exam Prep Bundle* includes the CNOR On-Demand Prep Course and the Online Practice Exam contains 400 practice questions to help you prepare for the CNOR exam at your own pace!

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$220 \text{ per eligible candidate} = \text{Total Due}$$

- CNOR On-Demand Prep Course \$195** - The *CNOR On-Demand Prep Course* is an interactive online course designed to provide foundational information relevant to preparing for the CNOR exam. Each chapter has a content presentation with questions interspersed.

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$195 \text{ per eligible candidate} = \text{Total Due}$$

- CNOR Online Practice Exam \$50** - The *CNOR Online Practice Exam* contains 200 practice questions covering all CNOR exam subject areas.

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$50 \text{ per eligible candidate} = \text{Total Due}$$

As a certification organization, CCI's role is in developing and administering certification examinations to determine the qualifications of candidates for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses to prepare for its exams. Candidates may prepare for certification examinations with any educational materials they choose. CCI offers various study resources for the certification examinations such as an online practice exam, sample questions, and flashcards. No study resources are prerequisites for the certification examinations. Purchase of CCI review materials is not a requirement for testing, nor does use of any review materials (CCI or otherwise) imply successful performance on the certification examinations.

ORDER DETAILS

The CNOR Exam Take 2 Facility Program includes two exam takes in a 12-month period if the first attempt is unsuccessful.

Exam Seats

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$445 \text{ per eligible candidate} = \text{Total Due}$$

Exam Preparation

$$= \text{Total Due}$$

Grand Total

$$= \text{Total Due}$$

PAYMENT INFORMATION

Payment Method (select one): ACH Pay Check Credit Card Call CCI with Credit Card

Credit Card Type (select one): Visa Discover MasterCard American Express

Cardholder Name

Credit Card Number

Expiration Date

CVV Security Code

Billing Zip Code

Signature

Date

ACH PAYMENT DETAILS

Account Type: Checking

Account Name: Competency & Credentialing Institute

Bank Name: Wells Fargo

Account Number (#): 1440058034

Routing Number (#): 102000076

CHECK DETAILS

Please include a copy of your order form with your check payment.

Check Number

Mail your check payment to **one** of the two address below. Please note, adding a P.O. Box or lockbox for mailing purposes and is not CCI's business address. A new W9 is not necessary.

Address for Standard Shipping

Competency & Credentialing Institute
PO Box 913614
Denver, CO 80291-3614

Address for Overnight Shipping

Lockbox Service: 913614
Competency & Credentialing Institute
MAC C7301-L10
1750 Lincoln St
Denver, CO 80274-002

ORDER PROCESS

1. Complete CNOR Exam Take 2 Facility Order Form and submit with payment to CCI.

EMAIL: partners@cc-institute.org

2. Your contract will be processed within five (5) business days.
3. Administrators will be notified of contract execution and term.

TERMS AND CONDITIONS

By signing or typing my name below, I agree to the Terms and Conditions for this purchase.

Signature

Print Name

Date

Please type your information using fillable PDF. Handwritten forms will be returned.

ADMINISTRATOR INFORMATION

Facility Name	Healthcare System (if applicable)		
Administrator Name	Work Phone	Work Email	
Original Contract Period	Start Date	End Date	

PARTICIPANT INFORMATION – No minimum required; original facility Term applies

1	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
2	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
3	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
4	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
5	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
6	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
7	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
8	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
9	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
10	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
11	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID

ORDER DETAILS

_____ X \$445 per eligible candidate = _____
Number of participants Total Due

PAYMENT INFORMATION

Payment Method (select one): ACH Pay Check Credit Card Call CCI with Credit Card
Credit Card Type (select one): Visa Discover MasterCard American Express

Cardholder Name

Credit Card Number

Expiration Date

CVV Security Code

Billing Zip Code

Signature

Date

ACH PAYMENT DETAILS

Account Type: Checking

Account Name: Competency & Credentialing Institute

Bank Name: Wells Fargo

Account Number (#): 1440058034

Routing Number (#): 102000076

CHECK DETAILS

Please include a copy of your order form with your check payment.

Check Number

Address for Standard Shipping

Competency & Credentialing Institute
PO Box 913614
Denver, CO 80291-3614

Address for Overnight Shipping

Lockbox Service: 913614
Competency & Credentialing Institute
MAC C7301-L10
1750 Lincoln St
Denver, CO 80274-002

ORDER PROCESS

1. Complete CNOR Exam Take 2 Facility Participant Addendum and submit with payment to CCI.

EMAIL: partners@cc-institute.org

2. Your Participants will be added to your original Term within three (3) business days.
3. Administrators will be notified of contract execution and term.

TERMS AND CONDITIONS

By signing or typing my name below, I agree to the Terms and Conditions for this purchase.

Signature

Print Name

Date