

## **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 (5<sup>th</sup>) month of the Term, and their second attempt no later than the last day of the ninth (9<sup>th</sup>) month of the Term. Participants who do not apply for their first exam by the end of the fifth (5<sup>th</sup>) 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 (9<sup>th</sup>) 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 (1<sup>st</sup>) and fifteenth (15<sup>th</sup>) of the month, the Term will begin on the first (1<sup>st</sup>) of the calendar month of order approval. If the approval is between the sixteenth (16<sup>th</sup>) and end of the month, the Term will begin on the first (1<sup>st</sup>) 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 (5<sup>th</sup>) 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](mailto:partners@cc-institute.org) | Phone 888.257.2667

## 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

 **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.

<u>Number of participants</u>	<b>X</b>	<b>\$100 per eligible candidate</b>	<b>=</b>	<u>Total Due</u>
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☐ **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!

<u>Number of participants</u>	<b>X</b>	<b>\$220 per eligible candidate</b>	<b>=</b>	<u>Total Due</u>
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☐ **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.

<u>Number of participants</u>	<b>X</b>	<b>\$195 per eligible candidate</b>	<b>=</b>	<u>Total Due</u>
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☐ **CNOR Online Practice Exam \$50** - The *CNOR Online Practice Exam* contains 200 practice questions covering all CNOR exam subject areas.

<u>Number of participants</u>	X	\$50 per eligible candidate	=	<u>Total Due</u>
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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.

<b>Exam Seats</b>				
	<u>Number of participants</u>	X	\$445 per eligible candidate	= <u>Total Due</u>

**Exam Preparation** = \_\_\_\_\_  
Total Due

Grand Total =

## 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

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Cardholder Name

Credit Card Number

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Expiration Date

CVV Security Code

Billing Zip Code

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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.

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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](mailto: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.***

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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
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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

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

Credit Card Number

CVV Security Code

Billing Zip Code

Date

## ACH PAYMENT DETAILS

Account Name: Competency &amp; Credentialing Institute

Account Number (#): 1440058034

Routing Number (#): 102000076

[CHECK DETAILS](#)

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

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Check Number

**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](mailto: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.***

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Signature

Print Name

Date