



Certified Radiology Nurse (CRN[®])

Guidelines for Certification and Recertification

Radiologic Nursing Certification Board, Inc. (RNCB)

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MESSAGE FROM THE PRESIDENT OF RNCB

Certification is one of the most important career decisions a nurse can make. As a Certified Radiology Nurse, you will enjoy recognition from peers and employers for having achieved a standard of competency in this nursing specialty. You will join certified colleagues by having validated your professional abilities according to a recognized level of competency. And you will have the personal satisfaction of being acknowledged for your commitment to the specialty of radiology nursing. We are pleased that you are contemplating certification in radiology nursing and look forward to being of assistance!

You have taken an important first step toward attaining certification in your area of specialty practice. We encourage you to submit your application early to be certain that you meet the deadlines for the examination.

This booklet contains information about certification and recertification. Initial certification is valid for 4 years. Certified Radiology Nurses may maintain their certified status either by examination or by meeting the continuing education requirements outlined in this booklet.

The RNCB does offer a CRN-Retired credential, for more information on this please visit www.certifiedradiologynurse.org.

MISSION OF THE RADIOLOGIC NURSING CERTIFICATION BOARD, INC.

The Radiologic Nursing Certification Board (RNCB) is a volunteer, non-profit organization whose mission is to develop and administer a certification program in radiologic nursing to candidates who meet the specified eligibility criteria. RNCB meets its mission by providing certification through examination and recertification by examination or recognition of continuing education credits.

The foundation of RNCB's mission is the belief that radiology nursing certification benefits the public interest by promoting current practice standards in the specialty of radiology nursing. This belief is based on the tenet that credentialed professionals have shown that they possess the knowledge, skills, and abilities required for the attainment of their specialty's certification. Credentials, therefore, are indicators of radiology nurses' capacity to practice according to the profession's standards, enabling the public to make informed decisions regarding the selection and use of the professional services of radiology nurses.

ABSNC ACCREDITATION

The CRN[®] certification program was granted accreditation by the Accreditation Board for Specialty Nursing Certification, Inc, in July 2013. Accreditation status is granted for five years.

ABSNC is the standard setting body for specialty nursing certification programs and offers a very stringent and comprehensive accreditation process. The RNCB provided extensive documentation demonstrating that it has met the 18 ABNS standards of quality.

What does ABSNC accreditation mean for those interested in becoming a CRN[®] certified or those already certified? It means that a nationally recognized accrediting body has determined that the CRN[®] credential is based on a valid and reliable testing process and that the structures in place to administer the examination meet, and even exceed, the standards of the certification industry from a legal, regulatory and association management prospective.

For further information about ABNS and ABSNC accreditation process and standards visit www.nursingcertification.org

CERTIFICATION ELIGIBILITY REQUIREMENTS

Initial certification is achieved by qualifying for eligibility to sit for the certification exam and achieving a passing score on the exam. At the time candidate applies to sit for the certification exam, candidate must:

1. Currently hold an active RN license or international licensure equivalent. A photocopy of your current license, or an official download from the state board of nursing must be submitted with your application.

AND

2. Have practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing within the past 3 years.*

AND

3. Have obtained 30 contact hours of continuing education applicable to nursing care of radiology patients within 24 months of the date the candidate sits for the exam. A minimum of 15 of the 30 contact hours must be specifically related to radiology nursing. Contact hours in radiology nursing may be accumulated through any of the categories of continuing education activities provided the content is applicable to radiology nursing.

* Eligibility requirement #2 may be met if you are engaged in direct patient care or direct clinical management, supervision, education, or direction of other persons to achieve or help achieve patient/client goals for the stated number of hours.

NOTE: Two responsible practitioners in the specialty area, one being in a supervisor position, must verify that you meet the practice requirements.

Documentation of continuing education must be submitted. Documentation may include a copy of a contact hour certificate indicating approval of the educational activity, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor of the continuing education activity. It is the applicant's responsibility to obtain certificates, transcripts, and other documentation. RNCB will not obtain documentation of continuing education for applicants. RNCB reserves the right to verify participation in continuing education activities.

BLS, PALS, NALS, ENLS, ARLS and ACLS certification and recertification are counted as general nursing credit toward radiology certification and recertification, effective July 2017. These credits will apply only **once per certification and/or recertification**, duplicate years of the same course are not counted during the certification and/or recertification process. **The number of continuing education credits (CEU) must be included on the certificate.**

To be accepted, contact hours must be approved by one of the following:

- Any agency, organization, or educational institution accredited by the American Nurses Credentialing Center Commission on Accreditation (ANCC), the credentialing body of the American Nurses Association.
- The state boards of nursing in those states where the state nurses association is not accredited by the American Nurses Credentialing Center (ANCC).
- A program awarding Continuing Medical Education (CME) credits.
- A program accredited or approved by the American Society of Radiologic Technologists (ASRT), the Association of Vascular and Interventional Radiographers (AVIR), or American Registry for Diagnostic Medical Sonography (ADMS)

The continuing education requirements for certification may be met by using contact hour equivalencies as follows:

- 1 CEU = 10 Contact Hours (10 hours of instruction)
- 1 Academic Semester Hour = 15 Contact Hours
- 1 Contact Hour = 0.1 CEU
- 1 Academic Quarter Hour = 12.5 Contact Hours
- 1 Contact Hour = 60 minutes
- 1 CME = 60 minutes or 1 Contact Hour

Category A: Radiology Nursing Continuing Education

This group encompasses radiology continuing education awarding continuing education credit. These programs must be specific to radiology nursing practice. To qualify, a program must indicate that a single continuing education unit equals 10 educational contact hours, OR the program must use the recognized value of contact hours. A copy of the certificate

awarded must be submitted as proof of attendance. Credit will be given according to the number of contact hours awarded. A minimum of 15 contact hours must be accrued in this category.

Category B: Academic Credit Courses

This group encompasses programs that address the broad area of health care and nursing-related courses offered by an accredited educational institution. It is not necessary that the course content be radiology nursing concepts. If the applicant has been accepted into an accredited nursing program (BSN, MSN, DNSc, PhD), he/she can apply academic work toward the 15 non-radiology nursing specific contact hours required for certification.

Category C: Professional Publications

This group encompasses the publication of material relevant to radiology nursing in a recognized professional journal or newsletter or a recognized publishing house. The format shall be a manuscript, book chapter, book, or research paper. Authorship of an article, manuscript, or chapter of a book equals 5 contact hours. An entire book equals 15 contact hours. A copy of the publication must be submitted as part of the application for certification.

Category D: Presentations

This group encompasses the presentation of material relevant to radiology nursing in a recognized educational venue, including continuing education sessions offered in conventions, conferences, seminars or workshops, inservice education classes, and academic credit courses. Only the initial presentation on a topic is eligible for credit; repeat presentations on the same topic are not eligible. Evidence of the presentation, including the objectives, content outline, and promotional materials for the program (brochure; schedule) must be submitted. Two contact hours shall be awarded for each 60-minute presentation: 1 contact hour for preparation and 1 contact hour for presentation.

Category E: Multimedia Program Development

This group encompasses the active participation in the preparation of program content/script of videotapes, audiotapes, and computer-generated discs. Reviewing the program content/script does not constitute active participation. The program must be approved for contact hours in nursing. Evidence of the approved number of contact hours must be submitted. The production of one program equals five (5) contact hours.

Category F: Home Study Activities

This group encompasses approved continuing education programs designed for self-study. Credit will be given according to the number of contact hours awarded to each program including journal articles. Journal articles submitted for contact hour credit must be published during the four-year recertification period. All self-study programs are time-limited and will be accepted once during a certification/recertification period. A copy of the certificate awarded and the date must be submitted as documentation of completion.

Category G: General Nursing and Health Care Programs

This group encompasses programs that address a broad area of health care, general nursing application, and continuing education activities planned to meet the individual nurse's potential for professional growth. Classes taken to meet mandatory institutional or regulatory body requirements are not eligible for credit. A copy of the certificate that details the number of contact hours awarded must be submitted as documentation of attendance. Credit will be given for the number of contact hours awarded.

ADMINISTRATION

The certification program is sponsored by the Radiologic Nursing Certification Board (RNCB). The Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments is administered for the RNCB® by C-NET, 35 Journal Square, Suite 901, Jersey City, NJ 07306, (800) 463-0786.

APPLICATION PROCEDURES

Carefully read the description of the practice area and eligibility requirements for the examination. You must meet all of the requirements listed in order to sit for the examination.

Incomplete applications delay the review process and may preclude you from sitting for the examination. Incomplete applications will be held in a pending file until resolved.

Applicants will be notified of “pending” status in the event of incomplete applications by certified mail (or other traceable means) within 5 business days of receipt of the incomplete application in the RNCB office. Applicants will be requested to submit the missing materials within 5 business days by certified mail (or other traceable means). Applicants will not be sent candidate materials until the applications are completed and approved. RNCB will not process incomplete applications.

The documentation for participation in continuing education must accompany the application. Documentation may include a copy of a contact hour certificate indicating approval of the educational activity, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor of the continuing education activity. The continuing education requirements for certification may be met by using inservice classes, grand rounds, academic credits, CME credits, and continuing education programs related to the specialty of radiology nursing practice. It is the applicant’s responsibility to obtain certificates, transcripts, and other documentation. RNCB will not obtain documentation of continuing education for applicants. RNCB reserves the right to verify participation in continuing education activities.

The application will not be processed without all required documents and fees. The application must be received on or before the application deadline. Applications should be typed or printed in ink.

All practice requirements must be completed by the date on the application. All practice requirements past and/or present must have been met while the applicant had an active registered nurse license in the state or territory in which practice occurred.

All requirements regarding number of hours practiced apply to practice as a licensed registered nurse only. You may not count any hours in which you practiced as a licensed practical nurse, a licensed vocational nurse, a graduate nurse, or those contained in educational preparation/training programs.

We recommend that you make copies of all your application materials for your own records. All application materials become the property of RNCB and cannot be returned.

DEADLINE DATES

<u>Application Deadline</u>	<u>Examination Date</u>
August (2018)	October (2018)
February (beginning in 2019)	April (beginning in 2019)
July (beginning in 2019)	September (beginning in 2019)

Specific dates for application submission and examinations can be obtained from the RNCB National Office.

The RNCB may work with the testing company to conduct the examination at additional times with specific locations, e.g., annual convention. The application deadline will be identified as the annual test dates are approved.

REGIONAL TESTING CENTER INFORMATION

Contact C-NET for more information about testing centers. Locations are subject to change. Requests for change of testing center location must be received 8 weeks before the testing date.

REQUESTS FOR SPECIAL TESTING CENTERS

Any person wishing to set up a special testing site to host the CRN exam must contact the Center for Nursing Education and Testing (C-NET) by emailing info@cnetnurse.com to request a special site application. Test sites must be scheduled in connection with the C-NET sponsored cross national test dates in **May and October, 2018 and in April and September**

beginning in 2019. Host site applications must be received by C-NET with payment by deadlines stated in the application: early January for the May date and early July for the October date.

ALTERNATE DATE TESTING REQUEST

Sunday or other alternate date testing is permitted only for those candidates who submit documentation from a religious official stating the religious conflict with a Saturday testing date along with their CRN application by the Saturday testing date deadline. If sufficient, the candidate will be contacted to begin coordination of an alternate exam site. The testing company will notify the candidate of the alternate testing specifics.

REQUIRED FEES

All applicants for certification pay both an application fee and an examination fee. The application fee, late fee, and any special fees are non-refundable and non-transferable to another test year. All fees must be paid at the time of application.

Certification Fee

1. ARIN Member Rate - \$300.00 (including a \$25.00 application fee and an examination fee of \$275.00)
2. Non-Member Rate - \$425.00 (including a \$25.00 application fee and an examination fee of \$400.00)
3. Non-refundable Late Fee - \$45.00 (in addition to application and all other fees) The RNCB will accept late applications up to 14 days past the application deadline with the additional payment of the late fee; this fee applies to member and nonmember rates.

SPECIAL/ADDITIONAL FEES

Name & Address Change Fee: \$35.00

(If your name or address should change after you file your application, please send written notification to the RNCB office.)

Special Testing Center Fee: Subject to fees as determined by the Center for Nursing Education and Testing (C-NET). (Pay the Special Testing Center fee only if a special testing center is being requested. See Special Testing Center instructions above.)

Returned Check Fee: A fee, subject to current bank fees, will be assessed when checks are returned to RNCB for any reason. Payment of fees thereafter must be in the form of a money order or certified check.

Hand Scoring Fee: Subject to fees as determined by the Center for Nursing Education and Testing (C-NET). (Requests for hand scoring must be submitted to RNCB in writing within 30 days following notification of exam results by certified mail, or other traceable means, and must be accompanied by the fee.)

Late Fee: \$45.00

(The RNCB will accept late applications up to 14 days past the application deadline with the additional payment of the late fee; this fee applies to member and nonmember rates. After the extended deadline, the application will be processed for the next test administration. A new application and application fee would be required.)

SPECIAL ACCOMMODATION

RNCB adheres to the Americans with Disabilities Act (ADA). In the event you have a disability or any healthcare needs that might interfere with test taking or building access, you must notify the RNCB office in writing by certified mail (or other traceable means) after you have been determined to be eligible to sit for the exam. You must attach a note clearly delineating the disability and the special accommodations needed along with documentation from your physician. RNCB will contact each candidate requesting a special accommodation in writing by certified mail (or other traceable means) to clarify the nature of the accommodation. The RNCB will work with the testing company to address the requests for special accommodation. The testing company will provide special accommodation for reasonable requests. Requests

that are deemed unreasonable by the testing company will be brought to the attention of the RNCB to determine if anything can be done to meet the request. The RNCB will notify the candidate of the decision regarding special accommodation.

COMPLETION OF APPLICATION

Complete or fill in as appropriate **all** information requested on the application. Mark only one response unless otherwise indicated.

Candidate Information: Starting at the top of the application, print your name, address, daytime phone number, evening phone number, e-mail address, RN license number, and testing center number, city, and state in the row of empty boxes.

Eligibility and Background Information: All questions must be answered. Mark only one response unless otherwise indicated.

Optional Information: These questions are optional. The information requested is to assist in complying with equal opportunity guidelines and will be used only in statistical summaries. Such information will in no way affect your test results.

Candidate Signature: When you have completed all required information, sign and date the application in the space provided.

Mail the application with the appropriate fee postmarked by the deadline to:

Radiologic Nursing Certification Board
7794 Grow Drive
Pensacola, FL 32514-7072

NOTE: Applications received after the deadline cannot be guaranteed acceptance.

CERTIFICATION APPLICATION CHECKLIST

To ensure that your certification application is complete, and to expedite processing of the application, please use the following checklist. Remember, an incomplete application could mean that the application is not accepted and you will not be able to sit for the exam on the date desired.

Be certain you:

- ◇ Type or print in ink all of the information on the application form
- ◇ Include a photocopy of your current license to practice as a registered nurse
- ◇ Obtain the signatures and emails of two responsible practitioners in the specialty area, one in a supervisor role to verify that you meet the radiology nursing practice requirements (Verification of Professional Qualifications section on the application form)
- ◇ List the continuing education activities that meet the 30 hour requirements
- ◇ Include the necessary documentation to provide evidence of participation in the continuing education activities
- ◇ Complete the demographic information
- ◇ Sign the application after having read the "Statement of Understanding"
- ◇ Include the required fee(s) in U.S. funds
- ◇ Keep copies of all of the application materials for your records
- ◇ Mail the application and supporting documentation by the deadline for the exam

AFTER YOU FILE

Please allow 2-4 weeks for acknowledgment of receipt of your application.

Once your application fee is processed, you will be sent a confirmation receipt. Use this form to correct any data concerning your name and address. This form must be returned if there are any errors in your name or address.

NOTIFICATION OF CANDIDATE STATUS

1. If you are eligible to sit for the exam, you will receive an official Eligibility Notice.
2. If you are ineligible to sit for the exam, you will receive a letter informing you of the reasons for the ineligibility; no refund will be given.
3. Applicants who are determined to be ineligible may request reconsideration of their application. The reconsideration procedures will be sent to the applicant with the notice of ineligibility. Reconsideration requests must be made by certified mail (or other traceable means) within 5 business days of receipt of the notice of ineligibility.
4. All submitted applications must be complete. In the event of incomplete applications, applicants will be notified of “pending” status by certified mail (or other traceable means) within 5 business days of receipt of the incomplete application in the RNCB office. Applicants will be requested to submit the missing materials within 5 business days by certified mail (or other traceable means). Applicants will not be sent candidate materials until the applications are completed and approved. RNCB will not process incomplete applications.

CONFIDENTIALITY

The RNCB maintains a strict policy on privacy. No information is released about an application or certification without consent; the request for information must be in writing. Scores will only be released to individual candidates.

WITHDRAWAL FROM THE EXAMINATION

The RNCB will permit candidates to withdraw from the exam with sufficient notice and without penalty, except where notice has not been given in accordance with the following guidelines:

1. Candidates who are unable to sit for the examination as scheduled, must send a written request for withdrawal to the RNCB office 30 days prior to the exam. The examination fee, less a \$75.00 administrative fee, is refundable or transferrable to the next exam; the application fee, late fee, and any special fees are not refundable, nor transferrable.
2. Candidates who withdraw and plan to reapply at a future date, must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of the reapplication.
3. There will be no refund for withdrawals less than 30 days prior to the exam. If a candidate withdraws less than 30 days prior to the exam all fees, less a \$75.00 administrative fee, can be applied to the next exam administration if taken within one year; however, new application and application fee would be required
4. Candidates who do not submit withdrawal requests in writing prior to the test date will not receive a refund.
5. The RNCB reserves the right to change this refund policy without prior notice.
6. The RNCB President or Treasurer will authorize all refunds for certification and recertification application requests.

ADMISSION TO TESTING

Examination permits providing the exact location of the exam site requested are mailed 2-3 weeks prior to the exam date. The exam permit and a government issued photo ID are required to gain entry to your exam site. If you have not received your exam permit 5 days prior to you test date, contact C-NET: 800-463-0786.

SCHEDULE FOR EXAMINATION

The schedule for the CRN® exam will be provided by the C-NET with the examination permit.

RULES FOR THE EXAMINATION

1. Pencils will be provided by the testing center. You must use the pencil that is provided.
2. No books, computers, or other reference materials may be taken into the examination room.
3. No signaling devices, including pagers, cellular phones, and alarms, may be operative during the examination.
4. No test materials, documents, or memoranda of any sort are to be taken from the examination room.

5. The examination will be held only on the day and at the time scheduled.
6. No questions concerning content of the examination may be asked during the testing period. The candidate should listen carefully to the instructions given by the examiner and should read carefully directions in the test booklet.

CONTENT OF EXAMINATION

1. The Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments is a computer-based examination composed of a maximum of 150 multiple-choice, objective questions with a total testing time of 3 hours.
2. The content for the examination is described in the content outline.
3. The questions for the examination are obtained from individuals with expertise in radiology nursing and are reviewed for construction, accuracy, and appropriateness by the RNCB and other expert Certified Radiology Nurses.
4. The RNCB, with the advice and assistance of C-NET, prepares the examination.
5. The Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments will be weighted in approximately the following manner:

TEST SPECIFICATIONS (BLUEPRINT)

WEIGHTS FOR AREAS OF RADIOLOGY NURSING PRACTICE

- | | |
|--|-----|
| I. Assess patient and plan care... .. | 25% |
| II. Administer, monitor, and evaluate therapeutic interventions..... | 25% |
| III. Teach patient and family/Provide a supportive environment | 17% |
| IV. Provide a safe environment/Manage emergency situations..... | 25% |
| V. Participate in QA/CQI, interdisciplinary activities,
and professional practice activities..... | 8% |

WEIGHTS FOR RADIOLOGY PRACTICE MODALITIES

- A. Diagnostic Imaging, Fluoroscopy & Breast Health—15%

Includes UGI, BE., ERCP, voiding cystourethrogram, hysterosalpingogram, LP, myelogram, tube checks, mammography, breast MRI, breast US, stereotaxic biopsy

- B. CT and MRI—20%

Includes CT scans, coronary CTA, CT/fluoroscopy, MRI, magnetic resonance angiography, biopsies

- C. Interventional Radiology—35%

Cardiac catheterization, plasties, stents, thrombolysis, thrombectomy, intravascular medication infusions, coils, filters, embolotherapy, vertebroplasty, kyphoplasty, catheter placement, port placements, angiography, port studies, percutaneous cholangiogram, tumor ablation, transjugular liver biopsy, transjugular intrahepatic portal shunt

- D. Ultrasound/Vascular Ultrasound—15%

Includes general, vascular, cardiac ultrasound. Paracentesis, thoracentesis, biopsies, cyst puncture, line placement, thrombin injections for pseudoaneurysms, laser vein ablation, pseudoaneurysm compression, Echo, TEE

- E. Nuclear Medicine, PET and Radiation Therapy—15%

Includes isotope studies—thyroid, bone, nuclear medicine, Nuclear cardiology, VQ scan, ACE-inhibitor renogram. Hepatobiliary (HIDA) scans. Isotope therapies

SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer:

1. Which of the following best describes nonionic contrast media?
 1. Does not contain iodine.
 2. Is high-osmolar contrast agents.
 3. Does not dissociate or ionize in water.
 4. Is associated with discomfort upon administration.
2. Life-threatening contrast media reactions are most likely to occur within which of the following time frames after contrast media injection?
 1. 20 minutes.
 2. 1-2 hours.
 3. 4-6 hours.
 4. Between 24-48 hours.
3. Which of the following will enhance visualization during a pelvic ultrasound examination?
 1. Scars.
 2. Obesity.
 3. Wound dressings.
 4. Full urinary bladder.
4. Which of the following is the most appropriate action to avoid absorption of radioactive material through the skin?
 1. Wearing disposable waterproof gloves.
 2. Washing hands with soap and water.
 3. Wearing a laboratory coat to protect clothing.
 4. Not eating or drinking in restricted area.
5. During a percutaneous transluminal angioplasty (PTA), which of the following is most appropriate?
 1. Providing videos and booklets about procedures.
 2. Offering patient a choice between intravenous procedures.
 3. Providing post-procedure discharge teaching.
 4. Providing comfort measures, supportive care, and a competent interventional team.
6. When instructing patients about outpatient nephrostomy catheter care, the patient should be aware of which of the following?
 1. Tub baths are not permitted.
 2. Dressing is not required.
 3. Nephrostomy tube always requires flushing.
 4. Discharge/leakage may never be a problem.

Correct answers to sample questions

1) 3, 2) 1, 3) 4, 4) 1, 5) 4, 6) 1

REFERENCES

The Radiologic Nursing Certification Board has prepared a suggested reference list to assist in preparing for the Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments. These references contain journals and textbooks that include information of significance to radiology nursing practice. This list does not attempt to include all acceptable references nor is it suggested that the Certification Examination for Radiologic Nursing in Imaging, Interventional, and Therapeutic Environments is necessarily based on these references.

American College of Radiology. (2016). *ACR Manual on Contrast Media* (Version 10). Reston, VA: Author.

Retrieved from <http://www.acr.org/~media/ACR/Documents/PDF/QualitySafety/Resources/Contrast%20Manual/FullManual.pdf>

- American Society of Anesthesiologists Task Force on Sedation and Analgesia by Non-Anesthesiologists. (2002). Practice Guidelines for Sedation and Analgesia by Non-Anesthesiologists. *Anesthesiology*, 96(4), 1004-1017.
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Website Resources

American College of Radiology. (2006-2010). The American College of Radiology has practice guidelines specific to each department available at www.acr.org

Association for Radiologic & Imaging Nursing (ARIN) www.arinursing.org/resources

[American Society of Radiologic Technologists \(ASRT \)](http://www.asrt.org) www.asrt.org

[NetCE: Continuing Education Online – www.netce.com](http://www.netce.com)

MedScape: Continuing Education Online—www.medscape.com

The following professional journals may provide additional help:

American Journal of Gastroenterology

American Journal of Nursing

American Journal of Radiology

American Journal of Surgery

Applied Radiology

Diagnostic Imaging

Heart & Lung

Interventional Radiology

Investigative Radiology

Journal of Computer Assisted Tomography

Journal of Emergency Nursing

Journal of Nuclear Medicine

Journal of Radiology Nursing

Journal of Urology

Pediatric Nursing

Radiologic Clinics of North America

Radiology

Radiology Management

Radiologic Technology

Surgical Clinics of North America

DENIAL OF CERTIFICATION

Candidates who cheat on the certification examination shall be denied certification.

When a proctor(s) observe an examinee cheating during an examination, the chief proctor (or designee) shall report the incident to RNCB in the form and manner prescribed and shall inform the examinee, following collection of the examinee's examination, that such a report shall be made to RNCB.

A written report (signed by proctor(s) observing the incident) explaining the details of observed cheating shall be submitted with the examination to RNCB.

Upon receipt of the examination and written report, RNCB shall send a written notice (certified mail, return receipt requested) to examinee that the examination shall not be graded and the reasons for such a decision. If no request for reconsideration is received from examinee within 30 days following receipt of written notice, the decision shall be final. If such a request is made, RNCB shall follow procedures as established for reconsideration for certification (appeals process).

SCORE REPORTS

You will receive your score report approximately 8-12 weeks after the examination.

RECOGNITION OF CERTIFICATION

A certificate and wallet card indicating certification status will be sent to those candidates who pass the exam and have paid all appropriate fees. These items will be sent approximately 10 business days after the score report is received from CNET.

VERIFICATION REQUESTS

Verification of certification is not given by telephone. Verifications of certification and eligibility must be requested in writing using the RNCB Verification of Certification form. The fee for verification of certification is \$25.

RETEST POLICY

Candidates who do not pass the examination for will be provided with the RNCB retest policy when they are notified they did not pass the exam. The entire examination, not just the portions failed, must be retaken.

HAND SCORES

Candidates who fail the exam may have their answer sheet hand scored. This process ensures that no stray pencil marks, multiple responses or other conditions have interfered with computer scoring. The candidate who wishes to have the exam hand scored will contact the Center for Nursing Education and Testing (C-NET) and pay the hand test fee as determined by C-NET. Requests for hand scoring must be submitted to C-NET in writing within 30 days following notification of exam results by certified mail (or other traceable means) and must be accompanied by the fee.

REVOCAION OF CERTIFICATION

Revocation of certification, for conduct deemed harmful to the public or inappropriate to the discipline (e.g., incompetence, unethical behavior, physical or mental impairment affecting performance) is the prerogative of RNCB. Procedures related to revocation of certification are available from RNCB by written request.

APPEALS PROCESS

Candidates who have been denied eligibility to sit for the exam, those whose certification/recertification is denied, and those whose certification is revoked, have the right of appeal. Appeal, or reconsideration, procedures, which incorporate due

process, are available upon request from the RNCB office. Individuals wishing to request reconsideration of a decision of the RNCB must 1) pay for the cost of the appeal, including travel expenses if necessary, and 2) initiate the request for reconsideration within the time frame delineated in the reconsideration procedures.

QUESTIONS

Questions concerning changes in testing centers, nonreceipt of admission notices, and other issues related to testing centers should be sent directly to the following:

Center for Nursing Education and Testing (C-NET)
35 Journal Square, Suite 901
Jersey City, NJ 07306
(800) 463-0786
www.cnetnurse.com

COMMONLY ASKED QUESTIONS ABOUT CERTIFICATION

1. I'd like to take the exam at a time/date other than the one published. Is this possible?

Sunday or other alternate date testing is permitted only for those candidates who submit documentation from a religious official stating the religious conflict with a Saturday testing date along with their CRN application by the Saturday testing date deadline. If sufficient, the candidate will be contacted to begin coordination of an alternate exam site. The testing company will notify the candidate of the alternate testing specifics.

2. What if I find out at the last minute I cannot sit for the exam?

If you are unable to sit for the exam, you must notify the RNCB office in writing. The National Office will provide you with the current policy regarding withdrawal from the exam.

3. Do I have to pay the full fees when I send my application prior to the initial deadline?

Yes. All fees must be paid by the specified deadline. Contact the National Office for deadline. An additional \$45.00 late handling fee must also be included after these deadlines. This applies up to 14 days after the established deadline. Applications received more than 14 days after the extended deadline will be processed for the next exam administration.

4. Do I have to submit evidence of my required contact hours to take the certification exam?

Candidate must have submit evidence of 30 contact hours of continuing education applicable to nursing care of radiology patients within 24 months of the date candidate sits for the exam. Evidence of having obtained 30 contact hours within the past 24 months must be submitted with the application. Acceptable evidence may be a copy of a contact hour certificate, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor. It is the applicant's responsibility to obtain certificates, transcripts, and other documentation. RNCB will not obtain documentation of continuing education for applicants. RNCB reserves the right to verify participation in continuing education activities.

5. What kind of test is the certification examination?

The examination is a multiple-choice test.

6. How long is the examination?

Four hours will be allotted for the examination.

7. What will the certification exam cover specifically?

The examination will cover topics specific to the nursing care of radiology patients.

- Assess Patient and Plan Care
- Administer, Monitor, and Evaluate Therapeutic Interventions
- Teach Patient and Family/provide a Supportive Environment
- Provide a Safe Environment/Manage Emergency Situations
- Participate in QA/CQI, Interdisciplinary Activities, and Professional Practice Activities
- Diagnostic Imaging, Fluoroscopy & Breast Health
- CT and MRI, including PET
- Interventional Radiology
- Ultrasound/Vascular Ultrasound
- Nuclear Medicine and Radiation Therapy

8. How can I prepare for the exam?

The first step in preparing for the examination should be a review of the test blueprint contained in this booklet. While each test question is drawn from facts that could be substantiated by books or journals, bear in mind that the examination is intended to be practice-based.

If you are not familiar with some of the content components, you may decide that an in-depth review is necessary. Some suggested steps to begin your review are

1. Plan a course of self-study to strengthen your areas of relative weakness.
2. Contact colleagues whom you know will be taking the examination and plan to study together.
3. Seek input from various sources, such as faculty members, certified nurses, mentors, and others.

9. I sent my application in a month ago, but I haven't heard anything. Can you tell me if you received my application?

Please allow 2-4 weeks for acknowledgment of receipt of your application. If you mailed your application more than 4 weeks ago and have not received information from RNCB, please contact the RNCB office.

10. What will my credential be if I pass the radiology certification exam?

You will receive the Certified Radiology Nurse (CRN[®]) credential if you pass the certification exam.

MAINTAINING CERTIFICATION

RECERTIFICATION

Certification is valid for 4 years. To maintain your Certified Radiology Nurse (CRN[®]) credential, one should use the recertification process. The purpose of recertification is to ensure that the Certified Radiology Nurse continues to maintain a practice in nursing and has continued to expand and keep current his/her base of nursing knowledge. Recertification is also valid for a 4-year period. Maintenance of recertification is contingent upon the individual's maintaining RN licensure and meeting recertification requirements. If a candidate does not recertify and allows certification to lapse, the candidate must meet all requirements for initial certification, including taking the exam, in order to become certified again. The certification requirements are revised periodically to reflect changing standards of education and practice.

All applicants for recertification pay both an application fee and a recertification fee. All fees must be paid at the time of application.

Recertification Fee

1. ARIN Member Rate - \$300.00 (including a \$25.00 application fee and a recertification fee of \$275.00)
2. Non-Member Rate - \$425.00 (including a \$25.00 application fee and a recertification fee of \$400.00)

3. Non-refundable Late Fee: A \$125.00 late fee must be included for recertification applications submitted less than 60 calendar days before expiration of certification. This fee applies to member and nonmember rates.

WHEN YOU NEED TO RECERTIFY

You must submit an application for recertification before the expiration date on the initial certificate you were issued. The filing deadline for those selecting the continuing education option is at least 60 days in advance of the expiration date listed on the certificate. The filing deadline for those selecting the examination option is the same as for individuals taking the examination for the first time. RNCB will notify you 6 months in advance of the expiration date of the certification; however, it is your responsibility to maintain your certification by monitoring the dates it is valid and by submitting your application for recertification by the stipulated deadline.

HOW YOU RECERTIFY

At the time you apply for recertification, you must:

1. Currently hold an active RN license or international licensure equivalent. A photocopy of your current license must be submitted with your application for recertification.

AND

2. Have practiced as a licensed registered nurse a minimum of 2,000 hours in radiology nursing within the past 4 years. *

AND

3. Currently practice radiology nursing an average of 8 hours per week.*

* Eligibility requirements 2 and 3 may be met if you are engaged in direct patient care or direct clinical management, supervision, education, or direction of other persons to achieve or help achieve patient/client goals for the stated number of hours.

NOTE: Two responsible practitioners in the specialty area must verify that you meet the practice requirements.

You may choose to recertify by examination meeting the requirements of initial certification or by obtaining continuing education contact hours. 60 contact hours within a 4-year period are required to meet the contact hour requirement for recertification.

A minimum of 30 of the 60 contact hours must be specifically related to radiology nursing. Contact hours in radiology nursing may be accumulated through any of the categories of continuing education activities provided the content is applicable to radiology nursing.

To be acceptable for recertification, contact hours must be approved by one of the following:

- Any agency, organization, or educational institution accredited by the American Nurses Credentialing Center Commission on Accreditation (ANCC), the credentialing body of the American Nurses Association.
- The state board of nursing in those states where the state nurses association is not accredited by the American Nurses Credentialing Center (ANCC).
- A program awarding Continuing Medical Education (CME) credits
- A program accredited or approved by the American Society of Radiologic Technologists, the Association of Vascular and Interventional Radiographers, or the American Registry for Diagnostic Medical Sonography.

Documentation of continuing education must be submitted. Documentation may include a copy of a contact hour certificate indicating approval of the educational activity, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor of the continuing education activity.

BLS, PALS, NALS, ENLS, ARLS and ACLS certification and recertification are counted as general nursing credit toward radiology certification and recertification, effective July 2017. **These credits will apply only once per certification and/or recertification**, duplicate years of the same course are not counted during the certification and/or recertification process. **The number of continuing education credits must be included on the certificate.**

The continuing education requirements for certification may be met by using contact hour equivalencies as follows:

- 1 CEU = 10 Contact Hours
- 1 Academic Semester Hour = 15 Contact Hours
- 1 Contact Hour = 0.1 CEU
- 1 Academic Quarter Hour = 12.5 Contact Hours
- 1 Contact Hour = 60 minutes
- 1 CME = 60 minutes or 1 Contact Hour

Proof of 60 contact hours may be submitted for any of the following activities:

Category A: Radiology Nursing Programs

This group encompasses radiologic programs awarding continuing education credit. These programs must be specific to radiologic nursing practice. To qualify, a program must indicate that a single continuing education unit equals 10 educational contact hours, OR the program must use the recognized value of contact hours. A copy of the certificate awarded must be submitted as proof of attendance. Credit will be given according to the number of contact hours awarded. A minimum of 30 contact hours must be accrued in this category.

Category B: Academic Credit Courses

This group encompasses programs that address the broad area of health care and nursing -related courses offered by an accredited educational institution. It is not necessary that the course content be radiologic nursing concepts. If the applicant has been accepted into an accredited nursing program (BSN, MSN, DNSc, PhD), he/she can apply academic work toward the 30 non-radiologic nursing specific contact hours required for recertification.

Category C: Professional Publications

This group encompasses the publication of material relevant to radiologic nursing in a recognized professional journal or newsletter or a recognized publishing house. The format shall be a manuscript, book chapter, book, or research paper. Authorship of an article, manuscript, or chapter of a book equals 5 contact hours. An entire book equals 15 contact hours. A copy of the publication must be submitted as part of the application for recertification.

Category D: Presentations

This group encompasses the presentation of material relevant to radiologic nursing in a recognized educational venue, including continuing education sessions offered in conventions, conferences, seminars or workshops, inservice education classes, and academic credit courses. Only the initial presentation on a topic is eligible for credit; repeat presentations on the same topic are not eligible. Evidence of the presentation, including the objectives, content outline, and promotional materials for the program (brochure; schedule) must be submitted. Two contact hours shall be awarded for each 60-minute presentation: 1 contact hour for preparation and 1 contact hour for presentation.

Category E: Multimedia Program Development

This group encompasses the active participation in the preparation of program content/script of videotapes, audiotapes, and computer-generated discs. Reviewing the program content/script does not constitute active participation. The program must be approved for contact hours in nursing. Evidence of the approved number of contact hours must be submitted. The production of one program equals five contact hours.

Category F: Home Study Activities

This group encompasses approved continuing education programs designed for self-study. Credit will be given according to the number of contact hours awarded to each program including journal articles. Journal articles submitted for contact hour credit must be published during the 4-year recertification period. All self-study programs are time-limited. A copy of the certificate awarded and the date must be submitted as documentation of completion.

Category G: General Nursing and Health Care Programs

This group encompasses programs that address a broad area of health care, general nursing application, and continuing education activities planned to meet the individual nurse's potential for professional growth. Classes taken to meet mandatory institutional or regulatory body requirements are not eligible for credit. A copy of the certificate that details the number of contact hours awarded must be submitted as documentation of attendance. Credit will be given for the number of contact hours awarded.

Evidence of the contact hours used to meet the contact hour requirement must be submitted with the application for recertification. Acceptable evidence may be a copy of a contact hour certificate, a transcript from an academic institution, or a letter on official letterhead from the provider or sponsor. It is the applicant's responsibility to obtain certificates, transcripts, and other documentation. RNCB will not obtain documentation of continuing education for applicants. RNCB reserves the right to verify participation in continuing education activities.

WITHDRAWAL OF RECERTIFICATION APPLICATION

The RNCB will permit recertification candidates to withdraw their recertification through continuing education credit application with sufficient notice of cause and without penalty, except where notice has not been given according to the following guidelines:

1. Candidates who are unable to sit for the examination as scheduled, must send a written request for withdrawal to the RNCB office 30 days prior to the exam. The examination fee, less a \$75.00 administrative fee, is refundable or transferrable to the next exam; the application fee, late fee, and any special fees are not refundable, nor transferrable.
2. Candidates who withdraw a recertification application and wish to retest within one year, must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect for the year in which candidate applies.
3. There will be no refund for requests for withdrawals less than 30 days prior to the certification expiration date. All fees, less a \$75.00 administrative fee, can be applied for the candidate to retest with the next exam administration if the exam is taken within one year; however, a new application fee would be required.
4. Candidates who do not submit withdrawal requests in writing 30 days prior to the certificants expiration date will not receive a refund.
5. The RNCB reserves the right to change this refund policy without prior notice.
6. Individuals that do not renew their certification will no longer be able to use the CRN[®] designation with their credentials once the expiration date has passed.
7. The RNCB President or Treasurer will review and authorize all refunds for certification and recertification application requests.

RECERTIFICATION APPLICATION CHECKLIST

To ensure that your recertification application is complete, and to expedite processing of the application, please use the following checklist. Remember, an incomplete application could mean that the application is not accepted and you will not be recertified.

Be certain you:

- ◇ Type or print in ink all of the information on the application form
- ◇ Include a photocopy of your current license to practice as a registered nurse
- ◇ Obtain the signatures and email address of two responsible practitioners in the specialty area to verify that you meet the radiology nursing practice requirements (Verification of Professional Qualifications section on the application form)
- ◇ List the continuing education activities that meet the 60 hour requirements
- ◇ Include the necessary documentation to provide evidence of participation in the continuing education activities
- ◇ Complete the demographic information
- ◇ Sign the application after having read the “Statement of Understanding”
- ◇ Include the required fee(s) in U.S. funds
- ◇ Keep copies of all of the application materials for your records
- ◇ Mail the application and supporting documentation by the deadline date

RECOGNITION OF RECERTIFICATION

Within 10 business days of approval of your application for recertification, you will be sent a wallet size identification card, and an official notification of recertification to recognize your continued achievement.

DENIAL OF RECERTIFICATION

Individuals whose recertification is denied may request reconsideration of their application. The reconsideration procedures will be sent to the applicant upon request from the RNCB office. Reconsideration requests must be made by certified mail (or other traceable means) within 5 business days of receipt of the notice of ineligibility.

REVOCAION OF CERTIFICATION

Revocation of certification, for conduct deemed harmful to the public or inappropriate to the discipline (e.g., incompetence, unethical behavior, or physical or mental impairment affecting performance) is the prerogative of RNCB. Procedures related to revocation of certification are available from RNCB by written request.

APPEALS PROCESS

Candidates who have been denied eligibility to sit for the exam, those whose certification/recertification is denied, and those whose certification is revoked, have the right of appeal. Appeal, or reconsideration, procedures, which incorporate due process, are available upon request from the RNCB office. Individuals wishing to request reconsideration of a decision of the RNCB must 1) pay for the cost of the appeal, including travel expenses if necessary, and 2) initiate the request for reconsideration within the time frame delineated in the reconsideration procedures.

RETENTION OF RECORDS

The testing company keeps hard copy exam booklets for 6 months and original answer sheets for a minimum of 2 years. After these times the exam booklets and answer sheets are shredded by a professional, bonded shredding company. Computer records of exam performance are maintained indefinitely using offsite back up. The Radiologic Nursing Certification Board, Inc. shall retain hard copies of certification/recertification applications for a minimum of 4 years. After these times the applications are shredded by a professional, bonded shredding company. Computer records are maintained indefinitely using an offsite backup server.

GENERAL INFORMATION

RNCB does not discriminate on the basis of race, color, age, ethnicity, gender identity, sexual orientation, political or religious beliefs, handicap, marital status, or national origin. These rules are subject to change.

Candidates for certification and recertification must understand that it is not the intent of the RNCB and its members individually to qualify or permit any Certified Radiology Nurse to perform any procedure or render any treatment that is permitted only by professional licensure or state law as set forth by state licensing authorities.

RNCB does not warrant that the examination fulfills any continuing education requirements as may be necessitated by any state or institution.

The RNCB examination is not offered to be used as a qualification for promotion or employment.

The RNCB and its members individually do not guarantee that the candidate achieving a passing score has the technical abilities associated with the areas tested.

The RNCB examination is given for individuals and is not offered at the request of any teaching facility, hospital or institution.

The information in this booklet is current as of the time of publication. Additional information about the RNCB certification program may be obtained by writing

Radiologic Nursing Certification Board, Inc. (RNCB)
7794 Grow Drive
Pensacola, FL 32524-7072
or
855-871-6681 (toll free) or 850- 473-1174
or
E-mail: RNCB@internationalamc.com

3/11SC:cls; 7/11SC/hrm\120716:SC/HRM; 121204:SC/LA/HRM

Revised: 130121_RNCB Board; Reviewed by RNCB Board_1304113; Updated 130730; Updated by RNCB Board_150228; Updated 150701 (ALRS,ENLS); Updated 170615. Updated 180414