

Jaime Mahoney

From: Maggie Jones, PNCB Director of Customer Service <programresources@pncb.org>
Sent: Wednesday, April 14, 2021 3:40 PM
To: Jaime Mahoney
Subject: ** Informz Test ** [PNP Faculty Update] Completed Applications, AC Testing Windows & Exam Ethics Slides



Dear PNP Faculty Member,

PNCB congratulates your upcoming PNP graduates as they prepare to enter the workforce! Please read and share the following updates and FAQs with students and colleagues.

Exam Ethics Slides

- PNCB is launching ***Ethics in Testing: A Personal Responsibility Toolkit*** to clarify what specific behaviors and practices are allowed or prohibited when it comes to sharing information about certification exams.
- Today you are receiving the first resource to be released from the toolkit: [faculty slides to share with students](#). Examples, policies, and consequences are included. Please incorporate this presentation into your classes.

2022 Acute Care CPNP Testing Windows

- Next year's CPNP-AC exam windows with application deadlines have just been [posted here](#). Please inform students planning to test in 2022.

Request a PNCB Webinar for Students

- Would students like to ask our team questions? We can walk-through application and testing processes, plus introduce them to verification and recertification. Email exam@pncb.org to schedule a Zoom webinar.

Application / Transcript FAQs & Timelines

Help your students understand the application process with these tips:

- **What is a complete application?** Submitting the online exam application with payment is not the same as a complete application ready for exam appointment approval. An application is not complete until the final official transcript is received and reviewed by PNCB.
- **When can students request transcripts?** Students at least need a free PNCB account to create a placeholder for the incoming transcript. A free account is not the same as the exam application. If a transcript arrives with no placeholder account, PNCB cannot review it and must keep checking for student action.
- **Can students request transcripts before the degree and date of degree is posted?** Yes, but they must mark on their transcript request with the school registrar to hold for final degree posting. DNP students with the final year devoted to their DNP project, and MSN students with the posted degree being delayed more than 4 weeks from graduation date, may request an exception to the final transcript in order to be assigned exam eligibility. Please email exam@pncb.org for additional information.
- **Sending duplicate transcripts will delay the processing queue.** PNCB does not need both a mailed and emailed final official transcript. If we receive both, we must process both. Students need to be sure to request a final official transcript with the degree posted. Sometimes students will send multiple transcripts not held for final degree posting; PNCB must still process those incomplete transcripts.
- **Allow 2 to 3 weeks for PNCB to review a transcript after the school sends it.** Once a transcript is received, whether by email or mail, our team will process the application for review and enter it into our review queue. If students receive a 'transcript downloaded' message from their school, our review process and timeline is still in effect: downloading is not the same as a review. Transcripts are processed in the order received.

We look forward to welcoming your students into the PNCB community of more than 50,000 certified pediatric nursing professionals.

Sincerely,
Maggie Jones
PNCB Director of Customer Service



Pediatric Nursing Certification Board
9605 Medical Center Drive | Suite 250
Rockville, MD 20850
[Website](http://www.pncb.org) | Phone: 888-641-2767

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