



Canadian Nurse Educator Institute  
L'Institut canadien des infirmières enseignantes

# CCNE Exam Booklet

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*Certification Examination*

*Fall 2017*



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## **General Information**

### **Purpose of Canadian Certified Nurse Educator (CCNE) Certification**

Certification for the nurse educator represents a national mark of excellence in the field of teaching and learning related to nursing theory and practice. It communicates to academic institutions, faculty, students, and the community that the educator has achieved and maintains a high academic standard in this area of nursing practice. Those candidates who are successful on the CCNE exam will earn the Canadian Certified Nurse Educator designation, including the right to include it in their signature, and the CCNE pin.

### **Goal of the CCNE Certification**

The primary goal of the CCNE certification is to promote high-quality nursing education in Canada by fostering excellence among nurse educators teaching in baccalaureate and/or graduate nursing education programs, as well as among graduate students in nursing who are interested in pursuing an academic career.

### **Academic Nurse Educator Field of Nursing**

CCNE certification recognizes knowledge and expertise related to teaching-learning philosophies and theories, curriculum design, assessment and evaluation of learning, teaching-learning strategies, and the scholarship of teaching.

### **Scope of the CCNE Certification Examination**

The CCNE examination assesses candidates on their knowledge and expertise related to teaching-learning philosophies and theories, curriculum design, assessment and evaluation of learning, teaching-learning strategies, and the scholarship of teaching. These requirements are outlined in the below competencies.

- Integrate learning theories to create optimal conditions for the development of knowledge, skills, attitude and judgement
- Articulate personal teaching and learning philosophy
- Distinguish between scholarship and scholarly activities
- Critically appraise scholarly work on teaching and learning
- Demonstrate rigorous and reflective thinking related to teaching and learning
- Generate meaningful insights regarding teaching and learning through the synthesis of existing knowledge
- Applies theoretical and research based knowledge to course development
- Describes a variety of theoretical approaches for developing curriculum
- Identifies a variety of theoretical models for developing programs
- Articulates links between courses, curricula and programs
- Formulates program and course goals, objectives, competencies and outcomes
- Embeds evaluation in course design
- Describes approaches to curriculum evaluation
- Describes approaches to program evaluation
- Articulates a plan for public dissemination of scholarly work
- Uses a variety of approaches to provide constructive, thoughtful, timely feedback to learners

- Shares teaching expertise with colleagues and others
- Employs strategies to engage learners in diverse settings
- Shares teaching expertise with colleagues and others
- Creates learning opportunities for diverse learners and learning styles
- Develops a variety of assessment instruments to evaluate outcomes
- Implements learner-focused formative evaluation strategies
- Implements learner-focused summative evaluation strategies
- Implements a variety of learner-centered teaching strategies
- Uses a variety of strategies to evaluate learners across multiple domains
- Recognizes the ethical dimensions of the teacher-learner relationship

## About the CCNE Examination

### Eligibility Requirements to Write the CCNE Exam

The requirements for eligibility to write the CCNE Exam are as follows:

- a. The candidate must be a registered nurse with a current licence in their province or territory.
- b. The candidate must hold, at minimum, a master's degree OR have successfully completed the Canadian Nurse Educator Certification Program, offered by CASN.
  - a. Equivalent work and teaching experience will be considered in lieu of a graduate degree.
- c. The candidate must have a minimum of five years of teaching experience in an academic nursing setting OR successfully completed the Canadian Nurse Educator Certification Program.
- d. The candidate must have completed professional development courses related to nursing education. NB: Completion of the Canadian Nurse Educator Certification Program satisfies this requirement.
- e. The candidate must pay the exam fees.

### Nondiscrimination

CASN makes every effort to remove the possibility of discrimination of candidates based on age, gender, race, sexual orientation, citizenship, disability, or other factors. Each candidate's eligibility is evaluated based on the abovementioned criteria, which are independent of these identifying factors.

The online multiple-choice question format helps to mitigate the possibility of discrimination in marking.

For information regarding accommodation requests, please see the section "Special Accommodations for Candidates" below.

### Exam Blueprint

There are 100 multiple-choice, independent questions covering three competency categories:

- Teaching-Learning Philosophies and Theories (20-25%)
- Curriculum and Design (20-25%)
- Teaching-Learning Strategies (45-50%)

### Cognitive Taxonomy

- Knowledge/Comprehension (30-35% of the exam)
- Application (45-50% of the exam)
- Critical Thinking (10-15% of the exam)

All questions are scored as correct or incorrect.

The examination will be accessible over a two-day testing window. During this time, the candidates will write the exam in a single two-hour sitting, in a setting approved by CASN, with an invigilator identified by the candidate and approved by CASN.

Each exam writer is responsible for identifying an appropriate invigilator to supervise the administration of the CCNE exam.

An appropriate invigilator

- must not be in conflict of interest with the process or results of the exam;
- must not be a student or teaching assistant of the exam writer;
- must not have written nor be intending to write the CCNE exam;
- can be faculty or staff of any department in the school where the exam writer is employed;
- must be present in the room where the exam is written, for the duration of the exam; and
- must be approved (in writing) by the dean/director/chair of the nursing department.

After an appropriate invigilator is identified by the exam writer, their name and contact information must be forwarded to CASN before 14 days from the exam writing window. CASN will contact the invigilator directly with more information on their role and responsibilities. Following the exam sitting, CASN will send the invigilators an honorarium of \$50 to acknowledge their participation in the process.

The candidates will

- complete the application form that will be sent by e-mail;
- recruit an invigilator to proctor their exam sitting;
- arrange for a setting in which to take the exam (as approved by CASN);
- with supervision of the invigilator, utilize the login credentials supplied by Yardstick Assessment Strategies Inc. (the login credentials will expire once the exam has been completed, or the exam testing window has ended); and
- complete the exam during the testing window.

The invigilator will

- take responsibility for ensuring the exam writing process follows the CASN guidelines (as sent directly to the invigilator); and
- receive an email on the day of the exam from Yardstick Assessment Strategies Inc., with a link to the secure exam site and instructions on how to access the system. The system should not be accessed until the test writer is ready to begin as the exam is timed.

## Preparing for the Examination

### RECOMMENDED REFERENCE

- Oermann, M. H. (Ed). (2013). *Teaching in nursing and role of the educator: The complete guide to best practice in teaching, evaluation and curriculum development*. New York, NY: Springer Publishing.

### SAMPLE QUESTIONS

The correct answer is in **bold**.

Which of the following scenarios is an example of summative feedback?

- Verbal feedback from the educator after completing a return demonstration of a skill.
- Written evaluation from the nurse educator at the end of the clinical rotation.**
- Written feedback of strengths and weaknesses from peers following a case presentation.
- Written feedback from the educator on a nursing care plan prior to submission.

Which action taken by a nurse educator best reflects the scholarship of teaching?

- Self-nominates for chair of a curriculum committee.
- Implements a new way of using video for learning in the classroom.
- Practices on a casual basis as a registered nurse to maintain nursing skills.
- Presents learner feedback on a recent teaching innovation to teaching colleagues**

## Certification Renewal

CCNE certification lasts for five years. To renew your CCNE certification after five years, you must provide CASN with an e-portfolio consisting of, at minimum, one component from each of the following areas:

### Personal teaching philosophy

- Your teaching and learning philosophy statement and evidence of ongoing professional development activities related to teaching

### Practice

- Course syllabus you have developed (individually or collaboratively)
- Sample teaching strategy you have implemented into your teaching

### Scholarship

- Conference presentations relevant to nursing education
- Journal or textbook publications relevant to nursing education

Applications for certification renewal will be reviewed by a board of specialists. Applications must be submitted at least 2 months prior to January 1 of the year of certification expiry.

## Applying for the examination

Potential applicants must complete the registration form sent to eligible candidates.

It is the responsibility of the applicant to ensure all information and supporting documents are submitted, that the information provided is accurate, and that all deadlines are met. The eligibility requirements listed above must be met.

The application will be considered complete when all requested documentation has been supplied, the form is accurately completed and the application fee has been submitted.

Please note that the name and address on the application form must match the information on the valid identification that will be used at the writing centre.

## Fees

<b>CCNE Examination</b>	Applicant from CASN member school	Other applicants
<b>Initial Testing</b>	\$200	\$250
<b>Retest</b>	\$200	\$250

## Verification

CASN staff will verify the information on the application to ensure the eligibility requirements have been met. All information will be kept confidential.

## Special Accommodation for Candidates

If a disability prohibits you from taking the examination under standard conditions, you may request a special accommodation as part of your online application. Please include a letter formally requesting accommodation, specifying the accommodation you require, and a letter from a professional (physician, psychologist, therapist, counsellor, nurse) who is able to provide a formal diagnosis and specific guidelines for the accommodation required. Once your application has been processed, staff from CASN will contact you to discuss special arrangements.

## Examination Administration

### Scheduling an Examination

There is a two-day examination-writing window, during which all writers must complete the exam.

Writers may take the exam any time on **October 26 or 27, 2017**. It is unlikely that you should need technical assistance; however, please note that should you require technical assistance it is only available during regular business hours (8:30 am – 4:30 pm Eastern).

One week prior to the exam, access to an online exam demo will be sent to you. Please review the demo prior to writing your exam to familiarize yourself with the functionality and administration of the exam. It is recommended that you review the demo on the computer on which you will be taking the exam. Please note that it is recommended that candidates write the exam using Google Chrome or Firefox web browsers. Other web browsing applications may work, but cannot be guaranteed.

### Missed Appointments and Cancellations

If you miss your scheduled exam, there will be no refund as the exam fee covers the administrative costs involved in setting up the exam writing schedules.

To withdraw formally from the exam, contact Jessica Pearce at [jpearce@casn.ca](mailto:jpearce@casn.ca). Staff will confirm your withdrawal and send you information on how to reapply. There will be an administrative fee of \$50.

If you withdraw less than 5 working days before the exam period, a late fee of \$100 will apply.

If you withdraw less than 5 working days before the exam period because of illness or for compassionate reasons (e.g., sudden illness in the family), you will not be charged the late fee if you can provide written verification (note from a physician). Documentation must be provided within 5 days of the withdrawal.



## **Inclement Weather, Power Failure, or Emergencies**

If you are unable to write the exam due to inclement weather, power failures, or emergencies, your exam writing time will be rescheduled.

## **Taking the Examination**

The CCNE examination is coordinated by Yardstick Assessment Strategies Inc. and is administered using Yardstick Assessment Strategies Inc. software on a computer you arrange for at your place of employment.

Before arranging for a place to write the exam and an invigilator, ensure that you have applied to CASN and have received confirmation of eligibility to take the CCNE exam.

## **Examination Restrictions**

- No personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (and other non-religious head coverings), bags, coats, books, and/or notes, pens or pencils are allowed in the testing room.
- No additional time will be added to the writing time if the exam writer chooses to take a break.
- Exam writers cannot leave the testing room during the exam writing time without supervision of the invigilator.

## **Confidentiality of Examination Questions**

All examination questions are the property of the Canadian Association of Schools of Nursing and it is forbidden to copy, reproduce, record, distribute, or display the examination questions by any means.

## **Misconduct**

During the examination, the following actions will be considered misconduct and will result in your application being terminated:

- Using any books, papers, notes, calculators, or electronic or audio visual devices including organizers, iPods, pagers, phones, or other recording devices
- Speaking or communicating in any form with another exam writer
- Purposefully exposing your responses to another exam writer
- Looking at the responses of another exam writer
- Removing or attempting to remove or copy exam material from the exam writing spot
- Failing to follow the directions of the invigilator
- Attempting to record examination questions or make notes
- Attempting to take the examination for someone else
- Attempting to tamper with the computer
- Attempting to access the internet or other reference material

## **Denial, Suspension, or Revocation of Your Certification Credential**

Your CCNE credential will be denied, suspended, or revoked if you engage in any of the following activities:

- Falsifying any information requested in the certification process
- Misrepresenting your CCNE certification status
- Cheating on the CCNE exam
- Disclosing exam questions or responses, in whole or in part, in any form or by any means (oral, written, electronic, on the internet, or on any social media platforms)

## **Following the Examination**

### **Scoring and Report**

You will receive confirmation of your examination results from CASN. Please note that candidates will only be informed of a pass or fail, and not of a specific score.

### **Requests for Hand Scoring**

The examination scoring is via computer-based testing (the computer instantly records the response provided by the candidate) and hand scoring is not relevant. No hand scoring will be provided.

### **Candidates Who Pass the Examination**

Candidates who pass the examination will receive official notification and information on the appropriate use of the designation Canadian Certified Nurse Educator™ (CCNE). They will also receive a certificate and a CCNE pin.

### **Candidates Who Do Not Pass the Examination**

Candidates who do not pass the examination will receive official notification. Candidates who are not successful on the examination may apply to rewrite the examination at the next examination window. Exam fees will apply. Candidates are eligible to write the exam up to three times.

### **Confidentiality**

Any information collected through the application and verification process will be kept confidential except in instances where the law requires disclosure of facts. Information about candidates for testing and results are considered confidential. Studies or reports on examination process and results will contain no information identifiable with any candidate unless authorized by the candidate.

## **Policies**

### **Examination Appointment Changes**

The examination window is two-days long and examination times can be changed within the window, with the agreement of the invigilator.

### **Authorized use of CCNE™**

The use of the CCNE credential is limited to individuals who have been successful on the examination and continue to meet the requirements for renewal of the certification.