



Canadian Nurse Educator Institute  
L'Institut canadien des infirmières enseignantes

# CCSNE Exam Booklet

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*Certification Examination*



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## **General Information**

### **Purpose of Canadian Certified Simulation Nurse Educator (CCSNE) Certification**

Certification for the nurse educator working in simulation represents a national mark of excellence in the field of teaching and learning related to simulation theory, design, practice, and scholarship. 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 CCSNE exam will earn the Canadian Certified Simulation Nurse Educator (CCSNE) designation, including the right to include it in their signature, and the CCSNE pin.

### **Goal of the CCSNE Certification**

The primary goal of the CCSNE certification is to promote high-quality nursing education in Canada by fostering excellence among nurse educators using simulation in their teaching.

### **Scope of the CCSNE Certification Examination**

The CCSNE 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.

- Describes foundational theories and frameworks that are commonly embedded in simulation pedagogy
- Articulates how a personal philosophy aligns with theories and philosophies for using simulation to facilitate teaching and learning
- Reflects on one's skills, knowledge, and performance as a simulation instructor
- Identifies components of a safe learning environment for learners engaged in simulation-based practice experiences
- Embeds learning theory and frameworks in simulation design
- Conducts a needs assessment for simulation-based learning
- Aligns simulation-based activities with learning outcomes, related courses, and the curriculum as a whole
- Identifies the relationship between simulation types, learning outcomes, and learning activities
- Utilizes comprehensive and appropriate templates for simulation scenarios
- Identifies the physical and human resources that are required and available in creating simulations for the range of simulation typologies
- Describes optimal environments for conducting simulation
- Applies simulation principles and operational logistics in the use of simulation scenarios
- Adapts the simulation scenario to the needs, skill levels, and diversity of learners prior to a simulation scenario
- Determines the length and frequency of simulation-based experiences in relation to the complexity, prevalence of the problem, and nature of the learning outcome
- Determines the methods of learner evaluation prior to the simulation-based experience

- Provides learners sufficient time and information prior to the simulation-based learning experience
- Establishes guidelines for the simulation experience to ensure a safe learning environment for the learners
- Incorporates preparatory activities and prebriefing to prepare learners for the simulation-based experience
- Uses various methods to provide cues to the learner, as appropriate given the level of learners and the desired learning outcomes
- Provides constructive and timely learner feedback in the simulation
- Models ethical approaches and professional integrity in simulation teaching and learning
- Provides consistent experiences across groups of learners to ensure standardization
- Debriefs simulation-based experiences using best practices and frameworks to facilitate learning
- Articulates theoretical foundations and essential elements of interprofessional education and team behaviour as it relates to simulation-based pedagogy
- Recognizes the opportunities presented by simulation for interprofessional education and for the development of effective team behaviour
- Understands and respects learning and educational cultures of other health professions
- Collaborates with educators from other health professions in designing authentic, challenging, and reality-based simulation scenarios
- Collaborates with educators from other health professions in implementing simulation-based experiences
- Facilitates appropriate team-based debriefing strategies and feedback following interprofessional simulation-based experiences
- Identifies and addresses potential barriers to and effective strategies for interprofessional simulation-based experiences
- Articulates the different uses of formative, summative, and high-stakes evaluations in simulation-based experiences
- Evaluates participants as directed by the identified learning objectives and outcomes of the simulation experience
- Develops appropriate evaluation instruments for outcome measurement
- Shares clear, appropriate, constructive, and timely formative feedback during and after simulation to support learning
- Provides discrete, constructive, and timely summative feedback in a safe learning environment using standardized formats
- Appraises research and evidence in simulation practice for use in teaching and clinical simulations
- Supports the mentorship of nurse educators in simulation practice
- Participates in simulation projects and/or research activities to advance simulation knowledge
- Disseminates information related to implementations and innovations in simulation pedagogy to the health professional community

## About the CCSNE Examination

### Eligibility Requirements to Write the CCSNE Exam

1. The requirements for eligibility to write the CCSNE Exam are as follows:
  2. The candidate must be a registered nurse with a current licence in their province or territory
  3. The candidate must have completed the Canadian Nurse Educator Simulation Certification Program
- OR
1. The candidate must be a registered nurse with a current licence in their province or territory
  2. The candidate must hold, at minimum, a master's degree
  3. The candidate must have a minimum of three years of using simulation in their teaching practice
  4. The candidate must have completed professional development courses in simulation

### 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 six competency categories:

- Draws on foundational theories and simulation pedagogy when teaching simulation **(13-15%)**
- Designs effective simulation scenarios **(23-25%)**
- Facilitates effective learning within the context of simulation-based experiences **(23-25%)**
- Collaborates with educators from other health professions to develop and implement simulation-based experiences **(16-18%)**
- Evaluates participants of simulated-based experiences appropriately **(11-13%)**
- Contributes to furthering simulation knowledge among nursing faculty and building a community of nurse educators with expertise in simulation **(9-11%)**

### Cognitive Taxonomy

- Knowledge/Comprehension (35% of the exam)
- Application (50% of the exam)
- Critical Thinking (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, as noted in their registration, 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 CCSNE 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 CCSNE 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.

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 registration online;
- recruit an invigilator to proctor their exam sitting;
- arrange for a setting in which to take the exam;
- with supervision of the invigilator, utilize the login credentials supplied by the exam provider (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).

## Preparing for the Examination

### RECOMMENDED REFERENCES

- Canadian Association of Schools of Nursing. (2015). *Practice Baccalaureate Nursing Education: Guidelines for Clinical Placements and Simulation*. Ottawa, ON: Author.
- INACSL Standards Committee (2016). INACSL standards of best practice. *Clinical Simulation In Nursing, 12*.
- Jeffries, P. R. (2016). *The NLN Jeffries Simulation Theory*. Philadelphia, PA: Wolters Kluwer.
- Nestle, D., Kelly, M., Jolly, B., & Watson, M. (Eds). (2018). *Healthcare Simulation Education*. Chichester, UK: Wiley Blackwell.
- Palaganas, J. C., Maxworthy, J. C., Epps, C. A., & Mancini, M. E. (Eds). (2015). *Defining Excellence in Simulation Programs*. Philadelphia, PA: Wolters Kluwer.

## Certification Renewal

CCSNE certification lasts for five years. To renew the CCSNE certification after five years, candidates must provide CASN with a portfolio consisting of, at minimum, one component from each of the areas listed below.

<b>Philosophy</b>	<ul style="list-style-type: none"> <li>A statement of your teaching philosophy as it relates to simulation</li> <li>Evidence of ongoing professional development activities related to simulation in nursing</li> </ul>
<b>Practice</b>	<ul style="list-style-type: none"> <li>Simulation scenarios you have created</li> <li>Prebriefing and debriefing activities you have developed</li> </ul>
<b>Scholarship</b>	<ul style="list-style-type: none"> <li>Conference presentations relevant to simulation in nursing education</li> <li>Journal or textbook publications relevant to simulation in nursing education</li> </ul>

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**

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. This process is completed online.

**Fees**

<b>CCSNE Examination</b>	Applicant from CASN member school	Other applicants
<b>Initial Testing</b>	\$250	\$300
<b>Retest</b>	\$250	\$300

**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. 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 during the two-day window, but this time must be provided upon registration. Please note that should you require technical assistance, it is only available during regular business hours (8:00 am – 4:00 pm Eastern Time).

Prior to the exam, access to an online exam tutorial will be sent to you. Please review the tutorial before writing your exam to familiarize yourself with the functionality and administration of the exam. It is recommended that you review the tutorial on the computer on which you will be taking the exam.

### 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 CASN at [inquire@casn.ca](mailto:inquire@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 CCSNE examination is coordinated by an exam provider and is administered using online software on a computer you arrange for at your place of employment.

### 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, pages, 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 CCSNE 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 CCSNE certification status
- Cheating on the CCSNE 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 Simulation Nurse Educator™ (CCSNE). They will also receive a certificate and a CCSNE 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 CCSNE™**

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