CANDIDATE HANDBOOK

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CPHN Certified in Public Health NURSING

National Board of Public Health Examiners (NBPHE)
PO Box 2406 | Arlington, VA 22202
Phone: (202) 296-3050 | Email: info@NBPHE.org Website: www.nbphe.org

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The policies and procedures specified in the CPHN Candidate Handbook are subject to change without notice.

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Introduction

Congratulations on deciding to earn the Certified in Public Health Nursing (CPHN) credential. We commend your commitment to advancing your career in the public health nursing profession. The CPHN Candidate Handbook provides information on applying for certification, test taking, and recertification.

The CPHN certification represents a high level of professional achievement and is valued by employers and health departments. We wish you luck on the examination process and look forward to having you join the CPHN community!

Value of CPHN Certification

The CPHN credential is the only one of its kind for public health nurses that validates not only your knowledge of key public health nursing sciences, but also your commitment to the field through continuing education focused on emerging and established public health nursing issues. CPHN professionals in the workforce protect and improve community health by focusing on health education, disease prevention, and advocating for underserved populations. In addition, CPHN certification allows employers and other interest groups to identify individuals with proven competence in knowledge and skills central to public health nursing practice.

Benefits of Being Certified in Public Health Nursing:

- Stay current on best practices and education
- Meet and maintain established professional standards
- Expand recognition of the public health nursing profession
- Invest in your career
- Demonstrate mastery of public health nursing competencies
- Increase potential for promotions and salary increases
- Distinguish yourself from peers
- Go beyond your education
- Raise the visibility of public health nursing

CPHN Purpose and Scope

Public health nurses who have earned the Certified in Public Health Nursing (CPHN) certification have demonstrated competence in all seven domain areas of the certification exam: assessment and analysis; planning and implementation; policy, advocacy, and partnerships; communication and cultural competence; leadership and management; systems and foundational management; and quality and evaluation.

The CPHN is for public health nurses who want to validate their skills and demonstrate their expertise. The exam assesses the competence of public health nurses, offering evidence of essential knowledge and a standardized benchmark for skills. The CPHN requires continuous professional development for maintenance.

Who Should Earn the CPHN?

The CPHN credential is designed for public health nurses who have completed:

- All requirements for a nursing program diploma and those who have completed all degree requirements for an Associate Degree in Science or higher from an accredited nursing program who also have 2 years of public health nursing practice work experience.
- Degree requirements for a Bachelor of Science or higher in nursing from an accredited nursing program who also have also completed 1 year of public health nursing practice work experience.
- Degree requirements for a Graduate Degree or Doctorate in Public Health or Public Health Nursing.

View our full eligibility requirements on page 9.

About NBPHE

The National Board of Public Health Examiners is an organization that works to advance the public health profession through certification. In a diverse, multidisciplinary field, certification provides a shared foundation of knowledge, validation of competence, and accountability that supports professionals and builds public trust. Certification affirms a commitment to excellence, ethical practice, and lifelong learning, creating a shared language for practice and strengthening collaboration across roles, sectors, and settings under a common standard.

NBPHE's mission is to ensure public health professionals have mastered the foundational knowledge and skills relevant to contemporary public health, and the CPHN credential serves as proof of this competency to employers. The NBPHE Board of Directors governs and guides the organization's mission and is composed of leading professionals from public health practice and academia.

NBPHE's goal is also to strengthen the public health workforce through certification, including facilitating recognition of the important role of public health nursing workers in protecting the nation's health and safety. The co-founding organizations of NBPHE are:

- American Public Health Association
- Association of Prevention Teaching and Research
- Association of Schools and Programs of Public Health
- Association of State and Territorial Health Officials
- National Association of County and City Health Officials

NBPHE's CPHN Certification Council

Governed by public health nurses, the CPHN Certification Council is responsible for the CPHN exam policies as it relates to eligibility requirements and recertification requirements, test development policies, test delivery requirements, scoring, and security measures; overseeing CPHN certification policy implementation; exam development policies including job analysis, annual cycle of exam development process including item-writing, item-review and form review, standard setting; overseeing the process for selecting CPHN exam development SMEs; CPHN disciplinary determinations; providing guidance on quality assurance measures including reviewing CPHN exam outcomes, candidate pool characteristics and recertification cycles.

Exam Development and Administration

The CPHN Job Task Analysis (JTA) Committee, CPHN Item Writing and Review Committee, CPHN Exam Form Development Committee, and CPHN Standard Setting Committee have critical and cyclical responsibilities that include development of the CPHN content outline, review of content relevancy, review of items (questions), evaluation of performance data, and establishment of the passing standard for the CPHN exam. NBPHE ensures the validity, reliability, and legal defensibility of the CPHN Certification Program.

The CPHN certification exam assesses and measures the competency of candidates against a body of knowledge, and skills designed to demonstrate the depth and breadth of knowledge appropriate for effective practice in the public health nursing profession.

NBPHE conducts the CPHN JTA every 5 to 7 years to establish the knowledge and skills required for entry-level certified public health nurses and verify the exam content. The JTA defines the tasks performed by public health nurses currently holding the CPHN credential. The purpose of the JTA is to describe and outline the tasks performed by public health nurses for which the CPHN examination was developed.

The rational for performing the JTA every 5 to 7 years is to ensure that the exam content reflect changes in the field, determine the criticality and frequency of each task and if they tasks still apply in the job of today's CPHN.

The results of the JTA influence to what extent the CPHN exam content is revised. The CPHN is based on an explicit set of tasks which were determined through the JTA study conducted on public health nurses. The tasks are grouped into domains and each task is associated with knowledge statements. The exam specifications are established or revised at the same time as the development of the exam content outline. The specifications include the total number of test items (scored and pretest), test item type(s), total test duration, and scoring methodology.

All exam items are directly linked to the approved exam specifications and are written, reviewed, and approved by trained CPHN item writing and review subject matter experts along with NBPHE's independent testing agency.

Independent Testing Agency

Meazure Learning has been contracted by NBPHE to assist in the development, administration, scoring, score reporting, and analysis of NBPHE's certification programs. Meazure Learning is a leader in the testing industry, offering certification, licensing, and academic assessment solutions worldwide.

Eligibility Requirements

NBPHE has developed requirements for eligibility to ensure that the application process is fair and impartial for all applicants. Each eligibility requirement has been established to ensure that individuals certified by NBPHE have an acceptable level of knowledge and proficiency needed to provide services expected of a CPHN. Once your application is approved, your eligibility is permanent. There is no deadline by which candidates need to take the CPHN exam. Candidates must meet the following eligibility criteria:

RN License	**All applicants must have an active and current Registered Nurse license.**
Diploma/ Associates	**Nursing Program Diploma or Associate Degree in Nursing from an accredited nursing program and work experience.** Completed all requirements for a Nursing Program Diploma or all degree requirements for an Associate Degree in Nursing and at least 2 years of public health nursing practice work experience. **Apply under our Nursing Program Diploma or Associate Degree in Nursing Pathway.**
Bachelor of Science or Higher	**Bachelor of Science in Nursing or Higher from an accredited nursing program and work experience.** Completed all degree requirements for a Bachelor of Science in Nursing and at least 1 years of public health nursing practice work experience. **Apply under our Bachelor of Science in Nursing or Higher Pathway.**
Graduate Degree or Doctorate in PH or PHN	**Graduate Degree or Doctorate in Public Health or Public Health Nursing from an accredited nursing program.** Completed all degree requirements for a Graduate Degree or Doctorate in Public Health or Public Health Nursing. No work experience requirement. **Includes: Master's or Doctorate in Community Health or Community Health Nursing, Master's or Doctorate in Population Health or Population Health Nursing, Master's or Doctorate in Public Health.* **Apply under our Graduate Degree or Doctorate in Public Health or Public Health Nursing Pathway.**

Please take the time to further explore the **CPHN Eligibility Requirements**.

Candidates who apply but are found to be not eligible will be notified by NBPHE. Once the application is approved, candidates are indefinitely eligible to take the CPHN exam.

CPHN certification is achieved and awarded when all eligibility requirements have been met, and the candidate successfully passed the CPHN examination.

Rationale for Eligibility Requirements

The CPHN eligibility requirements were recommended by the CPHN Certification Advisory Committee which was responsible for the initial development of the certification program. The eligibility requirements were then approved by NBPHE's CPHN Certification Council. The advisory committee determined that one to two years of work experience is needed for candidates to meet proficiency and knowledge across the seven domains in the CPHN exam content outline. The advisory committee also recommended various pathways for CPHN certification as part of the exam application process so that public health nurses at different education levels and stages of their career could apply for the exam.

Completion of a Nursing Program Diploma or Associate Degree in Nursing from an accredited nursing program plus two years of work experience is required by applicants under the diploma/associates pathway to ensure the quality and integrity of the nursing program's diploma/associate degree and helps to vet the institution's curriculum and teaching practices. Bachelor of Science in Nursing or higher from an accredited nursing program plus one year of work experience is necessary for applicants under the bachelor of science or higher pathway to ensure that public health nurses applying for the exam have the relevant knowledge of public health nursing practice.

For candidates applying under the Graduate Degree or Doctorate in PH or PHN* pathway no work experience is required. *Includes: Master's or Doctorate in Community Health or Community Health Nursing, Master's or Doctorate in Population Health or Population Health Nursing, Master's or Doctorate in Public Health. CPHNs must bring a high level of public health competence and knowledge to protect and improve community health.

Exam Information

The CPHN exam is a 3-hour computer-based test with 120 questions. The questions are single best answer, multiple-choice questions. The questions do not require complex calculations. The questions test general comprehension and knowledge of the domain areas.

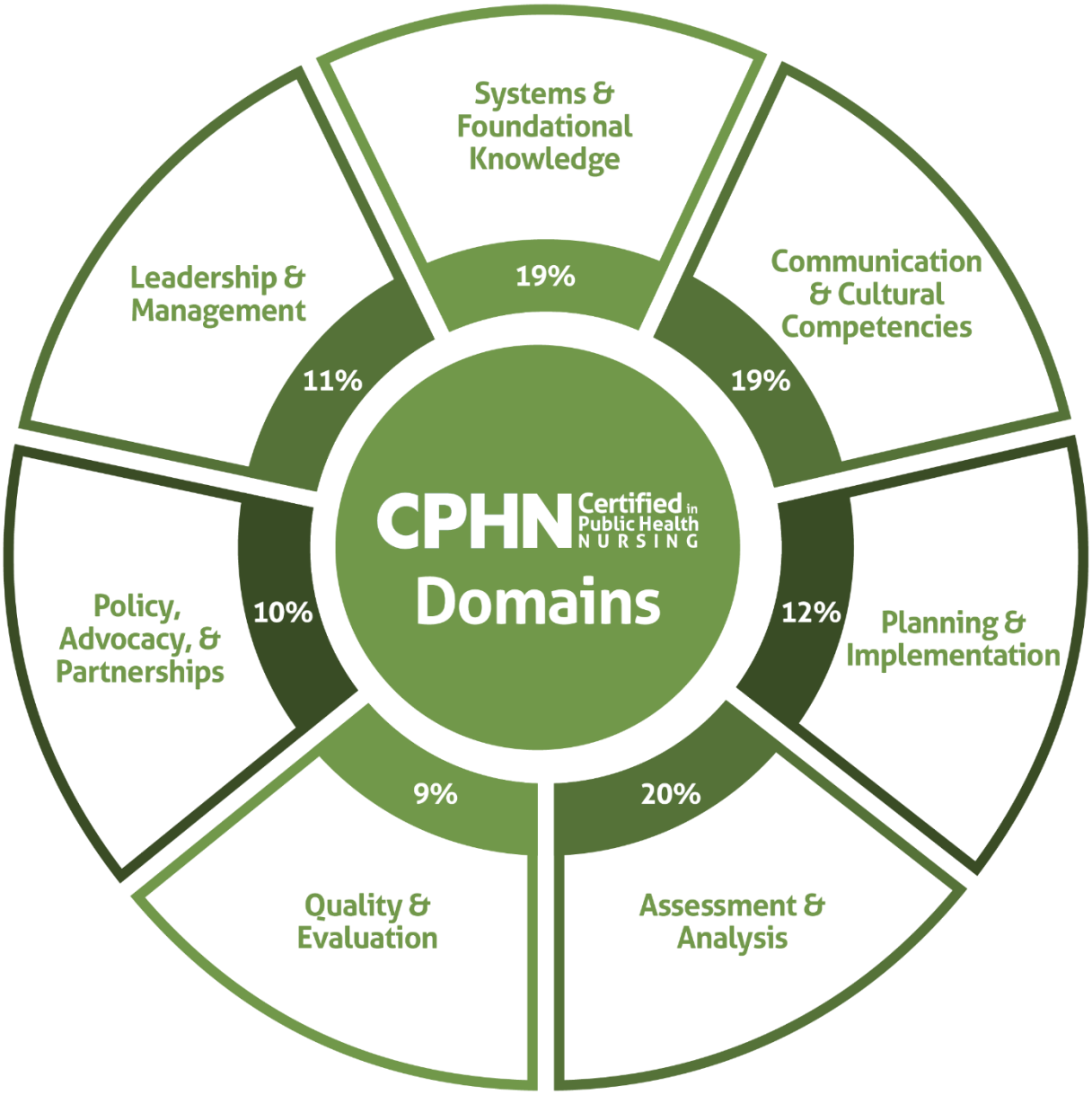
The CPHN examination consists of 120 scored questions and includes an additional 20 pretest questions. You will be asked to answer the pretest questions; however, they will not be included in your overall exam score. Pretest questions will be disbursed within the examination, and you will not be able to determine which of the questions are being pretested and which will be included in your score. This is necessary to ensure that candidates answer pretest questions in the same manner as they do scored questions. This allows the question to be validated as accurate and appropriate before it is included as a measure of candidate competency.

Exam Timeline

The CPHN exam is administered **all year round at computer-based testing centers and by live online proctor.** **View FAQs about the exam administration timeline**.

Exam Content Areas

The CPHN exam has seven domain areas; the **CPHN Exam Content Outline** provides a detailed list and description of the topics within each domain area.



Preparing for the Exam

The following study resources are available for CPHN exam preparation:

- CPHN Informational Webinars
- CPHN Exam Content Outline
- CDI Personal Action Plan
- CDI Study Tips
- CPHN Study Aid - A Companion to the Content Outline
- CPHN Practice Exams
- APHA CPHN Exam Review Guide *(Coming soon)*
- CPHN In-Person and Virtual Review Sessions *(Coming soon)*

Visit the **CPHN Study Resources webpage** for more information.

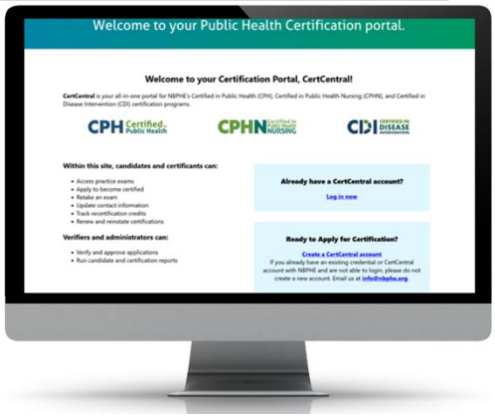
DISCLAIMER: These prep materials are developed independently from the National Board of Public Health Examiners. They may not represent the exact content on the CPHN exam. They are intended to be used as reinforcement for what you have already learned through academic training and practice. These materials are not required, endorsed, recommended, or approved by the National Board of Public Health Examiners.

Applying for the Exam

Before applying, carefully review the information contained in this handbook. Taking the CPHN certification exam is voluntary. NBPHE strictly adheres to the eligibility requirements to sit for the exam and for certification. It is the responsibility of the applicant to comply with all policies, procedures, and deadlines in order to establish eligibility to take the CPHN exam.

Candidates may **Apply for the Examination**; however, they will not be allowed to schedule an examination appointment until the exam application is approved. Approval requires evidence of the candidate's public health nursing experience through receipt of the student transcript and resume. Once NBPHE has approved the exam application, candidates will receive an email indicating that they may schedule an examination appointment along with scheduling instructions.

Application Requirements



Candidates will need to create an account on NBPHE's **CertCentral Portal** to apply for the CPHN exam. The following must be submitted along with the appropriate exam application fee:

- Online CPHN Exam Application
- Copy of Student (or Unofficial) Transcript (Word document or .pdf only)
- Online Request for Special Accommodations Form (if applicable)
- Online acceptance of the Application Attestation and **NBPHE's Code of Ethics**

When completing the exam application, verify that the name on the application matches the name on the identification (ID) which will be used for admission to the test location or the live online proctor testing session (see section on Identification Requirements).

The online exam application form and all supporting materials must be submitted. NBPHE's certification staff will review all CPHN exam applications. Please allow at least 2 weeks for review. Candidates will receive a confirmation email from NBPHE once the application is approved.

Incomplete Exam Applications

An application will be considered incomplete if any of the requested information is missing or the appropriate fee is not included.

Applicants whose eligibility has been reviewed by NBPHE's certification staff and deemed incomplete, or ineligible will be notified electronically of the applications deficiencies and possible remedies. If the applicant does not respond, or fix identified deficiencies, a notification will be sent to inform the applicant that the application will not be processed.

Eligibility Appeals

A candidate whose eligibility has been denied may appeal the decision to NBPHE's CPHN Certification Council within 30 calendar days of receiving notification of ineligibility. The candidate must submit the appeal in writing and explain in detail: 1) The nature of the request and the specific facts and circumstances supporting the request, and 2) all reasons why the action or decision should be modified. The candidate must also provide accurate copies of all supporting documents. NBPHE's CPHN Certification Council will review eligibility appeals and provide a written response within 15 business days of receipt of the appeal request letter and all supporting documentation. The decision of the CPHN Certification Council is final.

Exam Fees

The standard fee for the CPHN exam is $385. Payment is due at the time of application. Candidates may submit payment by credit card (VISA, MasterCard, Discover or American Express). Candidates who need to submit payment by check or money order should contact NBPHE staff at **info@nbphe.org**. **The exam registration fees are not refundable or transferrable.** Candidates who apply but are found to be not eligible may apply for a full refund of their application fees. Once approved, no refunds are available.

Exam Fee Discounts

The NBPHE offers partnership discounts to organizations, schools and programs of public health nursing, and sponsoring employers who commit to promoting the CPHN.

Employees, members, students or alumni of NBPHE partner organizations/groups will automatically receive a discount by indicating their affiliation within the 'Affiliations' section of the CPHN exam application. For individuals with multiple affiliations, the lowest discount price will apply. **View list of Partner Organizations/Groups with Discounts**.

CPHN Exam Bundles

Take Two – this includes your regular exam fee plus a free retake if you missed your scheduled exam time or you need to retake the exam for any reason. Available for **$435** ($100 savings).

For bundles: no refunds, no additions, and no combining with discounts/vouchers.

Rescheduling/Cancellation Exam Policy and Fee

At the time of cancellation, candidates may select a new date or temporarily cancel. There is no testing deadline as CPHN eligibility is indefinite. However, once CPHN applications are approved, no refunds will be issued.

Testing Center Policy

Candidates taking the exam at a testing center may **reschedule or cancel the exam up to 48 hours before** their scheduled appointment date. Depending on when the request is made, Meazure Learning may charge a non-refundable fee for rescheduling or cancellation.

Exams rescheduled or cancelled:

- **More than 10 days prior** to the scheduled appointment time incur no rescheduling fee.
- **Between 2 and 10 days prior** to the scheduled appointment time incur a $15 non-refundable rescheduling fee due at the time the request is submitted.

Requests made less than 48 hours prior to the scheduled appointment time are not eligible for rescheduling or cancellation and exam fees cannot be refunded. Candidates will need to re-register for the exam and incur a $150 retake fee.

Live Online Proctoring (LOP) Policy

Candidates taking the exam via LOP may **reschedule or cancel the exam up to 24 hours before** their scheduled appointment time.

Requests made less than 24 hours prior to the scheduled appointment time are not eligible for rescheduling or cancellation and exam fees cannot be refunded. Candidates will need to re-register for the exam and incur a $150 retake fee.

Retake Exam Policy and Fee

Candidates who do not pass the CPHN examination (or those who were absent on the scheduled exam date) may schedule one additional attempt in a twelve-month period. There is a maximum of two (2) attempts in a one-year period to take the exam. Candidates will receive re-registering instructions via email. The retake fee is $150 for each subsequent attempt. Once paid, candidates will receive an email from Meazure Learning with scheduling instructions.

Missed Appointments and Forfeitures

Candidates will forfeit the examination registration fees under the following circumstances:

- Failure to reschedule or cancel at least 48 hours before scheduled appointment at a Meazure Learning testing center and 24 hours before the scheduled appointment for Live-Online Proctoring.
- Failure to report for an examination appointment (No-Show).

Candidates who missed their appointment will be required to pay a $150 retake fee before scheduling another appointment.

Scheduling the Exam

After the CPHN exam application has been approved, candidates will receive an email notification from NBPHE confirming eligibility to sit for the CPHN exam. Within 48 hours of approval, Meazure Learning will send a Notice to Schedule (NTS) email from **testingsupport@meazurelearning.com**, which will include a username, account link, and any additional information needed to schedule the testing appointment. Candidates can sit for the exam in-person at a testing center or if a testing center is too remote or inaccessible, they can take the exam via live online proctoring (LOP).

Exact testing locations and available dates/times will be available in the scheduling portal. Most testing centers have morning and afternoon testing sessions available. Because seats are filled on a first-come, first- served basis, based on test center availability, candidates are encouraged to schedule or “Book” the test appointment as soon as the Notice to Schedule email is received. Candidates will receive confirmation of the test location, date, and time via email. Candidates must bring the printed email confirmation to the test site.

To test by Live Online Proctor, candidates will test using their own computer rather than going to an in-person test center. LOP exam administration will be monitored remotely by a proctor contracted by NBPHE's testing vendor Meazure Learning. Reliable Internet connection and specific equipment are required for testing by LOP. Candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating.

- **Candidates testing at a testing center** must submit the test scheduling request at least 48 hours before the preferred test date.
- **Candidates testing via LOP** must submit the test scheduling request at least 24 hours before the preferred test date.

An email reminder will be issued to eligible candidates who have not yet completed test scheduling. For questions regarding examination scheduling, contact Meazure Learning Candidate Support:

Testing Center In-Person Support Monday to Friday 8 am to 7 pm ET

- Email: **testingsupport@meazurelearning.com**
- Phone: 1-888-900-0005, Option 1

Live Online Proctoring (LOP) 24/7 Support

- Real-Time Chat: **https://support.meazurelearning.com/hc/p/chat**
- Ticket support (for non-urgent matters): **https://support.meazurelearning.com/hc/requests/new?ticket_form_id=38032314304781**
- Phone: 1-855-772-8678, Option 1

See the Testing Options section of this document for additional details.

Special Testing Accommodations

Meazure Learning and NBPHE comply with the Americans with Disabilities Act and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Candidates with visual, sensory, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. Wheelchair access is available at Meazure Learning-affiliated testing centers.

Reasonable accommodations are provided for candidates with disabilities, those who are pregnant or have a related medical condition, and those who are lactating. Accommodations are treated as confidential, and used solely to evaluate the request for accommodation, in accordance with applicable law. Reasonable accommodations provide candidates with a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being assessed by the examination. Reasonable accommodations are decided based on the individual's specific request, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination.

Documentation submitted in support of a request for an accommodation due to a disability, pregnancy or related medical condition, or lactation must generally include:

1. The candidate's name, email address, and telephone number.
2. The name of the exam for which the accommodation is requested.
3. The name of the specific disability or medical condition, if applicable.
4. The qualified medical professional's (or professional's) recommended examination accommodation.
5. The qualified medical professional's (or professional's) signature, name, title, professional credentials, telephone number, and/or email address.
6. The date of assessment upon which each medical professional's (or professional's) report is based.
7. For accommodations due to lactation only:
   - The date of birth for the child being breastfed.
   - Copy of the child's birth certificate or similar documentation.

Candidates must submit to **info@nbphe.org** a completed Accommodations Form. NBPHE will review requests within 14 days of receipt. Accommodations must be approved before scheduling the exam.

Once the candidate receives approval for testing accommodations, they may proceed with scheduling the exam. The time needed to arrange accommodations may vary. When selecting the exam date, candidates should take the following general guidance into account:

- **Standard accommodations** (e.g., extended testing time, additional breaks, or permission to bring approved items) typically **require 5–10 days' advance scheduling** to ensure availability.
- **Enhanced accommodations** (e.g., private testing room, reader or scribe assistance, specialized equipment) may require **up to 30 days' advance scheduling** to coordinate.

View and Download the Exam Accommodations Forms.

Appealing Denied Requests

If an exam accommodation is denied in part or in full, candidates may appeal against the decision by submitting an appeal request with additional documentation and a copy of an associated prior accommodation request to NBPHE's CPHN Certification Council at **info@nbphe.org**. All appeals must be submitted within 15 days of the date that a request for accommodation is denied.

Testing Options

Testing Option #1: Computer-Based Testing Centers

All candidates are able to test at a testing center. Meazure Learning testing centers where you can take the exam are located throughout the US and in over 100 other countries. CPHN examinations can be scheduled Monday-Friday in the morning and afternoon and at some test centers on Saturdays all year long except for some US holidays. **Click here to Search for Testing Sites**.

Candidates will select a testing session from a list of available testing centers by geographic location, test date, and available seating. Candidates must submit the test scheduling request at least two (2) days before the preferred test date. Most testing centers will have morning and afternoon testing sessions available. Because seats are filled on a first-come, first-served basis, we encourage scheduling the test appointment as soon as the Notice to Schedule email notice is received. Candidates will be notified of the exact test location, date, and time via email. Candidates must bring the printed email confirmation to the test site. Candidates will be provided with a white board if they test at a computer-based testing center.

Exam Break Requirement

Candidates scheduled to take the exam at a testing center will be able to take a 10-minute break at the halfway point of the examination. When the scheduled break begins, a break screen will appear. It is highly recommended candidates use the washroom before the start of their examination. **NOTE:** Candidates will have the ability to skip or shorten the 10-minute break. **Candidates will not be allowed to review or access the initial first half of questions completed prior to the break.** Once the break has been completed, candidates will continue on with the remaining questions on the exam. The 10-minute break will not count against the 3 hours candidates have to take the exam.

On Exam Day: Computer-Based Testing Centers

Plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.

- Bring a current, government-issued photo identification with signature (driver's license, immigration card, passport, U.S. passport card, state-issued ID card, or military ID card). Candidates will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.
- Original documents are required. No photocopies will be accepted.
- The first and last name on the notice must match the first and last name on the candidate's identification exactly.
- Nicknames are not acceptable.
- For candidates with more than one last name listed on their government-issued photo ID, the same last names must be reflected on the confirmation email.
- For candidates with a hyphenated last name, it must be hyphenated on both the identification and

on the notice to be admitted. Presenting name change documentation (marriage license, etc.) at the time of the appointment is not acceptable. Name change documentation may be submitted to NBPHE at least one week prior to the testing appointment if needed.

General Instructions

- Personal items will NOT be allowed in the exam room and must be left outside of the exam room.
- Candidates will take a 10-minute break during the exam and will repeat security process before restarting exam. Time for break and second security process will be included in the testing window.
- Cell phones are NOT permitted.
- Smoking is NOT permitted.
- Water it is not allowed at live testing centers.
- Computer-based tests are delivered via secure internet connections. Internet connections are subject to the local internet providers in the area. While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log the candidate back into the examination. If this occurs, inform the proctor that the connection has been lost and they will assist in logging back into the exam. Upon logging back into the exam, candidates will resume at the first unanswered question. The exam time remaining will be exactly the same as it was when the internet connection was lost. Even though internet connections are secure, candidates are strictly prohibited from attempting to access any information, programs, or websites while testing.
- Friends and relatives, including children, will NOT be allowed in the room or at the test site.
- Candidates are strictly prohibited from attempting to access any outside information, programs, or websites while testing.
- An online notepad and calculator will be available within the exam interface. Candidates are not permitted to use scrap paper or handheld calculator.

Prohibited Items

- Cameras, cell phones, optical readers, or other electronic devices that include the ability to record photograph, photocopy, or otherwise copy test materials.
- Scrap paper, notes, books, dictionaries, or language dictionaries.
- Bookbags, luggage, purses, handbags, briefcases, or computer bags.
- iPods, mp3 players, tablets, headphones, or pagers.
- Handheld calculators, computers, PDAs, iPads, tablets, netbooks, or electronic devices with one or more memories.
- Personal writing utensils such as pencils, pens, and highlighters.
- Google and smart glasses (any glasses with electronics).
- Watches, smart devices, and other jewelry except wedding or engagement rings.
- Weapons.
- Medicine, including cough drops (except as expressly permitted in advance).

Testing Option #2: Live Online Proctoring (LOP)

Live online proctoring allows candidates to take the exam from their own computer if a testing center is too remote or inaccessible. Live online proctoring is available 24 hours a day, 7 days a week, all year long. **NOTE:** During the LOP session, the proctor will log in remotely onto the candidate's computer.

Please review the following information prior to your scheduled exam.

- Candidates must **Download the Guardian Browser** a few days prior to their exam.
- Review the technical requirements listed below and **Log Into your Exam Page and click the "Test It Out" bottom at the bottom of the page to Test Your Equipment**.
- Also, learn **What to Expect During your Proctored Exam** and **Read the Entire Article for Second Camera Settings**.

Technical Requirements

Candidates must confirm the following technical and physical requirements before sitting for the exam:

- Private room with a clean desk surface, void of people, paper, and disruptions.
- Candidates must use a computer with admin access. Many employer-issued computers do not allow installation of the required software, so candidates who select the LOP option may need to use their personal computer.
- Candidates must download the Guardian Browser in advance.
- Candidates will need to come prepared with a mobile device or portable tablet equipped with a front-facing camera, stable internet connectivity, and a charger for the device within reach of your workspace.

When testing through Meazure Exam Platform, you will need a computer that fulfills the following system requirements:

TYPE	MINIMUM REQUIREMENTS
Operating System	Windows 10 or later, Mac OS 11.0 or later
Browser (extension workflow only)	Chrome
Connectivity	3 Mbps (3072 Kbps) Upload & Download Speed (mobile hotspots and tethering are discouraged)
Webcam	640X480 resolution
Microphone	All microphones other than those built into headphones are permitted

TYPE	MINIMUM REQUIREMENTS
Speakers	Built-in or external speakers are required.
RAM Capacity	8 GB
CPU	4 cores at 2.4ghz
Monitor Resolution	1366X768
Ports	UDP/TCP 80 UDP/TCP 443
Mobile Device (Smartphone) or Portable Tablet with Charger	Equipped with a front-facing camera

Here are some important caveats and limitations to keep in mind when testing:

- You will not be permitted to test with remote control software running on your computer. Applications like TeamViewer, GoToMyPC, AnyDesk, etc.
- You will only be permitted the use of a single monitor when testing, all others must be disconnected.
- Headphones are generally not permitted. Check with your testing organization to determine if you are allowed to use headphones.
- You will not be permitted to take your exam from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam.
- You will not be permitted to use Apple Bootcamp to take your exam.
- Unlicensed/inactive versions of Windows and Test Builds/Modes are not permitted.
- External monitors connected to a closed laptop should be set to mirror display and should be connected directly to the computer. Avoid using a docking station.

Click Here to Review Helpful Resources and Troubleshooting Solutions and FAQs.

Second Camera Requirement

Candidates scheduled to take the exam via LOP will be required to have a Second Camera. Candidates must have a mobile device (Smartphone) or portable tablet equipped with a front-facing camera and stable internet connectivity during the exam session. Candidates must also have a charger within reach of their workspace, as mobile device's camera usage will drain its battery. **Review the Second Camera Requirements and Tutorial** prior to your test date.

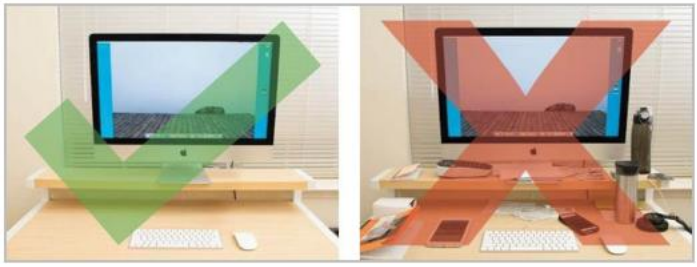
Exam Break Requirement

Candidates scheduled to take the exam via LOP will be able to take a 10-minute break at the halfway point of the examination. When the scheduled break begins, a break screen will appear. It is highly recommended candidates use the washroom before the start of their examination. **NOTE:** Candidates will have the ability to skip or shorten the 10-minute break. **Candidates will not be allowed to review or access the initial first half of questions completed prior to the break, even if they opt to forego the break.** Once the break has been completed, candidates will be required to conduct a new room scan with their webcam upon return. Candidates will continue on with the remaining questions on the exam. The 10-minute break will not count against the 3 hours candidates have to take the exam.

On Exam Day: Live Online Proctoring

LOP candidates may begin to access the exam no more than 15 minutes before their scheduled exam time. Please review the following details in preparation for the live online proctoring session.

Standard Rules
• Must be alone in a private, well-lit room
• Present a current government-issued photo ID ready (current driver's license, immigration card, passport, U.S. passport card, state-issued ID card, or military ID card)
• Clear desk and area. Candidates must test on a hard surface (not a bed or couch)
• Must be connected to a power source
• Close all third-party programs and disable or remove any other proctoring extensions before exam
• Water in a clear glass or clear water bottle is allowed
• No headphones or watches
• No dual monitors
• No leaving seat
• No talking
• No non-religious head coverings
• Webcam, speakers, mobile device (Smartphone) or portable tablet, and microphone must remain on throughout the test
• A cell phone or tablet must only be used as your second camera device or placed out of reach prior to beginning your exam
• The use of the online calculator built into the exam system is permitted; however, the use of a handheld calculator is not permitted
• An online notepad will be available within the exam interface. Candidates are not permitted to use scrap paper



By taking this exam via LOP, candidates attest to understanding that the examination session, including video, is recorded, and may be saved for up to one year. The recordings will be deleted no later than one year after the exam date. By agreeing to take this exam, candidates agree to have the examination session recorded and reviewed by the testing agency and testing program owners.

A room scan will be required before the exam can begin and after the break. Please be sure that the webcam can be rotated to view the entire room and workspace. No additional time will be added to the exam timer.

Admission Requirements: Live Online Proctoring

- Present a current, government-issued photo identification with signature (current driver's license, immigration card, passport, U.S. passport card, state-issued ID card, or military ID card). Candidates will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.
- Original documents are required. No photocopies will be accepted.
- The first and last name on the notice must match the first and last name on the candidate's identification exactly.
- Nicknames are not acceptable.
- For candidates with more than one last name listed on their government-issued photo ID, the same last names must be reflected on the confirmation email.
- For candidates with a hyphenated last name, it must be hyphenated on both the identification and on the notice to be admitted. Presenting name change documentation (marriage license, etc.) at the time of the appointment is not acceptable. Name change documentation may be submitted to NBPHE at least one week prior to the testing appointment if needed.

Review the Meazure Exam Platform Online Proctoring FAQs.

Taking the Exam

Before beginning the exam, instructions for taking the examination are provided on-screen. **Click Here to Log Into Meazure Exam Platform and under the Exams tab select the Platform Tutorial**.

Candidates will have **three hours** to complete the examination. The examination will end if the time allowed is exceeded. A digital clock will indicate the time remaining to complete the examination. The "Time" feature may be turned off during the examination.

Only one examination question is presented at a time, and each question has three possible answer options. To choose a particular answer, click in the radio button (circle) next to the answer. During each section of the exam and prior to the break, candidates may move back and forth through the questions and flag questions to revisit them prior to the break. At the top of the screen under the Show Question List Menu, there's a summary of the number of answered questions, unanswered questions, and flagged questions. Click on the summary of each of these sections to review these subsets of questions.

When the examination is completed, the number of examination questions answered is reported. Candidates will not be able to return to unanswered questions for the first half of the exam after taking the break. Be sure to provide an answer for each examination question before exiting the examination. There is no penalty for guessing.

A few days prior to taking the exam, **Log into your Exam Page and access the Platform Tutorial**. The tutorial is designed to help you get familiar with the exam software. Try it as many times as you'd like!

Inclement Weather, Power Failure or Emergency

Review the **Closed Testing Centers Link** before the examination to determine if Meazure Learning has been advised that any Test Centers are closed. Candidates will be contacted by Meazure Learning by email and phone if a site closes and will work to reschedule the testing appointment. Candidates who feel conditions in their area make it unsafe to travel to the testing center must contact Meazure Learning for instructions.

Computer-based tests are delivered via secure Internet connections. Stability of internet connections are subject to local Internet providers. While it is not the norm, Internet connections can on occasion be lost momentarily, requiring the proctor to log candidates back into the exam. If the candidate loses Internet connection, inform the proctor who will assist in logging back into the exam. Upon logging back into the exam, candidates will resume at the first unanswered question. The exam time remaining will be exactly the same as it was when the Internet connection was lost.

Candidate Exam Comments and Evaluation

During the exam, candidates may make comments for any question by clicking on the button displaying an exclamation point (!) to the left of the "Time" button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided. After completing the examination, candidates are asked to answer a short evaluation of their examination experience.

Testing Area Restrictions and Misconduct

The following actions by candidates during the examination at a testing center or via live online proctoring will constitute misconduct and result in an automatic dismissal from the examination, cancellation of scores, and forfeiture of examination fees:

- Failure to adhere to testing examination restrictions
- Creating a disturbance, being abusive, or being otherwise uncooperative
- Bringing restricted/prohibited materials into the testing area.
- Gaining unauthorized admission into the examination testing area
- Attempting to take the examination for another individual
- Giving help or receiving help or being suspected of doing so during or after the examination
- Possessing books, notes, or other resources and study aids
- Recording or attempting to record examination questions or making notes
- Candidates may NOT discuss test questions, topic areas or scenarios, or possible answers, either during or after the test administration, with any other person(s) which includes other examinees or potential candidates.

Scores Cancelled by NBPHE or Meazure Learning

NBPHE and Meazure Learning are responsible for the validity and integrity of the scores it reports. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NBPHE and Meazure Learning reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered.

Security

All proprietary rights in the examinations, including copyrights and trade secrets, are held by NBPHE. In order to protect the integrity of the examinations and to ensure the validity of the scores reported, candidates must adhere to strict guidelines regarding proper conduct in handling copyrighted proprietary examinations.

Any attempt to reproduce all or part of the examinations, including, but not limited to, removing materials from the examination room, aiding others by any means in reconstructing any portion of the examinations, selling, distributing, receiving or having unauthorized possession of any portion of the examinations, is strictly prohibited by law.

Alleged copyright violations will be investigated and, if warranted, may result in legal action or other appropriate consequences. It should be noted that all examination scores may be invalidated in the event of this type of suspected breach.

A candidate can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, if through proctor observation, statistical analysis, and other evidence that the candidate's score may not be valid or that the candidate was engaged in collaborative, disruptive, or other unacceptable behavior during the administration of the examination.

Candidate Support on Exam Day

CPHN exam candidates requiring support on exam day must contact Meazure Learning:

Testing Center In-Person Support Monday to Friday 8 am to 7 pm ET

- Email: **testingsupport@meazurelearning.com**
- Phone: 1-888-900-0005, Option 1

Live Online Proctoring (LOP) 24/7 Support

- Real-Time Chat: **https://support.meazurelearning.com/hc/p/chat**
- Ticket support (for non-urgent matters): **https://support.meazurelearning.com/hc/requests/new?ticket_form_id=38032314304781**
- Phone: 1-855-772-8678, Option 1

After the Exam

Scoring

CPHN examinations are scored by Meazure Learning. Examinations are not scored at testing centers. A statistical report of scoring is reviewed by a psychometrician and the examination committee to assure ongoing quality of the examinations.

All scores are reported on a scale of 200 to 800 with 500 being the passing score. The scaled score is neither the number of questions answered correctly, nor the percent of questions answered incorrectly. Candidates cannot look at the scaled score and determine the number of correctly answered questions needed to pass the examination. **Note:** Scores will be held for a minimum of 6-8 weeks during the late 2026 exam administration.

Results

Once scores are released, the CPHN exam score report will include a “pass” or “fail” result. NBPHE offers instant scoring for the exam. Examinees testing at a physical testing center, will receive a print-out of their CPHN score report before they leave the testing facility. Examinees testing via live remote proctoring are unable to print their score due to strict LOP security protocols. However, all candidates will be able to download their score report the day after taking the exam through their **CertCentral** account. No results will be reported over the telephone.

Candidates are scored on their overall performance on the exam, not according to their performance in any given section. This means if a candidate does not do well in several content areas, they could still pass if performance was strong in other areas.

Since the exam questions change with each administration, candidates who do not pass may only retake the exam once in a twelve-month period.

New exam questions (items) are developed each year by a diverse pool of volunteer item writers and a review committee meets to review the new items as well as each new exam as a whole.

Candidates who meet all eligibility requirements and successfully pass the exam will receive a confirmation letter, hard copy certificate, and CPHN lapel pin from NBPHE via mail approximately two to three weeks after being notified of their passing the exam. Newly-certified candidates will also be able to access their score report, digital badge, and a digital copy of their certificate from their CertCentral Profile.

A searchable list of all active CPHN certificants is available online on NBPHE's website. New CPHN certificants are added after all candidates are notified of their status.

Designation

Candidates who pass the CPHN exam may use the CPHN designation after their name as a professional credential. Candidates should list their CPHN credential on their resume or other professional records.

The CPHN designation cannot be used by individuals who fail to maintain the CPHN credential by meeting recertification requirements.

Confidentiality and Procedures

NBPHE is committed to protecting confidential information related to applicants, candidates, and certificants. Confidential materials include, but are not limited to an individual's application, application status, personal applicant /certificant information, exam items and answers, exam forms, and individual exam scores.

Personal information about a candidate/certificant will only be released to that candidate/certificant if release of the information is authorized in writing by the individual or is required by law. Personal information submitted by applicant /certificants with an initial exam application or recertification application is considered confidential. Personal information retained within the applicant/certificant database will be kept confidential.

Exam scores are released only to the examination candidate unless a signed release is provided in writing by the individual or is required by law. A candidate's pass/fail status may be shared with an employer if the candidate participated in employer-sponsored certification programming. Scores are not released by telephone.

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

Validation or Cancellation of Scores

NBPHE and Meazure Learning maintain a comprehensive quality-assurance program to ensure the validity, reliability, and integrity of all reported examination scores. Monitoring processes are in place to detect and document any errors, anomalies, or irregularities in examination development, administration, or scoring. In the event of candidate misconduct or other violations of examination regulations, NBPHE reserves the right to withhold or void examination results following investigation.

All identified issues are documented along with the corrective and preventative actions taken, and records are retained to provide evidence of compliance with quality-assurance standards.

Recertification Requirements

It is the responsibility of the CPHN certificant to comply with all procedures and deadlines in order to maintain their credential. NBPHE strictly adheres to the following CPHN recertification requirements:

- Report **30 recertification credits every 3 years**.
  - Credits must relate directly to public health.

- Submit the **CPHN recertification application and $95 fee** to maintain active CPHN status.
  - Certificants should allow two weeks for processing recertification applications.

NBPHE will email CPHN certificants their first recertification reminder 6 months prior to their certification expiration date; however, it is the CPHN certificant's responsibility to be aware of and comply with recertification requirements.

CPHNs are responsible for maintaining documentation of their recertification credits and may be required to submit documentation during random audits. Certificants must report recertification credits and submit the recertification application on NBPHE's **CertCentral** portal.

CPHNs can apply for a three- or six-month extension to allow enough time to make up the credits to recertify.

Purpose of Recertification

To maintain use of the CPHN credential, recertification is required every three years. The three-year recertification period is based on both the scope of issues that public health nurses face and that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely so that CPHN certificants remain current with best practices and emerging knowledge.

NBPHE supports the ongoing professional development of CPHN certificants. The mandatory recertification process provides certificants with the opportunity to demonstrate the retention, reinforcement, and expansion of their knowledge and skills pertaining to public health nursing and new initiatives and advancements in the field.

Recertification also provides encouragement and participation in ongoing professional development activities and lifelong learning. To support this purpose, the recertification requirements require a variety of continuing education and professional activities that enhance ongoing professional development, maintain proficiency, recognize learning opportunities, promote continued professional growth, and provide a process for both attaining and recording professional development achievements.

Recertification Activity Guide

Recertification credits must relate to public health and can be earned in a variety of ways, including conferences, webinars, workshops, academic coursework, volunteer activities and more. CPHNs can earn recertification credits from any provider and also find recertification activities by visiting the **CPHN Recertification webpage**.

Please be sure to review the Recertification Activity Guide for a list of credits and number of hours for each:

Recertification Activities	Credits
Continuing Education Activities	
Conferences/Meetings - Participation/Attendance	**1 credit** per 1 hour
Dissertation	**15 credits** per year
Earning Other Public Health-Related Certifications	**10 credits**
Medical/Clinical Residency	**15 credits** per year
Podcasts/Webinars - Participation/Attendance	**1 credit** per 1 hour
Presentation - Participation/Attendance (Online/In-Person)	**1 credit** per 1 hour
Training Courses - Participation/Attendance (Online/In-Person)	**1 credit** per 1 hour *(Up to 10 credits per training course)*

University/College Course - Quarter	**7 credits** per course
University/College Course - Semester	**15 credits** per course
University/College Course - Trimester	**10 credits** per course
Workshop/Seminar - Participation/Attendance (Online/In-Person)	**1 credit** per 1 hour
Supporting NBPHE Activities	
Exhibiting for NBPHE Certifications	**1 credit** per 1 hour
Item Writer for NBPHE Exams or Practice Materials	**10 credits** per year
NBPHE Advisory/Council/Committee Membership	**As instructed by NBPHE**
NBPHE Book Club Participation/Facilitation	**5 credits** per year
NBPHE Certification Ambassador	**5 credits** per year
NBPHE Study/Exam Materials Development	**As instructed by NBPHE**
Presenter for NBPHE Exam Review Session	**1 credit** per 1 hour of a presentation *(Up to 5 credits per presentation including prep time)*
Respond to NBPHE Job Task Analysis	**1 credit**
Submit Testimonial to NBPHE	**1 credit** per year
Volunteer Service and Leadership Activities ***Note:*** *Up to 20 hours total per cycle in this category*	
Board or Committee Member for a Public Health Organization	**1 credit** per 1 hour *(Up to 10 hours per cycle)*
Interagency Technical Assistance	**1 credit** per 1 hour *(Up to 10 hours per cycle)*
Review Abstracts for Conferences	**6 credits** per abstract
Site Visitor for Public Health Accreditation Organizations	**1 credit** per 1 hour *(Up to 10 hours per cycle)*
Volunteering at a Public Health Event	**1 credit** per 1 hour *(Up to 10 hours per cycle)*
Experiential Learning Activities	
Fellowship	**15 credits** per year
Formal Mentor/Mentee Program	**6 credits** per year
Leadership Institute Participation	**1 credit** per 1 hour
Preceptorship	**6 credits** per year
Publish/Grants Activities	
AJPH Article Review	**1 credit** per article *(Up to 6 credits per cycle)*

Grant: Submission and/or Technical Review	**10 credits** *(Up to 20 credits per cycle)*
Publish Article/Manuscript for Peer-Reviewed Journal	**10 credits** per article
Review Article/Manuscript for Peer-Reviewed Journal	**6 credits** per article
Teaching Activities	
Peer Training, Shadowing or Mentoring (Non-Supervisory)	**1 credit** per hour *(Up to 5 credits per cycle)*
Presentation Oral or Poster (Online/In-Person)	**1 credit** per hour of a presentation *(Up to 5 credits per presentation including prep time)*
Teach Multi-Day Course	**10 credits** per course
Workshop - Create and Lead	**6 credits** per course
Public Health Nursing Research Activities ***Note:*** *For CPHN certificants only*	
Public Health Nursing Research, Program Evaluation, and Quality Improvement Projects (Academic & Practice)	**10 credits** per year

Lapsed Certificants

Recertification is mandatory for all CPHN certificants. If the certificant does not recertify, their CPHN certification will be expired by the recertification deadline date.

- **If the certification is expired for less than 5 years**, the lapsed certificant will be able to reinstate their CPHN (see Reinstatement Requirements section).
- **If the certification is expired for 5 years or more**, the lapsed certificant must retake the CPHN exam and will need to contact NBPHE at **info@nbphe.org** to be re-registered to retake the exam.

Individuals whose certification has expired, suspended or revoked may not represent themselves as a certified CPHN and may not use the designation until they receive official notice that the recertification requirements have been satisfied or that certification status has been reinstated.

Reinstatement Requirements

If CPHN certification has been expired for 31 days or more from their expiration date but less than 5 years an individual may reinstate their certification by:

- Reporting 30 recertification credits that support the CPHN for every 3-year period that has been missed.
- Submitting the online CPHN Reinstatement Application, and fee.

Certificants must report recertification credits and submit the reinstatement application on NBPHE's **CertCentral** portal. If the application is approved, the individual's CPHN expiration date will be the same as if the certification had been renewed on time.

NBPHE Book Club

As a certified CPHN, you have the opportunity to join the NBPHE Book Club. The Book Club not only provides you with a space to join lively discussion about relevant, well written pieces, but you also earn 5 credits per year. The book club is for active certificants only. Active certificants will receive an invite from NBPHE to join.

RECERT Activity Finder

Recertification credits can be earned in a variety of ways, including conferences, webinars, academic coursework, professional contributions (e.g., grant writing), and service activities. Credits do not need to be earned by CPHN CE organizations as long as the activity relates to one of the domain areas of the exam. NBPHE offers the **RECERT Activity Finder** where CPHNs can easily find recertification activities on a variety of public health topics.

Audit Process

NBPHE reserves the right to verify reported recertification activities. If selected for an audit, the CPHN certificant will be asked to submit documentation for recertification activities reported within 30 days of receipt of notice. NBPHE randomly audits approximately 5% of recertification applications for review. Those selected for an audit will be required to submit documentation for each recertification activity reported during their 3-year cycle. **Certificants should retain all records for at least two years following the cycle end date.**

If credit for any recertification activity is denied as a result of the review, the certificant will be given 60 days to report additional hours to address the deficiency. The certificant will remain authorized to use the CPHN designation during this 60-day period. If the deficiency is not cured within the 60-day period, a deficiency notice will be sent. If the necessary credits remain unreported the individual will no longer be certified and will not be authorized to use the CPHN designation.

Recertification Appeals

The recertification decision will be based solely on materials submitted by the CPHN certificant. Appeals regarding recertification eligibility and status must be submitted in writing to NBPHE's CPHN Certification Council 30 calendar days after the adverse decision or notification.

The individual must submit the appeal in writing (email is acceptable) and explain in detail: 1) The nature of the request and the specific facts and circumstances supporting the request, and 2) all reasons why the action or decision should be changed or modified. The candidate also must provide accurate copies of all supporting documents. NBPHE's CPHN Certification Council will review the appeal within 15 days.

Use of the CPHN Credential

The CPHN credential may be used once the applicant has received written notification from NBPHE that they have successfully completed all requirements, including passing the exam. After receiving official notification of the CPHN designation, certificants may use their credential in all correspondence and professional relations. The CPHN credential is used after the certificant's name following any academic degrees and licensure **(e.g., First Last, MPH, CPHN)**. The certification mark may be used only as long as the CPHN certification is active.

Questions About the CPHN Credential

All questions and requests for information about the Certified in Public Health Nursing (CPHN) Certification Program should be directed to:

National Board of Public Health Examiners
Email: **info@nbphe.org**
Phone: 202-296-3050
Web: **www.nbphe.org**

Additional Policies

NBPHE's Code of Ethics

NBPHE and Meazure Learning do not discriminate against any candidate for certification on the basis of race, color, creed, age, national origin, ethnicity, gender, gender identity, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or any other status protected by law. All candidates for certification will be judged solely on the criteria approved by NBPHE's Certification Councils.

Preamble

The purpose of code of ethics is to communicate the National Board of Public Health Examiner's (NBPHE) expectations regarding ethical behavior of its certified professionals and candidates applying for certification. This policy contains the standards of conduct and ethical behavior expected of professionals certified by NBPHE (hereafter referred to as "certified professionals").

All certified professionals and certification candidates have a duty to protect and promote the health of the public. In fulfilling this duty, certification is a privilege that must be earned and maintained. The recertification process fosters life-long learning, professional development, and promotion of the public health profession. Certified professionals who violate any provision of NBPHE's Code of Ethics are subject to investigation. The outcome of such investigation could lead to temporary or permanent loss of the credential.

I. Responsibilities to the Community, Society, and their Organization

- Place the safety and health of the public above all other interests.
- Disclose any financial or other conflicts of interest in carrying out their responsibilities.
- Demonstrate integrity, honesty, and fairness in all activities.
- Act truthfully and speak in good faith in an objective manner based on knowledge of facts and competence of subject matter.
- Provide current and accurate information about all public health issues, and when they occur.
- Value and respect all individuals and populations equally.
- Recognize historical injustices, correct injustices, and promote reconciliation in public programs and initiatives.

II. Responsibilities to the Population Served

- Apply skills with competence.
- Disseminate timely information that safeguards the health of the public.
- Perform professional duties with the utmost degree of integrity to preserve and increase public trust.
- Protect confidential information, uniquely identifiable data, and the anonymity of people being served in accordance with applicable federal, state, and local laws.

III. Responsibilities to their Organization's Employees

- Insist upon ethical conduct in the work environment.
- Keep the work environment safe and healthy.
- Identify and eliminate coercion and harassment in the workplace.
- Protect confidential information, uniquely identifiable data, and the anonymity of people they work with in accordance with applicable federal, state, and local laws.
- Promote the best use of employees' knowledge and skills.

IV. Responsibilities to Diversity, Equity, and Inclusion

- Promote a culture of inclusivity and cultural humility that seeks to prevent discrimination based on race, ethnicity, national origin, religion, gender, sexual orientation, age, socioeconomic status, or disability.
- Act in a manner free of bias regarding race, ethnicity, national origin, religion, gender, sexual orientation, age, socioeconomic status, or disability.
- Create and maintain internal organizational structures and external collaborations that allow for the participation of individuals and groups regardless of demographic, political, cultural, or social characteristics.
- Demonstrate empathy, compassion, and provide accommodations when interacting with people with disabilities.

V. Responsibilities to the Profession of Public Health and the NBPHE

- Uphold the values, ethics, and mission of the profession and NBPHE as the certification provider.
- Accurately and appropriately represent academic and professional qualifications.
- Become proficient, maintain, and advance individual public health competencies through recertification.
- Abide by the certification policies and procedures required by NBPHE.
- Acknowledge that the credential is the property of NBPHE.
- Use the NBPHE logo and credential as authorized by NBPHE.

VI. Responsibility to Report Violations of the Code

- A certified professional who has reasonable grounds to believe that another certificant has violated NBPHE's Code of Ethics has a duty to communicate such allegations to the Ethics Committee of the National Board of Public Health Examiners.

National Board of Public Health Examiners

Phone: 202-296-3050 | **E-mail:** info@nbphe.org

NBPHE's Code of Ethics is a living document that is reviewed and updated every five years, or as necessary.
Revised and approved March 13, 2024.

Release of Information

The names of CPHN certificants are not considered confidential and may be published in the NBPHE Certificant Directory. Aggregate exam statistics (including the number of exam candidates, pass/fail rates, and total number of CPHN certificants) is published on the CPHN section of the NBPHE website.

Aggregate data is also sent to the institution/employer. Aggregate exam statistics, studies and reports concerning candidates will contain no information identifiable with any candidate. Application status, information about whether or not an individual has taken the exam, and score information may only be released if authorized in writing by the candidate/certificant or is required by law.

Record Retention

As part of its record retention policy, NBPHE permanently retains all:

- Exam forms
- Exam development reports
- Exam results
- Exam items
- Active exam application information
- Active applicant/candidate/certificants data

Complaints and Disciplinary Policy

To maintain the credibility of the Certified in Public Health Nursing (CPHN) Certification Program, the CPHN Certification Council has adopted the following procedures to address issues of misconduct and to allow individuals to bring complaints concerning the conduct of CPHN candidates and certificants to the NBPHE.

Revocation of Certified in Public Health Nursing Credential. CPHN scores can be invalidated and the Certified in Public Health Nursing credential can be revoked for violations of the NBPHE Code of Ethics, which include:

1. Falsification of the certification application
2. Violation of examination procedures or security
3. Misrepresentation or improper use of the credential
4. Failure to maintain moral, ethical, or professional behavior satisfactory to the NBPHE or engaging in misconduct that adversely affects professional competence or integrity
5. Conviction of a felony relating to professional practice in the field of public health nursing

Unsatisfactory professional behaviors include, but are not limited to, the following:

a. Violating exam security by cheating on the certification exam, sharing, displaying, reproducing, or distributing exam questions.
b. Failing to maintain an active, unencumbered Registered Nurse (RN) license.
c. Inaccurately representing academic and professional qualifications.
d. Practicing under the influence of alcohol or drugs, failing a drug test, or showing physical signs of impairment while on duty.
e. Stealing or misusing controlled substances intended for clients.
f. Altering client records or falsifying information on client charts.

g. Engaging in physical, emotional, or verbal abuse, or failing to provide safe care standards to clients.
h. Bullying coworkers, committing fraud, or posting inappropriate content on social media.
i. Violating privacy rules by sharing client personal, medical, or confidential information.
j. Having an inappropriate personal relationship with a client or exploiting them financially.
k. Performing medical tasks or procedures that fall outside an authorized license level or public health nursing scope and standards of practice.
l. Falsifying credentials, lying the exam application, or committing billing and healthcare fraud.
m. Any violations of the state's nurse practice act.

I. Overview of Procedures

Nurses Certified in Public Health Nursing (CPHN) are expected to conduct themselves in an ethical manner in accordance with the NBPHE Code of Ethics. The National Board of Public Health Examiners (NBPHE) recognizes its responsibility to maintain the integrity of the credentials it administers. NBPHE accepts that, from time to time, the good of the profession may require it to act against a CPHN upon receipt, investigation, and finding of a violation(s) of the NBPHE Code of Ethics. Additionally, circumstances may arise that relate to potential violation of the state's nurse practice act. This procedure describes the steps to be taken when complaints are presented by a third party or self-initiated by NBPHE. By publishing this procedure, NBPHE does not expect, invite, solicit, or encourage such complaints. The use of these procedures is for the sole purpose of protecting the reputation of the profession and safeguarding the public's trust. NBPHE will consider only complaints that specify the part(s) of the NBPHE Code of Ethics or state's nurse practice act that has allegedly been violated.

Notice and Service. Unless otherwise specified in these procedures, all notices, requests, decisions, and other communications required or permitted under these procedures shall be provided in writing and delivered by one or more of the following methods:

1. Certified mail, return receipt requested, to the party's last known mailing address as reflected in NBPHE's records;
2. Overnight delivery service with confirmed delivery, to the party's last known mailing address; or
3. Electronic mail, to the party's electronic mail address as reflected in NBPHE's records, provided that the sending party retains evidence of transmission and does not receive a delivery failure notification.

Notice shall be deemed received: (a) in the case of certified mail, on the date shown on the return receipt or, if delivery is refused or unclaimed, five (5) days after the date of mailing; (b) in the case of overnight delivery, on the date of confirmed delivery; or (c) in the case of electronic mail, on the date of transmission, provided that no delivery failure notification is received within twenty-four (24) hours of transmission.

Obligation to Maintain Current Contact Information. Each certificant and candidate shall maintain accurate and current mailing and electronic mail addresses on file with NBPHE. Failure to maintain current contact information shall not constitute grounds for challenging the adequacy of notice under these procedures, provided that notice was sent to the most recent address on file with NBPHE.

Complaint

1. All complaints brought forth by a third party must be in writing and signed by the complainant(s) and only information submitted in writing and signed will be considered.

2. At a minimum, third-party complaints should specify the alleged inappropriate behavior referencing the specific section of the NBPHE Code of Ethics or the state's nurse practice act allegedly violated, the nature of the complaint and any corroborating evidence.

Actions

1. Third-party complaints and cases of misconduct during the CPHN exam shall be reviewed by the President of NBPHE, who will determine if the complaint is valid and if there are sufficient grounds to warrant an investigation.
2. If the complaint involves a potential violation of the state's nurse practice act, the President of NBPHE will seek advice from a member of the CPHN Council about that component of the complaint.
3. The President of NBPHE may determine, in their sole discretion, that the complaint warrants no further action. If the President determines that no further action is warranted, the President shall provide the complainant with written notice of the dismissal, together with a brief statement of the reasons for the decision, within 30 days after making that determination.
4. The reporting of a criminal conviction resulting in a felony relating to professional practice in the field of public health nursing shall automatically trigger the initiation of an investigation. The reporting of any other criminal conviction, including a misdemeanor or a felony not related to professional practice in the field of public health nursing, shall not automatically trigger an investigation but may be considered by the President of NBPHE in determining whether sufficient grounds exist to warrant an investigation under these procedures.
   For purposes of this provision, a felony "relating to professional practice in the field of public health nursing" includes, but is not limited to, convictions involving: (a) fraud, dishonesty, or misrepresentation in connection with public health nursing research, programming, or services; (b) conduct arising from or directly connected to the certificant's professional duties or employment in public health nursing; (c) offenses involving harm or risk of harm to individuals or populations in the certificant's professional care; or (d) offenses involving the misuse of professional authority or credentials.
5. If the President determines that sufficient grounds exist to warrant an investigation, the President will notify the CPHN Certification Council that an investigation has been initiated and will proceed to investigate the complaint and determine whether any violations may have occurred. The President may, in their discretion, delegate the investigation, in whole or in part, to the CPHN Certification Council or other NBPHE staff. If the investigation is delegated, the President will retain authority over the conduct of the investigation, and the results of the investigation will be reported to the President.
6. If, during the investigation, the President determines that additional violations may have occurred, the President or the President's delegee may investigate and make appropriate findings regarding those additional violations.
7. During the pendency of the investigation, the certificant's status may be temporarily suspended.

II. Purpose, Responsibilities, and Objectives of the CPHN Certification Council

The CPHN Certification Council is responsible for ensuring that issues regarding certificant practice and conduct are investigated and resolved fairly and reasonably, and for protecting the public from unprofessional and unethical conduct by certificants. The Council will enforce the NBPHE Code of Ethics in accordance with its policies and procedures. The Council is also responsible for following the procedures set forth below for the investigation and resolution of complaints.

Scope of Authority. The Council shall receive and review complaints alleging violations of the NBPHE Code of Ethics, consider investigative findings related to those complaints, determine whether a violation

of the NBPHE Code of Ethics has occurred, and make recommendations regarding appropriate action, including the imposition of sanctions or dismissal of complaints. The President, or the President's delegee who conducted the investigation, shall not participate in the Council's deliberations on the merits. The Council may independently request additional information or evidence.

Conflicts of Interest and Recusal. Any individual involved in the investigation, consideration, or adjudication of a complaint — including the President, members of the CPHN Certification Council, and members of any Appeal Panel — shall disclose any personal, professional, financial, or familial relationship with the complainant, the certificant, or any witness, or any other interest that could reasonably be perceived to compromise the individual's impartiality.

Upon disclosure of a potential conflict, or upon the request of either party, the individual shall recuse themselves from participation in the matter. In the case of the President, the CPHN Certification Council shall designate an alternate officer or senior staff member to discharge the President's responsibilities under these procedures for the affected proceeding. In the case of a Council member or Appeal Panel member, the remaining members shall determine whether recusal is required, and the recused member's seat shall remain vacant for purposes of the proceeding unless a qualified alternate is appointed by the Chair of the NBPHE Board of Directors.

No individual who participated in the investigation of a complaint shall participate in the CPHN Certification Council's deliberations or vote on the disposition of that complaint.

Treatment of Investigation Materials. All investigation materials, including information disclosed to the Council, shall remain confidential except where disclosure is required by law, compelled by a validly issued subpoena, or made to parties necessary to the litigation.

A file containing materials related to the investigation shall be maintained by NBPHE staff in a secure location and shall be accessible only to authorized individuals. Upon the conclusion of each investigation, the Council shall either destroy or return to the President of NBPHE all materials reviewed in connection with the disposition of the complaint.

III. Disciplinary Procedures

The timelines set forth below are intended as guidelines and may be shortened or extended at the discretion of the President or CPHN Certification Council, depending on the circumstances of each proceeding.

Initial Consideration. Within forty-five (45) days after receiving a third-party complaint, the President of NBPHE shall determine whether sufficient grounds exist to proceed with a formal investigation. The investigation shall not proceed without first having received the complainant's acknowledgement and consent that all information disclosed by the complaint will be disclosed to the certificant and others pursuant to the investigation. If the complainant does not consent to the disclosure of all information, the complaint shall be dismissed.

Notification of Formal Investigation. If the President of NBPHE determines that a formal investigation is warranted, the President will proceed to investigate the complaint and determine whether any violations may have occurred. Within five (5) days after initiating a formal investigation, the President shall provide written notice to the complainant and the certificant that an investigation has been initiated. The notice shall include the complaint, a description of the alleged conduct at issue, and the specific provisions of the NBPHE Code of Ethics alleged to have been violated.

The President's notice shall request that the certificant respond to the allegations within thirty (30) days after the date of notice. In the case of a third-party complaint, the notice shall identify the complainant.

Response to Complaint. The certificant's response to the complaint shall contain complete information concerning the complaint. The certificant's failure to respond to the complaint or lack of cooperation shall not prevent the continuation of the investigation as the CPHN Certification Council deems appropriate.

Investigation. The President or the President's delegee shall conduct the investigation by collecting information, conducting telephone inquiries, and using any other appropriate investigative methods. If, after receiving the certificant's response, it is determined that additional information is necessary from either party or any third party, the President shall notify the relevant parties, who shall submit the requested information within thirty (30) days after the date of the President's request.

Disclosure of Evidence. Upon the conclusion of the investigation and prior to the submission of findings to the CPHN Certification Council, the President shall provide the certificant with access to all non-privileged evidence and materials gathered during the investigation that are to be presented to the Council, including witness statements, documentary evidence, and any expert reports or analyses. Materials subject to attorney-client privilege, work product protection, or other applicable legal privilege shall not be required to be disclosed.

The certificant shall have twenty-one (21) days from the date of disclosure to submit a written response or rebuttal to the evidence. The certificant's response, together with all investigative materials, shall be provided to the CPHN Certification Council for consideration in rendering its determination.

The President may redact or withhold information from disclosure to the extent necessary to protect the safety of a complainant or witness, to comply with applicable law, or to preserve the confidentiality of third-party information that is not material to the determination. In such cases, the President shall provide the certificant with a summary description of the nature of the withheld material sufficient to allow a meaningful response.

Disposition of Complaint. Following the investigation, the President shall present the evidence to the CPHN Council. The Council may request additional information before rendering a decision. If the Council determines that disciplinary action is warranted, the Council Chair shall report the name of the sanctioned certificant and the violation(s) of the NBPHE Code of Ethics or the state's nurse practice act determined by the Council. The Council may impose one or more of the following sanctions or take any other appropriate action:

1. Require that the certificant cease and desist the alleged conduct
2. Reprimand the certificant in writing
3. Require corrective actions be taken
4. Refer the matter to the relevant state board of nursing
5. Refer the matter to a public health nursing school or program (candidates under student or alumni criteria only)
6. Require candidate to retake the CPHN examination
7. Suspend the certificant's certification status for an appropriate period of time, including permanently
8. Revoke the certificant's credential(s)
9. Prohibit approval of application for additional credentials
10. Take any other action that is warranted under the circumstances

11. Notify all parties in writing that, based on the investigation, no action is warranted against the certificant and dismiss the complaint

Any action taken against a certificant shall become part of the certificant's record and shall be considered in any future determination regarding the certificant's certification status.

Standard of Proof. The CPHN Certification Council shall not find that a violation of the NBPHE Code of Ethics or state's nurse practice act has occurred unless the allegation is established by clear and convincing evidence. The burden of establishing that a violation has occurred shall rest with NBPHE at all times.

Notification and Publication of Sanction. The President shall notify the complainant and/or certificant of the Council's findings and determination within thirty (30) days after the date of the Council's decision. Following resolution of any appeal, the name of the sanctioned certificant and the violation(s) of the NBPHE Code of Ethics may be published on the NBPHE website and in any other locations the Council reasonably determines to be appropriate. Upon request, the President may provide a report of the Council's findings and determination to any interested person or public agency as necessary to protect the public.

IV. Appeal

Composition of the Appeal Panel. Upon receipt of a timely appeal, the President of NBPHE shall convene an Appeal Panel consisting of three (3) members of the NBPHE Board of Directors one of which must be a nurse. No member of the Appeal Panel shall have participated in the investigation or consideration of the complaint before the CPHN Certification Council. Members of the CPHN Certification Council who participated in the underlying determination shall not serve on the Appeal Panel.

The President shall designate one member of the Appeal Panel to serve as the Presiding Officer. The Presiding Officer shall be responsible for the orderly conduct of the appeal hearing and shall rule on procedural matters arising during the hearing. A quorum of the Appeal Panel shall consist of all three members, and the decision of the Appeal Panel shall require the concurrence of at least two (2) members.

If a designated panel member becomes unavailable or is required to recuse themselves, the President shall appoint an alternate from among the remaining eligible members of the NBPHE Board of Directors.

Request for an Appeal. The certificant shall have thirty (30) days after the date of the President's notice of the Council's findings and determination to request an appeal of the Council's findings. Upon receipt of an appeal, the President shall notify the NBPHE Board of Directors that an appeal has been filed.

Information Included in Appeal. The certificant's appeal must be submitted in writing and sent by certified mail, return receipt requested, to the President of NBPHE. The appeal shall state the specific grounds on which it is based. The certificant may not present, include, or rely on facts that were not presented during the proceedings. Notwithstanding the foregoing, a certificant may seek to introduce newly discovered evidence on appeal subject to the following requirements:

1. For purposes of this provision, "newly discovered evidence" means evidence that: (a) was not available to certificant at the time of the proceedings before the CPHN Certification Council; and (b) could not have been obtained by the certificant through the exercise of reasonable diligence during the original proceeding.

2. A certificant seeking to introduce newly discovered evidence shall submit a written motion to the Appeal Panel no later than fifteen (15) days after the filing of the appeal. The motion shall include:

    a. A description of the evidence the certificant seeks to introduce and its relevance to the grounds of the appeal;

    b. A sworn declaration, signed under penalty of perjury, attesting that the evidence was not available during the original proceeding and describing the diligence exercised by the certificant to obtain it;

    c. A statement demonstrating that the evidence is material to the determination of whether a violation occurred or to the appropriateness of the sanction imposed, and that the evidence is not merely cumulative of evidence already in the record; and

    d. Copies of the evidence or, if the evidence is not in documentary form, a detailed description sufficient to allow the Appeal Panel to evaluate its materiality and relevance.

3. The Appeal Panel shall rule on the motion prior to or at the commencement of the appeal hearing. The Appeal Panel shall grant the motion only upon a finding that the evidence satisfies all of the requirements set forth in this provision. The Appeal Panel's ruling on the motion shall not be subject to separate appeal.

4. If the motion is granted, the Appeal Panel shall afford NBPHE a reasonable opportunity to review the newly discovered evidence and to respond, including by presenting rebuttal evidence if appropriate.

Appeal Hearing. In the event the certificant timely and properly appeals the decision, the NBPHE Board of Directors shall consider the appeal. The President of NBPHE shall notify the certificant of the date and time of the appeal hearing and shall provide reasonable instructions for participating remotely, including the videoconference platform or other remote-access method to be used. The appeal hearing shall be scheduled as soon as practicable after receipt of notice of appeal. The appeal hearing shall be conducted remotely by Zoom or another substantially equivalent videoconference or electronic platform selected by NBPHE that permits the participants to hear, and where practicable see, one another in real time. No in-person appearance at NBPHE headquarters or any other physical location shall be required unless NBPHE determines otherwise and provides notice to the certificant. The certificant shall be responsible for all personal expenses associated with the appeal.

The certificant may be represented by legal counsel at the hearing; however, counsel shall not provide testimony in lieu of, or on behalf of, the certificant. The hearing shall be closed to all third parties except witnesses, experts, consultants, and legal counsel.

The Appeal Panel may, in its discretion, exclude any individual from the hearing at any time, except that the certificant and the certificant's legal counsel, if any, shall be entitled to be present throughout the hearing. The Appeal Panel shall consider all evidence presented to the CPHN Certification Council that formed the basis for the Council's determination, together with any additional evidence the Appeal Panel deems appropriate in its discretion. The appeal hearing shall be recorded by a court reporter, and the President shall maintain the official record of the proceeding.

Appeal Panel's Decision. The Appeal Panel shall only overrule the CPHN Certification Council's recommendations and conclusions in the event of the following:

1. The NBPHE Code of Ethics was incorrectly applied;
2. The state's nurse practice act was not violated;
3. The findings of facts by the Council were clearly erroneous, arbitrary or capricious; and/or
4. The disciplinary sanctions recommended by the Council were grossly disproportionate to the facts surrounding the violation.

The Appeal Panel's decision shall be final and binding as to all internal processes of NBPHE, and no further administrative appeal or review within NBPHE shall be available.

V. Close of Case

Once the final decision has been issued, the matter shall be closed. All case files shall be maintained by NBPHE in accordance with its record-retention policies and procedures. Council members shall return all information received during the investigation to the President of NBPHE. One complete set of records shall be maintained, and all remaining copies shall be destroyed.

Approved by the CPHN Certification Council on September 29, 2026.

Appendix A – Candidates Rights and Responsibilities

I attest that I have read the CPHN Candidate Handbook, and I comply with all policies for the CPHN Certification exam. The information I have submitted for the CPHN Certification Application is complete and correct. If the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my exam results may be delayed, not released or invalidated by NBPHE. I understand that as a candidate, I may NOT discuss test questions, topic areas or scenarios, or possible answers, during or after the exam administration, with any other person(s) including exam candidates and potential candidates.

I agree that as a condition of taking the CPHN exam, I am giving permission to NBPHE to release information about my certification status to any entities it believes to be pertinent in its sole discretion, including but not limited to employers and public health departments.

I acknowledges that NBPHE may release information, in aggregate form, regarding the information included on this application, exam scores and certification status for evaluation and reporting purposes. I understand that aggregate exam score reports that include my exam data will be released to my employer or public health department.

I acknowledge that if I do not sit for the CPHN exam originally applied for and do not notify Meazure Learning within the required window that I will be marked as a no-show which will require me to reschedule my exam.

I acknowledge that I am responsible for reporting credits and maintaining documentation required for recertification. I understand that allowing my certification to lapse will result in the revocation of my CPHN credential and will require me to submit the CPHN Reinstatement Application.

I am responsible for updating my mailing address and my email address on NBPHE's CertCentral Portal to receive official CPHN certification notices. NBPHE's certification staff is not responsible for non-receipt of notices due to my failure to update my mailing address and email address. I understand that as a certificant with active status that I will be included in an online directory of CPHN certificants made available to the public.

As a candidate for CPHN certification through NBPHE, I pledge to act with integrity, adhere to all CPHN certification program policies, exam administration procedures, and ethical standards; comply with applicable laws related to public health practice, avoid conflicts of interest, and report any conduct that violates these standards or undermines the integrity of the certification process.

Appendix B – Certificate

National Board of Public Health Credentialing

Attests that

John Snow, CPHN

On this day of
January 26, 2026
has successfully completed the exam requirements to demonstrate mastery of the knowledge and skills of contemporary public health nursing, and is therefore,

Certified in Public Health Nursing

David R. Buys, PhD, MSPH, CPH
Chair of the National Board of Public Health Credentialing

NBPHE Number
12345

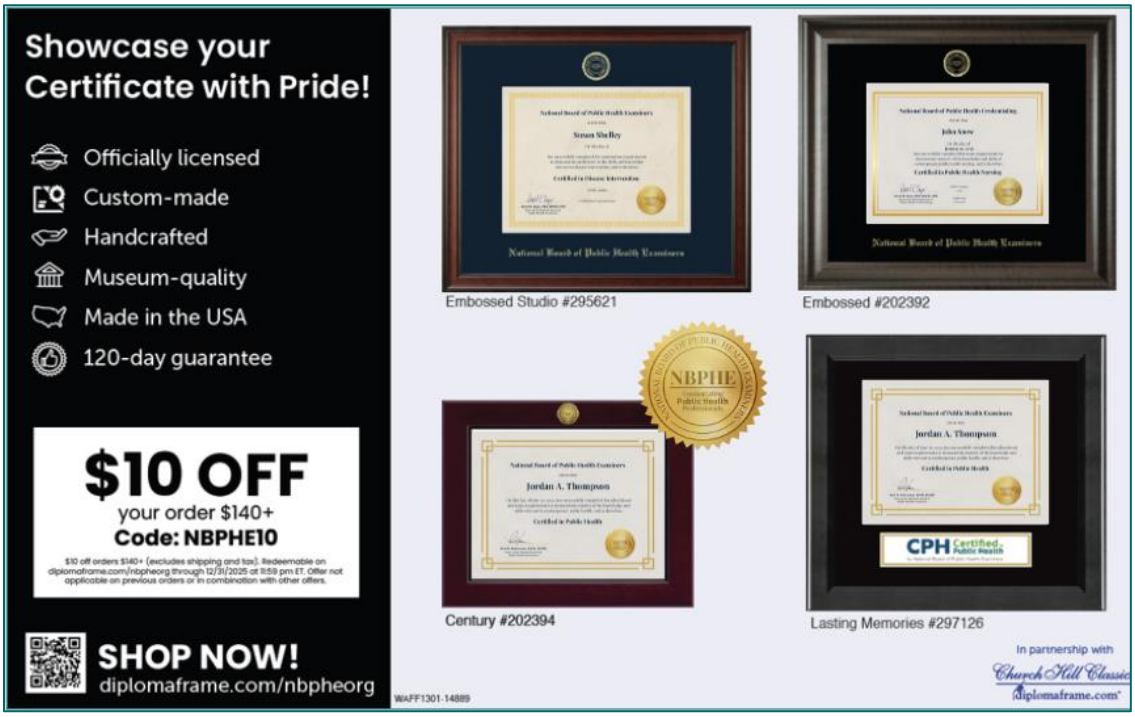
Expires on
1/26/2029

NATIONAL BOARD OF PUBLIC HEALTH EXAMINERS
NBPHE
Credentialing Public Health Professionals

Appendix C – CPHN Certificate Frames and Gifts

National Board of Public Health Examiners Certificate Frames and Gifts

https://www.customframes.com/national-board-of-public-health-examiners



Appendix D – CPHN Merchandise

Once a candidate has passed the CPHN examination, they can purchase CPHN pins and merchandise from NBPHE's Store at **http://nbphe-shop.fourthwall.com**.

Appendix E – Press Release

FOR IMMEDIATE RELEASE

[Name] Earns Certified in Public Health Nursing (CPHN) Credential

The National Board of Public Health Examiners (NBPHE) has recognized **[Name]** as Certified in Public Health Nursing (CPHN), marking a significant professional milestone and a demonstrated readiness to apply public health nursing knowledge across settings and disciplines.

The CPHN credential reflects a shared foundation of knowledge that supports effective practice, informed decision-making, and accountability in a complex public health nursing landscape. Through certification and continued professional development, CPHN certificants signal their commitment to maintaining current, practice-relevant expertise.

[Name], CPHN, is currently **[job title] at [organization]**, where **[brief description of role or area of impact]**.

"Public health is a diverse field, but certification creates a common benchmark and shared language," said David Buys, Board Chair of NBPHE. "Earning the CPHN demonstrates preparation, professionalism, and a commitment to advancing the field in service of communities."

The CPHN credential is sustained through ongoing learning, ensuring certificants remain responsive as public health nursing challenges and priorities evolve.

Members of the public and employers may verify CPHN certification through NBPHE's Certificant Directory at **https://nbphe.connect.prolydian.com/cert-search**.

###

About NBPHE

The National Board of Public Health Examiners (NBPHE) advances the public health nursing profession through certification. The **Certified in Public Health Nursing (CPHN)** credential affirms core public health nursing knowledge and supports a unified standard for practice across roles, sectors, and settings, strengthening confidence in the public health nursing workforce. More information can be found at **www.nbphe.org**.

Request for Exam Accommodations Due to Disability

The National Board of Public Health Examiners (NBPHE) will provide reasonable exam accommodations for candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). The ADA defines a person with a disability as someone with a major physical or mental impairment that substantially limits one or more major life activities (i.e., walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks).

To be completed by the Candidate

If you have need for an accommodation due to a disability covered by applicable law, please complete this form and submit it with your application at least 30 days prior to your requested exam date. The section below must be completed by a qualified professional (see Candidate Handbook for more information). The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with appliable law.

Candidate Name: _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

To be completed by a Health Care Provider or Other Qualified Professional

The Candidate has requested certain exam accommodation(s) due to their medical condition ("condition"). To evaluate this request, NBPHE requires the candidate to submit this form from a healthcare provider or other qualified professional. Based on your professional assessment, please answer the following questions with as much detail as possible.

I have known _____ **(Candidate) since** _____ **(Date) in**

My professional capacity as a(n): _____

Candidate should return this completed form to: **info@nbphe.org**
If you have questions, call NBPHE at 202-296-3050 or email **info@nbphe.org**

1. **What is the nature and severity of the Candidate's condition, how long has the Candidate had it, and how long is it expected to last? Does the Candidate's condition limit their ability to engage in general life activities? If so, what activities, how is the Candidate limited, and what is the expected duration for the limitation?**

_____

_____

_____

_____

2. **Candidates will be sitting in front of a computer and have a few of hours to take the exam. Does the Candidate's condition limit their ability to take this examination, and if so, how is the Candidate limited, what is the medical reason for the limitation, and what is the expected duration of that limitation?**

_____

_____

_____

_____

3. **What accommodation(s), if any, do you recommend that might alleviate the limitation(s) caused by the Candidate's condition, if any, for purposes of taking this examination?**

_____

_____

_____

_____

Printed Name of Health Care Provider/Professional_____

Title of Health Care Provider/Professional: _____

Email: _____ **Phone:** _____

Signature of Professional: _____ **Date:** _____

NBPHE does not discriminate against candidates for any NBPHE examination on the basis of any disability covered by applicable law. NBPHE complies with all applicable laws and regulations, including, but not limited to, the Americans With Disabilities Act and equivalent state and local laws. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Request for Exam Accommodations Due to Pregnancy

To be completed by the Candidate

If you have need of an accommodation due to pregnancy or a pregnancy-related medical condition covered by applicable law, please complete this form, and submit it with your application at least 30 days prior to your requested exam date. The section below must be completed by a qualified health care provider. The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

To be completed by a Health Care Provider or Other Qualified Professional

The Candidate has requested certain exam accommodation(s) due to their pregnancy or related medical condition ("condition"). To evaluate this request, NBPPHE requires the candidate to submit this form from a healthcare provider or other qualified professional. Based on your professional assessment, please answer the following questions with as much detail as possible.

I have known _____ **(Candidate) since** _____ **(Date) in**

My professional capacity as a(n): _____

The National Board of Public Health Examiners (NBPHE) does not discriminate against candidates for any NBPHE examination on the basis of pregnancy or any related medical condition covered by applicable law and complies with all applicable laws and regulations governing the administration of accommodations candidates who require an accommodation due to pregnancy or a related condition. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Candidates who require accommodation due to a disability covered by applicable law should submit the form "Request for Examination Accommodation Due to Pregnancy".

1. **What is the nature of the Candidate's condition and any related symptoms, what is the severity of any such symptoms, and how long are such symptoms expected to last? Can you confirm the candidate is pregnant or delivered their baby?**

_____

_____

_____

_____

2. **Candidates will be sitting in front of a computer and have a few of hours to take the exam. Does the Candidate's condition limit their ability to take this examination, and if so, how is the Candidate limited, what is the medical reason for the limitation, and what is the expected duration of that limitation?**

_____

_____

_____

_____

3. **What accommodation(s), if any, do you recommend that might alleviate the limitation(s) caused by the Candidate's condition, if any, for purposes of taking this examination?**

_____

_____

_____

_____

Printed Name of Health Care Provider/Professional_____

Title of Health Care Provider/Professional: _____

Email: _____ **Phone:** _____

Signature of Professional: _____ **Date:** _____

Candidate should return this completed form to: **info@nbphe.org**
If you have questions, call NBPHE at 202-296-3050 or email **info@nbphe.org**

Request for Exam Accommodations Due to Lactation

To be completed by the Candidate

If you have need of an accommodation because you are lactating and need to express breast milk, please complete this form, and submit it with your application at least 30 days prior to your requested exam date. This submission must include a copy of the birth certificate of the child you are breastfeeding or a doctor's note, a certification by a medical professional, or other appropriate documentation to support your request for accommodation. The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with appliable law.

Candidate Name: _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

1. Please provide the date of birth of child you are breastfeeding.

_____

2. What accommodations do you request?

_____

_____

The National Board of Public Health Examiners (NBPHE) does not discriminate against candidates for any NBPHE examination on the basis of expressing milk covered by applicable law and complies with all applicable laws and regulations governing the administration of accommodations candidates who require an accommodation due to lactation and needing to express milk. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Candidates who require accommodation due to lactation should submit the form "Request for Examination Accommodation Due to Lactation" and supporting documentation.

Candidate should return this completed form to: **info@nbphe.org**
If you have questions, call NBPHE at 202-296-3050 or email **info@nbphe.org**