

**INSTRUCTIONS FOR ACCREDITATION APPLICATION SUBMISSION  
ON THE ABSNC CREDENTIALING CENTER  
<https://absnc.learningbuilder.com>**

### Submitting An Application

**1. Register for a new account:** if you are registering a credentialing organization that does not currently have an ABSNC-accredited certification program click on the **orange arrow** at the bottom of the landing page at <https://absnc.learningbuilder.com>:

- a. Complete all applicable fields on the **Register for an Account** page. Required fields are marked with an asterisk (\*). Click **Submit**.
- b. Check your email for the confirmation code. Enter the code on the **Email Confirmation** page and click **Continue**.
- c. Select **My Account** (top-right) to open your **Account Details** page.
- d. Click either **orange Add Organization** button. In the pop-up window, enter your **Organization Acronym** and **Main Contact** name, then click **Continue**.
- e. On the **Account Details** page, click the appropriate button to add your program: **Add an Assessment-Based Certificate Program**, **Add an Examination-Based Certification Program**, or **Add a Portfolio Assessment Certification Program**. This opens the **Add New Program** window.
- f. Enter the **Program Name** and **Acronym**. Select the **Program Type** from the drop-down list (see the definitions at the top of the window), then click **Continue**.
- g. On the **Applications** page, locate your new program and click **Begin**.
- h. Your ABSNC Accreditation Application will open.

- OR -

**2. If you already have a Learning Builder account, select Login and follow the prompts.**

- a. From the top-left menu, select **My Forms**. In the drop-down menu, select **Current Form** or **Forms**.
- b. Select **Current Form** to start a reaccreditation application. Learning Builder automatically displays the application(s) due for renewal.

The **Requirements** area at the top of the page tracks your progress (percentage completed and tasks remaining).

### Overview Section

1. Click the **orange Organization Overview** button, enter the requested overview information, and click **Finish Later** to save.

**Note:** Use **Finish Later** to save your work. Do not click **Submit** until your entire application is complete.

2. Once you have submitted your response, you can review or edit your response using the three-dot ellipsis button (⋮).



3. Click **Provide Overview** to enter the requested overview of the program seeking accreditation or reaccreditation. Enter the program description and the number of certified individuals. Click **Finish Later** to save.
4. Click Upload Documents. There are two documentation categories:
  - a. **Required Documentation** (documents required to support accreditation)

**Organization Bylaws\*:**

[Choose from library](#) or [Upload](#)

**Materials for Defining Specialty/Specialty Scope of Practice (AKA Practice Standards, Professional Practice Standards, Scope and Standards of Practice, and/or Specialty Practice Standards) \*:**

[Choose from library](#) or [Upload](#)

**Policy and Procedure Manual (AKA Standard Operating Procedure Manual)\*:**

[Choose from library](#) or [Upload](#)

**Confidentiality and Non-Disclosure Agreements\*:**

[Choose from library](#) or [Upload](#)

**Job Task Analysis (AKA Practice Analysis or Role Delineation Study)\*:**

[Choose from library](#) or [Upload](#)

**Standard Setting Report (AKA Cut Score, Passing Point, or Passing Score Report)\*:**

[Choose from library](#) or [Upload](#)

**Certification Handbook (AKA Certification Guide or Manual)\*:**

[Choose from library](#) or [Upload](#)

b. **Other Documents** (optional/suggested documents that support accreditation)

Materials for Item Writing Training\*:

[Choose from library](#) or **Upload**

Materials for Item Development\*:

**Upload**

Certification Organization's Technical Report from Testing Vendor\*:

[Choose from library](#) or **Upload**

Materials for Testing Center Administration/Proctor Training\*:

[Choose from library](#) or **Upload**

Materials for Remote Proctoring\*:

**Upload**

Testing Vendor's Manual for the Administration of Applicant Organization's Examinations (AKA Test Center Administration Manual, Exam or Test Delivery Manual/Guide)\*:

[Choose from library](#) or **Upload**

Recertification Handbook (AKA Renewal Handbook)\*:

[Choose from library](#) or **Upload**

Quality Management Materials\*:

[Choose from library](#) or **Upload**

Other #1\*:

**Upload**

Other #2\*:

**Upload**

Other #3\*:

**Upload**

- c. Be sure to review the gray section at the top of the Supporting Documentation window before moving forward.
- d. You can submit documentation using “**Choose from Library**” or “**Upload**”. Use **Upload** to submit documents from your desktop or **Choose from Library** to use documents that you've previously uploaded to Learning Builder.

- e. When finished, click **Finish Later** to save.

**STANDARDS 1 – 18**

1. Optional - Click the Overview icon next to a Standard heading to expand that Standard.
  - a. When expanded, you will see additional program details associated with each Standard.
  - b. Click **Show All** (or the down arrow) to view additional program information (for example: program name, acronym, program type, initial accreditation date, and accreditation expiration date).
  - c.

**ABSNC Reaccreditation Application for Examination-Based Certification Programs**

ABSNC Reaccreditation Application for Examination-Based Certification Programs (8/25/2021 to 2/1/2027) [Detail View](#)  
 For: Board of Certification for Emergency Nursing #PGU016

[Show All](#) [Hide All](#) [Show Incomplete Items](#) [Detail](#) [Summary](#) [Printer Friendly](#) [View Offline](#)

Examination-Based Certification Program

Unique Identifier	PGU016
Program Name	Certified Emergency Nurse
Acronym	CEN
Program Type	RN
Initial Accreditation Date	2/1/2012
Last Accreditation Date	8/25/2021
Accreditation Expiration Date	2/1/2027
Accreditation Status Under Review	
Program Discontinued Date	
Cycle Start Date	2/2/2022

ABSNC Reaccreditation Application for Examination-Based Certification Programs (8/25/2021 to 2/1/2027)

Program Acronym (LPI)	CEN
Submission Date	
Due Date	

c. Click **Show More** under a Standard to view the **Standard text, Rationale, and Criteria.**

Standard 1: Definition and Scope of Nursing Specialty

The certification examination program is based on a distinct and well-defined field of nursing practice that subscribes to the overall purpose and functions of nursing. The nursing specialty is distinct from other nursing specialties and is national in scope. There is an identified need for the specialty and nurses who devote most of their practice to the specialty.

**RATIONALE**

The Accreditation Board for Specialty Nursing Certification, Inc. (ABSNC), has adopted the following operational definitions to assist the applicant organization in differentiating the types of nursing certification:

- Registered Nurse (RN) specialty certification, offered to any qualified registered nurse candidate.
- Advanced nursing practice certification, offered to an RN candidate prepared at the graduate-degree level. Practice and certification are within a specialty nursing area and may or may not have a direct care component (e.g., education or administration).
- Advanced Practice Registered Nurse (APRN) certification, offered to an RN candidate prepared at the graduate-degree level (or through a post-master's or post-doctoral certificate program) in one of four roles (i.e., CNS, CRNA, CNM, and CNP) and one of six populations (i.e. family/individual across the lifespan, adult-gerontology, pediatrics, neonatal, women's health/gender-related or psych/mental health) as identified in the 2008 Consensus Model for APRN Regulation: Licensure, Accreditation, Certification, and Education. APRN is a legally protected title for licensure purposes. An APRN's primary focus is direct patient care. APRN certification measures entry-level competence at a graduate-degree level in a role and population as described in the Consensus Model and associated national standards and competencies.
- Advanced Practice Registered Nurse (APRN) sub-specialty certification, offered to APRNs (e.g., NSPM-C) within a role and population focus (e.g. CRNA).
- Non-RN nursing team member certification, offered to any direct patient-care provider supervised in practice by an RN as a member of the patient care nursing team.

The technical dimensions of specialty nursing cannot exist apart from their scientific basis. To be recognized, a professional specialty, like a profession, must have a distinct and developing body or system of scientific knowledge. This system must describe the science, its set of elements, and the relationship of the elements to the whole of nursing science. The system of knowledge should reflect the profession's view of the specialty, its realm and object, and the specified area of study. Further, a specialty must have a defensible claim or legitimacy that can be acquired only when the specialty serves a societal need.

**CRITERIA**

- Evidence exists of the professional and scientific status of the specialty.
- A body of scientific knowledge that is unique and distinct from that of basic nursing provides the theoretical underpinning for the specialty. A substantial portion of the knowledge base is not shared by other nursing specialties, although some of the components may be shared with related specialties.
- Evidence exists of a societal need for patient care in the specialty and a pool of providers who concentrate their practice in the specialty.
- The specialty has been defined, its core knowledge explicated, a scope of practice written with the role components delineated, and standards for the specialty specified.
- The science, its set of elements, and the relationship of the elements to the whole of nursing science is described.
- The practice specialty's definition and/or standards describe how the following four essential elements of contemporary nursing practice are operationalized, as detailed in "Nursing's Social Policy Statement: The Essence of the Profession." (In: Nursing: Scope and Standards of Practice, 3rd ed. Silver Spring, MD: American Nurses Association; 2015)
- Attention to the full range of human experiences and responses to health and illness without restriction to a problem-focused orientation;
  - Integration of objective data with knowledge gained from an understanding of the patient's or group's subjective experience;
  - Application of scientific knowledge to the process of diagnosis and treatment; and,
  - Provision of a caring relationship that facilitates health and healing.
- If a specialty certification is available to non-RN providers on the nursing team or other disciplines:
  - Findings of a practice analysis demonstrate the unique roles of providers practicing in the specialty. A practice analysis also is called a role delineation study or job analysis, but will be identified as a practice analysis for the purpose of these standards.
  - Based on the practice analysis, an examination, including, but not necessarily limited to, those unique nursing components, is administered to RNs, advanced practice nurses, APRNs, and/or non-RN providers on the nursing team.
  - The certification credential awarded to nurses is a nursing credential; the nursing credential is awarded only to RNs, advanced practice nurses, and/or APRNs. Non-RN providers on the nursing team receive a separate certification credential.

2. Click **Demonstrate Compliance** to complete the Standard. A new window opens with instructions, a **Narrative** section (if applicable), **Suggested Documentation** (if applicable), and a place to list **document page numbers**.

Standard 1: Definition and Scope of Nursing Specialty

The certification examination program is based on a distinct and well-defined field of nursing practice ([show more](#))

Standard		
Standard 1.1A	Definition and scope of the specialty: Provide two documents or links to documents that delineate the definition of the specialty, standards, scope of practice, and specialized body of knowledge required for nurses or non-RN nursing team members practicing in the specialty.	<b>Demonstrate Compliance</b>
Standard 1.1B	Definition and scope of the specialty: Specify how the materials that delineate the definition of the specialty, standards, scope of practice, and specialized body of knowledge are used.	<b>Demonstrate Compliance</b>

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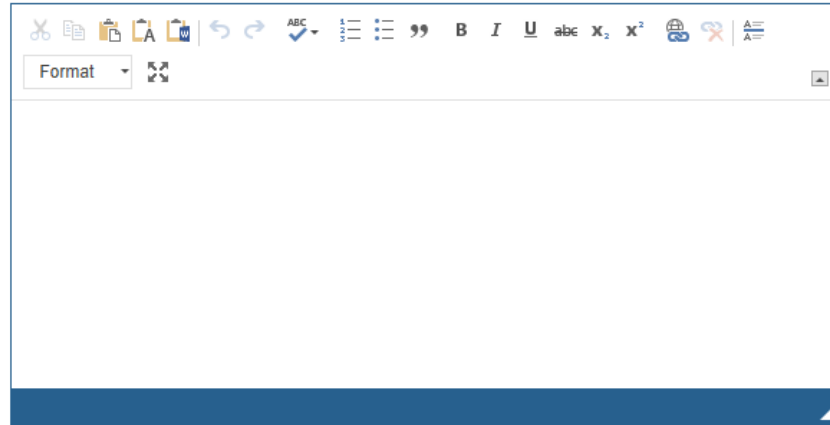
Standard 1.1A

**Instructions:**

Definition and scope of the specialty:

Provide two documents or links to documents that delineate the definition of the specialty, standards, scope of practice, and specialized body of knowledge required for nurses or non-RN nursing team members practicing in the specialty.

**Narrative:**



**Suggested Documentation:**

Examples might include Table of Contents from Core Curriculum or educational program outline that prepares nurses for the specialty; copies of publications and other documents that discuss the specialty's focus and its relationship to the whole of patient care; and phenomena with which the specialty is concerned.

**Document A:**

[Choose from library](#) or

**Upload**

**Page Number(s) in Document A:**

3. If you upload documentation for a Standard, list the relevant pages in the **Page Number(s) in Document** field.
4. To review or edit a submitted response, select the three-dot ellipsis (...) next to **Demonstrate Compliance**.
5. When complete, click **Save and Finish Later**.

Once all standards have been completed and the Requirements progress bar has been filled, click the **Submit** button at the top or bottom of the Application page to submit your application.

Add the Contact Name, Job Title, Address, and Email Address to their respective fields on the Prepare Application pop-up window and click Submit.