



Annual Compliance Report For RN and APRN Certification Programs

Please complete one form for each accredited RN or APRN Program and include program detail in the tables provided on Page 3

Name of Organization Reporting Period: Start Date End Date

Certification Name – Credential Granted

Date of Initial Accreditation: _____ Date of Last Reaccreditation, if applicable: _____

Total number of registered certificants holding credential for period ending June 30 of the current year: _____

Contact Person Phone Email

**For the 12-month reporting period ending June 30th,
have changes been made to any of the following that relate to the ABSNC accreditation standards?**

Responses below should refer to both certification and recertification. Answer YES **only if changes relate to the current ABSNC accreditation standard**. If the answer to any of the following is YES, please attach information to this report documenting the change and describing how the change continues to demonstrate compliance with the relevant ABSNC standard.

	Yes	No
Bylaws; Purpose; Mission; Governance structure	<input type="checkbox"/>	<input type="checkbox"/>
Type, name, or number of certification examinations	<input type="checkbox"/>	<input type="checkbox"/>
Candidate eligibility criteria for certification	<input type="checkbox"/>	<input type="checkbox"/>
Certification (examination) development procedures	<input type="checkbox"/>	<input type="checkbox"/>
Certification (examination) administration, ADA, and security procedures	<input type="checkbox"/>	<input type="checkbox"/>
Examination specifications	<input type="checkbox"/>	<input type="checkbox"/>
Standard setting methods	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality policies	<input type="checkbox"/>	<input type="checkbox"/>
Discipline policies	<input type="checkbox"/>	<input type="checkbox"/>
Appeals policies	<input type="checkbox"/>	<input type="checkbox"/>
Other changes, including policies & procedures, that might affect ABSNC accreditation	<input type="checkbox"/>	<input type="checkbox"/>

Job Task Analysis/Role Delineation Study

In what year was the most recent job analysis (JTA)/role delineation study (RDS) for this certification program completed? _____

If the JTA/RDS was completed since the program's initial accreditation or last reaccreditation, attach the complete JTA/RDS Report. If the JTA/RDS is older than 5 years, document the rationale for not conducting another JTA/RDS during the past 5 years. Attach a document describing qualitative or quantitative reasons, reports from test vendor staff (e.g., meeting minutes, panel of experts), and other factors supporting the decision **NOT** to conduct a more recent JTA/RDS. Describe the schedule to be followed for updating the job analysis/RDS..

As a result of a recent JTA/RDS for this certification program, when was the passing point/standard setting process conducted? _____

Has this ABSNC-accredited RN/APRN program been discontinued within the 12-month period preceding completion of the report?

Yes: No:

If **YES**, which credential was retired? _____

Attach a document describing the impact on certificants holding this credential. For example, are they able to recertify through an option other than re-examination? Are they grandfathered in to a new credential?

APRN Certification Programs Only
(Only organizations with APRN Certification Programs should complete this section)

Number of appeals considered for the 12-month period of July 1 – June 30 of the previous year related to the following (see Standard 16 - Appeals); if none, insert NA.

Due to Not Meeting Eligibility Requirement: _____ **# Rejected:** _____
Due to Discipline: _____ **# Rejected:** _____
Due to Other Reasons (Please specify): _____ **# Rejected:** _____

Number of cases of reported misrepresentation of credential for the 12-month period of July 1 of the previous year – June 30 (See Standard 17 – Misrepresentation and Noncompliance); if none, insert NA.

reported: _____
investigated: _____
reported to: Employer: _____ **State Board of Nursing:** _____ **Other (Please specify):** _____

My signature below represents to ABSNC that _____

_____ (Name of Organization), since submitting the last annual compliance report, has maintained compliance with the ABSNC Accreditation Standards for its accredited APRN certification program and that ABSNC has been informed, in writing, of any changes to the accredited certification program that would affect ongoing compliance with the ABSNC Standards.

Must be signed by Director of Certification/Credentialing or individual responsible for enforcing certification policies

Signature of Person Completing Report

Date

Title of Person Completing Report: _____

Please provide the following information for *each* test form administered for the prior 12-month period ending June 30. If data is not collected on a group (e.g., "Re-takers"), please note NA.

Certification:		Form:					
Time Frame of Administration:							
	# of Candidates Tested	Percent that Passed	Cut Score	Mean Score	Standard Deviation	Standard Error of Measurement	Reliability and Method Used to Calculate
First Time Test-Takers							
Persons recertifying by examination							
Re-Takers							
Total Number of Test -Takers							

Certification:		Form:					
Time Frame of Administration:							
	# of Candidates Tested	Percent that Passed	Cut Score	Mean Score	Standard Deviation	Standard Error of Measurement	Reliability and Method Used to Calculate
First Time Test-Takers							
Persons recertifying by examination							
Re-Takers							
Total Number of Test -Takers							

Certification: _____ **Form:** _____

Time Frame of Administration: _____

	# of Candidates Tested	Percent that Passed	Cut Score	Mean Score	Standard Deviation	Standard Error of Measurement	Reliability and Method Used to Calculate
First Time Test-Takers							
Persons recertifying by examination							
Re-Takers							
Total Number of Test -Takers							

Certification: _____ **Form:** _____

Time Frame of Administration: _____

	# of Candidates Tested	Percent that Passed	Cut Score	Mean Score	Standard Deviation	Standard Error of Measurement	Reliability and Method Used to Calculate
First Time Test-Takers							
Persons recertifying by examination							
Re-Takers							
Total Number of Test -Takers							