CFPN®

Certified Foundational Perioperative Nurse Handbook

CCI® The Leader in Perioperative Certification

ABOUT THIS HANDBOOK

This handbook describes the requirements for obtaining the Certified Foundational Perioperative Nurse (CFPN®) certification. Applicants and certificants must comply with the requirements outlined in this handbook. Failure to do so may result in the Competency & Credentialing Institute (CCI) acting against your eligibility or certification. **It is the responsibility of each applicant and certificant to familiarize themselves with the content of this handbook and any essential linked documents.**

This handbook has clickable images and links within the text that lead directly to CCI documents. The Table of Contents has anchored bookmarks, and a Table of Contents icon ( ) on the corner of each page will return you to the Table of Contents page. New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements.

CCI does not discriminate against any individual because of race, ethnicity, gender, age, creed, disability, religion, marital status, sexual orientation, natural hair, or national origin. In addition to this commitment, we enforce adequate protection against discrimination in access to certification, complying with all relevant jurisdictional laws and regulations. Any concerns regarding discrimination can be promptly reported through our Contact Us Form.

CCI reserves the right to amend all procedures outlined in this handbook at any time and without notice. This includes information related to testing content and fees.

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INTRODUCTIONS TO CERTIFICATION

Certification

Certification, as defined by the Accreditation Board of Specialty Nursing Certification (ABSNC), is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes.

Purposes of Certification

- Demonstrates commitment to accountability to the public for safe nursing practice.
- Enhances quality patient care.
- Identifies registered nurses who have demonstrated professional achievement in providing perioperative nursing.
- Provides employing agencies to identify an individual nurse's professional achievement.
- Provides personal satisfaction for practitioners.

Objectives of Certification

- Recognizes the individual professional nurse who is proficient in practice.
- Strengthens use of evidence-based theory in assessing, planning, implementing, and evaluating patient care.
- Enhances professional growth through continued learning that results in greater depth of knowledge and expanded skills.

Approval of Candidate Policies

The establishment and approval of candidate policies within CCI exemplify our commitment to excellence, transparency, and fairness. Prior to the formulation of any policy, a comprehensive review process involving stakeholders from diverse backgrounds and expertise is undertaken. This multidimensional perspective ensures that the policies are not only robust but also inclusive, reflecting the evolving needs of our candidates and the industry at large.

Each policy undergoes meticulous scrutiny to guarantee alignment with the professional landscape and our organization's core values.

To ensure the utmost credibility and relevance, candidate policies are subject to input from stakeholders, a thorough development process led by a competent panel of Subject Matter Experts (SMEs), and final review and approval by a dedicated group of SMEs. This group determines any recommended changes to the eligibility requirements for the examination. The SMEs in this group serve as the expert panel to review the data from the

last job analysis and determine if any changes to the eligibility requirements are needed. This approval process encompasses a holistic evaluation of the policy's potential impact, consistency with regulatory requirements, feedback mechanisms, and adherence to ethical principles.

CFPN® CREDENTIAL BACKGROUND

CFPN® certification establishes a standard of baseline perioperative nursing competency and is designed to be a first step in the professional development journey of new perioperative nurses.

CFPN® is a two-year credential with no recertification mechanism. Nurses who hold an active CFPN® will become eligible to pursue CNOR® or CNAMB® at an accelerated pace. Once the nurse holds the CFPN® Credential, they may apply for the CNOR® or CNAMB® credential with only 18 months and 2,400 hours of experience in the OR, regardless of when they obtained the CFPN® Credential.

Although a specific title or position is not required as part of the eligibility criteria for the CFPN® credential, it is targeted to the early stage of the career path.

The CFPN® certification requires the following:

- The nurse has a thorough and sound foundation of the knowledge and skills required for competent perioperative clinical practice. Knowledge can be obtained through work experiences, independent learning, and formal educational programs.
- The CFPN® exam is based on what a registered nurse in the perioperative setting is expected to know upon completing their orientation. The exam assesses a combination of experiential and cognitive knowledge of competent clinical practice.
- An understanding of the test-taking process applicable to the exam. Applicants must successfully demonstrate competence by responding to multiple-choice questions. A detailed tutorial on answering multiple-choice questions is provided at the beginning of the CFPN® exam.

Exam Development

CCI periodically conducts test development activities to capture the current knowledge and skill set required of perioperative nurses upon completion of their orientation. A complete list of test development committees is presented in CFPN® task and knowledge statements. Task and knowledge statements are developed using the results of the CNOR® job analysis and constitute the blueprint for the CFPN® certification exam, which must be completed to earn the credential (see the complete list of CFPN® task and knowledge statements). It is recognized that the task and knowledge statements may not reflect all specific tasks performed by an individual functioning in this role, especially in niche or highly specialized environments.

Cultural bias occurs in testing materials when test items assess knowledge or experiences specific to a certain culture. To address this issue, all questions on the CFPN® exam are screened for cultural bias by a diverse panel of nurses holding the CFPN® credential. This review is conducted under the supervision of test development experts from our testing partner.

Cut Score Setting Process

Development and maintenance of the certification examination is the product of a scientifically rigorous process subject to accreditation agency oversight and approval. CCI utilizes the modified-Angoff method for standard setting. This method is criterion-referenced, meaning that the passing score is determined, reviewed, and

approved by a panel of subject matter experts. Performance on the examination is dependent on the candidate's understanding of the exam content.

Members of the Standard Setting Committee critically evaluate new forms of the exam to determine different cut scores that will be used to measure a candidate's performance on the exam. Part of this process entails taking the new form of the exam just as an examinee would.

Credential Accreditation

CFPN® is accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC).

CFPN® CREDENTIAL OVERVIEW

CFPN® is an acronym and stands for Certified Foundational Perioperative Nurse. To earn the CFPN® credential, applicants must meet all eligibility requirements at the time of application and pass the certification exam.

Eligibility Requirements

There are no waivers for eligibility requirements. **To be eligible, you must meet the requirements below:**

- Hold a current, unrestricted RN license in the state or country of practice.
- Certificate of completion from a perioperative nursing orientation program. The program must have a didactic (classroom) and a clinical component.
    - If selecting a facility-based program or audited, the applicant will be required to submit the course syllabus as part of the application process.
- An application must be submitted within 23 months after the initial hire date in the operating room. CFPN® must be earned before reaching 24 months (2 years) of experience.
- Currently working full- or part-time in perioperative nursing, including nursing education, administration, research, or clinical practice.

CFPN® Exam Subject Areas

The CFPN® certification exam is comprised of the following subjects. For a complete list of task and knowledge statements for the CFPN® exam can be found here.

CFPN® Subject Area	Percent of Exam	Number of Questions
1. Pre/postoperative Patient Assessment and Diagnosis	15%	18
2. Individualized Plan of Care Development and Expected Outcome Identification	8%	10
3. Management of Intraoperative Activities		
a. Patient care and safety	25%	30
b. Management of Personnel, Services and Materials	9%	11
4. Communication and Documentation	11%	13
5. Infection Prevention and Control of Environment, Instrumentation and Supplies	16%	19
6. Emergency Situations	10%	12
7. Professional Accountabilities	6%	7
Total	100%	100

CFPN® Credential Exam

- 120 multiple-choice questions; 100 items are scored.
- 2 hours and 30-minute test administered by Remote Secure Proctored Exam
- 3-month testing window
- Results are pass or fail. If failed results are received, the nurse must re-apply to continue pursuing CFPN®.
- The nurse may re-apply and re-take the test in a new testing window until they become eligible for the CNOR® or CNAMB® certification.
- Once the nurse reaches eligibility for CNOR® or CNAMB®, their eligibility for CFPN® ends.

APPLYING FOR THE CFPN® CREDENTIAL

How to Apply

Applicants may apply for CFPN® by creating an account or logging in to their existing account. The application will take approximately 15 minutes. The following information is required to complete the online application.

- Personal contact information: address, home and work phone numbers, and e-mail.
- Those creating a new account may set their own username and should provide an email address that is regularly checked; this can be updated later if needed.
- Those with an existing account will use their email address as their username. You can update your email address, however, your username will remain the same and may not match the email on file if it is updated.
- Use your legal name as it appears on your original, valid (unexpired), government-issued photo ID bearing a signature.
- RN license expiration date and number, state(s) licensed to practice.
- Perioperative work history: date began working in the OR, current position, and current practice area
- Employer contact information: facility name, address, and phone number
- Supervisor contact information: name, address, e-mail, phone number
- Perioperative orientation course and dated certificate of completion
- Course syllabus, which includes details of the clinical and classroom components
    - Only for facility-based orientation program attendees.
- Payment information

Application Fees

Applications cannot be processed without payment. All fees and/or outstanding debts to CCI must be paid in full. All required fees are non-refundable.

CFPN® Application Fee	Price
CFPN® Application Fee	$250

Verification of Application Information

CCI may verify information on applications. If there is any reason to believe that any applicant might not have met eligibility requirements, or if an outside party informs CCI that an individual has not met certain

requirements, the application may be flagged for audit. In addition, a percentage of certification applications are randomly selected for audit. The Credentialing Department will contact the individual by e-mail to obtain documentation to substantiate the information in question. Information may be verified by telephone, e-mail, and/or letter by the Credentialing Department. All information gained through verification procedures will be confidential, except when the law demands disclosure of facts. Under no circumstances will the reporting party be disclosed.

Verification may include but is not limited to the following information:

- An employee verification form that a current manager, supervisor or HR must complete.
- Verification of applicant's RN license through NURSYS.
- Review of perioperative orientation program documentation, including syllabus and orientation certificate of completion.
- Verification of professional nursing history through contact with past employers if needed.

The applicant is responsible for providing any information missing from the application. Should any information on the application be found false, the applicant will be notified and declared ineligible to continue in the certification process. Delayed submission of documents and/or submitting incomplete documentation may result in a shortened testing window. An e-mail will be sent to the applicant detailing the audit results after the documents have been reviewed.

Failure to comply with all audit requirements by the 30-day deadline or to successfully pass the audit will terminate your application. No refunds of the application fee paid will be provided to applicants who do not successfully pass the audit.

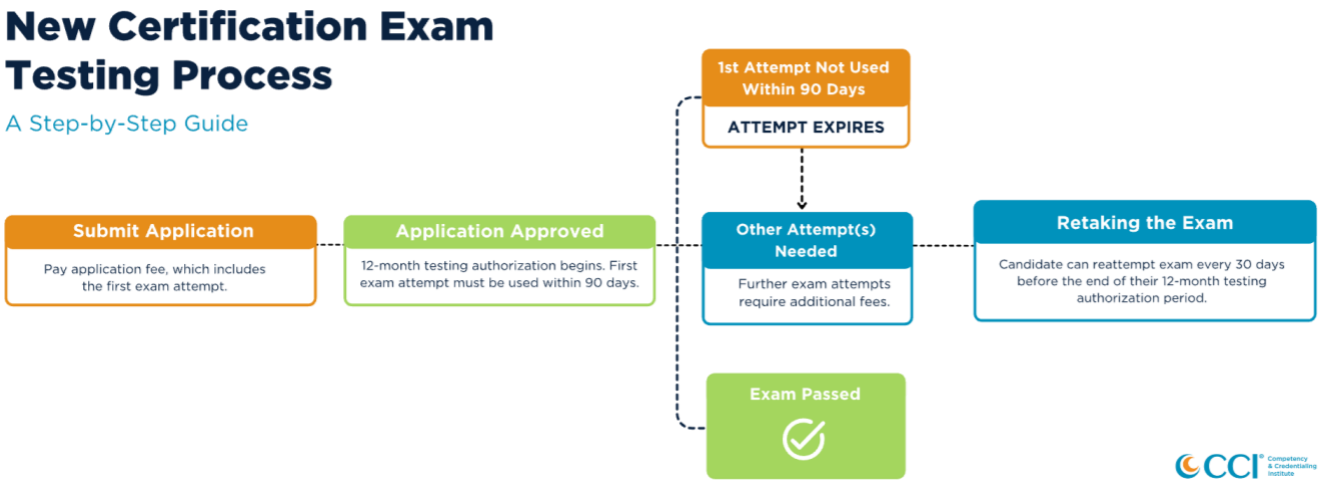
CONTINUOUS TESTING & RETAKES

Overview of Continuous Testing

CCI now uses a continuous testing model that allows candidates to purchase and schedule their certification exam at any time throughout the year, rather than during fixed exam windows. Once an application is approved, candidates are granted a **12-month eligibility period** from the date of application approval in which to complete their exam attempts.

The first exam attempt is included with the application fee. Candidates must schedule and take their first exam attempt within **90 days** of application approval. Failure to test within this initial **90-day period** will result in forfeiture of the exam attempt and any associated fees. The candidate will remain eligible within their **12-month eligibility period** but must purchase a retake in order to test again.

Candidates are strongly encouraged to review eligibility requirements and prepare to test within the initial **90-day period** to maximize their testing opportunity.



Streamlined Retake Process

If a candidate does not pass the exam, the retake process is now streamlined. Retakes may be purchased and scheduled directly through your CCI account. Candidates may retake the exam as many times as needed within the 12-month eligibility period, provided there is a minimum interval of 30 days between attempts.

A new application is **not required** during this 12-month eligibility period. Each exam attempt requires payment of the appropriate fee.

CFPN® Certification Retake Fee	Price
CFPN® Certification Exam Retake Fee	$175

FACILITY PURCHASING PROGRAM

Facility Purchasing Overview

Facilities and health systems can conveniently purchase and manage all CFPN® exam-related products including exam vouchers, prep materials, retake options, and recertification vouchers, directly through the facility portal, integrated with the CMS platform. This centralized approach streamlines administrative processes and ensures that all purchases are processed in one location. Facilities may register multiple nurses in a single transaction, with payment accepted by ACH, check, or credit card. For the purchase of initial examinations, **a minimum of three** must be purchased at a time. Individual payments are not permitted; all purchases must be managed by the facility.

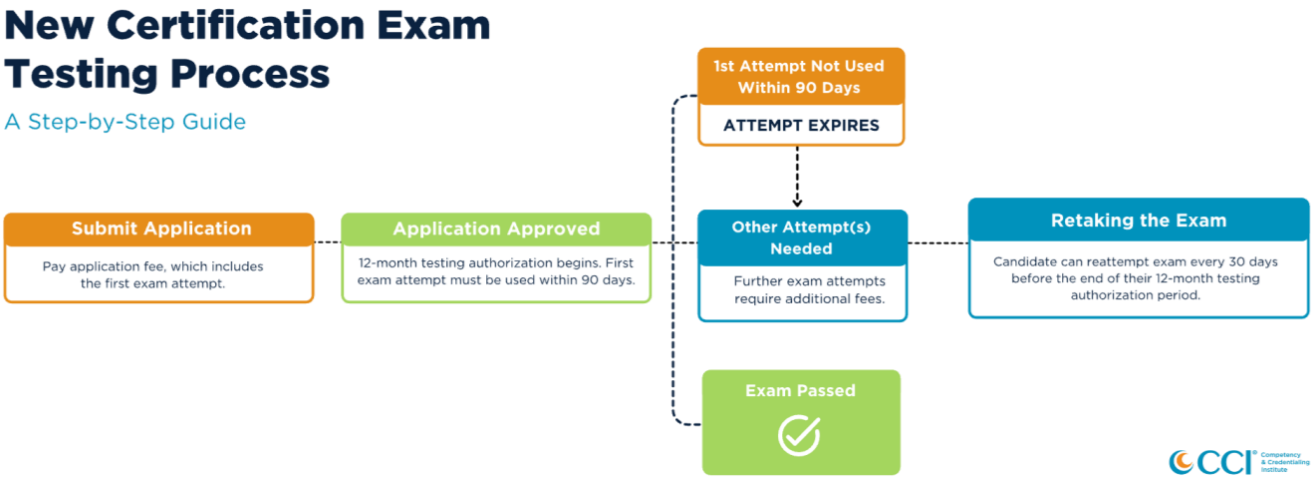
CFPN® Certification Facility Fee	Price
CFPN® Certification Facility Fee	$200

Continuous Testing

The CFPN® certification program offers continuous testing, allowing facilities to purchase certification vouchers for their staff throughout the year. Administrators can assign, revoke, and reassign vouchers within their CCI facility account. Each candidate receives a 12-month eligibility period after submission of their application to complete their exam attempts, providing flexibility to accommodate individual and organizational needs.

The initial exam attempt is included with the application fee and must be scheduled and completed within 90 days of receiving the authorization to test. If a candidate does not test within this 90-day window, the exam attempt and any associated fees are forfeited. However, the candidate remains eligible to test within the remainder of their 12-month eligibility period but must purchase a retake to do so.

Candidates are strongly encouraged to review eligibility requirements and fully prepare before scheduling their exam to maximize their testing opportunity.



Streamlined Retake Process

If a candidate does not pass the exam, the retake process is streamlined. Retakes can be purchased through the portal and assigned directly through the facility's CCI account. Candidates may retake the exam as many times as needed within the 12-month eligibility period, with a required minimum of 30 days between attempts. There is no minimum for the purchase of retakes.

A new application is **not required** during this 12-month eligibility period. Each exam attempt requires payment of the appropriate fee.

CFPN® Certification Facility Retake Fee	Price
CFPN® Certification Exam Retake Fee	$150

Withdrawal and Refund Policy

CCI does not permit withdrawal of the application for any reason. No refunds of the application fee will be provided. For more information about exam scheduling, withdrawals, or transfers, refer to the "Withdrawing, Canceling, Rescheduling or Transferring Your Exam" section in this handbook.

CCI Support for Facilities

Facilities have access to dedicated CCI support throughout the purchasing and exam management process. The CCI team is available to assist with portal navigation, bulk registrations, and any questions related to exam scheduling, retakes, or program updates by email partners@cc-institute.org.

CFPN® EXAM

The CFPN® exam consists of 120 multiple-choice questions. Of the 120 questions, 100 are used to calculate your test score. The remaining 20 questions are pre-test questions and do not affect your score. Pre-test questions are dispersed throughout the exam and cannot be identified by an examinee.

The exam is a timed test and must be completed in 2 hours and 30 minutes. The computer hosting the exam will keep the official time.

The computerized format of the test requires basic computer knowledge. An optional pre-exam tutorial will provide instructions on how to take the test on the computer. **You must do a system check of your computer and meet PSI system requirements prior to attending the examination**. It will also provide examples of how to select answers and mark any questions you may want to return to and review before finishing the exam. The time allotted for completing the tutorial is separate from the actual exam time.

Recommended Study Time for CFPN® Exam

The recommended study period to prepare for the CFPN® certification exam is three months. Reviewing the task and knowledge statements for each subject will aid in identifying areas of strengths and areas for improvement. Align these identified areas for additional study or experience with the CFPN® Study Plan. Keep in mind how many questions or what percentage of the exam is contained within each of the subject areas being studied. Using a variety of preparation aids and frequent review sessions has been found to increase comprehension and retention of information. CCI offers various study resources for the certification examinations, including an on-demand prep course, and a study guide. No study resources are prerequisites for the certification examinations.

Reference Materials

Four primary references are recommended in preparing for the CFPN® Exam:

- AORN. (current edition). *Guidelines for perioperative practice*. AORN
- Phillips, N., & Hornacky, A. (Eds.). (2025). *Berry and Kohn's operating room technique* (15th ed.). Elsevier.
- Rothrock, J. C. (Ed.). (2023). *Alexander's care of the patient in surgery* (17th ed.). Elsevier.
- Odom-Forren, J. (Ed.). (2024). *Drain's perianesthesia nursing: A critical care approach* (8th ed.) Elsevier.

The CFPN® exam is republished regularly to reflect updated content in the primary references listed above.

Schedule Exam Appointment

The CFPN® Exam is delivered exclusively online as a remote secure, proctored exam. The option to schedule will be available in your CCI account once you submit your application and make payment. You are responsible for scheduling an appointment to take the exam. You are strongly encouraged to schedule your appointment as soon as possible, as availability is on a first-come, first-served basis, and CCI cannot guarantee appointment availability. PSI administers exams by appointment only. Appointment times vary by proctor availability.

If you are randomly selected for audit, the option to schedule will be available **after** submission and approval of required documentation.

Internet scheduling is available 24 hours a day, 7 days a week. To schedule online, click the "PSI Exam Scheduling" button in your CCI account. This will direct you to PSI's scheduling system.

To schedule an examination by phone, please call PSI at **855-834-8752**. Live operators are available at the following times:

Time Zone	Monday-Friday	Saturday-Sunday
Eastern	7:30 am - 10:00 pm	9:00 am - 5:30 pm
Central	6:30 am - 9:00 pm	8:00 am - 4:30 pm
Mountain	5:30 am - 8:00 pm	7:00 am - 3:30 pm
Pacific	4:30 am - 7:00 pm	6:00 am - 2:30 pm

CFPN® Exam is Offered

Applicants may take the exam Monday through Saturday, excluding holidays, year-round at a PSI testing center. You may also take the CFPN® certification examination through Remote Secure Proctored Exam (RSPE) on your personal computer. The use of RSPE allows more flexibility for the test taker to include appointments 24 hours a day, 7 days a week, based on availability.

Once your application has been submitted, you are eligible to schedule your CFPN® exam. You will be granted a **12-month eligibility period** to complete your testing. Your application includes one first attempt, which must be used within **90 days** of authorization. If you need to retake the exam, you may purchase retakes and reattempt the exam every **30 days** before the end of your 12-month eligibility period. It remains your responsibility to schedule and complete all attempts within your eligibility period.

Failure to Schedule

If you fail to schedule an exam appointment, your entire fee is forfeited. If you are within your 12-month eligibility period, you are able to purchase a retake. Once your eligibility period expires, current eligibility criteria must be met to reapply, and the applicable fee at that time must be paid.

Tardiness or Missing Test Appointment

For testing center appointments, if you are more than 15 minutes late or miss your scheduled appointment time, you will be considered absent and forfeit the fee for that exam attempt.

For RSPE appointments, applicants may log in for their exam up to 30 minutes prior to the scheduled start time but may not be connected with a proctor until their exam time. If you do not start your exam within 15 minutes of your scheduled appointment time, you will be considered absent and forfeit the fee for that exam attempt.

Unscheduled Breaks During Testing

Candidates who need or want breaks should plan to test in-person at a testing center and will be given one 10-minute unscheduled break during their exam session. **Candidates who test remotely are unable to take a break during their exam session.**

Secondary Application and Testing

CCI uses a continuous testing model that allows candidates to test year-round rather than during fixed exam windows. Once an application is approved, candidates have **12 months** of testing eligibility from the application approval date.

Candidates must schedule and take their first exam attempt within **90 days of application approva**l. Failure to test within this initial 90-day period will result in forfeiture of the exam attempt and associated fees. The candidate remains within their 12-month testing eligibility but must purchase a retake in order to test again.

If a candidate is unsuccessful on an exam attempt, they must wait 30 days before they can retake the exam. After an unsuccessful attempt, the candidate remains within their 12-month testing eligibility and may purchase a retake at any time. When scheduling a retake, the earliest available exam date will be no sooner than 30 days after the prior exam attempt. Retake exams may be scheduled at any time during the remainder of the 12-month eligibility period.

A new application is **not required** during this 12-month continuous testing period. Each exam attempt requires payment of the appropriate fee.

To maintain exam security and psychometric integrity, multiple forms of the exam are administered. Candidates retaking the exam will not receive the same exam form as in a previous attempt.

Test Development Process

The Competency and Credentialing Institute (CCI) collaborates with our testing partner, PSI, in the test development process. The development and maintenance of the certification examination are the product of a scientifically rigorous process subject to accreditation agency oversight and approval. Additional information on the CCI test development process can be found in our Test Development Process Guide.

Scoring Methodology

For the CFPN® exam, there is one reported pass/fail decision score. Scores are determined by converting the number of questions answered correctly to a scaled score ranging from 200 to 800. You need a total scaled score of at least 620 to pass. Applicants should answer all questions on the exam, as any question not answered may count against the final score.

A scaled score is neither the number of questions you answered correctly nor the percentage of questions you answered correctly. A scaled score is transformed from the raw test score (the number of test questions answered correctly) and allows for consistent scoring across multiple exam forms.

CFPN® Exam Results

You will be shown a pass or fail notification immediately after you complete the exam. A more detailed score report will be e-mailed to you by PSI within 24 hours of exam failure. If you pass the exam, your score report will not include a detailed breakdown, and the passing score will not be revealed. Scores will not be reported if the confidentiality of the exam is broken or misconduct during the testing session is reported.

Please allow up to five business days for your CFPN® certificate to be reflected in your account.

SAMPLE EXAM QUESTIONS

The following questions represent similar content to what can be found on the examination. These questions are provided solely to offer applicants insight into the format of the examination and are not meant for study purposes. Practice questions can be found online.

1. Which of the following statements is true regarding Surgical Site Infections (SSI)?

    a. Only 10% of Surgical Site Infections are preventable.
    b. SSIs are now a key quality improvement metric.
    c. Non-modifiable patient factors contributing to SSIs include obesity.
    d. SSIs are no longer a major issue with modern surgery.

2. Which of the following is the highest priority for the circulating nurse at the beginning of a surgery?
    a. Performing the initial surgical count.
    b. Assisting the anesthesia provider during intubation.
    c. Verifying that all the items on the surgeon preference card are in the room.
    d. Answering the urgent incoming call from the Central Processing Department (CPD).

3. Who has the primary responsibility to ensure informed consent is obtained prior to surgery?
    a. The surgeon
    b. The circulating nurse
    c. The anesthesia provider
    d. Hospital administrative staff

4. Which of the following is optimal for placement of the dispersive electrode in the use of an electrosurgical unit (ESU)?
    a. A well-vascularized area
    b. An area of fatty tissue
    c. A freshly shaved site near the ESU
    d. A bony prominence distant from the ESU

5. What is the normal range for a Serum Potassium?
    a. 1.5 – 3 mEq/L
    b. 96 – 106 mEq/L
    c. 70 – 115 mEq/L
    d. 3.5 - 5 mEq/L

WITHDRAWAL, CANCELLATION, RESCHEDULING OR TRANSFER

Definitions of Terms

- **Withdraw/cancel**: You have submitted your application and are able to schedule your first exam but have decided to cancel your application.
- **Rescheduling/changing the date for a previously scheduled exam:** You have scheduled a date/time for your exam and want to move the testing date to another date.

Withdrawal/Cancel:

- Once an application is submitted, CCI does not permit the withdrawal of the application for any reason. No refunds of any fees will be provided.

Transfer:

- Due to the change to continuous testing, candidates can no longer transfer their exam to a new test window.
    - To move the date of an exam, follow the rescheduling instructions.

TIME FRAME	At least two business days or more prior to end of testing window or scheduled test date	Less than two business days prior to end of testing window or scheduled test date
WITHDRAW APPLICATION /CANCEL AN EXAM APPOINTMENT	You are unable to withdraw/cancel your exam appointment. You must sit for the exam, or all fees will be forfeited.	**You are unable to withdraw/cancel your exam appointment. You must sit for the exam, or all fees will be forfeited.**
RESCHEDULE AN EXAM DATE	1. Contact PSI to cancel your exam appointment. 2. Reschedule the new exam date.	**You are unable to change or cancel the date for your exam appointment. You must sit for the exam, or all fees will be forfeited.**

For exams scheduled at a testing center impacted by inclement weather, power failure, or other unforeseen emergencies affecting the site on the day of an examination, PSI will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. The examination will usually not be rescheduled if the test center personnel are able to open the test center.

You may visit www.psionline.com/openings prior to the examination to determine if PSI has been advised that any test centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a test center, all scheduled applicants will receive notification from PSI regarding rescheduling procedures.

Applicants are responsible for scheduling a new exam appointment following a cancellation made by PSI.

If an applicant fails to schedule their initial exam appointment within the first 90 days of their eligibility period, the entire application fee is forfeited. If you are within your 12-month eligibility period, you are able to purchase a retake. Once your eligibility period expires, current eligibility criteria must be met to reapply, and the applicable fee at that time must be paid.

PSI GUIDELINES FOR CCI EXAMINATIONS

Extensive check-in and security measures are enforced at testing sites and during live, remote proctored exams administered online. A FAQ page and Test Instructions, including quick videos for reviewing test center and online proctored experiences, are available on the PSI website.

PSI REMOTE SECURE PROCTORED EXAM GUIDELINES

Identification

You must present an original, valid (unexpired), government-issued photo ID bearing a signature. CCI recommends bringing a second form of ID as well. No form of temporary identification will be accepted.

- Examples of valid forms of identification are photo ID, such as a driver's license, state identification card or passport. **Military identification cannot be used for remote proctored exams.**
- Your name must match on your CCI account and your government-issued photo ID. If your name does not match, PSI has the right to refuse your admittance to the exam.
- If the name on your registration differs from what appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).
  - PSI may request a second form of ID bearing your name and signature (e.g., a credit card).

Beginning June 14, 2024, you may upload your identification through the Mobile ID Upload feature during booking of your exam. This update is designed to streamline the booking and check-in process, ensuring a smoother, more efficient experience on test day.

If there is any concern about the validity of your identification**, PSI has the right to ask for additional identification or refuse your admittance to the exam**. Failure to provide appropriate identification at the time of the examination is considered a missed appointment and will result in forfeiture of your application fees. Please contact PSI if you have any questions about acceptable forms of identification.

Monitoring

Several security measures will be enforced during the exam administration. PSI administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. Be aware that you will be observed at all times while taking the exam. This observation may include direct observation by a remote proctor and audio and video recordings of your testing session.

No guests, visitors, family members, or pets are allowed to enter the room in which you plan to take your test. It is recommended and encouraged to be in a closed room with a door and to put a note on the door. You cannot test in a public space i.e. public library. People entering or passing through the testing environment can result in termination of your exam.

Examinations are proprietary. No cameras, calculators, tape recorders, pagers, or cellular/smartphones are allowed in the testing room. Possession of a cellular/smartphone or other electronic device(s) is strictly prohibited and will result in dismissal from the examination without a refund.

Exams cannot be viewed, copied, or studied by any individual. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

Personal Belongings

Your test environment must be clear of clutter and all personal belongings. Ensure that your desk is limited to the computer (no monitors allowed), mouse and keyboard. All other items should be removed from the desk space and there should be nothing within arm's reach of the desk.

Your testing space/desk must be free of all personal items and valuables including but not limited to:

- Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games including laptop computers not used for testing, must be stowed away from testing area.
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as, but not limited to, loose sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in during testing. If you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, paper, pens, pencils, other writing devices, food, drinks, and good luck items.

You will be required, as part of check-in, to perform a series of room scans to confirm there are no prohibited items in the testing area. Please allow for this time in addition to your exam time.

If any personal items are observed in the testing room after the examination starts, the examination will be forfeited. Please visit the PSI website for additional test center regulations.

System Requirements

Remote Secure proctoring system requirements are regularly updated and should be checked in advance of booking HERE.

PSI Bridge is not supported on work devices, tablets, hybrid devices, mobile devices, Surface Pros, or Chromebooks.

A link to the compatibility check is available during scheduling. Please run the compatibility check at least 24 hours before your scheduled exam. Passing the compatibility check does not guarantee that technical issues will not occur. You can also access the compatibility check here: PSI Online Proctoring Compatibility Check.

Please be aware this is a hardware and operating system check only. The systems check is unable to verify if there are any firewalls that might prevent the download of the PSI secure browser. This firewall check will occur the day of the exam. To confirm the operating system minimum requirements, please review the Bridge Secure Browser Hardware Requirements. If you have any questions regarding the computer compatibility, please contact PSI directly at 1-855-834-8752.

A PSI proctor will be monitoring the session throughout the entirety of the exam. Applicants are expected to show their photo ID, take a selfie, and perform a room scan of the testing environment. The environment should be private, well-lit, and free from reference materials and clutter. The proctor may ask that the space be cleared before the release of the exam if not already done. No one is permitted to enter the testing area during the exam.

PSI proctors will not have access to your computer. PSI uses a secure browser that must be downloaded and installed just before your scheduled appointment. Clicking the "Launch Exam" button up to 30 minutes before your appointment will automatically start the download process. The secure browser will prevent the ability to copy, paste, take screenshots, use instant messaging or other applications, and access other websites.

Dismissal from a Test Session

The remote proctor is authorized to dismiss an applicant from a test session, including but not limited to the following reasons:

- One's failure to follow the remote proctor's directions.
- Creating a disturbance of any kind.
- Possession of unauthorized personal belongings.
- Talking to or participating in a conversation with others during the examination.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format)
- Failing to demonstrate the destruction of scratch paper during a remotely proctored exam.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room or camera view without permission.
- Using electronic communications or recording equipment such as cellular phones and like devices.
- Bringing any materials to the test environment that may compromise the administration of the exam.
- Sharing information about the test and test questions with an unauthorized person(s).
- **No breaks are allowed for remote testing.**

If a proctor witnesses what they believe to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to PSI. PSI reviews the session for quality and to determine if there was any inappropriate action requiring follow-up. For test center examinations, a report is provided to CCI.

If it is believed that an applicant violates the test center Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual, which may include but not be limited to the following:

- The exam taker may receive a suspension for either a specific or undetermined amount of time.

- At the discretion of a panel of subject matter experts and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.

Remote Testing Support for International Candidates

PSI generally provides 24/7 tech support for remote test takers via live chat and telephone. However, some international locations are impacted by call restrictions, which can prevent candidates from contacting PSI's support phone line. Types of restrictions can include:

- Inability to connect to toll-free numbers
- Inability to receive inbound callbacks from PSI
- Limits on outbound international calls
- Issues with call routing
- Prevention of call completion.

Recommendations:

- Call PSI at 855-834-8752 in advance to verify device compatibility in detail.
- Utilize the Live Support Chat link for any technical issues.

PSI Test Center Exam guidelines

Identification

You must present an original, valid (unexpired), government-issued photo ID bearing a signature. CCI recommends bringing a second form of ID as well. No form of temporary identification will be accepted.

- Examples of valid forms of identification are photo ID, such as a driver's license, state identification card, passport, or military identification card (on-site examinations only).
- Your name must match on your CCI account and your government-issued photo ID. If your name does not match, PSI has the right to refuse your admittance to the exam.
- If the name on your registration differs from what appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree, or court order).
    - PSI may request a second form of ID bearing your name and signature (e.g., a credit card).

Beginning June 14, 2024, you may upload your identification through the Mobile ID Upload feature during booking of your exam. This update is designed to streamline the booking and check-in process, ensuring a smoother, more efficient experience on test day.

If there is any concern about the validity of your identification**, PSI has the right to ask for additional identification or refuse your admittance to the exam**. Failure to provide appropriate identification at the time of the examination is considered a missed appointment and will result in forfeiture of your application fees. Please contact PSI if you have any questions about acceptable forms of identification.

Monitoring

Several security measures will be enforced during the exam administration. PSI administration and security standards are designed to ensure all applicants are provided the same opportunity to demonstrate their abilities. Be aware that you will be observed at all times while taking the exam by test center staff. Test centers are also equipped with video surveillance.

No guests, visitors, family members, or pets are allowed in the testing room or reception areas.

Examinations are proprietary. No cameras, calculators, tape recorders, pagers, or cellular/smartphones are allowed in the testing room. Possession of a cellular/smartphone or other electronic devices is strictly prohibited and will result in dismissal from the examination without a refund.

Exams cannot be viewed, copied, or studied by any individual. Copying or retaining test questions or transmitting the test questions in any form to other individuals, organizations, or study groups will result in forfeiting your right to have your exam scored and may result in civil prosecution and disciplinary action by CCI.

Personal Belongings

No personal items, valuables, or weapons should be brought to the test center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided with a soft locker or a locker with a padlock to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination. Please note: personal items such as watches, hats, wallets, and keys will not be allowed in the testing room except when securely locked in the soft locker.

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. The proctor may also ask applicants to lift the ends of their sleeves and the bottoms of their pantlegs to ensure that notes or recording devices are not hidden. Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device.

If all personal items do not fit in the locker, you must make arrangements to store these somewhere else (e.g., your vehicle), or you may be unable to test. The site will not store any personal belongings. Personal belongings include, but are not limited to, the following items:

- Electronic devices of any type, including cellular/mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games
- Bulky or loose clothing or coats that could be used to conceal recording devices or notes. For security purposes, outerwear such as, but not limited to, loose sweaters, cardigans, shawls, scarves, hoodies, vests, jackets, and coats are not permitted in the testing room. If you are asked to remove the outerwear, appropriate attire, such as a shirt or blouse, should be worn underneath.
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Other personal items including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.

If any personal items are observed in the testing room after the examination starts, the examination will be forfeited. Please visit the PSI website for additional test center regulations.

Dismissal from a Test Session

The test center administrator is authorized to dismiss an applicant from a test session, including but not limited to the following reasons:

- One’s failure to follow the test center administrator’s directions.
- Creating a disturbance of any kind.
- Possession of unauthorized personal belongings.
- Talking to or participating in a conversation with others during the examination.
- Giving or receiving assistance of any kind.
- Using prohibited aids, such as reference materials, mechanical listening devices, notes, and recording or photographic devices.
- Removing or attempting to remove test questions and/or responses (in any format) from the testing room.
- Removing or attempting to remove scratch paper from the test center.
- Attempting to take the test for someone else.
- Attempting to tamper with the operation of the computer.
- Leaving the testing room.
- Leaving the test center/building at any time.
- Using electronic communications or recording equipment such as cellular phones and like devices.
- Bringing any materials to the test center that may compromise the administration of the exam.
- Sharing information about the test and test questions with an unauthorized person(s).

If a proctor witnesses what they believe to be a security breach, the exam is stopped immediately; all related materials are retained, and an incident report is generated and routed to PSI. PSI reviews the session for quality and to determine if there was any inappropriate action requiring follow-up. For test center examinations, a report is provided to CCI.

If it is believed that an applicant violates the test center Misconduct Policy, breaches security, or fails to follow test center directions, CCI may render sanctions against the individual, which may include but not be limited to the following:

- The exam taker may receive a suspension for either a specific or undetermined amount of time.
- At the discretion of a panel of subject matter experts and as allowable by law, CCI may notify the State Board of Nursing, the applicant's employer, insurance company, or other public health agency.

EXAM IRREGULARITIES AT TESTING CENTERS

Group Testing Irregularities

Unlike cases of individual applicant misconduct, testing irregularities occasionally affect a group of test takers. Such problems include, without limitation, administrative errors, defective test center equipment or materials, improper access to test content and/or the unauthorized general availability of test content, as well as other disruptions of test administrations (e.g., natural disasters and other emergencies).

When group testing irregularities occur, PSI will investigate to provide information to CCI. Based on this information, CCI may direct PSI either not to score the exam or to cancel the exam score. When appropriate, CCI will arrange with PSI to allow affected test takers to retake the exam as soon as possible, without charge. Affected exam takers will be notified of the reasons for the cancellation and their options for retaking the test. The appeal process does not apply to group testing irregularities.

ACCOMMODATIONS

Under the Americans with Disabilities Act ("ADA"), persons with disabilities may be entitled to accommodations if (i) they have a physical or mental impairment, (ii) that substantially limits a major life activity (e.g., hearing, seeing, learning, reading, or concentrating), or (iii) a primary bodily function (e.g., neurological, endocrine, or digestive system). However, CCI is not obligated to provide accommodations that would fundamentally alter the measurement of the skills or knowledge the exam intends to test or impose an undue burden on CCI.

Request an Accommodation

CCI is committed to providing reasonable accommodation in its exam processes to otherwise qualified individuals with physical or mental disabilities complying with the ADA.

Requests for accommodations must be submitted while completing the initial application process through the candidate's CCI account. If accommodations need to be added after the initial application is submitted, please submit a ticket through your CCI account.

CCI will make every reasonable attempt to comply with Federal regulations concerning the test administration for qualified persons who are temporarily or permanently disabled or who request accommodations for religious reasons at the time of the scheduled exam in accordance with the following policies:

- A disability requires written documentation and validation. The documentation provided should include correspondence from a healthcare provider with firsthand knowledge of the disability that describes the nature of the disability and specific recommendations regarding the type of accommodation required to address the disability. The letter should be on that professional's letterhead stationery and include their title, address, phone number, and original signature.

- The applicant must notify CCI of their temporary or permanent disability for testing and provide supporting documentation at the time of application.

- The applicant must notify CCI of a request for accommodation for religious reasons at the time of registration.

- This accommodation shall not compromise the content and validity of the exam.

- CCI will make all determinations for accommodations at its sole discretion. All reasonable attempts will be made to accommodate the needs of the disabled person. If no feasible solution can be reached, the applicant will be notified in writing, and a refund will be issued.

Examples of requests for special testing accommodations that may be granted include, but are not limited to:

- modification of seating or other physical arrangements in the exam facility,
- providing for the exam to be taken in an accessible location, or
- providing for a reasonable extension of testing time.

Examples of requests for special testing accommodations that may be denied include:

- modification of the content of an objective multiple-choice exam,
- providing for unlimited testing time, or
- permitting a reader to paraphrase test material or translate the material into another language.

USING THE CREDENTIAL

The CFPN® credential stands for Certified Foundational Perioperative Nurse and is defined as "the documented validation of the professional achievement of identified standards of practice by an individual registered nurse providing care for patients pre-, intra-, and post-surgery."

Active Credential

Certification is conferred for 2 years. There is no recertification option for the CFPN® credential. When the credential lapses, the nurse may no longer use the CFPN® designation in their credentials unless they opt to purchase an extension year prior to lapsing. An extension year will allow the use of the CFPN® designation for an additional year.

Using My Credential

The credential is granted after a candidate passes the exam. The CFPN® credential may be used upon credential verification on the CCI website.

Certificate

Within one week of passing the CFPN® certification exam, your CCI certificate will be available within your CCI account. You may print, download, or save your certificate.

Display My Name and Credential

In writing, proper usage is as follows: Jane A. Doe, BSN, RN, CFPN®. CCI's "Certification Mark Use Policy" can be found in Appendix A.

Lapsed Credential

You are not eligible to use the CFPN® credential after it has lapsed if you have not elected to purchase an extension year. Once your CFPN® credential has lapsed or your extension year expires, you may be eligible to pursue CNOR® or CNAMB®. Please contact CCI or consult the CNOR® or CNAMB® handbooks for more information.

EXTENSION YEAR

An extension year extends the time your credential is valid by one year. This allows one more year to either meet eligibility requirements (e.g., current employment) or prepare to obtain either the CNOR® or CNAMB® credential. Your CFPN® credential will remain active during this time. Please contact CCI's Credentialing Department at 1-888-257-2667 or info@cc-institute.org for more information.

Below are key points regarding the Extension Year process:

- An extension year is only available once for each CFPN® credential holder.
- You must apply for your extension year prior to the expiration of your active CFPN® credential.
- The extension year adds one calendar year to your original expiration date. No additional time will be granted for your extension year.
- No refunds or discounts are applicable.

CFPN® Extension Year	Standard Price
CFPN® Extension Year	$100

MISUSE OR MISREPRESENTATION

Any misuse or misrepresentation of the CFPN® credential by those not currently holding the credential shall be subject to legal action by CCI. Misrepresentation includes the use of the CFPN® credential once the credential has lapsed or the extension year expires.

REVOCATION

CCI may deny, suspend, or revoke certification for cause, including but not limited to the following:

- Failure to complete or provide evidence of completion of the initial certification.
- Failure to maintain the required professional licensure.
- The determination that initial certification was improperly granted.
- Falsification or misstatement of information on any certification-related document.
- Providing false or misleading information
- Misrepresentation regarding the credentialing status
- Cheating or assisting others to cheat
- Causing, creating, or participating in an examination irregularity
- Assisting others to wrongfully obtain initial certification.
- Failure to comply with the scope and standards of practice in an area in which the certification is held.
- Misuse of or misrepresentation with respect to the CCI credential
- Commission of a crime or gross negligence in the practice of nursing
- Violation of CCI policy or procedure
- Failure of audit processes
- Failure to comply with the American Nurses Association's Code of Ethics for Nurses with Interpretive Statements
- Conduct unbecoming of the nursing profession
- Has not paid all outstanding debts to CCI

*Certified nurses will be informed by letter of CCI's decision to revoke the CFPN® status. If the CFPN® status is revoked for any reason, there will be no refund.

ETHICS, DISCIPLINARY APPEALS & RECONSIDERATIONS

Alleged Ethical Violations by a CCI Certificant

CCI certificants are required to meet all legal, ethical, and policy for the duration of their active credential. They are also expected to demonstrate safety, competency, and ethical behavior in compliance with all applicable laws and rules.

Information about CCI's Ethics Policy and directions about Reporting an Alleged Ethical Violation can be found on the CCI website.

Appeal of Disciplinary Consequences

CCI certificants who have received consequences as part of a disciplinary violation have the opportunity to submit a one-time appeal regarding the determination. If the determination is appealed, an independent review committee, consisting of individuals who were not part of the initial determination, will review ethics (disciplinary) appeal submissions and render a determination. Determinations are made solely on the basis of material errors of any disciplinary action, or if CCI failed to follow published criteria, policies, or procedures during such process. Committee activities are limited to a review of the written record. The committee will not conduct a hearing and the rules of evidence, discovery, etc. will not apply.

Disciplinary appeal submissions must be submitted within thirty (30) days of the determination. Decisions are final and may not be further appealed.



Reconsiderations (Non-Disciplinary)

Individuals have the right to submit a Reconsideration for decisions pertaining to non-disciplinary matters. All determinations are rendered based on policy, precedent, and circumstances. All reconsideration determinations are final; there is no option for additional review after a determination has been made.

Information about the types of Reconsiderations and the Submission Form can be found on the CCI website.



Feedback & Recommendations for Change

CCI values input from certificants, the perioperative community, and other interest holders. To support continuous improvement, we encourage you to share your feedback and suggestions for improvement. This submission form can be found on the CCI website.

GENERAL DATA INFORMATION

Information Confidentiality

The CEO, in consultation with CCI Leadership, will approve all requests for data and access to certificants.

Following accreditation requirements, CCI must make certain data about its certificants public (e.g., the demographic breakdown of certificants, number of certificants, number of test-takers, and pass rates for certification exams). All data is de-identified and shared in aggregate only, in accordance with Federal privacy law.

Use of Personal Data

CCI may process certificant data based on the following grounds, as appropriate:

- You have provided your consent which can be withdrawn at any time.
- The processing is necessary for the performance of a contract to which you are a party, including the processing of exams, certification, or recertification applications.
- The processing is necessary to meet legal obligations or to defend or maintain any claims involving us or our applicants and certificants.
- The processing is required to protect your vital and legal interests or those of another person.
- The processing is necessary for the purposes of CCI's operations and mission.

For additional details how CCI utilizes data, visit our Privacy Policy.

Data Retention Schedule

Type of Data	Retention Period
Annual Federal & State Compliance Reports	7 Years
Copyright Registration	7 Years
Supporting documentation for violations, reconsiderations, appeals for disciplinary consequences, cease and desist matters	7 Years: Denials or Substantiated Violations Upon Determination: Approvals
Ethical Violations and Disciplinary Sanctions	7 Years
Exam Results	7 Years
Candidate Handbooks	5 Years
Initial Candidate and Recertification Application Supporting Documentation and Audit Documentation	1 Year: Approvals 1 Year: Post Audit
Applicant/Candidate/Certificant : Name, ID #, email, certification/recertification dates	7 Years

Accommodation Request Determinations	7 Years: Denials Upon Determination: Approvals
Policy & Procedure Manuals	3 Years
Psychometric and Exam Development Reports	7 Years
Volunteer Slates	5 Years

Credential Verification

Verification of your credential can be accessed through the CCI website.

APPENDIX A: CERTIFICATION MARK USE POLICY

The Competency and Credentialing Institute ("CCI") owns several certification marks (the "Certification Marks") related to CCI's perioperative nursing certification programs (e.g., CNOR®, CSSL, CFPN®, CNS-CP®, CNAMB®, and NPDA-BC®). These Certification Marks represent that authorized individuals performing perioperative nursing services have satisfied applicable requirements established by CCI. This Policy establishes the rules and requirements for using the Certification Marks, including proper use on occupational and business materials by individuals certified by CCI. All CCI-authorized individuals should review this Policy carefully to ensure all uses of the Certification Marks conform to the Policy requirements.

This Certification Mark Use Policy states the terms and conditions under which CCI certificants may use the Certification Marks.

1. CCI retains all intellectual property and other ownership rights concerning the Certification Marks. CCI may create and use additional certification marks as it deems appropriate.

2. CCI grants limited permission to use the Certification Marks to qualified individuals who satisfy all applicable CCI certification requirements. Consistent with applicable law and organizational policies, CCI will ensure that the Certification Marks are displayed and otherwise used properly, as such use represents CCI certification to the public.

3. Permission by CCI to use a CCI Certification Mark does not include authorization to use any CCI trademarks.

4. Use of the Certification Marks is limited strictly to those CCI certificants in good standing. Each CCI certificant accepts and assumes sole responsibility for understanding and satisfying all CCI organizational and legal requirements related to using and displaying the Certification Marks. CCI will not be liable or otherwise responsible for any claims, complaints, suits, or damages relating to a certificant's use or display of a Certification Mark.

Among other requirements, each certificant is responsible for ensuring that the use of any Certification Mark on occupational and business-related materials (e.g., business cards, stationery and/or letterhead, email signatures, advertisements, brochures, or Internet websites) is consistent with this Policy, and is not in conflict with applicable laws. CCI assumes no responsibility concerning the interpretation or application of such legal requirements.

CCI certificants are prohibited from making any public statement or representation related to the CCI certification programs that bring CCI into disrepute, that is materially false, or that is otherwise contrary to the interests of CCI.

1. Permission to use the CCI Certification Marks is limited to CCI certificants. It may not be transferred to, assigned to, or otherwise used by any other individual, organization, business, or entity.

2. Each CCI certificant must use the Certification Marks only in conjunction with their name and in connection with the services related to the certification, i.e., perioperative nursing services. The Certification Marks may not be positioned, displayed, or used in a manner that may lead the public to believe that a company or organization is certified or otherwise endorsed by CCI.

Certification Marks must be associated only with the certified individual that is authorized. Certificants are prohibited from using the Certification Marks to expressly or implicitly suggest an affiliation or other relationship with CCI that is untruthful or inaccurate. Additionally, Certification Marks should always be used in their

entirety. If a Certification Mark is protected by federal registration, the registration notice ("®") must appear at least once in the advertising copy.

Concerning other affiliation marks and/or logos, the CCI Certification Marks may be located near such other marks or logos but must remain separate and distinct to avoid confusion concerning the source of the certification and to avoid the appearance that other marks, certifications, credentials, designations, or organizations are associated with, or endorsed by, CCI. Furthermore, the Certification Marks may not be modified except only as authorized by CCI.

The Certification Marks denote more than merely a title; they confirm that the individual certificant has met CCI's high standards of excellence. Thus, proper use of a Certification Mark must specifically note such certification, such as through the use of a term such as "professional," "practitioner," "certificant," or "certification." Examples of proper use are noted below. Other proper uses include listing the particular certification on a "CERTIFICATIONS" portion of a resume or social media profile. Use solely of a Certification Mark itself at the end of the certificant's name, with nothing more, is not the proper use of a Certification Mark.

Examples of proper uses and appearance of a CCI Certification Mark include, but are not limited to:

Jane C. Doe CNOR® Certificant	John A. Smith a CCI CSSL Professional
Jane B. Thomas CNS-CP® Nursing Professional	John D. Doe holds a CFPN® certification from CCI

1. A CCI certificant may not prohibit, restrict, or otherwise limit the authorized and appropriate use of a CCI Certification Mark by another certificant.

2. Each CCI certificant is responsible for promptly reporting the unauthorized use, misuse, or other violation of this Policy to CCI. This reporting responsibility includes any circumstance where the use of a CCI Certification Mark is related to an individual or organization that is not a CCI certificant or where a CCI certificant misuses a Certification Mark.

3. All mark misuse complaints and other matters concerning potential violations of this Policy will be reviewed and resolved by the CCI's designee. If, after notice and a fair opportunity to respond, the designee determines that there has been a violation of the terms of this Policy, CCI reserves the right to take any action consistent with CCI policies or applicable law, including but not limited to certification suspension or revocation.

In addition, CCI may refer cases of Certification Mark misuse, infringement, or other similar matters to appropriate agencies and other organizations or initiate appropriate legal action.

APPENDIX B: Eligibility and Extension Requirement Rationales

CFPN® Certification: Eligibility and Extension Requirement Rationales

The CFPN® credential is designed for early-career perioperative nurses seeking to demonstrate their foundational knowledge and clinical readiness in the operating room. Eligibility requirements are structured to reflect the needs of novice practitioners while maintaining integrity, fairness, and alignment with certification standards. Below is a summary of each eligibility requirement and the rationale behind it.

Initial Certification

- Hold a current, unrestricted RN license

  Confirms the candidate meets the legal and professional standards to practice as a registered nurse, including successful completion of the NCLEX and an accredited nursing program. Restricted licenses do not meet the requirement for independent practice.

- Completion of a perioperative orientation program with didactic and clinical components

  Ensures candidates have received both academic instruction and hands-on clinical experience relevant to perioperative nursing. This prepares them with the foundational skills needed to begin independent practice. For audited or facility-based programs, submission of a syllabus ensures content alignment.

- Apply within 23 months of initial hire in the operating room

  Designed to ensure the candidate is still within the early stages of practice. Submitting an application within this window ensures alignment with the credential's focus on foundational, not advanced, competency.

- Earn the credential before reaching 24 months of perioperative experience

  Prevents individuals who have advanced beyond entry-level practice from obtaining a credential meant to validate early-stage knowledge. Supports appropriate test use and maintains validity by ensuring certificants are within the intended population.

- Currently working in perioperative nursing (clinical, education, administration, or research)

  Demonstrates continued engagement with perioperative nursing practice, reinforcing knowledge retention and skill application.

CFPN® 1-Year Extension

- Hold an active CFPN® certification

  Ensures that individuals pursuing an extension have already met initial eligibility requirements and passed the certification exam.

- Currently working in perioperative nursing

Ongoing practice ensures continued relevance and engagement in the field. Accepts diverse roles within perioperative settings.

- Rationale for the 1-Year Extension

  The extension provides additional time for those whose work schedules or clinical volume may have limited their ability to complete the required hours in the standard two-year timeframe. This supports fairness without lowering the standard for certification.

VERSION HISTORY & UPDATES

New versions of this handbook will be published as needed, and applicants preparing for future applications should check the current version before applying to ensure they adhere to the current requirements. Below candidates will find a listing of the most recent versions and updates that were made in each.

Version 5.2026 Updates (Current Version)

In addition to minor edits to enhance clarity, the following changes were made:

- Addition of Continuous Testing details (p. 9)
- Inclusion of Retakes for individuals (p. 9)
- Inclusion of Continuous Testing & Retakes for Facility Purchasing Program (p.10)
- Updates to the Alleged Ethical Violations by a CCI Certificant section (p. 26)
- Updates to the Reconsiderations section of the handbook (p. 26)
- Removal of exam transfer information (p. 17)
- Addition of Remote Testing Support for International Candidates (p. 21)
- Addition of Data Retention Schedule (p. 28)

Version 1.2026 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the pricing throughout handbook to reflect changes (p. 7, p. 9, p. 22)
- Removal of "you may not withdraw after completing a transfer" related to transferring testing window (p. 15)
- Updates to Ethics, Disciplinary Appeals, and Reconsiderations language for clarity (p. 24)

Version 6.2025 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the pricing for Facility Enrollment Program (p. 9)
- Clarification regarding matching of name to identification for both in-person and remote testing (p. 17)
- Addition of links to the Accommodations landing page (p. 20)
- Addition of Appendix B: Eligibility and Extension Requirement Rationales (p. 30)

Version 1.2025 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the pricing for certification (p. 7)
- Updated the pricing for extension year (p. 23)

Version 12.2024 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Updated the Reference Materials section to reflect the most recent references (p. 10)

- Removal of information related to the ability to withdrawal an application and updated language to note that withdrawal is no longer an option. (p. 15, 16)
- Addition of language on the approval process for candidate policies (p. 1, 2)
- Addition of Rationale for Eligibility Requirements (p. 5)
- Addition of section related to feedback and recommendations for change including link to a form for submission of that information (p. 25)

Version 6.2024 Updates

In addition to minor edits to enhance clarity, the following changes were made:

- Addition of reference listing for handbook (p. ii)
- Update to the information regarding system requirements for remote proctored exams (p. 18)