

## **CNL®** Certification Application and Exam Process Flowchart

Review the CNL Exam Requirements

Log into <u>CNC's Portal</u> and create/update your profile. Answer ALL of the profile fields. Once your profile is saved, look under the My CNL Certification tab and select Apply for Certification. Read all of the instructions for each step, complete all of the fields, and click Continue at the bottom of each page to move to the next step. You will need to provide the name and email address of the CNL Program Director (for students) and Dean (for faculty) in order to complete the online request for the Documentation Forms within the online exam application.

Students/Graduates: Contact your CNL Program Director to verify they submitted your online Education Documentation Form. Faculty: Contact the Dean at the institution where you work to verify they submitted your online Faculty Eligibility Form. The CNL Program Director/Dean receives an email notification to complete the form once you submit your application.

CNC staff will review your application and documentation.

If any information is missing, CNC staff will contact you directly via email.

CNC sends registration confirmation emails to all candidates who submit an online CNL exam application and payment approximately one week after the published exam registration deadline.

Go to <u>https://www.aacnnursing.org/CNL-Certification/Apply-</u> <u>for-the-Exam/Exam-Date-and-Fees</u> for a listing of testing periods and available testing centers. Your application must first be approved by CNC. About one week before the testing period begins, you will receive an authorization email from Prometric/SMT/ISO Quality that provides instructions for scheduling your exam location, date and time.

Exams will be administered only within CNC's designated testing periods.

## On Exam Day:

Arrive at the testing center no less than 20 minutes before the exam is scheduled to start with your printed exam confirmation email and government issued ID. To Complete the Exam - be sure to select "SUBMIT" so that results can be immediately released to the email address provided with initial application. NOTE: Exam results will be provided on screen and sent via email. Successful examinees with complete files will receive a congratulatory packet (CNL certificate, letter, etc.) approximately 30 days after the testing period ends versus individual exam dates.

CNC will notify individuals with pending documentation after the testing period ends.

Candidates who need to retest should submit the online retest application and payment by the registration deadline for the chosen testing period.

Note: Retesting within the same testing period is not permitted.