



## CNL® Certification Examination Application Checklist

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**NOTE:** The application must be submitted online by the deadline for your preferred testing period.

- It is the responsibility of the APPLICANT to ensure that all forms are submitted by the registration deadline.
  - If you are retesting, please submit the online re-test application and payment only.
  - All applicants should review the [CNL Certification Guide](#)
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- ONLINE EXAM APPLICATION** – Log into the [CNC Portal](#) and create/update your MyCNC Profile. **Complete all of the fields within your profile!** Once your profile has been updated, under the “MyCNC Certification tab”, click on “Apply for Certification”. **Read all of the application instructions for each step** and click on “Continue” at the bottom of each page to move to the next step.
  - EDUCATION DOCUMENTATION FORM (EDF) for CNL Students** – You will need the name and email address of your CNL Program Director in order to submit the request for them to submit your EDF. Note that the request is part of the online exam application process. This online form must be completed by the current CNL program director.
  - FACULTY ELIGIBILITY FORM (FEF) for CNL faculty applicants only** – You will need the name and email address of the Dean in order to submit the request for them to submit your FEF. Note that the request is part of the online exam application process. This online form must be completed by the Dean at the institution where you are employed.
  - SELECTING A TESTING CENTER** – Candidates take the CNL exam at a testing center. To register for a testing center, your certification application must first be approved by CNC. You will receive an authorization email from Prometric/SMT/ISO Quality approximately **one week before the testing period begins** that provides instructions for scheduling your exam location, date, and time at the testing center of your choice. Exams will be administered only within CNC's designated Testing Periods. [View Available Testing Periods and Testing Centers](#).
  - PAYMENT** – This is the final step within the online application process.

**QUESTIONS?** Contact CNC Staff at [cnl@aacnnursing.org](mailto:cnl@aacnnursing.org)