



## AMERICAN ACADEMY OF NURSE PRACTITIONERS CERTIFICATION BOARD (AANPCB)

### CERTIFICATION EXAMINATIONS OFFERED

The following American Academy of Nurse Practitioners Certification Board examinations are offered at PSI Testing Center locations:

- Adult-Gerontology Primary Care Nurse Practitioner Certification Examination (AGNP)
- Emergency Nurse Practitioner Certification Examination (ENP)
- Family Nurse Practitioner Certification Examination (FNP)

Please refer to the **AANPCB Candidate Handbook** on the certification program website at [www.aanpcert.org](http://www.aanpcert.org) for detailed information on eligibility requirements, the application process, and exam information.

Phone: 512-637-0500  
Fax: 512-637-0540  
URL: [www.aanpcert.org](http://www.aanpcert.org)  
Email: [certification@aanpcert.org](mailto:certification@aanpcert.org)

### EXAMINATION SCHEDULING PROCEDURES

AANPCB's application process is an online process. Qualified candidates will be authorized to sit for an examination **after** completion of all didactic and clinical coursework required in the nurse practitioner portion of their program. When a candidate's application is complete and eligibility-to-test is approved, AANPCB will send an eligibility email notification from [certification@aanpcert.org](mailto:certification@aanpcert.org) to the candidate. Once this email is sent, the candidate will have a 120-day window to take the examination. No exams can be scheduled until the candidate is authorized to test.

#### To SCHEDULE AN EXAMINATION at a PSI testing center

- The candidate will sign in to their AANPCB account and select **Schedule Exam** which is located under **My AANPCB**. Once **Schedule Exam** is selected, you will be directed to the scheduling page.
- Enter your zip code. A list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.
- PSI test sites are located throughout the United States and Canada.

You can also contact PSI through Email Address: [AANPCBSupport@psionline.com](mailto:AANPCBSupport@psionline.com)

#### Special Test Accommodations

**Note:** Candidates requesting special test arrangements because of a disability need to complete the online PSI **Special Accommodation Request Form**. DO NOT schedule your examination until your completed PSI **Special Accommodation Request Form** and required documentation has been received and processed by the PSI Exam Accommodations department.

#### TELEPHONE REGISTRATION

Candidates may call PSI at (833) 892-5438 to contact a live operator seven days a week to schedule an appointment for the test. The times of operation for live operators are as follows:

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

#### TO CANCEL OR RESCHEDULE A TEST APPOINTMENT

You will need to sign in to your AANPCB account and select **Schedule Exam** and click on your current examination appointment. There you will be able to reschedule and cancel your appointment. If you are experiencing any issues, please call PSI at (833) 892-5438. You may cancel and reschedule a test appointment if your cancellation notice is received 2 days before the scheduled test date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday.



### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the test as scheduled, and you will have to reapply to take the exam if you:

- Do not appear or do not cancel your appointment within 2 days before the scheduled test date;
- Arrive after the test start time;
- Do not present proper identification when you arrive for the test.

### SPECIAL TEST ARRANGEMENTS

All test centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the test will need to complete the **Special Accommodation Request** online [using this link](#). The request will be reviewed, and the candidate will be contacted by a PSI Special Accommodations Team Member within 48 to 72 hours to arrange necessary accommodations.

### TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. You may check the status of your test schedule by calling (833) 892-5438. Every effort will be made to reschedule your test at a convenient time as soon as possible. You may also check our website at [www.aanpcert.org](http://www.aanpcert.org) and login to your AANPCB Account and select Schedule Exam.

## REPORTING TO THE TEST SITE

- On the day of the test, you should arrive at least 30 minutes before your appointment.
- This extra time is needed for signing in and familiarizing yourself with the test process.
- *If you arrive late, you may not be admitted to the test site.*

### REQUIRED IDENTIFICATION AT TEST SITE

- You must provide 2 forms of identification.
- One ID must be a VALID form of government-issued identification (Driver's License, State ID, or Passport) which bears your signature and has your photograph.
- The second ID must have your signature and preprinted legal name. Acceptable forms of identification include a Credit card, ATM card, Social Security card, Employee ID card, or Voter Registration card.
- A candidate's first and last name and both identifications must match the name provided on the AANPCB application.

### SECURITY PROCEDURES

Candidates will receive scratch paper and a pencil at the test site.

Cell phones and similar electronic devices, calculators, flash drives, CDs, or other digital memory devices are **prohibited**. Candidates are discouraged from bringing personal items into the testing area.

The following items are **not** permitted in the examination room:

- All personal electronic devices, except those that are a medical necessity.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including backpacks, pens, pencils, or other writing devices, food, drinks (unless prior approval is obtained by your regulatory entity) and good-luck items.
- Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy, Federal copyright law, and State Law. Violation of these policies/laws may result in the disqualification of examination results and may lead to legal action.

## TAKING THE TEST BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the test. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the test for which you are registered.

### TUTORIAL

Before you start your test, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time spent on the tutorial, up to 15 minutes, DOES NOT count as part of your test time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

### TIMED EXAMINATION

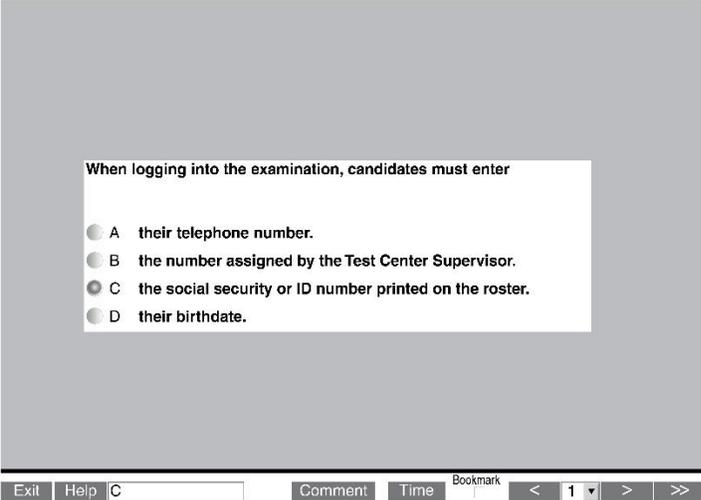
The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the Time box in the lower right portion of the screen to monitor the time remaining for you to complete the examination.

Choices of answers to the examination questions are identified as A, B, C, or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking in the option using the mouse.

An examination question may be left unanswered for return later in the testing session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) within that section and change your response, provided the test time has not run out.

Be sure to provide an answer for each examination question before ending the examination. There is no penalty for guessing.



When logging into the examination, candidates must enter

- A their telephone number.
- B the number assigned by the Test Center Supervisor.
- C the social security or ID number printed on the roster.
- D their birthdate.

Exit Help C Comment Time Bookmark < 1 > >>

## SCORE REPORTING

- Candidates will see their exam results on the computer following completion of the examination and also receive a preliminary Pass/No Pass printout at checkout. **This is not an official notice.**
- Examination scores are sent from PSI to AANPCB within 1-2 business days.
- An official score letter will be mailed to the candidate when all required paperwork, fees, and official final transcript with degree awarded and date degree conferred are received by AANPCB.
- For more information, please refer to the FAQs and Candidate Handbook at [www.aanpcert.org](http://www.aanpcert.org).

## TO OBTAIN STATUS INFORMATION, CONTACT AANPCB AT:

American Academy of Nurse Practitioners National Certification Board, Inc. (AANPCB)

Phone: 512-637-0500

Fax: 512-637-0540

URL: [www.aanpcert.org](http://www.aanpcert.org)

Email: [certification@aanpcert.org](mailto:certification@aanpcert.org) (email is the preferred method of correspondence)