

2012 SELF-EVALUATION EXAMINATION (NSEE) IMPORTANT NOTES FOR PROGRAM DIRECTORS

- » **All registration for the 2012 NSEE must be done electronically;** no paper forms will be accepted. Instructions for using the Online Certification Portal are on the Special Resources for Program Directors section of the Certification page of the NBCRNA website (www.nbcna.com).
- » The **fee** for the 2012 NSEE remains **\$125** per candidate; however, **payment will only be accepted electronically through the Online Certification Portal.** No individual or institutional checks or money orders will be accepted.
- » Exam fees are non-refundable and non-transferable. The NBCRNA does not invoice or bill individuals or institutions for payment of NSEE fees.
- » Registration for all students who want to take the NSEE must be done at one time. It is the program director's responsibility to check the Manage NSEE Exam section of the portal to verify that all students have checked their online profile and paid the fees. **Submission of NSEE registration cannot be done until all the students have paid (the only exception is when individual students must be registered to retake the NSEE).**
- » **The NBCRNA will accept registration only from program directors for students who are currently enrolled in accredited programs.** Students may not apply individually to take or retake the NSEE. Note: If you have registered a student for the NSEE and they are subsequently dismissed or withdraw from your program, you must notify the NBCRNA immediately.
- » It is the student's responsibility to schedule an appointment to take the NSEE at a Pearson VUE test center **after** they have received an official eligibility notification from the NBCRNA via e-mail. Students should make certain that they do not block emails from either NBCRNA or Pearson VUE.
- » **The NBCRNA is not responsible for resolving scheduling difficulties; all scheduling is between Pearson VUE and the candidate.**
- » A replacement fee of \$50 will be charged for sending duplicate eligibility notifications. If the student fails to show for the scheduled test date, they will need to be re-registered to take the test and pay the **full fee.**
- » If there is an **emergency**, the candidate will have to submit a written explanation and documentation for the NBCRNA to review. Note: Recording the wrong appointment date or time, or forgetting to bring the required identification is **not** considered an emergency.
- » A PDF of the 2012 NSEE Student Handbook and NSEE Frequently Asked Questions (FAQs) is available on the NBCRNA website. Candidates are responsible for knowing the contents of this handbook.