**American Board for**
**Occupational Health Nurses, Inc.**

# Candidate Handbook

# Case Management

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# Occupational Health Nursing Case Management

Occupational health nurse case managers are the ideal professionals to coordinate client's health care services from the onset of illness and injury to safe return-to-work or an optimal alternative.

Since the late 1800's, occupational health nurses have delivered primary care, managed work and non-work-related illnesses and injuries, and conducted worksite health promotion programs. To assist clients in achieving optimal outcomes, occupational health nursing professionals use their expertise in health care delivery, their knowledge of the multitude of service options, their experience in managing return-to-work issues, and their detailed, site-specific understanding of how workers interface with the work environment.

Case management is a process of coordinating an individual client's total health care services, following disease, illness or injury, to achieve optimum quality care delivered in a cost effective manner. The process integrates assessment, planning, implementation, and evaluation components. Occupational health nurses as case managers provide all or a portion of these services in addition to the coordination effort.

Based on the complexities of health care and business environments, case management services must be delivered by qualified health care professionals with sufficient knowledge and expertise to perform this important function competently.

## *RATIONALE*

Effective occupational health and safety programs help control overall health care, disability, and workers' compensation costs. They:

- focus on primary, secondary, and tertiary injury/illness prevention and health promotion strategies to minimize accidents and illnesses;

- provide quality health care utilizing knowledgeable and experienced occupational health professionals;

- incorporate case management strategies;

- facilitate effective communications between management and injured/ill clients; and

- teach clients to be more knowledgeable, responsible, and confident consumers of their health care.

Skyrocketing increases in basic health care premiums and workers' compensation costs have forced employers to focus on cost containment strategies. Many corporations now offer their employees health benefit plans that include managed care options. In a climate with an increasing focus on managed care, the case management function is valuable to the employer and insurance payers. It is also complex and requires well-prepared health care professionals who possess the necessary knowledge and skills (e.g., occupational health and safety, return-to-work issues, health care delivery systems, payer systems, laws and regulations).

Today's proactive practitioners should be cognizant of the client's needs and desired outcomes, the employer's priorities and focus on cost containment strategies, and the many service options available. Effective case management is one method that enables employers not only to quantify their health care costs but also to quantify savings through coordination of services.

The occupational health nursing professional, acting as gatekeeper for health services, rehabilitation, return-to-work and case management issues, is the key to employers' health care quality and cost containment strategies. (AAOHN Position Statement on Case Management).

The American Board for Occupational Health Nurses' (ABOHN's) Case Management certification program is one means to demonstrate occupational health nursing case management expertise.

One of the Case Management Certification Program's prerequisites is that examination candidates hold one of ABOHN's core credentials, Certified Occupational Health Nurse (COHN), or Certified Occupational Health Nurse–Specialist (COHN-S). The mastery of occupational health nursing, as evidenced by the core credential, complements and enhances the effectiveness of occupational health nursing case management. Therefore, the roles validated by the core credentials understandably form the basis of occupational health nursing case management. The roles are:

- COHN – Clinician, Advisor, Coordinator, Case Manager

- COHN-S – Clinician, Educator, Manager, Consultant, Case Manager

After the eligibility requirements have been met, the candidate for occupational health nursing case management certification is required to achieve a satisfactory score on the national written examination. Upon successful completion of the examination, a certificate is issued stating the candidate has met the standards for Case Management (CM) board certification. Depending upon which of the ABOHN credentials were previously held, either the COHN/CM or COHN-S/CM credential is awarded. Only those nurses who have met all of the criteria (submitted an approved application, have achieved a passing examination score, and maintain Active Status with ABOHN) are entitled to use these credentials. To maintain the CM certification, certificants must continue to meet the eligibility requirements, recertify every five years, and pay the associated fees. All certified nurses are listed in the ABOHN Certified Occupational Health Nurses website Directory.

**American Board for Occupational Health Nurses, Inc.**

# About ABOHN

The American Board for Occupational Health Nurses, Inc. (ABOHN) was established as an independent nursing specialty certification board in 1972. The purpose of ABOHN is to develop and conduct a certification program for qualified occupational health nurses. ABOHN is a member of the Institute for Credentialing Excellence (ICE) and ABOHN's Certified Occupational Health Nurse (COHN), Certified Occupational Health Nurse–Specialist (COHN-S) and Case Management (CM) programs are accredited by NCCA's National Commission of Certifying Agencies. ABOHN is a charter member of the American Board of Nursing Specialties (ABNS), a national approval body for nursing specialty certification programs.

ABOHN is governed by a Board of Directors composed of one public member and certified OHNs selected to be representative of the community of certified OHNs. The responsibilities of the Board include establishing criteria for certification and setting policies to maintain a valid certification program.

# Statement of Nondiscrimination

ABOHN does not discriminate among applicants and candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

# About This Handbook

This handbook provides information needed to apply and prepare for the certified occupational health nurse (OHN) Case Management (CM) examination. It includes the following:

• eligibility requirements
• examination policies
• test blueprint
• knowledge, skills and activity statements
• sample questions
• study references
• examination application

Please retain this handbook after applying for the examination; it is extremely useful when studying for the examination.

# About ABOHN's Testing Agency, AMP

ABOHN has established a contract with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring and analysis of its CM examination. AMP services also include the preparation of the examination score reports that ABOHN distributes to candidates who have taken the examination.

# The Certification Examination

## Examination Construction

ABOHN's contract with Applied Measurement Professionals, Inc. (AMP) includes provision of technical assistance needed to construct and validate the written examination. The ABOHN Board of Directors periodically conducts an occupational health nursing (OHN) practice analysis. The study surveys certified and non-certified OHNs to determine the significance of specified tasks to the OHNs. The OHN practice information gathered during the survey is used to identify the OHN CM role, develop the CM Test Content Outline, and determine the percent distribution of the questions. Therefore, the subject matter and the relative importance of each topic on the examination reflect the data validated by this periodic study. Thus, the ABOHN examinations are firmly grounded in the knowledge, skills, and abilities essential for the delivery of effective, proficient occupational health and safety practice.

ABOHN selects Certified Occupational Health Nurses who represent the diversity of occupational health nursing practice and employment to serve on its Board of Directors and its Exam Advisory Boards. These advisory boards draft the examination's multiple-choice questions, which are then edited and validated by AMP and approved by the ABOHN Board for inclusion on the examination.

The ABOHN Board of Directors and AMP review all the examination items or questions for subject matter, validity, difficulty level, relevance and importance for current practice. All questions are evaluated, classified, and revised by the Case Management Certification Advisory Board and AMP for conformance to psychometric principles.

# Examination Format and Content

## Examination Content

### OHN CM ACTIVITY STATEMENTS

The examination's 100 multiple-choice questions are based on two factors. First, ABOHN uses the premise that the OHN Case Management process incorporates the four nursing process steps:

• Assessment,
• Planning,
• Implementation, and
• Evaluation.

The following activity statements for each step were validated by ABOHN's most recent Practice Analysis. Additionally, the ABOHN CM examination is based on the understanding that OHN Case Management may be divided into four major categories: fitness for work, occupational disability, non-

occupational disability, and case management concepts. The OHN Case Management Test Blueprint that follows illustrates the four OHN CM process steps, the four OHN CM categories and the number and the percentage of questions devoted to each.

## Case Management Test Blueprint

**I. Fitness for Work (19)**

  **A. Assessment**
  1. Obtain an occupational and environmental health history
  2. Participate in post-offer/pre-placement health assessments
  3. Assess health needs of workers and worker populations (i.e., health risk assessment, changing demographics)
  4. Assess employees with work restrictions or limitations and make appropriate job placement recommendations (i.e., fitness for duty)
  5. Incorporate knowledge of cultural beliefs/practices in implementing programs and services
  6. Identify physical requirements to fulfill essential job functions

  **B. Planning**
  1. Conduct quality management/improvement program(s) for occupational health and safety (e.g., benchmarking, best practices)
  2. Develop and implement workplace substance abuse programs
  3. Conduct and interpret job analyses
  4. Conduct a needs assessment of the company's health and safety programs

  **C. Implementation**
  1. Refer disabled employees for rehabilitation
  2. Manage programs for chronic diseases
  3. Administer or manage disability programs
  4. Administer the FMLA program
  5. Participate in the investigation of environmental health issues (e.g., indoor air quality, mold)
  6. Participate in audits (e.g., health, safety, environmental, organizational)

  **D. Evaluation**
  1. Interpret results of screening tests and refer as indicated
  2. Monitor progress of workers in work-conditioning programs
  3. Evaluate health care delivery to employees provided by external providers
  4. Evaluate the quality of care provided by internal occupational health services
  5. Communicate the results and outcomes of educational and training programs

  6. Conduct informal research (e.g., examining data to identify trends or other data)
  7. Incorporate research findings into practice
  8. Prepare business reports for management
  9. Evaluate/monitor the outcomes, quality, and cost-effectiveness of services
  10. Conduct work site walk-through surveys/assessments to identify hazards
  11. Interpret the data obtained during a work site walk-through survey assessment

**II. Occupational Disability (43)**

  **A. Assessment**
  1. Identify work-related cases that are appropriate for case management
  2. Identify legal, labor, and regulatory implications related to case management

  **B. Planning**
  1. Recommend control measures for exposures/hazards
  2. Recommend appropriate personal protective equipment
  3. Design plan to remediate identified hazards
  4. Develop teaching strategies to effectively communicate risks to workers
  5. Obtain management support for educational programs
  6. Plan/implement new employee occupational health and safety orientation programs
  7. Use knowledge of the organization's fiscal status to plan/implement programs and interventions
  8. Establish goals and objectives for an occupational health and safety program
  9. Develop/implement nursing protocols

  **C. Implementation**
  1. Provide treatment of work-related injuries or illnesses
  2. Apply regulatory standards and guidelines
  3. Coordinate medical and/or drug testing for DOT compliance
  4. Manage workers' compensation cases
  5. Prepare and provide testimony or documentation for legal proceedings (e.g., workers' compensation, dismissal, EEOC)
  6. Participate in administrative proceedings related to occupational health
  7. Educate management at all levels about occupational health and safety programs
  8. Educate and train occupational health and safety staff
  9. Train employees on proper use of personal protective equipment
  10. Develop and deliver education and training programs (i.e., health and safety)
  11. Develop job descriptions for occupational health and safety staff

12. Administer or manage a workers' compensation program

**D. Evaluation**

1. Analyze workers' compensation data

## III. Non-Occupational Disability (23)

**A. Assessment**

1. Identify non work-related cases that are appropriate for case management

**B. Planning**

1. Recommend changes in job/work to accommodate workers' health status

**C. Implementation**

1. Provide direct care for non-work related illnesses and injuries for workers
2. Manage short-term or long-term disability cases
3. Educate and train workers about basic health and wellness (e.g., self-care, complementary/alternative medicine, stress management)

**D. Evaluation**

1. Implement an absenteeism control program

## IV. Case Management Concepts (15)

**A. Assessment**

1. Monitor new developments related to emerging health care issues

**B. Planning**

1. Coordinate health promotion and disease prevention strategies and programs
2. Conduct health surveillance of individuals/groups for specific hazards (e.g., hearing conservation, respiratory protection, laser safety)
3. Coordinate surveillance programs
4. Develop case management plans for individuals
5. Develop and/or coordinate a network of resources for case management
6. Develop a multidisciplinary plan of care in collaboration with the employee and his/her support systems
7. Select teaching methods and content based on the characteristics of learners (e.g., apply adult learning principles, cultural differences)

**C. Implementation**

1. Incorporate computer technology into management practices
2. Use and maintain an employee health recordkeeping system
3. Use computer software applications for employee health information management (i.e., informatics)
4. Recognize and respond to ethical issues in practice
5. Provide health promotion, disease prevention screening tests (e.g., cancer screening, blood pressure monitoring, cholesterol)

6. Refer employees to an employee assistance program
7. Provide individual counseling services for workers
8. Collaborate with other disciplines to protect and promote worker health and safety
9. Implement integrated disability management strategies (i.e., STD, LTD, FMLA, workers' compensation, ADA)
10. Analyze individual and aggregate case information for research, trend analysis, and continuous quality improvement
11. Coordinate administration of case management with vendors and community resources
12. Assure confidentiality of personal health information and comply with established codes of ethics and legal or regulatory requirements
13. Conduct educational and training needs assessments

**D. Evaluation**

1. Monitor laws and regulations affecting nursing practice (e.g., licensure, practice acts)
2. Interpret needs assessment results for program planning
3. Monitor outcomes of care in keeping with the treatment plan
4. Identify gaps in health services for employees or groups
5. Demonstrate the value of services provided (e.g., case management, occupational health services)

**TOTAL 100**

Due to the variations in employer policy, state regulations, and benefit plans, long-term disability is defined as more than six months lost-time. Short-term disability is defined as less than six months lost-time.

## Core Content Areas for the Case Management Examination

The Core Content outline is a compilation of subject areas that are important to the practice of occupational health nursing. Many of these areas could reasonably be expected to be represented on the Case Management certification examination. In combination with the Case Management Test Blueprint areas, the Core Content list can serve as an excellent means to organize study and prepare for the Case Management examination.

## Knowledge, Skills and Abilities

To function effectively, certified OHN CMs require specific knowledge, skills, and abilities. The examination questions require an understanding of the knowledge and mastery of the skills and abilities that are listed below. Candidates may use the statements to conduct a self-assessment of their Case Management strengths and weaknesses.

- Process of case management
- Rehabilitation principles (e.g., work hardening/ conditioning, functional capacity evaluation, worker and workplace)
- Fitness for duty, vocational rehabilitation (e.g., labor market survey, transferable skills analysis)
- Prevention and wellness promotion
- Federal regulatory programs (e.g., Family Medical Leave Act (FMLA), Employee Retirement Income)
- Security Act (ERISA), Americans with Disabilities Act (ADA), Social Security Insurance (SSI), Consolidated Omnibus Budget Reconciliation Act (COBRA), Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), US Federal Regulations
- State regulatory programs (e.g., workers' compensation (WC), statutory disability)
- Liability issues in case management
- Legal/ethical issues (e.g., confidentiality, privacy, HIPAA (US exam version) and the protection of health information)
- Community/Governmental agencies and resources
- Life-care planning concepts
- Statistical/data analysis, benchmarking, incidence, prevalence, trending, economic analysis
- Tracking/measuring costs, cost/benefit, return on investment, trends analysis
- Conflict management skills
- Employee advocacy/balancing worker/workplace issues/ negotiating skills/benchmarking/cost benefit analysis
- Oral and written communication skills
- Decision making ability
- Problem solving ability
- Adult learning principles
- Principles of teaching
- Marketing internal/external
- Principles of quality improvement (e.g., continuous quality improvement (CQI), total quality management (TQM), International Standards Organization (ISO) 9000, ISO 14,001)

- Protocol development/utilization
- Understanding of the role and function of case management participants (i.e., human resource)
- personnel, benefits managers, insurance carriers, third-party administrators, risk managers, safety professionals, line managers, external providers, labor relations and legal counsel
- Use of information technology
- Socio-cultural influences
- Principles of utilization review and pre-certification
- Alternative treatment modalities
- Job analysis
- Principles of management/utilization of resources
- System abuse (e.g., fraudulent practices by worker, employer, or vendor)
- Health care delivery systems (e.g., health insurance, managed care models – HMO, PPO, POS)
- Trends in case management (e.g., disability, workers' compensation, rehabilitation, integrated models)
- Disability benefit plan designs (e.g., STD, LTD, WC)
- Disability terminology and concepts (e.g., independent medical examination (IME); second opinion; impairment ratings; deductibles; co-pays; indemnity, reserves)
- Contractual agreements (i.e., with workers, employers, vendors, third-party administrators, unions)
- Clinical guidelines, clinical pathways, algorithms, standards of care
- Screening tools (e.g., CAGE, Health Risk Appraisals, depression screening)
- Role of the case managers on the interdisciplinary team

# Examination Eligibility Requirements

The CM examination is offered to those certified occupational health nurses whose practices involve case management roles.

Eligibility requirements for the CM examination include:

- **Occupational health nursing certification**;
- **A current, unrestricted RN license or an international equivalent;**
- **10 documented contact hours of occupational health nursing case management related continuing education earned within the five-years prior to the application deadline;**
- **A completed application**.

# Examination Application

There are two ways to apply for the Case Management examination:

1. **Online**: (For credit card payments only.) If you wish to apply online, go to www.abohn.org. Under the Certification tab, mouse over the Case Management tab and click on the Online application tab. After you fill in the application, **but before you send it**, please make a copy for yourself.

2. **By mail:** You may download an application from either the www.abohn.org or www.goAMP.com websites, or call the ABOHN office at 630-789-5799 to request an application to be sent to you. Send your completed application and fee payment (personal check, business check, cashier's check, or money order) made payable to the American Board for Occupational Health Nurses, Inc., or credit card information (American Express, Discover, VISA, Master-Card) form.

An application is considered complete only when a qualified applicant has provided all requested information; that information is legible and accurate; the application is accompanied with all the necessary supporting documentation; and the application includes the appropriate application fee payment.

## Application Completion Guidelines

Document copies before you begin to complete your application, copy the following documents:

- **Registered Nursing License –** Written verification from your state board of nursing is required. Your license must show your current name, expiration date, and the name of the agency that issued the license. Licensure from other countries will be considered on a case-by-case basis.

- **Job Description(s) if applicable**

- **Continuing Education** – 10 continuing education contact hour certificates of attendance related to your practice of Case Management. Professional presentations, nursing leadership (local, state or national board positions), publications, and preceptorships for Case Management students may be used for partial fulfillment of this requirement. **All courses must be completed by the time of application.** For more information about alternative continuing education credit, see this handbook's Continuing Education section.

If your current name is different than the one that appears on your license or certificate, you must provide proof of a legal name change. Please write your current name in the upper right hand corner of each document.

**Keep Your Original Documents!** All documents submitted with your application become the property of ABOHN, Inc. and cannot be returned.

## General Instructions

The application form may be **printed, typed, computer generated or submitted online at www.abohn.org**. Regardless of the submission method that you use, please make sure that all information is clearly legible. Computer-generated forms must include each item that is on the printed application form.

All applicants must submit copies of their license, job descriptions and any other needed documentation to the ABOHN office. We will accept the documentation via:

1. email:    info@abohn.org

2. fax:      630-789-8901

3. mail:    ABOHN
            201 E. Ogden Ave, Suite 114
            Hinsdale, Il 60521

If you are submitting your hard copy application, **please do not staple** documentation to your application form and please refrain from binding your completed application. Instead, please secure the document with a large clip or rubber band.

**Make a copy** of your completed application for your records.

## Job Title Codes

Instead of selecting your official company title, please select the title that most closely matches your primary job responsibility, or the one which represents the majority of your work time. If your job description does not match any of the options listed, enter code number "11" and write out your job title/description on the application. The following printed descriptions are derived from the *AAOHN Core Curriculum for Occupational Health Nursing.*

| CODE | TITLE | DESCRIPTION |
|------|-------|-------------|
| 1 | Clinician | Provides direct client care within the scope of the applicable states' nurse practice act. |
| 2 | Case Manager | Coordinates health care services for workers from the onset of an injury or illness to a safe return to work or an optimal alternative. |
| 3 | Occupational Health Services Coordinator | Assesses the health and safety needs of a worker population and the health and safety of the worksite. |
| 4 | Health Promotion Specialist | Manages a multilevel, wide-ranging health promotion program that supports the corporate business objectives. |
| 5 | Manager/Administrator | Directs, administers, and evaluates occupational health services that are consistent with the organization's goals and objectives. |
| 6 | Nurse Practitioner | Assesses the health status of workers through health histories, physical assessments, and diagnostic tests. |
| 7 | Corporate Director | Serves as a corporate manager and policy maker within an organization. |
| 8 | Consultant | Serves as an advisor for evaluating and developing occupational health and safety services. |
| 9 | Educator | Develops, implements and evaluates curricula and clinical experiences appropriate for the professional educational development of occupational health nurses. |
| 10 | Researcher | Develops, implements and analyzes research related to the health and safety of working populations. |
| 11 | Other (Specify Title) | Job duties not covered by above. Please list on application. |
| 12 | Safety Manager | Plans, organizes, implements and evaluates hazard control activities that meet organizational safety objectives and reduces risks to people, property and the environment. |

## Education Codes

Please enter all the Education Codes that correspond to your educational preparation.

0. Other (please specify)
1. Associate Degree
2. Diploma
3. Baccalaureate in Nursing
4. Other Baccalaureate
5. Master's in Nursing
6. Master's in Public Health
7. Other Master's
8. Doctorate

## Business Codes

Select the number that most closely describes the business in which you are employed.

1. Agriculture/Forestry/Fisheries
2. Mining
3. Construction
4. Transportation
5. Communications
6. Utility Services
7. Wholesale & Retail Trade
8. Finance
9. Insurance & Real Estate
10. Federal Government
11. State Government
12. Local Government
13. Hospital/Medical Centers
14. College/Universities
15. Textile Mill Products
16. Lumber/Wood Products
17. Paper/Allied Products
18. Chemicals/Allied Products
19. Rubber/Misc. Plastic/Leather Products
20. Primary Metal/Fabricated Metal Products
21. Professional/Scientific/Control Instruments
22. Machine, Non-Electrical
23. Aerospace
24. Electrical Machinery
25. Food/Kindred Products
26. Apparel/Finished Products
27. Oil Refining/Related Industries
28. Stone/Clay/Glass/Concrete Products
29. Amusement/Recreational Services
30. Miscellaneous Manufacturing Industries
31. Miscellaneous Services
32. Non-classifiable Establishments
33. Self-employed

# Continuing Education

You must provide documentation that shows that you have earned ten (10) contact hours of case management related continuing education during the five year time period preceding the application deadline. To determine whether a course is "related to case management," the ABOHN Board uses the CM Activity Statements, OHN Case Management Examination Matrix, and OHN CM Knowledge, Skill, and Abilities Statements included in this handbook. For the purpose of certification and recertification, continuing education is considered to be post basic professional education that can enhance the quality and effectiveness of occupational health nursing case management practice.

Required certificates of attendance must contain the:

* attendee's name
* course title
* date or dates on which the course was given
* course provider's or agency sponsor's name
* number of contact hours awarded

The course title should provide an indication of the course's content. If the title is non-specific (e.g., "What's New in Case Management"), please attach a course outline or brochure that details the topics covered in the course.

Formulas for Calculating Contact Hours include:

* 50 minutes of classroom instruction = 1 contact hour
* 1 CEU (Continuing Education Unit) = 10 contact hours
* 1 CERP (Continuing Education Recognition Point) = 1 contact hour
* 1 CEARP (Continuing Education Approved Recognition Point) = 1 contact hour
* 1 CME (Continuing Medical Education unit) = 1 contact hour
* 1 semester hour credit = 15 contact hours
* 1 quarter hour credit = 10 contact hours

To complete the application's Continuing Education section, please:

* Number each certificate by placing a number in its upper left-hand corner.
* Enter each course's information on the application line with the number that corresponds to the number that you entered on the certificate.
  – Enter the **DATE**(s) that the course was given.
  – Enter the **TITLE OF OFFERING** as it appears on your certificate.
  – List the **SPONSORING AGENCY** that gave the course.
  – Enter the number of **CONTACT HOURS** awarded by the sponsoring agency.

Before ABOHN will issue contact hour credit, the course's sponsoring agency must have assigned continuing education hours of credit to the course. Certificates of attendance that fail to list the number of continuing education hours may be acceptable if they are submitted with the sponsoring agency's letter that lists the number of assigned contact hours.

## Alternatives to Continuing Education

ABOHN may consider four types of professional activities as continuing education alternatives. A maximum of five (5) Case Management continuing education contact hours of credit may be granted for one, or any combination of the following professional categories: presentations, publications, state or national board service related to case management, and preceptorships. All alternative activities submitted for continuing education credit must be entered in the application's Continuing Education section.

### *Professional Presentations*

Documentation of professional case management presentations may be submitted as a continuing education alternative for a maximum of five (5) hours.

Documentation must include the presentation's brochure, the sponsoring agency's letter, and/or a copy of a certificate or transcript that describes the title, the presentation's date and time, and the number of contact hours granted.

One hour of presentation is equal to one contact hour.

### *Publications*

A maximum of five (5) contact hour credits may be issued for professional publications. Credit for published manuscripts is limited to:

* Manuscripts published in a refereed journal may be submitted for five (5) contact hours each.
* Manuscripts published in a non-refereed periodical may be submitted for one (1) contact hour each.

Documentation must include a copy of the published manuscript and when appropriate, evidence that the journal is refereed. Credit will not be considered for manuscripts that have been accepted for publication or are in press.

### *Board Service*

Documented evidence of service on a national or state board may be submitted for a maximum of two (2) hours credit during each application period. Board service credit may be granted according to this schedule:

* Two (2) contact hours per year of service may be accepted for national board service.
* One (1) contact hour per year of service may be accepted for state board service.

Board service documentation must include the organization's letter stating that the applicant has served in a board of director's position for a stated time period.

### *Preceptorship*

Evidence that a formal preceptorship was provided for an occupational health student(s) may be submitted for a maximum of five (5) hours in each application period. The following criteria must be met:

- The student's course must be offered by an accredited college or university.
- The theme, topic or objectives of the educational experience must be related to OHN as defined by AAOHN.
- The preceptor must have spent at least three (3) hours of face to face interaction with the student.
- The student must have generated learning objectives consistent with the purpose of the experience; and more formal evaluation of the experience must have occurred and have included the student, the preceptor and the clinical advisor or faculty coordinator.

Contact hours credit applicable for certification or recertification will be awarded according to the length of the course:

- Semester – 3 contact hours
- Trimester – 2 contact hours
- Quarter – 1.5 contact hours

## Application Checklist

Prior to submitting your written or online application, please review the following checklist.

- Have you answered all the questions?
- Have you included a copy of your current nursing license, its written verification, or information about how to obtain its free of charge verbal verification?
- Have you included a copy of your current or most recent job descriptions?
- Have you included copies of any certificate program in occupational health for academic credit or any degrees that you want included in your ABOHN record?
- Have you made a complete copy of your application and its supporting documentation for your files?
- If you are submitting a written application, have you refrained from stapling or binding your completed application? If not, please remove the **staples or binding**.

Mail your completed written application and all supporting documents or submit your online application and mail your supporting documentation to:

**American Board for Occupational Health Nurses, Inc.**
**201 E. Ogden, Suite 114**
**Hinsdale, IL 60521-3652**
**Phone: 630-789-5799**

If your application is found to have deficiencies, you will be contacted by telephone or email. If your application meets the eligibility criteria, you will receive notification and an invoice for the examination fee.

## Scheduling an Examination Appointment

Application fees are good for 90 days from the date of approval by the ABOHN office. The Examination fee must be paid within 90 days of the date of the invoice from the ABOHN office and is good for 120 days. If you fail to schedule an appointment and sit for your examination before the expiration date, your examination authorization will be voided and you will have to reapply. You may schedule an examination appointment with AMP by one of the following methods. Be prepared to confirm a date and location for testing.

1. Schedule online. Visit AMP's website at www.goAMP.com and select "**Schedule/Apply for an Exam**" to schedule an examination appointment.

OR

2. Call AMP at 888-519-9901 to schedule an examination appointment.

The examinations are delivered by computer at 190 AMP Assessment Centers nationwide. The examinations are scheduled by appointment only, Monday through Saturday at 9:00 a.m. and 1:30 p.m. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

| If you call AMP by 3:00 p.m. Central Time on… | Your examination may be scheduled as early as… |
|---|---|
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday/Saturday |
| Thursday | Monday |
| Friday | Tuesday |

After the appointment is made, you will be given a time to report to the Assessment Center. Please make a note of it since an admission letter will not be sent. You will only be allowed to take the examination for which the appointment has been made. No changes in examination type will be made at the Assessment Center. UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED to the Assessment Center.

## International Testing

Our testing provider AMP has a secure web-based network of international sites. With more than 83 sites across 35 countries, the international network offers the ability to take our examination around the globe.

# Examination Appointment Changes/Failure to Report or to Schedule an Examination

| If the Examination is scheduled on . . . | AMP must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous . . . |
|---|---|
| Monday | Wednesday |
| Tuesday | Thursday |
| Wednesday | Friday |
| Thursday | Monday |
| Friday | Tuesday |

A candidate who wishes to reschedule his/her examination appointment, must contact AMP (888-519-9901) and ABOHN (630-789-5799) office at least TWO business days prior to the scheduled testing session will forfeit the examination fee and be required to reapply and submit required fees to reschedule the examination.

# Examination Accommodations

ABOHN and AMP comply with the Americans with Disabilities Act (ADA) and are interested in ensuring that individuals with disabilities are not deprived of the opportunity to take the examination solely by reason of a disability, as required and defined by the relevant provisions of the law. Special testing arrangements may be made for these individuals, provided that an appropriate request for accommodation is received by **ABOHN** at least 45 days before the desired examination date and the request is approved. To make a request for a special examination accommodation, please complete the Request for Special Examination Accommodations form included in this handbook, obtain an appropriate health professional's signature, and submit the completed form with the examination application.

# Telecommunication for the Deaf

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central time) Monday-Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.

# Fees

A current fee schedule may be found on ABOHN's website (www.abohn.org).

## Fee Payments

Fee payments may be made by **business checks, personal checks, cashier's checks, or money orders** made payable to ABOHN, or by **credit card** (VISA, MasterCard, American Express and Discover). **Cash is not an acceptable payment method.**

## Application Fee

The application fee payment must accompany each completed application.

## Examination Fee

To become an examination candidate, an approved applicant's examination fee must be **RECEIVED in the ABOHN** office by the deadline.

## Examination Authorization Extension Fee

A 60-day, one-time examination authorization extension may be purchased for an additional cost. Please go to www.abohn.org for information.

## Declined Credit Cards, Returned Checks, and Handling Fees

When a credit card transaction is declined, or a check is returned for non-sufficient funds, ABOHN charges a handling fee. When re-submitting your payment, you must send a certified check or money order for the amount due, which should include the additional handling fee. ABOHN's current fee schedule is available on the ABOHN website (www.abohn.org).

## No Refunds

Candidates failing to arrive at the Assessment Center on the date and time that they are scheduled for examination will forfeit their examination fees and must reregister by contacting ABOHN. Examination fees may NOT be transferred to another appointment. Candidates arriving more than 15 minutes late for an appointment will not be admitted, will forfeit their examination fee, and must contact ABOHN.

# How to Prepare for the Examination

## Passing Candidates Examination Preparation

Passing candidates use a variety of study techniques including independent and group study. Many others choose review courses or computer programs. Based on previous information the average times used to study by passing candidates are:

• Average weeks of study prior to the examination is 3 weeks

• Average hours of study per week is 5 hours

• Average total hours of study for the exam is 33 hours

The most frequently used textbooks are:

• "AAOHN Core Curriculum Study Guide," AAOHN

• "The Case Management Handbook," Catherine M. Mullahy

• "CMSA Core Curriculum for Case Management"

*Please note: Although the AAOHN Core Curriculum provides an excellent overview of the aspects of occupational health nursing practice, it is not intended as an exclusive source of information for the examination.

The most frequently used journals include:

• AAOHN Journal

• RN Magazine

## Certification Self-Assessment Test (CSAT)

The Case Management Certification Self-Assessment Test (CSAT) contains thorough descriptions of the ABOHN examination and helpful suggestions for preparation. It provides 50 questions that use the same format as actual examination questions and are representative of the knowledge areas and activities that form the Test Blue Print. For more information about how to purchase a CSAT, please visit the ABOHN website or call the ABOHN office (630-789-5799).

## Examination Preparation Plan

Since occupational health nursing case management is so varied and the certification exam is designed to represent a broad reflection of practice, no two professionals will prepare in exactly the same way. In this handbook, we have gathered several resources that may help you to prepare to take the examination. The following are included: the Case Management Test Blue Print, and Knowledge, Skills, and Abilities Statements, sample examination questions, and current study references.

To help you to determine your own study plans, the following steps are recommended:

1. Perform a case management knowledge self-assessment by using this handbook's Case Management Test Blue Print and Knowledge, Skills, and Abilities Statements.

2. Classify activities and core topic areas for intense study and identify those areas where a simple review would be sufficient.

3. Establish a realistic weekly study schedule. Schedule topics that will need intense study and save "review only" topics for later in your study schedule.

4. Gather resources with which to study. The included "Study References" represent a partial listing of books, journals and other materials that have been used to write test questions. This list can help you to identify resources to address identified learning needs, but it is not intended to be a mandatory reading list.

5. Consider forming a study group, or selecting a study partner. Working with study partners that have varied occupational health nursing backgrounds can be especially helpful.

6. Many certification candidates have found that review courses can be helpful to prepare for the examination. Review courses may be used to identify weaknesses that direct initial study, or as a final review prior to the examination.

## On the Day of Your Examination

On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. Once you enter the building, look for the signs indicating AMP Assessment Center Check-In. IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME YOU WILL NOT BE ADMITTED.

### Identification

To gain admission to the assessment center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.

• Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.

• The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

• If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

### Inclement Weather or Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should

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an examination be canceled at an Assessment Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

## Security

ABOHN and AMP maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No calculators are allowed.
- No guests, visitors or family members are allowed in the testing room or reception areas.

## Personal Belongings

No personal items, valuables or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room.  You will be provided a soft locker 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 is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

## Examination Restrictions

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

## Misconduct

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones, PDAs;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.

Violation of any of the above provisions results in dismissal from the examination session. The candidate's score on the examination is voided and examination fees are not refunded. Evidence of misconduct is reviewed to determine whether the candidate will be allowed to reapply for examination.

If a re-examination privilege is granted, the candidate may need to submit a new application. However, all granted re-examination privileges will be subject to an additional application fee and examination fee.

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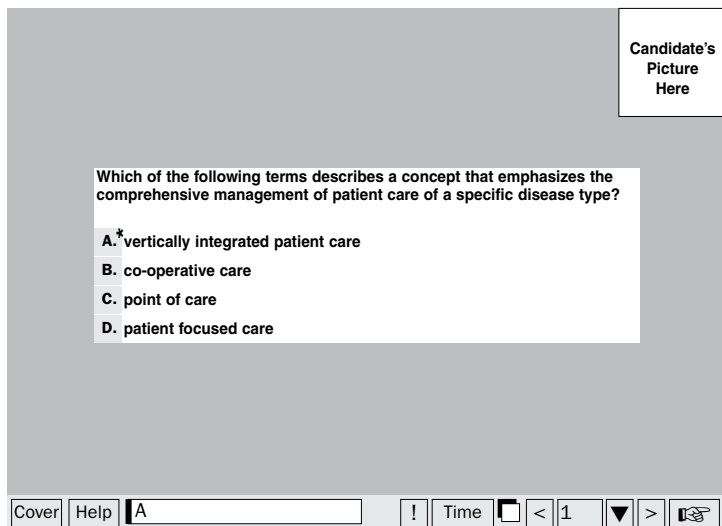**Occupational Health Nurses, Inc.**

## Practice Examination

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time that you use for this practice examination is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

## Timed Examination

Following the practice examination, you will begin the actual examination. Instructions for taking the examination are accessible on-screen once you begin the examination. The examination contains 100 questions plus 10 pretest questions. Two hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when candidates are taking the examination.

Candidate's
Picture
Here

Which of the following terms describes a concept that emphasizes the comprehensive management of patient care of a specific disease type?

A. *vertically integrated patient care

B. co-operative care

C. point of care

D. patient focused care

Cover | Help | A | ! | Time | ☐ | < | 1 | ▼ | > | ☞

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the "Time" button in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one question is presented at a time. The question number appears on-screen (i.e., stem and four options labeled – A, B, C and D). **Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse.** Your answer appears in the window in the lower left portion of the screen. To change your answer, enter a different option by typing in the letter in the box or by clicking on the option using the mouse. During the examination time limit, you may change your answers as many times as necessary.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

You may leave a question unanswered and return to it later. You may also bookmark questions for later review by clicking in the blank square to the right of the Time button. Clicking on the hand icon advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon. When you have completed the examination, the number of questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions. Be sure to answer each question before ending the examination. **There is no penalty for guessing.**

You may provide comments for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where you may enter your comments.

The examination will be timed; you will have two (2) hours of actual examination time. The computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.

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# References

The American Board for Occupational Health Nurses, Inc. has prepared the following list of references that are examples of resources that may be used to prepare for the certification examination. This is not an all-inclusive list, but one that represents the types of materials that may have been used as references for the examination items. Applicants are advised to identify the areas of content in which they feel less knowledgeable and to focus their study on those areas, as well as a general overview of the content described in the Test Blue Print. Useful references may be obtained from professional organizations and public and university libraries. ABOHN neither sells, nor lends references. ABOHN cannot recommend any specific course(s) or other resources that may prepare you for the examination.

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Dyck, D. (2002). *Disability management: Theory, strategy and industry practice.* (2nd Ed.) Butterworths: Markham, Ontario.

Douglas, J.R. (1994). *Managing workers' compensation: A human resources guide to controlling costs.* New York: John Wiley & Sons.

Feldstein, A., et al. (1998). *Prevention of work-related disability.* American Journal of Preventive Medicine.

Gliniecki, C.M. (1998). *Management of latex reactions in the occupational setting.* AAOHN Journal, 46 (2).

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Herrington, T.N. & Morse, L.H. (1995). *Occupational injuries: Evaluation, management, and prevention.* St. Louis: Mosby.

Huber, D. L. (2005). *Disease management: A guide for case managers.* St. Louis, MO: Elsevier/Saunders.

Kalina, C & Haag, A. (2006). *How can the disability management period be used to address larger behavioral and lifestyle changes with employees, and what strategies might case managers use to assist employees in improving their overall health and preventing disabilities?* AAOHN Journal Vol. 54, No. 7.

Kalina, C.M. (1998). *Linking resources to process in disability management.* AAOHN Journal, 46 (8).

Lamb, G., Donaldson, N. & Kellogg, J. (1998). *Case management: A guide to strategic evaluation.* St. Louis: Mosby.

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Menzel, N.N. (1998). *Workers' comp management from A to Z.* (2nd ed.). Beverly Farms, MA: OEM Press.

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Tourigian, R. (2003). *Clinical rounds case management update: What is the role of the employee assistance program in case management?* AAOHN Journal, 51, (1).

Tourigian, R. (2003). *Clinical rounds case management update: What are some of the challenges in case management and how have you handled them?* AAOHN Journal, 52, (7).

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Wassel, M.L. (1995). *Occupational health nursing and the advent of managed care: Meeting the challenges of the current health care environment.* AAOHN Journal Vol. 43.

### Regulatory Resources

Alcohol and drugs: DOT compliance manual (2011)
NIOSH reports and publications
OSHA guidelines, alerts and publications

### Journals and Periodicals

American Journal of Health Promotion
American Journal of Nursing
American Medical Association
BNA Environment, Health and Safety
CDC, Morbidity and Mortality Weekly Report (MMWR)
Employee Health and Fitness
Hospital Employee Health Journal
Journal of Nursing Administration
Journal of Occupational and Environmental Medicine
    Nursing Research
Occupational and Environmental Medicine Report
Occupational Health and Safety
Workplace Health & Safety (formerly AAOHN Journal, Slack Publications CDC/NIOSH publications at http://www.cdc.gov/niosh/pubs/)

### WEBSITES

Agency for Toxic Substances & Disease Registry: www.atsdr.cdc.gov
American Industrial Hygiene Association: www.aiha.org
American Public Health Association: www.apha.org
Center for Disease Control: www.cdc.gov
CDC/Travelers' Health: www.cdc.gov/travel
Code of Federal Regulations (CFR) http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl
Department of Transportation (DOT): www.dot.gov
Department of Justice, Office of Americans with Disabilities Act: www.ada.gov
Department of Health & Human Services: www.hhs.gov
Council for Accreditation in Occupational Hearing Conservation: www.caohc.org
Health Promotion: http://www.healthypeople.gov/2020/default.aspx
Morbidity Mortality Weekly Report: www.cdc.mmwr/
U.S. National Library of Medicine: www.n.m.nih.gov
National Institute of Occupational Health & Safety: www.niosh.gov
Occupational Safety Health Administration Standards: www.osha.gov
World Health Organization Travel Health: www.who.int/en
National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention: www.cdc.gov/nchstp/tb/default.htm

# Taking the Examination

## Experimental Questions and Guessing

Several examination questions are experimental items. They are considered experimental because they have not been used on a previous exam and their performance has not been evaluated. Therefore, until those evaluations can be conducted, the items will not be used to score your exam. Since these items are combined with the other questions and are not marked as experimental questions, you will be unable to determine which items are experimental. Therefore, you should answer all questions to the best of your ability. No penalty is applied for guessing incorrectly. Therefore, if you are unsure about an answer, you should make an educated guess.

## Sample Examination Questions

Many of the questions on the ABOHN case management examination are written in "Case sets." The examination questions are in a group of items pertaining to a single worker or situation. The case begins with an introductory paragraph and usually several questions are asked about the initial situation. As time passes and healing or a complication occurs, additional information is supplied and more questions are asked. An example of a case set of items is given. Usually, case sets lend themselves well to clinical situations, since a number of important concepts may need to be tested.

Mr. David Johnson, works in a hospital as a housekeeper and has diabetes mellitus (Type 2). He reports to the employee health unit and complains of a painful, swollen knee that limits his ability to perform his duties. Mr. Johnson states he fell while on duty about one week ago.

1.  At this time, which of these actions should the nurse case manager take initially?

    A.  Wrap the knee and have him return to work.
    B.  Record the injury on the OSHA 200 log.
    C.  Ask him to describe how the injury occurred.
    D.  Discuss a temporary work modification for him with his supervisor.

2.  Because of Mr. Johnson's medical history and presenting symptoms, the nurse case manager refers Mr. Johnson to his primary care physician. The physician determines that Mr. Johnson has an elevated blood glucose level, as well as cellulitis of the knee resulting from the fall. In terms of workers' compensation, the nurse case manager should be aware that Mr. Johnson is

    A.  not eligible because of the delay in reporting the injury.
    B.  not eligible because his diabetes contributed to the cellulitis.
    C.  eligible only if his supervisor documents that the accident occurred.
    D.  eligible because the injury occurred while he was working.

3.  Mr. Johnson's diabetic status has changed and he is now taking insulin twice a day. He is to remain off work for a period of time. In preparation for Mr. Johnson's return to work, it is appropriate for the nurse case manager to take which of these actions?

    A.  Arrange a meeting with Mr. Johnson's co-workers to inform them of his special needs.
    B.  Confer with management to be sure the workplace is able to support Mr. Johnson's self-care requirements.
    C.  Require that Mr. Johnson keep a dietary intake record for one week.
    D.  Arrange for the supervisor to receive periodic reports on Mr. Johnson's medical progress.

Correct answers:

1.  Key C
2.  Key D
3.  Key B

# Following the Examination

After you finished the examination, you are asked to complete a short evaluation of your testing experience. Then, you are instructed to report to the examination proctor to receive your score report. Scores are reported in written form only, in person or by U.S. mail. **Scores are NOT reported over the telephone, by electronic mail or by facsimile.**

Your score report will indicate a "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. A scaled score is the number of correctly answered questions; a scaled score is statistically derived from the raw score. Your pass/fail status is determined by your raw score. Your total score determines whether you pass or fail. Even

though the examination consists of 110 questions, your score is based on 100 questions. Ten questions are "pretest" questions.

The methodology used to set the minimum passing score for the examination is the Angoff method, applied during the performance of a Passing Point Study by a panel of content experts. The experts evaluated each question on the respective examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required for the certification designation. The score is based on the candidate's ability to pass the examination, not on the performance of other candidates.

## If You Pass the Examination

ABOHN will send official notices to candidates who have achieved passing scores on the ABOHN CM examinations. A CM wall certificate and CM wallet card to show that they have earned the right to use the CM designation after their names will be sent to them. Additionally, their names and credentials are published in the ABOHN online Directory of Certified Occupational Health Nurses.

## If You Do Not Pass the Examination

If you do not achieve a passing score on the Case Management examination, you may contact ABOHN to reapply to take the examination. You will need to resubmit an application along with the necessary back up information and application and exam fee. Although ABOHN imposes no limit upon the number of times that an individual may apply or take the Case Management examination, ABOHN requires unsuccessful candidates to wait at least 45 days before they apply to retake the examination. If you have any questions about reapplying to take the examination, please contact the ABOHN office.

## Confidentiality

Under no circumstances will individual examination scores be reported to anyone but the individual who took the examination. Aggregate scores without personally identifiable markers will be used by the respective examination committees in collaboration with the testing consultants to set the passing points for the examination and to analyze performance of individual questions.

All information provided to ABOHN, including job descriptions, may be used for a variety of analyses to study certified occupational health nurses and their practice. However, information sharing will be limited to data reports that are in aggregate form, or documents that lack personally identifiable information.

Upon written or telephone request for verification of certification, an authorized ABOHN representative will provide the following information:

- "Our records indicate that _____ is currently certified."

    Or

- "Our records do not indicate that anyone with the name spelled in the manner that you have provided, is currently certified."

Unless authorized in writing by the individual whose certification status is being questioned, at no time shall any demographic information, pass/fail information, member data, or other identifying information be given to the calling or requesting individual.

## Duplicate Score Report

Candidates may purchase additional copies of score reports at a cost of $25 per copy. Written requests must be submitted to AMP within 12 months of the examination. The request must include the candidate's name, unique identifier assigned by ABOHN, mailing address, telephone number, examination date, the name of the examination taken and the required fee payable to AMP. Duplicate score reports are mailed within five business days after receipt of the request and fee payment.

## Scores Canceled by ABOHN or AMP

ABOHN and AMP are responsible for the integrity of the scores they report. Misconduct by a candidate may cause a score to be suspect. ABOHN is committed to recertifying such discrepancies as expeditiously as possible. If, after investigation, ABOHN discovers that its regulations have been violated, ABOHN may void the violator's examination results.

# Revocation of Certification

The American Board for Occupational Health Nurses, Inc. may revoke a certificate for substantial misrepresentation on the application, fraud in the examination, or failure to meet the criteria for certification or recertification. The certificate holder will be notified of the reasons judged adequate for revocation and will be entitled to be heard by the Board.

## Questions and Appeals Process

The American Board for Occupational Health Nurses, Inc., ABOHN provides an opportunity for candidates to question any aspect of the certification program. ABOHN will respond to any question as quickly as possible. Candidates are invited to call 630-789-5799 or send an email message to info@abohn.org for any questions. In addition, ABOHN has an appeals policy to provide a review mechanism for chal-

lenging an adverse decision, such as denial of eligibility for the examination or revocation of certification. An application for an appeal is available online at www.abohn.org under the Resource Tab.

It is the responsibility of the individual to initiate the appeal processes by written request or completing the form and sending it to the ABOHN Chief Executive Officer, ABOHN, 201 East Ogden Avenue, Suite 114, Hinsdale, IL 60521-3654 within 30 calendar days of the circumstance leading to the appeal.

# Retaining Certification

Part of the examination fee covers the cost of the successful candidates' first year of certification maintenance.

To maintain "Active" Case Management status, recertification is required every 5 years. Recertification eligibility criteria include:

1. Current registered nursing licensure, or its international equivalent;

2. Active core credential, either COHN or COHN-S; and

3. Documented continuing nursing education (CNE) hours related to occupational health case management must be earned within the five-year period preceding the recertification deadline (two contact hours per year).

The same continuing education alternatives that are available to examination applicants are available for recertification and the first Case Management recertification is adjusted to coincide with the core credential's recertification. Therefore, contact hour requirements are prorated to reflect the number of years that the Case Management credential was held. After the first Case Management recertification, 10 Case Management contact hours are required.

# AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.

**201 East Ogden, Suite 114, Hinsdale, IL 60521**
**www.abohn.org**
**CASE MANAGEMENT APPLICATION FOR EXAMINATION / DO NOT FAX**

**All information provided on this application will be treated with strict confidence.**

ABOHN's policy is that no individual shall be excluded from the opportunity to participate in the ABOHN credentialing program on the basis of race, national origin, religion, sex, age or disability.
PLEASE TYPE OR PRINT YOUR APPLICATION! Each item on this form must have a response. **If "none" or "no" is applicable, so state.** Incomplete responses will result in delay and possible disqualification. Applications must include the application fee. Please consult the examination handbook for application completion instructions.

**1. CERTIFICATION NUMBER** _____  **CURRENT CERTIFICATION** ☐ COHN ☐ COHN-S

**2. HAVE YOU APPLIED FOR A CASE MANAGEMENT EXAM WITH ABOHN BEFORE?** ☐ YES ☐ NO

**3. HAVE YOU TAKEN A CASE MANAGEMENT EXAM WITH ABOHN BEFORE?** ☐ YES ☐ NO

**4. NAME**
First _____

Middle _____

Last _____

Maiden Name_____

Other Last Names Used _____

**5. E-MAIL PREFERRED (mandatory)** _____ ☐ Work
                                                                                                    ☐ Home
   **ALTERNATE E-MAIL (non-mandatory)** _____ ☐ Work
                                                                                                    ☐ Home

**6. HOME ADDRESS** Street _____ Apt/Unit _____

City _____State _____ Zip _____

Country _____

Telephone ( ) _____

**OFFICE/NAME OF BUSINESS**_____

Street _____

City _____State _____ Zip _____

Country _____

Telephone ( ) _____ FAX ( ) _____

**7. TELELPHONE PREFERENCE FOR LISTING IN DIRECTORY** ☐ **HOME** ☐ **BUSINESS** ☐ **NEITHER**


**8. SALARY** (for group analysis use only) ☐ *Part-time: hours per week* _____ *Hourly Rate $* _____

☐ *Full Time: Annual Salary $* _____

**9. BUSINESS CATEGORY OF EMPLOYMENT** (*See* "*Guide to Code Numbers*") _____

**10. JOB TITLE** *(Use the "Guide" to code number to select the appropriate title, enter actual title and the appropriate code number)*

Title _____Code_____

**11. RN LICENSURE** *(Please attach a copy of your RN License to this application)*
State/Country _____ License Number _____ Expiration Date _____

**12. EXAMINATION ACCOMMODATION** ☐ **YES** ☐ **NO**


ABOHN makes a good faith effort to provide any reasonable examination accommodation. Consideration of a candidate's request for a disability accommodation is based upon the information received on the application and Special Examination Accommodation Form. Unless ABOHN believes that such an accommodation would create an undue hardship or is contrary to ABOHN's commitment to diversity and inclusiveness, ABOHN grants such requests.

## 13. CONTINUING EDUCATION IN CASE MANAGEMENT

*You must provide proof of **10 hours** of case management continuing education earned during the five-year period preceding the application submission.  Refer to your Case Management Handbook for appropriate course content and alternatives to continuing education.  Presentations and authored articles being submitted for credit should be listed on this page.  **Please number each certificate and list the certificate's information on the line that corresponds to the number you assigned to the certificate.  Include copies of your certificates upon submission of your application. Please list your case management certificates of attendance on this page.***

*LIST CERTIFICATES OF ATTENDANCE*

| # | DATE | TITLE of OFFERING | SPONSORING AGENCY | CONTACT HOURS | FOR ABOHN USE |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| TOTAL HOURS THIS PAGE ⇒ | | | | | |

## 14. AUTHORIZATION TO ABOHN

I authorize the American Board for Occupational Health Nurses, Inc. (ABOHN) to request information concerning me from any of the persons or organizations referred to in this application for Board certification.

I hereby attest that all of the information contained in this application, including any attachments that I have submitted, is true and correct to the best of my knowledge. I acknowledge that the ABOHN certification program is entirely voluntary and agree to be bound by ABOHN's policies and procedures, as they now exist or as they may be amended in the future. I understand that any falsification in this application will be grounds for rejection or revocation of any certificate issued.

If I am certified, I agree to pay such fees and meet such standards as prescribed by ABOHN to maintain certification status by the **American Board for Occupational Health Nurses, Inc.**

☐ Yes          ☐ No

*Signature:* _____ *Date:* _____

**Remember before mailing this application:**
- **Please make a copy of this application for your records**

**Please include copies of:**
- **RN license**
- **Current job description, if applicable**
- **Advanced education or final transcripts**

**AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.**
**201 EAST OGDEN, SUITE 114**
**HINSDALE, IL 60521-3652**
**Phone: 630-789-5799    Fax: 630-789-8901**
**www.abohn.org**

# Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

## Candidate Information

ABOHN Assigned Unique Identification Number:_____

_____
Name (Last, First, Middle Initial, Former Name)

_____
Mailing Address

_____

_____
City                                                                    State                              Zip Code

_____
Daytime Telephone Number

## Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

_____ Reader

_____ Extended testing time (time and a half)

_____ Reduced distraction environment

_____ Please specify below if other special accommodations are needed.

_____

_____

_____

Comments: _____
_____
_____

**PLEASE READ AND SIGN:**

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature:_____ Date: _____

**Return this form with your examination application and fee to:**

**ABOHN, 201 East Ogden, Suite 114, Hinsdale, IL 60521.**

**If you have questions, call the ABOHN office at 630-789-5799.**

**AMP™**

# Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required accommodations.

**Professional Documentation**

I have known _____ since _____ / _____ / _____ in my capacity as a
Candidate Name                                                        Date

_____.
My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

_____

_____

_____

_____

Signed:_____     Title: _____

Printed Name:_____

Address: _____

_____

Telephone Number: _____     Email Address:_____

Date:_____     License # (if applicable): _____

**Return this form with your examination application and fee to:**
**ABOHN, 201 East Ogden, Suite 114, Hinsdale, IL 60521.**
**If you have questions, call the ABOHN office at 630-789-5799.**