



American Board for
Occupational Health Nurses, Inc.

Candidate Handbook

CM

Case Management

Board Certification: Engage Excellence

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Introduction

This candidate handbook provides information about ABOHN's Certified Case Management (CM) examination. It outlines the design and content of the exam and guides candidates throughout the entire examination process from application through examination. It includes the following:

- Eligibility requirements
- Examination policies
- Test blueprints
- Sample questions
- Study references
- Examination application

Please retain this handbook after applying for the examination-it is useful when studying for the exam.

About ABOHN

The American Board for Occupational Health Nurses, Inc., ABOHN was established as an independent nursing specialty certification board in 1972. ABOHN was formed to develop and conduct a program of certification for qualified occupational health nurses. ABOHN is the sole certifying body for occupational health nurses in the United States and awards three credentials: Certified Occupational Health Nurse (COHN), Certified Occupational Health Nurse – Specialist (COHN-S), and Case Management (CM).

For more information about ABOHN and its history, please visit www.abohn.org.

ABOHN Vision, Mission, Principles and Values

ABOHN Vision Statement: ABOHN Certification is recognized and valued as the standard to maximize the health and safety of workers worldwide.

ABOHN'S Mission is to promote a standard of excellence in occupational health nursing through credentialing.

Principles and Values: To accomplish its mission and vision, ABOHN commits its resources to achieving the following principles and values:

- Establish and promote credentialing standards for professional occupational health nurses;
- Publicly recognize individuals who demonstrate that they meet these standards;
- Elevate the quality of occupational health nursing practice;
- Stimulate the development of improved educational standards and programs in the field of occupational health nursing;
- Encourage occupational health nurses to continue their professional education;
- Perform the above unrestricted by consideration of national origin, race, creed, disability, color, age or gender;
- Create value for employers, their employees and the occupational health professional; and
- Seek inclusivity by partnering with organizations that share ABOHN's mission and values.

Ethics

ABOHN considers the American Association of Occupational Health Nurses (AAOHN) Code of Ethics for Occupational Health Nurses foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession. For additional information on the Code of Ethics, please visit the AAOHN website at www.aohn.org.

Statement of Nondiscrimination

It is a strict policy of ABOHN to treat all applicants and candidates fairly and without regard to actual or perceived race, color, religion, national origin, age, disability, gender, gender identity, sexual orientation, veteran status, marital status, or other legally protected category.

NCCA Accreditation

The following ABOHN certification programs have been accredited by the National Commission of Certifying Agencies (NCCA), the accreditation arm of the Institute for Credentialing Excellence (ICE):

- Certified Occupational Health Nurse (COHN)
- Certified Occupational Health Nurse-Specialist (COHN-S)
- Case Management (CM)

ABOHN is a member of the Institute of Credentialing Excellence (ICE) and a charter member of the American Board of Nursing Specialties (ABNS).

ABOHN's Testing Agency

The Examination Administrator (EA) is the professional testing agency contracted by ABOHN to assist in the development, administration, scoring, and analysis of ABOHN's examinations. The EA is a leader in the testing industry, offering certification, licensing, talent assessment, and academic solutions worldwide.

Examination Construction

ABOHN's contract with the EA includes provisions for the technical assistance needed to construct and validate its certification exams. With the EA's assistance, ABOHN periodically conducts a practice analysis study that describes the job activities of occupational health nurses in sufficient detail in order to provide a basis for the continued development of a professional, job-related, evidence-based certification examination. The study surveys both certified and non-certified OHNs to determine the current significance of specified tasks to OHN case management practice. The practice analysis results are then used to identify OHN CM roles, develop the Test Blueprint, and determine the examination specifications percentage distribution of exam questions for each role. Therefore, the subject matter and the relative importance of each topic on the examination reflect the data validated by this periodic study. Thus, ABOHN examinations are firmly grounded in the knowledge, skills, and abilities essential for the delivery of effective, proficient occupational health and safety practice. . For additional information on the latest practice analysis, please visit <https://www.abohn.org/resources/latest-practice-analysis>.

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 examination committees. These committees draft the examination's multiple-choice questions, which are then edited and validated by the EA and approved by the ABOHN Board for inclusion on the examination.

Subject Matter Experts (SMEs) and the EA review all 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 CM Examination Development Advisory Committee (EDAC) and the EA for conformance to psychometric principles. Examples of the question format “Sample Examination Questions” are found in this handbook. The sample questions do not reflect the full range of content or scope of difficulty levels of the questions on the examination.

Examination Content

The CM examination is composed of multiple-choice questions and is based upon two factors. First, the four (4) major categories of OHN case management: fitness for work, occupational disability, non-occupational disability, case management concepts. Secondly, ABOHN uses the premise that OHN case management process incorporates the four nursing process steps:

- Assessment
- Implementation
- Planning
- Evaluation

The weight/percentage of questions from each major role and the number of questions from each nursing process step is shown in the CM Test Blueprint chart that follows. The following activity statements for each step were validated by ABOHN’s 2018 Practice Analysis.

Case Management Test Blueprint

1. Fitness for Work (26%)

A. Assessment (7%)

1. Obtain an occupational and environmental health and medical history
2. Conduct job analyses
3. Assess health needs of worker and worker populations (i.e., workplace risks, changing demographics, psychosocial factors)
4. Assess workers with work restrictions or limitations and make appropriate job placement recommendations (i.e., fitness for duty)
5. Recognize cultural beliefs/practices that may impact programs and services
6. Identify physical requirements to fulfill essential job functions
7. Participate in fitness for duty examination

B. Planning (5%)

1. Apply legal and regulatory requirements in decision-making regarding job/work accommodations
2. Develop quality management/improvement program(s) for occupational health and safety (e.g., benchmarking, best practices, evidence-based)
3. Recommend a needs assessment of the company’s health and safety programs

C. Implementation (5%)

1. Refer workers for rehabilitation as indicated
2. Participate in the interactive accommodations process
3. Participate in disability management programs

4. Incorporate knowledge of cultural beliefs/practices in management of programs and services
5. Participate in the investigation of workplace risks (e.g., indoor air quality, mold, ergonomics)
6. Participate in audits (e.g., early return to work, disability guidelines)
7. Facilitate worker to achieve optimal health outcomes
8. Establish metrics and key performance indicators (quality, cost-effectiveness, and cost containment)
9. Coordinate healthcare delivery to workers

D. Evaluation (9%)

1. Interpret results of tests and examinations (e.g., treatment options)
2. Monitor progress of workers in rehabilitation (e.g., work-conditioning programs, early return to work)
3. Evaluate the quality of health care delivery to workers provided by internal and external providers
4. Interpret job analyses
5. Conduct informal research (e.g., examining data to identify trends or other data)
6. Incorporate research findings into practice
7. Evaluate the outcomes, quality, and cost-effectiveness of services and report to stakeholders

2. Occupational Disability (31%)

A. Assessment (9%)

1. Identify work-related cases that are appropriate for case management
2. Identify legal, labor, and regulatory implications related to case management
3. Assess work-related injury and illness data for trends

B. Planning (8%)

1. Recommend control measures for exposures/hazards
2. Recommend appropriate personal protective equipment
3. Review workplace hazard assessments
4. Obtain management support for occupational health programs
5. Use knowledge of the organization's fiscal status to plan/implement programs and interventions
6. Establish goals and objectives for case management
7. Develop case management protocols using evidence-based guidelines

C. Implementation (10%)

1. Coordinate treatment of work-related injuries or illnesses
2. Apply regulatory standards and guidelines
3. Coordinate drug and alcohol testing as indicated
4. Manage worker's compensation cases (e.g., care and referrals)
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 (e.g., retaliation, company level discrimination complaint)

7. Communicate case management process to key stakeholders
8. Design a plan to remediate hazards
9. Implement evidence-based practice for care protocols and pathways
10. Make recommendations for additional treatment options based on expected outcomes and guidelines (e.g., EAP services, work hardening)
11. Participate in disability management process (e.g., long term disability)
12. Administer or manage a workers' compensation program
13. Participate in interactive accommodations process

D. Evaluation (4%)

1. Analyze worker's compensation data (e.g., quality, cost-containment, lost time)
2. Evaluate metrics and key performance indicators

3. Non-Occupational Disability (21%)

A. Assessment (6%)

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

B. Planning (5%)

1. Recommend changes in job/work to accommodate worker's health status
2. Apply legal and regulatory requirements in decision-making regarding job/work accommodations

C. Implementation (6%)

1. Coordinate care for non-work-related illnesses and injuries for workers
2. Manage integrated absence management (e.g., 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)
4. Coordinate programs for chronic disease management
5. Make recommendations for additional treatment options based on expected outcomes and guidelines (e.g., EAP services, work hardening)
6. Participate in disability management process (e.g., long term disability)
7. Participate in interactive accommodations process

D. Evaluation (4%)

1. Evaluate the integrated absence management program
2. Evaluate metrics and key performance indicators (e.g., analyze aggregate claims data to develop future health promotion programs)

4. Case Management Concepts (22%)

A. Assessment (6%)

1. Monitor developments related to emerging health care issues (e.g., psychosocial issues, cultural competence)

2. Monitor changes in federal, state, and local regulations that may impact case management practice
3. Identify quality care and cost containment strategies

B. Planning (5%)

1. Develop case management plans for individuals
2. Develop and/or coordinate a network of resources for case management
3. Develop a multidisciplinary plan of care in collaboration with the worker and his/her support systems
4. Select teaching methods and content based on the characteristic of learners (e.g., apply adult learning principles, cultural differences)

C. Implementation (6%)

1. Incorporate technology into management practices
2. Participate in clinical case reviews and quality improvement efforts
3. Use software applications for health information management (i.e., informatics)
4. Recognize and respond to ethical issues in practice
5. Implement individualized case management plans
6. Provide individual counseling services and/or refer workers to an employee assistance program
7. Coordinate administration of case management with vendors and community resources
8. Collaborate with other disciplines to protect and promote worker health and safety
9. Assure confidentiality of personal health information and comply with established codes of ethics and legal or regulatory requirements

D. Evaluation (5%)

1. Monitor laws and regulations affecting nursing practices (e.g., licensure, practice acts)
2. Conduct cost benefit analysis (e.g., return on investment by balancing quality care with its cost)
3. Identify quality care and treatment outcomes
4. Identify gaps in health services for workers

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.

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, ergonomic assessment, functional job analysis and residual function capacity)
- Vocational rehabilitation (e.g., labor market survey, transferable skills analysis)
- Fitness for duty, vocational rehabilitation
- Prevention and wellness promotion/self-care
- Federal regulatory programs (e.g., Family Medical Leave Act (FMLA), Retirement Income Security Act (ERISA), Americans with Disabilities Act Amendments Act (ADAAA), Social Security Insurance (SSI) and Disability (SSDI), Consolidated Omnibus Budget Reconciliation Act (COBRA), Department of Transportation (DOT), Occupational Safety and Health Administration (OSHA), US Federal Regulations, Ministry of Labor (Canada), Fair Labor Standards Act, Affordability Care Act, HIPAA, HEDIS)
- 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
- Statistical/data analysis, benchmarking, incidence, prevalence, trending, economic analysis
- Fiscal management: tracking and measuring expenses, cost/benefit analysis, return on investment
- 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 (e.g., human resource personnel, benefits manager, insurance carriers, third-party administrators, risk managers, safety professionals, line managers, external providers, labor relations, and legal counsel)
- Electronic medical record
- Socio-cultural influences/diversity
- Principles of utilization review and pre-certification, peer review
- Alternative treatment modalities
- Job analysis
- Principles of management/utilization of resources
- System abuse (e.g., fraudulent practices by worker, employer, vendor)
- Health care delivery systems (e.g., health insurance, managed care models- HMO, PPO, ACA)

- Trends in case management (e.g., disability, workers' compensation, rehabilitation, integrated models)
- Disability benefit plan design (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 manager on the interdisciplinary team

Examination Eligibility Requirements

The Case Management (CM) examination is offered to those certified occupational health nurses whose practices involve case management roles. Eligibility requirements for the CM examination include:

Mandatory

- A current RN license or an international equivalent and:
- Occupational health nursing certification (COHN or COHN-S) in good standing (Active Status) with ABOHN;
- 10 documented contact hours of occupational health nursing case management related continuing education earned within the previous five years from date of application

Eligibility Rationale

Effective occupational health and safety programs address overall health care, disability, and workers' compensation costs. These programs:

- 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 integrated options. With an increasing focus on health care cost containment, the case management function is valuable to the employer and insurers. It is also complex and requires well prepared health care professionals who possess necessary knowledge and skills (e.g., occupational and environmental health and safety, return-to-work issues, health care delivery systems, payer systems, laws and regulations).

Today's proactive practitioners are 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 strategy for employers to not only quantify their health care costs but also savings through coordination of services.

The OHN, acting as case manager and coordinator of health care services from the onset of illness or injury, through rehabilitation and return-to work, or an optimal alternative, is the key to ensure cost containment and quality health care among workers. (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

The second Case Management Certification Program's prerequisite is 10 hours of continuing education directly related to Case Management earned in the previous five years. This assures ABOHN that the applicant is up to date with the latest information in Case Management.

Examination Application

There are two ways to apply for the CM examination:

1. Online: If you wish to apply online, go to www.abohn.org. The online application is found under the Certification tab in the Case Management Eligibility area. Once you have completed the application, but before you submit it, please make a copy for your records. Once the online submission is accepted, the applicant must send the required supporting documentation to the ABOHN office. Documentation can be sent via email or fax.
2. By mail: Complete the enclosed application that is included in this handbook and send along with the required supporting documentation and payment. Please do not staple the application and documentation. Instead, please secure documents with a large clip or rubber band. Make a copy of your completed application for your records.

Supporting Documentation

- Registered Nursing License: 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)

- Continuing Education- Ten (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.**

If your current name is different than the one that appears on your supporting documentation you must provide proof of a legal name change.

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 non-refundable application fee payment.

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

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 submission. To determine if a course is related to case management, the ABOHN Board uses the Case Management Test Blueprint and the Knowledge, Skills, 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:

- 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 are:

- 1 CNE (Continuing Nursing Education unit) = 60 minutes of classroom instruction
- 1 contact hour = 60 minutes of classroom instruction
- 1 CEU (Continuing Education Unit) = 10 contact hours
- 1 CERP (Continuing Education Recognition Point) = 1 contact hours
- 1 CEARP (Continuing Education Approved Recognition Point) = 1 contact hour
- 1 CME (Continuing Medical Education unit) = 1 contact hour
- 1 semester credit = 15 contact hours
- 1 trimester credit = 12 contact hours

- 1 quarter credit = 10 contact hours

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

- Number each certificate you are using for credit and place that number in the first column (CERT #).
- Enter the **DATE(s)** 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 **CONTACT HOURS** given for the course.

ABOHN cannot accept or give credit for course work when no hours for the activity have been assigned by the sponsoring agency. A letter from the sponsoring agency listing the hours can be accepted.

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: professional presentations, publications, state or national board service related to case management, and preceptorship. All alternative activities submitted for continuing education credit must be entered in the applications' Continuing Education section.

Professional Presentations

Documentation of professional presentations related to occupational health case management may be submitted as an alternative to continuing education for a maximum of five (5) hours during an application period. Documentation must include a brochure or letter from the sponsor of the presentation that describes the title and time of your presentation. The presentation, or the program of which it was a part, must represent the contact hours granted. This information should be reflected on the brochure, or the applicant can submit a copy of a certificate or transcript that indicates approval of contact hours. One hour of presentation is equal to one contact hour.

Publications

Published manuscripts related to occupational health case management may be submitted as an alternative to continuing education for a maximum of five (5) contact hours during an application period. Credit for published manuscripts is limited to:

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

Documentation must include a copy of the published manuscript, and if appropriate, evidence that the journal is refereed. Manuscripts accepted for publication, or in press, will not be accepted.

Board Service

Evidence of service as a director on a local, state or national board of directors related to occupational health case management nursing may be substituted for a maximum of five (5) contact hours during an 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.

Documentation must include a letter from the organization stating that the applicant has filled a Board of Director position for a stated time period.

Precepting

Evidence of service as a formal preceptor for students in the field of occupational health case management may be submitted for a maximum of five (5) hours during an application period. The following criteria must be met:

- The course must be offered by an accredited college or university
- The theme, topic or objectives must be related to OHN as defined in the examination Blueprints and/or Test Specifications
- The preceptor must spend at least three (3) hours of face-to-face interaction with the student
- The student must generate learning objectives consistent with the purpose of the experience
- A formal evaluation of the experience must occur and include the student, the preceptor and the clinical advisor or faculty coordinator

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

- Semester 6 contact hours
- Trimester 4 contact hours
- Quarter 3 contact hours

Guide to Code Numbers

Please use the following codes to complete your application.

Business Codes

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

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

Job Title Codes

Please select the title **that most closely matches** your primary job responsibility, or the one which represents the majority of your work time, instead of selecting your official company title. The following printed descriptions are derived from the *AAOHN Core Curriculum for Occupational Health Nursing*.

CODE	JOB 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 Service 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	Safety Manager	Plans, organizes, implements and evaluates hazard control activities that meet organizational safety objectives and reduces risks to people, property and the environment.

Application Checklist

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

- Have you answered all the questions?
- Have you included a copy of your current nursing license or state verification?
- Have you included a copy of your current or most recent job descriptions?
- Have you included copies of your continuing education certificates?
- Have you made a complete copy of your application and its supporting documentation for your files?
- Have you enclosed the non-refundable Application Fee?

Completed written application, supporting documentation and non-refundable application fee can be mailed to:

American Board for Occupational Health Nurses, Inc.
P.O. Box 39
Palos Heights, IL 60463

Online applications supporting documentation can be emailed to info@abohn.org or faxed to (630) 789-8901.

If your application is found to have deficiencies, you will be contacted by email.

If your application meets the eligibility criteria, you will receive email notification including an invoice for the examination fee.

Paying Examination Fee

Once an application has been reviewed and approved, ABOHN will email notification of application approval which included the following:

- Application Approval Letter
- Examination Fee Invoice
- Information about the Certification Self-Assessment Test (CSAT)

Examination fees must be paid within 90 days of the date of the exam invoice received from ABOHN. Payment can be made on the ABOHN website at www.abohn.org under the Certification tab, in the Examination Fees area. Once payment is received and processed, candidate information is transferred to PSI weekly on Fridays. The EA will notify candidates by email with information on how to schedule an exam. Exam candidates will have 120 days from the date of the EA's email notification to schedule and take their exam.

If the examination fee is not paid during the 90-day period, the application file for certification is closed. To regain application status, one must re-submit a completed application with required back up information and non-refundable application fee again.

Declined Credit Cards, Returned Checks and Handling Fees

ABOHN charges a fee for any returned check. 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 at www.abohn.org.

Scheduling an Examination Appointment

After receiving the acceptance email from the EA, you may schedule an examination appointment with the EA by one of the following methods. Be prepared to confirm a date and location for testing.

1. Schedule online. Currently you may visit <http://schedule.psiexams.com> and select "Candidates" to schedule an examination appointment.

OR

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

Examinations are delivered by computer at approximately 300 EA’s Test Centers nationwide. The examinations are scheduled by appointment only, Monday through Saturday. Appointment starting times may vary by location. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

If you call PSI 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 an appointment is made, you will be given a time to report to the Test 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 Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Test Center.

International Testing

Our testing provider 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. Please contact the ABOHN office for pricing.

Examination Accommodations

ABOHN and the EA comply with the Americans with Disabilities Act (ADA/ADAAA) 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 two-page 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.

Examination Authorized Changes (Rescheduling or Extension)

There are two options for changing your examination date.

- 1. Rescheduling:** The EA allows for a one-time cancellation and/or rescheduling for sitting for the examination during your specified exam authorization period. A candidate who wishes to reschedule his/her examination appointment, must contact the EA at 888-519-9901 at least **TWO business days** prior to the scheduled testing session or will forfeit the examination fee and be required to reapply and submit required fees to reschedule the examination.

If the Examination is scheduled on...	PSI 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

2. **Extension:** If you need to EXTEND your 120-day examination period, you may purchase a one-time, 60-day examination extension to the original 120-day authorization period. The EA and ABOHN require at least **THREE business days** notification prior to the scheduled examination date. You must contact the EA to cancel your scheduled exam date and then call ABOHN at 630-789-5799 for the extension request and payment.

If the Examination is scheduled on...	ABOHN must be contacted by 3:00 p.m. Central Time to purchase an Extension by the previous...
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

PLEASE NOTE: The EA only allows ONE CHANGE (either exam rescheduling or an exam extension). You may not use both options.

Missed Appointments/Failure to Report or to Schedule an Examination

Candidates will forfeit their application and examination fees paid under the following circumstances:

- Candidates who wish to reschedule an examination appointment but fail to contact the EA at least 2 business days prior to the scheduled examination session
- Candidates arriving more than 15 minutes late for a scheduled examination appointment
- Candidates failing to report on the date and time they are scheduled for an examination appointment
- Candidates that fail to schedule an examination appointment within the 120-day period

Examination fees may NOT be transferred to another appointment. Once fees are forfeited a Candidate must reapply, paying all fees again to continue.

How to Prepare for the Examination

Since occupational health nursing practice is so varied and the certification examination is designed to represent a broad reflection of practice, no two professionals will prepare for the examination 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: CM Test Blueprint, Knowledge, Skills, and Abilities Statements, study references and sample examination questions.

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

1. Perform a case management knowledge self-assessment using the examination specifications on the CM Test Blueprint 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. First, schedule topics that will need intense study. Save review only topics for later in your study schedule.
4. Gather resources with which to study. References in the back of this handbook represent a partial listing of books, journals and other materials that have been used to write examination questions. This list can help you to identify resources that may be used to address identified learning needs, but it is not intended to be a mandatory, exclusive 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.

Passing Candidates Examination Preparation

Passing candidates use a variety of study techniques including independent and group study. 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 Workplace Health & Safety Journal

Certification Self-Assessment Tests (CSAT)

ABOHN offers a COHN-S Certification Self-Assessment Test which contains thorough descriptions of the ABOHN examination and helpful suggestions for preparation. The CSAT provides 100 questions that use the same format as actual examination questions and are representative of the knowledge areas and activities that form the Test Blueprint.

Disclaimer:

- Purchase of these products is **NOT REQUIRED** to apply or take any ABOHN examinations.
- The ABOHN CSATs are not designed to be an assessment tool of one's strengths and weaknesses and are not designed to be used as a study guide or as an only source of study.
- The ABOHN CSATs are **NOT INTENDED** as a predictor of success on ABOHN examinations and no such guarantees are made.

For more information about how to purchase a CSAT, please visit www.abohn.org.

On the Day of Your Examination

On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Once you enter the building, look for the signs indicating the EA's Test 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 Test 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, the EA will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

Currently, you may visit <http://schedule.psiexams.com> prior to the examination to determine if the EA has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Security

ABOHN and the EA maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Test 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, 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 Test 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	• wallets	• keys	• hats	• phones
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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 Test 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 Test 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 cellular/smart phones;
- talk or participate in conversation with other examination candidates;

- give or receive help or are suspected of doing so;
- leave the Test 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.

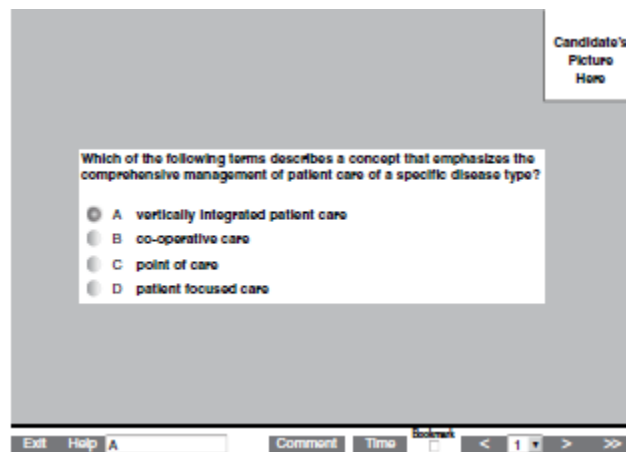
If a re-examination privilege is granted, the candidate will need to submit a new application and pay all required fees.

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 (2) 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.



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 in the lower right portion of the screen. The entire question 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 double arrows (>>) advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). 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 online comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where you may enter your comments.

Taking the Examination

Several questions on the examination are experimental or “pretest” items. They are considered experimental because they have not been used on a previous examination, nor has their performance been evaluated. Therefore, until those evaluations can be conducted, the items will not be used for scoring your examination. 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. You should answer all questions to the best of your ability. No penalty is applied for guessing incorrectly. If you are unsure about an answer, you should make an educated guess.

Sample Examination Questions

Each item has four responses, only one of which is correct. The sample questions that follow are examples of typical questions and the format used.

1. An employee works in a hospital as a housekeeper and has diabetes mellitus (Type 2). The worker reports to the employee health unit and complains of a painful, swollen knee that limits ability to perform duties. The worker states they fell while on duty about one week ago.

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

- A. Wrap the knee and have the worker return to work.
- B. Record the injury on the OSHA 300 log.
- C. Ask the worker to describe how the injury occurred.

D. Discuss with the supervisor a temporary work modification for the employee.

2. Because of the workers medical history and presenting symptoms, the nurse case manager refers the employee to their primary care physician, the physician determines that the employee has an elevated blood glucose lever, as well as cellulitis of the knee resulting from the falling terms of workers' compensation, the nurse case manager should be aware that the worker is

- A. not eligible because of the delay in reporting the injury.
- B. not eligible because this diabetes contributed to the cellulitis.
- C. eligible only if the supervisor documented that the accident occurred.
- D. eligible because the injury occurred while the employee was working.

3. The employees' diabetic status has changed now that they are taking insulin twice a day. The worker is to remain off work for a period of time. In preparation for the employees return to work, it is appropriate for the nurse case manager to take which of these actions?

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

Answers to sample questions

- 1. C
- 2. D
- 3. B

Copyrighted Examination Questions

All examination questions are the copyrighted property of ABOHN. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties.

Following the Examination

After you finish the examination, you are asked to complete a short evaluation of your testing experience.

The Official Notification of pass/fail status will be mailed to candidates from ABOHN about 8-12 weeks after their examination date. Unofficial scores reports will be given at the testing center. Score are

reported in written form only, sent 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 scaled score. Your total score determines whether you pass or fail. Even though the examination consists of 110 questions, your score is based on 10 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. The new CM credential holder is charged a one-time maintenance fee to cover the maintenance required to adjust the CM credential to coincide with the core credential’s (COHN/COHN-S) renewal and recertification periods. Once the credential maintenance fee is paid, a CM wall certificate and digital badge will be sent to show that they have earned the right to use the CM designation after their names. Additionally, their names and credentials are published in the ABOHN online Directory of Certified Occupational Health Nurses if they agreed to be published.

If You Do Not Pass the Examination

Although ABOHN imposes no limit upon the number of times that an individual may apply or take an examination, ABOHN does require unsuccessful candidates to wait to reapply until they receive their official results from ABOHN. Currently, ABOHN receives the official results from the testing vendor during the 2nd week of the month following the examination and sends the official results to candidates during the 3rd week of the month following examination.

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

- “This shall serve as verification of the _____ credential status of the above-named individual.”

OR

- “Our records do not indicate that anyone with the name spelled in the manner that you have provided is currently certified through the American Board for Occupational Health Nurses.”

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.

Duplicate Score Report

Candidates may purchase additional copies of score reports at a cost of \$25 per copy. Written requests must be submitted to PSI 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 PSI Services Inc. Duplicate score reports are mailed within five business days after receipt of the request and fee payment.

Scores Canceled by ABOHN or the EA

ABOHN and the EA 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 rectifying 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 credential holder will be notified of the reasons judged adequate for revocation and will be entitled to be heard by the Board.

Misuse of ABOHN Credentials

The awarded credential(s) may only be used by the certified individual during the time period designated on the individual's wallet card or digital badge. Failure to successfully recertify or renew requires the individual to stop using the credentials immediately after the credential has expired or the credential holder applied for Inactive Status. It is the policy of the American Board for Occupational Health Nurses, Inc., ABOHN, to thoroughly investigate all reports of an individual or corporation using the "COHN", "COHN-S", or the "CM" credential of the ABOHN trademark.

Current credential holders have an obligation to notify ABOHN if they are aware of credential misuse.

If proof of fraudulent use is obtained, the ABOHN organization will notify parties involved. Fraudulent use may be reported to employers, state boards of nursing and/or published for professional or consumer notification at the discretion of the ABOHN Board of Directors.

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 send an email message to info@abohn.org for any questions. In addition, ABOHN has an appeals policy to provide a review mechanism for challenging 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 Certification 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 Executive Director, ABOHN, P.O. Box 39, Palos Heights, IL 60463 within 30 calendar days of the circumstance leading to the appeal.

One Time Maintenance Fee

After passing the examination, the new CM credential holder is charged a one-time maintenance fee to cover the maintenance required to adjust the CM credential to coincide with the core credential's (COHN/COHN-S) renewal and recertification periods.

Retaining Certification

To maintain "Active" CM status requires:

1. **Annual Renewal Application and Fee** along with any updated work/home information in order to maintain the credential in Active status.

2. **Recertification Application and Fee**: Recertification is required every five (5) years. Recertification eligibility criteria includes:

- a. Current registered nursing licensure, or its international equivalent.
- b. 50 Continuing Nursing Education (CNE) continuing education hours related to occupational health earned within the previous five (5) years.
- c. 10 Continuing Nursing Education (CNE) continuing education hours related to case management earned within the previous five (5) years.
- d. 3,000 hours of occupational health nursing experience for paid compensation during the previous five (5) years. (You do not have to be currently employed at the time you apply for recertification.)

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 Blueprint. 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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Regulatory Resources

CDC/NIOSH publications at <http://www.cdc.gov/niosh/pubs/>

OSHA guidelines, alerts and publications <https://www.fmcsa.dot.gov/regulations>

Journals and Periodicals

American Journal of Health Promotion

American Journal of Nursing

CDC, Morbidity and Mortality Weekly Report (MMWR)

CMSA Today Available from <https://www.cmsatoday.com/archives-2/>

Journal of the Association of Occupational Health Professionals in Healthcare

Journal of Occupational and Environmental Medicine

Nursing Research

Workplace Health & Safety (formerly AAOHN Journal, Slack Publications)

Websites

ADA: <https://www.ada.gov/pubs/adastatute08.htm>

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): <https://www.govinfo.gov/>

Council for Accreditation in Occupational Hearing Conservation: www.caohc.org

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

Health Promotion: <http://www.healthypeople.gov/2020/default.aspx>

Morbidity Mortality Weekly Report: www.cdc.gov/mmwr/

National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention: www.cdc.gov/nchstp/tb/default.htm

Occupational Safety Health Administration Standards: www.osha.gov

Total Worker Health: <https://www.cdc.gov/niosh/twh/default.html>

U.S. Equal Employment Opportunity Commission, The Americans with Disabilities Act Amendments Act of 2008: https://www.eeoc.gov/laws/statutes/adaaa_info.cfm

World Health Organization Travel Health: www.who.int/en

Accommodation Information

JAN Network: <https://askjan.org/topics/atoz.htm>

<https://www.cdc.gov/ncbddd/disabilityandhealth/>

<https://www.dol.gov/odep/topics/disability.htm> (disability.gov)

FMLA Resources

<https://www.dol.gov/general/topic/benefits-leave/fmla>

<https://www.dol.gov/whd/regs/compliance/whdfs28.pdf>

https://www.dol.gov/whd/fmla/general_guidance.htm

Code of Federal Regulations (CFR)

<https://www.ecfr.gov/cgi-bin/ECFR?page=browse>

<https://www.fmcsa.dot.gov/regulations>

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United States Department of Labor, Office of Disability Employment Policy (n.d.). Retrieved from <https://www.dol.gov/odep/return-to-work>



AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.

PO BOX 39, Palos Heights, IL 60463

www.abohn.org

CASE MANAGEMENT APPLICATION FOR EXAMINATION / DO NOT FAX

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

It is a strict policy of ABOHN to treat all applicants and candidates fairly and without regard to actual or perceived race, color, religion, national origin, age, disability, gender, gender identity, sexual orientation, veteran status, marital status, or other legally protected category.

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 non-refundable 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 the Case Management Exam with ABOHN before? YES NO

4. Name

First _____

Middle _____

Last _____

Maiden Name _____

Other Last Names Used _____

5. E-Mail Preferred (mandatory) _____

ABOHN corresponds via the preferred email address. It is the credential holder's responsibility to ensure that ABOHN has the current preferred email.

Alternate Email (non-mandatory) _____

6. Mailing Address Street _____ **Apt/Unit** _____

City _____ **State** _____ **Zip** _____

Country _____

Telephone () _____

7. Current Employer _____

Street _____

City _____ **State** _____ **Zip** _____

Country _____

Telephone () _____ **FAX** () _____

8. Salary (for group analysis use only) *Part-time: hours per week* _____ *Hourly Rate \$* _____
 Full Time: Annual Salary \$ _____

9. Business Category of Employment **Code** _____

10. Job Title **Code** _____
(See Business Codes and Job Title Codes in Handbook)

11. 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 ⇒					

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. 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 documents 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.

One certified, I agree to pay all non-refundable fees and meet such standards as required by ABOHN to maintain certification status and, if selected above, to be listed in the directory of certified occupational health nurses by the **American Board for Occupational Health Nurses, Inc.**

I understand that ABOHN may use my name on social media platforms, newsletters, or other communications for promotion of occupational health nursing certification, while following the guidelines included in our privacy policy, unless I opt out in writing to info@abohn.org

Yes No

Signature: _____ **Date:** _____

Remember before mailing this application:

- **Please make a copy of this application for your records**
- **Enclose non-refundable application fee**

Please include copies of your:

- **RN license**
- **Current job description**
- **Advanced education, final transcripts and/or certificate from a NIOSH ERC program if applicable**

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Phone: 630-789-5799 Fax: 630-789-8901
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630.789.5799 | 888.842.2646 | Fax: 630.789.8901
Email: info@abohn.org | Website: www.abohn.org

DATE:

NAME:

NAME ON CREDIT CARD:

(If different than above)

BILLING ADDRESS:

(Including zip code)

TYPE OF CREDIT CARD: AMEX DISCOVER MASTERCARD VISA

CREDIT CARD NUMBER:

EXPIRATION DATE:

SECURITY CODE ON BACK OF CARD (3 or 4 digits):

(Amex security code is located on the front of the card)

AMOUNT TO BE CHARGED TO THE CARD:

DESCRIPTION OF PURCHASE:

EMAIL ADDRESS WHERE RECEIPT SHOULD BE SENT:



Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs on the next page 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) _____

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 ABOHN and the EA staff, my records and history as they relate to the requested accommodation.

Signature _____ Date: _____

Complete and return this form with your examination application and the Documentation of Disability – Related Needs form to:
ABOHN, PO BOX 39, Palos Heights, IL 60463
If you have any question, please call the ABOHN office at 630-789-5799



Documentation of Disability- Related Needs

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

Professional Documentation

I have known _____ since ____/____/____
Candidate Name Date

in my capacity as a _____
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 Request for Special Examination Accommodations form.

Description of Disability:

Signed: _____ **Title:** _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email address: _____

Date: _____ License # (if applicable) _____

Complete and return this form with your examination application and the Request for Special Examination Accommodations form to:

ABOHN, PO Box 39, Palos Heights, IL 60463

If you have questions, call the ABOHN office at 630-789-599