



Occupational Health Nurse Case Manager | OHNCM

Certification Handbook

Introduction

This **CANDIDATE HANDBOOK** is written for occupational health nurses who desire to take the following certification examinations offered by the American Board for Occupational Health Nurses, Inc (ABOHN).

- **Certified Occupational Health Nurse Case Manager (OHNCM)**

It outlines important information on the eligibility requirements, application process, testing information, and ABOHN policies. Material contained in this handbook supersedes information in previous handbooks and is subject to change without notice. Information in the ABOHN Handbook(s) and on the certification website is updated on a regular basis.

Email is the fastest and preferred method of general communication/correspondence.

This Candidate Handbook 2026 Edition reflects the findings from the 2023 ABOHN Practice Analysis (PA). A practice analysis survey is developed every 5-7 years under the direction of the Practice Analysis Advisory Committee (PAAC). This survey is distributed to certified and non-certified Occupational Health Nurses (OHNs) and other professionals in the occupational health field (i.e. educators, employers). The results of the Practice Analysis form the Examination Content Outline (ECO) also known as the Test Blueprints.

For more information on the Practice Analysis, please visit the ABOHN website.

Contact Information

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**Please retain this handbook after applying for the examination.
It is useful when studying for the exam.**

Background

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 the Occupational Health Nurse Case Manager (OHNCM). 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, safety and well-being 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, and elevate the quality of occupational health nursing practice, ABOHN commits its resources to achieving the following principles and values:

- Develop and promote credentialing standards for professional occupational health nurses.
- Establish a standard for occupational health nursing programs
- Empower occupational health nurses to continue professional education.
- Create value for employers, workers and occupational health professionals through certification.
- Publicly recognize individuals who have met credentialing standards
- Optimize partnerships with organizations that share the ABOHN mission and values.
- Perform the above unrestricted by consideration of actual or perceived race, color, religion, national origin, age, disability, gender, gender identity, sexual orientation, veteran status, marital status, or other legally protected category.

Accreditation

ABOHN's certification programs are accredited by the National Commission for Certifying Agencies (NCCA). The NCCA is the private not-for-profit accrediting branch of the Institute for Credentialing Excellence (ICE) which is the national standard-setting organization for credentialing groups including certification boards, licensing boards, and associations. The NCCA uses peer review processes to establish accreditation standards, evaluate compliance with the standards, recognize programs that demonstrate compliance, monitor, and enforce continued compliance and serve as a resource on quality certification.

Changes to ABOHN's certification programs will align with the certification accreditation standards of NCCA.

ABOHN's Testing Agency

Assessment Systems Corporation (ASC) is the professional testing agency contracted by ABOHN to assist in the development, administration, scoring, and analysis of ABOHN's examinations. ASC has been a trusted provider in computerized testing since its inception in the 1970s.

ASC's mission "To positively impact educational and career opportunities by driving smarter assessment with AI and easy-to-use software" closely aligns with ABOHN's mission "To promote a standard of excellence in occupational health nursing through credentialing". We are confident in ASC's ability to help ABOHN continue to meet its principles and values and provide the best possible candidate journey.

Examination Eligibility Requirements

Occupational Health Nurse Case Manager (OHNCM)

1. A current RN License or an international equivalent.
 - a. **Rationale:** Proof that the candidate is a registered nurse
2. 3000 hours of occupational health nursing work experience (as a registered nurse) earned during the five years prior to the application with 65% (1950 hours) of work/tasks dedicated to case management. (See below for the alternative to work hours.)
 - a. **Rationale:** ABOHN certifications reflect a nurse practicing at or above proficient level. OHN case management work experience is required for the nurse to maintain proficiency or above status.

Work Experience

Work experience means, while holding a registered nurse (RN) license, actively engaged in occupational health nursing work for compensation.

Alternatives to work hours

Time spent in a graduate/baccalaureate/certificate program dedicated to the fields of Occupational and Environmental Health and Safety (OEHS) and Case Management may be considered for a portion of the occupational health nursing work experience requirement for the OHNCM. The degree must be completed within the five-year period prior to application to be considered. In using education in lieu of work hours, a transcript must be submitted with the application. Time spent in degree-granting programs prior to becoming a registered nurse cannot be used for work experience credit.

The maximum number of hours that can be applied are as followed:

- Up to 3,000 hours work credit for attaining a Master's, PhD, or DNP, dedicated to the field of Occupational and Environmental Health and Safety (OEHS)/Case Management. These programs MUST include a semester/quarter of practical experience and an occupational health/case management related project.
- Up to 2,000 hours work credit for attaining a Bachelor's or Certificate program dedicated to the field of Occupational and Environmental Health and Safety (OEHS)/Case Management. These programs have basic industry content with limited or no practical experience and are considered equivalent to one year of graduate study.

In order to have a program evaluated for eligibility, please contact the ABOHN office for approval BEFORE you submit your application. The Board of Directors (BOD) will review your program for acceptance to our guidelines.

Applying for the Examination

Applicants for ABOHN's examinations are required to complete and submit the official application, meet established deadlines, pay all fees, and provide information required to demonstrate eligibility for certification.

Submitting an Application

While ABOHN continues to update the website and applicable documents, online application is NOT available. If you would like to apply for the OHNCM credential, please complete and submit the paper application found at the back of this handbook.

Please note: documentation required at the time of application includes:

- a copy of the applicant's RN License.
- a copy of the applicant's Job Description.
- The current application fee of \$150.00

Signature and Attestation

The applicant's signature (electronic or written) is required for processing. This signature confirms that the information provided by the applicant on their application is accurate and true to the best of their ability. Applicants who apply to take an ABOHN certification examination attest that they:

- ✓ Have accessed the Candidate Handbook online at www.abohn.org
- ✓ Shall maintain current, active professional registered nursing licensure
- ✓ Are obligated to notify ABOHN of nursing licensure suspension or revocation by a board of nursing or regulatory body.
- ✓ Understand that ABOHN may amend requirements, policies, and procedures.

The signature also confirms that the applicant has read, agrees to adhere to, and understands the following ABOHN Policies:

1. Confidentiality and Disclosure Policy
2. Examination Security Policy
3. Non-Discrimination Policy
4. Appeals Policy
5. Records Retention Policy
6. Misuse Of ABOHN Credentials Policy
7. Contact Information Change Policy
8. Verifying Certification Status Policy
9. Ethics Policy

ABOHN staff will review all applications (this can take up to two weeks) and will directly contact applicants to provide any information identified as missing in the application. All applications are subject to audit and verification. Failure to respond by the deadline to a request for more information will result in the applicant's eligibility being denied.

ALL ABOHN FEES ARE NON-REFUNDABLE.

Examination Accommodations

ABOHN and Assessment Systems Corporation (ASC) 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 the time of application and the request is approved. To make a request for special examination accommodation, please complete the two-page Request for Special Examination Accommodations form (found as Appendix C), obtain an appropriate health professional's signature, and submit the completed form with the examination application.

International Testing

ASC 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 and ASC also offers Live Remote Proctoring (LRP).

Paying the Examination Fee

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

- Application Approval Letter
- Exam Fee Invoice

Examination fees must be paid within 90 days of the date of the exam invoice received from ABOHN. 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 a non-refundable application fee.

Weekly, ABOHN transfers the candidates that are approved and have paid their examination fees to the test vendor. ASC will notify candidates by email with information on how to schedule an exam. Exam candidates will have 120 days from the date your file was transferred to ASC to schedule and take their examination.

Scheduling an Examination Appointment

You may schedule an examination appointment with the ASC after receipt of the confirmation email. ASC will reach out to you once they receive the approval list from ABOHN. **DO NOT** reach out to ASC unless you have been approved by ABOHN but not heard from them in 7 days.

ABOHN examinations are delivered both by computer at ASC Test Centers worldwide and candidates also have an option of taking the test(s) via Live Remote Proctoring (LRP). **Please see Appendix D** for more information on LRP. In person 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.

After an appointment is made, you will be given a time to report to the Test Center. Please make 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

LIVE REMOTE PROCTORING (LRP) refers to a method of online exam supervision where a human proctor monitors test-takers in real-time through a webcam, microphone, and screen-sharing technology. The proctor ensures exam integrity by verifying identities, watching for suspicious behavior, and intervening if necessary. This approach allows candidates to take exams from remote locations while maintaining security comparable to in-person proctoring.

- ABOHN's exam administrator, ASC, partners with MonitorEDU to provide live remote proctoring. MonitorEDU has over 30 years of experience with remote proctoring. Proctoring features provided by MonitorEDU include:

- Standard video conferencing tools to connect with test-takers, usually on two devices (web cam and mobile cam).
- Professionally-trained employee proctors who monitor test-takers for any suspicious activity.
- Real-time technical support for test-takers during exams.

Examination Authorized Changes (Rescheduling or Extension)

There are two options for changing your examination date.

- 1. Rescheduling:** ASC allows for a one-time cancellation and rescheduling for sitting for the examination during your specified exam authorization period. A candidate who wishes to reschedule his/her examination appointment, must contact ASC 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...	ASC 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. ASC requires at least **THREE business days** notification prior to the scheduled examination date. You must contact ASC to cancel your scheduled exam date and then email ABOHN at info@abohn.org 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: ASC/ABOHN 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 ASC 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. **ALL ABOHN FEES ARE NON-REFUNDABLE.**

Preparing for the Examination

Examination Construction

ABOHN periodically conducts a practice analysis study that describes the job activities of occupational health nurses in sufficient detail 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 practice. The practice analysis results are then used to identify OHN roles, develop the ECO/ 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 Exam Development Advisory Committee (EDAC). This committee drafts the examination's multiple-choice questions, which are then edited and validated by ASC and approved by the ABOHN Board for inclusion on the examination.

Subject Matter Experts (SMEs) and ASC 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 OHNCM EDAC and ASC 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.

Exam Information

- **Examinations are computer-based:** OHNCM Candidates have 2 hours to take the exam.
- **For the OHNCM, there are 110 multiple choice questions:** Of the 110 questions, 10 are pretest questions that cannot be distinguished from those that are scored. Pretest questions are included to determine how they perform statistically to vet them for use on future exams. A candidate's score is based solely on 100 questions (OHNCM).
- **Candidates receive a 120-day window to test:** This window allows applicants the flexibility of scheduling the exam around one's personal schedule, employment schedule, or religious needs without requiring the need for additional accommodations or forms.
- **New Examinations:** Exams are developed annually and released every October. All items are reviewed to ensure consistency with previous test forms and the current references published at the time exams are developed.

Practice Exam - Certified Self-Assessment Test (CSAT)

ABOHN offers a CSAT for the OHNCM exam 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 for or take any ABOHN examinations.
- The ABOHN CSATS are **NOT DESIGNED** to be an assessment tool of one's strengths and weaknesses nor to be used as a study guide or as an only source of study.
- The ABOHN CSATs are **NOT INTENDED** as a predictor success on ABOHN examinations, and no such guarantees are made.
- CSATs can be purchased via secure portal on the ABOHN website www.ABOHN.org.

OHNCM Reference List

A current reference list is available as **Appendix B** of this handbook.

Sample 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 informs the OHN that she is five months pregnant. Because of the workers' limited financial resources, the employee has NOT had prenatal care. Which of these actions should the nurse take first?

- A. Make an appointment for the employee at a public prenatal clinic.
- B. Collect additional data related to the employee's situation.
- C. Refer the employee to a local self-help group.
- D. Identify the employees' social support networks.

2. A nurse is responsible for periodically evaluating the performance of departmental employees. The purpose of the performance appraisal is to:

- A. determine progress toward meeting objectives.
- B. ensure continuous productivity.
- C. review benefit status in relation to peers in comparable positions.
- D. establish job codes.

3. A nurse is evaluating the results of a cholesterol awareness program for a company. Which of these findings about those who participated in the program would most clearly indicate that the program was a success?

- A. Higher low-density lipoprotein levels in several employees.
- B. Several requests from employees for low-fat foods in the cafeteria.
- C. A decrease in absenteeism among employees.
- D. Fewer visits made by employees to the occupational health unit.

4. When planning the budget for an employee health service, which of these items should the nurse list as a capital expenditure?

- A. office supplies
- B. exercise tapes
- C. examining tables
- D. intravenous fluid

Answers to sample questions

- 1. B
- 2. A
- 3. B
- 4. C

ABOHN Examination Security Policy

Federal copyright law protects ABOHN examinations, and the items contained therein. The certification examinations and all items on the examinations are the exclusive property of the American Board for Occupational Health Nurses, Inc. Candidates who apply for the certification examination acknowledge that they understand and agree to the following prior to taking the examination:

- Retention, possession, copying, distribution, disclosure, discussion, or receipt of any ABOHN certification examination question, in whole or in part, by written, electronic, oral, or other form of communication, including but not limited to emailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during or after the certification examination is strictly prohibited.
- Disclosure, discussion, or receipt of any ABOHN certification examination questions and/or the examination, in whole or in part, on social media networking, in study groups, or by other methods is strictly prohibited.
- Theft or attempted theft of examination content is punishable by law.
- Candidate participation in any irregularity occurring during or after the examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may be sufficient cause to terminate participation, invalidate results of the examination, or necessitate other appropriate action. Incidents regarding examination administration security will be reported to the ABOHN Board of Directors. Grounds for sanction may be warranted.

Test Blueprints (Exam Content Outlines - ECO's)

See **Appendix A**: OHNCM Test Blueprint

Taking the Examination

What to Expect on Examination Day

- Read the Test Day Instructions
- For in-person: Locate, print and bring the email confirmation notice ASC sent you, that specifies your testing location, the time you need to arrive at the testing venue, and the list of items you need to bring (or cannot bring into the testing room with you.)
- Plan to arrive at the testing venue at least 15 minutes before the start of the testing session. If you arrive late for the testing session, you will not be permitted to test.
- For Live Remote Proctoring (LRP), please read the instructions for accessing MonitorEDU's site, the proper identification required, and the proper set-up for your personal computer and cell phone. Please see Appendix D for additional information.

Identification Requirements

Candidates are required to present a valid, government issued, photo identification to the proctor to gain access to the examination. Acceptable forms of identification (photograph and signature required) include:

- Government-issued driver's license
- Passport
- Non-US Military issued identification card
- Any physical Government-Issued Identification Card (must include photo)

The name and photo on the identification presented must match the examinee as identified at the time of registration. Candidates will not be permitted to test without proper identification and all fees will be forfeited.

Examination Security

To provide a fair and consistent environment for all candidates, examinations are delivered using standardized procedures following strict security protocols. Candidates are required to follow all testing

rules at all times. Failure to follow these rules may result in termination of a candidate's testing session, invalidation of the candidate's examination score and/or disciplinary action. The following rules will be enforced on examination day:

1. For on-site examinations:
 - Report or log in prior to the scheduled testing appointment.
 - Candidates are permitted a beverage in a clear, spill-proof container
 - No breaks will be provided during the examination. Should a candidate require a break for a medical or other reason, they should complete an accommodation request and submit it with the examination application for review and approval.
 - No watches, cell phones, headphones, or other electronic devices are permitted during testing.
Please leave these items at home or in your car if feasible.
 - No resources, notes, books, or references of any type are allowed
 - Reading out loud or any attempts to capture examination content (e.g., taking photos, copying questions, etc.) are prohibited
2. For Live Remote Proctoring (LRP) – please see Appendix D for rules and instructions.

After the Examination

The Notification of pass/fail status will be emailed to candidates from ABOHN within 2 weeks of taking the examination followed by **an official pass/fail packet** which will be mailed to candidates during the 2nd or 3rd week *of the month following the examination date*. Scores are reported in written form only.

Your score report will indicate a “pass” or “fail.” Additional details are provided in the form of raw scores by major content category. A raw score is the number of correctly answered 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 examinations. A wall certificate and digital badge will be sent to show that they have earned the right to use an ABOHN 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 30 days from the date of the previous exam to reapply.

Requesting a Hand Score Report

Candidates may request a hand-score reports at a cost of \$25 per copy. Written requests must be submitted to ABOHN within 12 months of the examination. The request must include the candidate's

name, unique identifier assigned by ABOHN, mailing address, examination date, the name of the examination taken and the required fee.

Revocation of Certification/Cancellation of Scores

ABOHN may revoke a certification for substantial misrepresentation on the application, fraud on the examination, or failure to meet the criteria for certification or recertification. ABOHN and ASC are responsible for the integrity of the scores they report. Misconduct by a candidate may cause a score to be suspected. 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. Actions which constitute a violation of ABOHN's Policy include, but are not limited to:

- Cheating on an examination.
- Providing false information.
- Misrepresenting certification status.
- Misuse of ABOHN property.
- Being subject to any regulatory, criminal, or civil action related to the practice as a certified OHN.

ABOHN POLICIES

Confidentiality and Disclosure Policy

Candidate information and scores are considered confidential information. Sensitive and confidential information received by ABOHN is used solely for the purposes of certification and verification and cannot be shared without written permission or as required by law. Disclosure will not take place that violates an applicant, candidate, or a certificant's right of privacy.

Examination Security Policy

Federal copyright law protects ABOHN examinations, and the items contained therein. The certification examinations and all items on the examinations are the exclusive property of the American Board for Occupational Health Nurses, Inc. Candidates who apply for the certification examination must acknowledge that they understand and agree to the policy prior to taking the examination.

Non-Discrimination Policy

It is a strict policy of ABOHN to treat all applicants, candidates and currently certified 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 categories.

Appeals Policy

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 <https://www.abohn.org/certification/questions-and-appeals>.

It is the responsibility of the individual to initiate the appeal processes by written request or completing the form and sending it to ABOHN at <mailto:info@abohn.org> **within 30 calendar days** of the circumstance leading to the appeal. Depending on the type of appeal, fees may apply.

Records Retention Policy

Certification records are considered confidential information, and includes but is not limited to, nursing licenses, transcripts/degrees, continuing education documents, financial data, and individual identifiable information/unique identifiers as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Effective 2016, the repository for all certification and recertification applications, files, and pertinent and associated information is the 2 tiered, secured, VPN - ABOHN Database. Information from paper records received is entered in the database and becomes a permanent electronic record. Individuals should retain copies of their records for personal use. ABOHN is under no obligation to return or issue copies of these documents for future use by an applicant, candidate, or certificant. ABOHN implements a Records Management and Retention Policy and institutes best business practices with regards to retention, security, and disposal of paper and electronic records received from applicants and certificants. These processes are reviewed by the BOD and may be modified at any time for compliance with local, state, and federal laws affecting record retention. All documents submitted for application consideration become the property of ABOHN. At such a time that a paper record is no longer required for processing of an application or valued for its information, the paper record is destroyed per policy. In the event of a circumstance involving litigation, disposal of any documents pertaining to the litigation will be suspended.

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 the 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.

Contact Information Change

It is a candidate's or certificant's responsibility to ensure that their contact information is kept up to date in their ABOHN. profile. This information is used to send important information and reminders. ABOHN. recommends using a personal email address and phone number in the event of changes in employment. To update account information, please email info@abohn.org.

Verifying Certification Status

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.

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 <http://www.aaohn.org/>

Maintaining Certification

Retaining Certification

To maintain “Active” 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, unrestricted registered nursing licensure, or its international equivalent.
 - b. 50 Continuing Nursing Education (CNE) continuing education hours related to occupational health case management earned within the previous five (5) years. **PLEASE NOTE: If you hold more than one certification with ABOHN, 20% of the CEs required for Recertification can overlap between credentials.**
 - c. 3,000 hours of occupational health nursing experience for paid compensation with 65% of the work/tasks in case management during the previous five (5) years. (You do not have to be currently employed at the time you apply for recertification.)

Note: Alternative credit for some occupational health nursing employment hours may include Baccalaureate or Graduate courses related to occupational health. Course work associated with attaining

a degree can be used to meet either the continuing education requirement or the work experience requirement, but not for both.

For additional information on acceptable continuing education, please see the [Recertification Handbook](#) which can be found at www.abohn.org.

Although ABOHN sends reminder notices to the preferred email address on file, **it is ultimately the credential holder's responsibility to understand and know when their annual renewal/5-year recertification is due.** Late applications require a late fee and the excuse of not receiving any "notices" is not sufficient.

Appendix A

OHNCM Examination Content Outline (Test Blueprint)

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3	Safety and Control Measures	
4	Hazard and Risk Assessments	
5	Core Principles	

Appendix B:

References are continually updated by the Exam Development Advisory Committees (EDAC) and approved by the ABOHN Board of Directors (BOD). Exams are updated annually. The references below coordinate with the release of the new exam forms.

References for the OHNCM Examinations

ABOHN Reference List Effective 9-1-2026 through 8-31-2027

Books/References

1. American Association of Occupational Health Nurses (AAOHN), 2022. *Fundamentals of Occupational and Environmental Health Nursing: AAOHN Core Curriculum 5th Edition*. ISBN 0578366045.
2. Buchbinder, S., Shanks, N., & Rogers, R. (2026). *Introduction to Health Care Management 5th Edition*. ISBN 9781284276121.
3. Perez, R., 2023. *CMSA's Integrated Case Management: A Manual for Case Managers by Case Managers 2nd Edition*. ISBN 9780826188335.
4. Summers, N., 2025. *Fundamentals of Case Management Practice: Skills for the Human Services 6th Edition*. ISBN 9780357935903.

Websites

5. U.S. Department of Labor
 - a. Occupational Safety and Health Administration Standards: www.osha.gov

Appendix C:

Request for Special Accommodations

If you Have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of DisabilityRelated 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 ASC staff, my records and history as they relate to the requested accommodation.

Signature _____ Date: _____

Complete and return this form with your examination application
along with the Documentation of Disability – Related Needs form to:

ABOHN, PO BOX 39, Palos Heights, IL 60463

If you have any question, please contact the ABOHN office at info@abohn.org

Documentation of Disability- Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that ASC 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: _____

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, contact the ABOHN office at info@abohn.org

Appendix D:

Live Remote Proctoring (LRP)

General Rules

Test-takers who take examinations via remote proctoring must follow these rules:

Room

- A private room
- No one else present at any time during the exam
- No cameras allowed in the room, other than those being used for proctoring
- Bookcases must be covered up (to ensure that there are no hidden cameras)
- No clutter
- Well lit, no glare from the sun
- Quiet - no ambient noise (music, TVs etc.)

Desk/Test Area

A hard, flat surface, typically a desk, table, or counter, for taking the exam

- Test-taker seated on a chair, bench or a hard flat surface
- No testing on beds, sofas, recliners, or any area where items can be easily hidden
- Test area free from clutter
- Only authorized aids or materials allowed in the test area
- Material and aids visible at all times
- Any food allowed in an unwrapped or in a clear wrapper
- Beverages in a clear container

Test-takers

- Plain clothing
- No hats or hoodies (unless for religious purposes)
- No smart glasses or eyewear
- No jewelry (except relationship rings)
- No watches or wristbands
- No headphones or listening aids in the ears

Test-taker Behavior During Examination

- No talking or reading questions out loud
- Must focus on the exam at all times
- No smoking, vaping, or use of tobacco products during an exam
- No leaving the testing area at any time until the exam is submitted
- Proctor instructions must be followed at all times
- Professional conduct must be exhibited at all times

Candidate Rules

1. You must be testing in a private area.
2. Your desk must be clear of notes.
3. You are not permitted to have any recording devices on the desk or within reach.
4. You are not permitted to have any examination related materials posted in the room.
5. You are not permitted to have any unauthorized programs running on your desktop computer/laptop/tablet during the examination.
6. You are not permitted to be connected to a virtual network.
7. You are not permitted to be connected to an email program or search engine other than what is being used for MonitorEDU.
8. You are not permitted to have any programs that are recording in the background running.
9. You are not permitted to have any open documents available.
10. You are not permitted to use any unauthorized headphones during the examination.
11. You are not permitted to talk during the examination, except to the proctor.
12. You are not permitted to make or receive phone calls or text messages while the examination is in session.
13. Your webcam, speakers and microphone on your cellular smartphone and your computer must remain active throughout the examination.
14. You may only be connected with a single monitor.
15. You must remain in view of the proctor during the entire session.
16. If you need to use the restroom, please do so prior to beginning the examination or notify your proctor.
17. If you get disconnected from the proctor during your session, please stop where you are in your examination and wait for the proctor to call you to provide further instructions. If you are disconnected from the proctor for more than 5 minutes, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results may be invalid, and you may have to pay additional fees based on the circumstances.
18. You are not permitted to exit the session until the proctor has confirmed the section or examination has been completed or submitted.
19. If you are caught by the proctor violating any of the rules listed above, the proctor is authorized to end your examination session. In the event this takes place, you will not be permitted to complete your examination, your results will be voided, and you will forfeit all fees paid to ABOHN.

Test Security

Testing sessions begin with a camera sweep of the room that the test-taker is using to take the exam. This takes place to ensure the area conforms to the rules for testing. Any failure to meet the rules will need to be addressed before testing can begin. Test takers must also download and install the Respondus Lockdown Browser prior to testing to prevent the ability to access external websites. This is the same Lockdown Browser that is used during in person test center testing.

General Preparations Information

Preparing your Space

It is important to follow the instructions provided the exam administrator and by any written or verbal communication from the proctor. The following can help prepare ahead of time.

- Privacy, Peace and Quiet and NO electronics.
- Internet Connection & Power: Having a strong, stable internet connection is the candidate's responsibility. If the internet drops or is otherwise affected during the exam, the candidate can reach out to the support team. However, access to the exam or proctor cannot be guaranteed once the connection has been lost. It is also the candidate's responsibility to ensure access to a power source in case computer battery runs low. Candidates should not get up during the exam to look for a charger or an outlet.
- Network Security: If candidates are taking the exam at work, they may experience difficulty launching remotely-proctored exam. Network firewalls at places of employment may prevent sharing the computer screen, providing remote access to the computer or using a webcam or microphone.

Hardware Requirements

Taking an exam via live remote proctoring will have 4 basic requirements:

1. Access to computer webcam
2. Access to computer microphone
3. Access to computer speakers
4. Access to computer's screen sharing capability

If any of the these requirements are missing, please contact the exam administrator to discern if special accommodations can be made. If a work computer or shared network are being used, issues may be experienced with network security. Remotely-proctored tests can be taken on many different types of computers, however, CANNOT be taken on computers with no webcam.

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