AMERICAN HOLISTIC NURSES CREDENTIALING CORPORATION

HOLISTIC NURSING CERTIFICATION EXAMINATIONS

HANDBOOK FOR CANDIDATES AND APPLICATION

TEST DATES AND APPLICATION DEADLINES				
TYPE OF CERTIFICATION		**(STEP 1) RECOMMENDED DATE TO SUBMIT QUALIFICATION APPLICATION**	**(STEP 2) SUBMIT STEP TWO FEES NO LATER THAN**	**TESTING PERIOD**
HOLISTIC NURSING CERTIFICATION EXAMINATION HN-BC®				
Spring 2019		February 11, 2019	March 4, 2019	April 6-20, 2019
Fall 2019		September 11, 2019	October 2, 2019	November 2-16, 2019
HOLISTIC BACCALAUREATE NURSING CERTIFICATION EXAMINATION HNB-BC®				
Spring 2019		January 14, 2019	February 4, 2019	March 2-16, 2019
Fall 2019		August 15, 2019	September 5, 2019	October 5-19, 2019
ADVANCED HOLISTIC NURSING CERTIFICATION EXAMINATION AHN-BC® **and** **ADVANCED PRACTICE HOLISTIC NURSING CERTIFICATION EXAMINATION APHN-BC®**				
Spring 2019		December 12, 2018	January 2, 2019	February 2-16, 2019
Fall 2019		July 17, 2019	August 7, 2019	September 7-21, 2019

PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • SUITE 800 • NEW YORK, NY 10018

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This handbook contains necessary information about the Holistic Nurses Certification Examinations. Please retain it for future reference. Candidates are responsible for reading these instructions carefully. This handbook is subject to change without notice. For further information, visit www.AHNCC.org.

ABOUT AHNCC AND THE HOLISTIC NURSING CERTIFICATION EXAMINATIONS

The American Holistic Nurses Credentialing Corporation (AHNCC), incorporated in 1997 and governed by a Board of Directors, endorses the concept of voluntary certification by examination for all holistic nurses. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competence in a specialized area of practice. Board certification in holistic nursing is highly valued and provides formal recognition of holistic nursing knowledge and competence. Certification does not end with the successful completion of the examination. In order to maintain your credential, certificants must document a minimum of continuing education credits every five years as well as meet a minimum practice requirement. This demonstrates a commitment to continued competence as well as personal and professional growth.

VISION

AHNCC's vision statement is: *Transformation through Holistic Nursing*

MISSION

The mission of AHNCC is to advance holistic, person-centered care that emphasizes clients as the experts of their own experience and nurses as instruments of healing by assuming full administrative authority and sole responsibility over credentialing programs based on the values, knowledge, and skills of Holistic Nursing.

VALUES

AHNCC is committed to values that enhance professional practice and contribute to competency in holistic nursing practice. Values such as integrity, fairness, excellence, innovation, holism, mutuality, empowerment, caring, facilitation, reflection, healing, and transformation provide the basis for holistic nursing practice. These values provide a foundation for the Holistic Nursing Certification Examinations.

PURPOSE

AHNCC's purposes are to ensure that:
1. Nurses *certified* in Holistic Nursing or Nurse Coaching can demonstrate integration of foundational concepts of Holism into their lives, and Holistic Nursing knowledge and skills into their practice.
2. AHNCC's credentialing programs are valid, reliable, secure, and are psychometrically defensible.

POLICIES

Universality: No candidate shall be excluded from the opportunity to become certified as a holistic nurse on the basis of race, color, national origin, religion, gender, marital status, sexual orientation, age, or disability. AHNCC ensures that all candidates are able to access test centers, which are non-discriminating, and provides all candidates with fair testing conditions. AHNCC provides alternate dates for testing based on demonstrated religious needs.

Withdrawals: Candidates wishing to withdraw their documents must submit a written letter by certified mail. No other means of communication will be accepted. All remitted fees will be forfeited.

Returned Checks: A $25.00 fee will be assessed to any candidate whose personal check is returned for insufficient funds. Remittance of all fees thereafter must be in the form of a money order or certified check.

Correspondence: AHNCC cannot be held responsible for the timely performance of the post office in delivering documents. Documents may become lost in the mail. Candidates are encouraged to **make copies** of all materials submitted. Those desiring verification of receipt by AHNCC should use certified or registered mail.

Membership Requirements: Membership in an association or organization is not required to become Board certified in Holistic Nursing.

PURPOSE AND BENEFITS OF CERTIFICATION

Holistic nursing is a skilled, purposeful, results-oriented, and structured relationship-centered interaction with clients provided by Registered Nurses. Holistic nurses work with persons in any setting or specialty area. They use skills and knowledge that integrate body-mind-emotion-spirit. Holistic clients are the experts of their needs and, as such, set the agenda for the holistic nursing process. Reasons for certification are among the following:

- Establishes minimum competency standards for holistic nursing practice
- Assures the public that the certified holistic nurse has completed all eligibility requirements to earn a credential
- Recognizes nurses who have met those standards
- Provides the certified holistic nurse with a network of colleagues
- Validates knowledge and skills necessary for the practice in the role of holistic nursing
- Establishes identity with consumers, employers, colleagues, and surveyors as someone with credibility in the field of holistic nursing
- Encourages continued personal and professional growth consistent with holistic nursing
- Provides documentation of knowledge and competence in holistic nursing in the form of an official certificate

ADMINISTRATION

The Certification Program is sponsored by the American Holistic Nurses Credentialing Corporation (AHNCC). The Holistic Nursing Certification Examinations are administered for AHNCC by the Professional Testing Corporation (PTC), 1350 Broadway – Suite 800, New York, New York 10018, (212) 356-0660, ahncc@ptcny.com, www.ptcny.com. Questions concerning the application process and examinations should be referred to PTC.

LEVELS OF EXAMINATION

- Holistic Nursing Certification Examination HN-BC®
- Holistic Baccalaureate Nursing Certification Examination HNB-BC®
- Advanced Holistic Nursing Certification Examination AHN-BC®
- Advanced Practice Holistic Nursing Certification Examination APHN-BC®

ELIGIBILITY AND ADMINISTRATIVE PROCEDURES

ELIGIBILITY REQUIREMENTS

<table>
<tr><th></th><th>HN-BC®</th><th>HNB-BC®</th><th>AHN-BC®</th><th>APHN-BC®</th></tr>
<tr><td>Nursing License[1]</td><td colspan="3">Unrestricted and current U.S. RN License.

For international candidates who plan to practice within their own country and not within the U.S. an RN license from their country or the US is accepted.</td><td>Unrestricted and current U.S. RN License
AND
Unrestricted and current U.S. APRN License.</td></tr>
<tr><td>Degree[2]</td><td>A diploma, ADN degree or higher</td><td>A Baccalaureate degree or higher in Nursing</td><td colspan="2">A Master's degree or higher in Nursing</td></tr>
<tr><td>Active Practice[3]</td><td colspan="4">Active practice as a Holistic Nurse for a minimum of one year full-time or 2,000 hours part-time within the past five years</td></tr>
<tr><td>Continuing Education[4]</td><td colspan="4">Completion of a minimum of 48 contact hours of continuing education in Holistic Nursing or holistic health related courses within a two-year period preceding application</td></tr>
<tr><td>Candidate's Agreement with AHNCC[5]</td><td colspan="4">Must agree to the terms contained in the Candidate's Agreement with AHNCC and complete and sign the Application attesting to agreement</td></tr>
</table>

To sit for the examination, candidates must meet all of the eligibility requirements as detailed in the table above prior to the application deadline.

Self-Reflective Assessment – Completion of the Self-Reflective Assessment is strongly recommended, but not required. Nor will it predict success in the examination.

[1]An RN license, issued by a State Board of Nursing, must not have provisions or conditions that would limit the nurse's practice in any way, must be current, and unrestricted. It is the responsibility of all Holistic Nurse Certification Candidates and/or Certificants to notify the American Holistic Nurses Credentialing Corporation when any restriction is placed on their nursing license. It is also the candidate's responsibility to submit updated information regarding licensure. Candidates *must* have a current, unrestricted license when sitting for the certification examination. **A photocopy of the RN/APRN license with COPY written across the top or a screenshot of the online license verification must be submitted with this application form.**

[2]To qualify for the HNB-BC® and/or AHN-BC®, the Baccalaureate in Nursing /or Graduate Degrees must be from a nationally recognized, academically accredited institution recognized by the Higher Education Commission of National Associations of Schools and Colleges. Nurses who have graduated from an AHNCC Endorsed School within two years are eligible for an expedited certification process. To see a current list of the Endorsed schools go to http://www.ahncc.org/school-endorsement-program/current-endorsed-nursing-programs/. Information regarding eligibility as a graduate of an endorsed school is available by contacting AHNCC via e-mail at ahncc@ptcny.com.

[3]Active practice of holistic nursing may be defined as all nursing practice that cares for the person as an integrated, holistic human being, inseparable and integral with the environment. Holistic practice draws on holistic nursing knowledge, theories, expertise, and intuition to guide nurses in becoming therapeutic partners with clients in a mutually evolving process toward healing and holism. Holistic nursing is universal in nature and may be practiced with any population and in any clinical setting, community, private practice, hospital, educational institution or research foundation. Record and maintain your employment history with a copy of your Application. **If you are randomly selected for an audit, you will be required to provide documentation of your employment history, including dates of employment, institution, and position within 30 days of the request.**

[4]Record continuing education courses. A minimum of 48 contact hours post-baccalaureate in holistic nursing is required to apply for certification Possible continuing education courses are listed on the AHNCC website at http://www.ahncc.org/resources/professional-development-activities. **If you are randomly selected for an audit, you will be required to provide documentation of your continuing education courses, including date, institution, title of course, contact hours, and instructor's name and credentials or you can submit certificates of completion containing the required information. Documentation of proof of CE completion is due 30 days from audit notification.**

[5]Candidates must agree to the conditions set forth in the Candidate's Agreement with AHNCC (see page 13), then complete and sign the Application. Electronic applications are accepted.

[6]See page 19 for guidelines regarding the Self-Reflective Assessment (SRA). If the SRA is completed, it is to be kept with your records.
The self-reflection, self-assessment experience is recommended for all nurses applying for AHNCC certification, but is not required to meet application criteria, nor will it predict successful examination performance.

THE DEFINITION OF HOLISTIC NURSING

Holistic Nursing can be defined as all nursing practice that cares for the person as an integrated, holistic human being, inseparable and integral with the environment. Holistic practice draws on holistic nursing knowledge, and theories, expertise, and intuition, to guide nurses in becoming therapeutic partners with clients in a mutually evolving process toward healing and holism. Holistic nursing is universal in nature and may be practiced with any population in any clinical setting, community, private practice, hospital, educational institution, or research foundation.

THE DOMAIN OF HOLISTIC NURSING

The body of knowledge of Holistic Nursing is related to the major Core Values of holistic nursing and the related holistic nursing standards. **The Core Values are:**

- Holistic Philosophy, Theories, and Ethics;
- Holistic Caring Process;
- Holistic Communication, Therapeutic Environment, and Cultural Diversity;
- Holistic Education and Research; and
- Holistic Nurse Self-Care

The related Standards are discussed in AHNA's Holistic Nursing Scope and Standards of Practice (2018) (3rd ed.)

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION

Nurses certified by AHNCC may use the appropriate designated credential HN-BC®, HNB-BC®, AHN-BC®, or APHN-BC®. The credential verifies that the individual has met all eligibility and testing requirements and is currently certified. Successful candidates will receive a certificate from AHNCC. A registry of Certified Holistic Nurses will be maintained by AHNCC and may be reported in its publications.

Candidates may **not** use the APHN-BC® credential if they do not have a current, unrestricted U.S. APRN license.

Holistic nurse certification is valid for a period of five years at which time the candidate must meet current continuing competency requirements in order to retain certification. Current recertification requirements include a current and unrestricted nursing license, active practice as a holistic nurse, and continuing competency requirements. Nurses certified at the AHN or APHN level must also submit two written items for the holistic nursing certification examination. The Item Writer's Handbook which provides instruction on how to write and submit the items can be found at http://www.ahncc.org/document-library/ on the AHNCC website.

Holistic nurses must keep their **contact information up-to-date** with AHNCC and PTC (changes in name, address, telephone, and email) in order to receive the e-mailed reminder notices sent out in advance of a candidate's recertification date and to avoid an additional fee for submitting a late application. Name changes must include proof with formal documentation.

APPLICATION PROCEDURE

HN-BC®, HNB-BC®, AHN-BC®, or APHN-BC® certification includes TWO required, sequential steps. *Candidates must submit the Qualification Application **AND** receive approval from AHNCC that they may move on to the Examination Application.*

Step 1. Complete and submit the Qualification Application and the appropriate fee online at www.ptcny.com/clients/ahncc, and upon approval,
Step 2. Complete and submit the Examination Application and the appropriate fee online, following the directions in the approval email. **Registration fees for examinations must be received no later than 14 days prior to the beginning of the examination session.**

STEP 1: COMPLETION OF QUALIFICATION APPLICATION

Complete the Qualification Application, found online at www.ptcny.com/clients/ahncc, by providing ALL information requested. **NOTE: The name you enter on your application must match exactly the name shown on your government-issued photo ID such as driver's license or passport.**

CANDIDATE SIGNATURE: When you have completed all required information, electronically sign and date the online application in the space provided.
Before submitting Candidates are required to upload copies of the following information. Files must be in .PDF or .JPG format only.

- Verified current RN license for HN-BC®, HNB-BC®, and AHN-BC® candidates
- Prepaid voucher if provided by your organization or institution
- Verified current APRN license for APHN-BC® candidates
- Nursing program transcript (**an official copy** is required for graduates of Endorsed Schools. You may scan the transcript **AND** the envelope it was received in to show the date sent and the language that it is **official and submit it electronically**).
  Note: transcripts may also be submitted by mail at the address below

AHNCC CERTIFICATION APPLICATION
c/o PROFESSIONAL TESTING CORPORATION
1350 Broadway – Suite 800
New York, New York 10018

Within 10 business days of submission of the Application, candidates will receive an e-mail from PTC requesting additional information or confirming approval.

STEP 2: COMPLETION OF EXAMINATION APPLICATION

Once your eligibility has been reviewed and approved you will receive email confirmation of your eligibility along with instructions on how to choose your testing period and complete the Step 2 Application. This notification typically is sent within 10 business days of the submission of your Part 1 application.

You will have one year from the date of approval to take the examination. When you are ready to take the examination fill out the Part 2 Application online at www.ptcny.com/clients/ahncc and submit it with the appropriate fee in time to be received by the deadline shown on the cover of this Handbook. Test registration fees are due no later than two weeks before the examination session begins. If it is not received by the deadline the applicant will be unable to sit for the examination.

Reminder: It is your responsibility to refer to the most current Handbook for test information.

FEES

Step 1: Qualification Application Fees

	Non-AHNA Member Fees		AHNA Member Fees	
	Endorsed School Graduate	Other Graduates	Endorsed School Graduate	Other Graduates
HN-BC®	$75.00	$100.00	$50.00	$75.00
HNB-BC®	$75.00	$100.00	$50.00	$75.00
AHN-BC®	$100.00	$125.00	$75.00	$100.00
APHN-BC®	$100.00	$125.00	$75.00	$100.00

Step 2: Certification Examination Application Fees

	Non-AHNA Member Fees	AHNA Member Fees
HN-BC®	$395.00	$375.00
HNB-BC®	$395.00	$375.00
AHN-BC®	$425.00	$395.00
APHN-BC®	$450.00	$420.00

Recertification

	Non-AHNA Member Fees	AHNA Member Fees
HN-BC®	$320.00	$290.00
HNB-BC®	$320.00	$290.00
AHN-BC®	$370.00	$340.00
APHN-BC®	$370.00	$340.00

MAKE CHECK OR MONEY ORDER PAYABLE TO: **PROFESSIONAL TESTING CORPORATION**

Visa, MasterCard, and American Express are also accepted. Please complete and sign the credit card payment form on the Application. AHNCC reserves the right to revise, change, or amend fees without notice.

REFUNDS/TRANSFERS

Candidates unable to take the examination as scheduled may request a one-time transfer to the next testing period. The transfer request must be made ***within 30 days*** after the originally scheduled testing date and submitted with the transfer fee of $180.00. **If candidates are unable to attend the examination on the date for which they registered and elect not to reschedule to the next testing window, the application will be closed and all fees will be forfeited. There will be no refund of fees.**

The transfer fee is based on cost and is not punitive in nature. The transfer fee must be paid at the time the request for rescheduling is submitted. **The candidate is responsible for contacting PSI and canceling the original examination appointment, if one had been made.** Request for an exam to be rescheduled may only be made once; **please plan carefully**. **Both the transfer request and the transfer fee must be received within 30 days after the original examination date for the transfer to be granted.** Contact Professional Testing Corporation to initiate the transfer: ptcny@ptcny.com or call 212-356-0660.

EXAMINATION ADMINISTRATION

The Holistic Nursing Certification Examinations are administered during an established two-week testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI. PSI has several hundred testing sites in the United States, as well as Canada. Scheduling is done on a first-come, first-served basis. To find a testing center near you visit: **www.ptcny.com/cbt/sites.htm** or call PSI at (833) 207-1288. **Please note: Hours and days of availability vary at different centers.** You will not be able to schedule your examination appointment until you have received a Scheduling Authorization from PTC via email (notices@ptcny.com).

SCHEDULING YOUR EXAMINATION APPOINTMENT

Once your Examination Application has been received and processed, and your eligibility verified, you will receive an e-mail from PTC confirming receipt. Within six weeks prior to the first day of the testing window, you will be e-mailed a Scheduling Authorization. **You MUST present your current driver's license, passport, or U.S. military ID to be admitted to the test center. Temporary, paper driver's licenses are not accepted. The name on your Scheduling Authorization must exactly match the name on your photo I.D. Call PTC at 212-356-0660 if you need a duplicate Scheduling Authorization or if your name is not correct. PTC also recommends you bring a paper copy of your Scheduling Authorization and your PSI appointment confirmation with you to the testing center**. A candidate **not** receiving a Scheduling Authorization **at least three weeks before the beginning of the testing period** should contact the Professional Testing Corporation by telephone at (212) 356-0660.

The Scheduling Authorization will indicate where to call to schedule your examination appointment as well as the dates on which testing is available. Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. **It is the candidate's responsibility to call PSI to schedule the examination appointment.**

After you make your test appointment, PSI will send you a confirmation email with the date, time, and location of your exam. **Please check this confirmation carefully for the correct date, time, and location. Contact PSI at (833) 207-1288 if you do not receive this email confirmation or if there is a mistake with your appointment.**

It is highly recommended that each candidate become familiar with the location of the testing site prior to the testing date.

Arrival at the testing site at the appointed time is the responsibility of the candidate. Please plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Candidates arriving late may be denied access**. If this occurs refunds will not be granted.**

CHANGING YOUR APPOINTMENT

If you need to cancel your examination appointment or reschedule to a different date within the two-week testing period, you must contact PSI at (833) 207-1288 no later than noon, Eastern Standard Time, of the second business day PRIOR to your scheduled appointment. Appointments rescheduled **within the same testing period** incur no additional charge (see page 4). Fees will not be transferred to another testing period.

INTERNATIONAL TESTING

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the www.ptcny.com homepage. This form must be uploaded to your application **no later than 8 weeks prior to the start of the chosen testing period**. Fees for testing at an international computer test center (outside of the United States and Canada) are $100.00 in addition to the examination fee. PTC will arrange a computer based examination at an international test center for you.

Please note that all examinations are administered in English.

SPECIAL NEEDS

AHNCC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660. **This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins.** Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.

Only those requests made and received on the official Request for Special Needs Accommodations Form (found at www.ptcny.com) will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

ABOUT THE COMPUTER BASED TESTING FORMAT

Questions are displayed, one at a time, on the computer screen. The candidate has the ability to "bookmark" a specific question and return to the item whenever the individual chooses. The answers to any item may be changed at anytime during the testing session. None of the answers are submitted until the candidate completes the exam or designates "SUBMIT" on the last screen of the examination. After that time, the answers for any item may not be changed.

Results of the exam are NOT provided immediately upon completion of the exam. Results are tabulated by PTC at the end of the two-week testing period and then mailed to the individual candidates, approximately four weeks after the close of the testing window.

TESTING SOFTWARE DEMO

A free Tutorial and a Testing Software Demonstration can be viewed online. Go to http://www.ptcny.com/cbt/demo.htm. This online Tutorial can acquaint you with the features of the testing software.

RULES FOR THE EXAMINATION

1. Basic function calculators are permitted and may be taken into the examination room. Calculators must be small (hand held or smaller, non-programmable), noiseless, and cordless, and must have no printing capability, expansion capability, or alphanumeric keyboards or displays. A calculator is also available on the computer screen. Calculators included in cell phones and other electronic devices are not allowed.
2. All electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; all wearable smart technology permitted to be used and cannot be taken into the examination room.
3. **No papers, books, or reference materials may be taken into or removed from the examination room**.
4. No questions concerning content of the examination may be asked during the testing period. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
5. Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
6. Unless prior permission has been granted for you to bring a beverage or a snack to the test center due to a medical need (see Special Needs on page 5), you cannot bring food or beverages to the test center.
7. Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.
8. All watches and "Fitbit" type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

ONLINE PRACTICE TESTS

WHAT IS IT: A practice test for HN-BC® with 50 items, a practice test for HNB-BC® with 63 items, and a practice test for AHN-BC® with 50 items. All three practice tests have a testing time of two hours taken over the Internet. The practice tests are not required to take a certification examination.

WHY TAKE IT: To experience taking a computerized exam, to review an example of the type of content included in the Certification Examinations, and to learn more about question format, style, and level of difficulty.

SCORE REPORT: After completing the online practice test, you will receive an instant score report showing test performance in each of the content areas. The score report does not provide correct answers or indicate which questions were answered correctly and incorrectly.

NOTE: The online practice test is an optional tool candidates may use as they prepare for the certification examination. While the practice test may help candidates identify areas of strengths and weakness, it should not be used as the only means to determine candidate preparedness or readiness to test. Since the practice test is NOT intended to be a study guide nor the sole source of preparation for the actual certification examination, candidates are NOT provided with the answer key, rationales for each question, nor notification of which specific items were answered correctly or incorrectly.

Though the specific questions that are on the practice test will not appear on the actual certification examination, it allows candidates to become familiar with the style of questions that may be asked. The instant score report received after practice test submission shows overall test performance as well as performance in each of the content areas. Candidates may find this information useful in determining future study needs. Once the practice test is scored, candidates cannot return to the test to review the questions. Performance on the practice test does not guarantee similar performance on the actual certification examination.

The PTC Online Testing System does not demonstrate the testing software used during the certification examinations. Those who purchase the online practice test should be aware that they will use a different testing platform when they take certification examinations at designated proctored testing centers.

The practice test is not a requirement for certification eligibility nor does it contribute in any way to success on the certification examination. There are many ways candidates should prepare for the certification examination. Candidates should use a variety of resources and consider their own education and experiences. Review the content outline and reference materials listed in the handbook for additional exam-related information.

FEE: $65 by credit card.

APPLY: Go to www.ptcny.com and select Online Practice Test.

FURTHER INFO: Visit www.ptcny.com or call Professional Testing Corporation at 212-356-0660.

REPORT OF RESULTS

Candidates will be notified in writing by PTC approximately four weeks after the **close of the testing period** whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported. Results related to individual test items will not be shared. Information related to a candidate's score or test history is confidential and only provided to the candidate and AHNCC. No specific information will be shared with employers or any other individual. Successful candidates will also receive certificates from AHNCC. The names of candidates who have successfully passed the examinations will also be reported to organizations involved in furthering holistic nursing, such as AHNA. The names of those who pass the examination may be released for the press.

A follow-up letter with information regarding length of certification, and recertification processes will be sent by AHNCC within two-three weeks. Certification status will be released to others according to the Letter of Agreement with AHNCC, signed by the candidate during the qualification stage of the application process.

REEXAMINATION

Candidates must pass the Certification Examination to become Certified in Holistic Nursing. If a candidate fails this exam, he/she will be eligible to retake it no sooner than 60 days from the date of the first Certification Examination.

Candidates can retake the examination an unlimited number of times within a three-year period of time from notification of not successfully passing the examination without reapplying for qualification (Step 1); all such candidates must pay a $225 re-sit/re-take fee. Candidates may also choose to re-sit for a lower level examination without re-applying for qualification. If three years have passed since notification of not passing the exam a candidate will need to restart the application process from the beginning, starting with a Qualification application, prior to retaking the examination. Timelines, fees, and documentation in effect at the time of reapplication will apply.

Candidates wishing to retake their exam, or apply for a lower level examination need to follow the steps below.

1. Go to http://secure.ptcny.com/apply.

2. Click "Start New Application."

3. Choose the appropriate Part 2 application in the first drop down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.

4. The application automatically fills in the information from your Part 1 Qualifying application; however, **candidates must review this information for accuracy and update as needed. Candidates will also need to verify their email address, testing period, as well as sign the application where indicated.**

5. Click "Submit Application" at the bottom of the page.

6. PTC Support will send you an email letting you know your new application was approved and that you can log back into your application and pay the $225.00 transfer fee.

    - Call PTC at 212-356-0660 if you have any questions regarding the application process.

QUESTIONS/COMMENTS

AHNCC provides a mechanism for answering candidate questions and responding to comments or challenges made by a candidate related to the examination or the certification process. It is the responsibility of the candidate to initiate this process in writing within 30 days of the receipt of the examination results or within 30 days of the incident, whichever is sooner. All questions/comments should be directed to AHNCC with the exception of those concerning the administration of the examination or the testing site, which should be referred to PTC. **If you have any problems at the testing site that affect your ability to complete the examination please notify your proctor immediately. Do not wait until you have left the testing site to report problems that affect your ability to sit for the examination.**

CONTENT OF EXAMINATION

1. The Certification Examinations are computer-based examinations composed of multiple-choice, objective questions. The single items are designed to assess the applicant's mastery of the body of knowledge and related skills considered to be essential to the practice of holistic nursing. Each exam is designed to assess proficiency of a certified nurse at the given level of education and expertise. For example, HN-BC® nurses are expected to use concepts and philosophy drawn from the major holistic nursing theories and to apply research findings in their practice. HNB-BC® nurses are expected to critique research findings and apply holistic nursing theory in practice. AHN-BC® are expected to design studies, analyze research findings, and critique and study nursing theories.

2. The questions for the examinations are obtained through a rigorous process of item writing and item review from individuals with expertise in holistic nursing and are evaluated on a regular basis for construction, accuracy, and appropriateness by AHNCC.

3. AHNCC, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

4. The examinations are derived from standards and competencies identified during a Role Delineation Study/Practice Analysis by practicing holistic nurses and are weighted according to the mapping with the Core Values. The following are blueprints of the examinations showing the weighting of the items by Core Values. More detailed information can be found in the Core Essentials for Holistic Nursing (available at www.ahncc.org).

BLUEPRINT FOR THE EXAMINATIONS

The *HN-BC® Examination,* with a maximum of 170 items, is organized by Core Value and has the following approximate weightings in each area:

1. Holistic Philosophy, Theories, and Ethics (20%)
2. Holistic Caring Process (37%)
3. Holistic Communication, Therapeutic Environment, and Cultural Diversity (23%)
4. Holistic Education and Research (11%)
5. Holistic Nurse Self-Care (9%)

The *HNB-BC® Examination,* with a maximum of 190 items, is organized by Core Value and has the following approximate weightings in each area:

1. Holistic Philosophy, Theories, and Ethics (20%)
2. Holistic Caring Process (37%)
3. Holistic Communication, Therapeutic Environment, and Cultural Diversity (23%)
4. Holistic Education and Research (11%)
5. Holistic Nurse Self-Care (9%)

The *AHN-BC® Examination,* with a maximum of 150 items, is organized by Core Value and has the following approximate weightings in each area:

1. Holistic Philosophy, Theories, and Ethics (12%)
2. Holistic Caring Process (43%)
3. Holistic Communication, Therapeutic Environment, and Cultural Diversity (25%)
4. Holistic Education and Research (17%)
5. Self-Reflection, Self-care (3%)

The *APHN-BC® Examination,* with a maximum of 250 items, is organized by Core Value and has the following approximate weightings in each area:

1. Holistic Philosophy, Theories, and Ethics (12%)
2. Holistic Caring Process (43%)
3. Holistic Communication, Therapeutic Environment, and Cultural Diversity (25%)
4. Holistic Education and Research (17%)
5. Self-Reflection, Self-care (3%)

SAMPLE CERTIFICATION EXAMINATION QUESTIONS

HN-BC®

1. The term "healing" is best described by which of the following definitions?

1. Activities that prevent illness and growth
2. A continual journey of self-changing and evolving
3. The essence that permeates all of life, manifested in one's being
4. Return to the natural state of integrity and wholeness of an individual

(4 is correct. 2 is a good distracter, but is not correct. While it may describe the process, it does not indicate that growth is occurring.)

2. Which of the following is a responsibility of a holistic nurse?

1. Ensure that the client finds meaning in the illness
2. Use true presence with a client to facilitate understanding of the client's perception of the illness
3. Establish rapport with client to get the client to understand and cooperate with the treatment regime
4. Use true presence with client and force the nurse's own problems into the background in order to focus on the tasks to accomplish

(Answer 2 is correct. While 1 is an aim of holistic nursing, holistic nurses cannot ensure that this will happen immediately. Although some might be drawn to 4, it does not describe the essence of presence or the reason for using presence.)

3. When designing a client care plan, which of the following is LEAST important to consider?

1. Life expectancy
2. Cultural practices, values, and beliefs
3. Spiritual practices, values, and beliefs
4. Perceptions and meaning of health and illness

(Answer 1 is correct.)

4. Which of the following best describes affirmations?

1. Prayers to higher powers
2. Mantras with meditation
3. Visualizations with special music
4. Positive statements that something is already so

(Answer 4 is correct.)

HNB-BC®

1. A 53-year-old woman with recurrent breast cancer confides to a holistic nurse that she plans to stop her medical treatments that no longer seem to be helping her, and to try an herbal preparation a friend told her cures cancer. She says she does not plan to tell her family right away because they might be against her plan. Which of the following is the most appropriate action?

1. Tell her it would be best to talk with her physician first
2. Inform her family and physicians as soon as possible
3. Accept her decision without question and say nothing more
4. Explore further with her what made her come to this decision

(4 is correct. Although holistic nurses support their client's world view, without further clarification, it is impossible to understand why she made this decision.)

2. In a study of 156 women who have a history of childhood sexual abuse, a holistic nurse found that there was a statistically significant correlation between the severity of the abuse and suicide attempts within the previous year. Based on this finding, a holistic nurse working with a group of women who have a history of childhood abuse should first

1. screen group participants for suicide risk.
2. assure group participants of confidentiality.
3. inform group participants of these research findings.
4. encourage group participants to describe their abuse.

(1 is correct. While 2 is a good distracter, given the research findings, the holistic nurse is ethically responsible to further assess group participants to determine their risk status.)

3. In counseling an overweight client, which of the following suggestions should a holistic nurse make?

1. "Do not miss designated meal times."
2. "Follow the diet exactly as prescribed."
3. "Pay attention to what your body wants for food."
4. "Eat all the food that is allotted at each meal."

(Answer 3 is correct.)

4. Which of the following statements reflects an accurate interpretation of holism as stated in the AHNA *Description of Holistic Nursing*?

1. Holism involves understanding of meridians and energy flow
2. Holism involves health as expanding consciousness
3. Holism involves understanding the individual as an integrated whole
4. Holism involves co-creating and co-evolving mutual relationships

(Answer 3 is correct.)

AHN-BC®

1. Which of the following is the rationale for individualized, supportive nursing interventions for clients experiencing pain?

1. Eliminate the need for medication to manage pain
2. Interrupt acting out behaviors related to pain experiences
3. Reduce the sense of helplessness and increase the sense of control
4. Avoid reactivating repressed or unresolved past emotional experiences

(Answer 3 is correct. Holistic nurses aim to empower their clients. This in turn facilitates them in separating psychic pain from physical pain, altering their output of neurotransmitters.)

2. Which of the following explains the current research findings of psychophysiological responses?

1. A web-like pattern locked between the frontal cortex, limbic system, and hypothalamus
2. A loop starting from sensory organs to thalamus to cortex to limbic system and back to body response
3. The hypothalamus-pituitary-adrenal axis controls secretion of glucocorticoids for the suppression of immune cell response
4. Neurotransmitters carry messages to receptor sites throughout the bodymind, stimulating release of hormones that influence emotional states as well as immune integrity

(Answer 4 is correct.)

3. Which of the following holistic nursing theorists looked at health as expanding consciousness?

1. Dorothea Orem
2. Margaret Newman
3. Madeleine Leininger
4. Rosemary Rizzo Parse

(Answer 2 is correct.)

4. A nurse and a client have decided to incorporate humor and laughter interventions into the plan of care for management of the client's chronic pain. Which of the following outcome statements would be appropriate?

1. The client's pain symptoms will be eliminated
2. The client will participate in daily playful activities
3. The client will begin to spend more time with friends
4. The client will become more physically active

(Answer 2 is correct.)

APHN-BC®

1. The amygdala is necessary for recognizing which of the following emotions?

1. Fear
2. Disgust
3. Delight
4. Happiness

(Answer 1 is correct.)

2. Which of the following best describes the science of psychoneuroimmunology?

1. Humans modulate their cardiovascular systems
2. Most body systems are in communication with one another
3. There are connections among the brain, neurological, and immunological systems
4. There is a relationship between the nervous system and immune system

(Answer 3 is correct.)

3. Opiates have a chemical composition similar to morphine and

1. decrease the effectiveness of the immune system.
2. increase the effectiveness of the gastrointestinal system.
3. have to be stimulated by unpleasant experiences such as pain and grieving.
4. are found in the central nervous system, the gastrointestinal, and immune systems.

(Answer 4 is correct).

4. Which of the following herbal products is NOT recommended for weight loss and has been banned by the FDA from diet preparations due to cardiovascular side effects?

1. Ephedra
2. Ginseng
3. Mistletoe
4. Black cohosh

(Answer 1 is correct).

REFERENCES

Introduction

The Primary References shown below are offered specifically to help candidates prepare to take the national AHNCC Holistic Nursing Certification Examinations. The Secondary References are offered to help candidates explore holistic nursing concepts, issues, philosophy, and related matters in greater depth. If you want to review or add to your knowledge base as you prepare for the certification examination, we suggest that you start with the Core Essentials (AHNCC, 2017), review the Holistic Nursing: Scope and standards (ANA/AHNA, 2013), and then select from the secondary references (below) to build your expertise. Finally, the AHNCC Practice Examination will help you test your expertise and give you experience with the AHNCC testing format. AHNCC cannot predict success on an examination. Success is dependent upon multiple factors including (but not limited to) one's ability to apply the knowledge, skills, and attitudes of holistic nursing to clinical practice, and one's test-taking abilities.

Primary References for Those Preparing for the Certification Examination

Core Essentials for Holistic Nursing (2017). **www.ahncc.org**. The AHNCC Core Essentials document can be found on the AHNCC website www.ahncc.org on the RESOURCES page. This free document provides a listing of the competencies which were identified through an extensive literature review and validated through a Role Delineation Study undertaken by practicing Holistic Nurses. The competencies provide a basis for the certification examinations. There are two relevant sets, depending on which level of examination you are intending to take:

- Basic Holistic Nursing http://www.ahncc.org/wp-content/uploads/2017/12/12.13.2017-HN-BASIC-CORE-ESSENTIALS.pdf
- Advanced Holistic Nursing http://www.ahncc.org/wp-content/uploads/2017/12/2017-ADVANCED-CORE-ESSENTIALS-DOCUMENT-Final-PDF.pdf

American Nurses Association/ American Holistic Nurses Association (2013). Holistic nursing: Scope and standards of practice. (2nd ed.) Silver Spring, MD: American Nurses Association (nursebooks.org.).

AHNCC Practice Examinations. https://secure.ptcny.com/webtest/ The practice examinations offer a learning experience comparable to the testing experience. The practice examinations are based on the examination blueprint, formatted exactly as our certification examinations, and the items are drawn from our pool of items. There are practice examinations for each of the certification examinations except APHN-BC®.

Secondary References for Knowledge Exploration and Expansion

The secondary references offered below are not exclusive; many others not listed may be used to build one's expertise in holistic nursing.

Please note: AHNCC examination items are designed to test specific knowledge and skill competencies reflected in the Core Essentials, derived by a review of the literature, expert panel review, and a Role Delineation Study. Sample examination items that appear in the Secondary References are different. They are designed to test the reader's general knowledge of holistic nursing. While they may help the reader gain an understanding of the base of holistic nursing, provide opportunities for personal exploration and evaluation, they are not focused on the essential competencies required for certification, nor have they been subjected to the rigorous development process used by AHNCC for the examinations.

Aligood, M.R. & Tomey, A.M. (2017). Nursing theorists and their work. (9th ed.). Maryland Heights, MO: Mosby/Elsevier.

Aligood, M.R. & Tomey, A.M. (2013). Nursing theory: Utilization and application. (5th ed.). Maryland Heights, MO: Mosby/Elsevier.

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Dog, T., Johnson, R., Foster, S., Kiefer, D., Weil, A. (2012). *National Geographic* Guide to Medicinal Herbs: The World's Most Effective Healing Plants. (1st ed.) National Geographic Society.

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Leddy, S.K. (2006). Integrative health promotion: Conceptual bases for nursing practice. (2nd ed.). Sudbury, MA: Jones & Bartlett.

Libster, M.M. (2017). *The Nurse Herbalist: Integrative Insights for Holistic Practice.* Golden Apple Publications.

O'Brien, M. (2017). Spirituality in Nursing: Standing on holy ground. (6th ed.). Jones & Bartlett.

Puchalski, C. M. & Ferrell, B. (2010). Making health care whole: Integrating spirituality into patient care. West Conshohocken, PA: Templeton Press.

CERTIFICANT RESPONSIBILITIES

CONFIDENTIALITY

1. AHNCC will release the individual test scores ONLY to the individual candidate.
2. Any questions concerning test results should be referred to AHNCC or the Professional Testing Corporation.
3. A registry of Certified Holistic Nurses will be maintained by AHNCC and may be reported in its publications.

RESPONSIBILITIES

HN-BC®, HNB-BC®, AHN-BC®, and APHN-BC® Certificants are held responsible for:

1. Professional conduct as described in the Professional Code of Ethics for AHNCC Certified Nurses (see page 14).
2. Notification of an address, name, or telephone change. (To update all contact information, certificants and past certificants need to log-in to their record through the AHNCC website www.ahncc.org.)
3. Notification to AHNCC of any information that might lead to revocation of certification.
4. Maintenance of continuing education record so that requirements can be verified at any point in time
5. Submission of Renewal Application Packet no later than 60 days prior to certification expiration date to avoid a late fee.

DISCIPLINARY ACTION

Disciplinary action may be taken if any of the following occurs:

1. Falsification of an application or misrepresentation of eligibility to become certified.
2. Misrepresentation of certification to the public or misuse of any of the AHNCC credentials.
3. Untruth of any information is submitted to AHNCC.
4. Lack of a current RN license or knowledge of legal actions against a licensee in any US jurisdiction or foreign country.
5. Failure to maintain eligibility requirements, or pay required renewal fees.

AHNCC provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process by directing any questions, complaints, or concerns **in writing**, **to AHNCC for Board consideration within 30 days of the incident.**

POSSIBLE SANCTIONS

1. Denial or suspension of eligibility.
2. Revocation of certification.
3. Non-renewal of certification.
4. Reprimand.
5. Suspension of certification.
6. Other corrective action.

PTC CONTACT INFORMATION

For any questions, contact Professional Testing Corporation at:

AHNCC Certification
c/o Professional Testing Corporation
1350 Broadway, Suite 800
New York, NY 10018
Phone (212) 356-0660
Web www.ptcny.com
Email ahncc@ptcny.com

HOLISTIC NURSING CERTIFICATION CANDIDATE'S AGREEMENT WITH AHNCC

APPLICATION ACCURACY. All information contained in my application for American Holistic Nurses Credentialing Corporation (AHNCC) certification is true and accurate to the best of my knowledge.

AUTHORITY TO CONDUCT CERTIFICATION. I hereby authorize AHNCC and its officers, directors, committee members, employees, and agents (AHNCC Representatives) to review my application to sit for the AHNCC certification examination. I authorize AHNCC to determine my eligibility for AHNCC certification.

COMPLIANCE WITH ETHICS, RULES, STANDARDS, POLICIES AND PROCEDURES. I understand and agree that if I am granted AHNCC certification, it will be my responsibility to remain in compliance with all rules, standards, policies and procedures set by AHNCC, including but not limited to disciplinary policies which include eligibility rules and certification standards found in the AHNCC Certification Handbook and/or on the AHNCC website. By signing this Authorization, **I acknowledge that I have read, understood and agree to the rules, standards, policies, and ethical codes and the Professional Code of Ethics for AHNCC Certified Nurses as indicated in the AHNCC Certification Handbook.**

REVOCATION. I agree to revocation or other limitation of my certification if any information made on this application or hereafter supplied to AHNCC is false or inaccurate or if I violate any of the rules or regulations of AHNCC.

MAINTAINING CERTIFICATION. I understand that it is my responsibility to maintain valid certification status by submitting a valid renewal application and fee within 60 days prior to my certification expiration date.

MAINTAINING CURRENT STATUS. I understand that I am responsible for notifying AHNCC within 60 days of occurrence of any changes in name, address, telephone number, email address, and any other facts bearing on eligibility or certification (including but not limited to: filing of any civil or criminal charge, indictment or litigation conviction; plea of guilty; plea of nolo contendere; or disciplinary action by a licensing board or professional organization).

COOPERATION WITH CERTIFICATION REVIEW. I agree to cooperate promptly and fully in any review of my certification by AHNCC, including submitting such documents and information deemed necessary to confirm the information in this application.

RELEASE OF INFORMATION. I authorize the AHNCC Representatives to communicate any and all information relating to any AHNCC application, certification status and certification review to state and federal authorities, employers, and others. Certification review shall include but not be limited to the fact and the outcome of disciplinary proceedings. I agree that if I pass the examination, AHNCC may release my name and the fact that I have been granted AHNCC certification to newspapers and other publications. I agree that AHNCC may release my name and address in a listing of certified holistic nurses to individuals and/or organizations interested in holistic nursing as directed by AHNCC's Board of Directors.

CERTIFICATION EXAMINATION PROCEDURES. **I understand that AHNCC reserves the right to refuse admission to any AHNCC examination to me if I do not have the proper identification (current government-issued photo ID and Scheduling Authorization) or if I arrive later than my scheduled time.** If I am refused admission for any of these reasons or fail to appear at the examination site, I will receive no refund of fees and there will be no credit for future examinations. I understand that the proctors at my assigned examination site will have the discretion to maintain a secure and proper test administration. I acknowledge that in this capacity the proctors may relocate me before or during the examination. I will not communicate with other examinees in any way.

SECRECY OF EXAMINATION. I understand that I may only seek admission to sit for the AHNCC examination for the purpose of seeking AHNCC certification, and for no other purpose. Because of the confidential nature of the AHNCC examination, I will not take any examination materials from the test site, reproduce the examination materials, or transmit the examination questions or answers in any form to any other person.

EXAMINATION RETAKE. I understand that if I fail the Certification Examination I may retake it as many times as I choose to do so within the three (3) year period following notification of unsuccessfully passing the examination. I will be required to reregister to sit to retake the examination, and pay all applicable fees and submit all required documentation. A minimum of 60 days between examinations is required. If not successful on the retake examination, I may retake the exam as any times as wanted within the three (3) year period following my initial notification of failure to pass. I agree to resolve any disagreements I have in regard to the examination through AHNCC's own internal processes, and release AHNCC from legal liability with respect to the examination. I agree that, with respect to the certification examination portion of the certification process, my only permissible challenge is a challenge to the accuracy of the computation of the scores. I waive all further claims of examination review and agree to indemnify and hold harmless AHNCC Representatives for any action taken pursuant to the rules and standards of AHNCC with regard to this application, the Certification Examination, and/or certification.

DISMISSAL FROM EXAMINATION/CANCELLED SCORES. I understand that I may be dismissed from the examination and that my test score may be cancelled for any of the following reasons: (1) failing to present current government-issued photo identification; (2) using unauthorized aids; (3) failing to follow test directions or procedures; (4) creating a disturbance; (5) giving or receiving help on the examination; (6) attempting to remove test materials or notes from the exam room; or (7) impersonating another candidate. I agree that if I am dismissed from the examination or my test score is cancelled because of such violation, I will receive no refund of the application or examination fees and there will be no credit for any future examination.

PROFESSIONAL CODE OF ETHICS FOR AHNCC CERTIFIED NURSES

The American Holistic Nurses Credentialing Corporation ("AHNCC") is a nonprofit organization that provides credentialing programs for nurses who practice within the precepts of Holistic Nursing as determined by AHNCC. AHNCC credentialing is intended to be national in scope and blends both academicians and practitioners for the purpose of establishing rigorous standards for nurses who wish to practice holistically in the real world of professional nursing. Certification, offered to nurses certified by AHNCC from a wide variety of practice arenas, requires that certificants maintain high standards in their practice of Holistic Nursing. To the extent that standards are rigorously adhered to, it is the aim of AHNCC to be inclusive, and not exclude any subspecialty of nursing. Maintenance of AHNCC certification requires adherence to AHNCC's Code of Professional Practice. Individuals who fail to meet these requirements may be suspended or have their certification revoked. AHNCC does not guarantee the job performance of any individual. AHNCC certification is not an opinion on the competence of the job performance of nurses certified by AHNCC and AHNCC does not guarantee the job performance of any individual. Rather, AHNCC certification constitutes recognition by AHNCC that, to its best knowledge, an AHNCC certificant meets and agrees to adhere to certain minimum academic preparation, professional experience, continuing education and competency, and professional standards.

I. ELIGIBILITY FOR CERTIFICATION OR RECERTIFICATION

As a condition of eligibility for and continued maintenance of any AHNCC certification, each candidate or certificant agrees to the following:

A. Compliance with AHNCC Standards, Policies, and Procedures

No individual is eligible to apply for or maintain certification unless in compliance with all AHNCC rules and standards, policies and procedures, including timely payment of fees and recertification requirements. Each individual bears the burden for showing and maintaining compliance at all times. AHNCC may deny, revoke, or otherwise act upon certification or recertification when an individual is not in compliance with all AHNCC standards, policies and procedures. AHNCC reserves the right to request additional information to supplement or complete any application for certification or recertification, and to refuse or revoke certification if the information is not provided, the information is not satisfactory, or the information demonstrates concern to AHNCC.

B. Complete Application

The individual shall truthfully complete and sign an application in the form provided by AHNCC, shall pay the required fees and shall provide all information as requested. The individual shall notify AHNCC within 60 (sixty) days of occurrence of any change in name, address, telephone number, and any other facts bearing on eligibility or certification (including but not limited to: filing of any civil or criminal charge, indictment or litigation; conviction; plea of guilty; plea of nolo contendere; or disciplinary action by a licensing board or professional organization). A candidate or certificant shall not make and shall correct immediately any statement concerning the candidate's or certificant's status which is or becomes inaccurate, untrue or misleading. All references to "days" in AHNCC standards, policies and procedures shall mean calendar days. Communications required by AHNCC must be transmitted by certified mail, return receipt requested or other verifiable method of delivery. The candidate or certificant agrees to provide AHNCC with confirmation of compliance with AHNCC requirements as requested by AHNCC.

C. Property of AHNCC

The examinations, certificates, and cards of AHNCC; the names "American Holistic Nurses Credentialing Corporation" and "Certified Holistic Nurse;" and "Certified Nurse Coach" the term "AHNCC," the terms Holistic Nurse – Board Certified™, Holistic Nurse Baccalaureate – Board Certified™, Advanced Holistic Nurse – Board Certified™, Advanced Practice Holistic Nurse – Board Certified™, Nurse Coach – Board Certified™, Health and Wellness Nurse Coach – Board Certified™, or credentials "HN-BC®", "HNB-BC®", "AHN-BC®", "APHN-BC®", "NC-BC®", and "HWNC-BC®;" and logos, and abbreviations relating thereto are all the exclusive property of AHNCC and may not be used in any way without the express prior written consent of AHNCC. In case of suspension, limitation, revocation, or resignation from AHNCC or as otherwise requested by AHNCC, the individual shall immediately relinquish, refrain from using, and correct at the individual's expense any outdated or otherwise inaccurate use of any certificate, logo, emblem, and the AHNCC name and related abbreviations. If the individual refuses to relinquish immediately, refrain from using and/or correct at his or her expense any of the above, or misuse or use in a misleading manner any of the above, the individual agrees that AHNCC shall be entitled to inform any parties in AHNCC's discretion, of the inappropriate or incorrect use of information or AHNCC credentials or titles, and obtain all relief permitted by law.

D. Pending Litigation

Candidates and currently certified individuals must notify AHNCC of any indictment or charge pending before a state or federal regulatory agency or judicial body that relates or may relate to professional competence or nursing practice, or that may relate to AHNCC (including civil AHNCC actions), or a matter described in Section III, 1-13 within 60 (sixty) days of such charge or action, shall respond to all inquiries from AHNCC regarding the same, and shall provide documentation of the resolution of such charge within 60 (sixty) days.

E. Criminal Convictions

An individual convicted of a felony or misdemeanor related to nursing practice shall be ineligible to apply for certification or recertification for a period of five (5) years from the exhaustion of appeals or final release from confinement (if any), whichever is later. This may be waived by the AHNCC if the applicant presents compelling evidence that the applicant would be a credit or benefit to AHNCC and meets all other AHNCC standards

II. SCORE REPORTS

The AHNCC is concerned with reporting only valid scores. On rare occasions, misconduct or circumstances beyond the individual's control may render a score invalid. If doubts are raised about a score, all individuals are expected to cooperate in any AHNCC investigation. AHNCC reserves the right to cancel any examination score if, in the sole opinion of AHNCC, there is adequate reason to question its validity. AHNCC in its discretion will (i) offer the individual an opportunity to take the examination again at no additional fee, or (ii) proceed as described below.

III. APPLICATION AND CERTIFICATION STANDARDS

AHNCC may revoke, deny or otherwise take action with regard to the application or certification of a candidate or certificant, in its sole discretion, in the case of:

1. Ineligibility for AHNCC certification;
2. Irregularity in connection with any AHNCC examination;
3. Failure to pay fees required by AHNCC;
4. Unauthorized possession of, use of or access to AHNCC examinations, certificates, cards, and logos of AHNCC; the names "American Holistic Nurses Credentialing Corporation" and "Certified Holistic Nurse;" and "Certified Nurse Coach" the term "AHNCC," the terms Holistic Nurse – Board Certified™, Holistic Nurse Baccalaureate – Board Certified™, Advanced Holistic Nurse – Board Certified™, Advanced Practice Holistic Nurse – Board Certified™, Nurse Coach – Board Certified™, Health and Wellness Nurse Coach – Board Certified™, or credentials "HN-BC®", "HNB-BC®", "AHN-BC®", "APHN-BC®", "NC-BC®", and "HWNC-BC®;" and any other AHNCC documents and materials;
5. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to AHNCC;
6. Misrepresentation of AHNCC certification or certification status;
7. Failure to provide any written information required by the AHNCC;
8. Habitual use of alcohol or any drug or any substance, or any physical or mental condition, which impairs competent and objective professional performance;
9. Gross or repeated negligence or malpractice in professional work;
10. Limitation or sanction, including voluntary limitation, by a governmental regulatory board or professional organization relating to the public health, nursing, or Holistic Nursing.
11. The conviction of, plea of guilty or plea of nolo contendere to a felony or misdemeanor related to nursing practice, clinical competence or ethics. This includes but is not limited to a crime involving rape or sexual or other abuse of a patient or child, and actual or threatened use of a weapon;
12. Failure to timely update information to AHNCC;
13. Failure to maintain confidentiality as required by law; or
14. Other violation of an AHNCC standard, policy or procedure as provided in the AHNCC Candidate Brochure or other material provided to candidates or certificants.

IV. ESTABLISHMENT OF SPECIAL HEARING COMMITTEES

1. The AHNCC Board of Directors by a majority vote shall elect a Standards Hearing and Review Committee as identified in the AHNCC Bylaws to consider alleged irregularity and/or violations of any AHNCC disciplinary rule set forth at III, 1-14 above or any other AHNCC standard, policy or procedure.
2. The Standards Hearing and Review Committees shall be composed of three members drawn from AHNCC certificants.
3. A committee member's term of office on the committee shall run for one year and may be renewed upon the recommendation of the Chair of the Committee and approval of the AHNCC Executive Committee, so long as the total term of service does not exceed a continuous six years.
4. A committee member may not serve on any matter in which s/he has an actual or apparent conflict of interest.
5. Committee action shall be determined by majority vote.
6. When a committee member is unavailable to serve by resignation, disqualification or other circumstance, the Committee Chair with approval of the Chair of AHNCC Board of Directors, shall designate another individual to serve as an interim member.

V. REVIEW AND APPEAL PROCEDURES

Failure to pay fees, failure to submit required information, and failure to meet deadlines shall all be determined by the AHNCC National Office. The National Office shall send a notice to the affected certificant, allowing an opportunity to respond within 30 calendar days to the determination by the National Office. If no response is received within the 30-day period or if no evidence is submitted showing timely compliance by the certificant (completed within the 30-day period), the National Office may revoke certification, without further opportunity for the certificant to appeal except as set forth in XII, herein. In all other circumstances, the following procedures shall apply:

A. Submission of Allegations

1. Allegations of a violation of an AHNCC disciplinary rule or other AHNCC standard, policy or procedure are to be referred to the Committee Chair for disposition. Persons concerned with possible violation of AHNCC rules should identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to the Chair. The statement should identify by name, address and telephone number the person making the information known to AHNCC and others who may have knowledge of the facts and circumstances concerning the alleged conduct. Supplementation relating to the content or form of the information may be requested.

2. The Chair shall make a determination as to whether the allegations submitted in writing may have any credibility, which determination shall be made within 60 days and after consultation with counsel when needed for clarification.

3. If the Chair determines that the allegations are frivolous or fail to state a violation of an AHNCC's rules, the Chair shall so apprise the Board and the complainant (if any), and no further action shall be taken.

4. If the Chair determines with counsel that good cause may exist to deny eligibility or question compliance with AHNCC rules, the Chair shall transmit the allegations to the Standards Hearing and Review Committee.

B. Procedures of the Standards Hearing and Review Committee

1. The Standards Hearing and Review Committee shall investigate the allegations after receipt from the Chair, as determined appropriate by the Standards Hearing and Review Committee based upon the allegations and information. If a majority of the Committee determines after such investigation that the allegations and facts are inadequate to sustain a finding of an irregularity and/or violation of AHNCC policies and/or rules, no further adverse action shall be taken. The Board and the complainant (if any) shall be so apprised.

2. If the Committee finds by majority vote that good cause exists to question whether an irregularity or violation of a AHNCC disciplinary rule has occurred, the Committee shall transmit a statement of allegations to the candidate or certificant by certified mail, return receipt requested, setting forth the applicable standard and a statement:

   a. Of facts constituting the alleged violation of the standard;
   b. That the candidate or certificant may proceed to request: (i) review of written submission by the Standards Hearing and Review Committee; (ii) a telephone conference of the Standards Hearing and Review Committee; or (iii) an in-person hearing (at least held annually proximate to the annual meeting of AHNCC), with the candidate or certificant bearing his or her own expenses for such matter;
   c. That the candidate or certificant shall have 15 days after receipt of the statement to notify the Chair if he or she disputes the allegations, has comments on available sanctions, and/or requests a hearing on the record;
   d. That the candidate or certificant may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on his or her behalf;
   e. That if allegations are determined to be true, or if the candidate or certificant fails to respond, sanctions may be taken, including revocation; and
   f. That if the candidate or certificant does not dispute the allegations or request a hearing within (30) days after the date of the letter from the Committee, the candidate or certificant consents that the Committee may render a decision and apply available sanctions. (Available sanctions are set out in VI., below.)

3. If the candidate or certificant disputes the allegations or available sanctions or requests a hearing, the Chair of the Committee shall be retained, and the remaining members excused from service on the Committee. Two to three new members shall be appointed to serve on the Standards Hearing and Review Committee. New members shall meet the following criteria:
   a. Lack previous knowledge or awareness of candidate or certificant case and the findings reported by Standards Hearing and Review Committee;
   b. At least 50% or greater of the members shall be practicing in a comparable setting as the candidate or certificant;
   c. At least 50% or greater of the members shall be certified at the level of the candidate or certificant; and
   d. Declare lack of conflict of interest.

4. The new Standards Hearing and Review Committee shall then:

   a. Schedule a written review, or telephone or in-person hearing as directed by the candidate or certificant, allowing for an adequate period of time for preparation for the hearing; and send by certified mail, return receipt requested, a Notice of Hearing to the candidate or certificant. The Notice of Hearing shall include a statement of the standards allegedly violated and the time and place of the hearing as selected by the Standards Hearing and Review Committee.
   b. The candidate or certificant may request modification of the date of the hearing for good cause. The individual may request a hearing by teleconference or by written submission of documents in lieu of in-person hearing.
   c The Standards Hearing and Review Committee shall maintain a verbatim audio, video or written transcript.
   d. AHNCC and the candidate or certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Standards Hearing and Review Committee.
   e. The Standards Hearing and Review Committee shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote.
   f. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Standards Review Committee.
   g. Proof shall be by preponderance of the evidence.
   h. Whenever mental or physical disability is alleged, the candidate or certificant may be required to undergo a physical or mental examination at the expense of the candidate or certificant. The report of such an examination shall become part of the evidence considered.
   i. The Standards Hearing and Review Committee shall issue a written decision following the hearing and any briefing. The decision shall contain factual findings, conclusions of law and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the candidate or certificant.

C. Appeal Procedures

1. If the decision rendered by the Standards Hearing and Review Committee is not favorable to the candidate or certificant, the candidate or certificant may appeal the decision to the AHNCC Board of Directors by submitting a written appeals statement within 30 (thirty) days following receipt of the decision of the Standards Hearing and Review Committee along with the appeal fee of $1,000.00.
2. The decision of the Standards Hearing and Review Committee and the certificants written appeals statement shall be reviewed by the AHNCC Board of Directors. The Chairman of the Standards Hearing Committee shall be recused from this review.
3. The AHNCC Board of Directors by majority vote shall render a decision based on the record without a hearing, although an additional written briefing from the appellant may be requested. The appellant shall also be given the opportunity to provide any new evidence that was not presented to the Standards Hearing and Review Committee.
4. The decision of the AHNCC Board of Directors shall be rendered in writing following receipt and review of any briefing. The decision shall contain factual findings, conclusions of law and any sanctions applied and shall be final. (Available sanctions are set out at Section VI. below.) The decision shall be transmitted to the appellant by certified mail, return receipt requested.

VI. SANCTIONS

Sanctions for violation of any AHNCC standard set forth herein or any other AHNCC standard, policy or procedure may include one or more of:

1. Denial or suspension of eligibility;
2. Revocation of certification;
3. Non-renewal of certification;
4. Reprimand;
5. Suspension of certification; or
6. Other corrective action.

VII. SUMMARY PROCEDURE

Whenever the Chair determines that there is cause to believe that a threat of immediate and irreparable relationship with AHNCC exists, the Chair shall forward the allegations to the AHNCC Board. The Board shall review the matter immediately and provide telephonic or other expedited notice and review procedure to the candidate or certificant. Following such notice and opportunity by the individual to be heard, if the Board determines that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to 90 (ninety) days pending a full review as provided herein.

VIII. RELEASE OF INFORMATION

Each applicant and certificant agrees to cooperate promptly and fully in any review of eligibility or certification status, including submitting such documents and information deemed necessary to confirm the information in the application. The individual candidate or certificant agrees that AHNCC and its officers, directors, committee members, employees, agents and others may communicate any and all information relating to AHNCC application, certification and review thereof including but not limited to pendency or outcome of disciplinary proceedings to state and federal authorities, licensing boards, employers, other certificants, and others.

IX. WAIVER

The individual releases, discharges and exonerates, and hereby indemnifies and holds harmless AHNCC, its officers, directors, employees, committee members, panel members and agents, and any other persons involved in the hearing, appeal or decision (in any way) from and against all claims, damages, losses and expenses, including reasonable attorneys' fees, related to actions of AHNCC arising out of applicant's application for or participation in the AHNCC program and use of the AHNCC certification mark or other reference to the AHNCC program, including but not limited to the furnishing or inspection of documents, records and other information and any investigation and review of application or certification made by AHNCC.

X. RECONSIDERATION OF ELIGIBILITY AND REINSTATEMENT OF CERTIFICATION

If eligibility or certification is denied or revoked, eligibility or certification may be reconsidered on the following basis:

1. In the event of a felony conviction directly related to AHNCC, its standards, or standards of nursing practice no earlier than five (5) years from the exhaustion of appeals or release from confinement, whichever is later;
2. In any other event, no earlier than three (3) years from the final decision of ineligibility or revocation.

In addition to other facts required by AHNCC, such an individual must fully set forth the circumstances of the decision denying eligibility or revoking certification as well as all relevant facts and circumstances since the decision relevant to the application. When eligibility has been denied because of felony conviction, the individual bears the burden of demonstrating by clear and convincing evidence that the individual has been rehabilitated and does not pose a danger to others.

XI. SUBMISSION OF INFORMATION TO AHNCC CONCERNING POSSIBLE VIOLATION OF STANDARDS

Persons concerned with possible violation of AHNCC standards should identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to the Chair of the AHNCC Board of Directors. The statement should identify by name, address and telephone number the person making the information known to the AHNCC and should identify others who may have knowledge of the facts and circumstances concerning the alleged conduct. Supplementation relating to the content or form of the information may be requested.

XII. STANDARDS AND DEADLINES

As a rule, AHNCC expects its certificants to meet all standards, policies, and deadlines imposed by AHNCC, especially in regard to submission of applications, fees, required evidence of licensure, academic preparation, and continuing education and practice, and sitting for its examinations. On rare occasion, circumstances beyond the control of the candidate or certificant or other extraordinary conditions may render it difficult, if not impossible, for the certificant to meet AHNCC's requirements. Should an individual wish to make an appeal, the certificant should transmit a written explanation and make request for reasonable alternatives, with full relevant supporting documentation, to AHNCC's national office, to the attention of the AHNCC Board of Directors. The Board of Directors will determine at the next meeting of the Board, in its sole discretion and on a case-by-case basis what, if any recourse, should be afforded to such individuals based on the circumstances described and the overall impact on AHNCC. No other procedures shall be afforded to individuals who fail to meet AHNCC standards and/or deadlines.

XIII. BIAS, PREJUDICE, IMPARTIALITY

At all times during AHNCC's handling of the matter, AHNCC must extend impartial review. If at any time during AHNCC's review of a matter a candidate, certificant, or other person identifies a situation where the judgment of a reviewer may be biased, prejudiced, or impartiality may be compromised, (including employment with a competing organization) the individual is required to report such matter to the AHNCC President immediately. AHNCC will consider the information.

AHNCC reserves the right to change, revise, amend, replace or terminate policies, procedures and its internal documents, forms and fees without notice. It is the responsibility of the applicant/certificate to keep up to date as to all eligibility criteria, fees, policies and AHNCC requirements.

Revised and approved by AHNCC Board, December 2017

HOLISTIC NURSE SELF-REFLECTIVE ASSESSMENT AND GUIDELINES

Self-reflection is a way of learning about your practice, how to improve your abilities as a holistic nurse, and as a way of knowing yourself as a nurse in relationships with their patients. *The self-reflection, self-assessment experience is recommended for all nurses applying for AHNCC certification, but is not required to meet application criteria, nor will it predict successful examination performance.*

A set of principles and Core Values serves as the foundation of Holistic Nursing (ANA/AHNA, 2013). One of the principles that relate to Self-Care states:

> *The nurses' self-reflection and self-assessment, self-care, healing, and personal development are necessary for service to others and growth/change in one's own well-being and understanding of one's personal journey.*

Develop statements regarding <u>all three</u> of the situations below. Use your own words and experiences to fully discuss/describe your life and experiences. Use self-reflection as a method to describe how you have integrated Holistic Nursing Principles into your personal and professional life. For assistance, see AHNA's Scope and Standards for Holistic Nursing Practice (2013).

HN-BC®

1. Think about an extant holistic nursing theory or theories and related concepts and assess how they guide your life and practice (e.g. Watson, Newman, Erickson, Parse, Rogers, and Nightingale).
2. Reflect on your personal and professional holistic nursing journey and discuss how it affects who you are today.
3. Reflect on a situation that occurred in your professional practice within the last year in which you applied concepts of holistic nursing and assess the impact it had on you as a professional.

HNB-BC®

1. Think about an extant holistic nursing theory or theories and related concepts and assess how they guide your life and practice (e.g. Watson, Newman, Erickson, Parse, Rogers, and Nightingale).
2. Reflect on your personal and professional holistic nursing journey and discuss how it affects who you are today.
3. Reflect on a situation that occurred in your professional practice within the last year in which you applied concepts of holistic nursing and related research and assess the impact it had on you as a professional.

AHN-BC® or APHN-BC®

1. Think about an extant holistic nursing theory or theories and related concepts and analyze how they guide your life and practice (e.g. Watson, Newman, Erickson, Parse, Rogers, and Nightingale).
2. Reflect on your personal and professional holistic nursing journey and assess how it affects who you are today.
3. Reflect on situations that have occurred in your professional practice which you applied concepts of holistic nursing and related research and analyze the impact they have had on you as a professional.

Adhere to the following style guidelines:

- ✓ Type or word process all statements.
- ✓ Include name, address, phone, and email address on each page.
- ✓ Titles and subject headings are required for each heading. Create your title from words used in the discussion. For example, the title might be: The Conceptual Foundations of my Holistic Nursing Practice. The subject head might be: Conceptual Foundations.
- ✓ Start each question on a new page. Responses to each question are limited to three pages.
- ✓ Paper size: 8 ½ x 11"; Margin size: 1" left, right, top, and bottom.
- ✓ Font: Times or Times New Roman, 12 pt font
- ✓ Spacing: Double spaced
- ✓ Include the Honor Code (below) **and your signature on the last page of your SRA**.
- ✓ Save your SRA with a copy of your application packet. You do not need to submit it with your application.

Honor Code: I understand and agree that all the documents submitted by me for the Self-Reflective Assessment are based on my self-reflection and self-assessment. I also understand and agree that all statements in my self-assessment refer to my personal life situation and experiences.

AHNCC ENDORSED SCHOOLS

Ameritech College of Healthcare
Draper, UT
RN to BSN Program

Capital University, School of Nursing
Columbus, OH 43209-2394
Baccalaureate, Accelerated, Bachelor of Science Completion & Master of Science Nursing Programs

Drexel University College of Nursing and Health Professions
Philadelphia, PA
MS in Complementary and Integrative Health
Post-baccalaureate in Nursing:
Certificate of Advanced Study in Complementary and Integrative Health
Certificate of Advanced Study in Holistic Hospice and Palliative Care
Certificate of Advanced Study in Integrative Addiction Therapies
Certificate of Advanced Study in Women's Integrated Health
Certificate of Advanced Study in Holistic Aromatherapy

Eastern University
St. Davids, PA 19087
RN-BSN and Second Degree Programs

Florida Atlantic University, Christine E. Lynn College of Nursing
Boca Raton, FL
BSN, Accelerated BSN, RN-BSN, MSN, PhD and DNP Programs

Metropolitan State University School of Nursing
St. Paul, MN 55106-5000
RN-BSN Program, Entry Level Master of Science, MANE Curriculum

MGH Institute of Health Professionals
Boston MA
Certificate of Advanced Study (CAS) in Mind, Body Spirit Nursing and
Certificate of Completion (GCC) in Mind, Body, Spirit Nursing Programs

Pacific College of Oriental Medicine
New York, NY 10038
BSN (Holistic) Program, Post-Baccalaureate Certification Program in Holistic Nursing

Quinnipiac University, School of Nursing
Hamden, CT
Baccalaureate, Masters & Doctor of Nursing Practice Programs

University of Main at Augusta
Augusta, ME 04330
RN to BSN Program

Western Michigan University Bronson School of Nursing
Kalamazoo, MI 49008-5345
Baccalaureate Program

Xavier University Department of Nursing
Cincinnati, OH 45207-7351
BSN, ABSN Track, MSN, MIDAS, FNP, DNP and CNL Programs

See www.ahncc.org for up-to-date listings.

Approved by the AHNCC Board, October 1, 2018

PTC17057