**<Hospital> ABNN Application Instructions**

1. <Hospital> will communicate the benefits of the ABNN Program to all eligible nurses.
2. The Facility’s nurses that are interested, will contact *Hospital Contact* who will then send them the unique promotion code below for registering for the exam.
3. Institution’s nurses will be required to complete a standard, formal application.
4. All qualified RNs may apply via the ABNN website at [www.abnncertification.org](http://www.abnncertification.org)
	1. If the nurse applicant is an AANN member or has already taken an exam, they may log-in using their AANN member log-in.
	2. If the nurse applicant is not an AANN member, they may create an account by creating a username and password.
5. Each nurse applicant will select their exam (SCRN or CNRN) within their “Certification Center” and complete their application online following the steps below:
	1. Contact Information Tab
	2. Licensure Tab – Enter RN licensure information. Expiration date must be valid through the examination window.
	3. Work Experience Tab – Must total at least 2,080 hours within the last 3 years
		1. Enter Supervisors contact information
		2. Employment Begin Date
		3. Employment End Date (applicants should enter today’s date as end date if they are currently employed)
		4. Hours worked in Neuro or Stroke per week (40 full time, 20 part time)
	4. Exam Window Tab – select exam window
	5. Attestations Tab – Check boxes to confirm that they have met the eligibility requirements
	6. Payment Tab
		1. Candidates should click to “Pay via Credit Card”
		2. They will be taken to the online store to add the fee to their cart
		3. At checkout - they may remove their exam fees and by using **Promotion Code:** **XXXX**

*Note: The hospital may only share this coupon internally to prevent the public from using it.*

1. ABNN will supply a list of anyone that has used the promo code designated to <Hospital> after each examination application deadline.
2. Applicants will receive an email from the ABNN Testing Company (PSI) within approximately 1 week of –registering regarding exam scheduling **OR** can view their scheduling instructions in their “Exam Details Widget” that they can access in their “Certification Center”.
3. Applicants will take the exam within their exam eligibility months. It will be the hospital’s responsibility to pay any additional costs related to rescheduling, no-shows, or cancellation.
4. Once exam results are finalized at the end of each month, ABNN will send an invoice with appropriate fees along with the list of those who passed and failed to <Hospital>*.*