Certification Handbook

For Certificants and Candidates

MSNCB®
medical-surgical nursing certification board
commitment | confidence | credibility

CAVRN Certification Handbook

All information is subject to change without notice, including test content, fees, and policies.

Last Updated: July 2025

CAVRN
CERTIFIED ACUTE-CARE VIRTUAL REGISTERED NURSE

MSNCB®
medical-surgical nursing certification board
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BEFORE YOU START

About this Handbook

Th CAVRN Certification Handbook provides essential information about certification of the Certified Acute-Care Virtual Registered Nurse (CAVRN) credential from the Medical-Surgical Nursing Certification Board (MSNCB).

We know there's a lot to get familiar with! We encourage you to read through each section carefully. You are responsible for following all policies and procedures in this handbook. Failure to follow all policies and procedures may result in denial, suspension, or revocation of certification and the forfeiture of your exam or recertification application fees.

MSNCB Policies

Please see MSNCB Certification Policies for a list of policies from MSNCB that are relevant to candidates and CAVRN certificants. Policies covered pertain to ethics, general administration, initial certification, and recertification. These policies are not directly referenced in this handbook, but they were used in the creation of this handbook.

Non-Discrimination Statement

MSNCB shall not discriminate against any certification candidate on the basis of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity. MSNCB shall not publish materials with discriminatory content, graphics or language that may be offensive to population subgroups.

Earn it.

- Meet eligibility criteria
- Submit exam application
- Pass the exam
- Get certified

Use it.

- Validate your expertise
- Climb the clinical ladder
- Continue learning
- Volunteer with MSNCB

Keep it.

- Meet eligibility criteria
- Earn contact hours
- Submit application
- Get recertified

WHY GET CERTIFIED?

Certification could be the missing piece in your career! Find out what certification is, why you should pursue certification, and why you should earn the CAVRN.

Validate Your Expertise

Certification is the process by which an entity grants formal recognition to individuals that meet predetermined, standardized criteria. The certification process involves determination of eligibility, an assessment of demonstration of competence (a.k.a., passing the certification exam), and requirements for regular recertification (Institute for Credentialing Excellence).

Certification is valuable
Certification communicates to peers, employers, and patients that you are a competent and qualified virtual acute-care nurse. You gain the satisfaction of demonstrating your professional competence, the recognition of your peers, and greater confidence in your own abilities.

Certification also offers a way to differentiate yourself in a professional capacity. It can offer advantages in the marketplace, such as better compensation and career longevity.

Certification is good for you
- Demonstrate commitment, confidence, and credibility
- Validate your expert, specialized knowledge
- Maintain an innovative edge in your career
- Gain confidence and satisfaction in your professional life
- Increase your earning power
- Earn respect from patients, colleagues, and employers

Certification is good for your employer
- Improved patient care and safety
- Attract more qualified nurses
- Enjoy higher nurse retention rate

CAVRN Recognition

CAVRN certification validates the professional achievements of the virtual, registered nurse who has met identified standards of practice and provides care for acute-care patients. A registered nurse who meets the performance level required for competent practice in virtual acute-care nursing will receive an acknowledgement of their professional achievements by earning the CAVRN certification.

CAVRN EXAM

Congratulations on beginning your certification journey! The cycle starts here, with the certification exam. In this section, you'll learn about eligibility requirements and test development, how to apply, schedule, and sit for the exam, and where to find study materials.

Eligibility Requirements

We have two main eligibility requirements to apply for the CAVRN. You must meet eligibility requirements at the time you apply for the exam and for the full 90-day test period.

Two requirements to be eligible for the CAVRN
1. **License.** You must hold an unencumbered and current license as a Registered Nurse (RN) in the United States.
2. **Hours of practice.** You must have worked 1,000 virtual nursing practice hours within the past two (2) years in an acute-care setting. Practice may be as a clinical nurse, as a manager, or as an educator.

A virtual member of the bedside team
MSNCB developed the Certified Acute-Care Virtual Registered Nurse (CAVRN) credential after recognizing that the development of modernized care delivery models, enabled by technology, are an industry imperative. The CAVRN credential is designed to recognize those providing virtual nursing services in the acute-care/hospital setting in partnership with a bedside clinical team. CAVRN is ***not*** for those caring for a patient remotely in a post-acute or less acute setting.

Don't know if you work in an acute-care setting? Review the *Domains of Virtual Acute-Care Nursing Practice* in Appendix A. The Domains are based on a practice

analysis of virtual acute-care nursing. If your nursing practice encompasses most of these activities, then you do meet this eligibility requirement.

About the Exam

The CAVRN certification exam requires:

- Thorough understanding of the knowledge, skills, and abilities required for competent clinical practice in virtual acute-care nursing. The CAVRN exam is based on what a virtual nurse (VN) with 1,000 hours of practice in an acute-care setting is expected to know.

- Understanding the test format and all policies and procedures. You will want to be familiar with the format of multiple-choice questions. You will be expected to follow all exam policies and procedures laid out in this handbook and by the test administrator.

2024 CAVRN exam blueprint
The following Domains of Virtual Nursing Practice comprise the subject areas on the CAVRN exam as of March 2024. For a complete list of activities associated with each Domain, please see Appendix A.

> **DOMAINS OF ACUTE-CARE VIRTUAL NURSING PRACTICE**
> 1. Quality & Safety
> 2. Patient & Family Education
> 3. Communication
> 4. Teamwork/Inter-Professional Collaboration
> 5. Coaching & Mentoring
> 6. Leadership
> 7. Informatics & Technology

120 questions on the exam
The CAVRN exam has 120 multiple choice questions. 100 of the questions are scored, and 20 questions are unscored to gather statistical data on item performance for future test forms.

2.5 hours to complete the exam
- You have two and a half (2.5) hours to complete the exam. We recommend you arrive at the testing center or launch the remote-proctored exam application 30 minutes before the start of your exam.

- There is a help screen with information on how to use the exam application available during the exam. We recommend that you view Pearson VUE's quick tutorial before test day in preparation for your appointment.
- At the end of the exam is an optional exit survey. Your participation in this survey helps us improve the candidate experience.

Passing Standard Score of 95

A standard score of 95, equal to approximately 83% correct, is required to pass the CAVRN exam. Your raw score is the number of questions you answered correctly out of the 100 scored questions. Your raw score is converted to a standard score to allow for comparison across different exam versions.

Passing score determined by psychometricians and subject matter experts

The passing score for the certification exam is determined by a modified Angoff procedure. The modified Angoff procedure is performed by the Test Development Committee in collaboration with psychometric consultants from our test administrator using a criterion-referenced methodology. The criterion is what a minimally competent nurse needs to know.

Get exam results immediately

You will find out if you passed or failed the exam immediately after completing the exam. Your score report will be available for download in your Pearson VUE profile within 24 hours of completing the exam.

Exam developed with the Data Recognition Corporation

MSNCB collaborates with our test development partner, Data Recognition Corporation (DRC), to develop the CAVRN exam.

The CAVRN exam is based on a job task analysis (JTA), conducted at least every five years. A JTA is necessary to validate the tasks virtual acute-care registered nurses perform and the knowledge, skills, and abilities needed to perform these tasks competently to provide safe patient care.

MSNCB has several subcommittees and task forces that make up our Test Development Committee. These volunteers are virtual acute-care nurses who hold the CAVRN credential and are considered subject matter experts (SMEs) in the practice. Our SMEs work alongside our test development partner to create the JTA survey, review the results of the survey, make recommended changes to the content of the exam, write exam questions, review the exam questions, review item statistics, and set the passing score. For full details about how the CAVRN exam is developed, see Appendix B.

Maintain your records

MSNCB will retain electronic records of all candidates for at least five (5) years. It is your professional responsibility to notify MSNCB of any change in name, mailing address, phone number, and email address before testing.

Confidentiality

All application information is confidential and is not shared with any agency other than MSNCB and our test administrator.

The test materials are confidential and will not be released to any person or agency.

Results of your exam attempt may only be released to third parties with your written consent. Participants in the FailSafe Program grant the right to their employer to know the outcome of their exam attempts.

See MSNCB Certification Policies for more information about confidentiality.

Fees

Exam application fees are due at the time you submit your application. You might also encourage your facility to participate in the FailSafe Program, or just ask them to pay for your exam!

Exam application fees

AMSN members receive a discount on the exam application fees. You must be a member of AMSN at the time you apply to receive the AMSN member exam fee.

	AMSN Member Fee	Standard Fee
Initial Exam	$267	$394
First-time Retake Exam	$189	$315

- First-time retake discount is only active for one year following your first exam.
- All exam fees include a non-refundable processing fee of $90.
- Fees are subject to change without notice.

FailSafe Program

The FailSafe Program allows CAVRN-eligible nurses at participating facilities the opportunity to apply for the CAVRN exam twice within a 12-month period, for the cost of one attempt. See FailSafe Program to learn how your employer can partner with MSNCB to pay for your exam.

☑

Apply

We've provided the link below directly to the CAVRN exam application because we know you're probably ready to get started. Applications may be submitted at any time. Keep reading for information on applying for the exam, requesting testing accommodations, and completing an exam application audit.

Apply for the CAVRN Exam

Four things to have with you when you apply

1. The last four digits of your Social Security number
   a. Enter 0000 if you do not have a United States Social Security number.
2. Your RN license number, original license issue date, current license expiration date, and the state, territory, or province you are licensed to practice in
3. A government-issued photo ID with a signature and expiration date.
   a. The name on your ID must match the name on your exam application.
   b. Your ID must be unexpired on the day of your exam appointment.
4. Credit card information or a voucher code from your FailSafe facility.

Complete the application in less than ten steps!

To submit an application, you'll need to create an account in MSNCB's Certification Portal, enter your RN license details, enter your virtual acute-care work experience over the last two years, indicate whether you require testing accommodations, and pay exam fees.

For detailed instructions with visual aids, please refer to the Certification Application User Guide.

Take the exam when you get your Authorization to Test

You will receive your **Authorization to Test (ATT)** in a second email when you are approved to schedule. **You have ninety (90) days to take the exam from the time you receive your ATT.**

Please contact us if you do not receive your Authorization to Test and you have not been contacted by MSNCB within five (5) days of submitting your application.

Denial of Certification

There are circumstances in which your application for the CAVRN certification may be denied. See Appendix D or MSNCB Certification Policies for more information.

ADA Testing Accommodations

MSNCB and our test administrator will provide reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act (ADA) for individuals with documented disabilities.

The ADA ensures that individuals with disabilities have the opportunity to fairly pursue professional opportunities by requiring organizations to offer the certification exam in an accessible manner. MSNCB is committed to allowing all test-takers the ability to demonstrate their true aptitude on the exam without their functional limitations affecting their performance in ways not related to the exam.

Testing accommodations for people with disabilities

Testing accommodations are changes to the regular testing environment and auxiliary aids and services that allow individuals with disabilities to demonstrate their true aptitude or achievement level on standardized exams.

Accommodations for individuals taking the exam via remote proctoring (taking the exam at home or outside of a testing center) are the same for individuals taking the exam at test centers. If a unique request is made, MSNCB will seek prior approval from the testing agency.

Devices that have external communication capability such as cellular, wireless, or Bluetooth must be pre-authorized by MSNCB and our test administrator before you schedule your exam, or you may not be allowed to test on your test day.

Examples of testing accommodations include but are not limited to:

- Hearing aid/cochlear implant
- Mobility aids
- Screen reading technology
- Reasonable extension of testing time
- Distraction-free rooms
- Permission to bring and take medications
- Personal reader provided by test administrator
- Interpreter provided by test administrator

Qualifications for testing accommodations

Under the ADA, an individual with a disability is a) a person who has a physical or mental impairment that b) substantially limits a major life activity (e.g., seeing, hearing, learning, reading, concentrating, or thinking) or a major bodily function

(e.g., the neurological, endocrine, or digestive system) as c) compared to the general population.

Anxiety solely in the testing context is not a disability under the ADA. However, impairments recognized by the ADA may include ADHD, generalized anxiety disorder, or a specific learning disability that warrant approval of testing accommodations.

Requests for testing accommodations based upon a temporary impairment (i.e., a broken leg) will be evaluated on a case-by-case basis.

Request testing accommodations when applying

1. **Request.** After you submit your application, you will be able to indicate that you will require ADA Accommodations for the exam.
2. **Form.** Download the Exam Accommodations Request Form provided on the ADA Accommodations tab. It is to be filled out by you and a licensed physician, psychiatrist, or clinical psychologist and uploaded at the time of your request. The professional evaluation must be a) less than three years old and b) made by a licensed individual who is qualified to diagnose the specific illness or disability.
   a. Candidates who select the option for testing accommodations but do not respond to our requests for further information within 30 days will not be allowed to take the exam. Your application will be denied, and you will be refunded the exam application fee minus the administrative processing fee.
3. **Decision.** The test administration vendor will approve/deny your test accommodations request within 15 days.
   a. All reasonable attempts will be made by MSNCB to accommodate the needs of individuals with disabilities. The content and validity of the exam may not be compromised by these accommodations. If we are unable to accommodate your request, you will be refunded the exam application fees minus the administrative processing fee.
4. **Schedule.** For some test accommodations, you may be required to call the test administrator to schedule your exam. In these instances, MSNCB will provide you with the number to call after your accommodations have been approved.

The Test Accommodation Request Form and any subsequent documents will not be disclosed to the testing administrator or any other individuals, including employers and supervisors of the test candidate. Exam results will not indicate the use of testing accommodations.

Audit of Exam Application

You will attest to submitting correct information during the application process. All RN licenses are verified by NURSYS. If MSNCB has any reason to believe you have not met eligibility requirements, your application may be flagged for audit.

MSNCB staff will audit 5% of randomly selected applications for initial certification to verify requirements are met. The audit includes verification of the RN license and employer verification of 1,000 hours of nursing practice within the past two (2) years in a virtual acute-care setting.

What to know if your exam application is selected for audit

1. **Notification.** You will be notified in writing by MSNCB within five (5) business days of submitting your initial certification application if you are selected for an audit.
2. **Verification.** The supervisor(s) listed in your work experience entry will be contacted to attest to the following:
     i. You are an RN with a current and unencumbered license,
     ii. You have accrued 1,000 hours in an acute-care setting within the last two (2) years as a VN.
3. **Inquiry.** If needed, requests for information will be sent to the applicant's primary email address. Please consistently check for communication from MSNCB, including in your junk and spam folders, until the audit process is complete.
4. **Results.** You will receive an email with the results of your audit within ten (10) days of your application submission
     a. If any information in the application is found to be false, or inquiries unaddressed, the applicant will be unable to continue in the certification process. No refund will be provided.
     b. If you successfully pass the audit, you will be able to continue with the certification process and receive your Authorization to Test.

Testing Policies and Procedures

The CAVRN exam is offered year-round, excluding holidays, at Pearson VUE testing centers and via OnVUE remote proctoring.

Please fully read the following policies and procedures for taking the test at either a test center or via OnVUE **before** scheduling your exam. You will **not** be provided a refund of your exam application fee if you miss or are removed from an exam appointment due to failure to follow these policies and procedures.

Identification and Name

The identification and name requirements apply to exams taken at testing centers **and** via OnVUE.

Identification to bring with you to the exam

You must present a government-issued photo ID with a signature and expiration date on the day of your exam appointment. Your ID must be unexpired, or accompanied by renewal paperwork.

Whether or not you are a citizen of the country you are testing in, any of the following can be your primary form of ID:

- Driver's license
- Military ID card
- Passport
- National identification card
- Alien registration card (green card/permanent resident/visa)

Name on ID must match name on exam application

Your ID name must match your exam application name. Only MSNCB can change the name in your exam application after you submit it. You must contact us two (2) weeks in advance of your exam appointment with supporting documentation for the name change.

Testing Centers

The CAVRN exam is delivered by computer at Pearson VUE testing centers widely available across the United States and around the world. Most metropolitan areas

have at least one testing center that offers the exam three to four days per week and one to two times per day. You can search for test center locations before you apply for the exam on Pearson VUE's website.

Take time to review the Candidate Rules Agreement to understand all day-of-testing requirements.

You will be contacted if your test site is closed
Occasionally, a testing site may need to temporarily close for various reasons including unforeseen events, such as extreme weather, natural disaster, power outages, technical issues, pandemic impacts, or other circumstances.

You will be directly informed of the closure and asked to reschedule your exam appointment if your test center closes and your appointment is canceled.

OnVUE Remote Proctoring

OnVUE remote proctoring allows you to launch the exam online via computer at a secure location of your choice. Proctors are there for you in real-time to assist with any problems you may encounter and to maintain the security and integrity of the exam.

Please review the OnVUE tutorials and resources on Pearson VUE's website for the most up-to-date information about remote proctored exams, including system requirements, environmental requirements, and check-in procedures.

Schedule, Reschedule, Extend, or Withdraw

IMPORTANT: You have 90 days to take the exam from the time you receive your Authorization to Test. Don't wait too long to schedule—we recommend you check for appointment availability at least two weeks before your desired exam date.

Schedule Exam

You can choose your test center location, test date and time through the Pearson VUE portal. This will become accessible after you receive your ATT, through the "Manage Exam" button on your application.

Schedule your exam
You can schedule an exam up to three (3) days before your desired exam date.

1. **Schedule.** In the portal, click on the exam name in the "Schedule an exam" box.
   a. **Select your exam modality.** You'll have two option for taking your exam: at a test center or online at my home or office via OnVUE. You can click each option to learn more before confirming.
      i. **If testing in a center-** You'll be prompted to find a test center. You can select up to three centers to compare availability.
   b. **Find an appointment.** Only dates with appointment availability can be selected as you view the appointment calendar. If no appointments are available on your desired test day, you may find another test center or opt for OnVUE testing.
2. **Confirmation.** After you book the appointment, you will see a review screen. Click "Submit Order" to confirm your appointment details. When you see the "You are booked!" screen, you have scheduled your exam. Pearson VUE will email you an exam confirmation after you schedule your exam.

One exam for one exam registration
You may only test once during your test period. Your test period ends after your exam appointment whether or not you took the exam, unless you are granted an eligibility extension. See Missed Exams and Expired Test Periods for more information.

Reschedule or Cancel Exam

Reschedule your exam
You can reschedule an exam up to two (2) days before your already scheduled in-center exam appointment. If you are within two (2) days of your appointment, request an eligibility extension in your exam application.

For OnVUE test appointments, you can reschedule up until the exam time.

In the Pearson VUE candidate portal, click on your upcoming appointment to view the Exam Appointment Details. You can reschedule or cancel your exam, either option will allow you to create another appointment.

If you would like to change your appointment time or location, reschedule your exam. If you would like to change your test modality, cancel your current appointment.

Review the new appointment details and **confirm reschedule.**

Cancel your exam

You cannot cancel your exam if it is scheduled in the next 48 hours. Request an extension instead or forfeit your exam fees.

In the Pearson VUE candidate portal, click on your upcoming appointment to view the Exam Appointment Details. If you cancel your exam, you will still be able to create another appointment.

Agree to the cancellation policy and **confirm cancellation.**

Cancelling your exam application will **not** automatically result in a refund of your exam application fees. See Withdraw CMSRN Application for refunds and withdrawals.

Missed Exams and Expired Test Periods

We understand life happens, and sometimes you can't make a scheduled exam appointment or you forget to schedule an exam. In those cases, you can request an extension of your 90-day test period.

Request an extension for two reasons
- You miss a scheduled exam.
- Your 90-day test period will expire before you can schedule an exam.

Request within 10 days of a missed exam or expired test period
You must request an extension within ten (10) days of a missed exam or the expiration of your test period. Your exam application fee will **not** be refunded, and you will have to reapply for the exam and pay full fees again if you miss this 10-day deadline.

Go to Manage Exam within your exam application to request an extension.

Cost of extension is $90
The cost for an extension is $90 and is non-refundable. You will only be charged if your extension is approved.

If you miss an exam or are unable to schedule through no fault of your own, you may request a no-fee extension. Supporting documentation may be required.

One extension for one exam registration
You may only have one extension for each exam registration.

Withdraw CAVRN Application

You **cannot** withdraw your CMSRN application if you have an exam scheduled.

Cancel any scheduled exam before you request to withdraw your CMSRN application. Then, contact us to request a refund. All exam fees include a non-refundable $90 processing fee, no exceptions. If you are within 48 hours of your in-center appointment, you will not be able to cancel your exam and your fees may be forfeited.

We review refund requests on a case-by-case basis. Supporting documentation must be provided.

Studying for the Exam

It's time to prep for the CAVRN exam! We publish the current exam blueprint and exam reference list on our website to guide your study.

Appendix A outlines the CAVRN exam blueprint. For a complete list of references used in the development of the CAVRN exam, please see Appendix C.

> **Essential Resources:**
>
> **CAVRN Exam Blueprint**
>
> **CAVRN Exam References**

Results

You will find out if you passed or failed the exam immediately after completing the exam.

Score Report

If you take your exam at a test center, you will receive a printed score report. The score report will include a pass/fail result. For both test center and OnVUE exams, detailed information about your test results will be provided in an online score report accessible from the Pearson VUE candidate portal within 24 hours.

Retake the exam

If you did not pass the exam, you will be able to apply for another exam after 90 days. You will receive a discount on your reapplication within one year of your first attempt if this is your first time retaking the exam.

I'm certified, now what?

Congratulations! Now that you're CAVRN certified, read up on how to verify your credential, and maintain your credential. It's never too early to come up with a plan for recertification!

FAILSAFE PROGRAM

The FailSafe Program allows eligible nurses at participating facilities to apply for the CAVRN exam twice within a 12-month period, while only paying for the first attempt.

FailSafe for Test-Takers

Acute-care virtual nurses who meet the CAVRN eligibility requirements and are employees of an organization with an active FailSafe Program contract may participate in the program. Individuals or independent groups of nurses are not eligible to apply through the FailSafe Program.

Apply your voucher to your exam application
Once your organization receives their vouchers, your FailSafe Coordinator will share with you your individual voucher number. Follow this FailSafe For Nurses Guide for detailed instructions and visual aids on how to apply your voucher code to your exam application.

Need to extend your test period?
If you miss your exam or let your 90-day test period expire without taking the exam, then you forfeit your voucher. You must contact us at least 10 days prior to the exam or end of the test period to request an extension, which you will need to pay for yourself.

Employer provided results of exam attempt
You grant the right to your employer to know the outcome of your exam attempts by participating in the FailSafe Program.

FailSafe for Organizations

The FailSafe Program can help set your nurses up for success, with a safety net!

3, 5, or 10 nurse applicants
Your organization can purchase vouchers at three tiers: 3, 5, or 10 nurses can use these vouchers to apply for the CAVRN exam within your contract year. If your organization is unable to assign all vouchers within the year, then you can rollover unused vouchers with an additional purchase of vouchers for the next year. You can make unlimited voucher purchases within the same year.

Voucher Tier	Cost
3	$1,182
5	$1,970
10	$3,940

Nurses can take exam twice

Each nurse has two attempts to pass the exam within your organization's contract year. For additional attempts, another voucher will need to be distributed to the nurse.

Cost of a voucher

- Each voucher represents the cost of one test
- **Second attempts are at no cost**

Reassign vouchers in the event of a missed exam or expired test period

If a nurse misses their exam or does not schedule within their test period, then they forfeit their assigned voucher. However, we can grant a nurse an extension or you can reassign their voucher to someone else in accordance with our policies on missed exams or expired test periods.

Are there any other perks?

Yes! FailSafe organizations receive a tiered discount on AMSN's live or virtual Certification Review Course based on their voucher level.

Voucher Tier	CRC Discount
3	5%
5	10%
10	15%

For a step-by-step guide on creating a FailSafe account, purchasing and distributing vouchers, and verifying voucher use, please refer to the FailSafe Administrator Guide.

USE THE CAVRN

Congratulations on earning the CAVRN credential! Learn how to maximize your credential below.

Your credential is active for five years

Your initial certification period begins on the first day of the month in which you pass the certification exam and is active for five (5) years. For example, if you passed the exam on August 15, 2025, then your certification period would be active from August 1, 2025 through July 31, 2030.

When you recertify, any subsequent certification period is also active for five (5) years.

Display your credential proudly

Nurses certified for the CAVRN by MSNCB may use the following in all correspondence or professional relations:

CAVRN - Certified Acute-Care Virtual Registered Nurse.

- Request a CAVRN lapel pin
- Print and display your certificate in your unit or office
- Include your credential when you sign your name in a professional capacity
- Print your credential on your business card, resume, and other professional materials

Suspension or revocation of certification

There are circumstances in which your CAVRN certification may be suspended or revoked. Please see Appendix F or MSNCB Certification Policies for more information.

Plan for recertification

You'll want to decide on a recertification method early in your certification period. Refer to the CAVRN Recertification Handbook for more information or review msncb.org/CAVRN/Recertification.

Verify the Credential

As a CAVRN, you'll want proof of your accomplishment. Current and potential employers will also want to verify certifications. We have two methods to verify your CAVRN certification: digital badges and a certification verification form.

Digital Badges

Digital badges are credible and quick

A digital badge is an online representation of your CAVRN certification. It is a credible source and a quick method of verifying your certification. Digital badges can be shared through social media, and they can be added to your email signature. They inform your peers and employers of the knowledge, skills, and competencies you have within your professional practice.

Verify your credential with a digital badge

You will receive an email about claiming your digital badge 1-2 weeks after you certify. Share your digital badge with current or potential employers as proof of your certification.

Verification

Independent verification available with your consent

Current or potential employers, among other third parties, may request independent verification of your certification. We will only provide your certification status to third parties with your written consent. If you are enrolled in the FailSafe Program, you grant the right to your employer to know the outcome of your exam attempts.

We provide proof of certification on MSNCB letterhead by request. To request certification verification, contact us at certification@msncb.org.

Appendix A: Domains of Virtual Acute-Care Nursing Practice

2024 CAVRN Exam Blueprint

The following table identifies the percentage and number of questions from each domain that will appear on the CAVRN exam as of March 1, 2024.

Domain	Percentage Weight	Items on Test
Quality & Safety	16%	16
Patient & Family Education	12%	12
Communication	20%	20
Teamwork/Inter-Professional Collaboration	17%	17
Coaching & Mentoring	11%	11
Leadership	10%	10
Informatics & Technology	14%	14
Total	**100%**	**100**

Domain I	Percentage Weight	Number of Items on Test
Quality & Safety	16%	**16 Items**

Quality Indicators	1. Facilitate nursing sensitive indicator compliance
	2. Predict interventions related to core measures
	3. Recognize impact on patient experience
	4. Practice patient experience activities
	5. Address disease-specific needs

Patient Care Compliance/Surveillance	1. Evaluate risk assessments and intervene as necessary (e.g., CAUTI/CLABSI, DVTs, falls, sepsis, stroke)
	2. Monitor compliance with policy and procedure
	3. Synthesize physiologic data to predict patient improvement and/or deterioration
	4. Review medication profile for discrepancies (e.g., herbals, prescribed, redundancy)
	5. Verify approved patient identifiers

Regulatory Compliance	1. Recognize scope of practice between licensing boards and nurse practice acts
	2. Administer virtual care in accordance with patients' bill of rights and/or facility policy

Domain II	Percentage Weight	Number of Items on Test
Patient & Family Education	12%	**12 Items**

Virtual Patient Orientation	1. Explain and define role of virtual nursing as part of care team (e.g., Acknowledge, Introduce, Duration, Explanation, Thank You (AIDET))
	2. Explain technology and virtual care model
	3. Evaluate patient's understanding of virtual care services and benefits

Education Delivery	1. Choose appropriate education methodologies dependent on setting, content and patient and family learning styles and readiness to learn
	2. Differentiate education topics appropriate for virtual delivery

Individualized Patient Education	1. Design comprehensive, individualized patient education plan
	2. Assess patient's comprehension of education provided

Social Determinant of Health	1. Identify potential barriers to care (e.g., cognition, community resources, culture, health literacy, language barriers)
	2. Coordinate connection to available resources to impact social determinant

Domain III	Percentage Weight	Number of Items on Test
Communication	20%	**20 Items**

Virtual Etiquette	1. Utilize standard "room" entry protocol (e.g., audio first entry, "knocking")
	2. Establish virtual role (e.g., self-identify, differentiate provider's role to patient)
	3. Utilize appropriate virtual presence (e.g., background/environment, professional appearance)
	4. Employ appropriate voice inflection, tone, eye contact, and body language
	5. Utilize effective audio and video quality for the patient and virtual nurse
Virtual Rapport	1. Determine when and how to interact with bed-side care providers
	2. Maintain the same level of awareness and professionalism expected of bed-side care
	3. Establish rapport though appropriate body language (e.g., expression, gestures, posture)
	4. Acknowledge families and others present in patient's room
	5. Develop a plan of communication with families
	6. Educate care team on a plan of communication with patient
Communication Strategies	1. Employ closed-loop communication with intra-professional care team as appropriate
	2. Adhere to appropriate communication workflow for intra-professional communication
Patient Setting/Privacy Concerns	1. Secure safe and private location (e.g., logistics of the patient room, virtual nurse workspace)
	2. Inform patient and family of policies regarding audio/video recording

Domain IV	Percentage Weight	Number of Items on Test
Teamwork/Inter-Professional Collaboration	17%	**17 Items**

Collaboration & Teamwork	1.	Report deviations from plan of care and determine impact on trajectory of care
	2.	Articulate the role of the virtual nurse within the inter-professional team
	3.	Differentiate the roles of other members of the inter-professional team (e.g., admission, discharge, rounding)
Delegation	1.	Employ the Five Rights of Delegation (e.g., delegate and accommodate duties based upon scope of practice and care model)
Chain of Escalation/Resolution	1.	Determine when and how to use the chain of escalation/resolution (e.g., bed-side nurses, virtual nurses)
	2.	Recognize and report failure in chain of escalation/resolution
Debriefing & Feedback	1.	Determine when, how, and where to deliver feedback (e.g., situational awareness)
	2.	Participate in debriefing sessions as necessary to address adverse events (e.g., advocate for a seat at the table)
Scribing	1.	Adhere to organizational standards for scribing

Domain V	Percentage Weight	Number of Items on Test
Coaching & Mentoring	11%	**11 Items**

Audience-Based Approach	1.	Apply precepting and leadership principles in terms of coaching specific audiences (e.g., graduate nurses, novice nurses, charge nurses, floating/travel nurses)
	2.	Determine appropriate medium for communication (e.g., email, face-to-face, text)
Feedback & Support	1.	Model appropriate communication styles
	2.	Create a psychologically safe environment to foster and encourage open dialogue
	3.	Use therapeutic communication methods to support direct-care givers
	4.	Utilize evaluation tools to develop individualized validation techniques
	5.	Guide bed-side nurses in prioritization of tasks
Precepting & Mentoring	1.	Identify points of contact for virtual nurses
	2.	Schedule regular check-ins to facilitate purposeful engagement and shift success
	3.	Establish and reinforce purposeful professional partnerships between virtual nurses and inter-professional care team
	4.	Validate competencies (e.g., skills check-offs)

Domain VI	Percentage Weight	Number of Items on Test
Leadership	10%	**10 Items**

Prioritization	1. Prioritize activities to optimize daily operations and strategic goals (e.g., patient acuity, patient flow, quality checks, staffing)
Situational Awareness	1. Demonstrate principles of emotional intelligence
	2. Identify opportunities to provide additional professional development
	3. Determine environmental conditions using established workflows and touch points (e.g., tracking platforms)
	4. Identify high-risk team members in need of support
Quality & Risk Management	1. Report potential quality and risk vulnerabilities (e.g., gaps in care, technology, trends, workflow)

Domain VII	Percentage Weight	Number of Items on Test
Informatics & Technology	14%	**14 Items**

Utilization of Technology	1. Utilize technical features of hardware and software applications (e.g., optimization)
	2. Address gaps in functionality (e.g., troubleshooting, escalation)
Privacy & Security	1. Adhere to organizational security policies (e.g., consumer devices, cyber security, VPN)
Data Management	1. Evaluate inputs from multiple applications to maximize efficiency (e.g., EMR/EHR, physiological monitoring, reporting database)

Appendix B: Exam Development Process

The Medical-Surgical Nursing Certification Board (MSNCB) participates in and provides oversight for the development and ongoing maintenance of the Certified Acute-Care Virtual Registered Nurse (CAVRN) exam. We work in partnership with our test development partner, Prometric, to ensure the exam is developed and maintained in a manner consistent with generally accepted psychometric, education testing, and national accreditation standards for certification programs.

Eight Steps to Exam Development

1. Create the Test Development Committee

The Test Development Committee is responsible for the development of the certification exams. Additional panels of subject matter experts may be appointed to conduct exam development activities. Nurses holding a CAVRN certification may apply to be on the Test Development Committee.

2. Conduct a Job Task Analysis

Job Analysis Studies are conducted to identify and validate the knowledge and skills which are measured by the exam. The results of the Job Analysis will serve as the basis for the exam.

MSNCB has determined that a job analysis will be conducted every five (5) years or more frequently as needed. This determination is based on the frequency of substantive changes in the field and compliance with standards for professional certification programs.

3. Determine Exam Specifications

The content for the exam is determined based on the recommended content outline and content area weights developed following each job analysis. The final content outline and corresponding content weights are approved by the MSNCB Board of Directors.

4. Write and Review Items

The questions and answers on the exam are referred to as "items." Item writing and reviewing are usually conducted annually. Item writers and reviewers are required to complete item development training delivered by our test development partner prior to writing and reviewing exam items.

The development of all items is directly linked to the approved content outline.

Once items have been written by trained subject matter experts, they are reviewed for accuracy and to avoid bias. Once an item has satisfactorily completed this initial review, it will be added to the item bank. Newly written items will be pretested as unscored items before being included as scored items on a test form.

5. Maintain an Item Bank

An item bank includes all items developed for the exam. The test development partner oversees the maintenance and security of the item bank. Each item in the item bank is reviewed at least every three (3) years for quality control.

6. Assemble and Approve Exam Form

MSNCB is responsible for exam content and assembly of the exam forms.

New exam forms are typically launched on an annual basis. Any exam form in use for more than two (2) testing windows undergoes an obsolescence review facilitated by the psychometric consultant with a subject matter expert committee to ensure continued item accuracy and relevance. Decisions regarding the number of exam forms and the frequency for replacing the exam forms are made each year by the MSNCB Board in consultation with the psychometric consultant.

Draft exam forms are assembled by the psychometric consultant to meet the exam specifications and are reviewed and approved by the Test Development Committee. The draft forms meet the requirements of the test specifications with respect to content and weighting and are reviewed for bias and sensitivity. Each exam form includes unscored questions to be pre-tested.

7. Establish the Passing Point

The passing point for the exam is established using a criterion-reference technique. Qualified and trained subject matter experts working with psychometric consultants determine the passing point.

The process used to determine the passing point is documented as part of a cut score study report. The final passing point resulting from this process is approved by the MSNCB Board of Directors. Any modifications to the recommended passing point are documented in the final passing point study report along with the rationale for those changes.

Specific methodologies for establishing the passing score for exams and ensuring exam forms are equivalent are selected and documented by the psychometric consultant based on compliance with national accreditation standards.

A standard setting study is conducted following completion of each Job Analysis Study, at a minimum, but the study can be conducted more frequently to support programmatic requirements. Forms developed between job analysis studies will be equated to the base form.

8. Analyze the Exam Results

Performance statistics are calculated and retained for each exam item and each exam form. A statistical analysis is performed by the psychometric consultant following each administration of the exam.

At least annually, a test analysis or technical report is produced by the psychometric consultant and reviewed by MSNCB to evaluate the reliability and effectiveness of the exam and to determine any areas that must be reviewed or revised.

At a minimum, the technical reports include a summary of the exam administration, the number of exam takers, the passing point and number of exam items, measures of average performance, measures of performance variability, reliability indices, pass-fail percentages, and recommendations from the psychometric consultant. The psychometric analyzes performance across all exam administration modalities to ensure comparability and identify potential irregularities.

Appendix C: Exam References

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Appendix D: Denial, Suspension, or Revocation Policies

The following sections summarize Policies 209, 210, and 211. See CAVRN Certification Policies for a more in-depth review.

Ethics Committee responds to misconduct

The Ethics Committee maintains and enforces standards of professional conduct and ethics within MSNCB and for CAVRN certificants. Any violation of certification policies should be reported to MSNCB in writing and should include a detailed description of factual allegations supporting the charges and any relevant supporting documentation.

Revocation, denial, or suspension of credential

We consider misrepresentation or noncompliance with certification policies or misuse of the CAVRN credential serious issues that require investigation and possible disciplinary or legal action. If certification is denied, suspended, or revoked for any reason, no fee will be refunded.

MSNCB may revoke, deny, or suspend certification for causes including but not limited to:

- Falsifying information on the exam or recertification application
- Falsifying any supporting documentation requested by MSNCB
- Suspected pre-knowledge of test content
- Impersonating another person to take the exam
- Cheating on the exam or any other evidence of compromising the exam
- Sharing exam knowledge with others
- Misrepresentation or fraudulent use of the CAVRN credential
- Using the CAVRN credential after your credential has expired

Appeal MSNCB decisions

If you are denied certification or your credential is revoked or suspended, you may appeal the decision in certain circumstances. All eligible appeals must be filed within thirty (30) days of notification of denial, revocation, or suspension or the right to appeal is forfeit.

The appeal is reviewed and decided by a sub-committee of the MSNCB Board of Directors who were not involved with the previous recommended decision by the Ethics Committee.

Eligible for appeals
- Denial of eligibility for the certification exam.
- Denial of eligibility for recertification by contact hours.
    – Denial of credit for contact hours.
    – Insufficient contact hours due to catastrophic natural or personal events.
- Revocation of certification.

Ineligible for appeals
- Failure to complete the certification exam in the time allotted.
- The validity of a specific test item.
- Failure to meet deadline dates for supporting documentation, audit requests, or any other requests by MSNCB.
- Action against the individual's credential due to disciplinary action of the RN license by a licensing authority.
- Failure to receive recertification notice. It is your responsibility to apply for recertification and notify MSNCB of any change in name, address, or contact information.