CAVRN®

Certification Handbook

MSNCB®
medical-surgical nursing certification board

CAVRN®

CERTIFIED ACUTE-CARE
VIRTUAL REGISTERED NURSE

CAVRN® Certification Handbook

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

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medical-surgical nursing certification board

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Introduction

About this Handbook

The 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 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 application fees.

Refer to the CAVRN® Recertification Handbook for certification maintenance and credential verification information.

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 its creation.

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.

Maintain your records

MSNCB will retain electronic records of all certificants 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 during your application process. This information must be kept current within the **Certification Portal** to ensure that you will receive important notices from MSNCB relating to your application or certification.

Code of Ethics

All certificants seeking certification through MSNCB are expected to uphold high standards of ethical and professional conduct throughout the application process and during subsequent certification periods.

By submitting a certification application, you agree to:

- Act honestly, fairly, and with integrity in all interactions with MSNCB
- Provide accurate, complete, and truthful information
- Comply with all MSNCB policies, procedures, and applicable laws and regulations
- Act in a way that supports and upholds the reputation of MSNCB and the medical-surgical nursing profession

Failure to comply with this Code of Ethics, including falsification of information or noncompliance with audit requirements, may result in denial of eligibility, revocation of certification, or other actions as determined by MSNCB policy.

Revocation, denial, or suspension of credential

MSNCB considers 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 an application
- Falsifying any supporting documentation requested by MSNCB
- Suspected pre-knowledge of test content
- Impersonating someone else to take the exam, or using a proxy to impersonate you
- 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, such as using the CAVRN designation after your credential has expired

About the CAVRN Exam

The CAVRN certification exam requires:

- Thorough understanding of the knowledge, skills, and abilities outlined in the CAVRN exam blueprint. 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 be expected to follow all exam policies and procedures laid out in this handbook and by the test administrator.

CAVRN Exam Blueprint

The following Domains of Virtual Nursing Practice comprise the subject areas on the CAVRN exam as of January 2027. 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 & Caregiver Education
3. Communication
4. Teamwork & Inter-Professional Collaboration
5. Coaching & Mentoring
6. Leadership Skills
7. Informatics & Technology

Exam Format

The CAVRN exam is a computer-based, multiple-choice exam with 120 questions. 100 questions are scored, and 20 questions are unscored to gather statistical data on item performance for future test forms. You will not know which questions are scored or unscored.

You will have two and a half hours to complete the exam at a test center or via a remote proctored exam.

A Pass/Fail result is communicated immediately after completing the exam. Your score report will be available for download in your Pearson profile within 24 hours of completing the exam.

Raw scores (the number of correct items) are converted on a scale of 0-120, producing a scaled score that is equivalent across test forms. The passing standard is a scaled score of 95.

Eligibility Requirements

You must meet eligibility requirements at the time you apply for the exam and during your ninety (90)-day eligibility 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 nurse leader, 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, is 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.

Virtual acute-care nursing is a distinct model under the broad umbrella of telehealth nursing. Applications of telehealth nursing that do not occur in the acute-care setting include, but are not limited to:

- Video visits with primary care or specialists
- Chronic disease remote monitoring
- Virtual behavioral health visits
- Nurse advice lines

Still not sure if you qualify as a "virtual acute-care nurse"? 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.

Apply for the CAVRN

Confirm your eligibility for certification and:	
✓	**1.** Create an account in **MSNCB's Certification Portal**. **1.1** The name associated with your account must match the government-issued ID you present on test day.
✓	**2.** Enter your RN license details.
✓	**3.** Submit medical-surgical work experience from the past three years, and a supervisor contact for verification.
✓	**4.** Review and submit your certification application. **4.1.** Upload the **Exam Accommodations Request Form**, if needed.
✓	**5.** Pay the required fees or enter your FailSafe voucher number and await your Authorization To Test.
✓	**6.** Schedule your exam within ninety (90) days.

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

Go to the certification portal

Fees

Exam application fees are due at the time you submit your application.

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.

Retake the exam

If you did not pass the exam, you will receive a discount on your retake application. The retake application opens automatically ninety (90) days after a failed result and can be submitted within one year. A second failure requires a new application.

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

- All application fees include a non-refundable processing fee of $90.
- An extension fee of $90 is required for approved candidates. See Extending your test period.
- The CertAssure fee is $100 for AMSN members and $200 for all other applicants.
- Fees are subject to change without notice.

Did you know?

- The **FailSafe Program** allows CAVRN-eligible nurses at participating facilities to apply for the CAVRN exam twice within a twelve (12) month period, while only paying for the first attempt.
- Is your organization not signed up for FailSafe? **CertAssure** is an application add-on to cover a potential retake attempt up front.

Exam Application Audits

MSNCB conducts random audits for 5% of certification applications. All applications with an unverified RN license are also reviewed.

What to know if your exam application is selected for audit

1. **Notification.** You will be notified by MSNCB within five (5) business days of submitting your 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:
   - **a.** You are an RN with a current and unencumbered license,
   - **b.** You have accrued 2,000 hours in medical-surgical practice within the last three (3) years as an RN.
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.
   - **a.** Failure to respond to information requests within thirty (30) days will result in your application being denied with no refund.
4. **Results.** You will receive an email with the results of your audit within ten (10) days of work history verification.
   - **a.** If any information in the application is found to be false, or inquiries are unaddressed, your certification application will close. No refund will be provided. You will also be notified of the appeal process.
   - **b.** If you successfully pass the audit, you will receive your Authorization to Test.

Appeal MSNCB decisions

If you are denied eligibility or certification, 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.

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.

Test Accommodations

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

Test 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.

Examples of test accommodations include, but are not limited to:

- Hearing aid/cochlear implants
- Mobility aids
- Screen reading technologies
- Reasonable extensions of testing time
- Distraction-free rooms
- Permission to bring and take medications

Devices that have cellular, wireless, or Bluetooth capabilities 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.

Qualifications for test 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, a diagnosis of ADHD, generalized anxiety disorder, or a specific learning disability does warrant approval of test accommodations.

Requests for test accommodations due to temporary impairment (i.e., a broken leg) will be evaluated on a case-by-case basis.

Request test accommodations

Download the **Exam Accommodations Request Form**, complete it with a licensed physician, psychiatrist, or clinical psychologist, and upload it to your certification application.

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 thirty (30) days will have their application closed and exam application fee refunded, minus the administrative processing fee.

MSNCB will approve/deny your test accommodations request within fifteen (15) days.

b. 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.

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 accommodation has been approved.

Score reports will not indicate the use of testing accommodations.

Testing Policies and Procedures

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

Please fully read the following policies and procedures 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.

Requirements to Test

Identification Requirements

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)

Read Global ID Policy 1S **here**.

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. If you are unable to check in to your exam due to improper identification, your application will close, and you will be required to reapply.

Test Center Requirements

The CAVRN exam is delivered by computer at Pearson 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's website**.

Read the **Candidate Rules Agreement** to understand test center 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 disasters, power outages, technical issues, or other circumstances.

You will be directly informed of the closure and asked to reschedule your exam appointment at no cost if your test center closes and your appointment is canceled.

OnVUE Remote Proctoring Requirements

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.

Review the **OnVUE testing requirements** to determine if online testing is an option for you.

Still unsure? **Use this decision tree to weigh your options**.

Managing Your Exam Appointment

Your test period

You will receive your Authorization to Test (ATT) once your certification application is approved. You have ninety (90) days to take the exam from the time you receive your ATT.

Schedule your exam

You can choose your test center location, test date, and time by clicking the "Manage Exam" button on your application.

You can schedule an exam up to three (3) days before your desired exam date. Availability may be limited, so we recommend checking for exam appointments at least two weeks in advance.

a. **If testing with accommodations-** Ensure that your accommodation details are included on the Exam Appointment Details screen. If not, please contact Pearson for assistance at 800-274-8979.

Change your exam appointment

For test-center appointments, you can reschedule or cancel up to two (2) days before your currently scheduled exam.

For OnVUE test appointments, you can reschedule or cancel up to the exam time.

View your upcoming appointment through the "Manage Exam" button on your application. 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.

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.

Extending your test period

You can request a one-time extension for two reasons:

- Your 90-day test period will expire before you can schedule an exam.
- You miss a scheduled exam.

You may 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.

The cost for an extension is $90 and is non-refundable. You will only be charged if your extension is approved. Some exceptions may apply.

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

Withdraw your application

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

Cancel any scheduled exam before you request to withdraw your CAVRN application. We review refund requests, minus the non-refundable $90 processing fee, on a case-by-case basis. Supporting documentation must be provided.

Exam Preparation

Studying for the Exam

The CAVRN Exam Blueprint (Appendix A) is your primary study guide. Use it to identify your study priorities.

Refer to the exam reference list (Appendix B) to find relevant study materials. Additionally, AMSN has developed **a Certification Review Course** to help you prepare for the CAVRN examination.

DISCLAIMER: These resources do not include current examination questions and are not a requirement to sit for the CAVRN certification examination. They are not the only route to adequate preparation. Using these study resources does not imply advantage or successful performance on the examination.

Know what to expect on exam day

Before your exam, make sure you are well rested, properly fueled, and can comfortably sit through the two and a half (2.5)-hour exam without scheduled breaks.

We recommend you arrive at the testing center or launch the remote-proctored exam application thirty (30) minutes before the start of your exam.

> Learn about the check-in process for your test modality: **Exam Resources and Test Preparation - Pearson**

There is a help screen with information on how to use the exam application available during the exam.

> Familiarize yourself with the look and feel of the test: launch the Pearson VUE demo test from **this page**.

At the end of the exam is an optional exit survey. Your participation in this survey helps us improve the candidate experience.

Appendix A: CAVRN Exam Blueprint

Domain I: Quality and Safety (16%)
1. Quality Indicators
a. Facilitate compliance with nursing sensitive indicators **b.** Predict interventions related to core measures (e.g., educate to obtain daily weights for heart failure) **c.** Recognize the impact of the virtual nurse on patient experience **d.** Assess patient needs related to disease-specific standards
2. Patient Care Compliance/Surveillance
a. Evaluate risk assessments and intervene as necessary (e.g., CAUTI/CLABSI, DVTs, falls, sepsis, stroke) **b.** Monitor adherence to policy and procedure **c.** Interpret data (e.g., physiologic, early warning scores, AI-enabled surveillance, and predictive analytics) to identify patient improvement or deterioration **d.** Review medication profile to identify discrepancies (e.g., herbals, prescribed, redundancy) **e.** Verify patient identity using approved methods of identification **f.** Identify individuals present in the patient room
3. Regulatory Compliance
a. Recognize scope of practice requirements across licensing boards and nursing practice **b.** Deliver virtual care according to the patients' bill of rights and/or facility policy

Domain II: Patient & Caregiver Education (17%)

1. Virtual Patient Orientation

- **a.** Explain and define the role of virtual nursing as part of the care team (e.g., Acknowledge, Introduce, Duration, Explanation, Thank You (AIDET))
- **b.** Explain the technology being used within the virtual care model
- **c.** Assess the patient's understanding of the virtual nurse's role and advantages of virtual nursing care

2. Education Delivery

- **a.** Select appropriate patient and caregiver education methodologies based on setting, content, and the patient's learning needs assessment
- **b.** Identify education topics appropriate for virtual delivery

3. Individualized Patient Education

- **a.** Develop an individualized patient education plan
- **b.** Assess the patient and caregiver's comprehension of the provided education

4. Social Drivers of Health

- **a.** Identify potential barriers to care (e.g., cognition, community resources, culture, health literacy, language barriers)
- **b.** Connect patients with appropriate resources to address identified barriers

Domain III: Communication (24%)

1. Virtual Etiquette

- **a.** Utilize virtual entry protocol (e.g., audio first entry, "knocking")
- **b.** Introduce self and explain the role of the virtual nurse within the care team
- **c.** Maintain appropriate virtual presence (e.g., background/environment, professional appearance)
- **d.** Optimize audio and video quality

2. Virtual Rapport

- **a.** Determine appropriate timing and method for communicating with bedside team
- **b.** Maintain professional awareness that is consistent with bedside standards
- **c.** Use appropriate voice inflection, tone, eye contact, and body language
- **d.** Acknowledge individuals present in the patient's room
- **e.** Develop a plan for communication with the patient and caregivers
- **f.** Educate the care team on the patient communication plan

3. Communication Strategies

- **a.** Use effective communication strategies (e.g., closed-loop communication, active listening)
- **b.** Follow approved workflows for inter-professional communication
- **c.** Facilitate conflict resolution efforts within the inter-professional team

4. Patient Setting/Privacy Concerns

- **a.** Ensure a safe and private virtual care environment (e.g., logistics of the patient room, virtual nurse workspace)
- **b.** Inform the patient and caregivers of expectations and policies regarding audio and video usage
- **c.** Recognize how the patient environment affects communication privacy

Domain IV: Teamwork & Inter-Professional Collaboration (14%)

1. Collaboration & Teamwork

- **a.** Communicate deviations from the plan of care that impact the trajectory of care
- **b.** Articulate the role of the virtual nurse within the inter-professional team
- **c.** Differentiate the role of the virtual nurse within the inter-professional team as related to patient care activities (e.g., admission, discharge, rounding)
- **d.** Facilitate shared decision-making with the inter-professional team
- **e.** Delegate duties based on scope of practice and care model, applying the Five Rights of Delegation

2. Chain of Escalation

- **a.** Identify when and how to initiate the chain of escalation
- **b.** Recognize, document, and report failures in clinical or technology-based escalation pathways

3. Debriefing & Feedback

- **a.** Determine appropriate timing, method, and setting for delivering feedback (e.g., situational awareness, psychological and physiological safety)
- **b.** Participate in debriefing sessions to address adverse events and advocate for care team inclusion

4. Scribing & Documentation

- **a.** Follow organizational standards for scribing activities
- **b.** Follow organizational standards regarding use of AI-assisted ambient tools (e.g., ensure accuracy in documentation)

Domain V: Coaching & Mentoring (11%)

1. Audience-Based Approach

- **a.** Apply precepting and leadership principles when coaching different nursing audiences (e.g., graduate nurses, novice nurses, charge nurses, floating/travel nurses, nurse aides) to support real-time decision making
- **b.** Select the appropriate communication method (e.g., face-to-face, phone, secure messaging) for the intended audience and purpose

2. Feedback & Support

- **a.** Model effective, professional, and therapeutic communication methods
- **b.** Coach bedside nurses in communication methods
- **c.** Create a psychologically safe environment that fosters and encourages open dialogue
- **d.** Use evaluation tools to guide individualized validation techniques
- **e.** Coach bedside nurses in prioritizing clinical tasks

3. Precepting & Mentoring

- **a.** Identify points of contact for virtual nurses
- **b.** Conduct regular check-ins to support engagement and shift success
- **c.** Build and reinforce professional partnerships between virtual nurses and inter-professional team members
- **d.** Participate in the validation of virtual nurse preceptees' competencies through facility-established validation methods (e.g., skills check-offs)

Domain VI: Leadership Skills (9%)

1. Prioritization

- **a.** Prioritize tasks to optimize daily operations and strategic goals (e.g., patient acuity, patient flow, quality checks, staffing)

2. Situational Awareness

- **a.** Demonstrate emotional intelligence principles that promote effective team interactions
- **b.** Identify opportunities for the virtual nurse's professional development
- **c.** Identify and reach out to team members in need of focused preceptorship, and escalate needs as appropriate
- **d.** Report potential quality or safety risks (e.g., gaps in care, technology issues, trends, workflow)

Domain VII: Informatics & Technology (9%)

1. Technology Utilization

- **a.** Use hardware and software features to optimize workflows and patient experience
- **b.** Address functionality gaps through troubleshooting and escalation)
- **c.** Provide user-level guidance to peers on virtual care technologies
- **d.** Evaluate workflow-related technology during testing and validation

2. Privacy & Security

- **a.** Follow organizational privacy and security policies regarding use of technology (e.g., consumer devices, cybersecurity, VPN)

3. Data Management

- **a.** Interpret data from multiple applications to enhance efficiency and decision-making (e.g., EMR/EHR, physiological monitoring, reporting database)
- **b.** Use analytic dashboard to track trends and inform clinical priorities

Appendix B: Exam References

These references were used in the development of the CAVRN examination.

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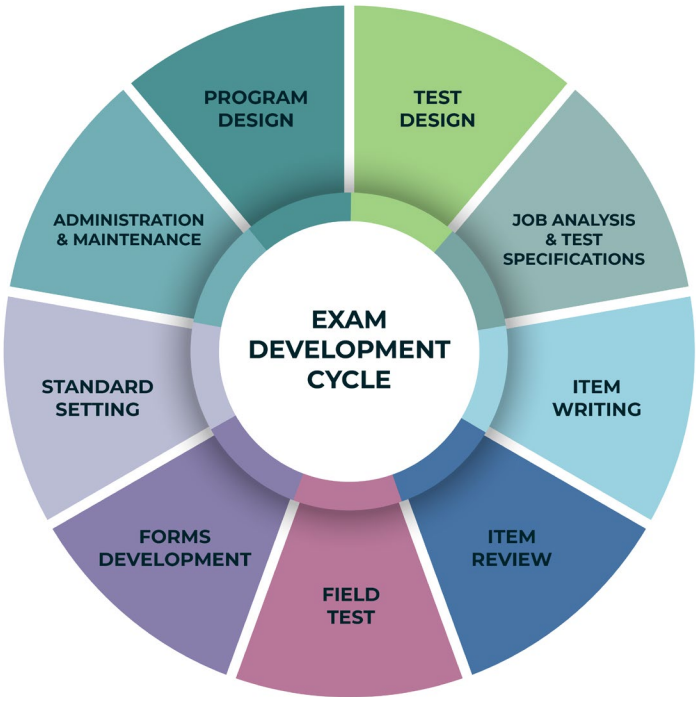
Appendix C: Exam Development Process

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, the Data Recognition Corporation (DRC), to ensure exam forms are developed and maintained according to psychometric, testing, and national accreditation standards for certification programs.

MSNCB has several committees that conduct test development work. These committees are composed of volunteer subject matter experts (SMEs) who are CAVRN-certified nurses. Our SMEs work alongside our test development partner at every stage of the exam development process described below.



1. Conduct a Job Task Analysis

Job Analysis Studies are conducted to identify and validate the knowledge and skills that 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.

2. 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.

3. 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.

4. 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.

5. Assemble and Approve 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.

6. Set the Passing Score

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 virtual nurse with 1,000 hours of experience should know.

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.

7. 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.