



**Certification Board for Urologic
Nurses and Associates**

*Paper and Pencil
Exam Application*

Certification: The Standard for Excellence

Table of Contents

WHY BECOME CBUNA CERTIFIED?	2
CERTIFICATION AND CREDENTIAL	2
ELIGIBILITY CRITERIA.....	2
APPLICATION INSTRUCTIONS AND PROCESS.....	4
APPLICATION PROCESS.....	4
CERTIFICATION PROGRAM ADMINISTRATION	4
SPECIAL ARRANGEMENTS.....	4
FEES	5
REFUND, RESCHEDULE OR CANCELLATION.....	5
TAKING THE PAPER AND PENCIL (P&P) EXAM.....	6
NOTIFICATION OF CERTIFICATION EXAMINATION RESULTS	6
STATEMENT OF NONDISCRIMINATION.....	6
EXAM BLUEPRINT FOR EACH EXAM.....	7
REFERENCE LIST AND EXAM PREPARATION RESOURCES	8
CONFIDENTIALITY OF APPLICATION, EXAM, AND SCORES	8
THE EXAMINATION DEVELOPMENT PROCESS	9
INFORMATION ABOUT CBUNA.....	10
INFORMATION ABOUT SUNA	10
RECORD MAINTENANCE.....	10
CHANGE OF CONTACT INFORMATION.....	10
SUNA ENDORSEMENT, MAGNET STATUS AND ABSNC ACCREDITATION	11
SCHOLARSHIP INFORMATION	11
CBUNA CERTIFICATION EXAMINATION APPLICATION	12
MAILING INSTRUCTIONS.....	15
QUESTIONS? CONTACT THE CBUNA NATIONAL OFFICE.....	15
CBUNA SPONSORS.....	15
RECERTIFICATION.....	15
DENIAL, SUSPENSION OR REVOCATION OF CERTIFICATION.....	16
RIGHT OF APPEAL.....	16
EXAMINATION PREPARATION GUIDE ORDER FORM	17

Congratulations on your decision to take the CBUNA certification exam. This guide will assist you in learning about the exam, application, formats, and study resources. If you need further information on any topic, please visit cbuna.org.

WHY BECOME CBUNA CERTIFIED?

It's Just Right!

The CBUNA credential is:

Right for you. Your expert status gives you credibility and confidence.

Right for your patients. They receive the highest standard of urologic healthcare. Your credential boosts their trust.

Right for your facility. Certified healthcare professionals achieve better outcomes and your facility benefits from a strong reputation.

Right for your future. You've got get an edge in a competitive job market and increased earning power.

CERTIFICATION AND CREDENTIAL

Certification is awarded to nurse practitioners, registered nurses, LPN/LVN and other associates who meet the eligibility criteria and pass the multiple-choice exam. Certification is based on assessment of knowledge in urology in three categories:

- Urology Associate (LPN/LVN, other associates)
- Urology Registered Nurse (RN)
- Urology Nurse Practitioner (NP)

The designated credentials are CUNP®, CURN® and CUA. This credential may be used in all correspondence or professional activities. Those who earn the CBUNA credential obtain objective validation of their expertise.

CBUNA certification is valid for 3 years.

ELIGIBILITY CRITERIA

Each level has a different test that measures competence in that particular role. To be eligible to participate, applicants must meet the following criteria:

Urology Associate:

1. Licensed Practical Nurse (LPN)/Licensed Vocational Nurse (LVN)

a. The following criteria must be met:

- 1) The applicant must hold a current license as a practical/vocational nurse in the United States, or its territories.
- 2) The applicant must have one (1) year of experience as an LPN/LVN in urology nursing practice.

2. Other Associates

a. The following criteria must be met:

- 1) The applicant must have completed an accredited training program and one (1) year of practice in the field of urology.
(or)
- 2) The applicant must have completed three (3) years of in-service training under the supervision of a practicing urologist or Nurse Practitioner (NP) with a letter of verification from the urologist or NP.

Urology Associate continued

International Eligibility Criteria

1. The following criteria must be met:
 - a. The applicant must have completed a state approved educational program and the practice requirements as stated above.
 - b. The applicant must be prepared to take the exam in English only.
 - c. CBUNA reserves the right to review transcripts of the nursing/training education program to determine eligibility.

Urology Registered Nurse:

1. The following criteria must be met:
 - a. The applicant must have completed a nationally accredited nursing educational program.
 - b. The applicant must have completed two (2) years working as a Registered Nurse (RN) with a minimum of 800 clinical practice hours of providing patient care to urologic patients within the last three (3) years.
 - c. The applicant must hold a current active, unrestricted professional license in the US or its territories.

International Eligibility Criteria

1. The following criteria must be met:
 - a. The applicant must have completed a state approved educational program and the practice requirements as stated above.
 - b. The applicant must hold a license/registration as a first level general nurse.
 - c. The applicant must be prepared to take the exam in English only.
 - d. CBUNA reserves the right to review transcripts of the nursing education program to determine eligibility.

Urology Nurse Practitioner:

1. The following criteria must be met:
 - a. The applicant must have completed a nationally accredited nursing educational program.
 - b. The applicant must have completed two (2) years working as a Nurse Practitioner (NP) with a minimum of 800 clinical practice hours of providing patient care to urologic patients within the last three (3) years.
 - c. The applicant must have current recognition by the state board of nursing as a Nurse Practitioner (NP).
 - d. The applicant must hold a master's degree in nursing or a DNP (Doctorate of Nursing Practice).
 - e. The applicant must hold current certification as a nurse practitioner from a national certifying board: American Nurse Credentialing Center (ANCC), National Certification Corporation (NCC), American Academy of Nurse Practitioners (AANP) or Pediatric Nurse Certification Board (PNCB).

International Eligibility Criteria

1. The following criteria must be met:
 - a. The applicant must have completed a state approved educational program and practice requirements as stated above.
 - b. The applicant must hold recognition as a nurse practitioner from the nursing regulatory authority in their country or province.
 - c. The applicant must be prepared to take the exam in English only.
 - d. CBUNA reserves the right to review transcripts of the nursing education program to determine eligibility.

APPLICATION INSTRUCTIONS AND PROCESS

APPLICATION PROCESS

Before completing the exam application, visit cbuna.org/certification for application deadlines and to ensure there is a testing center near you.

Paper & Pencil (Conference sites only):

Complete the application for paper and pencil exams in its entirety. Be sure to sign and date your application.

Mail or fax the completed application found on pages 10 through 12 to C-NET. C-NET will review and processes your application for completeness.

NOTE: If the application is incomplete, illegible, or the criteria cannot be verified, the candidate will be contacted to provide the missing information. If the requested information is not received within the stated time frame, the application process will stop and a refund less the \$25 administrative fee will be given.

You will receive your permit approximately two (2) weeks prior to the exam date. The exam permit will include the test date, test site address, and the time you should report. If you have not received your exam permit three (3) days prior to the exam date, contact C-NET by phone at 800-463-0786, ext. 11 or by email at info@cnetnurse.com and request a duplicate exam permit be emailed to you. You must bring your permit on the day of your exam.

Applicants will not be admitted to the examination without an examination permit and proper ID. Substitution of an applicant cannot be made and no such request will be honored.

CERTIFICATION PROGRAM ADMINISTRATION

CBUNA works with our testing agency, the Center for Nursing Education and Testing (C-NET®), to offer the urology certification exams. C-NET staff members have extensive experience in the development and administration of certification and licensure exams for nurses and associates.

SPECIAL ARRANGEMENTS

Disability: Reasonable testing accommodations are provided to candidates with documented disabilities recognized under the Americans with Disabilities Act (ADA). The disability must be documented by a qualified professional whose credentials are appropriate for the particular disability. CBUNA and C-NET will make special arrangements to accommodate candidates with disabilities that interfere with test taking.

Religious Conflict: Any certification candidate who, for reason of a religious observance, cannot attend an examination at its regular administration date, can apply for an alternative opportunity to take the examination. The alternative opportunity will be offered as soon after the regular administration of the test as is possible

To request special arrangements, complete and submit the exam application to C-NET with the appropriate documentation. Please allow 6 weeks for special arrangements. Every effort will be made to accommodate your request. To accommodate some requests, a change of exam date or exam location may be required. For questions about acceptable documentation, contact C-NET directly at 800-463-0786, ext. 11.

Submit documentation to: C-NET–CBUNA Exam; 35 Journal Square, Suite 901; Jersey City, NJ 07306

FEES

Membership in the Society of Urologic Nurses and Associates (SUNA) is not required to take the exam. However, SUNA members may take the exam at a reduced fee.

Prices are subject to change without notice. To ensure you have the most updated information, visit cbuna.org/certification.

Application Fees:

Urology Registered Nurse and Urology Associate Exam

	<u>Exam Fee</u>	<u>Special One-Time Retake Fee*</u>
SUNA member:	\$295	\$195
Non-SUNA member:	\$370	\$270

Urology Nurse Practitioner Exam

	<u>Exam Fee</u>	<u>Special One-Time Retake Fee*</u>
SUNA member:	\$320	\$220
Non-SUNA member:	\$395	\$295

Late fee - \$25 (late applications will be accepted for two weeks after the deadline)

Returned check fee - \$20 if a check is returned by the bank, remittance of all fees thereafter must be in the form of a money order or certified check.

Hand score of an examination request of test results - \$25

Refund Administration Fee - \$25.00

Late Reschedule Fee - \$85.00

Retake Fee*: Should a candidate fail to succeed on the initial examination, the candidate has 12 months in which to retake the examination at a reduced fee. If the candidate is not successful on the second examination, the candidate is considered to have failed. Thereafter, if the candidate wishes to repeat the examination the total fee must be paid.

REFUND, RESCHEDULE OR CANCELLATION

Candidates may receive a refund by submitting a written request to CBUNA stating the reason for test cancellation. This documentation must be received by CBUNA four (4) weeks prior to the original examination administration date. Cancellations after that time will not be refunded, but the application and fee may be applied to a certification examination scheduled during the next twelve (12) months only. All requests will be considered individually by the CBUNA Board of Directors whose decision shall be final. In the event of an approved refund, the fee will be refunded, less a \$25 administration fee. Failure to complete the certification process within 12 months of the original exam date will result in forfeiture of application fees.

Candidates may request a reschedule of their examinations until two weeks prior to the examination date. Candidates requesting to reschedule their examination less than two (2) weeks prior to the test date will incur a fee set forth by CBUNA's testing agency. Requests to reschedule must be submitted in writing to the testing agency.

In the event the examination must be cancelled on site the day it is scheduled, each candidate will be provided an opportunity to sit for the examination within six (6) months with no additional application fee. The testing agency will contact each candidate affected by the need to cancel a site on the day it is scheduled. Each candidate will be scheduled for an individual, special test session, and a professional Examination Manager will be obtained by the testing agency to administer each test.

TAKING THE PAPER AND PENCIL (P&P) EXAM

The certification examinations are multiple-choice tests. It is important to read each question carefully and choose the one answer that you think answers the question correctly. There is no penalty for guessing, so an educated guess is appropriate if you are unsure of the answer. Three (3) hours are allotted to complete the CUA and CURN examinations. The CUA and CURN examinations contain 150 questions. Four (4) hours are allotted to complete the CUNP examination. The CUNP examination contains 175 questions.

You should arrive at the testing location on your examination permit at the report time listed. Bring your valid government-issued photo ID and the examination permit. The name on your ID must match the name on your exam permit. You need only bring your examination permit and your ID. Pencils and all other testing materials are provided. No drinks or food, aside from water inside a resealable bottle that is kept on the floor, are permitted in the testing area.

Cell phones and all other electronic devices are not permitted. Upon arrival, you will give the proctor your photo ID and examination permit to be checked in. When the test is scheduled to begin, the examining team will issue the testing materials and instructions to all candidates.

Your examination permit will be collected at the start of the test. Your photo ID will be returned upon completion of the exam.

NOTIFICATION OF CERTIFICATION EXAMINATION RESULTS

Paper & Pencil exam results will be mailed and should arrive 4-6 weeks from your examination date. If you pass the exam, the report will reflect your score as well as notify you of when to expect your certificate in the mail and when your name will appear in the online CBUNA Certified Directory. The CBUNA/SUNA database will be updated approximately 2 weeks after score notifications. Successful candidates will receive a wall certificate and wallet card.

If you were unsuccessful on the exam, you will receive a report that will reflect your score and a breakdown of the test subareas – with the percent of questions you answered correct in each. This breakdown of subarea scores will help you determine the areas in which you are weak and need further study.

Certification granted by CBUNA is a voluntary process intended solely to test for special knowledge. CBUNA does not license or define the qualifications of any person to practice nursing. The significance of certification in any jurisdiction or institution is the responsibility of the candidate to determine. The candidate should contact the appropriate state board of nursing or institution in order to determine practice implications.

STATEMENT OF NONDISCRIMINATION

It is the policy of CBUNA that no individual shall be excluded from the opportunity to participate in the CBUNA certification program on the basis of age, sex, race, religion, national origin, ethnicity, disability, marital status, sexual orientation or gender identity.

CBUNA reviews all written materials (e.g. brochures, applications, letters, test items on the exam and the test as a whole) to avoid bias and ensure sensitivity. Photographs or graphics in brochures will include a diversity of individuals regarding age, race, and sex. C-NET and the Test Development Committee, including item writers, will follow the C-NET Procedure for Eliminating Bias/Sensitive Items on the test.

EXAM BLUEPRINT FOR EACH EXAM

EXAM BLUEPRINT

The test specifications (blueprints) are developed, reviewed, and revised through formal practice analysis surveys approximately every five years. The blueprint is valuable to the test taker because it breaks down the sections of the test. Use it to help you focus your study as you prepare for the exam. CBUNA has approved the following blueprints for examination development.

The blueprint consists of two axis: patient problems and activities. Both axis contain several subcategories. The percentage of questions (weights), as well as the difficulty and complexity of some subcategories, differ for each group as noted below. Each test question is coded for both patient problem and activity.

DESCRIPTION OF EXAMINATIONS

- **UROLOGY ASSOCIATE**

	<u>% of Total Test</u>
Axis I - Patient Problems	
1. Pediatric anomalies & common neoplasms	4%
2. Urinary tract inflammations & disorders	18%
3. Voiding dysfunctions, including incontinence	25%
4. Obstructive uropathies & trauma, including stones and BPH	30%
5. Infertility and sexual dysfunction; disorders of male genitalia	8%
6. Genitourinary cancers	15%
Axis II - Patient Care Activities	
A. Prepare for and implement care of patients who have urologic conditions and procedures/treatments	35%
B. Monitor and evaluate patients who have urologic conditions and procedures /treatments	30%
C. Teach patients, their significant others, and other staff members about management and prevention of urologic conditions	20%
D. Ensure a safe environment for patients, including instrument preparation, assisting with operative procedures, proper handling of specimens, etc.	15%

- **UROLOGY REGISTERED NURSE**

	<u>% of Total Test</u>
Axis I - Patient Problems	
1. Pediatric anomalies, embryology and common pediatric neoplasms	5%
2. Urinary tract inflammations and disorders	18%
3. Voiding dysfunctions, including incontinence	24%
4. Obstructive uropathies and trauma, including stones and BPH	25%
5. Infertility and sexual dysfunctions, disorders of male genitalia	5%
6. Genitourinary cancers	23%
Axis II - Nursing Activities	
A. Assess and monitor patients who have urologic conditions and procedures/treatments	25%
B. Plan and implement care of patients who have urologic conditions and procedures/treatments	30%
C. Teach patient, their significant others, other health professionals, and the public about prevention and management of urologic conditions	25%

UROLOGY REGISTERED NURSE
Axis II - Nursing Activities - *continued*

- | | |
|---|-----|
| D. Evaluate outcomes of care given to patients who have urologic conditions and procedures/treatments | 12% |
| E. Ensure professional practice in promoting patient outcomes, e.g., consultation, staff development, quality improvement, and research | 8% |

• **UROLOGY NURSE PRACTITIONER**

	<u>% of Total Test</u>
Axis I - Patient Problems	
1. Pediatric anomalies and common neoplasms	8%
2. Urinary tract inflammations and diseases	22%
3. Voiding dysfunctions, including incontinence	23%
4. Obstructive uropathies, trauma, including stones & BPH	20%
5. Infertility and sexual dysfunctions; disorders of male genitalia	10%
6. Genitourinary cancers	17%
Axis II - Nurse Practitioner Activities	
A. Assessment & Diagnosis	35%
B. Intervention	30%
C. Education	28%
D. Consultation	4%
E. Practice Management & Research	3%

REFERENCE LIST AND EXAM PREPARATION RESOURCES

A complete list of resources used as references during the development of the CBUNA exam is available at cbuna.org and in the CBUNA Examination Preparation Guide. The list may be helpful in preparing for the exam.

In addition, the CBUNA website has more information on valuable preparation resources, including free sample questions.

SUNA may also offer a Certification Review Course, specific to each exam.

CONFIDENTIALITY OF APPLICATION, EXAM, AND SCORES

All application information is considered confidential and is not shared with ANY outside party. It is used by CBUNA and the testing agency, C-NET, for certification processing purposes. To insure the security of the exam, the test materials are confidential and will not be released to any person or agency.

Verification of certification status will be released to outside parties only when submitted with a written authorization signed by the candidate. Any additional information about a candidate's individual test results will be released only to the candidate, upon written request.

SUNA/CBUNA maintains a searchable directory of all CBUNA certified individuals on the shared website.

THE EXAMINATION DEVELOPMENT PROCESS

Valid and reliable tests do not arise spontaneously. They are carefully planned to ensure that they are legally defensible and psychometrically sound. Each test level has a specific blueprint, or test plan, which identifies what content needs to be included on the test. In addition, there is a list of the key content or activities performed by urologic providers, appropriate for the specific exam level. Both the blueprint and the list of key content/activities serve as item writing guides or “test specifications” for the item writers. Below are the 3 distinct phases of the examination development process.

1. Committee for the Practice Analysis

The committee is comprised of a Chairman, CBUNA Board members and other volunteers who are CBUNA certified but not members of the Board. The committee is chosen for the specific exam level, utilizing a variety of clinical experiences, practice settings and represent a diverse geographical background. These members present with strong communication and leadership skills who work in conjunction with C-NET to develop a list of activities, demographic data and knowledge, skills and abilities that are the basis for the Practice Analysis/Role Delineation survey tool. Following data collection, the task force reviews the survey results and makes recommendations for the test specifications. The practice analysis also delineates and differentiates the roles of the NP from the registered nurse. Most importantly, a practice analysis is performed every five years to be sure the test reflects current practice and is kept up to date.

2. Committee for Test Development

This committee is comprised of a Chairman, CBUNA Board members and other volunteers who are CBUNA certified but not members of the Board. The committee is chosen for the specific exam level, utilizing a variety of clinical experiences, practice settings and represent a diverse geographic background. Members of the Test Development Committee are considered “content experts” concerning the knowledge and skills needed by urologic specific level for safe practice. These members present with strong communication and leadership skills and work in conjunction with C-NET to develop and write test questions to meet the CBUNA blueprint requirements.

Each question on the test can be linked directly to the tasks/activities in the practice analysis survey. The test committee meets in person to review, evaluate, and write test questions. To be certain that the test content is accurate, all questions are supported, using the most recent edition of the *SUNA Core Curriculum for Urologic Nurses* and/or other references as recommended in the section online entitled “Suggested Reading Material”.

The Nurse Practitioner exam consists of 175 questions while the RN and associate exam consists of 150 questions. Some of the questions are new experimental or “pilot” questions that are not scored. Pilot testing of new questions allows for the evaluation of questions to determine if they are valid before they become scored questions.

3. Committee to Set the Passing Standard (Angoff)

This committee is comprised of a Chairman and at least five CBUNA certificants, appropriate for the specific exam level. Members of this committee possess strong communication and leadership skills and serve as subject matter experts (SME’s). These members are geographically diverse with a wide variety of clinical experiences, practice settings and years of practice. This committee works in conjunction with C- NET, our testing agency to develop the passing score of the newly developed examination using the Angoff procedure. During the Angoff procedure, each test question is reviewed to determine its level of difficulty. The passing score is determined based on the SME panel’s estimation of the level of difficulty required to identify individuals who have an acceptable level of knowledge and skill. Therefore, each candidate’s test score is measured against a predetermined standard, not against the performance of other test takers.

The CBUNA Board of Directors approve the passing score for the specific exam level. It is then posted online under the Certification tab.

INFORMATION ABOUT CBUNA

The Certification Board for Urologic Nurses and Associates (CBUNA) is a nonprofit organization whose mission is to improve the quality of care provided to urology patients by promoting and acknowledging the highest standards of urologic nursing practice through the certification process.

CBUNA was established in 1972 to develop and implement certification examinations for urologic health care professionals.

CBUNA believes that individuals, families, and communities seeking urologic health care expect and deserve a standard of excellence. We believe that excellence may be enhanced by certification of those professionals entrusted to deliver that care. And that certification should be awarded following successful completion of a comprehensive examination assessing a broad scope of knowledge applicable to the field of urologic health care.

CBUNA is separately incorporated, and an independent organization that collaborates with the Center for Nursing Education and Testing (C-NET) in test development, test administration, and test evaluation. CBUNA also works collaboratively with the Society of Urologic Nurses & Associates (SUNA) to promote, advertise and offer the certification examinations and to recognize certified individuals. All of the certification examinations are endorsed by SUNA.

CBUNA is composed of between 7 to 11 members of a Board of Directors who are certified urologic nurses or associates with current experience and expertise in urologic health care, and one public member. Officers of CBUNA include the President, President-Elect, Secretary and Treasurer. The CBUNA staff includes an Executive Director and an Executive Secretary. The management firm is Anthony J. Jannette, Inc. located in Pitman, New Jersey.

The mailing address for the CBUNA National Office is East Holly Avenue, Box 56/Pitman, NJ 08071-0056. Phone: 856-256-2351 * Fax: 856-589-7463 * Website - cbuna.org * Email - cbuna@ajj.com

INFORMATION ABOUT SUNA

The Society of Urologic Nurses and Associates (SUNA) is a professional community of urologic nurses and associates. SUNA supports and promotes the certification of urologic nurses and associates. For further information, visit suna.org or contact the SUNA National Office by phone: 888-827-8862 or email suna@ajj.com.

RECORD MAINTENANCE

CBUNA and the testing agency C-NET will retain electronic records of all candidates and certificants for at least three (3) years. It is the professional responsibility of the candidate/certificant to notify CBUNA of any change in name, address, phone, and email either before testing or during the 3-year certification period.

CHANGE OF CONTACT INFORMATION

CBUNA will retain electronic records of all candidates and certificants for at least three (3) years. It is the professional responsibility of the applicant to notify CBUNA of any change in name, mailing address, phone number and/or email address. SUNA and CBUNA share the same database. These changes may be made online by updating your account at cbuna.org after logging in. Changes may also be directed to the CBUNA National Office, East Holly Avenue Box 56/Pitman, NJ 08071-0056 * 856-256-2351 * Email - cbuna@ajj.com

SUNA ENDORSEMENT, MAGNET STATUS AND ABSNC ACCREDITATION

The CBUNA examinations are the only urologic specific certification exams in nursing, endorsed by the Society of Urologic Nurses and Associates (SUNA). SUNA supports and promotes the certification of urologic nurses and associates.

CBUNA is currently Magnet recognized and listed in the Demographic Data Collection Tool™ (DDCT) of ANCC as the credentialing body for one or more credentials. Magnet-recognized and applicant organizations report the professional certifications held by the nurses they employ. The CBUNA credentials recognized are: CUNP®, CURN®, and CUCNS.

The Accreditation Board for Specialty Nursing Certification (ABSNC), formerly the ABNS Accreditation Council, is the only accrediting body specifically for nursing certification. ABSNC accreditation is a peer-review mechanism that allows nursing certification organizations to obtain accreditation by demonstrating compliance with the highest quality standards in the industry. The CBUNA CUNP exam has been granted ABSNC accreditation as of December 2018. CBUNA is currently seeking ABSNC accreditation for the CURN exam. The status of the CBUNA CURN accreditation application will be available in the Fall 2020.

SCHOLARSHIP INFORMATION

Eligibility Criteria for the Jan LeBouton CBUNA Certification Scholarship

Annually, SUNA awards a scholarship to promote and encourage certification in Urology. The recipient of the scholarship will receive a stipend to cover the cost of the CBUNA Certification Examination, a copy of the CBUNA Examination Preparation Guide, as well as complimentary registration to the SUNA uroLogic Conference that year.

Criteria for CBUNA Scholarship Application

1. Applicant must have been an active SUNA member in good standing for at least 1 year.
2. Applicant must have been employed in the field of urology for a minimum of 2 years.
3. Applicant must be able to meet all other financial responsibilities associated with taking the certification exam.

Application Requirements

1. Applicant must submit a current resume or curriculum vitae.
2. Applicant is to provide a letter of recommendation from his/her employer supporting the applicant's certification efforts.
3. Applicant will submit a typed statement citing his/her reasons for seeking this scholarship - sharing personal views on the value of certification and his/her aspirations as a potential certified member of the SUNA.
4. When selected, the scholarship winner will agree to have the award information announced in SUNA publications. The winner will write a brief summary of his/her certification experience for the *Uro-Gram*.

Selection Process

Applications will be reviewed by an appointed board of three certified members. Selection will be based on:

- Potential future contribution to urologic patient care
- All documentation must be received no later than June 1

DON'T WAIT UNTIL JUNE 1, SUBMIT THE REQUIREMENTS NOW!

Submit the Jan LeBouton requirements to SUNA via email (suna@ajj.com) or fax (856-589-7463)

11. Complete **one** of the following sections:

Associate

Are you a LPN/LVN or Technician? (Check one)

If LPN: License #: _____ State: _____ Date of Original License: / /

License Expiration Date: / / Years of experience as LPN/LVN in urology nursing:

If technician: Years of experience as a technician in urology:

RN

RN License #: _____ State: _____ Date of Original License: / /

License Expiration Date: / / Years of experience as an RN in urology nursing:

School of Nursing:

Date of Graduation: / / City: _____ State: _____

I have two (2) years' experience working as a RN with a minimum of 800 clinical practice hours of providing patient care to urologic patients: Yes

Nurse Practitioner

Are you a Nurse Practitioner? (***ATTENTION NP: #14 below, specific copies MUST accompany application***)

IF RN:

RN License #: _____ State: _____

Expiration Date: / / Date of Original License: / /

Years of experience as an RN in urology nursing:

I have two (2) years' experience working as a Nurse Practitioner with a minimum of 800 clinical practice hours of providing patient care to urologic patients: Yes

Advanced Practice License #: _____ State: _____

List type of current national certification:

Name of educational institution providing NP or DNP:

Date of Graduation: / / City: _____ State: _____

12. Employment history beginning with present employment. Please do **not** send resumes. (Use a blank sheet of paper if additional space is needed.)

From - To (Month & Year)	Employer & Address	Position Title	Supervisor	Hrs/Wk
/ - /				
/ - /				
/ - /				
/ - /				

Statement of Understanding:

I hereby attest that I have read and understand the CBUNA policy on Denial, Suspension, or Revocation of Certification and that its terms shall be binding on all applicants for certification for the duration of their certification.

I hereby apply for certification offered by the Certification Board for Urologic Nurses and Associates. I understand that certification depends upon successful completion of the specified requirements. I further understand that the information accrued in the certification process may be used for statistical analysis and for evaluation of the certification program. I further understand that the information from my certification records shall be held in confidence and shall not be used for any other purpose without my permission; however, upon passing the examination, CBUNA reserves the right to publish my name and certification expiration date by state on the CBUNA website.

To the best of my knowledge, the information contained in this application is true, complete, correct, and is made in good faith. I understand that the Certification Board for Urologic Nurses and Associates reserves the right to verify any or all information on this application.

Signature: _____ / /
(sign before mailing) Date

13. OPTIONAL: Upon successful completion of the certification process, I would like a letter sent to my employer:

Employer:

Attention (name & title):

Street Address:

City: State: Zip:

Signature: _____ / /
(sign before mailing) Date

TO AVOID A LATE FEE, ALL APPLICATION MATERIALS MUST BE POSTMARKED BY THE DEADLINE DATE, EIGHT WEEKS PRIOR TO TEST DATE.

14. Print the application, sign and attach the following items: A photocopy of current license and diploma (as specified for the particular urology certification exam above, or a letter from the licensure board or employer that verifies licensure (with license number and expiration date) or an in-service training verification letter, whichever is applicable, and a photocopy of current SUNA membership card, if applicable, are required.

Applicant for the NP examination must also provide: a copy of the diploma from the master's or post-master's NP program or DNP program; and evidence (current certificate or letter from board) of current certification as a nurse practitioner from a national NP certifying board.

Check that expiration date(s) is clearly visible. Attach the photocopies to this application. Send all forms, along with credit card information or check/money order **payable to C-NET:**

CBUNA Certification Program
c/o C-NET
35 Journal Square, Suite 901
Jersey City, NJ 07306
Phone: 800- 463-0786
Fax: 201-217-9785

MAILING INSTRUCTIONS

Mail your application directly to:
CBUNA Certification Program
c/o C-NET
35 Journal Square, Suite 901
Jersey City, NJ 07306

QUESTIONS? CONTACT THE CBUNA NATIONAL OFFICE

East Holly Avenue Box 56/Pitman, NJ 08071-0056 * 856-256-2351 * Fax - 856-589-7463
Website - cbuna.org * Email - cbuna@ajj.com

CBUNA SPONSORS

CBUNA gratefully acknowledges the support of the following companies who have contributed grants to further its goals:

Platinum Sponsor

Hollister, Inc.
Sagent Pharmaceuticals, Inc.



***Chart Your Course
for Certification***

Rewarding for you and your patients

RECERTIFICATION

CBUNA certification is valid for three (3) years. Recertification candidates must meet the eligibility criteria for recertification prior to expiration of their current certification. The applicant may select recertification by re-examination or by completing the required continuing education contact hours.

Certified individuals receive courtesy recertification notices prior to the expiration of their certification. It is the certificant's professional responsibility to know the certification expiration date.

Recertification applications should be submitted to CBUNA no later than 30 days prior to your expiration date. For more information on CBUNA recertification, visit cbuna.org/recertification.

DENIAL, SUSPENSION OR REVOCATION OF CERTIFICATION

The occurrence of any of the following actions will result in the denial, suspension or revocation of the Certification Board for Urologic Nurses and Associates (CBUNA) certification:

1. Falsification of information in any of the CBUNA examination applications
2. Falsification of any material or information requested by CBUNA
3. Any restrictions such as revocation, suspension, probations, or other sanctions by a health care registry, a certifying organization, or a nursing authority which grant a professional license, registry or certification
4. Misrepresentation of certification status
5. Cheating on a CBUNA examination
6. Falsification of information in any of the CBUNA recertification applications

Any other claims or causes for denial, suspension or revocation will be decided on a per case basis by the CBUNA Board of Directors after thorough investigation. If certification is denied, suspended, or revoked for any reason, no fee will be refunded.

RIGHT OF APPEAL

A candidate who has had their certification denied, suspended or revoked or has failed the exam has the right of appeal.

- A. The applicant will be informed of the right of appeal at the time of application. The candidate shall bear the burden of establishing that the denied, suspended or revoked certification or recertification either resulted from an erroneous/factual determination by CBUNA or its testing agent or the decision was arbitrary or capricious.
- B. The appeal must be submitted in writing to the President of the Certification Board of Urologic Nurses and Associates (CBUNA) within 30 days of notification. Failure to submit the appeal in that time frame shall act as a complete and total bar for the applicant. The appeal shall state with specificity all reasons as to why the denial was the result of an error or was arbitrary or capricious. The appeal shall be sent to the CBUNA national office.
- C. Upon receipt of an appeal, the President shall appoint an Appeals Panel of three board members who will contact the applicant, review the written appeal and make recommendations to the CBUNA Board. Discussion of the appeal by the Board will be conducted at a regularly scheduled CBUNA meeting or via the list-serve and documented.
- D. The decision of the CBUNA Board shall be final and binding. The President shall communicate the final decision of the appeals process in writing to the candidate within one month of the decision. The written communications shall include a statement of the Appeals Panel's findings with respect to issues of facts presented on appeal by the candidate and shall include a statement of rationale for the CBUNA Board decision.
- E. Failure of the candidate to timely file an appeal shall constitute a waiver of the right of appeal.
- F. Documentation of the appeals process, and outline will be placed in a permanent file at the CBUNA National Office.



Certification Board for Urologic Nurses and Associates

EXAMINATION PREPARATION GUIDE ORDER FORM

Congratulations! You are one of hundreds of urology nurses, associates and advanced practitioners who have decided to take the Urology Certification Examination. This is a big step in your career, and by taking the exam, you are demonstrating your commitment to urologic nursing practice, and to the quality care of your patients.

The Examination Preparation Guide was developed by the Certification Board for Urologic Nurses and other certification specialists who are dedicated to the process of certification. Becoming certified is a measure of the proficiency of individual licensed LPN/LVNs or technicians, registered nurses, or nurse practitioners in urologic nursing practice.

Each booklet offers information and guidelines which may help you prepare to take your specific exam: Associate (LPN/LVN or Technician), Registered Nurse, or Nurse Practitioner.

The contents of the Examination Preparation Guide includes:

- Examination Blueprint
• Examination Outline
• Suggested Reading Material
• Sample Questions

The contents does not imply successful performance on the examination.

To receive your preparation guide, fill out and return the order form below, along with your payment to:

CBUNA National Office - East Holly Avenue, Box 56 - Pitman, NJ 08071-0056
856.256.2351 - FAX 856.589.7463 - E-Mail cbuna@ajj.com

Please allow 4 weeks for delivery.

Order Form
Name:
Address: City: State: Zip:
Daytime Phone: () - ext. Email:
Preparation guides available (mark your selection)
Associate _____
Nursing (RN) _____
Nurse Practitioner _____
SUNA Member Price \$25 _____
Non-member Price \$35 _____
Plus, Shipping and Handling \$3.00 each _____
Total: \$ _____
Method of Payment: [] Check or Credit Card [] Master Card [] Visa [] Amex
Credit Card # Expiry Date: /
Card Security Code: 3 digit code/back of MC/Visa or 4 digit code/front of American Express
Cardholders Name: exactly as it appears on card Signature:
Address: City: State: Zip:

Update 4/18