



Certified Correctional Health Professional Nurse

SPECIALTY CERTIFICATION FOR CORRECTIONAL NURSES



From the Premier National Certification Program for Professionals in Correctional Health Care

Candidate Handbook

CCHP Board of Trustees

1145 W. Diversey Pkwy.

Chicago, IL 60614

www.ncchc.org/CCHP-N



A Program of the National Commission on Correctional Health Care

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Professional Recognition

CCHP-N certification makes a meaningful difference—for the patients who receive care from certified correctional nurses, for employers seeking highly qualified nursing professionals, and for the nurses who earn the credential. Certification recognizes correctional nurses who have demonstrated the knowledge and judgment required to deliver specialized care in correctional settings. Often serving on the front lines of health care delivery, correctional nurses manage complex clinical needs in a demanding, high-stakes environment. Achieving the CCHP-N distinguishes these nurses as part of an elite cadre of professionals who have chosen this challenging specialty and are committed to excellence, professional growth, and high-quality patient care.

Purpose

The purpose of the CCHP-N specialty examination is to measure a candidate's knowledge, understanding, and application of national standards and guidelines essential to the delivery of appropriate nursing care, legal principles for practicing within a correctional health care system, ethical obligations of correctional nurses, and the role of nurses in delivering health care in the correctional environment.

Eligibility

Prior to submitting an application, applicants must have:

- Current CCHP certification
- Current, active, full and unrestricted license or registration as a registered nurse (RN), licensed practical nurse (LPN) or licensed vocational nurse (LVN) from a State, the District of Columbia, the Commonwealth of Puerto Rico, a territory of the United States, or Canada.
- Equivalent of two years' full-time practice as a licensed nurse
- 2,000 hours of practice in a correctional setting within the last three years

Application and Candidacy

Elements of the application:

- Copy of professional licensure
- Resume/CV
- Application form and fee

For application deadlines for each exam, see www.ncchc.org/CCHP/calendar.

Once the application, supporting materials and examination fee have been received and approved, applicants will receive acknowledgment of their candidacy to take the CCHP-N exam. Candidates must register before the registration deadline for the exam they wish to take. Incomplete applications will be kept on file for three months, after which time a new application and fees must be submitted. A candidate must take the exam within six months of the application approval date. The application fee is nonrefundable.

Exam Dates and Locations

Examinations are offered throughout the year, including at NCCHC's conferences and at partner sites and conferences, Prometric test centers across the country, and online. For a list of NCCHC exam dates and locations, visit www.ncchc.org/CCHP/calendar. For Prometric test centers and online exam information, visit www.ncchc.org/professional-certification/testing-options/.

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Exam Registration and Admission

Candidates must register for the exam through NCCHC (live locations), Prometric test centers across the country, and online, confirming the date and location where they wish to take the exam.

NCCHC Conference Sites: Candidates will receive an admission notice with the address of the site. The admission notice and a valid state photo ID or driver's license are required to gain admission.

Prometric Test Centers/Online Exams: Please follow the instructions provided during exam registration.

ADA Compliance

The CCHP Board of Trustees makes every effort to ensure that test centers are in compliance with the Americans with Disabilities Act. If you require special accommodations, please submit a written request at least 90 days before the examination date.

The Examination

The proctored examination is composed of 70 to 100 multiple-choice, objective questions. Candidates are allowed two hours to complete the examination.

NCCHC Conference and Partner Sites/Conferences: Report to the exam site as instructed on the admission notice. Candidates arriving late may be admitted but will not be given additional time to complete the exam.

Prometric Test Centers: Report to the exam site as instructed by the test center and adhere to test center regulations.

No pagers, cell phones, alarms or similar devices may be operative during the exam. Personal digital assistants (PDAs) and other handheld computers also are prohibited. Any person using such devices will be dismissed from the test center and disqualified from the examination. No books, reference materials or study aids of any sort are allowed in the exam room.

Online Exams: NCCHC offers online exams with live remote proctors through Prometric. Take your exam from the comfort and safety of your home or office, at a date and time that is convenient for you. Internet access, a laptop or PC and a web camera are required. There are additional requirements available at www.ncchc.org/online-exams. Prior to beginning the exam, candidates will need to complete a system test.

Exam Scoring and Reporting

Examination questions, answers and grading guidelines are developed by the CCHP Board of Trustees and CCHP-N Subcommittee. The candidate should choose the single best answer to each item. There is no penalty for incorrect answers; it is to the candidate's advantage to answer each item even when uncertain of the correct response. No credit is given for items for which more than one response is selected.

The tests are graded electronically. Candidates will receive the results by email within approximately two weeks. Only a pass or fail will be reported to the candidate. A list of passing candidates may be published; no reference is made to candidates who defer taking the examination or do not attain a passing score.

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Rescheduling and Reexamination

Candidates must make and confirm all cancellations/changes through the website or direct contact with the entity registered with (NCCHC or Prometric). Candidates canceling or rescheduling less than 5 days before the exam date are responsible for the full reregistration fee. Prometric imposes reduced fees 5-29 days before the scheduled exam date and no fee for 30 days or more.

Candidates who do not attain a passing score on their first attempt may retake the exam two additional times within one year of the application approval date.

Content Outline

The exam questions are written by experienced correctional health nurses and reviewed by professionals who have attained CCHP and CCHP-N certification. They are reviewed for construction, accuracy and appropriateness by the CCHP Board of Trustees and a committee of subject matter experts. The content of the examination is described in the content outline on the following pages. The four major content areas are weighted (reflected in the percentages) according to the established test plan.

The content outline on the following page identifies the four knowledge areas covered on the exam. Each knowledge area includes, but is not limited to, the study topics listed. For details about study materials, see [www.ncchc.org/CCHP-N-study materials](http://www.ncchc.org/CCHP-N-study-materials).

I. CLINICAL MANAGEMENT OF PATIENTS (45%-50%)

- Screening and physical examination
- Triage
- Sick call
- Referrals, transfers and continuity of care
- Management of care
- Care setting/housing assignment
- Therapeutic communication and behavior management
- Response to emergency situations

II. PROMOTION OF SAFE AND SECURE HEALTH CARE ENVIRONMENT (5%-10%)

- Environmental safety and public health
- Safety and security policies and procedures

III. HEALTH PROMOTION AND MAINTENANCE (8%-12%)

- Assessment of risk factors
- Health education
- Discharge planning

IV. PROFESSIONAL ROLE AND RESPONSIBILITIES (30%-35%)

- Ethical and legal issues
- Management and leadership
- Research



The Certified Correctional Health Professional (CCHP) program is sponsored by the National Commission on Correctional Health Care.



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