



University of Kentucky / UK HealthCare Policy and Procedure	Policy # NU09-32
Title/Description: Certification Examinations for Registered Nurses	
Purpose: To establish guidelines for the payment of initial certification and subsequent recertification fees by UK HealthCare registered nurses employed at Chandler Hospital, Good Samaritan Hospital, Kentucky Children’s Hospital, and hospital-based clinics.	

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Policy

UK HealthCare nurses who take and pass approved certification exams may apply for payment or reimbursement for the cost of taking a national certification examination. Payment qualifications, procedures, and amounts shall be based upon the guidelines set forth below.

Procedure

Approved Certifying Organizations

For the purposes of this policy, nurses seeking certification from any the following certifying organizations may be eligible for payment of the registration fee for initial certification and for recertification examinations.

1. Emergency Nurses Association
2. American Organization of Nurse Executives
3. American Operating Room Nurses
4. American Association of Pediatric Practitioners
5. American Association of Critical Care Nurses
6. American Nurses Credentialing Center
7. National Association of Pediatric Practitioners
8. National Certification Corporation
9. Oncology Nursing Society

10. American Nephrology Nurses Association
11. American Society of Post Anesthesia Nurses
12. National Nursing Staff Development Organization
13. Other certifying organizations not listed may be considered for approval by the service director.

Administration Guidelines

Fees for certification and recertification may be paid in advance at the time of registration, or reimbursed upon successful completion of the examination or recertification.

1. Fees paid in advance:
 - (a) Advance payment shall be for the examination fee or recertification fee only.
 - (b) All requests for examination fees or recertification fees paid at the time of registration shall be made to the Administrative Support Associate for Nursing Practice Services.
 - (c) Employees requesting payment for examination fees or recertification fees shall bring a completed, printed copy of the registration form from the certifying organization.
 - (d) The employee shall bring a letter indicating successful completion of certification to the Administrative Support Associate for Nursing Practice Services within one month post examination date.
 - (e) In the event certification was not obtained, the employee shall immediately notify the Administrative Support Associate for Nursing Practice Services and submit reimbursement of the total cost of the examination registration fee.
 - (f) If the employee is unable to reimburse the total cost of the examination fee at that time, the manager for Nursing Fiscal Affairs shall refer the employee to a collection agency.
2. Fees paid by reimbursement:
 - (a) Reimbursement is for the examination fee or recertification fee only.
 - (b) All requests for examination fee or recertification fee payment shall be made to the manager for Nursing Fiscal Affairs.
 - (c) Employees requesting repayment shall bring the following documents:
 - (i) Letter indicating successful completion of exam **and**
 - (ii) Original paid receipt from organization, **or**
 - (iii) Copy of both sides of cancelled check, **or**
 - (iv) Copy of credit card statement with amount circled

Persons and Sites Affected

Enterprise Chandler Good Samaritan Kentucky Children's Ambulatory Department Nursing

Policies Replaced

Chandler HP Good Samaritan Kentucky Children's CH
 Ambulatory KC Other

Effective Date: 06/19./2014

Review/Revision Dates: 7/1989; 3/2011; 06/19/2014

Approval by and date:

Signature _____ Date _____
Name Kathy Isaacs, Director, Nursing Professional Development Council, Review Team Leader

Signature _____ Date _____
Name E. Darlene Spalding, Senior Nurse Administrator, UK HealthCare Good Samaritan Hospital

Signature _____ Date _____
Name Kathleen Kopser, Senior Nurse Administrator, Chandler Hospital

Signature _____ Date _____
Name Colleen Swartz, Chief Nursing Executive