

## Retaking AONL Certification Examinations

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### Policy

The CENP® and CNML® examinations are multiple-choice examinations delivered via computer based testing at PSI/AMP test centers under standardized conditions. Examinations may also be made available in printed form, and administered to candidates under standardized conditions. Test results are pass or fail. If a candidate is unsuccessful, their score report will include diagnostic information for each content area of the test.

Effective January 15th, 2021, candidates who receive an unsuccessful result on a CENP® or CNML® certification exam have the opportunity to retake the examination at a future date. Candidates can retake the exam no sooner than 90 days after their most recent exam date. An application will be available after the 90 days have passed. Candidates may apply for and take the same certification exam up to 3 times in a 12-month period.

Candidates who retest are expected to meet the same standards as initial candidates. The test form given to retest candidates will be different but equivalent to what is given to initial candidates. AONL's test delivery provider ensures that a retest candidate will receive a different form of the examination.

### Procedure

1. Test scores are supplied to candidates immediately upon completion of the computer-based exam.
2. Candidates who are unsuccessful in passing the exam are provided with retest information at the bottom of their test score report.
3. Once a candidate submits an application to retest and the application and payment are received in full, they become eligible to schedule an exam and the exam authorization is sent to AONL's test delivery provider.
4. An eligibility e-mail is sent to the candidate with information on how to schedule their exam.
5. On the day of testing, the test delivery provider downloads an equivalent but different form of the exam than was previously provided to the candidate.
6. The testing center staff has no information that identifies that the candidate is retaking the exam.