



Certified Correctional Health Professional Registered Nurse

SPECIALTY CERTIFICATION FOR CORRECTIONAL REGISTERED 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-RN



A Program of the National Commission on Correctional Health Care

SPECIALTY CERTIFICATION FOR CORRECTIONAL HEALTH CARE REGISTERED NURSES

Professional Recognition

CCHP-RN certification makes a difference—to the patients whose care is provided by certified correctional nurses, to employers who desire top-notch nurses on staff and to the nurses who attain the credential. Certification for registered nurses recognizes CCHPs who have demonstrated the knowledge required to deliver specialized nursing care to incarcerated populations. Correctional nurses are on the front lines of providing health care. Achieving the CCHP-RN shows that correctional nurses are an elite cadre of professionals who have chosen to practice in a demanding environment, and it helps support correctional nursing as a specialty.

Purpose

The purpose of the CCHP-RN 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 RN license within a U.S. state (for Canada and U.S. territories, credentials will be reviewed on a case-by-case basis); the license must not be restricted to practice in correctional settings only
- Equivalent of two years full-time practice as a registered nurse
- 2,000 hours of practice in a correctional setting within the last three years
- 54 hours of continuing education in nursing, with 18 specific to correctional health care, within the last three years

Application and Candidacy

Elements of the application:

- Application form and fees
- Copy of professional licensure

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-RN 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.

SPECIALTY CERTIFICATION FOR CORRECTIONAL HEALTH CARE REGISTERED NURSES

Deferment and Cancellation Policies

The exam may be deferred up to six months from the date the application is approved. Deferment must be requested in writing at least 10 business days before the originally scheduled examination date. To cancel the application, a written cancellation request must be received at least 10 business days before the examination date. The application fee will not be refunded.

Exam Dates and Locations

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

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: Approximately two weeks before the scheduled date 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: Please follow the instructions provided during exam registration.

Prometric Online Exams: Please follow the instructions provided by Prometric 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 and 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.

SPECIALTY CERTIFICATION FOR CORRECTIONAL HEALTH CARE REGISTERED NURSES

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-RN 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.

Rescheduling and Reexamination

NCCHC Conference and Partner Sites and Conferences: Candidates who are unable to take the exam as originally scheduled should notify NCCHC in writing at least 10 business days prior to the examination. No additional fees will be assessed to reschedule. If notification is not received, however, a \$45 reregistration fee will be assessed when the candidate reschedules. If the candidate does not pass the exam and wishes to take it again, the reexamination fee is \$45.

Prometric Test Center Registrants: Candidates who are unable to take the exam as originally scheduled should see the FAQs on the test center websites for instructions on how to reschedule or cancel.

Prometric Online Exam Registrants: Candidates who are unable to take the exam as originally scheduled should see the FAQs on the Prometric website for instructions on how to reschedule or cancel.

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 professionals and reviewed by professionals who have attained CCHP certification. They are reviewed for construction, accuracy and appropriateness by the CCHP Board of Trustees and CCHP-RN Subcommittee. 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-RN-study-materials.

SPECIALTY CERTIFICATION FOR CORRECTIONAL HEALTH CARE REGISTERED NURSES

CCHP-RN Exam Content Outline

- I. CLINICAL MANAGEMENT OF INMATE-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.



National Commission on Correctional Health Care
1145 W. Diversey Parkway
Chicago, Illinois 60614
Phone: (773) 880-1460
Fax: (773) 880-2424
cchp@ncchc.org
www.ncchc.org