



National Association for Practical Nurse Education & Service, Inc.
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NAPNES ONLINE CERTIFICATION IN LONG-TERM CARE

INTRODUCTION

The National Association for Practical Nurse Education & Service, Inc. (NAPNES) is pleased to offer the NAPNES MSNC CO Long-Term Care Exam ONLINE.

Since 1996, the NAPNES certification in Long-Term Care, administered for NAPNES through the Multi-Skilled Nursing Care Certification Organization (MSNC CO), has offered LP/VNs the opportunity to measure their knowledge against a national exam focused on care of the chronically ill from cradle to grave.

The NAPNES CLTC certification is nationally recognized and respected as an educational tool against which LP/VNs measure their knowledge, build skills, and demonstrate employability.

Successful Candidates

Successful candidates receive an AFFIDAVIT online to sign before a Notary Public attesting to adherence to the exam process. The certification process is NOT complete until the AFFIDAVIT is presented to NAPNES for a certification card that documents the LP/VN passed the exam(s).

Unsuccessful Candidates

Unsuccessful candidates receive a computer analysis outlining areas of weakness for which more study is needed before re-taking the exam.

ADMINISTRATION

To administer the exam on line, NAPNES has retained the services of CASTLE Worldwide, Inc., a company with over 14 years experience serving a multitude of major organizations and professions worldwide. CASTLE Worldwide, Inc., offers a variety of testing capabilities in more than 40 countries so when NAPNES needed innovative technology, to offer its exams on line for the very first time, CASTLE was an obvious choice!

The service of nursing is a national priority and NAPNES proudly offers certification opportunities to LP/VNs providing valuable nursing service to patients, clients and residents.

The information contained herein allows you to determine if you are eligible to take the NAPNES exams administered online by CASTLE Worldwide, Inc.

RECERTIFICATION

Certification in Long-Term Care is for a period of five years from the date of initial certification. Unless re-certified, certification expires on the last day of the month five years after certification is initially earned. The options for re-certification for Long-Term Care are outlined in a separate information packet available from [NAPNES](#). One option in NAPNES certification programs is to re-certify by examination.

LP/VNs who wish to re-certify by examination must meet the eligibility criteria in effect at the time they re-test.

LONG-TERM CARE CERTIFICATION ELIGIBILITY

The MSNC CO Long-Term Care Certificate is available to any person who meets all the following:

- holds a current LP/VN license, AND
- documents 2000 hours of long-term care practice within the previous three years, AND
- receives a passing grade on the MSNC CO Long-Term Care Certification Examination

PREPARATION

Preparation for this examination is incorporated in the curriculum of many LP/VN nursing schools across the country and is often taught as a separate course as well. Optional study materials are available from NAPNES (order form enclosed.) Candidates may either take the examination upon completion of their course work or may challenge the examination based on work experience and/or prior training. Certification equivalency through alternative Long-Term Care examinations is not recognized by NAPNES.

THE PROCESS

Eligibility criteria are listed above.

Ethics and Security

Giving or receiving help from persons or books and study materials during the exam is considered unethical and a breach of the AFFIDAVIT you must sign before a Notary to complete the Certification process. Your signature on the AFFIDAVIT attests to the fact that you followed the terms of the agreement and use of NAPNES copyrighted exam(s.) Distribution of NAPNES copyrighted material through any form of reproduction or through oral or written communication is strictly prohibited and punishable by law. Documented failure to adhere to the "acceptance of agreement and terms of use" may result in revocation of certification or denial of future approval to take the exam(s) at the discretion of the Pharmacology/Long-Term Care Certification Boards.

CANDIDATE REGISTRATION

All candidates must receive an identification number (ID) and password from NAPNES to access the exam(s) online.

Application

To start the certification process for the exam(s), fill out the application and mail it to: NAPNES at P.O. Box 25647, Alexandria, VA 22313. Please be sure you are ready to take the exam(s) before you mail the application. The approval, ID number, and password are good for 60 days. The approval, ID number, and password expire 60 days after issued or when used. An additional fee is charged for re-application so do not send the application for processing unless you are ready to take the exam within the 60-day validity period. Refunds are not available once the ID number and password are issued. There are no exceptions to this policy.

Check your application carefully to see that you have filled in all the information required. Remember that you must sign and date your application. All applications must contain an original signature. Photocopies and faxes of completed, signed applications are NOT acceptable. Incomplete applications must be returned unprocessed, causing you unnecessary delay.

Include a copy of your old (expired) certification card if you are applying for re-certification by examination and a copy of your current LP/VN license.

Enclose the fee as outlined on the application. Be sure to include all items on the checklist included on the application.

Expiration of Application

The additional candidate fee for those who do not take the appropriate examination within 60 days of receipt of approval letter, unique ID number, and password from NAPNES is \$20 per each re-application.

ONLINE EXAMINATION

Once a candidate's application is approved by NAPNES, NAPNES will provide written instructions for online access at the time an individual ID number and password are issued. Once the ID number and password are issued by NAPNES, candidates will have 60 days in which to use the ID number and password to take the exam(s.) The ID number and password expire 60 days from issuance or when used.

Scoring

The exam(s) is a multiple-choice examination delivered online. The exam(s) is timed. At the end of 2 hours and 30 minutes the exam automatically stops and is automatically submitted for grading whether complete or incomplete. The questions will appear one at a time on your screen and cannot be printed. Key strokes are recorded and attempts to print the exam will result in the time expiration of the exam and failure is certain. The Long-Term Care exam consists of 150 multiple-choice questions.

Successful Candidates

Successful candidates receive an AFFIDAVIT online to immediately print and then sign before a Notary Public attesting to the exam process. The certification process is NOT complete until the AFFIDAVIT is presented to NAPNES for a certification card that documents the LP/VN passed the exam(s). The AFFIDAVIT must be presented to NAPNES within 60 days of the test date. Failure to do so results in assessment of a \$20 excess processing fee.

Signature of the LP/VN on the AFFIDAVIT attests that the nurse abided by the examination rules as set forth in the "acceptance of agreement and terms of use" prior to accessing the exam online. Documented failure to adhere to the "acceptance of agreement and terms of use" may result in revocation of certification or denial of future approval to take the exam(s) at the discretion of the Pharmacology Certification Board.

Unsuccessful Candidates

Unsuccessful candidates receive a computer print out analysis from CASTLE outlining areas of weakness for which more study is needed before attempting the exam again.

Three attempts of exam are possible without documentation of further study and review. Candidates are not required to pay additional application fees for the second and third exam attempts to NAPNES but candidates must pay an additional exam fee online for each attempt online. (See FEES section for complete fee information.)

Candidates must wait at least 15 days between each of the three allowed attempts to pass the exam(s).

Technical Support

CASTLE provides technical support to registered NAPNES candidates on a 24-hour basis. Candidates who encounter any difficulty during the test delivery process may contact CASTLE technical support staff at any time either through electronic message or toll-free telephone, provided prior to commencement of exam(s.) CASTLE support staff response will be immediate.

Any technical problem that cannot be resolved by the support staff will be reported to CASTLE's Level II technicians, who will address the problem within 24 hours. If a candidate's testing session is interrupted due to technical problems that cannot be resolved immediately, CASTLE will issue a new user identification number and password free of charge so that the candidate may complete the test. In the unlikely event of technical difficulty, please use the provided number to call CASTLE. Do not waste precious time calling NAPNES. NAPNES cannot provide technical support for online testing.

FEES

(Registration fees are paid to NAPNES – Testing fees are paid to CASTLE online.)

Registration with NAPNES

Initial Application Fee payable to NAPNES

Initial application \$100.00

If not used in 60 days \$20.00 additional fee for each application renewal.

Registration and application can be made online at [NAPNES](#) website or using the application form that can be downloaded at the NAPNES website or requested by telephone.

Note: NAPNES accepts money orders, Visa or MasterCard, and personal checks. Applications paid by check require two additional weeks for processing. There is a non-refundable \$30 bank fee on all returned checks. NAPNES cannot accept checks made payable to CASTLE Worldwide, Inc.

Exam Fees payable online to CASTLE Worldwide, Inc

Must be paid via Mastercard or Visa through secure, e-commerce site online prior to accessing the exam(s.)

Online Testing Fee

First Attempt \$60.00

Additional Attempts \$50.00 per attempt

CERTIFICATION CARDS

LP/VNs who meet the criteria and pass the exam(s) complete the process by printing the AFFIDAVIT and signing it before a Notary Public and mailing it to NAPNES within 60 days of receipt. NAPNES will issue a certification card with expiration date five years from the date of receipt of the AFFIDAVIT. NAPNES requires re-certification every five years. NAPNES sends one re-certification notice approximately six to nine months prior to expiration of the certification card to the address on file. It is the responsibility of the LP/VN to notify NAPNES of change of name or address during the certification period. Re-certification packets are sent with the notice.

Name Change

NAPNES will issue duplicate certification cards for the fee of \$10 during the five year certification period. Documentation in the form of court records (i.e., marriage certificate, divorce decree) must accompany application for duplicate cards.