

Berkshire Medical Center

Obtaining professional certification checklist

1. Decide you want to become certified.
2. Identify the appropriate certification for your specialty.
3. Go to the professional organization's website for your specialty certification (e.g., American Nurses Credentialing Center, American Association of Critical-Care Nurses, National Association of Orthopaedic Nurses).
 - a. Review eligibility criteria.
 - b. Download manual.
 - c. Check testing process (dates, sites).
 - d. Set up account.
4. Contact your clinical educator.
 - a. Locate a study partner.
 - b. Arrange for a mentor.
5. Develop a reasonable timeline.
 - a. Target date to take test.
 - b. Develop study plan.
 - c. Coordinate with your study partner.
6. Obtain review materials.
 - a. Look for a study guide (should be available on website).
 - b. Look for practice questions (website should have some).
 - c. Check reference list in study guide.
 - d. Take online review classes.
 - e. Take live review classes.
7. Study, study, study.
 - a. Identify strengths and weaknesses.
 - b. Ask for help as needed.
8. Take the exam.
 - a. Pass the exam.
 - b. Celebrate.