Candidate Handbook

COHN-S
Board Certification: Engage Excellence

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The American Board for Occupational Health Nurses, Inc. offers this document as one of many mechanisms for assessing an individual’s knowledge in the field of Occupational Health Nursing and as a method of assessing readiness to apply for certification. It is not intended as a predictor of success on ABOHN examinations and no such guarantees are made.

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Introduction
This candidate handbook provides information about ABOHN’s Certified Occupational Health Nurse Specialist (COHN-S) examination. It outlines the design and content of the exam and guides candidates throughout the entire examination process from application through examination. It includes the following:

- Eligibility requirements
- Examination policies
- Test blueprints
- Sample questions
- Study references
- Examination application

Please retain this handbook after applying for the examination—it is useful when studying for the exam.

About ABOHN
The American Board for Occupational Health Nurses, Inc., ABOHN was established as an independent nursing specialty certification board in 1972. ABOHN was formed to develop and conduct a program of certification for qualified occupational health nurses. ABOHN is the sole certifying body for occupational health nurses in the United States and awards three credentials: Certified Occupational Health Nurse (COHN), Certified Occupational Health Nurse – Specialist (COHN-S), and Case Management (CM).

For more information about ABOHN and its history, please visit www.abohn.org.

ABOHN Vision, Mission, Principles and Values
ABOHN Vision Statement: ABOHN Certification is recognized and valued as the standard to maximize the health and safety of workers worldwide.

ABOHN’S Mission is to promote a standard of excellence in occupational health nursing through credentialing.

Principles and Values: To accomplish its mission and vision, ABOHN commits its resources to achieving the following principles and values:

- Establish and promote credentialing standards for professional occupational health nurses;
- Publicly recognize individuals who demonstrate that they meet these standards;
- Elevate the quality of occupational health nursing practice;
- Stimulate the development of improved educational standards and programs in the field of occupational health nursing;
- Encourage occupational health nurses to continue their professional education;
- Perform the above unrestricted by consideration of national origin, race, creed, disability, color, age or gender;
- Create value for employers, their employees and the occupational health professional; and
- Seek inclusivity by partnering with organizations that share ABOHN’s mission and values.
Ethics
ABOHN considers the American Association of Occupational Health Nurses (AAOHN) Code of Ethics for Occupational Health Nurses foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession. For additional information on the Code of Ethics, please visit the AAOHN website at www.aaohn.org.

Statement of Nondiscrimination
ABOHN does not discriminate among applicants and candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

NCCA Accreditation
The following ABOHN certification programs have been accredited by the National Commission of Certifying Agencies (NCCA), the accreditation arm of the Institute for Credentialing Excellence (ICE):

- Certified Occupational Health Nurse (COHN)
- Certified Occupational Health Nurse-Specialist (COHN-S)
- Case Management (CM)

ABOHN is a member of the Institute of Credentialing Excellence (ICE) and a charter member of the American Board of Nursing Specialties (ABNS).

ABOHN’s Testing Agency
PSI Services LLC is the professional testing agency contracted by ABOHN to assist in the development, administration, scoring, and analysis of ABOHN’s examinations. PSI is a leader in the testing industry, offering certification, licensing, talent assessment, and academic solutions worldwide.

Examination Construction
ABOHN’s contract with PSI includes provisions for the technical assistance needed to construct and validate its certification exams. With PSI's assistance, ABOHN periodically conducts a practice analysis study that describes the job activities of occupational health nurses in sufficient detail in order to provide a basis for the continued development of a professional, job-related, evidence-based certification examination. The study surveys both certified and non-certified OHNs to determine the current significance of specified tasks to OHN practice. The practice analysis results are then used to identify OHN roles, develop the Test Blueprint, and determine the examination specifications percentage distribution of exam questions for each role. Therefore, the subject matter and the relative importance of each topic on the examination reflect the data validated by this periodic study. Thus, ABOHN examinations are firmly grounded in the knowledge, skills, and abilities essential for the delivery of effective, proficient occupational health and safety practice. For additional information on the latest practice analysis, please visit https://www.abohn.org/resources/latest-practice-analysis.

ABOHN selects Certified Occupational Health Nurses who represent the diversity of occupational health nursing practice and employment to serve on its Board of Directors and examination committees. These committees draft the examination’s multiple-choice questions, which are then edited and validated by PSI and approved by the ABOHN Board for inclusion on the examination.
Subject Matter Experts (SMEs) and PSI review all examination items or questions for subject matter, validity, difficulty level, relevance, and importance for current practice. All questions are evaluated, classified, and revised by the COHN-S Examination Development Advisory Committee (EDAC) and PSI for conformance to psychometric principles. Examples of the question format “Sample Examination Questions” are found in this handbook. The sample questions do not reflect the full range of content or scope of difficulty levels of the questions on the examination.

**Examination Content**

The COHN-S examination is composed of multiple-choice questions and is based upon two factors. First, the five (5) OHN roles identified by the most recent practice analysis are used as the examination’s five (5) major categories: clinician, manager, educator, consultant and case manager. Secondly, ABOHN uses the premise that OHN incorporates the four nursing process steps:

- Assessment
- Implementation
- Planning
- Evaluation

The weight/percentage of questions from each major role and the number of questions from each nursing process step is shown in the COHN-S Test Blueprint chart that follows. The following activity statements for each step were validated by ABOHN’s 2018 Practice Analysis.

**COHN-S Test Blueprint**

1. **Clinician Role (20%)**
   A. **Assessment (4%)**
      1. Obtain an occupational and environmental health history
      2. Conduct post-offer/pre-placement health assessments
      3. Assess health needs of workers and worker populations (i.e., health risk assessment, job hazard analysis, changing demographics, injury evaluation and triage)
      4. Identify health surveillance of individuals/groups for specific hazards (e.g., hearing conservation, respiratory protection, laser safety, hazardous materials)
      5. Identify laws and regulations affecting nursing practice (e.g., licensure, practice acts, Nurse Licensure Compact)
      6. Identify physical requirements to fulfill essential job functions
      7. Identify ethical issues in practice
      8. Assess workers with work restrictions or limitations and make appropriate job placement recommendations (i.e., fitness for duty)
      9. Monitor new developments related to emerging health care issues
   
   B. **Planning (7%)**
      1. Interpret results of screening tests and health history; refer per policy protocol
      2. Recommend changes in job/work to accommodate workers’ health status and history
      3. Recommend programs and testing based on worker health needs
      4. Formulate a response to emerging healthcare issues
C. Implementation (7%)
1. Manage a worker health recordkeeping system
2. Recognize and respond to ethical issues in practice
3. Assure confidentiality of personal health information and comply with established codes of ethics and legal or regulatory requirements
4. Provide treatment of work-related injuries or illnesses
5. Provide direct care for non-work-related injuries and illnesses for workers
6. Provide health promotion, disease prevention screening tests (e.g., cancer screening, blood pressure monitoring, cholesterol, health risk appraisals)
7. Refer workers to an employee assistance program
8. Provide individual counseling services for workers
9. Perform medical surveillance and regulatory compliance testing/screening
10. Comply with OSHA occupational injury and illness recording and reporting requirements

D. Evaluation (2%)
1. Evaluate the quality of care provided by internal and external health services
2. Evaluate injuries, illnesses or incidents using root cause analysis
3. Demonstrate the value of clinical services by internal occupational health services
4. Interpret medical surveillance and regulatory testing and screening

2. Manager Role (34%)
A. Assessment (6%)
1. Monitor developments related to emerging health care issues
2. Assess the organizational culture
3. Analyze injury, illness, and incident data
4. Identify staffing requirements and competencies
5. Assess worker health needs
6. Establish metrics and key performance indicators (e.g., vaccination compliance, services per encounter, patient encounter, program adherence)
7. Identify quality care and cost containment strategies
8. Identify scope of services

B. Planning (10%)
1. Collaborate with other disciplines to protect and promote worker health and safety
2. Apply regulatory standards and guidelines
3. Coordinate medical testing for DOT compliance
4. Interpret worker population needs assessment results
5. Design and coordinate health and safety programs (e.g., international travel, immunization, health risk counseling)
6. Apply knowledge of workplace processes/hazards into program design
7. Apply knowledge of the organization’s fiscal status to plan/implement programs and interventions
8. Develop occupational health and safety policies and procedures
9. Design/develop the budget for occupational health and/or safety programs
10. Establish goals and objectives for an occupational health and safety program
11. Develop nursing protocols consistent with Nurse Practice Act and Core Competencies
12. Use epidemiological principles to design occupational health and/or safety programs
13. Establish workplace infection control programs and monitor compliance
14. Align occupational health management program with organizational strategic initiatives
15. Apply a health and safety management system for program development (e.g., ANSI, behavioral based safety)
16. Collaborate with organizational stakeholders in the development of key programs (e.g., emergency preparedness, workplace violence)
17. Develop alliances with key leadership and stakeholders
18. Develop staff performance metrics
19. Develop the components of a drug and alcohol screening program

C. Implementation (12%)
   1. Coordinate health promotion and disease prevention strategies and programs
   2. Implement health surveillance programs
   3. Incorporate technology into management practices
   4. Implement plan to remediate identified hazards
   5. Prepare and provide testimony or documentation for legal proceedings (e.g., workers’ compensation, dismissal, EEOC)
   6. Participate in administrative proceedings related to occupational health (e.g., retaliation, company level discrimination complaint)
   7. Educate leadership and stakeholders about occupational health and safety programs
   8. Apply legal and regulatory requirements in decision-making regarding job/work accommodations (ADA/ADAAA)
   9. Develop job descriptions for occupational health and safety staff
  10. Examine data to identify trends
  11. Incorporate evidence-based practice
  12. Prepare business reports for leadership and stakeholders
  13. Select, hire, and train staff
  14. Implement workplace substance abuse programs
  15. Coordinate/serve on interdisciplinary committees/teams
  16. Manage the first responder program
  17. Participate in audits (e.g., health, safety, environmental, organizational)
  18. Participate in benchmarking
  19. Use software applications for worker health information management (i.e., informatics)

D. Evaluation (6%)
   1. Analyze aggregate case information (e.g., trends, lost and restricted work days, research)
   2. Evaluate staff performance
   3. Report the value of occupational health service (e.g., ROI, cost benefit)
   4. Analyze the results of the quality management/improvement programs (e.g., benchmarking, best practices)
   5. Evaluate community health related services/providers for referral services
6. Evaluate/monitor the outcomes, quality, and cost-effectiveness of services

3. **Educator Role (15%)**
   
   **A. Assessment (2%)**
   1. Conduct educational and training needs assessments
   2. Assess for opportunities for workplace, professional, and community education
   3. Determine management support for health, wellness, and safety programs

   **B. Planning (5%)**
   1. Select teaching methods and content based on the characteristics of learners (e.g., apply adult learning principles, cultural differences)
   2. Develop education/training evaluation tools to determine program efficacy
   3. Obtain leadership and key stakeholder support for educational programs
   4. Plan new worker occupational health and safety orientation programs
   5. Develop education and training programs (i.e., health and safety)
   6. Incorporate knowledge of cultural beliefs/practices in implementing programs and services

   **C. Implementation (5%)**
   1. Educate and train workers about health and wellness (e.g., self-care, complementary/alternative medicine, stress management)
   2. Educate and train occupational health and safety staff
   3. Serve as a preceptor or mentor for students and health care professionals
   4. Train workers on proper use and care of personal protective equipment
   5. Communicate risks and control measures to workers, key leadership, stakeholders, and the community

   **D. Evaluation (3%)**
   1. Communicate the results and outcomes of educational and training programs
   2. Determine effectiveness of education/training based on health and safety trends
   3. Review education/training evaluations

4. **Consultant Role (14%)**
   
   **A. Assessment (4%)**
   1. Conduct job analyses
   2. Participate in the investigation of industrial hygiene and environmental health issues (e.g., noise, lead, fumes, vapors, indoor air quality, mold)
   3. Conduct a needs assessment of the company’s health and safety programs (e.g., work site walk-through survey/assessments)
   4. Assess and report on regulatory compliance with applicable standards (e.g., OSHA, The Joint Commission)

   **B. Planning (4%)**
   1. Recommend hierarchy of controls for specific hazards
   2. Design plans to remediate identified hazards (e.g., ergonomics)
   3. Apply principles of ergonomics to worksite design
4. Design occupational health and safety programs based on aggregate worker and environmental data (e.g., SDS)

C. Implementation (2%)
   1. Implement the appropriate hierarchy of control for identified hazards
   2. Serve on professional and community boards and committees
   3. Provide current and relevant resources and information to meet the health and safety needs of the company
   4. Perform hazard evaluation (e.g., ergonomics, noise)

D. Evaluation (4%)
   1. Interpret data obtained from the needs assessment
   2. Analyze results of aggregate medical surveillance and other worker data for trends
   3. Analyze results of hazard evaluation (e.g., ergonomics, noise)
   4. Develop control measures based on results of risk assessment
   5. Interpret job analyses
   6. Provide recommendations and guidance based on survey results and needs assessment

5. Case Manager Role (17%)
   A. Assessment (4%)
      1. Identify work-related cases that are appropriate for case management
      2. Identify non-work-related cases that are appropriate for case management
      3. Identify legal, labor, and regulatory implications related to case management

   B. Planning (4%)
      1. Develop case management plans for individuals
      2. Develop and/or coordinate a network of resources for case management
      3. Develop a multidisciplinary plan of care in collaboration with the worker and their support systems

   C. Implementation (6%)
      1. Recommend modified duty based on work restriction and fitness for duty
      2. Manage short-term or long-term disability cases
      3. Administer or manage integrated disability management strategies (i.e., STD, LTD, FMLA, workers’ compensation, ADA/ADAAA)
      4. Manage workers’ compensation cases
      5. Refer workers for rehabilitation as indicated
      6. Coordinate administration of case management with vendors and community resources
      7. Communicate essential job functions information to providers

   D. Evaluation (3%)
      1. Analyze workers’ compensation data
      2. Monitor treatment plan and outcomes (e.g., early return to work, work conditioning, work capacity exam, adherence to treatment plan, opioid minimization)
3. Evaluate health care delivery to workers provided by external providers
4. Analyze non-work-related claims data for high frequency/high cost and use to identify future health promotion/prevention programs and strategies

**Core Content Areas for the COHN-S Examination**
The Core Content outline is a compilation of subject areas that are important to the practice of occupational health nursing. Many of these areas could reasonably be expected to be represented on the COHN-S certification examination. In combination with the Test Blueprint areas, the Core Content list can serve as an excellent means to organize study and preparation for the COHN-S examination.

**CHEMICAL HAZARDS**

<table>
<thead>
<tr>
<th>Chemicals/Agents</th>
<th>Terms/Concepts</th>
</tr>
</thead>
<tbody>
<tr>
<td>solvents, cutting oils (e.g., benzene)</td>
<td>reproductive hazards</td>
</tr>
<tr>
<td>asbestos, silica, cotton dust</td>
<td>carcinogens</td>
</tr>
<tr>
<td>heavy metals (e.g., lead, cadmium, nickel, chromium, mercury)</td>
<td>latex allergy</td>
</tr>
<tr>
<td>carbon monoxide, methane</td>
<td>toxicology terms (e.g., acute/chronic/dose/PEL)</td>
</tr>
<tr>
<td>cyanide, hydrogen sulfide</td>
<td>exposure routes (e.g., inhalation/absorption/ingestion/injection)</td>
</tr>
<tr>
<td>chlorine, toluene isocyanates (i.e., sensitizing agents)</td>
<td>target organs (e.g., neurotoxins/hepatotoxins)</td>
</tr>
<tr>
<td>ethylene oxide</td>
<td>medical surveillance</td>
</tr>
<tr>
<td>pesticides (e.g., organophosphates)</td>
<td>other chemical hazards</td>
</tr>
</tbody>
</table>

**BIOLOGIC HAZARDS**

<table>
<thead>
<tr>
<th>Diseases/Conditions</th>
<th>Vaccines/Other Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>tuberculosis</td>
<td>travel medicine</td>
</tr>
<tr>
<td>shigella/salmonella</td>
<td>other biologic hazards</td>
</tr>
<tr>
<td>immunizations/tetanus</td>
<td>animal hazards</td>
</tr>
<tr>
<td>food and water borne pathogens</td>
<td>other communicable hazards</td>
</tr>
<tr>
<td>bloodborne pathogens (e.g., HIV, hepatitis B)</td>
<td>bioterrorism</td>
</tr>
</tbody>
</table>

**PHYSICAL HAZARDS/ERGONOMICS**

<table>
<thead>
<tr>
<th>Hazards/Disorders</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>noise vibration/hearing loss</td>
<td>back disorders</td>
</tr>
<tr>
<td>radiation (e.g., ionizing/lasers/infrared/microwaves/NRC)</td>
<td>work station design (e.g., VDTs)</td>
</tr>
<tr>
<td>heat/cold stress</td>
<td>job task analysis</td>
</tr>
<tr>
<td>electrical</td>
<td>control measures</td>
</tr>
<tr>
<td>upper extremity disorders</td>
<td></td>
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</tbody>
</table>
### PSYCHOPHYSIOLOGIC/STRESS

<table>
<thead>
<tr>
<th>Issues</th>
<th>Issues</th>
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</thead>
<tbody>
<tr>
<td>• violence (e.g., critical incident stress debriefing – CISD)</td>
<td>• drug screening/chain of custody</td>
</tr>
<tr>
<td>• shift work</td>
<td>• travel related issues/time changes</td>
</tr>
<tr>
<td>• fitness for duty/job placement (e.g., transitional work/return to work)</td>
<td>• aging workers</td>
</tr>
<tr>
<td>• stress/time management</td>
<td>• cultural differences</td>
</tr>
<tr>
<td>• employee assistance programs (e.g., drug abuse/alcoholism)</td>
<td>• disaster planning</td>
</tr>
</tbody>
</table>

### SAFETY AND INDUSTRIAL HYGIENE ISSUES

<table>
<thead>
<tr>
<th>Issues</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• safety walkthrough/inspections</td>
<td>• engineering controls (e.g., automation/substitution/isolation/distancing)</td>
</tr>
<tr>
<td>• root cause analysis</td>
<td>• administrative controls (e.g., rotation/shift adjustment/training)</td>
</tr>
<tr>
<td>• emergency response</td>
<td>• personal safety</td>
</tr>
<tr>
<td>• routes of exposure</td>
<td>• hierarchy of controls</td>
</tr>
<tr>
<td>• sampling (e.g., area/personal)</td>
<td>• behavioral safety programs</td>
</tr>
<tr>
<td>• indoor air quality/radon</td>
<td>• other safety hazards</td>
</tr>
<tr>
<td>• personal protective equipment (e.g., respirators/gloves/clothing/hearing protection)</td>
<td></td>
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### STANDARDS AND REGULATIONS

<table>
<thead>
<tr>
<th>Issues</th>
<th>Issues</th>
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</thead>
<tbody>
<tr>
<td>• hazard communication</td>
<td>• FMLA</td>
</tr>
<tr>
<td>• MSDSs</td>
<td>• EPA</td>
</tr>
<tr>
<td>• DOT</td>
<td>• NIOSH</td>
</tr>
<tr>
<td>• confined space</td>
<td>• FDA</td>
</tr>
<tr>
<td>• lock out/tag out</td>
<td>• HIPAA</td>
</tr>
<tr>
<td>• OSHA standard (e.g., respiratory protection)</td>
<td>• other regulatory issues</td>
</tr>
<tr>
<td>• ADA/ADAAA (e.g., job placement)</td>
<td></td>
</tr>
</tbody>
</table>

### EMERGENCY RESPONSE

<table>
<thead>
<tr>
<th>Issues</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• general disaster planning</td>
<td>• strains and sprains</td>
</tr>
<tr>
<td>• burn care</td>
<td>• crush injuries/amputation/bleeding</td>
</tr>
<tr>
<td>• eye injuries</td>
<td>• head injuries</td>
</tr>
<tr>
<td>• cardiovascular emergencies/AEDs</td>
<td></td>
</tr>
</tbody>
</table>

### DISEASE MANAGEMENT

<table>
<thead>
<tr>
<th>Issues</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>• dermatitis</td>
<td>• cholesterol</td>
</tr>
<tr>
<td>• occupational asthma/acute respiratory distress</td>
<td>• hypertension</td>
</tr>
</tbody>
</table>
Examination Eligibility Requirements

The COHN-S examination is offered to those occupational health nurses whose practices involve clinician, manager, educator, consultant, and case manager roles. Eligibility requirements for the COHN-S examination include:

**Mandatory**

- A current, unrestricted RN license or an international equivalent;
• 3,000 hours of occupational health nursing work experience earned during the five years prior to the application. Work experience means actively engaged in occupational health nursing for compensation;

• Bachelor’s degree or higher (it does not have to be a nursing degree);

OR

Alternatives to work hours

1. Time spent in a graduate program related to occupational health or in a baccalaureate completion program related to occupational health may be considered for a portion of the occupational health nursing work experience requirement. The degree must be completed within the five-year period prior to application to be considered. The maximum number of hours that can be applied are:

   - 3,000 hours work credit for attaining a Master’s Degree related to occupational / environmental health.
   - 2,000 hours work credit for attaining a Bachelor’s Degree related to occupational / environmental health, or completing a Certificate Program which is the equivalent of one year in full-time graduate level studies related to occupational / environmental health.

2. Course work associated with attaining a degree can be used to meet either the continuing education requirement or the experience requirement, but not both. Time spent in degree-granting programs prior to becoming a registered nurse cannot be used for work experience credit.

Work Experience

One must demonstrate that as a registered nurse they have earned 3,000 hours of occupational health nursing work experience during the preceding five-year period prior to application. No more than 40 hours per week may be submitted for consideration and full-time employment is equal to 2,080 hours per year. Employment must meet AAOHN’s definition of occupational health nursing and must result in paid compensation.

However, for the purpose of examination eligibility, eligible full-time students who are pursuing an occupational health related degree are considered to be in “current employment”.

Volunteer work activities and other educational programs’ clinical experiences that fail to provide financial compensation is not considered employment.

Time spent in degree-granting programs prior to becoming a registered nurse will not be accepted for occupational health nursing work experience credit.

AAOHN’s Definition of Occupational Health Nursing

Occupational and environmental health nursing is the specialty practice that provides for and delivers health and safety programs and services to workers, worker populations and community groups. The practice focuses on promotion and restoration of health, prevention of illness and injury and protection from work related and environmental hazards. Occupational and environmental health nurses (OHNs) have a combined knowledge of health and business that they blend with healthcare expertise to balance the requirement for a safe and healthful work environment with a “healthy” bottom line.
**Eligibility Rationale**
Certification is a process by which a non-governmental agency or association validates, based on predetermined standards of nursing practice, an individual registered nurse’s qualifications, knowledge and practice in a defined functional or clinical area of nursing. While certification may be a future goal for a health professional who elects to become an occupational health nurse, it is not intended to serve as an entry to the specialty. Rather, being a practice-based certification, ABOHN requires individuals to accrue 3,000 hours of professional practice experience prior to applying.

Registered nurses have an ethical and legal responsibility to maintain their competency. A general scope and standards apply to all nurses; additional scopes and standards apply to nurses in specialties. American Board for Occupational Health Nurses board certification examinations are a competency-based examination that provides valid and reliable assessments of the knowledge and skills of RN’s in the occupational health specialty. For this reason, ABOHN requires individuals to hold a current, unrestricted RN license.

The Bachelors prepared nurse establishes a comprehensive education which included theory of nursing practice, administration, and research to advance the profession. For this reason, ABOHN requires individuals hold a Bachelor’s degree or higher for the COHN-S examination.

ABOHN’s certifications are voluntary programs designed to inform and protect consumers by identifying those nurses who have demonstrated mastery in occupational health nursing through education, experience and knowledge. ABOHN does not offer an entry-level certification.

**Examination Application**
There are two ways to apply for the COHN-S examination:

1. Online: If you wish to apply online, go to www.abohn.org. The online application is found under the Certification tab in the COHN/COHN-S Eligibility area. Once you have completed the application, but before you submit it, please make a copy for your records. Once the online submission is accepted, the applicant must send the required supporting documentation to the ABOHN office. Documentation can be sent via email or fax.

2. By mail: Complete the enclosed application that is included in this handbook and send along with the required supporting documentation and payment. Please do not staple the application and documentation. Instead, please secure documents with a large clip or rubber band. Make a copy of your completed application for your records.

**Supporting Documentation**
- Registered Nursing License: Verification from your state board of nursing is required. Your license must show your current name, expiration date, and the name of the agency that issued the license. Licensure from other countries will be considered on a case-by-case basis.

- Job Description(s): Copies for all positions held while gaining required work hours must be submitted with your application if you are using employment as your occupational health nurse experience. Job descriptions should enable the reviewer to determine whether your job conforms to AAOHN’s definition of occupational health nursing.
• Educational Degree(s): A baccalaureate or higher degree is required for eligibility to write the COHN-S examination. Copies of either a final transcript or diploma that shows you have earned the degree must be submitted.

Or if using alternatives to work hours:

• Degree: Copy of a baccalaureate or higher degree or transcripts (earned within the last 5 years).

If your current name is different than the one that appears on your supporting documentation you must provide proof of a legal name change.

An application is considered complete only when a qualified applicant has provided all requested information; that information is legible and accurate; the application is accompanied with all the necessary supporting documentation; and the application includes the appropriate non-refundable application fee payment.

Keep Your Original Documents! All documents submitted with your application become the property of ABOHN, Inc. and cannot be returned.

Guide to Code Numbers
Please use the following codes to complete your application.

Business Codes
Select the number that most closely describes the business in which you are employed.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Agriculture/Forestry/Fisheries</td>
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<tr>
<td>2</td>
<td>Mining</td>
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<tr>
<td>3</td>
<td>Construction</td>
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<tr>
<td>4</td>
<td>Transportation</td>
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<tr>
<td>5</td>
<td>Communications</td>
</tr>
<tr>
<td>6</td>
<td>Utility Services</td>
</tr>
<tr>
<td>7</td>
<td>Wholesale &amp; Retail Trade</td>
</tr>
<tr>
<td>8</td>
<td>Finance</td>
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<tr>
<td>9</td>
<td>Insurance &amp; Real Estate</td>
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<tr>
<td>10</td>
<td>Federal Government</td>
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<td>11</td>
<td>State Government</td>
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<td>12</td>
<td>Local Government</td>
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<tr>
<td>13</td>
<td>Hospital/Medical Centers</td>
</tr>
<tr>
<td>14</td>
<td>College/Universities</td>
</tr>
<tr>
<td>15</td>
<td>Textile Mill Products</td>
</tr>
<tr>
<td>16</td>
<td>Lumber/Wood Products</td>
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<tr>
<td>17</td>
<td>Paper/Allied Products</td>
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<tr>
<td>18</td>
<td>Chemicals/Allied Products</td>
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<tr>
<td>19</td>
<td>Rubber/Misc. Plastic/Leather Products</td>
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<tr>
<td>20</td>
<td>Primary Metal/Fabricated Metal Products</td>
</tr>
<tr>
<td>21</td>
<td>Professional/Scientific/Control Instruments</td>
</tr>
<tr>
<td>22</td>
<td>Machine, Non-Electrical</td>
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<tr>
<td>23</td>
<td>Aerospace</td>
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<tr>
<td>24</td>
<td>Electrical Machinery</td>
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<td>25</td>
<td>Food/Kindred Products</td>
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<td>26</td>
<td>Apparel/Finished Products</td>
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<tr>
<td>27</td>
<td>Oil Refining/Related Industries</td>
</tr>
<tr>
<td>28</td>
<td>Stone/Clay/Glass/Concrete Products</td>
</tr>
<tr>
<td>29</td>
<td>Amusement/Recreational Services</td>
</tr>
<tr>
<td>30</td>
<td>Miscellaneous Manufacturing Industries</td>
</tr>
<tr>
<td>31</td>
<td>Miscellaneous Services</td>
</tr>
<tr>
<td>32</td>
<td>Non-classifiable Establishments</td>
</tr>
<tr>
<td>33</td>
<td>Self-employed</td>
</tr>
</tbody>
</table>

Job Title Codes
Please select the title **that most closely matches** your primary job responsibility, or the one which represents the majority of your work time, instead of selecting your official company title. The following printed descriptions are derived from the AAOHN Core Curriculum for Occupational Health Nursing.

<table>
<thead>
<tr>
<th>Code</th>
<th>Job Title</th>
<th>Description</th>
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<tr>
<td></td>
<td>Occupation</td>
<td>Description</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Clinician</td>
<td>Provides direct client care within the scope of the applicable states’ nurse practice act.</td>
</tr>
<tr>
<td>2</td>
<td>Case Manager</td>
<td>Coordinates health care services for workers from the onset of an injury or illness to a safe return to work or an optimal alternative.</td>
</tr>
<tr>
<td>3</td>
<td>Occupational Health Service Coordinator</td>
<td>Assesses the health and safety needs of a worker population and the health and safety of the worksite.</td>
</tr>
<tr>
<td>4</td>
<td>Health Promotion Specialist</td>
<td>Manages a multilevel, wide-ranging health promotion program that supports the corporate business objectives.</td>
</tr>
<tr>
<td>5</td>
<td>Manager/Administrator</td>
<td>Directs, administers, and evaluates occupational health services that are consistent with the organization’s goals and objectives.</td>
</tr>
<tr>
<td>6</td>
<td>Nurse Practitioner</td>
<td>Assesses the health status of workers through health histories, physical assessments, and diagnostic tests.</td>
</tr>
<tr>
<td>7</td>
<td>Corporate Director</td>
<td>Serves as a corporate manager and policy maker within an organization.</td>
</tr>
<tr>
<td>8</td>
<td>Consultant</td>
<td>Serves as an advisor for evaluating and developing occupational health and safety services.</td>
</tr>
<tr>
<td>9</td>
<td>Educator</td>
<td>Develops, implements and evaluates curricula and clinical experiences appropriate for the professional educational development of occupational health nurses.</td>
</tr>
<tr>
<td>10</td>
<td>Researcher</td>
<td>Develops, implements and analyzes research related to the health and safety of working populations.</td>
</tr>
<tr>
<td>11</td>
<td>Safety Manager</td>
<td>Plans, organizes, implements and evaluates hazard control activities that meet organizational safety objectives and reduces risks to people, property and the environment.</td>
</tr>
</tbody>
</table>

**Application Checklist**

Prior to submitting your application, please review the following checklist.

- Have you answered all the questions?
- Have you included a copy of your current nursing license or state verification?
- Have you included a copy of your current or most recent job descriptions?
- Have you included a copy of your Bachelor’s degree of higher?
- Have you included copies of any NIOSH/ERC certificate program or any degrees using towards work experience?
- Have you made a complete copy of your application and its supporting documentation for your files?
- Have you enclosed the non-refundable Application Fee?

Completed written application, supporting documentation and non-refundable application fee can be mailed to:

American Board for Occupational Health Nurses, Inc.

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Rev. 7/2020
Online applications supporting documentation can be emailed to info@abohn.org or faxed to (630) 789-8901.

If your application is found to have deficiencies, you will be contacted by email.

If your application meets the eligibility criteria, you will receive email notification including an invoice for the examination fee.

**Paying Examination Fee**

Once an application has been reviewed and approved, ABOHN will email notification of application approval which included the following:

- Application Approval Letter
- Examination Fee Invoice
- Information about the Certification Self-Assessment Test (CSAT)

Examination fees must be paid within 90 days of the date of the exam invoice received from ABOHN. Payment can be made on the ABOHN website at www.abohn.org under the Certification tab, in the Examination Fees area. Once payment is received and processed, candidate information is transferred to PSI weekly on Fridays. PSI will notify candidates by email with information on how to schedule an exam. Exam candidates will have 120 days from the date of the PSI email notification to schedule and take their exam.

If the examination fee is not paid during the 90-day period, the application file for certification is closed. To regain application status, one must re-submit a completed application with required back up information and non-refundable application fee again.

**Declined Credit Cards, Returned Checks and Handling Fees**

ABOHN charges a fee for any returned check. When re-submitting your payment, you must send a certified check or money order for the amount due, which should include the additional handling fee. ABOHN’s current fee schedule is available on the ABOHN website at www.abohn.org.

**Scheduling an Examination Appointment**

You may schedule an examination appointment with PSI by one of the following methods. Be prepared to confirm a date and location for testing.

1. Schedule online. Visit www.goAMP.com and select “Candidates” to schedule an examination appointment.

   OR

2. Call PSI at 888-519-9901 to schedule an examination appointment.

Examinations are delivered by computer at approximately 300 PSI Test Centers nationwide. The examinations are scheduled by appointment only, Monday through Saturday. Appointment starting times may vary by location. Individuals are scheduled on a first-come, first-served basis. Refer to the
After an appointment is made, you will be given a time to report to the Test Center. Please make a note of it since an admission letter will not be sent. You will only be allowed to take the examination for which the appointment has been made. No changes in examination type will be made at the Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Test Center.

**International Testing**

Our testing provider PSI has a secure web-based network of international sites. With more than 83 sites across 35 countries, the international network offers the ability to take our examination around the globe. Please contact the ABOHN office for pricing.

**Examination Accommodations**

ABOHN and PSI comply with the Americans with Disabilities Act (ADA/ADAAA) and are interested in ensuring that individuals with disabilities are not deprived of the opportunity to take the examination solely by reason of a disability, as required and defined by the relevant provisions of the law. Special testing arrangements may be made for these individuals, provided that an appropriate request for accommodation is received by ABOHN at least 45 days before the desired examination date and the request is approved. To make a request for a special examination accommodation, please complete the two-page Request for Special Examination Accommodations form included in this handbook, obtain an appropriate health professional’s signature, and submit the completed form with the examination application.

**Examination Authorized Changes (Rescheduling or Extension)**

There are two options for changing your examination date.

1. **Rescheduling**: PSI allows for a one-time cancellation and rescheduling for sitting for the examination during your specified exam authorization period. A candidate who wishes to reschedule his/her examination appointment, must contact PSI at 888-519-9901 at least **TWO business days** prior to the scheduled testing session or will forfeit the examination fee and be required to reapply and submit required fees to reschedule the examination.

<table>
<thead>
<tr>
<th>If you call PSI by 3:00 p.m. Central Time on...</th>
<th>Your examination may be scheduled as early as ...</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
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<td>Tuesday</td>
<td>Thursday</td>
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<td>Wednesday</td>
<td>Friday/Saturday</td>
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<tr>
<td>Thursday</td>
<td>Monday</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>
2. **Extension**: If you need to EXTEND your 120-day examination period, you may purchase a one-time, 60-day examination extension to the original 120-day authorization period. PSI and ABOHN require at least **THREE business days** notification prior to the scheduled examination date. You must contact PSI to cancel your scheduled exam date and then call ABOHN at 630-789-5799 for the extension request and payment.

<table>
<thead>
<tr>
<th>If the Examination is scheduled on...</th>
<th>PSI must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Wednesday</td>
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<td>Tuesday</td>
<td>Thursday</td>
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<td>Wednesday</td>
<td>Friday</td>
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<td>Thursday</td>
<td>Monday</td>
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<td>Friday</td>
<td>Tuesday</td>
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</tbody>
</table>

PLEASE NOTE: PSI only allows ONE CHANGE (either exam rescheduling or an exam extension). You may not use both options.

<table>
<thead>
<tr>
<th>If the Examination is scheduled on...</th>
<th>ABOHN must be contacted by 3:00 p.m. Central Time to purchase an Extension by the previous...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
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<td>Tuesday</td>
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<td>Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>Friday</td>
<td>Monday</td>
</tr>
</tbody>
</table>

**Missed Appointments/Failure to Report or to Schedule an Examination**
Candidates will forfeit their application and examination fees paid under the following circumstances:

- Candidates who wish to reschedule an examination appointment but fail to contact PSI at least 2 business days prior to the scheduled examination session
- Candidates arriving more than 15 minutes late for a scheduled examination appointment
- Candidates failing to report on the date and time they are scheduled for an examination appointment
- Candidates that fail to schedule an examination appointment within the 120-day period

Examination fees may NOT be transferred to another appointment. Once fees are forfeited a Candidate must reapply, paying all fees again to continue.

**How to Prepare for the Examination**
Since occupational health nursing practice is so varied and the certification examination is designed to represent a broad reflection of practice, no two professionals will prepare for the examination in exactly the same way. In this handbook, we have gathered several resources that may help you to prepare to
take the examination. The following are included: COHN-S Test Blueprint, core content outline, study references and sample examination questions.

To help you to determine your own study plans, the following steps are recommended:

1. Perform an occupational health knowledge self-assessment using the examination specifications on the COHN-S Test Blueprint and Core Content list.

2. Classify activities and core topic areas for intense study and identify those areas where a simple review would be sufficient.

3. Establish a realistic weekly study schedule. First, schedule topics that will need intense study. Save review only topics for later in your study schedule.

4. Gather resources with which to study. References in the back of this handbook represent a partial listing of books, journals and other materials that have been used to write examination questions. This list can help you to identify resources that may be used to address identified learning needs, but it is not intended to be a mandatory, exclusive reading list.

5. Consider forming a study group or selecting a study partner. Working with study partners that have varied occupational health nursing backgrounds can be especially helpful.

6. Many certification candidates have found that review courses can be helpful to prepare for the examination. Review courses may be used to identify weaknesses that direct initial study, or as a final review prior to the examination.

ABOHN compiles a list of occupational health related courses and continuing education resources on its website at www.abohn.org under the Resources tab and the Upcoming Events tab. ABOHN neither offers, nor recommends specific courses, or the use of specific study materials to prepare for the examination.

**Passing Candidates Examination Preparation**
ABOHN periodically surveys the study habits of those OHN’s who have achieved their COHN or COHN-S certification and publishes those results in a PowerPoint presentation titled “Newly Certified Survey.” The most recent presentation can be viewed on the ABOHN website at www.abohn.org.

**Certification Self-Assessment Tests (CSATs)**
ABOHN offers a COHN-S Certification Self-Assessment Test which contains thorough descriptions of the ABOHN examination and helpful suggestions for preparation. The CSAT provides 100 questions that use the same format as actual examination questions and are representative of the knowledge areas and activities that form the Test Blueprint. For more information about how to purchase a CSAT, please visit www.abohn.org.

**On the Day of Your Examination**
On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Once you enter the building, look for the signs indicating PSI Test Center Check-In. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME YOU WILL NOT BE ADMITTED.**
Identification
To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.

Examples of valid primary forms of identification are: driver’s license with photograph; state identification card with photograph; passport; military identification card with photograph.

- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).

- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Inclement Weather or Emergency
In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit www.goAMP.com prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Security
ABOHN and PSI maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.

- No calculators are allowed.

- No guests, visitors or family members are allowed in the testing room or reception areas.

Personal Belongings
No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these
items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

| • watches | • wallets | • keys   | • hats |

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed, and the administration will be forfeited.

**Examination Restrictions**
- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

**Misconduct**
If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with notes, books or other aids without it being noted on the roster.
Violation of any of the above provisions results in dismissal from the examination session. The candidate’s score on the examination is voided and examination fees are not refunded. Evidence of misconduct is reviewed to determine whether the candidate will be allowed to reapply for examination.

If a re-examination privilege is granted, the candidate will need to submit a new application and pay all required fees.

**Practice Examination**

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time that you use for this practice examination is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

**Timed Examination**

Following the practice examination, you will begin the actual examination. Instructions for taking the examination are accessible on-screen once you begin the examination. The examination contains 135 questions plus 25 pretest questions. Three hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when candidates are taking the examination.

The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the Time button in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one question is presented at a time. The question number appears in the lower right portion of the screen. The entire question appears on-screen (i.e., stem and four options labeled – A, B, C and D). **Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse.** Your answer appears in the window in the lower left portion of the screen. To change your answer, enter a different option by typing in the letter in the box or by clicking on the option using the mouse. During the examination time limit, you may change your answers as many times as necessary.
To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

You may leave a question unanswered and return to it later. You may also bookmark questions for later review by clicking in the blank square to the right of the Time button. Clicking on the double arrows (>>) advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When you have completed the examination, the number of questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions. Be sure to answer each question before ending the examination. **There is no penalty for guessing.**

You may provide online comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where you may enter your comments.

The examination will be timed. You will have three (3) hours of actual examination time. The computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.

**Taking the Examination**
Several questions on the examination are experimental or “pretest” items. They are considered experimental because they have not been used on a previous examination, nor has their performance been evaluated. Therefore, until those evaluations can be conducted, the items will not be used for scoring your examination. Since these items are combined with the other questions and are not marked as experimental questions, you will be unable to determine which items are experimental. You should answer all questions to the best of your ability. No penalty is applied for guessing incorrectly. If you are unsure about an answer, you should make an educated guess.

**Sample Examination Questions**
Each item has four responses, only one of which is correct. The sample questions that follow are examples of typical questions and the format used.

1. A employee informs the OHN that she is five months pregnant. Because of the workers limited financial resources, the employee has NOT had prenatal care. Which of these actions should the nurse take first?

   A. Make an appointment for the employee at a public prenatal clinic.
   B. Collect additional data related to the employee’s situation.
   C. Refer the employee to a local self-help group.
   D. Identify the employee’s social support networks.

2. A nurse is responsible for periodically evaluating the performance of departmental employees. The purpose of the performance appraisal is to:
A. determine progress toward meeting objectives.
B. assure continuous productivity.
C. review benefit status in relation to peers in comparable positions.
D. establish job codes.

3. A nurse is evaluating the results of a cholesterol awareness program for a company. Which of these findings about those who participated in the program would most clearly indicate that the program was a success?

   A. Higher low-density lipoprotein levels in several employees.
   B. A number of requests from employees for low-fat foods in the cafeteria.
   C. A decrease in absenteeism among employees.
   D. Fewer visits made by employees to the occupational health unit.

4. When planning the budget for an employee health service, which of these items should the nurse list as a capital expenditure?

   A. office supplies
   B. exercise tapes
   C. examining tables
   D. intravenous fluid

Answers to sample questions

   1. B
   2. A
   3. B
   4. C

Copyrighted Examination Questions
All examination questions are the copyrighted property of ABOHN. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties.

Following the Examination
After you finish the examination, you are asked to complete a short evaluation of your testing experience.

Notification of pass/fail status will be mailed to candidates from ABOHN about 8-12 weeks after their examination date. No scores reports will be given at the testing center. Score are reported in written form only, sent by U.S. mail. Scores are NOT reported over the telephone, by electronic mail or by facsimile.

Your score report will indicate a “pass” or “fail.” Additional detail is provided in the form of raw scores by major content category. A scaled score is the number of correctly answered questions; a scaled score is statistically derived from the raw score. Your pass/fail status is determined by your raw score. Your
total score determines whether you pass or fail. Even though the examination consists of 160 questions, your score is based on 135 questions. Twenty-five questions are “pretest” questions.

The methodology used to set the minimum passing score for the examination is the Angoff method, applied during the performance of a Passing Point Study by a panel of content experts. The experts evaluated each question on the respective examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required for the certification designation. The score is based on the candidate’s ability to pass the examination, not on the performance of other candidates.

**If You Pass the Examination**
ABOHN will send official notices to candidates who have achieved passing scores on the ABOHN COHN-S examinations. A COHN-S wall certificate and digital badge will be sent to show that they have earned the right to use the COHN-S designation after their names. Additionally, their names and credentials are published in the ABOHN online Directory of Certified Occupational Health Nurses if they agreed to be published.

**If You Do Not Pass the Examination**
Although ABOHN imposes no limit upon the number of times that an individual may apply or take an examination, ABOHN does require unsuccessful candidates to wait until they have received their official score report before they can reapply to retake an examination. Repeat candidates must submit a new application, required supporting documentation and non-refundable application fee.

**Confidentiality**
Under no circumstances will individual examination scores be reported to anyone but the individual who took the examination. Aggregate scores without personally identifiable markers will be used by the respective examination committees in collaboration with the testing consultants to set the passing points for the examination and to analyze performance of individual questions.

All information provided to ABOHN, including job descriptions, may be used for a variety of analyses to study certified occupational health nurses and their practice. However, information sharing will be limited to data reports that are in aggregate form, or documents that lack personally identifiable information.

Upon written request for verification of certification, an authorized ABOHN representative will provide the following information:

- “This shall serve as verification of the __________ credential status of the above-named individual.”

  OR

- “Our records do not indicate that anyone with the name spelled in the manner that you have provided is currently certified through the American Board for Occupational Health Nurses.”

Unless authorized in writing by the individual whose certification status is being questioned, at no time shall any demographic information, pass/fail information, member data, or other identifying information be given.
Duplicate Score Report
Candidates may purchase additional copies of score reports at a cost of $25 per copy. Written requests must be submitted to PSI within 12 months of the examination. The request must include the candidate’s name, unique identifier assigned by ABOHN, mailing address, telephone number, examination date, the name of the examination taken and the required fee payable to PSI Services Inc. Duplicate score reports are mailed within five business days after receipt of the request and fee payment.

Scores Canceled by ABOHN or PSI
ABOHN and PSI are responsible for the integrity of the scores they report. Misconduct by a candidate may cause a score to be suspect. ABOHN is committed to rectifying such discrepancies as expeditiously as possible. If, after investigation, ABOHN discovers that its regulations have been violated, ABOHN may void the violator’s examination results.

Revocation of Certification
The American Board for Occupational Health Nurses, Inc. may revoke a certificate for substantial misrepresentation on the application, fraud in the examination, or failure to meet the criteria for certification or recertification. The credential holder will be notified of the reasons judged adequate for revocation and will be entitled to be heard by the Board.

Questions and Appeals Process
The American Board for Occupational Health Nurses, Inc., ABOHN provides an opportunity for candidates to question any aspect of the certification program. ABOHN will respond to any question as quickly as possible. Candidates are invited send an email message to info@abohn.org for any questions. In addition, ABOHN has an appeals policy to provide a review mechanism for challenging an adverse decision, such as denial of eligibility for the examination or revocation of certification. An application for an appeal is available online at www.abohn.org under the Certification Tab.

It is the responsibility of the individual to initiate the appeal processes by written request or completing the form and sending it to the ABOHN Executive Director, ABOHN, 7250 W. College Dr. #2SW, Palos Heights, IL 60463 within 30 calendar days of the circumstance leading to the appeal.

Retaining Certification
To maintain “Active” COHN-S status requires:

1. Annual Renewal Application and Fee along with any updated work/home information in order to maintain the credential in Active status.

2. Recertification Application and Fee: Recertification is required every five (5) years. Recertification eligibility criteria includes:

   a. Current, unrestricted registered nursing licensure, or its international equivalent.

   b. 50 Continuing Nursing Education (CNE) continuing education hours related to occupational health earned within the previous five (5) years.
c. 3,000 hours of occupational health nursing experience for paid compensation during the previous five (5) years. (You do not have to be currently employed at the time you apply for recertification.)

Note: Alternative credit for some occupational health nursing employment hours may include Baccalaureate or Graduate courses related to occupational health. Course work associated with attaining a degree can be used to meet either the continuing education requirement or the work experience requirement, but not for both.

For additional information on acceptable continuing education, please see the Recertification Handbook which can be found at www.abohn.org.
References
The American Board for Occupational Health Nurses, Inc. has prepared the following list of references that are examples of resources that may be used to prepare for the certification examination. This is not an all-inclusive list, but one that represents the types of materials that may have been used as references for the examination items. Applicants are advised to identify the areas of content in which they feel less knowledgeable and to focus their study on those areas, as well as a general overview of the content described in the Test Blueprint. Useful references may be obtained from professional organizations and public and university libraries. ABOHN neither sells, not lends references. ABOHN cannot recommend any specific course(s) or other resources that may prepare you for the examination.

Occupational Health Nursing and General Occupational Health

*Please note: Although the AAOHN Core Curriculum provides an excellent overview of the aspects of occupational health nursing practice, it is not intended as an exclusive source of information for the examination.

Disease Management/Emergency Care


**TOXICOLOGY, EPIDEMIOLOGY AND INDUSTRIAL HYGIENE**


2019 *Threshold Limit Values (TLVs) and Biological Exposure Indices (BEIS)*, American Conference of Governmental Industrial Hygienists, 2019

**SAFETY/ERGONOMICS**


**CASE MANAGEMENT**


*MISCELLANEOUS*

Centers for Disease Control and Prevention (CDC). *Epidemiology and prevention of vaccine-preventable diseases,. 13th ed. Washington, DC.*


**JOURNALS AND PERIODICALS**
- American Journal of Health Promotion
- American Journal of Nursing
- BNA Environment, Health, and Safety
- CDC Morbidity and Mortality Weekly Report (MMWR)
- CMSA Today
- Hospital Employee Health Journal
- Journal of Nursing Administration
- Journal of Nursing Research
- Journal of Occupational and Environmental Medicine
- Journal of Occupational Health and Safety
- Journal of the Association of Occupational Health Professionals in Healthcare
- National Safety Council Health and Safety Magazine
- Workplace Health and Safety (formerly AAOHN Journal, Slack Publications)

**WEBSITES**
- Agency for Toxic Substances & Disease Registry: [www.atdsr.cdc.gov](http://www.atdsr.cdc.gov)
- American Conference of Governmental Industrial Hygienists: [www.acgih.org](http://www.acgih.org)
- American Industrial Hygiene Association: [www.aiha.org](http://www.aiha.org)
- American Public Health Association: [www.apha.org](http://www.apha.org)
- American Society of Safety Professionals: [www.assp.org](http://www.assp.org)
- Center for Disease Control: [www.cdc.gov](http://www.cdc.gov)
- Council for Accreditation in Occupational Hearing Conservation: [www.caohc.org](http://www.caohc.org)
- Department of Health & Human Services: [www.hhs.gov](http://www.hhs.gov)
- Department of Labor: [www.dol.gov](http://www.dol.gov)
- Department of Transportation (DOT): [www.dot.gov](http://www.dot.gov)
- Health Promotion: [www.healthypeolpe.gov/2020](http://www.healthypeolpe.gov/2020)
Joint Commission: www.jointcommission.org
Morbidity Mortality Weekly Report: www.cdc.gov/mmwr/
National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention: www.cdc.gov/nchstp/tb
Occupational Safety Health Administration Standards: www.osha.gov
World Health Organization Travel Health: www.who.int/ith/en

**Regulatory Resources**

Alcohol and drugs: DOT compliance manual (2016)

NIOSH reports and publications

OSHA guidelines, alerts and publications
APPLICATION FOR EXAMINATION / DO NOT FAX

All information provided on this application will be treated with strict confidence.

ABOHN does not discriminate among applicants and candidates on the basis of age, gender, race, color, religion, national origin, disability, or marital status.

PLEASE TYPE OR PRINT YOUR APPLICATION! Each item on this form must have a response. If “none” or “no” is applicable, so state. Incomplete responses will result in delay and possible disqualification. Applications must include the non-refundable application fee. Please consult the examination handbook for application completion instructions.

1. WHICH EXAMINATION DO YOU WISH TO TAKE? □ COHN □ COHN-S

2. HAVE YOU APPLIED FOR AN EXAM WITH ABOHN BEFORE? □ YES □ NO

3. HAVE YOU TAKEN AN EXAM WITH ABOHN BEFORE? □ YES □ NO

4. NAME:
First ______________________________________________________________
Middle _____________________________________________________________
Last ________________________________________________________________
Maiden Name _______________________________________________________
Other Last Names Used ______________________________________________

5. YEAR OF BIRTH ________________________________________________

6. E-MAIL PREFERRED (mandatory) _____________________________________
ABOHN corresponds via the preferred email address. It is the credential holder’s responsibility to ensure that ABOHN has the current preferred email.

ALTERNATE E-MAIL (non-mandatory) _____________________________________

7. MAILING ADDRESS
Street ____________________________ Apt/Unit ______
City _____________________________ State _______ Zip ________
Country ____________________________________________________________
Telephone ( ) ________________________

8. CURRENT EMPLOYER ______________________________________________
Street _____________________________
City _____________________________ State _______ Zip ________
Country ____________________________________________________________
Telephone ( ) ________________________ FAX ( ) ______________________
9. **SALARY** (for group analysis use only)
   - [□] **Part-time:** hours per week ____________________ Hourly Rate $ ____________________
   - [□] **Full Time:** Annual Salary $ ____________________

10. **BUSINESS CATEGORY OF EMPLOYMENT**
    Code: ______________________________

11. **JOB TITLE**
    (See Business Codes and Job Title Codes in Handbook)
    Code: ______________________________

12. **EDUCATION** (Check **ALL** education you have completed.)
   - [□] 1. ASSOCIATE DEGREE
   - [□] 2. DIPLOMA
   - [□] 3. BACCALAUREATE IN NURSING
   - [□] 4. OTHER BACCALAUREATE
   - [□] 5. MASTER’S IN NURSING
   - [□] 6. MASTER’S IN PUBLIC HEALTH
   - [□] 7. OTHER MASTER’S
   - [□] 8. DOCTORATE

14. **PROFESSIONAL MEMBERSHIPS:** Check those professional organizations in which you hold membership.
   - [□] AAOHN (American Assoc. of Occupational Health Nurses)
   - [□] ANA (American Nurses Association)
   - [□] AOHP (Association of Occupational Health Professionals in Healthcare)
   - [□] CNA (Canadian Nurses Association)
   - [□] CMSA (Case Management Society of America)
   - [□] ASSP (American Society of Safety Professionals)
   - [□] AIHA (American Industrial Hygiene Association)

15. **OTHER CERTIFICATIONS HELD:** Check those professional certifications you currently hold.
   - [□] CCM (Certified Case Manager)
   - [□] CHI (Certified Industrial Hygienist)
   - [□] CSP (Certified Safety Professional)
   - [□] CHMM (Certified Hazardous Materials Manager)
   - [□] COHC (Certified Occupational Hearing Conservationist)
   - [□] COHN (c) (Certified Occupational Health Nurse - Canada)
   - [□] NP (Nurse Practitioner)
   - [□] CCHEST-OHST (Occupational Health and Safety Technologist)
   - [□] Other __________________________________________
16. EXPERIENCE IN OCCUPATIONAL HEALTH NURSING

During the 5-year period prior to application, you must have earned 3,000 hours of work (occupational health nursing) experience. Full time employment for one year equals 2,080 hours. Refer to your Candidate Handbook for alternatives to work experience. Begin with your most recent or current position. Reproduce this page if you have held more than one job during the five-year time period. List occupational health nursing work experience in the past 5 years only. **If “none” or “no” is applicable, so state.**

<table>
<thead>
<tr>
<th>POSITION #</th>
<th></th>
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</table>

<table>
<thead>
<tr>
<th>DATES EMPLOYED</th>
<th></th>
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<tbody>
<tr>
<td>from</td>
<td>to</td>
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<table>
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<tr>
<th>TOTAL SERVICE</th>
<th></th>
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<tbody>
<tr>
<td>Years</td>
<td>Months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POSITION TITLE</th>
<th></th>
</tr>
</thead>
</table>

Briefly describe job responsibilities in this position and the target population to which you provide occupational health nursing care or ATTACH A COPY OF YOUR CURRENT JOB DESCRIPTION.

**DESCRIPTION OF JOB DUTIES AND TARGET POPULATION**

<table>
<thead>
<tr>
<th>NAME OF EMPLOYER</th>
<th></th>
</tr>
</thead>
</table>

Address

Major Product/Service

**PERSON WHO CAN VERIFY YOUR EMPLOYMENT**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
</table>

Title

Telephone #

E-mail address
17. WHERE DID YOU INITIALLY LEARN ABOUT ABOHN CERTIFICATION? (Check one only)

☐ AAOHN National Conference
☐ AAOHN Publication
☐ AOHP (Association of Occupational Health Professionals)
☐ CMSA Conference (Case Management Society of America)
☐ Direct Mailing
☐ Employer
☐ Occupational Health & Safety Publication
☐ Other ________________________________________________________________________

18. Name of certified Occupational Health Nurse who referred you to sit for the certification examination: ________________________________

19. PUBLISHED IN ON-LINE DIRECTORY  ☐ YES    ☐ NO

20. EXAMINATION ACCOMMODATION  ☐ YES    ☐ NO

ABOHN makes a good faith effort to provide any reasonable examination accommodation. Consideration of a candidate’s request for a disability accommodation is based upon the information received on the application and Special Examination Accommodation Form. Unless ABOHN believes that such an accommodation would create an undue hardship or is contrary to ABOHN’s commitment to diversity and inclusiveness, ABOHN grants such requests.

21. AUTHORIZATION TO ABOHN

I authorize the American Board for Occupational Health Nurses, Inc. (ABOHN) to request information concerning me from any of the persons or organizations referred to in this application for Board certification.

I hereby attest that all of the information contained in this application, including any attachments that I have submitted, is true and correct to the best of my knowledge. I acknowledge that the ABOHN certification program is entirely voluntary and agree to be bound by ABOHN’s policies and procedures, as they now exist or as they may be amended in the future. I understand that any falsification in this application will be grounds for rejection or revocation of any certificate issued.

Once certified, I agree to pay all non-refundable fees and meet such standards as prescribed by ABOHN to maintain certification status and, if selected above, to be listed in the directory of certified occupational health nurses by the American Board for Occupational Health Nurses, Inc.

☐ Yes    ☐ No

Signature: __________________________________________ Date: ______________________

Remember before mailing this application:
• Please make a copy of this application for your records
• Enclose non-refundable application fee

Please include copies of your:
• RN license
• Current job description
• Advanced education, final transcripts and/or certificate from a NIOSH ERC program if applicable

AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.
7250 W. College Dr., #2SW
Palos Heights, IL 60463
Phone: 630-789-5799   Fax: 630-789-8901
www.abohn.org
DATE: 

NAME: 

NAME ON CREDIT CARD: 
(if different that above) 

BILLING ADDRESS: 
(including zip code) 

TYPE OF CREDIT CARD: 
☐ American Express  ☐ MasterCard  ☐ Visa  ☐ Discover 

CREDIT CARD NUMBER: 

EXPIRATION DATE: 

SECURITY CODE ON BACK OF CARD:  
(American Express security code is located on the front of the card)  
(3 or 4 Digits) 

AMOUNT TO BE CHARGED TO THE CARD: 

DESCRIPTION OF PURCHASE: 

EMAIL ADDRESS WHERE RECEIPT SHOULD BE SENT:
Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs on the next page so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

**Candidate Information**

ABOHN Assigned Unique Identification Number:_____________________

Name (Last, First, Middle Initial, Former Name)

Mailing Address

____________

City

State

Zip Code

Daytime Telephone Number

**Special Accommodations**

I request special accommodations for the __________________________ examination.

Please provide (check all that apply):

_____ Reader

_____ Extended testing time (time and a half)

_____ Reduced distraction environment

_____ Please specify below if other special accommodations are needed.

_________________________________________________________

_________________________________________________________

Comments:

_________________________________________________________

_________________________________________________________

_________________________________________________________

**PLEASE READ AND SIGN:**

I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature:_________________________ Date:_____________________

Return this form with your examination application to:

ABOHN, 7250 W. College Dr. #2SW, Palos Heights, IL 60463.
If you have questions, call the ABOHN office at 630-789-5799.
# Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required accommodations.

## Professional Documentation

I have known ___________________________ since ____ / ____ / ____ in my capacity as a 

Candidate Name

______________________________

Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability:

______________________________

______________________________

______________________________

Signed: __________________________ Title: __________________________

Printed Name: _______________________

Address: __________________________

Telephone Number: __________________ Email Address: __________________

Date: __________________________ License # (if applicable): __________________

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Return this form with your examination application to:
ABOHN, 7250 W. College Dr. #2SW, Palos Heights, IL 60463.
If you have questions, call the ABOHN office at 630-789-5799.