

CGFNS Certification Program for Registered Nurses

The CGFNS International Certification Program (CP) is designed specifically for first-level general (Registered) nurses educated outside the United States who are eligible to practice as registered nurses in the United States. The program is comprised of three parts: a credentials review, which includes secondary and nursing education, registration and licensure; the CGFNS International Qualifying Exam testing nursing knowledge (administered four times per year and available in over 50 locations worldwide if applicant base warrants); and an English language proficiency examination.

In order to be eligible for the CGFNS International Qualifying Exam, you must have completed sufficient classroom instruction and clinical practice in:

- Adult Medical/Surgical Nursing
- Maternal/Infant Nursing (Obstetrics), excluding Gynecology
- Care of Children (Pediatrics)
- Psychiatric/Mental Health Nursing, excluding Neurology

If you have not completed any and/or a sufficient number of hours in each of the above areas, you will be ineligible to take the CGFNS International Qualifying Exam until you complete an entire course (both theory and clinical) in the deficient area from a government-approved nursing school. You must also have been registered:

1. as a first-level (Registered) nurse in your country of education, and
2. currently hold a registration/license as a Registered Nurse in some jurisdiction

Verification of both registrations must be sent to CGFNS International directly from the licensing body(ies).

For an Eligibility Review, CGFNS International Must Receive:

1. The completed and signed **Certification Program Application Form**
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to CGFNS International, or credit card payment (Visa, MasterCard or Discover), for the full Certification Program application fee in U.S. dollars. **DO NOT SEND CASH OR A PERSONAL CHECK.**
3. Documentation of your secondary school (high school) education, or external exam certificate, with literal English translations, including a Certificate of Accuracy (if not in English)

4. The completed “**Request for Validation of Registration/License**” form from your initial and current licensing agency where you have held registration/license/certification as a first-level, general nurse; or, in cases where your diploma authorizes legal practice, this same form mailed to CGFNS International from the institution that issued your diploma. Note: Some licensing/registration authorities may charge a fee for verifying your license(s)/registration(s). You are responsible for any additional fees associated with processing your Certification Program application.
5. The Nursing Education Forms and full academic transcripts from your school of nursing
6. Two passport-sized photographs, signed on the front and on the back
7. Certified English translation of all documents not in English. CGFNS International will accept translations of documents submitted by source agencies (such as transcripts and validations) only from the issuing authorities. Otherwise, if you cannot furnish a translation of your documents, CGFNS International can provide an official translation of each document for an additional fee.

Note: Some schools of nursing and licensing/registration authorities may charge a fee for verifying your transcript and license(s)/registration(s). You are responsible for any fees associated with processing your Certification Program application.

CGFNS International is unable to accept any transcript or licensure documentation sent by email, fax or via the Internet. All official documentation must be in hard copy format with the appropriate seals and sent to CGFNS International by mail or courier.

English Language Proficiency

Applicants may select from the following four English proficiency examinations to take as part of the Certification Program:

- Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS)
Passing Score: 540 (paper/pencil version) or 207 (computerized version)

- Test of English as a Foreign Language (TOEFL) iBT (Internet Based Testing), administered by the Educational Testing Service (ETS)
Passing Score: 83
- Test of English for International Communication (TOEIC), administered by the Educational Testing Service (ETS)
Passing Score: 725
- International English Language Testing System (IELTS), administered by the Cambridge ESOL Examinations, the British Council and IDP Education Australia
Passing Score: 6.5 Overall (Academic Module)

Applicants must take and pass an approved English language proficiency examination within two years of passing the CGFNS International Qualifying Examination. The testing organizations forward your English language exam scores to CGFNS International.

For an applicant to be exempt from the English proficiency requirement, they must meet ALL of the following criteria:

- country of nursing education was in United Kingdom (England, Wales, Northern Ireland and Scotland), Australia, Canada (Quebec approved schools include: McGill University and Dawson College in Montreal, Vanier College in St. Laurent, John Abbott College in Sainte Anne de Bellevue, and Heritage College in Gatineau), South Africa, New Zealand, Ireland, Trinidad/Tobago, Jamaica, Barbados or the United States.
- language of instruction and language of texts was English.

Certification Program Re-Applicant for Examination Requirements

(For applicants who fail to pass the CGFNS International Qualifying Exam after being rostered during the first year of application)

1. The completed and signed **Certification Program Reapplication for Exam Form**
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to CGFNS International, or credit card payment (Visa, MasterCard or Discover), for the full Certification Program Reapplication for Exam application fee in U.S. dollars within 60 days of the application date. **DO NOT SEND CASH.**

3. If both your initial and current license has expired, only then does CGFNS International need the completed **“Request for Validation of Registration/License”** form from your initial and current licensing agency where you have held registration/license/certification as a first-level, general nurse; or, in cases where your diploma authorizes legal practice, this same form mailed to CGFNS International from the institution that issued your diploma. Note: Some licensing/registration authorities may charge a fee for verifying your license(s)/registration(s). You are responsible for any additional fees associated with processing your Certification Program application.

Certification Program Re-Process an Expired Initial Order Requirements

(For service that has not resulted in the applicant being rostered for the CGFNS International Qualifying Exam within 12 months of initial application date due to program requirements not being met)

1. The completed and signed **Certification Program Re-Process an Expired Initial Order Application Form**
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to CGFNS International, or credit card payment (Visa, MasterCard or Discover), for the full Certification Program Second-Year Re-Applicant application fee in U.S. dollars within 60 days of the second-year re-applicant application date. **DO NOT SEND CASH.**