Nurses who have earned the CGFNS (Certification Program) certificates consistently have a higher rate of success on the NCLEX-RN® examination than nurses who have not earned certificates.

CGFNS International’s Certification Program is designed specifically for first-level, general (registered) nurses educated outside the United States who wish to practice nursing in the United States. In order to be eligible, you must have completed sufficient classroom instruction and clinical practice in:

- Adult health (medical/surgical) nursing
- Maternal/Infant nursing (obstetrics), excluding gynecology
- Nursing care of children (pediatrics) and
- Psychiatric/Mental health nursing, excluding neurology

If you have not completed a sufficient number of hours in each of the above areas, you will not be approved to take the CGFNS Qualifying Exam® until you complete them through a government-approved nursing school. You must also hold an initial license/registration/diploma as a first-level, general nurse in your country of education, and currently hold a license/registration/diploma as a first-level, general nurse.
**CGFNS contact information**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGFNS Customer Care*</td>
<td>+1 (215) 222 8454, extension 604</td>
</tr>
<tr>
<td>Appointments*</td>
<td>+1 (215) 222 8454, extension 221</td>
</tr>
<tr>
<td>Mailing address</td>
<td>Suite 400, 3600 Market Street, Philadelphia, PA 19104-2651</td>
</tr>
<tr>
<td>CGFNS website</td>
<td><a href="http://www.cgfns.org">www.cgfns.org</a></td>
</tr>
<tr>
<td>CGFNS Connect</td>
<td><a href="https://www.cgfns.org/cerpassweb/intro.jsp">https://www.cgfns.org/cerpassweb/intro.jsp</a></td>
</tr>
<tr>
<td>Apply/Check Status</td>
<td><a href="https://www.cgfns.org/cerpassweb/intro.jsp">https://www.cgfns.org/cerpassweb/intro.jsp</a></td>
</tr>
<tr>
<td>Email</td>
<td><a href="https://www.cgfns.org/cerpassweb/processContactUs.do">https://www.cgfns.org/cerpassweb/processContactUs.do</a></td>
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*check sidebar on [https://www.cgfns.org/cerpassweb/processContactUs.do](https://www.cgfns.org/cerpassweb/processContactUs.do) for times*
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What this booklet contains

1. The Certification Program process
   - A credentials review (page 2)
   - An English language proficiency exam (page 3)
   - The CGFNS Qualifying Exam® (page 4)
   - Exam results and diagnostic profile (page 6)
   - Applying online (page 6)

2. Instructions for completing
   - the Request for Validation of License/Registration/Diploma form (page 8)
   - the Request for Academic Records/Transcripts form (page 8)
   - the CGFNS Photo Identification Form (page 8)
   - the Authorization to Release Information form (page 8)

3. Guidelines for communicating with CGFNS (page 10)

4. The Authorization to Release Information form (page 12)

5. The Credit Card Payment Form (page 13)

This instruction booklet describes how to apply for the Certification Program and earn a CGFNS (Certification Program) certificate. There are many steps (see Table 1 on page 7). Please read this entire booklet before completing any part of the application online.

CGFNS processes all applications at its headquarters in Philadelphia, Pennsylvania, in the United States. If you have any questions or concerns as you proceed through the Certification Program, please contact CGFNS Customer Care by the methods and during the hours shown on our Contact Us page at https://www.cgfns.org/cerpassweb/processContactUs.do. Refer to page 10 for guidelines on communicating with CGFNS. For more information on CGFNS and its services, please visit our website at www.cgfns.org.

Introduction to the Certification Program

Every year, thousands of nurses from around the world decide that they would like to practice as registered nurses in the United States. The CGFNS Certification Program can help you work toward your goal. The Certification Program is a three-part program designed specifically for first-level, general nurses educated and licensed/registered outside the United States who wish to practice nursing in the United States. Those who are successful in the program are awarded a CGFNS certificate, which is good for life.

A CGFNS certificate assists registered nurses in three ways:
1. It helps to qualify for an occupational visa because it satisfies the nursing examination requirement of Section 343 of the Illegal Immigration Reform Immigrant Responsibility Act of 1996 and of the VisaScreen®: Visa Credentials Assessment program.
2. It helps to meet licensure and NCLEX-RN® examination eligibility requirements in many U.S. states.
3. It provides reasonable assurance of success on the NCLEX-RN® examination, because the CGFNS Qualifying Exam® uses the same test blueprint as the NCLEX®. Passing the CGFNS Qualifying Exam® does not guarantee that you will pass the NCLEX-RN® examination, but nurses who have earned CGFNS certificates consistently have a higher rate of success on the NCLEX® than nurses who have not.

The Certification Program includes:

Part 1: Credentials review
CGFNS certifies that you are a first-level, general nurse (as defined historically by the International Council of Nurses) by evaluating your education and license/registration/diploma. Page 2 for more information.

Part 2: English language proficiency examination
An English language proficiency examination is taken to determine your understanding of English, both written and verbal. Page 3 for more information.

Part 3: CGFNS Qualifying Exam®
The CGFNS Qualifying Exam® is a one-day Internet-based examination of your nursing knowledge. Page 4 for more information.

You must successfully complete all three parts of the Certification Program in order to earn the CGFNS certificate.
Credentials review

In reviewing your eligibility for the CGFNS (Certification Program) certificate, CGFNS staff give personal attention to each application. They make decisions based on the most current knowledge of nursing and license/registration/diploma around the world. To ensure that all applicants are treated fairly, CGFNS reserves the right to reevaluate any application at any point in the process, especially if we receive additional information about a jurisdiction’s nursing education and registration requirements.

When CGFNS staff review your documents to determine your eligibility for the Certification Program, they ask the following questions:

**Are you a first-level, general nurse?**

You must be educated as a first-level, general nurse and be licensed/registered in your country of education, as well as in the country in which you hold a current license/registration/diploma as a first-level, general nurse.

- A first-level, general nurse (as defined historically by the International Council of Nurses) is called a registered or a professional nurse in some countries.
- A second-level nurse may be called an enrolled, vocational or practical nurse or a nurse assistant. Second-level nurses are not eligible to be licensed as registered nurses in the United States and, therefore, can not be approved to take the CGFNS Qualifying Exam®.
- A general nurse has studied theory and has had clinical practice in a variety of nursing areas. A nurse who specialized in one area without being educated and licensed/registered as a general nurse (for instance, midwife, pediatric nurse or psychiatric nurse) will not be approved to take the CGFNS Qualifying Exam®.

**Please note:** Physicians and other health care professionals who have not completed a curriculum in an approved nursing school are not eligible for the Certification Program.

**Do you meet the educational requirements?**

CGFNS requires documents that verify that you have:

- successfully completed a secondary school education
- graduated from a government-approved, general nursing program of at least two years
- received theory and clinical education in each of the following: nursing care of the adult (which includes medical and surgical nursing), maternal/infant nursing, nursing care of children and psychiatric/mental health nursing
  - If you graduated from a government-approved, general nursing program, but have not had theory and clinical practice in one of the areas of nursing listed above, you still may be able to meet the CGFNS requirement by passing a nursing course in the missing area. The course must be offered by a government-approved school of nursing and must contain both theory and clinical practice in the same course. Non-academic work experience and in-service education do not meet CGFNS’s education requirement for eligibility.
  - If you have not completed a secondary school education, you can meet the CGFNS secondary education requirement by obtaining a secondary school equivalency certificate.

**Do you have appropriate license/registration/diploma documents?**

Your licensing/registration authorities must provide CGFNS with documents verifying the following:

- initial registration as a first-level, general (registered) nurse in the country where you completed your general nursing education and
- current first-level, general (registered) nurse registration

If you have previously applied for CGFNS services, and the request for validation of your license/registration/diploma is more than three years old, you will need to complete another Request for Validation of License/Registration/Diploma online and send it to your licensing authorities.

If CGFNS has questions about your documents, the respective licensing authority may be asked to respond or provide additional documentation so that the review of your application can continue. Further information may be required after the initial review.

If your country does not issue a license/registration/diploma and your nursing diploma authorizes you to practice, you must still forward the Request for Validation of License/Registration/Diploma form to the issuing authority and request they validate your diploma to ensure there has been no revocation, suspension or restriction to practice.
Certification Program Instructions

Applicants applying to the Certification Program must pass an English language proficiency examination. The following examinations have been approved to meet the requirement:

- TOEFL® PBT (Test of English as a Foreign Language Paper-based Test)
- TOEFL® iBT (Test of English as a Foreign Language Internet-based Test)
- TOEIC® (Test of English for International Communicators)
- IELTS (International English Language Testing System) Academic Module

**Who is not required to take the examination**

You may be exempt from the English language proficiency requirement if you meet all of the following criteria:

- country of nursing education was Australia, Barbados, Canada (except Quebec: the only approved schools in Quebec are 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), Ireland, Jamaica, New Zealand, South Africa, Trinidad and Tobago, the United Kingdom or the United States and
- the language of textbooks and verbal instruction of your education was English.

**Who is required to take the examination**

Applicants not exempt from the English language proficiency examination must take and achieve a passing score on one of the following English examinations:

- **TOEFL®-PBT or TOEFL® iBT** (Test of English as a Foreign Language — paper-based test or Internet-based test), administered by the Educational Testing Service (ETS). *Passing Score: 540 (paper-based version) or 207 (computerized version) or 83 (internet-based version).* For registered nurses in the Certification Program, only a passing total score is required.
- **TOEIC®** (Test of English for International Communication), administered by ETS. *Passing Score: 725.*
- **IELTS** (International English Language Testing System) Academic Module is jointly managed by British Council, IDP: IELTS Australia and the University of Cambridge ESOL Examinations. *Passing Score: 6.5 Overall.*

The U.S. Citizenship and Immigration Services (USCIS) do not allow the combining of scores from different testing services. It is important that you request that your English language proficiency scores are made available to CGFNS. All English language proficiency scores are valid for two years from date of exam administration. You must pass both the CGFNS Qualifying Exam® and the required English language proficiency exams within two years of each other, in any order.

All exam scores must be provided directly by the examining institution to CGFNS. CGFNS will not accept scores forwarded by you or anyone else. With the exception of IELTS and TOEIC®, scores are not accepted by mail.

If you took the ETS or IELTS tests in the last two years, or have applied to take these tests, please provide CGFNS with the exam date, and your test ETS registration number or IELTS test report form number as soon as possible. For TOEFL® PBT or TOEFL® iBT, please reference code number 9988 on your application form to ensure that your TOEFL® results will be sent electronically to CGFNS. For IELTS, please request that your exam scores are made electronically available to CGFNS. For TOEIC®, please request that your scores be mailed to CGFNS.

**Contacting the examining institutions**

CGFNS does not make appointments for you to take the English language proficiency examinations. Please contact ETS or IELTS directly to make arrangements to take the examination of your choice. For contact information regarding the English exams, go to [www.cgfns.org/sections/programs/cp/cp-english.shtml](http://www.cgfns.org/sections/programs/cp/cp-english.shtml)

**Studying for the examination**

To help you become familiar with the types of questions on the English language proficiency exam, CGFNS has included English language practice questions in *The Official Study Guide for the CGFNS Qualifying Exam®*. English study documents also may be obtained directly from the testing service addresses listed previously. You may also purchase English language practice audio CDs from CGFNS through your online account at [https://www.cgfns.org/cerpassweb/login.jsp](https://www.cgfns.org/cerpassweb/login.jsp).
The CGFNS Qualifying Exam®

Credentials review
You will undergo a credentials review to determine your eligibility for the CGFNS Qualifying Exam®. Therefore, send all of your documents to CGFNS as early as possible prior to the deadline date for the desired exam.

If, after review of your credentials, we do not approve you for the CGFNS Qualifying Exam®, you will receive an explanation letter. It is not unusual to fail to be approved for the exam because of a deficiency in your education. In many cases, with further education, applicants can become approved for the exam.

Preparing for the exam
The best way to prepare for the CGFNS Qualifying Exam® is to review what you learned in your basic nursing education program. Study these areas: adult (medical and surgical) nursing, Maternal/Infant nursing, nursing care of children and psychiatric/mental health nursing. You also can benefit from reviewing the nursing process and patient needs as they are taught in the United States (see below for information on the Official Study Guide for the CGFNS Qualifying Exam® to help you prepare for the exam).

Please note: Other than the CGFNS materials listed in this booklet, CGFNS does not operate, license, endorse or recommend any outside training, review, online courses, schools or study materials that claim to prepare applicants for the CGFNS Qualifying Exam®.

The Official Study Guide for the CGFNS Qualifying Exam®
CGFNS has developed a study guide to help you identify your strengths and weaknesses in nursing knowledge. This study guide is not a substitute for basic education or an in-depth review of nursing textbooks. Using it does not guarantee a passing result on the CGFNS Qualifying Exam®. The sample questions used in this guide were once actual exam questions, but will not appear on the exam you will be taking.

The Official Study Guide for the CGFNS Qualifying Exam® includes:
- sample nursing questions with explanations of the answers
- complete examples of the CGFNS Qualifying Exam® with sample answers and explanations for correct and incorrect answers
- a section on how to understand multiple-choice questions
- a reading list for all areas of nursing in the exam, and
- a description of the way nursing is practiced in the United States.

The study guide will automatically be sent to you when we receive your application and full payment.

Practice tests
The practice tests focus on the major client need categories and contain questions that will enable you to gain an even greater understanding of these specific areas of nursing. The following practice tests are available on the CGFNS website.

Safe, Effective Care Environment practice test
The questions on the Safe, Effective Care Environment practice test center on two main areas: management of care and safety and infection control. The nurse must be able to manage the care of patients in a cost-effective manner and does so by coordinating, supervising and/or collaborating with members of the multidisciplinary health care team. Content in this section of the practice test will focus on such concepts as advocacy, advance directives, case management, client rights, confidentiality, continuity of care, delegation, information technology, legal/ethical aspects of care, quality improvement and setting priorities.

The second aspect of providing a safe, effective care environment is protecting clients and health care personnel from environmental hazards. The nurse must provide care that prevents accidents and injuries, promotes institutional and home safety for the client, and addresses emergency response planning. Content in this section of the practice test will focus on such concepts as disaster planning, error prevention, handling of hazardous/infectious materials, medical and surgical asepsis, reporting of adverse incidents, safe use of equipment, standard precautions and use of restraints and other security devices.

Health Promotion and Maintenance practice test
The nurse assists clients and their families through the normal and expected stages of growth and development from conception through advanced old age and provides care that promotes the client’s ability to achieve optimum health. The questions on the Health Promotion and Maintenance practice test emphasize promoting health, preventing illness and detecting health problems early in the process.

Content in this practice test will focus on such concepts as aging, ante/intra/postpartum and newborn care, developmental stages and transitions, body image changes, family planning, family systems, and human sexuality. Test questions also will address disease prevention, health and wellness, health promotion programs, health screening, high-risk behaviors, immunizations, lifestyle choices, self-care and techniques of physical assessment.

Psychosocial Integrity practice test
The questions on the Psychosocial Integrity Practice Test center on two major areas: providing nursing care that promotes the client’s ability to cope, adapt and/or problem solve situations related to illnesses or stressful events and managing and providing care for clients with acute or chronic mental illnesses. The nurse creates a therapeutic environment that supports the client’s health and wellbeing.
Content in this practice test will focus on such concepts as abuse and neglect, behavioral interventions, chemical and other dependencies, coping, crisis intervention, cultural diversity, family dynamics, grief and loss, religious and spiritual influences on health, sensory and perceptual alterations, stress management, support systems and therapeutic communication.

Physiological Integrity practice test
The Physiological Integrity practice test comprises four sections: basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential and physiologic adaptation. The nurse provides comfort and assistance in the performance of activities of daily living; manages and provides care related to the administration of medications and parenteral therapies; reduces the likelihood that clients will develop complications or health problems related to existing conditions, treatments or procedures; and manages and provides care to clients with acute, chronic or life-threatening physical health conditions.

Content in this practice test will focus on the following areas:

Basic care and comfort: assistive devices, elimination, mobility/immobility, non-pharmacological comfort interventions, nutritional and oral hydration, personal hygiene, and rest and sleep.

Pharmacological and parenteral therapies: Adverse effects/contraindications/interactions, blood and blood products, central venous access devices, chemotherapy, dosage calculation, expected actions and outcomes, intravenous therapy, medication administration, parenteral and intravenous therapies, pharmacological pain management and total parenteral nutrition.

Reduction of risk potential: Changes and abnormalities in vital signs, diagnostic tests, laboratory values, potential alteration in body systems, potential for complications of diagnostic tests, treatments and procedures, potential for complications from surgical procedures and health alterations, system-specific alterations and therapeutic procedures.

Physiologic adaptation: Alterations in body systems, fluid and electrolyte imbalances, hemodynamics, illness management, medical emergencies, pathophysiology and unexpected response to therapies.


Question format
Multiple-choice questions
The CGFNS Qualifying Exam® is primarily a multiple-choice examination. This means choosing a correct answer from several choices (see Figure 1). The multiple-choice questions generally describe a patient, the symptoms, the treatments or the nursing care the patient will receive. This description contains all the information you need to choose the correct answer.

Figure 1: An example of a multiple-choice nursing question such as those found on the CGFNS Qualifying Exam®.

Standard multiple-choice question
Which instructions should the nurse provide when teaching a patient who was recently diagnosed with type 2 diabetes?

Possible answers
A. “Eat most meals at home.”
B. “Eliminate desserts except fruit.”
C. “Be aware of the availability of special diabetic foods.”
D. “Maintain a regular meal schedule.”

Alternate item type questions
The CGFNS Qualifying Exam® also contains several alternate item types — questions that are different from the single-answer, multiple-choice format. Alternate item types include:

- multiple response questions that ask you to select more than one correct answer
- hot spot questions that ask you to identify an area on a picture or graph
- fill in the blank questions that ask you to type in numerical answers to calculation questions and
- drag and drop questions that ask you to order items by rank

Exam dates and locations
Once you complete the credentials review and are approved to take the CGFNS Qualifying Exam®, you will receive an Authorization to Test notification that contains instructions on how to schedule your examination. You will be given two test windows of five days each from which to choose a date and time for your examination.

On the day of the exam, you simply go to the location you scheduled at the appointed time. You will be asked to present at least two forms of identification, one being a photo ID. Acceptable photo IDs are passports or official government-issued identification.

Changing your exam date after you receive approval
If you need to change your exam date, you may do so by giving 72 hours notice before your scheduled exam:

- to another day or time in the five-day test window of your originally scheduled exam, without charge
- to the later five-day test window you were given, without charge

Taking the CGFNS Qualifying Exam®
The CGFNS Qualifying Exam® takes approximately three hours to complete. Please plan your travel accordingly. If you need a visa to travel to the exam center, apply to the proper authority early enough to have your papers before your departure for the exam.

At the exam center
Please plan to arrive at the exam center at least 15 minutes prior to your scheduled exam. If you are late, you will not be admitted to the exam.
Family and friends are not permitted in the exam center, nor are books, papers, cameras, calculators, tape recorders, mobile phones or pagers. Please do not bring valuable items or large amounts of money to the exam center. Eating or drinking will not be allowed while the exam is in session.

When you arrive, exam center staff will ask you to sign in. Bring two forms of identification, one of which is a passport or official government-issued identification that includes your photograph.

In the exam room, please follow exactly the instructions that are given to you. Rules regarding seating and behavior during the exam must be followed. For example, you will be assigned to a testing station that you may not change, a staff member must accompany you if you leave the room and you may not talk during the exam. No exceptions to the rules will be made. Exam center staff will observe test takers during the exam to make certain instructions are followed.

Only applicants who are officially scheduled by CGFNS are authorized to take the exam. Scores obtained and exams submitted by unscheduled applicants are invalid.

Inappropriate activities
Because the CGFNS Qualifying Exam® is designed to measure your nursing knowledge, no one may give or receive help during the exam. Inappropriate help includes getting assistance from anyone other than exam center staff, helping another test taker, referring to any printed material that could assist you on the exam. Anyone who gives or receives such help will be asked to leave the exam center and their exam will not be scored. The event will be reported to CGFNS, and the person may be barred from taking the CGFNS Qualifying Exam® in the future.

The attestation section on the application form in this handbook indicates that you should not engage in any activity that could be interpreted as falsifying, tampering with or altering the exam. You should refuse any requests by third parties, eg, friends, recruiters or employers to memorize questions or give them details regarding the content of the tests. Such activities will result in your test being forfeited and may prevent you from being eligible for all future exams.

If you see anyone not following the rules and instructions, or if you observe a disturbance of any kind during the exam, please report this to the exam center supervisor at the time it occurs or before you leave the premises. You may also communicate your experience by writing to the following address:

CGFNS Test Administration Department
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 USA

All allegations related to inappropriate activities are taken seriously by CGFNS and will be investigated to ensure the integrity of the exam.

Exam results and diagnostic profile
Approximately two weeks after the five-day test window in which you took your exam, you may access your results in the online account at https://www.cgfns.org/cerpassweb/login.jsp that you created when you applied for the Certification Program.

The results will include a diagnostic profile with an analysis and description of four subject areas, designated Client Need categories:

- Safe, effective care environment
- Health promotion and maintenance
- Psychosocial integrity and
- Physiological integrity

Since these four categories form the basis not only of the CGFNS Qualifying Exam®, but also of the NCLEX-RN® examination, knowledge of your performance in these areas will help to prepare you.

Earning the CGFNS (Certification Program) certificate
When you successfully complete the credentials review and pass both the CGFNS Qualifying Exam® and the English language proficiency exam within two years of each other, you will receive your CGFNS certificate.

Those who do not pass the examinations
If you fail either the CGFNS Qualifying Exam® or the English language proficiency exam you will not be awarded a CGFNS certificate. You will need to apply to retake each of the exams you have failed. Remember that both the CGFNS Qualifying Exam® and the English language proficiency exam must be passed within two years of each other.

Apply online
Only online applications will be accepted for the Certification Program. You may apply online at https://www.cgfns.org/cerpassweb/intro.jsp. You may still need to mail certain documents (e.g., copies of secondary school education documents). You must provide an email address in your application because all correspondence from CGFNS will be electronic. You will receive your certificate by mail.
Table 1: Overview of the process for the Certification Program

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<th>ACTIONS CGFNS TAKES</th>
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<td>Register to create your online account. Go to <a href="https://www.cgfns.org/cerpassweb/register.jsp">https://www.cgfns.org/cerpassweb/register.jsp</a>, and fill out the information fields. This account will help keep you informed about the status of your application, and help us inform you about documents we need from you, even if you choose to apply through postal mail rather than online.</td>
<td></td>
</tr>
<tr>
<td>Apply online after creating your user account.</td>
<td>CGFNS sends you welcome notification and, after we receive your payment, your CGFNS ID number* electronically. We also send The Official Study Guide for the CGFNS Qualifying Exam® in PDF format.</td>
</tr>
<tr>
<td>Prepare and send the Request for Validation of License/Registration/Diploma form to each licensing authority who has issued you a license/registration/diploma, including from the country where you were educated, requesting that they complete the form and directly send it to CGFNS with validation**.</td>
<td>After receiving all required documents from you, your schools and your licensing authorities, CGFNS reviews them. We will notify you if required documents for your application are missing. You can check your online account at <a href="https://www.cgfns.org/cerpassweb/login.jsp">https://www.cgfns.org/cerpassweb/login.jsp</a> to view the status of your application.</td>
</tr>
<tr>
<td>Prepare and send the Request for Academic Records/Transcripts form to your schools, asking them to complete the form and send your records** directly to us.</td>
<td>When you successfully complete the credentials review, we send you an Authorization to Test notification that includes scheduling instructions and the dates of the two test windows for which you are authorized to take the CGFNS Qualifying Exam*.</td>
</tr>
<tr>
<td>Schedule a date and time and select an exam center for your examination following the instructions in your Authorization to Test notification</td>
<td></td>
</tr>
<tr>
<td>Take the CGFNS Qualifying Exam*.</td>
<td>We notify you of the results.</td>
</tr>
<tr>
<td>If you passed, move on to the next step. If you did not pass or missed your exam, login and order a CGFNS Qualifying Exam® Re-examination application at <a href="https://www.cgfns.org/cerpassweb/login.jsp">https://www.cgfns.org/cerpassweb/login.jsp</a>.</td>
<td></td>
</tr>
<tr>
<td>Register with the examining institution and take the English language proficiency exam. Request exam scores be forwarded or made available electronically to CGFNS.</td>
<td>CGFNS reviews the results for passing score. If you passed, move on to the next step. If you did not pass, register and take the exam again.</td>
</tr>
<tr>
<td>You, your schools and your licensing authorities have responded to any correspondence from CGFNS regarding missing information or documents. You passed both exams within two years of each other and successfully completed the credentials review.</td>
<td>We send you your CGFNS (Certification Program) certificate.</td>
</tr>
</tbody>
</table>

*Please note: If you applied for another CGFNS service in the past, the CGFNS ID number you were issued at that time remains your permanent ID number.

**IMPORTANT: Documents that must come directly from your school's officials, licensing authorities or other source agencies can be translated by them and sent directly to CGFNS in the signed, stamped and sealed envelope. Documents that you are permitted to send (such as marriage certificates, secondary school diplomas) can be translated by you or anyone you choose. These translations must contain the following, called the Certificate of Accuracy, typed or written at the end of the translation. The translator must sign the translation.

“Certificate of Accuracy — This is to certify that this is a true and correct English translation of the attached photocopy of the original [insert name of document] of [insert applicant name]”

CGFNS can also provide translations for the fee listed at www.cgfns.org/sections/apply/fees.shtml#5.

Other CGFNS services

- **Document translation** — This is to request that CGFNS translate your required documents into English.
- **Replacement certificate** — This is a request to replace a missing original CGFNS (Certification Program) certificate
- **Verification of certificate letter** — This is a request to verify that a CGFNS certificate was issued
- **Forwarding academic records/transcripts** — This is a request for CGFNS to send copies of your official academic records/transcripts to a licensing board or educational institution (this service does NOT include an evaluation of the documents).
- **Forwarding academic records/transcripts and license/registration/diploma** — This is a request for CGFNS to send copies of both your official academic records/transcripts and your official professional license/registration/diploma validations or diploma (if it gives authorization to practice) to a licensing board or educational institution (this service does NOT include an evaluation of the documents).

Fees for other CGFNS services can be found at www.cgfns.org/sections/apply/fees.shtml
If your application expires

You will be given 12 months to meet the credentials evaluation requirements of the Certification Program. If your application expires, you can apply for the Certification Program: Reprocess an Expired Initial Order and pay the fee. Reprocess applications remain open for 12 months starting from the date the order is placed. Reprocess applications cannot be placed until the previous order expires.

Completing the forms

The Request for Validation of License/Registration/Diploma form

CGFNS needs validations of your current and your very first license/registration/diploma obtained outside the United States. To do this, use the Request for Validation of License/Registration/Diploma form. Complete the requested information in the applicant’s section at the top of the form and send it to each licensing authority that issued your license/registration/diploma. The section at the bottom titled “FOR LICENSING AUTHORITY TO COMPLETE” is to be completed by them. If you have a diploma that authorized you to practice in your country, send this form to the institution that issued your diploma (for example, your school or the Ministry of Health) and request that an official copy of the diploma in the original language be sent to CGFNS. If we receive documents that are not in English and without an English translation attached, we can have them translated for the fee listed at www.cgfns.org/sections/apply/fees.shtml.

Please note: If validation of your non-U.S. license/registration/diploma was previously mailed to us three or more years ago, it needs to be validated again. Further information may be required after your license/registration/diploma forms or diplomas are reviewed.

It is a good idea to track the forms by contacting each authority within a reasonable time after you send the forms to them.

The Request for Academic Records/Transcripts form

To supply us with the necessary information about your education, you will need to send one copy of the Request for Academic Records/Transcripts form to each health care post-secondary (tertiary) school that you attended outside the United States and request they send your academic records/transcripts directly to CGFNS. Complete the requested information in the applicant’s section before sending it to each school that you attended.

Request that each school complete the bottom portion of the form entitled “FOR SCHOOL TO COMPLETE”. The school needs to then enclose your academic records/transcripts and send them directly to CGFNS. CGFNS will not process the forms unless received directly from the school.

It is a good idea to track the forms by contacting each school within a reasonable time after you send the forms to them.

If your academic records/transcripts are not in English, you must have the school provide a certified translation. CGFNS is able to provide translation for a fee (see www.cgfns.org/sections/apply/fees.shtml).

Important note

If you receive these forms from the issuing authorities and forward them to CGFNS, they will not be accepted, even if unopened. We need to receive them directly, sealed, unopened and unforwarded.

Incomplete forms will result in application processing delays.

The CGFNS Photo Identification Form

Please submit to CGFNS a Photo Identification Form. We use this photo for your certificate. Please print or type all requested information and, according to the instructions at the top, securely affix a passport-size photograph to it. The photograph must be current, legible and signed on the front. Please submit this form by postal mail.

The Authorization to Release Information form

Because CGFNS protects your privacy, your application will only be discussed with you. If you choose to let CGFNS disclose file information or provide file status information to another person, you need to submit an Authorization to Release Information form, to designate an authorized agent. Or, if you choose to have all correspondence from CGFNS sent to someone else, you can do this by either completing the Authorization to Release Information form or providing the other person’s mailing and email addresses on your application form.

The Authorization to Release Information is valid for two years. You can revoke the authorization at any time. CGFNS must receive a revocation in writing by postal mail or courier service.

The completed Authorization to Release Information form may be submitted to CGFNS with your application or mailed separately by postal mail or delivered by courier.

This form is available on the website at www.cgfns.org/sections/apply/forms.shtml and page 16 of this booklet.

Please note: CGFNS maintains only one email and mailing address per applicant. Therefore, if you choose to have your correspondence from CGFNS sent to an alternative address, correspondence meant for you, including your certificate, will be sent there. CGFNS cannot be held responsible for any correspondence withheld by a third party you designated as an authorized agent.
Finishing your application

Checklist to avoid processing delays

Before submitting your application, check to see that you have:

☐ completed each item on the application.
☐ included an email address for correspondence.
☐ sent by mail legible photocopies of your secondary school education or external exam certificate, with literal English translation, including a Certificate of Accuracy at the end of the translation (page 7).
☐ sent the completed Request for Validation of License/Registration/Diploma form to each licensing agency where you have ever held a license/registration/diploma in your field or, in cases where your diploma authorizes legal practice, this same form mailed to CGFNS from the school that issued your diploma (page 8).
☐ sent the completed Request for Academic Records/Transcripts form to each post-secondary (tertiary) schools (page 8).
☐ sent the signed CGFNS Photo Identification Form with your photo signed and attached (page 8).
☐ included full payment through a bank check, an international money order (drawn on a United States bank in United States dollars) made payable to CGFNS, or credit card payment (Visa, MasterCard or Discover), with the completed Credit Card Payment form (page 13). DO NOT SEND CASH.

MUST BE SUBMITTED DIRECTLY TO CGFNS FROM OTHER AUTHORITIES:

☐ English language proficiency scores from ETS or IELTS, if required (page 3).
☐ Completed Request for Validation of License/Registration/Diploma forms and corresponding documents directly sent from all licensing authorities (page 8).
☐ Completed Request for Academic Records/Transcripts forms and corresponding records from each post-secondary health care school you attended (page 8).
☐ Certified translation of any documents not in English.

Please note: CGFNS does not return any of the documents that are part of your application. Please send only photocopies, not originals, of the documents CGFNS requests directly from you.

Falsified or altered documents
If CGFNS finds that your documents have been altered in any way, or information contained in your application is falsified, you will not be permitted to take the CGFNS Qualifying Exam®. If your documents have been altered in any way or information in your application is falsified, your application will not be accepted, your file will be sealed, you will lose your entire application fee and you will not be eligible for other CGFNS services in future. This includes all documents and application forms submitted by you, or on your behalf by another person. Therefore, before anything is sent to CGFNS, make certain that none of the documents and forms have been falsified or altered in any way.

Submitting your application
After completing any forms other than the ones to be sent to issuing authorities, send them to CGFNS International, along with a photocopy of your secondary school diploma or external exam certificate, the CGFNS Photo Identification Form, your passport-size photos and all required fees, to the following address:

CGFNS International
3600 Market Street, Suite 400
Philadelphia, PA 19104-2651 USA
Communicating with CGFNS

Your online account
You can apply for any of CGFNS’s services online at https://www.cgfns.org/cerpassweb/intro.jsp. By creating an account you can check your file status, verify receipt of documents and scores, make changes to your contact information, confirm mailing dates and access many other services all through your browser.

If you have questions about your application or required documents, we recommend that you check the status of your online account at https://www.cgfns.org/cerpassweb/login.jsp. You may also contact CGFNS via letter, telephone or through the Contact Us form at https://www.cgfns.org/cerpassweb/processContactUs.do. The following guidelines are provided to make this communication easier (see Table 2 on page 11 for additional information).

Email
You may contact CGFNS Customer Care with questions regarding your application by email through the Contact Us form on our website at https://www.cgfns.org/cerpassweb/processContactUs.do

Correspondence
CGFNS policy is that your application is confidential, to be discussed only with you. All correspondence must include your CGFNS ID number, full name, and birth date.

On-site appointments
You or your authorized agent may call +1 (215) 222 8454, extension 221, to schedule an appointment in our offices in Philadelphia, Pennsylvania. See the Contact Us form on our website at https://www.cgfns.org/cerpassweb/processContactUs.do for appointment days and times.

Telephone calls
CGFNS Customer Care can provide your status information by telephone. We will not release information by phone to anyone other than you unless we receive a completed and signed Authorization to Release Information form. If you wish to telephone us, call the Customer Care Center at +1 (215) 222 8454, extension 604. To save time, have your CGFNS ID number ready. If the Customer Care representative is unable to adequately verify your identity, information will not be released by telephone.

For Customer Care Center hours, go to the Contact Us form at https://www.cgfns.org/cerpassweb/processContactUs.do. CGFNS Customer Care is not available weekends or U.S. holidays, and does not accept reverse charge telephone calls.

In the event of a disaster
CGFNS makes every effort to ensure that our communication with you is straightforward and timely. However, some events are out of our control. Events such as natural disasters, political unrest and postal strikes may occasionally occur. CGFNS cannot be responsible for delays caused by such conditions, but we will make every reasonable effort to notify you when this happens.

Please note: Please keep CGFNS up-to-date with any changes in your contact information, especially in the aftermath of a disaster in your country.
### Table 2: Communication guidelines

<table>
<thead>
<tr>
<th>REASONS FOR COMMUNICATION</th>
<th>WHO CAN INITIATE REQUEST?</th>
<th>COMMUNICATION CHANNELS</th>
<th>SPECIAL TIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>You want to confirm that your application documents have been received by CGFNS or that you have been scheduled for an exam</td>
<td>Only you or your authorized agent</td>
<td>Telephone or check your status at <a href="https://www.cgfns.org/cerpassweb/intro.jsp">https://www.cgfns.org/cerpassweb/intro.jsp</a> or email CGFNS through the Contact Us form at <a href="https://www.cgfns.org/cerpassweb/processContactUs.do">https://www.cgfns.org/cerpassweb/processContactUs.do</a></td>
<td>Include your full name, CGFNS ID number and birth date</td>
</tr>
<tr>
<td>You have a question about a letter that you received from CGFNS</td>
<td>Only you or your authorized agent</td>
<td>Telephone, make an office appointment or email CGFNS through the Contact Us form at <a href="https://www.cgfns.org/cerpassweb/processContactUs.do">https://www.cgfns.org/cerpassweb/processContactUs.do</a></td>
<td>Include your full name, CGFNS ID number and birth date</td>
</tr>
<tr>
<td>You need to notify CGFNS of your address change</td>
<td>Only you or your authorized agent</td>
<td>Make the changes in your online account at <a href="https://www.cgfns.org/cerpassweb/login.jsp">https://www.cgfns.org/cerpassweb/login.jsp</a> or email through the Contact Us form at <a href="https://www.cgfns.org/cerpassweb/processContactUs.do">https://www.cgfns.org/cerpassweb/processContactUs.do</a></td>
<td>Include your full name, CGFNS ID number and birth date</td>
</tr>
<tr>
<td>You want to order a study aid or other item</td>
<td>Anyone</td>
<td>Order through your online account at <a href="https://www.cgfns.org/cerpassweb/login.jsp">https://www.cgfns.org/cerpassweb/login.jsp</a></td>
<td>Enter the name and address for delivery of the study aids and pay the appropriate fee</td>
</tr>
<tr>
<td>You want CGFNS to send verification of your certificate status</td>
<td>Only you</td>
<td>Place an order through your online account at <a href="https://www.cgfns.org/cerpassweb/login.jsp">https://www.cgfns.org/cerpassweb/login.jsp</a> or mail a written request</td>
<td>State the request and to whom the letter should be sent. Include your CGFNS ID number, birth date, signature, and pay the appropriate fee at <a href="https://www.cgfns.org/cerpassweb/intro.jsp">https://www.cgfns.org/cerpassweb/intro.jsp</a></td>
</tr>
<tr>
<td>You want CGFNS to mail a copy of your nursing education information to a school or U.S. board of nursing</td>
<td>Only you</td>
<td>Place an order through your online account at <a href="https://www.cgfns.org/cerpassweb/login.jsp">https://www.cgfns.org/cerpassweb/login.jsp</a> or mail a written request</td>
<td>State the recipient of your education information. Include your CGFNS ID number, birth date and proof of name change (if applicable), sign and mail the appropriate fee or pay online at <a href="https://www.cgfns.org/cerpassweb/intro.jsp">https://www.cgfns.org/cerpassweb/intro.jsp</a></td>
</tr>
<tr>
<td>You want to schedule or change your CGFNS Qualifying Exam® date or location</td>
<td>Only you</td>
<td>Follow instructions within your Authorization to Test notification</td>
<td></td>
</tr>
<tr>
<td>You wish to report a legal name change</td>
<td>Only you</td>
<td>Write to CGFNS including name change documentation at Suite 400, 3600 Market Street, Philadelphia, PA 19104-2651 USA</td>
<td>Request should include signature, CGFNS ID number and birth date</td>
</tr>
</tbody>
</table>
Authorization to Release Information

NOTICE: By signing below you (1) allow CGFNS to disclose confidential, personal, private information about you and your file at CGFNS to the person designated below; (2) give up the right to receive information from CGFNS directly; and (3) release and indemnify CGFNS, its members, trustees, officers and employees from any liability for losses, damages or claims of any type arising out of actions taken by CGFNS in reliance upon this Authorization to Release Information, hereafter known as "Authorization".

This Authorization will remain valid for two years from the date supplied by you on the "Date" line below (or if no date is supplied, from the date this Authorization is received by CGFNS).

REVOCATION: This Authorization can be revoked by submitting a new authorization dated and signed after the initial authorization. In addition, you may revoke this Authorization in writing at any time, which will be effective on or after the 30th day after CGFNS receives it, by regular mail or courier, at its headquarters office in Philadelphia, Pennsylvania, USA.

AUTHORIZATION: I authorize CGFNS to release to the authorized agent indicated by me below, any and all information about me and my application/order for services from CGFNS, including, and without limitation, the status of my application/order, the results of any credentials review, examination or test and any other information in or relating to my file at CGFNS. I understand that all mail (including certificates, exam scores and reports) will be sent to the authorized agent.

This authorization revokes all previous authorizations submitted by the applicant.

<table>
<thead>
<tr>
<th>1</th>
<th>Your CGFNS ID number (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Your birth date (spell the month and enter numbers for the day and year)</td>
</tr>
<tr>
<td></td>
<td>Month</td>
</tr>
<tr>
<td>3</td>
<td>Your signature</td>
</tr>
<tr>
<td></td>
<td>Your signature</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print your name</td>
</tr>
<tr>
<td>4</td>
<td>Your authorized agent (please print)</td>
</tr>
<tr>
<td></td>
<td>Your contact’s name</td>
</tr>
<tr>
<td></td>
<td>The organization your contact is representing</td>
</tr>
<tr>
<td></td>
<td>Your contact’s address</td>
</tr>
<tr>
<td></td>
<td>Day telephone</td>
</tr>
<tr>
<td></td>
<td>Evening telephone</td>
</tr>
</tbody>
</table>

CGFNS International
Global Credibility

3600 Market Street, Suite 400, Philadelphia, PA 19104-2651 USA • +1 (215) 222 8454 • www.cgfns.org
Credit Card Payment Form

Please type or print legibly. To pay by credit card, please fill in below your name as it appears in your application/order and your CGFNS ID number (if known). Complete the cardholder information as requested.

1. Applicant name
   - First (given) and middle names (leave a space between names)
   - Last (family/surname) names (leave a space between names)

2. CGFNS ID number (if known)

3. Applicant birth date (spell the month and enter numbers for the day and year)
   - Month
   - Day
   - Year

4. Cardholder information
   - Cardholder name (as it appears on card)
     - First name, middle initial and last name (leave a space between names)
   - Credit card type (check one)
     - Visa
     - Mastercard
     - Discover
   - Cardholder address (for processing credit card payments only)
     - Street
     - Street
     - City
     - State/Province
     - Post/Zip code
     - Country
   - Credit card number
   - CVV2 number* (see below for explanation)
   - Expiration date
     - Month
     - Year
   - Total charges US $

*Explanation of credit card CVV2 number
Visa and MasterCard: This number is printed in the signature area on the back of the card (they are the last 3 digits after the credit card number).

5. Cardholder signature (authorization for payment)
   - I hereby authorize a charge to my credit card for the total of all services ordered in this application including any fee adjustments in effect as of the date the order is received.
CGFNS Mission

To serve the global community through programs and services that verify and promote the knowledge-based practice competency of health care professionals.