



## Call for Volunteers – CNC Board of Commissioners

The Commission on Nurse Certification (CNC) is currently recruiting volunteers to serve as members of the Board of Commissioners. The Commission on Nurse Certification Board of Commissioners (CNCBOC) is an autonomous governing body of the American Association of Colleges of Nursing (AACN). The CNCBOC develops policies and procedures that ensure the CNCBOC's autonomy in decision-making over essential certification functions including but not limited to the development and administration of the Clinical Nurse Leader<sup>SM</sup> (CNL<sup>®</sup>) Examination. The CNC offers certification to graduates of degree programs who meet the eligibility requirements established by the CNCBOC.

### Available Positions

One position as the consumer/public member is currently available. This position requires a three-year term beginning July 1, 2012.

### Composition of the CNCBOC

The CNCBOC includes nine voting members and one or more ex-officio (non-voting) members. Voting members of the CNCBOC are as follows:

- Four members from the practice setting (two from practice partners and two practicing certified CNLs);
- Four members from the educational setting (minimum of one Dean and three faculty/other); and,
- One consumer/public member.

### Qualifications

To be considered for a CNCBOC position, applicants must meet the following criteria:

- The practice and education members must have had experience with a CNL partnership for at least two years.
- **The consumer/public member has been or is a potential consumer of the CNL's services and has experience with public advocacy; the consumer/public member is not a Registered Nurse.**

Members of the CNCBOC may not serve on the AACN Board of Directors or any other health professional certifying board and may not serve as item writers for the CNL Certification Exam during their term.

The CNCBOC Nominating Committee will evaluate the applications submitted and propose a slate of qualified candidates to fill the vacant positions.

### **Charge/Responsibilities**

The charge of the CNCBOC is as follows:

- Develop bylaws, policies and procedures;
- Outline fiscal and human resources necessary to support the certification program to ensure effective and thorough certification and recertification activities;
- Develop annual goals to guide the work of the CNC;
- Design a continuous quality improvement process for the CNL certification process; and,
- Pursue accreditation for the CNL Certification Program.

The CNCBOC meets quarterly, via conference calls or electronically, and at other times as necessary as determined by the CNCBOC Chair. An orientation for new members is scheduled in June via conference call. The CNCBOC Annual Business Meeting is typically scheduled in October and is held via conference call or by other electronic means. Members are reimbursed for actual expenses incurred for and directly related to participation. CNCBOC members are expected to make arrangements to attend all meetings; any CNCBOC member who misses two consecutive meetings, including conference calls, may be required to relinquish their position. A majority of the voting members will constitute a quorum.

### **Application**

To apply, submit the application along with a career summary of qualifications (500 words maximum), current vitae/resume, and consent statement form. **Applications must be received at the CNC by April 20, 2012.**

Submit the application to:

Tracy Lofty, MSA, CAE

Director

Commission on Nurse Certification

One Dupont Circle, Suite 530

Washington, DC 20036-1120

e-mail: [tlofty@aacn.nche.edu](mailto:tlofty@aacn.nche.edu)

Applicants will be notified by May 9, 2012 of the CNCBOC action regarding appointments.

**For more information about the CNC, go to [www.aacn.nche.edu/CNL](http://www.aacn.nche.edu/CNL).**



**BOARD OF COMMISSIONERS  
APPLICATION**

Complete the form below. Submit the application along with a career summary, current vitae/resume, and consent statement form **by April 20, 2012** to Tracy Lofty, Director, Commission on Nurse Certification, One Dupont Circle, Suite 530, Washington, DC 20036-1120; e-mail: [tlofty@aacn.nche.edu](mailto:tlofty@aacn.nche.edu).

1. I am applying to serve on the CNCBOC.

Name: \_\_\_\_\_

Credentials: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. You may contact the following individual as my professional reference:

Name: \_\_\_\_\_

Credentials: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. I represent the following (please check):

Practice Setting

\_\_Practice Partner    \_\_CNL Certificant

Educational Setting

\_\_Dean    \_\_ Faculty    \_\_Other: \_\_\_\_\_

Consumer/Public

4. Attach a summary of your career experience and qualifications (limit 500 words).

Include:

- Reason for applying.
- Total number of years in current profession.
- CNL knowledge/experience.

5. Attach a current vitae/resume.

6. Complete and submit the consent statement form.

**Commission on Nurse Certification  
Board of Commissioners  
Consent Statement**

I have voluntarily applied to serve on the Commission on Nurse Certification Board of Commissioners (CNCBOC). If appointed, I acknowledge the responsibilities of service during my term as follows:

- Strive to achieve the goals and mission of the CNCBOC.
- Adhere to the CNCBOC bylaws, policies, and procedures.
- Serve my term appointed of three years.
- Maintain confidentiality including but not limited to all CNCBOC discussions, actions, and data reports.
- Avoid all conflicts of interest – perceived or actual. (Members of the CNCBOC may not serve on the ACCN Board of Directors or any other certifying board in the healthcare profession.)
- Disclose any perceived conflicts of interest and not influence matters where such a conflict may exist.
- Maintain ethical behavior and practices.
- Attend and participate in CNCBOC meetings. (Consecutive absenteeism will result in dismissal of service.)
- Be prepared for all CNCBOC meetings; review supporting material/information for CNCBOC agenda items and seek clarification when necessary.
- Adhere to all deadlines and complete assignments as applicable.

I understand that all CNCBOC contacts with news media are initiated only by the Office of Public Affairs of the American Association of Colleges of Nursing (AACN). If I wish to issue news releases or other announcements to media regarding CNC, such announcements will be reviewed by the AACN Office of Public Affairs prior to distribution. The CNCBOC Chair will respond to all media inquiries in consultation with the AACN Director of Public Affairs and the CNC Director.

Signature required.

**Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_