

CNOR EXAM TAKE 2 FACILITY PROGRAM TERMS & CONDITIONS

Program Eligibility

The CNOR Exam Take 2 Facility Program is available to hospitals and health systems interested in bulk purchase of exams for nursing staff.

Enrollment

Facilities must complete the attached CNOR Exam Take 2 Facility Order Form and submit payment.

Definitions

- Administrator – The person listed on the order form that manages Participants who take the CNOR Exam within a facility. This person is the main point of contact with CCI, and CCI requires a minimum of one Administrator per facility.
- Participant – A nurse who is identified on the CNOR Exam Take 2 Facility Order Form, and enrolled.
- Eligible nurse – A perioperative nurse that meets the eligibility requirements to apply for the CNOR Exam.
- CNOR Exam Take 2 Facility Program – A CCI promotion that allows facilities to purchase five (5) or more CNOR Exams for eligible nurses at a discounted rate. The program includes two exam takes per Participant in a 12-month period if the first attempt is unsuccessful.
- Term – The 12-month period in which Participants must take the CNOR Exam.

Program Details

Participants receive two attempts to pass the CNOR Exam within the Term. Upon enrollment, the Administrator will receive an email receipt of payment to confirm the order has been processed and when the Term begins.

Participants can access two attempts within the application when the following conditions are met:

- The application for the first attempt must be received by 11:59pm (Eastern Time) on the last day of the fifth (5th) month of the contract's term.
- The application for the second attempt must be received by 11:59pm (Eastern Time) on the last day of the ninth (9th) month of the contract's term.

Term

The one-year Term will commence as determined by the date CCI approves the CNOR Exam Take 2 Facility Order Form and notifies the Administrator via email. If the approval is between the first (1st) and fifteenth (15th) of the month, the Term will begin on the first (1st) of the calendar month of order approval. If the approval is between the sixteenth (16th) and end of the month, the Term will begin on the first (1st) of the following month.

Fees and Payment

The CNOR Exam Take 2 Facility Program includes a discount on CCI's standard Take 2 fee, with a minimum requirement of five (5) CNOR-eligible nurses. No other discounts apply. The Term will not begin until payment is received. CCI accepts payments in the form of a Credit Card, Check and ACH Payment. A purchase order is not an acceptable form of payment.

Adding Participants to the Original Term

Facilities may add additional Participants to their original Term until the end of the fifth (5th) month of the Term; however, the original Term will not be extended or modified for new Participants. The attached CNOR Exam Take 2 Facility Participant Addendum is required to add Participants. You may add one or multiple Participants to the original Term; the five-participant minimum is not required after the initial purchase of five exams. Both the Addendum and payment must be received by the end of the fifth (5th) month of the Term.

Guidelines & Restrictions

- All Participants are subject to CCI's standard testing policies and procedures, as outlined in the [CNOR Handbook](#).
- Facility Participants may request a transfer of their testing appointment to a future date (fee required). The Participant may not withdraw from the exam. Both exam takes must still be completed in the original 12-month Term.
- Once enrolled, Participants cannot transfer to other Participants, and refunds will not be given. Substitutions are not allowed, but you have the right to appeal. Appeals must be in writing, and once received, will be reviewed by CCI in accordance with CCI's Complaint, Disciplinary, and Appeals process as outlined in the CNOR Handbook.
- All exam attempts must be completed by the end of the Term. Any unused attempts will be forfeited. Extensions to the original 12-month Term will not be granted.
- Participants who pass the CNOR Exam on the first attempt will not receive another exam attempt. The second attempt cannot be transferred to another nurse and is non-refundable.
- Pricing and availability of this promotion is subject to change at any time without notice.

Contact Us

Email partners@cc-institute.org | Phone 303.368.6725

ADMINISTRATOR INFORMATION

Facility Name	Healthcare System (if applicable)	
Business Address 1	Business Address 2	
City	State	Zip Code
Administrator Name	Credentials	Title
Administrator Work Phone	Administrator Work Email	

PARTICIPANT INFORMATION – Minimum of five (5) required

1	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
2	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
3	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
4	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
5	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
6	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
7	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
8	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
9	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
10	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID

PARTICIPANT INFORMATION – If you are enrolling more than 10 Participants, use this additional page

11	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
12	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
13	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
14	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
15	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
16	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
17	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
18	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
19	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
20	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
21	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
22	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
23	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
24	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
25	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
26	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID

EXAM PREPARATION



CNOR Exam Prep Book \$130 - The *CNOR Exam Prep*, Second Edition, is a comprehensive resource for CNOR test preparation. Featuring insights and targeted review of all seven subject areas, this user-friendly guide makes it easy to prepare for the exam with confidence.

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$130 \text{ per eligible candidate} = \text{Total Due}$$



CNOR Exam Prep Bundle \$220 - The *CNOR Exam Prep Bundle* includes the CNOR On-Demand Prep Course and the Online Practice Exam contains 400 practice questions to help you prepare for the CNOR exam at your own pace!

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$220 \text{ per eligible candidate} = \text{Total Due}$$



CNOR On-Demand Prep Course \$195 - The *CNOR On-Demand Prep Course* is an interactive online course designed to provide foundational information relevant to preparing for the CNOR exam. Each chapter has a content presentation with questions interspersed.

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$195 \text{ per eligible candidate} = \text{Total Due}$$



CNOR Online Practice Exam \$50 - The *CNOR Online Practice Exam* contains 200 practice questions covering all CNOR exam subject areas.

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$50 \text{ per eligible candidate} = \text{Total Due}$$

As a certification organization, CCI's role is in developing and administering certification examinations to determine the qualifications of candidates for certification. CCI does not require or endorse any specific study guides, review products, and/or training courses to prepare for its exams. Candidates may prepare for certification examinations with any educational materials they choose. CCI offers various study resources for the certification examinations such as an online practice exam, sample questions, and flashcards. No study resources are prerequisites for the certification examinations. Purchase of CCI review materials is not a requirement for testing, nor does use of any review materials (CCI or otherwise) imply successful performance on the certification examinations.

ORDER DETAILS

The CNOR Exam Take 2 Facility Program includes two exam takes in a 12-month period if the first attempt is unsuccessful.

Exam Seats

$$\frac{\text{Number of participants}}{\text{Number of participants}} \times \$467 \text{ per eligible candidate} = \text{Total Due}$$

$$\text{Exam Preparation} = \text{Total Due}$$

$$\text{Grand Total} =$$

PAYMENT INFORMATION

Payment Method (select one): ☐ ACH Pay ☐ Check ☐ Credit Card ☐ Call CCI with Credit Card

Credit Card Type (select one): ☐ Visa ☐ Discover ☐ MasterCard ☐ American Express

Cardholder Name

Credit Card Number

Expiration Date

CVV Security Code

Billing Zip Code

Signature

Date

ACH PAYMENT DETAILS

Account Type: Checking

Account Name: Competency & Credentialing Institute

Bank Name: Wells Fargo

Account Number (#): 1440058034

Routing Number (#): 102000076

CHECK DETAILS

Please include a copy of your order form with your check payment.

Check Number

Mail your check payment to **one** of the two address below. Please note, adding a P.O. Box or lockbox for mailing purposes and is not CCI's business address. A new W9 is not necessary.

Address for Standard Shipping

Competency & Credentialing
Institute
PO BOX 209644
Dallas, TX 75320-9644

Address for Overnight Shipping

Lockbox Services – 209644
Competency & Credentialing Institute
2975 Regent Blvd, Suite #100
Irving, TX 75063

ORDER PROCESS

1. Complete CNOR Exam Take 2 Facility Order Form and submit with payment to CCI.

EMAIL: partners@cc-institute.org

2. Your contract will be processed within five (5) business days.
3. Administrators will be notified of contract execution and term.

TERMS AND CONDITIONS

By signing or typing my name below, I agree to the Terms and Conditions for this purchase.

Signature

Print Name

Date

Please type your information using fillable PDF. Handwritten forms will be returned.

ADMINISTRATOR INFORMATION

Facility Name	Healthcare System (if applicable)	
Administrator Name	Work Phone	Work Email
Original Contract Period	Start Date	End Date

PARTICIPANT INFORMATION – No minimum required; original facility Term applies

1	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
2	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
3	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
4	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
5	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
6	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
7	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
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9	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
10	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID
11	Legal Name (from your government-issued ID)	Email	Phone	CCI Customer ID

ORDER DETAILS

<u>Number of participants</u>	X	\$467 per eligible candidate	=	<u>Total Due</u>
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PAYMENT INFORMATION

Payment Method (select one): ☐ ACH Pay ☐ Check ☐ Credit Card ☐ Call CCI with Credit Card

Credit Card Type (select one): ☐ Visa ☐ Discover ☐ MasterCard ☐ American Express

Credit Card Number

CVV Security Code

Billing Zip Code

Date _____

ACH PAYMENT DETAILS

Account Name: Competency & Credentialing Institute

Account Number (#): 1440058034

Routing Number (#): 102000076

[CHECK DETAILS](#)

Please include a copy of your order form with your check payment.

Check Number

Address for Standard Shipping

Competency & Credentialing Institute
PO BOX 209644
Dallas, TX 75320-9644

Address for Overnight Shipping

Lockbox Services – 209644
Competency & Credentialing Institute
2975 Regent Blvd, Suite #100
Irving, TX 75063

ORDER PROCESS

1. Complete CNOR Exam Take 2 Facility Participant Addendum and submit with payment to CCI.

EMAIL: partners@cc-institute.org

2. Your Participants will be added to your original Term within three (3) business days.
3. Administrators will be notified of contract execution and term.

TERMS AND CONDITIONS

By signing or typing my name below, I agree to the Terms and Conditions for this purchase.

Signature

Print Name

Date