



Commission on Board Certification (COC) Profile Sheet

Commission Name	Commission on Board Certification (COC)
Term	4 year term from Jan 1, 2025 through December 31, 2028
Authority	ANCC Bylaws establish the COC authority
Purpose	To govern the ANCC certification and individual credentialing programs and activities.
Number of Members	At least nine members appointed by the Certification Appointments Committee
Responsibilities	<ul style="list-style-type: none"> A. Implementing ANCC certification activities adhering to the appropriate Scope and Standards of Practice or professional competencies developed by ANA or professional specialty organizations; B. Setting ANCC Certification Program policy; C. Conferring board certification on candidates who meet the requirements for certification (initial or renewal); D. Awarding certificates to candidates who meet the requirements to receive certificates; E. Awarding board recognition to candidates who meet the requirements for board recognition (initial or renewal); F. Preparing and approving a budget within established guidelines to accomplish the goals of the Certification Programs; G. Making final decisions on appeals; H. Making final decisions on complaints; I. Receiving, reviewing, and commenting on requests from ANA and other professional organizations for new credentialing products and services; and J. Performing systematic evaluation of the Certification Program. K. Establishing qualifications for subject matter experts, including those serving on Content Expert Panels. L. Appointing members to sit on the Appointments Committees.
Composition	<p>At least nine members appointed by the Certification Appointments Committee:</p> <ul style="list-style-type: none"> A. Current content expert panel (CEP) members or has served on a CEP within two years prior to initial appointment to the COC. B. ANCC Board Certified Nurse at-large C. A public or consumer member

Requirements	<ul style="list-style-type: none"> A. Currently engaged in the role and population that aligns with the ANCC certification held. B. The certified nurse at large or CEP representatives must have and maintain an unencumbered RN or APRN license and active ANCC certification at the time of appointment and during your entire tenure on the COC. C. Cannot be currently engaged any other ANCC program (e.g., reviewer, appraiser or commission member for Magnet Recognition Program, Pathway to Excellence, or Accreditation.) D. Cannot be currently engaged as a volunteer or staff member in any certification review materials in the same certification you hold, this includes ANA Knowledge Center, proprietary certification review companies, etc.
Term of Office	<p>The full term is 4 years.</p> <p>If you are appointed to fill a vacant position, then the term is for the remaining time in the vacant position.</p>
Term Limits	A maximum of 2 terms
Time Commitment	<ul style="list-style-type: none"> A. In-person meetings are held in March & September in Silver Spring, MD B. Monthly 1 hour conference calls C. Additional conference calls are rare and may occur if a matter arises that cannot wait for a scheduled conference call. D. A 1-day on-site orientation at the ANCC Headquarters in Silver Spring, MD
Expenses	<p>Expenses for meetings and orientation are reimbursed by ANCC.</p> <p>An honorarium is not paid.</p>
Volunteer Agreement and Conflict of Interest	If appointed, you must sign the Commission on Board Certification Volunteer Agreement and Financial and Conflict of Interest disclosure forms and other agreements that protect ANCC intellectual property. You can review these documents on the website.
COC Committees	<ul style="list-style-type: none"> A. Appeal Committee hears and makes final decision on all certification appeals. <i>(Meetings are scheduled monthly & held when appeals are submitted.)</i> B. Complaint Review Committee hears and makes final decisions on all complaints brought against ANCC certification applicants, candidates or certificants. <i>(Meetings are schedule monthly & held when a complaint is submitted.)</i> C. Executive Committee is composed of the Chairperson, Vice-Chairperson, and 1 COC member. <i>(Monthly 1 hour executive committee meetings are held.)</i>