

# ANCC Volunteer Application

## Instructions

Use this application to apply to be a volunteer with ANCC. Please indicate the positions for which you are interested, such as serving as a Content Expert Panelist, Item Writer, and/or Standard-Setting Panelist. For detailed information about these positions, visit the [ANCC Volunteer webpage](#).

- Please complete all sections of this application. Submit it along with the following documents:
  - Resume
  - Official job description for each current position. You may provide a letter describing your professional responsibilities in detail and ability to participate (on letterhead, signed by your supervisor) or a formal position description from your organization's HR department or website—it should include job title, qualifications, and responsibilities.
  - If self-employed, include a letter describing professional responsibilities and a statement of commitment and ability to participate.
- Please type all answers in this application and save the file as a PDF using your last name in the file name (for example, "SmithApplication.PDF").
- All documents must be submitted to [ANCCVolunteer@ana.org](mailto:ANCCVolunteer@ana.org) as a PDF. If you have any questions or problems submitting your documentation, please email [ANCCVolunteer@ana.org](mailto:ANCCVolunteer@ana.org) or call 1.800.284.2378.

For more information about becoming an ANCC Content Expert, please visit our website: [www.nursingworld.org/certification/ANCC-content-expert-opportunities/](http://www.nursingworld.org/certification/ANCC-content-expert-opportunities/)

# ANCC Volunteer Application

## 1. GENERAL INFORMATION

I am applying to serve as an ANCC volunteer. I am interested in: (check all that apply)

Content Expert Panel Member  Item Writer\**complete Section 13*  Standard Setting Panel Member

To which certification program are you applying? *\*If you have more than one certification, pick the one most relevant to your current position.*

### Nurse Practitioners

Adult-Gerontology Acute Care NP  
 Adult-Gerontology Primary Care NP  
 Family NP  
 Psychiatric-Mental Health NP

### Interprofessional Certifications

National Healthcare Disaster Certification™

### Clinical Nurse Specialists

Adult-Gerontology CNS

### Specialties

Ambulatory Care Nursing  
 Cardiac-Vascular Nursing  
 Gerontological Nursing  
 Informatics Nursing

Medical-Surgical Nursing  
 Nurse Executive  
 Nurse Executive, Advanced  
 Nursing Case Management  
 Nursing Professional Development  
 Pain Management Nursing  
 Pediatric Nursing  
 Psychiatric-Mental Health Nursing

Use your legal name on the application.

Ms.  Miss  Mrs.  Mr.  Dr.  Other: \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Credentials [Academic Degree, Licensure/Stated Designation, Board Certification (e.g., BSN, RN-BC)]

\_\_\_\_\_  
Current RN License # State Issued Expiration Date Years as an RN

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City State Zip/Postal

\_\_\_\_\_  
Preferred Phone  Cell  Home  Work Alternate Phone  Cell  Home  Work

\_\_\_\_\_  
Preferred Email Alternate Email

## 2. CERTIFICATION(S)

\_\_\_\_\_  
Name of ANCC Certification Certification Number Expiration Date

Years of experience in this certification specialty area: \_\_\_\_\_

## 2. CERTIFICATION(S) cont'd

\_\_\_\_\_  
Name of ANCC Certification Certification Number Expiration Date

Years of experience in this certification specialty area: \_\_\_\_\_

\_\_\_\_\_  
Other Certifications (name of certification held and certifying body that granted it)

Years of experience in this certification specialty area: \_\_\_\_\_

## 3. EMPLOYMENT INFORMATION\*

*\*Please include all relevant current employment information, including any secondary nursing or faculty positions.*

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Position Title Department Dates of Employment

\_\_\_\_\_  
City State

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Position Title Department Dates of Employment

\_\_\_\_\_  
City State

## 4. FACULTY (academics only)

Are you a faculty member? (includes full-time and part-time faculty) Yes No

If yes, please mark all education levels you teach:  ADN  BSN  MSN  DNP  PhD  Other: \_\_\_\_\_

Are you *primarily* employed as faculty?  Yes  No

If yes, please provide detailed description of faculty duties:

Do you spend at least 50% of your professional time teaching in the role, population, and specialty of the certification in which you are seeking appointment?  Yes  No

Are you also currently in clinical practice?  Yes  No

If yes, what percentage of your professional time do you spend in clinical practice? \_\_\_\_\_

## 5. STAFF DEVELOPMENT/CLINICAL EDUCATOR (includes adjunct faculty)

Are you *primarily* employed in staff development or as a clinical educator?      Yes      No

Do you spend at least 50% of your professional time teaching in the role, population, and specialty of the certification in which you are seeking appointment?     Yes     No

Are you also currently in clinical practice?                      Yes                      No

If yes, what percentage of your professional time do you spend in clinical practice? \_\_\_\_\_

## 6. CLINICAL PRACTICE

Are you currently in practice as relates to your certification?      Yes      No

If yes, please describe your practice:

Are you *primarily* employed in practice?      Yes      No

Do you spend at least 50% of your professional time engaged in clinical practice in the role, population, and specialty of the certification area to which you are seeking appointment?     Yes     No

Do you precept?     Yes     No

If yes, please describe (e.g., students, new staff, etc.)

## 7. ESSAY QUESTION

Please explain your qualifications in the certification specialty to which you are applying to volunteer. Give specific examples regarding experience and education (continuing education or academic) as they relate to your daily practice.

## 8. PRIMARY EMPLOYMENT PRACTICE SETTING

Geographical setting of the facility at which you practice:

- Rural (population <2,500)                       Metropolitan (population 250,000–999,999)  
 Town (population 2,500–49,999)               Greater Metropolitan (population >999,999)  
 City (population 50,000–249,999)

What is your current employment setting? Select all that apply:

### Number of Beds

- Not applicable  
 1-100  
 101-250  
 251-500  
 More than 500

**Age of Patients** (check all that apply)

- 0-1  
 2-12  
 13-21  
 22-65  
 66-79  
 80 and above

### Type of Primary Position

- Administration/DON/CNO/VP  
 Clinical/Staff/Direct Care Nurse  
 Clinical Nurse Specialist  
 Educator  
 Nursing Associate/Assistant Admin  
 Nurse Manager  
 Nurse Practitioner  
 Researcher  
 Other, please specify: \_\_\_\_\_

### Type of Facility

- Ambulatory Care  
 Community/Public Health  
 Group Practice Nurse/Physician  
 HMO/Managed Care  
 Hospice  
 Hospital  
 Independent Practice/Self-Employed  
 Long-Term Care  
 Mental Health Center  
 Military/Federal/VA  
 Nursing Home  
 Office Nursing  
 Per Diem/Agency Travel  
 Retail Clinic  
 School Health  
 School of Nursing/University/College  
 Urgent/Emergency Care Center  
 Other, please specify: \_\_\_\_\_

### Patient Populations/Conditions Represented in Your Practice:

- Cardiac  
 Critical Care  
 Endocrine/Diabetes  
 Frail Elderly  
 Gerontology  
 Labor & Delivery  
 Medical Surgical  
 Neurology  
 Orthopedics  
 Pain Management  
 Pediatrics  
 Perinatal  
 Postpartum  
 Psychiatric/Mental Health  
 Pulmonary  
 Rehabilitation  
 Renal/Urology  
 Trauma/Emergency  
 Other, please specify: \_\_\_\_\_

## 9. EDUCATIONAL PREPARATION

**List your educational preparation.** Include graduate work and basic nursing education. List highest level first. Do not state “See CV.”

Educational Institution	Area of Major Concentration	Degree	Year Awarded

## 10. PROFESSIONAL EXPERIENCE

List your three most recent positions held. Do not state "See CV."

Organization/ Employer	Position/Title	Brief Description of Duties	Dates of Employment

## 11. PROFESSIONAL SERVICE

List the most recent/significant activities from the past five years as they relate to your practice. For example: certifications; publications and dates; volunteer activities and offices held; presentations and to whom they were given; or honors (if applicable):

Have you been involved in any test development activities (e.g., item writer, item reviewer, or standard setting/cut score participant)? Yes    No

If yes, please explain (provide organization names and dates served):

Do you have experience with primary source research? Yes    No

If yes, please describe:

## 12. PROFESSIONAL ORGANIZATIONS

Please check the professional organizations in which you are a current member (check all that apply):

- |  |   |
|--|---|
| <input type="checkbox"/> AAACN American Academy of Ambulatory Care Nursing                       | <input type="checkbox"/> GAPNA Gerontological Advanced Practice Nurses Association      |
| <input type="checkbox"/> AANP American Association of Nurse Practitioners                        | <input type="checkbox"/> ISPN International Society of Psychiatric-Mental Health Nurses |
| <input type="checkbox"/> ANA American Nurses Association   | <input type="checkbox"/> NACNS National Association of Clinical Nurse Specialists       |
| <input type="checkbox"/> APNA American Psychiatric Nurses Association                            | <input type="checkbox"/> NGNA National Gerontological Nursing Association               |
| <input type="checkbox"/> APHA American Public Health Association (Public Health Nursing Section) | <input type="checkbox"/> PCNA Preventive Cardiovascular Nurses Association              |
| <input type="checkbox"/> ASPMN American Society for Pain Management Nursing                      | <input type="checkbox"/> SVN Society for Vascular Nursing                               |
| <input type="checkbox"/> ANPD Association for Nursing Professional Development                   | <input type="checkbox"/> Other: _____   |

## 13. ITEM WRITER APPLICANTS

Have you ever completed any item writer training or written test items for a certification licensure exam?  Yes  No

If yes, specify organization(s) and date(s) of prior item writer training or item writing activities:

List any publications and/or presentations you've authored from the past five years as they relate to your practice:

Why would you like to become an ANCC item writer? This might include why you think you would be a good candidate and what you hope to gain from the experience. (No more than 250 words)

## 14. STATEMENT OF UNDERSTANDING FOR CONTENT EXPERT PANEL APPLICANTS

By typing my signature below I attest that the information I have provided is true and accurate to the best of my understanding.

**If selected and appointed, I agree to serve:**

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date

\*Your typed name is sufficient as a signature. Remember to include with your application, your CV/resume and an official job description.