



Commission on Board Certification (COC) Profile Sheet

Topic	Descriptor
Commission Name	Commission on Board Certification (COC)
Term	4 year term from Jan 1, 2021 through December 31, 2024
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. Establish ANCC Certification Program policy B. Participate in certification strategic planning C. Confer board certification on candidates successfully meeting the initial certification or recertification requirements D. Award certificates to candidates of successfully completing a certification program E. Prepare and approve the Certification Program a budget within established guidelines to meet the certification goals F. Make final decisions on appeals and complaints G. Make decisions on requests for new certification credentialing products and services; H. Evaluate the Certification Program I. Establish qualifications for certification & test development subject matter experts J. Approve members to serve on the Appointments Committee K. Approve eligibility requirements
Composition	<p>At least nine members appointed by the Certification Appointments Committee filling these categories</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

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Requirements if appointed	<p>A. Currently engaged in the role and population that aligns with the ANCC certification held</p> <p>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.</p> <p>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.)</p> <p>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.</p>
Term of Office	<p>A full term is 4 years. 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	<p>A. In-person meetings are held in March & September in Silver Spring, MD</p> <p>B. Monthly 1 hour conference calls</p> <p>C. Additional conference calls are rare and may occur if a matter arises that cannot wait for a scheduled conference call.</p> <p>D. A 1-day on-site orientation at the ANCC Headquarters in Silver Spring, MD</p>
Expenses	<p>Expenses for meetings and orientation are reimbursed by ANCC. An honorarium is not paid.</p>
Volunteer Agreement and Conflict of Interest	<p>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.</p>
COC Committees	<p>A. Appeal Committee hears and makes final decision on all certification appeals. <i>(Meetings are scheduled monthly & held when appeals are submitted.)</i></p> <p>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></p> <p>C. Executive Committee is composed of the Chairperson, Vice-Chairperson, and 1 COC member. <i>(Monthly 1 hour executive committee meetings are held.)</i></p>