

AMERICAN HOLISTIC NURSES' CERTIFICATION CORPORATION

**HANDBOOK AND APPLICATION TO QUALIFY FOR
CERTIFICATION IN HOLISTIC NURSING**



This document contains necessary information about the American Holistic Nurses' Certification Corporation. Applicants and Certified Holistic Nurses should keep it available for reference. Each is responsible for knowing the contents herein.

**Effective May 31, 1998
Revised July 25, 2006,
December 2008, March 10, 2009**

**AHNCC
811 Linden Loop
Cedar Park, Texas 78613
1-877-284-0998**

**Email: ahncc@flash.net
www.ahncc.org**

AMERICAN HOLISITIC NURSES' CERTIFICATION CORPORATION

HANDBOOK AND APPLICATION TO QUALIFY FOR CERTIFICATION IN HOLISTIC NURSING

TABLE OF CONTENTS

SPONSORSHIP	3
Mission	3
Values	3
Purpose	3
Definition of Holistic Nursing	3
Endorsed Schools	3
Policies	4
Universality	4
Withdrawals	4
Returned Checks	4
Correspondence	4
Special Arrangements	4
GENERAL INFORMATION	4
Definition of Certification	4
Purposes of Certification	4
Membership Requirements	4
Eligibility Criteria	5
Average Minimum Timeline	5
Benefits of Certification	5
Certification Credential	5
CERTIFICATION PROCESS	6
Certification Procedures	6
Step 1: The Application to Qualify	6
Step 2: The Qualitative Assessment	6
Step 3. The Quantitative Examination	7
Graduates of Endorsed Schools	7
THE DOMAIN OF HOLISTIC NURSING	8
ABOUT THE EXAMS	8
The Qualitative Assessment	8
The Quantitative Examination	8
Blueprints for the Examinations	9
Sample Quantitative Questions, Non- Baccalaureate Nurse	9
Sample Quantitative Questions, Baccalaureate Nurse	10
Sample Quantitative Questions, Graduate Nurse	10

DEVELOPMENT OF THE EXAMINATIONS	11
PASSING SCORES	11
EXAMINATION ADMINISTRATION	11
REPORTING OF TEST SCORES	12
MAINTENANCE OF ITEMS AND EXAMINATIONS	12
RECERTIFICATION	12
Recertification Packet	12
CERTIFICATION FEES	13
HN-BC, HNB-BC and AHN-BC RESPONSIBILITIES	12
DISCIPLINARY ACTION	14
POSSIBLE SANCTIONS	14
APPENDIX A: PROFESSIONAL CODE	15
AHNA Code of Ethics	15
AHNCC Professional Code	17
APPENDIX B: APPLICATION TO QUALIFY	26
SUGGESTED REFERENCES	37

SPONSORSHIP

The American Holistic Nurses' Certification Corporation (AHNCC), incorporated in 1997 and governed by a Board of Directors, is responsible for the administration of the Advanced Holistic and Holistic Nurses' Certification Examinations. The Board of Directors is responsible for ensuring the validity, reliability, security and integrity of the certification process. The AHNCC Professional Code is in Appendix A.

MISSION

The mission of AHNCC is to:

- a. Standardize holistic nursing certification requirements,
- b. Promote recognition of holistic nursing as a specialty area that is based in a core of knowledge and competencies, and
- c. Advance the legitimate role of Holistic nursing in the health care system

VALUES

AHNCC is committed to values that enhance professional practice and contribute to competency in holistic nursing practice. Values such as integrity, fairness, excellence, innovation, holism, mutuality, empowerment, caring, healing, and transformation provide the basis for holistic nursing practice. These values provide a foundation for the Holistic Nursing Certification Examination.

PURPOSE

The purpose of AHNCC is to ensure that nurses engaged in holistic practice:

1. Integrate foundational concepts of holism into their lives and practice,
2. Demonstrate proficiency in the body of knowledge specific to Holistic Nursing including research and theory.

DEFINITION OF HOLISTIC NURSING

Holistic nursing may be defined as all nursing practice which cares for the person as an integrated, holistic human being, inseparable and integral with the environment. Holistic practice draws on holistic nursing knowledge, theories, expertise, and intuition to guide nurses in becoming therapeutic partners with clients in a mutually evolving process toward healing and holism. Holistic nursing is universal in nature and may be practiced in any clinical setting, community, private practice, hospital, educational institution or research foundation.

ENDORSED SCHOOLS

Baccalaureate and graduate nursing Programs that provide a nursing curriculum consistent with AHNA's Nursing Standards are eligible for Endorsement by AHNCC. Information regarding Endorsed Schools and Endorsement benefits is available upon request.

POLICIES

Universality: It is the policy of the AHNCC that no applicant shall be excluded from the opportunity to become certified as a holistic nurse on the basis of race, color, national origin, religion, gender, marital status, sexual orientation, age or disability.

Withdrawals: Applicants wishing to withdraw their documents must submit a written letter by certified mail. No other means of communication will be accepted. All remitted fees will be forfeited.

Returned Checks: A \$15.00 fee will be assessed to any applicant whose personal check is returned for insufficient funds. Remittance of all fees thereafter must be in the form of a money order or certified check.

Correspondence: AHNCC cannot be responsible for the timely performance of the post office in delivering documents that may become lost in the mail. Applicants are encouraged to make copies of all materials submitted. Those desiring verification of receipt by AHNCC should use certified or registered mail.

SPECIAL ARRANGEMENTS

The AHNCC, sensitive to the special needs of persons with disabilities or impairments, complies with all ADA requirements for accommodation. To arrange for special considerations, complete the Accommodation Request (found in Application to Qualify) and submit with proper documentation and verification of the disability or impairment from a suitable licensed professional.

GENERAL INFORMATION

Definition of Certification

Certification is the process that a non-governmental authority uses to grant recognition to an individual who has met specified qualifications and competencies in a defined area of practice. Based on predetermined standards of professional practice, a registered nurse validates her/his qualifications and specialized clinical knowledge for practice by seeking the credential conferred by such an authority. Certification is a voluntary process and should not be confused with a legal professional license.

Purposes of Certification

National certification:

- Establishes minimum competency standards for Holistic Nursing practice,
- Assures the public that the certified nurse has completed all eligibility requirements to earn a credential verifying he/she has achieved the level of knowledge and competency required for practice of holistic nursing, and
- Recognizes nurses who have met those standards.

Membership Requirements

Membership in an association or organization is not required to become Board Certified as a Non-Baccalaureate Holistic Nurse (HN-BC), Baccalaureate Holistic Nurse (HNB-BC), or Advanced Holistic Nurse (AHN-BC).

Eligibility Criteria

- Unrestricted and current RN licensure from an accredited School of Nursing;
- A minimum of a Diploma or ADN Degree for the HN-BC; a minimum of a Baccalaureate Degree for HNB-BC; and Master's Degree in Nursing to apply for AHN-BC. *After January 1, 2009, applicants for the HNB-BC will be required to have a Baccalaureate Degree in Nursing.*
- Active practice as a holistic nurse for a minimum of one (1) year full-time or 2,000 hours within the last five (5) years part-time,
- Completion of a minimum of 48 contact hours of continuing education in holistic nursing within a two (2) year period preceding application.

Average Minimum Time

Practice:

- Post-baccalaureate practice in holistic nursing¹ 1 year

Certification Process:

- Step 1 8 wks
- Step 2 8 wks²
- Step 3 8 wks³
- Notification 6 wks⁴

Recertification: 8-10 wks

¹ Waived for eligible graduates of Endorsed Schools.

² Includes preparation time; waived for eligible graduates of Endorsed Schools.

³ Includes required 2 week notice for testing site.

⁴ Includes time post-examination.

Benefits of Certification

National certification:

- Validates knowledge and skills necessary for holistic nursing practice,
- Establishes identity with consumers, employers, colleagues, and surveyors as someone with credibility in the field of Holistic Nursing,
- Encourages continued personal and professional growth consistent with holistic nursing,
- Provides documentation of knowledge and competence in holistic nursing in the form of an official certificate,

Certification Credential

Nurses certified by AHNCC may use the designated credential HN-BC, HNB-BC, or AHN-BC. This credential verifies that the individual has met all eligibility and testing requirements and is currently certified. HN-BC, HNB-BC, or AHN-BC cannot be used when the nurse has:

- Not completed AHNCC certification requirements,
- Failed to follow required steps for recertification,
- Requested inactive, status or,
- Certification has been withdrawn by AHNCC.

CERTIFICATION PROCESS

Certification Procedures

HN-BC, HNB-BC, or AHN-BC certification includes three required, sequential steps:

- 1) An application to qualify for certification,
- 2) A qualitative assessment⁵,
- 3) A quantitative examination.

The candidate must receive AHNCC approval before progressing. An Application to Qualify for Certification can be found in Appendix B. Mandatory eligibility requirements are listed on page 5.

1) The Application to Qualify:

The Application to Qualify for Certification must be completed in full and submitted with:

- The appropriate fee, and
- The Letter of Agreement with AHNCC found in the Application Packet.

The application will be reviewed by AHNCC staff and approved by AHNCC Board of Directors. AHNCC will notify candidates of the status of their application within 4-6 weeks from the original date of arrival in AHNCC's office.

2) Qualitative Assessment:

Candidates who have been approved by AHNCC to progress to Step 2: The Qualitative Assessment, will receive a

Qualitative Assessment Application Form, Guidelines for the written essays, and instructions necessary to progress. Candidates are encouraged to submit the Qualitative Assessment as soon as possible. It must be submitted within 1 calendar year of application approval.

During Step 2 of the Certifying Process, the candidate must submit, as a package, the following items:

- Qualitative Assessment Application Form,
- Written essays designed to assess the nurse's ability to integrate foundation concepts of holistic nursing into his/her life and practice,
- Qualitative Assessment Fee.

Qualitative Assessments will be reviewed anonymously by AHNCC approved, Advanced Holistic Board certified nurses four times a year starting October 1, 1998. Additional reviews will occur every three months. Candidates for certification will be sent notification of their status within 4-6 weeks after receipt in AHNCC's office.

Candidates eligible to progress to the third and last step required for certification will receive a form letter indicating successful completion of the Qualitative Assessment, a schedule of dates and locations where the examination will be held, and an application form to take the quantitative examination.

Candidates who fail to meet criteria for successful completion of the Qualitative Assessment may resubmit the Qualitative Assessment Packet as many times as necessary for a period of up to one (1) year from the date of notification of eligibility to progress.

⁵ Waived for eligible graduates of Endorsed Schools.

3) *Quantitative Examination:*

AHNCC and the Professional Testing Corporation of New York collaborated to develop a reliable and valid quantitative examination using a multiple step process including item writing, item reviewing, testing, and item analysis. Nationally recognized psychometric procedures were used to select appropriate items for the examination. New items will be developed routinely to assure continued reliability and validity of the quantitative examination.

The Quantitative Examination consists of single answer, multiple-choice questions that assess the applicants' mastery of the body of knowledge considered to be essential to the practice of holistic nursing. The body of knowledge involves the five major Core Values of Holistic Nursing and related Holistic Nursing Standards.

The Quantitative Examinations will be administered at selected national testing sites under strict testing regulations to ensure security of the examination.

Examination items are framed within the context of the Core Values and Standards of Holistic Nursing. The cognitive level of difficulty of the questions vary to test for knowledge, comprehension, application, analysis, synthesis and evaluation modes of understanding.

Candidates will be notified of their score and status by the Professional Testing Corporation approximately 6 weeks after test administration. A follow-up letter with information regarding length of certification, and recertification processes will be sent from AHNCC.

Certification status will be released to others according to the Letter of Agreement with AHNCC signed by the applicant during Step 1 of the Certification Process.

Candidates must pass the Quantitative Examination to become Certified in Holistic Nursing. If a candidate fails this exam, he/she will be eligible to retake it no sooner than three (3) months and no later than one (1) year from the date of the first Quantitative Examination.

Although candidates can retake this exam one (1) time without reapplying, all such candidates must pay the retake fee.

If a candidate fails the Quantitative Examination a second time, she/he will need to resubmit an application form, reapply for both Qualitative Assessment, and the Quantitative Examination no sooner than three (3) months after the date of the second examination. Timelines, fees and documentation in effect at the time of reapplication will apply.

Graduates Of Endorsed Schools

Nurses who have graduated from an AHNCC Endorsed School may be eligible for an expedited certification process. Information regarding eligibility is available by contacting AHNCC Headquarters.

THE DOMAIN OF HOLISTIC NURSING

The body of knowledge of Holistic Nursing is related to the five major Core Values of Holistic Nursing and the related Holistic Nursing Standards.

The Core Values in Holistic Philosophy, Theories and Ethics; Holistic Caring Processes; Holistic Communication, Therapeutic Environment, and Cultural Diversity; Holistic Education and Research; and Holistic Nurse Self-Care.

The related Standards are discussed in AHNA's Holistic Nurses' Scope and Standards (2007)¹ on pages 23-33 and explicated on pages 81-93 for the Baccalaureate nurse and pages 93-114 for the graduate nurse.

General information about the phenomena and concerns of Holistic Nursing can be found in AHNA's Holistic Nurses' Scope and Standards (2007), pp. 2,122.

ABOUT THE EXAMS

The Qualitative Assessment

The Qualitative Assessment is designed to assess the applicants' ability to integrate foundational concepts of Holistic Nursing into their personal and professional lives. The essay questions are designed so that applicants can discuss their experiences in their own style.

The essays are evaluated based on evidence that the Core Values and Standards of Holistic Nursing have

been integrated into their personal and professional lives.

There are three to four questions on the Qualitative Assessment. Guidelines for formatting the answers are provided, including font size, margins, and title page with Code Number provided upon approval of Application, Step 1 (discussed above).

A maximum of a two page response per question is allowed. If more than two pages are submitted, the candidate may be asked to rewrite the essay.

All Qualitative Assessment questions and responses are treated with confidentiality and stored under secure conditions. AHNCC expects that all candidates will also treat all Qualitative Assessment questions as confidential items.

The following are examples of Qualitative questions:

- Discuss a Holistic Nursing theory that guides your life and practice.
- Describe in your own words, your personal and professional growth toward an understanding and appreciation of holism and holistic nursing.
- Discuss nursing research relevant to holistic practice.

The Quantitative Examination

The Quantitative Examination consists of 178 items. Each item consists of a single stem followed by four possible answers. Only one answer is correct. All others are distractors; no question has two correct answers.

The single items are designed to assess the applicants' mastery of the body of

¹ AHNA, (2007). Holistic nursing: Scope and standards of practice. American Holistic Nurses Association, Silver Springs, MD.

knowledge and related skills considered to be essential to the practice of holistic nursing. Each exam is designed to assess proficiency of a certified nurse at the given level of expertise.

For example, non-baccalaureate nurses are expected to be able to use concepts drawn from the major nursing theories and to apply research findings in their practice. Baccalaureate nurses are expected to be able to critique research findings and apply theory in practice. Graduate nurses are expected to be able to design studies, analyze research findings and to critique and study nursing theories.

Blueprints for the Exams

The Non-Baccalaureate Exam contains 150 items organized by Core Values as follows:

1. Holistic Philosophy, Theories, and Ethics: 43 items (29% of the exam).
2. Holistic Education and Research: 11 items (7% of the exam).
3. Holistic Nurse Self-Care: 24 items (16% of the exam).
4. Holistic Communication, Therapeutic Environment, and Cultural Diversity: 42 items (28% of the exam).
5. Holistic Caring Process: 30 items (20% of the exam).

The Baccalaureate Exam contains 178² items, organized by Core Value as follows:

1. Holistic Philosophy, Theories, and Ethics: 46 items (26% of the exam).
2. Holistic Caring Process: 36 items (20% of the exam).
3. Holistic Communication, Therapeutic Environment, and

² AHNCC is currently preparing revised versions of this examinations. It will be available October, 2009. The new form of the exam will contain a minimum of 150 items, a maximum of 200 items. The blueprint will be Core Value 1-5: 26%, 14%, 12%, 26%, 22% respectively.

Cultural Diversity: 50 items (28% of the exam).

4. Holistic Education and Research: 25 items (14% of the exam).
5. Holistic Nurse Self-Care: 21 items (12% of the exam).

The Graduate Exam contains 198 items³, organized by Core Values as follows:

1. Holistic Philosophy, Theories, and Ethics: 56 items (28% of the exam).
2. Holistic Education and Research: 38 items (19% of the exam).
3. Holistic Nurse Self-Care: 17 items (9% of the exam).
4. Holistic Communication, Therapeutic Environment, and Cultural Diversity: 33 items (17% of the exam).
5. Holistic Caring Process: 54 items (27% of the exam).

Sample Quantitative Exam Questions, Non-Baccalaureate Nurse:

- 1) The term “healing” is best described by which of the following definitions:
 - a. A continual journey of self-changing and evolving.
 - b. The essence that permeates all of life, manifested in one’s being.
 - c. Return to the natural state of integrity and wholeness of an individual.
 - d. Activities that prevent illness and growth health.

(C is correct. A is a good distracter, but is not correct. While it may describe the process, it does not indicate that growth is occurring.)

³ AHNCC is currently preparing revised versions of this examinations. It will be available October, 2009. The new form of the exam will contain a minimum of 150 items, a maximum of 200 items. The blueprint will be Core Value 1-5: 28%, 19%, 9%, 17%, 27% respectively.

2) Which of the following is a responsibility of a holistic nurse?

- a. Ensure that the client finds meaning in the illness.
- b. Use true presence with a client to facilitate understanding of the client's perception of the illness.
- c. Establish rapport with client to get the client to understand and cooperate with the treatment regime..
- d. Use true presence with client and force the nurse's own problems into the background in order to focus on the tasks to accomplish.

(B is correct. While A is an aim of Holistic Nursing, Holistic Nurses cannot ensure that this will happen immediately. Although some might be drawn to D, it does not describe the essence of presence or the reason for using presence.)

Sample Quantitative
Exam Questions,
Baccalaureate Nurse

1) A 53 year old woman with recurrent breast cancer confides to a holistic nurse that she plans to stop her medical treatments that no longer seem to be helping her and to try an herbal preparation a friend told her cures cancer. She says she does not plan to tell her family right away because they might be against her plan. Which of the following is the most appropriate action?

- a. Accept her decision without question and say nothing more.
- b. Tell her it would be best to talk with her doctor first.
- c. Explore further with her what made her come to this decision.
- d. Inform her family and physician as soon as possible.

(C is correct. Although holistic nurses support their client's world view, without further clarification, it is impossible to understand why she made this decision.)

2) In a study of 156 women who have a history of childhood sexual abuse, a nurse found that there was a statistically significant correlation between the severity of the abuse and suicide attempts within the previous year. Based on this finding, a holistic nurse working with a group of women who have a history of childhood sexual abuse should first:

- a. Screen group participants for suicide risk.
- b. Encourage group participants to describe their abuse.
- c. Assure group participants of confidentiality.
- d. Inform group participants of these research findings.

(A is correct. While c is a good distractor, given the research findings, the Holistic Nurse is ethically responsible to further assess group participants to determine their risk status.)

Sample Quantitative
Exam Questions, Graduate Nurse

1. Which of the following is the rationale for individualized, supportive nursing interventions for clients experiencing pain?

- a) Eliminate the need for medication to manage pain.
- b) Interrupt acting out behaviors related to pain experiences.
- c) Reduce the sense of helplessness and increase the sense of control.
- d) Avoid reactivating repressed or unresolved past emotional experiences.

(Answer c is correct. Holistic Nurses aim to empower their clients. This in turn facilitates them in separating psychic pain from physical pain, altering their output of neurotransmitters).

2. Which of the following explains the current research findings of psychophysiology responses?

- a) A web-like pattern locked between the frontal cortex, limbic system, and hypothalamus.
- b) A loop starting from sensory organs to thalamus to cortex to limbic system and back to body response.
- c) The hypothalamus-pituitary-adrenal axis controls secretion of glucocorticoids for the suppression of immune cell response.
- d) Neurotransmitters carry messages to receptor sites throughout the bodymind, stimulating release of hormones that influence emotional states as well as immune integrity.

(Answer d is correct.)

DEVELOPMENT OF THE EXAMINATIONS

The examinations were developed using a multistep process. First, the unique roles of the Holistic Nurse were established with a Role-Delineation Study performed by an AHNA Task Force. These were matched with established Holistic Nursing Core Values and Standards. Item writers were recruited from among the cohort of certified Holistic Nurses. They were directed to write items to specifically address a unique Core Value and related Standard of Holistic Nursing and to address only those where they held expertise. These items were written to

reflect Standards at the Baccalaureate or the Advanced level specifically. Following compilation of items, the Professional Testing Corporation (PTC) reviewed each item for structure, grammar, wording, and other editorial considerations. Next they were sent to members of the Examination Development Committee (EDC) for review, revision, clarity, and appropriateness for the Standard. The items were also evaluated for negative wording, single correct answer and appropriateness for the level of the examination. This procedure was repeated twice before the final review with PTC. The final steps in the process were to review the entire examination, item by item and then to check the entire examination for construct validity. At that time, each item was again reviewed, and reevaluated. Using the Examination Blueprint, items were revised as needed then accepted, rejected, or placed in an item-bank.

PASSING SCORES

Coupled with reliability of the examinations and their individual items, The content and construct validity were considered throughout the process of setting passing scores. Final determinations were based on a number of factors including input from experts regarding the items on the examinations; test results from volunteer groups; data analysis, and individual item analysis post examination.

EXAMINATION ADMINISTRATION

Administration of the examinations is overseen by the Professional Testing Corporation (PTC) in concert with Lasergrade. They are offered twice year, in more than 700 locations, over a two-

week period of time. Candidates apply to PTC for a specific time and location for the examination.

REPORTING OF TEST SCORES

All candidates will receive a written report of their examination results from PTC within 3-4 weeks post examination. This report includes a breakdown of their scores according to the subcategories (i.e. Core Values), including the candidates score and the potential score. A follow-up letter will be sent from AHNCC within 2-3 weeks. The names of candidates who are successful in passing the examinations will also be reported to AHNA and released for the press.

MAINTENANCE OF ITEMS AND EXAMINATIONS

All examinations and banked items are maintained in secure surroundings by PTC and Lasergrade. No one but authorized personell have access to either the examination or the bank-items. The examinations are reviewed on a routine basis by the AHNCC Board. Items are substituted when indicated by poor performance on two or more examinations. The examinations are revised on a five year rotation basis.

RECERTIFICATION

Certification is valid for a period of five (5) years from the date appearing on the certificate. The time frame for certification begins with the first day of the month following which all requirements have been successfully completed. Renewal notices will be sent approximately four to five (4-5) months prior to certification expiration.

Recertification requires that the HN-BC, HNB-BC, or AHN-BC nurse to continue to be in good standing and meet recertification requirements in one of two ways:

•**Option One:** submit evidence of successful completion of 100 contact hours of continuing education in nursing within the five years period preceding the date of expiration of the certification period. At least twenty percent (20%) of the contact hours must directly address holistic nursing. The remaining contact hours can be related to holistic modalities, methods of practice, studies that facilitate self-care, growth and transformation within a holistic context. The contact hours must be approved by a licensing board, credentialing body, educational institution or other qualified individual or organization. Medical focused courses will not be accepted.

Appropriate documentation of continued education (such as certificates of completion) must be submitted with application for recertification.

•**Option Two:** Successfully complete the full certification process including Application, Qualitative Assessment and Quantitative Examination.

Recertification Packet, Option One

Recertification with Option One requires submission of several documents no later than 60 days prior to certification expiration:

- Renewal application packet,
- CE documentation and certificates of completion, and
- Recertification fee.

Failure to submit a complete packet within 60 days prior to certification expiration date mandates recertification by Option Two.

CERTIFICATION FEES⁶

Certification fees, payable in US funds. The HN-BC and HNB-BC (HN/HNB) fees are shown in the first column and the Graduate fees (AHN) are in the second column below⁴:

	HN/HNB	AHN
Step One:		
Application fee	\$ 25.00 /	\$50.00
Step Two:		
Qualitative Assessment	\$175.00 /	\$175.0
Resubmission	\$ 75.00 /	\$75.00
Step Three:		
Quantitative Exam	\$300.00 /	\$325.00
Retake Exam	\$300.00/	\$325.00
Recertification	\$275.00/	\$325.00

CERTIFICANT RESPONSIBILITIES⁹

Holistic nurses certified by AHNCC are responsible for:

- AHNA's Personal and Professional Code of Ethics, Appendix A,
- Professional conduct as described in AHNCC's Professional Code, Appendix A.
- Notification of any information that might lead to revocation of certification.
- Maintenance of continuing education record so that requirements can be verified at any point in time,
- Notification of an address, name or telephone change,
- Submission of Renewal Application Packet within 60 days prior to certification expiration date.

⁶ Certification fees are subject to change without advance notice.

⁴ AHNA members are eligible for a reduced fee for selected Steps.

⁹ See AHNCC Professional Code, Application and Certification Standards (Appendix A) for detailed information.

DISCIPLINARY ACTION

Disciplinary action may be taken if any of following occur:¹⁰

- Falsification of an application or misrepresentation of eligibility to become certified;
- Misrepresentation of certification to the public or misuse of the HN-BC, HNB-BC, or AHN-BC credential;
- Untruth of any information submitted to AHNCC;
- Lack of a current RN license or knowledge of legal actions against a licensee in any US jurisdiction or foreign country;
- Failure to maintain eligibility requirements, or pay required renewal fees.

POSSIBLE SANCTIONS

- Denial or suspension of eligibility;
- Revocation of certification;
- Non-renewal of certification;
- Reprimand;
- Suspension of certification; or
- Other corrective action.

¹⁰ See AHNCC Professional Code, Section III, Application and Certification Standards (Appendix A) for detailed listing.

APPENDIX A
STATEMENT ON HOLISTIC NURSING ETHICS:
American Holistic Nurses' Association

Code of Ethics for Holistic Nurses

We believe that the fundamental responsibilities of the nurse are to promote health, facilitate healing, and alleviate suffering. The need for nursing is universal. Inherent in nursing is the respect for life, dignity, and the rights of all persons. Nursing care is given a context mindful of the holistic nature of humans, understanding the body-mind-spirit. Nursing care is unrestricted by considerations of nationality, race, creed, color, age, sex, sexual preference, politics, or social status. Given that nurses practice in culturally diverse settings, professional nurses must have an understanding of the cultural background of clients in order to provide culturally appropriate interventions.

Nurses render services to clients who can be individuals, families, groups, or communities. The client is an active participant in health care and should be included in all nursing care planning decisions

To provide services to others, each nurse has a responsibility towards the client, co-workers, nursing practice, the profession of nursing, society, and the environment.

Nurses and Self

The nurse has a responsibility to model health care behaviors. Holistic nurses strive to achieve harmony in their own lives and assist others striving to do the same.

Nurses and the Client

The nurse's primary responsibility is to the client needing nursing care. The nurse strives to see the client as whole and provides care that is professionally appropriate and culturally consonant. The nurse holds in confidence all information obtained in professional practice and uses professional judgment in disclosing such information. The nurse enters into a relationship with the client that is guided by mutual respect and a desire for growth and development.

Nurse and Co-workers

The nurse maintains cooperative relationships with co-workers in nursing and other fields. Nurses have a responsibility to nurture each other and to assist nurses to work as a team in the interest of client care. If a client's care is endangered by a co-worker, the nurse must take appropriate action on behalf of the client.

Nursing and Nursing Practice

The nurse carries personal responsibility for practice and for maintaining continued competence. Nurses have the right to use all appropriate nursing interventions and have the obligation to determine the efficacy and safety of all nursing actions. Wherever applicable, nurses use research findings in

directing practice.

Nurses and the Profession

The nurse plays a role in determining and implementing desirable standards of nursing practice and education. Holistic nurses may assume a leadership position to guide the profession towards holism. Nurses support nursing research and the development of holistically oriented nursing theories. The nurse participates in establishing and maintaining equitable social and economic working conditions in nursing.

Nurses and Society

The nurse, along with other citizens, has the responsibility for initiating and supporting actions to meet the health and social needs of the public.

Nurses and the Environment

The nurse strives to manipulate the client's environment to become one of peace, harmony, and nurturance so that healing may take place. The nurse considers the health of the ecosystem in relation to the need for health, safety, and peace of all persons.

September 1992, AHNA

AHNCC'S PROFESSIONAL CODE FOR HOLISTIC NURSING PRACTICE

PREAMBLE

The American Holistic Nurses' Certification Corporation, Inc. ("AHNCC") is a nonprofit organization that provides board certification for holistic nursing. The Board is national in scope and blends both academicians and practitioners for the purpose of establishing rigorous standards that have a basis in real world practice.

Certification is offered to holistic nurses from a wide variety of practice disciplines, which meet high standards for the practice of holistic nursing. To the extent that standards are rigorously adhered to, it is the aim of AHNCC to be inclusive, and not to be restrictive to any subspecialty.

Maintenance of AHNCC certification will require adherence to AHNCC's Code of Professional Practice. Individuals who fail to meet these requirements may be suspended or have their certification revoked. AHNCC does not guarantee the job performance of any individual.

AHNCC does not express an opinion on the competence of or warrant the job performance of Certified Holistic Nurses. Rather, AHNCC certification constitutes recognition by AHNCC that, to its best knowledge, an AHNCC certificant meets and adheres to certain minimum academic, preparation, professional experience, continuing education, and professional standards.

I. ELIGIBILITY FOR CERTIFICATION OR RECERTIFICATION

As a condition of eligibility for and continued maintenance of any AHNCC certification, each candidate or certificant agrees to the following:

A. Compliance with AHNCC Standards, Policies, and Procedures

No individual is eligible to apply for or maintain certification unless in compliance with all AHNCC rules and standards, policies and procedures, including timely payment of fees and recertification requirements. Each individual bears the burden for showing and maintaining compliance at all times. AHNCC may deny, revoke, or otherwise act upon certification or recertification when an individual is not in compliance with all AHNCC standards, policies and procedures. Nothing provided herein shall preclude administrative requests by AHNCC for additional information to supplement or complete any application for certification or recertification.

B. Complete Application

The individual shall truthfully complete and sign an application in the form provided by AHNCC, shall provide the required fees and shall provide additional information as requested. The individual shall notify AHNCC within 60 (sixty) days of occurrence of any change in name, address, telephone number, and any other facts bearing on eligibility or certification (including but not limited to: filing of any civil or criminal charge, indictment or litigation; conviction; plea of guilty; plea of nolo contendere; or

disciplinary action by a licensing board or professional organization). A candidate or certificant shall not make and shall correct immediately any statement concerning the candidate's or certificant's status which is or becomes inaccurate, untrue or misleading.

All references to "days" in AHNCC standards, policies and procedures shall mean calendar days. Communications required by AHNCC must be transmitted by certified mail, return receipt requested or other verifiable method of delivery. The candidate or certificant agrees to provide AHNCC with confirmation of compliance with AHNCC requirements as requested by AHNCC.

C. Property of AHNCC

The examinations, certificates, and cards of AHNCC, the names "American Holistic Nurses' Certification Corporation, Inc." and "Holistic Nurse Certified," the term "AHNCC," the term "HNC" and abbreviations relating thereto are all the exclusive property of AHNCC and may not be used in any way without the express prior written consent of AHNCC. In case of suspension, limitation, revocation, or resignation from AHNCC or as otherwise requested by AHNCC, the individual shall immediately relinquish, refrain from using, and correct at the individual's expense any outdated or otherwise inaccurate use of any certificate, logo, emblem, and the AHNCC name and related abbreviations. If the individual refuses to relinquish immediately, refrain from using and correct at his or her expense any misuse or misleading use of any of the above items when requested, the individual agrees that AHNCC shall be entitled to obtain all relief permitted by law.

D. Pending Litigation

Candidates and currently certified individuals must notify AHNCC of any indictment or charge pending before a state or federal regulatory agency or judicial body directly relating to AHNCC (including civil AHNCC actions), or a matter described in Section III, 1-13 within 60 (sixty) days of such charge and shall provide documentation of the resolution of such charge within 60 (sixty)

E. Criminal Convictions

An individual convicted of a felony directly related to AHNCC shall be ineligible to apply for certification or recertification for a period of five (5) years from the exhaustion of appeals or final release from confinement (if any), whichever is later. Convictions of this nature include but are not limited to felonies involving rape or sexual abuse of a patient or child, and actual or threatened use of a weapon.

II. SCORE REPORTS

The AHNCC is concerned with reporting only valid scores. On rare occasions, misconduct or circumstances beyond the individual's control may render a score invalid. If doubts are raised about a score because of these or other circumstances, all individuals are expected to cooperate in any AHNCC investigation. AHNCC reserves the right to cancel any examination score if, in the sole opinion of AHNCC, there is adequate reason to question its validity. AHNCC in its discretion will (i) offer the individual an opportunity to take the examination again at no additional fee, or (ii) proceed as described below.

III. APPLICATION AND CERTIFICATION STANDARDS

AHNCC may revoke or otherwise take action with regard to the application or certification of a candidate or certificant in the case of:

1. Ineligibility for AHNCC certification;
2. Irregularity in connection with any AHNCC examination;
3. Failure to pay fees required by AHNCC;
4. Unauthorized possession of, use of or access to AHNCC examinations, certificates, cards, and logos of AHNCC, the name "American Holistic Nurses' Certification Corporation, Inc." and "Holistic Nurse Certified," the term "AHNCC," the term "HN-BC", "HNB-BC", or "AHN-BC" and abbreviations relating thereto, and any other AHNCC documents and materials;
5. Obtaining or attempting to obtain certification or recertification by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to AHNCC;
6. Misrepresentation of AHNCC certification or certification status;
7. Failure to provide any written information required by the AHNCC;
8. Habitual use of alcohol or any drug or any substance, or any physical or mental condition, which impairs competent and objective professional performance;
9. Gross or repeated negligence or malpractice in professional work;
10. Limitation or sanction, including voluntary limitation, by a governmental regulatory board or professional organization relating to the public health, nursing, or holistic nursing.
11. The conviction of, plea of guilty or plea of nolo contendere to a felony or misdemeanor related to AHNCC. This includes but is not limited to a felony involving rape or sexual abuse of a patient or child, and actual or threatened use of a weapon;
12. Failure to timely update information to AHNCC;
13. Failure to maintain confidentiality as required by law; or
14. Other violation of an AHNCC standard, policy or procedure as provided in the AHNCC Candidate Brochure or other material provided to candidates or certificants.

IV. ESTABLISHMENT OF SPECIAL STANDARDS REVIEW AND STANDARDS HEARING COMMITTEES.

1. The AHNCC Board of Directors by a majority vote may elect (i) a Standards Review Committee and (ii) a Standards Hearing Committee, to consider alleged violations of any AHNCC disciplinary rule set forth at III, 1-13 above or any other AHNCC standard, policy or procedure.
2. Each of these Committees shall be composed of three members drawn from AHNCC certificants.

3. A committee member's term of office on the committee shall run for one year and may be renewed so long as the total term of service does not exceed six (6) years.
4. A committee member may serve on any matter in which his or her impartiality or the presence of actual or apparent conflict of interest might reasonably be questioned.
5. Committee action shall be determined by majority vote.
6. When a committee member is unavailable to serve by resignation, disqualification or other circumstance, the Chair of AHNCC shall designate another individual to serve as an interim member.

V. REVIEW AND APPEAL PROCEDURES

Failure to pay fees, failure to submit required information, and failure to meet deadlines shall all be determined by the AHNCC National Office. The National Office shall send a notice to the affected certificant, allowing an opportunity to respond within 20 calendar days to the determination by the National Office. If no response is received or if no evidence is submitted showing timely compliance by the certificant, the National Office may revoke certification, without further opportunity for the certificant to appeal except as set forth in XII, herein. In all other circumstances, the following procedures shall apply:

A. Submission of Allegations

1. Allegations of a violation of an AHNCC disciplinary rule or other AHNCC standard, policy or procedure are to be referred to the Chair for disposition. Persons concerned with possible violation of AHNCC rules should identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to the Chair. The statement should identify by name, address and telephone number the person making the information known to AHNCC and others who may have knowledge of the facts and circumstances concerning the alleged conduct. Supplementation relating to the content or form of the information may be requested.
2. The Chair shall make a determination of the allegations SUBMITTED IN WRITING within 60 (sixty) days and after consultation with counsel.
3. If the Chair determines that the allegations are frivolous or fail to state a violation of an AHNCC's rules, the Chair shall take no further action and so apprise the Board and the complainant (if any).
4. If the Chair determines that good cause may exist to deny eligibility or question compliance with AHNCC rules, the Chair shall transmit the allegations to the Standards Review Committee.

B. Procedures of the Standards Review Committee

1. The Standards Review Committee shall investigate the allegations after receipt from the Chair. If a majority of the Committee determines after such investigation that the allegations and facts are inadequate to sustain a finding of a violation of AHNCC disciplinary rules, no further adverse action shall be taken. The Board and the complainant (if any) shall be so apprised.

2. If the Committee finds by majority vote that good cause exists to question whether a violation of a AHNCC disciplinary rule has occurred, the Committee shall transmit a statement of allegations to the candidate or certificant by certified mail, return receipt requested, setting forth the applicable standard and a statement:
 - a. Of facts constituting the alleged violation of the standard;
 - b. That the candidate or certificant may proceed to request: (i) review of written submission by the Standards Hearing Committee; (ii) a telephone conference of the Standards Hearing Committee; or (iii) an in-person hearing (at least held annually proximate to the annual meeting of AHNCC), with the candidate or certificant bearing his or her own expenses for such matter;
 - c. That the candidate or certificant shall have 15 days after receipt of the statement to notify the Chair if he or she disputes the allegations, has comments on available sanctions, and/or requests a hearing on the record;
 - d. That the candidate or certificant may appear in person with or without the assistance of counsel, may examine and cross-examine any witness under oath, and produce evidence on his or her behalf;
 - e. That the truth of allegations or failure to respond may result in sanctions including revocation; and
 - f. That if the candidate or certificant does not dispute the allegations or request a hearing, the candidate or certificant consents that the Committee may render a decision and apply available sanctions. (Available sanctions are set out in VI., below.)

C. Procedures of the Standards Hearing Committee

If the candidate or certificant disputes the allegations or available sanctions or requests a hearing:

1. The Standards Review Committee shall:
 - a. forward the allegations and response of the candidate or certificant to the Standards Hearing Committee; and
 - b. designate one of its members to present the allegations and any substantiating evidence, examine and cross-examine witnesses and otherwise present the matter during any hearing of the Standards Hearing Committee.
2. The Standards Hearing Committee shall then:
 1. schedule a written review, or telephone or in-person hearing as directed by the candidate or certificant, allowing for an adequate period of time for preparation for the hearing; and by certified mail, return receipt requested, a

Notice of Hearing to the candidate or certificant. The Notice of Hearing shall include a statement of the standards violated and the time and place of the hearing as selected by the Standards Hearing Committee.

2. The candidate or certificant may request modification of the date of the hearing for good cause. The individual may request a hearing by teleconference or by written submission of documents in lieu of in-person hearing.
3. The Standards Hearing Committee shall maintain a verbatim audio, video or written transcript.
4. AHNCC and the candidate or certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses under oath, make closing statements and present written briefs as scheduled by the Standards Hearing Committee.
5. The Standards Hearing Committee shall determine all matters relating to the hearing. The hearing and related matters shall be determined on the record by majority vote.
6. Formal rules of evidence shall not apply. Relevant evidence may be admitted. Disputed questions shall be determined by majority vote of the Standards Review Committee.
7. Proof shall be by preponderance of the evidence.
8. Whenever mental or physical disability is alleged, the candidate or certificant may be required to undergo a physical or mental examination at the expense of the candidate or certificant. The report of such an examination shall become part of the evidence considered.
9. The Standards Hearing Committee shall issue a written decision following the hearing and any briefing. The decision shall contain factual findings, conclusions of law and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the candidate or certificant.

D. Appeal Procedures

1. If the decision rendered by the Standards Hearing Committee finds that the allegations are not established, no further action on the appeal shall occur and the individual shall be notified.
2. If the decision rendered by the Standards Hearing Committee is not favorable to the candidate or certificant, the candidate or certificant may appeal the decision to the AHNCC Board of Directors by submitting a written appeals statement within 30 (thirty) days following receipt of the decision of the Standards Hearing Committee along with the appeal fee then required by AHNCC as stated in the written decision. AHNCC may file a written response to the statement of the candidate or certificant.
3. The AHNCC Board of Directors by majority vote shall render a decision on the record below without a hearing, although written briefing may be submitted.
4. The decision of the AHNCC Board of Directors shall be rendered in writing following receipt and review of any briefing. The decision shall contain factual findings; conclusions of law and any sanctions applied and shall be final. (Available sanctions are set out at Section VI.16, below.) The decision shall be transmitted to the candidate or certificant by certified mail, return receipt requested.

VI. SANCTIONS

Sanctions for violation of any AHNCC standard set forth herein or any other AHNCC standard, policy or procedure may include one or more of:

1. Denial or suspension of eligibility;
2. Revocation of certification;
3. Non-renewal of certification;
4. Reprimand;
5. Suspension of certification; or
6. Other corrective action.

VII. SUMMARY PROCEDURE

Whenever the Chair determines that there is cause to believe that a threat of immediate and irreparable relationship with AHNCC exists, the Chair shall forward the allegations to the AHNCC Board. The Board shall review the matter immediately, and provide telephonic or other expedited notice and review procedure to the candidate or certificant. Following such notice and opportunity by the individual to be heard, if the Board determines that a threat of immediate and irreparable injury to the public exists, certification may be suspended for up to 90 (ninety) days pending a full review as provided herein.

VIII. RELEASE OF INFORMATION

Each applicant and certificant agrees to cooperate promptly and fully in any review of eligibility or certification status, including submitting such documents and information deemed necessary to confirm the information in the application. The individual candidate or certificant agrees that AHNCC and its officers, directors, committee members, employees, agents and others may communicate any and all information relating to AHNCC application, certification and review thereof including but not limited to pendency or outcome of disciplinary proceedings to state and federal authorities, licensing boards, employers, other certificants, and others.

IX. WAIVER

The individual releases, discharges and exonerates, and hereby indemnifies and holds harmless AHNCC, its officers, directors, employees, committee members, panel members and agents, and any other persons from and against all claims, damages, losses and expenses, including reasonable attorneys' fees, for actions of AHNCC arising out of applicant's application for or

participation in the AHNCC program and use of the AHNCC certification mark or other reference to the AHNCC program, including but not limited to the furnishing or inspection of documents, records and other information and any investigation and review of application or certification made by AHNCC.

X. RECONSIDERATION OF ELIGIBILITY AND REINSTATEMENT OF CERTIFICATION

If eligibility or certification is denied or revoked, eligibility or certification may be reconsidered on the following basis:

1. in the event of a felony conviction directly related to AHNCC no earlier than five (5) years from the exhaustion of appeals or release from confinement, whichever is later;
2. in any other event, no earlier than three (3) years from the final decision of ineligibility or revocation.

In addition to other facts required by AHNCC, such an individual must fully set forth the circumstances of the decision denying eligibility or revoking certification as well as all relevant facts and circumstances since the decision relevant to the application. When eligibility has been denied because of felony conviction, the individual bears the burden of demonstrating by clear and convincing evidence that the individual has been rehabilitated and does not pose a danger to others.

XI. SUBMISSION OF INFORMATION TO AHNCC CONCERNING POSSIBLE VIOLATION OF STANDARDS

Persons concerned with possible violation of AHNCC standards should identify the persons alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible with available documentation in a written statement addressed to the Chair. The statement should identify by name, address and telephone number the person making the information known to the AHNCC and should identify others who may have knowledge of the facts and circumstances concerning the alleged conduct. Supplementation relating to the content or form of the information may be requested.

XII. DEADLINES

As a rule, AHNCC expects its certificants to meet all deadlines imposed by AHNCC, especially in regard to submission of fees, recertification applications, required evidence of continuing education, and sitting for its examinations. On rare occasion, circumstances beyond the control of the candidate or certificant or other extraordinary conditions may render it difficult, if not impossible, for the certificant to meet the AHNCC's deadlines. Should an individual wish to make appeal of a missed deadline, the certificant should transmit a written explanation and make request for a reasonable extension of the missed deadline, with full relevant supporting documentation, to AHNCC's national office, to the attention of the AHNCC Board of Directors. The Board of Directors will determine at the next meeting of the Board, in its sole discretion and on a case-by-case basis what, if any recourse, should be afforded to such individuals based on the circumstances described and the overall impact on AHNCC. No other procedures shall be afforded to individuals who fail to meet AHNCC deadlines.

XIII. BIAS, PREJUDICE, IMPARTIALITY

At all times during AHNCC's handling of the matter, AHNCC must extend impartial review. If at any time during AHNCC's review of a matter a candidate, certificant, or other person identifies a situation where the judgment of a reviewer may be biased, prejudiced or impartiality may be compromised, (including employment with a competing organization) the individual is required to report such matter to the AHNCC Chair immediately.

AMERICAN HOLISTIC NURSES' CERTIFICATION CORPORATION

APPLICATION TO QUALIFY FOR NATIONAL CERTIFICATION



©AHNCC

**May 1, 1998; May 5, 2000; August 30, 2002; July 24, 2006;
December, 2008; March 1, 2009**

Not to be reprinted without permission of AHNCC

**AMERICAN HOLISTIC NURSES' CERTIFICATION CORPORATION:
APPLICATION TO QUALIFY FOR NATIONAL CERTIFICATION**

Welcome to the AHNCC Certification Process. To ensure that your Application to Qualify for AHNCC Certification is complete, please use the following checklist. An incomplete application will not be processed and will result in a forfeiture of application fees. We wish you success.

I am applying for (choose one) _____HN-BC, _____HNB-BC, _____AHN-BC

Checklist:

_____ All forms are typed or printed clearly in **black ink**

_____ Completed background information

_____ Filled out all eligibility requirements including:

- current license information
- photocopy of RN license with COPY written across it
- past employment
- current employment
- description of how practice relates to holistic nursing
- formal education history
- continuing education over past 2 year
- copy of your university transcript (an official one is required for graduates of endorsed schools)

_____ Prepared check for Application fee

_____ Stapled check for Application fee to right top sheet of Application

_____ Completed and enclosed Accommodation Request if required

_____ Made a copy of all enclosed documents for personal files

_____ Prepared transport to AHNCC by certified or registered mail.

All documents submitted are the property of AHNCC

Return all application forms at the same time to:

AHNCC

811 Linden Loop

Cedar Park, Texas 78613

Background Information

Name

_____ (Last) (First) (Middle)(Maiden)

Social Security Number _____

Address _____

City _____ State _____ Zip _____

Telephone (Home) (____) _____ (Work) (____) _____

Email address _____ FAX _____

I am applying for (choose one) _____ HN-BC, _____ HNB-BC, _____ AHN-BC

Clearly print your name as you would like it to appear on your certificate

Application fee paid by:

Check _____ (Made to AHNCC)

For office use only:

Date received _____ Fee included _____

Reviewers _____

AHNCC decision _____

Notes:

Circle one only in each category:

Primary Position Held:	Highest Degree/Credential:	Employment Facility:
1. Academic Faculty	1. ADN 10. PhD	1. College/University
2. Clin. Dir./Adminis/VP	2. BS 11. Other (Specify)	2. Hospital (Non Profit)
3. Clin Nurse Specialist	3. BSN	3. Hospital (Profit)
4. Corporate Executive	4. MA	4. HMO/ Managed Care
5. Direct Care/Staff Nurse	5. MSN	5. Home Health
6. Inservice/ Staff Development	6. MEd	6. Hospice
7. Manager	7. MS	7. Non-academic Teaching
8. Nurse Practitioner	8. DNSc	8. Self-employed
9. Pvt. Practice/Holistic Nsg	9. EdD	9. Other (specify)

Documentation of Eligibility for AHNCC Certification

*There are three criteria for eligibility for AHNCC certification: current and unrestricted licensure, active practice as a holistic nurse, and educational prerequisites. Each criterion must be met before the candidate will be given approval to progress to the Qualitative Assessment. Definitions for each are listed below followed by space for documentation of eligibility. **This form must be completed and submitted as a part of the Application to Qualify for Certification packet.***

Licensure: *A nurse applying for AHNCC certification must have a current unrestricted Registered Nurses licensure in the United States or any of its territories which uses the NCLEX examination as the basis for determining RN licensure.*

In order to meet this criterion, an individual nurse's RN license must be current and unrestricted. This means that an RN license, issued by a state board of nursing, must not have provisions or conditions that would limit the nurse's practice in any way. It is the responsibility of the holistic nurse certification candidates to notify the American Holistic Nurses' Certification Corporation when any restriction is placed on their registered nurse license.

A photocopy of the RN license with COPY written across the top must be submitted.

Registered Nurse License _____ (State) _____ (Number) _____ (Expiration date)

Documentation of Eligibility for AHNCC Certification (Continued)

Active Practice of Holistic Nursing: *A registered nurse applying for AHNCC certification must have been actively involved in the practice of holistic nursing.*

Holistic nursing may be defined as all nursing practice which cares for the person as an integrated, holistic human being, inseparable and integral with the environment. Holistic practice draws on holistic nursing knowledge, theories, expertise, and intuition to guide nurses in becoming therapeutic partners with clients in a mutually evolving process toward healing and holism. Holistic Nursing is universal in nature and may be practiced in any clinical setting, community, private practice, hospital, educational institution or research foundation.

A registered nurse applying for AHNCC certification must have been actively involved in post-graduate practice of holistic nursing for one (1) full year or part-time for a minimum of 2,000 hours within the last five (5) years prior to application.

Employment History: List employment history for past five years.

Month/Day/Year(s)	Position	Employer	Address	Hours Worked

Current Employment:

Month/Day/Year(s) _____ Primary Position _____

Title of Position _____

Address _____

City _____ State _____ Zip _____

Description of Duties (Describe how holistic nursing is incorporated into your current position):

Name of a supervisor or colleague that can verify the above information regarding holistic practice:

Name _____ Place of Employment _____

Telephone _____ Relationship _____

Address _____

Documentation of Eligibility for AHNCC Certification (Continued)

Minimal Educational Prerequisites: *A registered nurse from an accredited school of nursing is required for all certificate applicants. In addition, a minimum of 48 contact hours in holistic nursing post-baccalaureate is required to apply for certification in Holistic Nursing at the Non-Baccalaureate level (HN-BC). Until December 31, 2009, a registered nurse with a baccalaureate degree and a minimum of 48 contact hours for the Baccalaureate level exam are required for certification at the Baccalaureate level (HNB-BC). After January 1, 2010, A registered nurse with a baccalaureate degree in nursing and a minimum of 48 contact hours in holistic nursing post-baccalaureate is required for certification at the Baccalaureate level (HNB-BC). A registered nurse with a masters degree in nursing and a minimum of 48 contact hours in holistic nursing post-baccalaureate is required to apply for certification in Advanced Holistic Nursing. The Baccalaureate and Graduate degrees must be from a nationally recognized, accredited institution.*

Formal Education (includes basic preparation through highest degree held):

<i>Degree</i>	<i>Institution (Name, City, State)</i>	<i>Major (Area of Study)</i>	<i>Year</i>	<i>Degree Awarded</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Add lines if needed).

A registered nurse must have completed a minimum of 48 contact hours of continuing education in areas of holistic nursing theory, practice, philosophy, ethics, and/or modalities within a two year period preceding application. A three unit semester course is equivalent to 48 contact hours.

Continuing Education (List CE courses that meet the above criteria. Continue on additional sheet if necessary)

Title of Course _____

Institution (or place offered) _____

Instructor's name and credentials _____

Contact hours earned _____ Date completed _____

Title of Course _____

Institution (or place offered) _____

Instructor's name and credentials _____

Contact hours earned _____ Date completed _____

(Repeat as many times as needed to complete your listing of CEs)

Holistic Nursing Certification Candidate's **Agreement with AHNCC**

I, _____ certify that I have read and agreed to the following:

APPLICATION ACCURACY. All information contained in my application for American Holistic Nurses' Certification Corporation, Inc., (AHNCC) certification is true and accurate to the best of my knowledge.

AUTHORITY TO CONDUCT CERTIFICATION. I hereby authorize AHNCC and its officers, directors, committee members, employees, and agents (AHNCC Representatives) to review my application to sit for the AHNCC certification examination. I authorize AHNCC to determine my eligibility for AHNCC certification.

COMPLIANCE WITH RULES, STANDARDS, POLICIES AND PROCEDURES. I understand and agree that if I am granted AHNCC certification, it will be my responsibility to remain in compliance with all AHNCC's rules, standards, policies and procedures, including but not limited to AHNCC's Disciplinary Policy which includes eligibility rules and certification standards found in the AHNCC Certification Handbook, including the Appendices. By signing this Authorization, I acknowledge that I have read, understood and agree to the rules, standards and policies submitted in the AHNCC Certification Handbook, including the Appendices.

REVOCACTION. I agree to revocation or other limitation of my certification if any items made on this application or hereafter supplied to AHNCC is false or inaccurate or if I violate any of the rules or regulations of AHNCC.

MAINTAINING CERTIFICATION. I understand that it is my responsibility to maintain valid certification status by submitting a valid renewal application and fee within sixty (60) days prior to my certification expiration date.

COOPERATION WITH CERTIFICATION REVIEW. I agree to cooperate promptly and fully in any review of my certification by AHNCC, including submitting such documents and information deemed necessary to confirm the information in this application.

RELEASE OF INFORMATION. I authorize the AHNCC Representatives to communicate any and all information relating to any AHNCC application, certification status and certification review to state and federal authorities, employers, and others. Certification review shall include but not be limited to the fact and the outcome of disciplinary proceedings.

I agree that if I pass the examination, AHNCC may release my name and the fact that I have been granted AHNCC certification to newspapers and other publications. I agree that AHNCC may release my name and address in a listing of certified holistic nurses to individuals and/or organizations interested in holistic nursing as directed by AHNCC's Board of Directors.

QUANTITATIVE EXAMINATION PROCEDURES. I understand that AHNCC reserves the right to refuse admission to any AHNCC examination to me if I do not have the proper identification (valid photo ID and admission form) or if administration of the examination has already begun prior to my arrival at the examination site. If I am refused admission for any of these reasons or fail to appear at the examination site, I will receive no refund of fees and there will be no credit for future examinations. I understand that the proctors at my assigned examination site will have the discretion to maintain a secure and proper test administration. I acknowledge that in this capacity the proctors may relocate me before or during the examination. I will not communicate with other examinees in any way.

SECRECY OF EXAMINATION. I understand that I may only seek admission to sit for the AHNCC examination for the purpose of seeking AHNCC certification, and for no other purpose. Because of the confidential nature of the AHNCC examination, I will not take any examination materials from the test site, reproduce the examination materials, or transmit the examination questions or answers in any form to any other person.

DISMISSAL FROM EXAMINATION/CANCELLED SCORES. I understand that I may be dismissed from the examination and that my test score may be cancelled for any of the following reasons: (1) failing to present valid photo identification; (2) using unauthorized aids; (3) failing to follow test directions or procedures; (4) creating a disturbance; (5) giving or receiving help on the examination; (6) attempting to remove test materials or notes from the exam room; room; (7) impersonating another candidate. I agree that if I am dismissed from the examination or my test score is cancelled because of such violation, I will receive no refund of the application or examination fees and there will be no credit for any future examination.

EXAMINATION REVIEW. EXAMINATION REVIEW. I understand that if I fail the Qualitative Assessment, I will have

the possibility to resubmit it as many times as necessary for a maximum of one year from the date of notification of eligibility as long as I pay the applicable fee and continue to qualify for certification. I also understand that if I fail the Quantitative Examination I may retake it within one year from the original examination. If I fail the Quantitative Examination the second time, I will be required to redo both the Qualitative Assessment and pay all applicable fees and then retake the Quantitative Examination and pay all applicable fees. There will be a time limit of one year for each of these steps. A failure to become certified after repeating the process will require that I start over and reapply to qualify for certification; all applicable fees and documentation at each step of the process will be required. I agree to resolve any disagreements I have in regard to the examination through AHNCC's own internal processes, and release AHNCC from legal liability with respect to the examination. I agree that with respect to the quantitative examination portion of the certification process that my only permissible challenge is a challenge to the accuracy of the computation of the scores. I understand that the qualitative assessment portion of the certification process will be scored anonymously and agree that my only permissible challenge will be to request that the examination be rescored.

I waive all further claims of examination review and agree to indemnify and hold harmless AHNCC Representatives for any action taken pursuant to the rules and standards of AHNCC with regard to this application, the AHNCC Qualitative Assessment, the Quantitative(s) Examination(s) and/or certification.

Please circle your answer to the following questions:

1. Have you used, in the last three years, or do you currently use, alcohol or any drug in such a way as to impair competent and objective professional performance?

Yes

No

If YES, please use a separate sheet of paper to describe fully the circumstances.

2. Do you have any physical or mental condition which impairs competent and objective professional performance?

Yes

No

If YES, please use a separate sheet of paper to describe fully the circumstances.

3. Have you ever been adjudicated to have committed malpractice or gross or repeated negligence in the field of nursing?

Yes

No

If YES, please use a separate sheet of paper to describe fully the circumstances.

4. Have you ever had your certificate or license to practice subject to limitation, discipline, revocation or other sanction, including voluntary limitation, by a regulatory board or professional organization relating to public health or nursing

Yes

No

If YES, please use a separate sheet of paper to describe fully the circumstances.

5. Have you ever been convicted or pled guilty to or pled *nolo contendere* to a felony or misdemeanor related public health or nursing? (These include but are not limited to a felony involving rape or sexual abuse of a patient or child, and actual or threatened use of a weapon.)

Yes

No

If YES, please use a separate sheet of paper to describe fully the circumstances.

I hereby apply for Certification as a Holistic Nurse offered by AHNCC. I understand that certification depends upon meeting all eligibility criteria as well as successful completion of both the Qualitative Assessment and the Quantitative Examination. I understand that information supplied is subject to audit and that failure to respond to a request for further information may be sufficient cause for the AHNCC to bar me from the Qualitative Assessment and/or the Quantitative Examination, to invalidate the result of my examination, to withhold certification, to revoke certification, or to take other appropriate action. I further understand that the information acquired in the certification process may be used for statistical purposes and for the evaluation of the certification program.

To the best of my knowledge, the information supplied in this Application to Qualify for Certification is true, complete, correct and is made in good faith. Furthermore, by signing, I acknowledge that I have read and understand the information included in the "Holistic Nursing Certification Candidate's Agreement with AHNCC" and agree to abide by these terms.

Signature _____ Date _____

Witness _____ Date _____

This application packet must be completed in its entirety and submitted as a single set of documents to be processed. All documents submitted are the property of AHNCC and will not be returned.

**Submit all documents to:
AHNCC
811 Linden Loop
Cedar Park, Texas 78613**

ACCOMMODATION REQUEST FOR CANDIDATES WITH DISABILITIES OR IMPAIRMENTS

If you have a physical or mental impairment or limitation described under the Americans Disabilities Act (ADA), you may request special testing arrangements. To request an examination accommodation of a disability, **please submit this form with your application packet. AHNCC must receive your completed Accommodation Request form and the Provider Declaration (and related required evaluation of your disability and the appropriate accommodation) completed by a physician or other health care provider or relevant authority.** This document should state: (a) the diagnosis and nature of the disability; (b) the last time the provider saw you; (c) the name of tests used; (d) the length of the condition and (5) what accommodations(s) is suggested to accommodate the disability (impairment).

Please provide the following information:

Name _____

(Last)

(First)

(Middle)

(Maiden)

Address _____

City _____ State _____ Zip _____

Telephone (Home) _____ (Work) _____

Email _____ FAX _____

Anticipated Date of AHNCC Quantitative Examination _____

Description of Disability _____

Requested Accommodation _____

I understand that AHNCC will use the information obtained by this authorization to determine eligibility for a reasonable accommodation in regard to this examination by reason of my disability.

Under penalty of perjury, I declare that the foregoing statements and those in any required accompanying documents or statements are true. I understand that false information may be cause for denial or revocation of certification. I hereby certify that I personally completed this portion of this application and that I may be asked to verify the above information at any time.

Signature _____ Date _____

Please note that the attached Provider Declaration and Instructions Form must be authorized by you (top of the page) and then completed by a physician or a licensed health care provider appropriate to the disability.

Office use only: Date Received _____

PROVIDER DECLARATION AND INSTRUCTIONS

AHNCC Candidate for Certification Authorization:

I, _____ (printed name of candidate), hereby authorize and request the provider identified below to release the information requested by AHNCC relating to my disability and the accommodation appropriate to my disability to sit for the AHNCC examination.

Signature _____ Date _____

The individual identified above is requesting accommodation to sit for the American Holistic Nurses' Certification Corporation (AHNCC) examination. AHNCC's accommodation policy requires candidates requesting accommodation to submit current documentation of the disability from an individual qualified to assess the disability. The candidate is requesting that you provide such documentation. ***Please submit your evaluation on professional letterhead stationery attached to this signed statement.***

Your evaluation should include your assessment of the candidate's disability as well as an accommodation plan. ***The documentation should explain the type and degree of the candidate's disability, how the proposed accommodation affects the disability, and your recommended accommodations for testing.***

The documents should also include the following information: ***(a.) the month, day and year this person first consulted you; (b) the month, day and year this person was last seen by you; (c) the diagnosis of this person's disability/impairment; (d) the name of the tests used; and (e) duration of the condition.***

Finally, please sign the statement below and include it in the transmittal of your evaluation.

PROVIDER DECLARATION

I hereby certify that the information provided by me is true and is given pursuant to the authorization to release information by my patient. Under penalties of perjury, I declare that the foregoing statements and those in any required accompanying documents or statements are true. I hereby certify that I personally completed this portion of this application and that I may be asked to verify the information provided at any time..

Signature _____ Name printed _____

Address _____

City _____ State _____ Zip _____

Date _____ Telephone (____) _____ License Number _____

If you are not licensed, please note credentials that allow you to diagnosis disabilities/impairments:

Please return this form and attached documentation to: AHNCC
811 Linden Loop
Cedar Park, TX 78613

Office use only: Date Received _____

Suggested References for Certification

- Achterberg, J., Dossey, B., & Kolkmeier, L. (1994). Rituals of Healing. New York, NY: Bantam Books.
- Alligood, M. R. & Tomey-Mariner, A. (2006). Nursing Theory:Utilization and Application (3rd edition). NY: Mosby
- Dossey, B. (ed.) (1997). Core Curriculum for Holistic Nursing. Gaithersburg, MD: Aspen Publishers.
- Dossey, B., Keegan, L., Guzzetta, C., and Kolkmeier, L. (2005). Holistic Nursing: A Handbook for Practice (5th edition). Gaithersburg, MD: Aspen Publishers.
- Dossey, L. (1997). Healing Words. San Francisco, CA: Harper Collins.
- Erickson, H., Tomlin, E., Swain, M.A. (1996). Modeling and Role-Modeling: A Theory and Paradigm for Nursing. Austin, Tx; EST Publishers, Inc.
- Erickson, H. (ed.) (2006). Modeling and Role-Modeling: A View From the Client's World. Cedar Park, TX: Unicorns Unlimited Publishing.
- Frisch, N. & Kelly, J. (1995). Healing Life's Crises. Albany, NY: Delmar Publishers, Inc.
- Gaut, D.A., & Boykin, A. (Eds.). (1994). Caring as Healing: Renewal Through Hope. New York: National League for Nursing Press.
- George, J. (2005). Nursing Theories: The Base for Professional Practice. (5th ed.) NY:Prentice Hall
- Goldberg, B. Group. (2002). Alternative Medicine: The Definitive Guide, Puyallup, WA: Future Medicine Publishing,
- Hover-Kramer, D., Mentgen, J., and Scandrett-Hibdon, S. (1995) Healing Touch: A Resource for Health Care Professionals, Albany, NY: Delmar Publishers, Inc.
- Hover-Kramer, D. and Shames, K. (1997). Energetic Approaches to Emotional Healing, Albany, NY: Delmar Publishers, Inc.
- Journal Of Holistic Nursing. Official Journal of the American Holistic Nurses' Association: Sage Periodicals Press, A Division of SAGE Publications, Inc., Thousand Oaks, CA.
- Kahn, S. (1996). The Nurse's Meditative Journal. Albany, NY: Delmar Publishers, Inc.
- Keegan, L. (1993). The Nurse as Healer. Albany, NY: Delmar Publishers, Inc.
- Keegan, L. (2001). Healing Nutrition. Albany, NY: Delmar Publishers, Inc.
- Keegan, L. & Dossey, B. (1997) Profiles of Nurse Healers. Albany, NY: Delmar Publishers, Inc.
- Mariner-Tomey, A. & Alligood, M. R. (6th edition) (2006). Nursing Theorists and Their Work. NY: Mosby
- Micozzi, M. (ed.) (2001). Fundamentals of Complementary and Alternative Medicine London, England: Churchill Livingstone, Inc.
- Newman, M. A. (1994). Health as expanding consciousness, 2nd.edition/ NY: National League for Nursing Press.
- Olson, M. (2001). Healing the Dying. Albany, NY: Delmar Publishers, Inc.
- Parse, R/ R/ (1981). Man-Living-Health: A theory of nursing. New York: Wiley.
- Pizzorno, J. (1997). Total Wellness. Rocklin, CA: Prima Publishing.
- Rew, L. (1995). Awareness in Healing. Albany, NY: Delmar Publishers, Inc.
- Madrid, M. (Ed.)(1997). Patterns of Rogerian knowing. NY: National League for Nursing Press.
- Rogers, M. E. (1992). Nursing science and the space age. *Nursing Science Quarterly*, 5, 27-34.
- Rogers, M. E. (1986). Science of unitary human beings. In V.
- Malinski (Ed.), Explorations on Martha Rogers' Science of unitary humanbeings (pp. 3-8). Norwalk, CT: Appleton-Century-Crofts.
- Shames, K. (1996). Creative Imagery in Nursing. Albany, NY: Delmar Publishers, Inc.
- Umlauf, M.G. (1996). Healing Meditation. Albany, NY: Delmar Publishers, Inc.
- Watson, J. (1988). Nursing: Human science and human care. NY: National League for Nursing Press.

Suggested Videos and Audiocassettes for Certification Preparation:

- Holistic Nursing (video) Contact: American Holistic Nurses Association (AHNA) 1-800-278-AHNA
- At the Heart of Healing:Experiencing Holistic Nursing (video)Contact: Kineholistic Foundation, PO Box 719, Woodstock, NY, 12398 (800) 255-1914, X 277
- A Conversation on Caring with Jean Watson and Janet Quinn Contact: National League for Nursing Press, 350 Hudson Street, New York, NY, 10014 (800) 669-9656, ext. 138
- Therapeutic Touch: A Home Study Video Course for Family Caregivers (by Janet Quinn Contact: National League for Nursing Press (See address above)
- The Art of Caring: Holistic Healing using Relaxation, Imagery, Music and Touch (by Barbara Dossey, Lynn Keegan, and Cathie Guzzetta) (Four, one hour audiocassettes with booklet and CEU option) Contact: Sounds True, 413 S. Arthur Ave., Louisville, CO 80027 (800) 333-9185