



PREPARED CHILDBIRTH EDUCATORS CERTIFICATION GENERAL TESTING AND RECERTIFICATION GUIDELINES

The mission of Prepared Childbirth Educators is to offer certifications that reflect the latest standards of nursing practice as determined by AWHONN and recognize excellence in the nurse's specialty role. The goal of PCE's nursing certifications are to strengthen core competencies and recognize the specialized knowledge, skills and abilities of the nurse, as well as contribute to the nurse's professional development.

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ABOUT THIS BOOKLET

This booklet provides important information about PCE policies, processes, and procedures for those interested in taking a PCE certification examination. It also contains information on maintaining and renewing certifications.

ABOUT PCE CERTIFICATION EXAMINATIONS

The mission of Prepared Childbirth Educators is to offer certifications that reflect the latest standards of nursing practice as determined by AWHONN and recognize excellence in the nurse's specialty role. The goal of PCE's nursing certifications are to strengthen core competencies and recognize the specialized knowledge, skills and abilities of the nurse, as well as contribute to the nurse's professional development.

PCE certification examinations are offered at various on-site locations throughout the United States, as listed on the PCE website. Additionally, PCE offers an option to take the examination with a local proctor. The selected proctor must meet all of PCE's "Proctor Requirements." For more information on this process, please call the PCE office at (888) 344-9972. PCE examinations range from seventy-five to one hundred questions in length and are in a multiple-choice format. The examinations are designed to objectively assess and validate nursing practice specialties. PCE certifications are administered without discrimination on the basis of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

EXAMINATION DEVELOPMENT

Each PCE examination is developed by a panel of expert content specialists who analyze the professional skills and abilities required by each discipline from role delineation studies that provide evidence for the exam content outline. Test items are pilot-tested to ensure validity and psychometric quality. Examinations are updated approximately every five years.

EXAMINATION SCORING

PCE reports examination scores as pass or fail. A candidate's pass/fail status is based on whether he or she has correctly answered the minimum number of required questions. When setting the minimum passing score, PCE uses the Modified Angoff Method. Candidates are judged by comparing their performance to an absolute standard, not to other candidates.

CERTIFICATION REQUIREMENTS

The examinee must meet all the eligibility requirements for the specific certification examination he or she is interested in taking. Eligibility requirements for all examinations are listed on the PCE website at www.childbirtheducation.org.

PREPARING FOR THE CERTIFICATION EXAMINATION

Before taking the examination, develop a study plan. This can include, but is not limited to, taking part in a study group, enrolling in a prep course, or reviewing current textbooks and articles. Be sure to review the examination content outline, which includes the number of questions for each domain of practice and identifies the areas that are included on the examination. PCE also provides a list of suggested references to consider in your preparation. While it is not all-inclusive, it may act as a guide leading up to the examination.

EXAMINATION DAY

What to Bring

When you arrive at the exam location, you must present one form of acceptable identification from the list below:

- Driver's license issued by the Department of Motor Vehicles in one of the fifty states in the United States, the District of Columbia, or one of the U.S. territories
- U.S. Passport
- U.S. military identification

Restrictions

The following restrictions should be considered prior to entering the testing center. Failure to adhere to the restrictions below may result in dismissal from the examination.

- The following items should not be brought to the testing center: books, magazines, paper, calculators, notes, cell phone or any other type of personal electronic device.
- Use of a cellular phone or any other electronic device while in the testing center is strictly prohibited.
- Questions concerning the test content may not be asked during the examination.

EXAMINATION DAY (continued)

Time of Arrival

It is highly recommended that you arrive at the test center at least fifteen minutes before your scheduled appointment time. Prior to taking the examination, each candidate must be checked in, assigned a seat and given necessary materials.

Examination Rules

- All instructions given by the proctor must be followed in order to ensure proper processing of your examination results.
- All candidates must be checked in at the testing site prior to entering the examination room. At this time, you will be required to place all personal possessions in a designated area.
- All PCE exams are “closed book.” If documents or notes of any kind are found, they will be collected and removed from the examination room.
- Examination materials, documents, or memoranda of any sort may not be retained or removed from the examination room. You may not copy any test questions or make any notes regarding the content of the examination. If you attempt to do so, your results will be invalidated and you may be prohibited from retesting.
- The examination testing environment should remain quiet at all times. Talking and/or asking questions regarding test content are prohibited.

EXAMINATION RESULTS

It takes approximately thirty business days to receive results from proctored examinations. To protect candidates' privacy and ensure that no misinterpretations occur, test results are not released by telephone, fax, or email for any reason. If you do not pass the examination, you may retest within ninety days from the date you last tested. All retesting requires an additional fee. A detailed explanation of this procedure is mailed to you along with examination results. The specific PCE credential can't be used until the candidate successfully passes the certification examination.

MAINTAINING RECORDS

PCE collects and maintains all records necessary to fulfill the legal requirements for record retention. This includes all information submitted in support of initial certification and certification renewal. The names of candidates who have passed or failed a certification examination and individual test scores are not released.

UPDATING CONTACT INFORMATION

If you have a change to any of your contact information, specifically a name or address change, please email or call PCE to inform us as soon as possible. By maintaining accurate records, PCE ensures that you are receiving all necessary correspondence. You can also update your information on PCE's website, www.childbirtheeducation.org, in the "Members Only" section.

RECERTIFICATION

As a PCE certified nurse, you must meet the specified recertification requirements of your certification. The recertification period is every three years. The purpose of certification renewal is to provide evidence that you continue to expand your professional knowledge and to demonstrate evidence of continual development in your certification specialty. This process also allows you to continue to use your PCE credentials.

CERTIFICATION REACTIVATION

A lapsed or expired PCE certification may be reactivated. The procedure and fee depend on the amount of time that has elapsed since the certification or renewal expiration date. Please email the PCE office for more information on individual reactivation.