

**The National Board for Certification of Hospice and Palliative Nurses (NBCHPN®)
Application for Appointment to the Board of Directors (BOD) or
Examination Development Committee (EDC)**

I am currently NBCHPN® certified at this nursing level (*choose one*):

APN RN LP/VN NA

I am applying for the (*choose any that apply*):

Board of Directors APN EDC RN EDC LP/VN EDC
 NA EDC

Please type your answers to the following questions. You may attach additional pages as needed. Thank you in advance for your thoughtful responses.

1. Describe your work experiences:
 - a. Total years working in the area of hospice and/or palliative care:

 - b. Current practice/work setting (hospice, inpatient palliative care, long-term care, etc.)

 - c. Other related experiences

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2. Describe your volunteer activities within the past ten years:
 - a. Membership and leadership positions associated with work (quality, safety, ethics, etc.) or within the community (professional/public organizations, school, church, government, etc.):

 - b. Roles and/or contributions to the committees and organizations above which you consider most significant:

3. Explain a particularly difficult situation you have experienced within a work, volunteer, or practice setting, and your response to the situation at that time.

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4. Describe your major interest in seeking this appointment.

5. Identify the contributions and skills you would offer to this board or committee. Especially note any experience in job/practice analysis studies, development of teaching materials, or test/competency assessment in any setting.

6. List your participation in any item writing workshops:

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Board/Committee Member Expectations and Commitments

1. Accept the obligation to perform function of role and/or produce written examination items as specifically requested by the BOD or EDC.
2. Attend board and/or committee meetings twice annually.
3. Be available to participate in 2-4 telephone conferences annually.
4. Be responsible for additional activities such as publicity/marketing, or other tasks related to the certification exam, as assigned.
5. Have access to telephone and fax machine as needed. E-mail is desired, but not required.
6. Maintain strict confidentiality of all exam items and committee work, both during and after the time served on the board/committee.
7. May not endorse or participate in review courses, publications, videos or any other programs designed specifically to prepare individuals for the NBCHPN® Certification Examination during the time of service and for two (2) years afterward.
8. Discouraged from service on other related National Boards or Committees during the term of service. Plans should be discussed with the Board President/Chair prior to making a commitment that would coincide with the term of service.
9. Other duties as assigned.

I have reviewed the stated expectations and commitments and if elected/selected I am able to comply with them throughout my board/committee term.

Signature

Date

Complete and sign four page application, attach a current resume, two letters of recommendation and mail to:

**NBCHPN®
One Penn Center West
Suite 229
Pittsburgh, PA 15276
412-787-1057**

Faxed applications will not be accepted.