



American Board for  
**Occupational Health Nurses, Inc.**

# Candidate Handbook

## COHN

Board Certification: Engage Excellence

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## **Introduction**

This candidate handbook provides information about ABOHN's Certified Occupational Health Nurse (COHN) examination. It outlines the design and content of the exam and guides candidates throughout the entire examination process from application through examination. It includes the following:

- Eligibility requirements
- Examination policies
- Test blueprints
- Sample questions
- Study references
- Examination application

Please retain this handbook after applying for the examination-it is useful when studying for the exam.

## **About ABOHN**

The American Board for Occupational Health Nurses, Inc., ABOHN was established as an independent nursing specialty certification board in 1972. ABOHN was formed to develop and conduct a program of certification for qualified occupational health nurses. ABOHN is the sole certifying body for occupational health nurses in the United States and awards three credentials: Certified Occupational Health Nurse (COHN), Certified Occupational Health Nurse – Specialist (COHN-S), and Case Management (CM).

For more information about ABOHN and its history, please visit [www.abohn.org](http://www.abohn.org).

## **ABOHN Vision, Mission, Principles and Values**

**ABOHN Vision Statement:** ABOHN Certification is recognized and valued as the standard to maximize the health and safety of workers worldwide.

**ABOHN'S Mission** is to promote a standard of excellence in occupational health nursing through credentialing.

**Principles and Values:** To accomplish its mission and vision, ABOHN commits its resources to achieving the following principles and values:

- Establish and promote credentialing standards for professional occupational health nurses;
- Publicly recognize individuals who demonstrate that they meet these standards;
- Elevate the quality of occupational health nursing practice;
- Stimulate the development of improved educational standards and programs in the field of occupational health nursing;
- Encourage occupational health nurses to continue their professional education;
- Perform the above unrestricted by consideration of national origin, race, creed, disability, color, age or gender;
- Create value for employers, their employees and the occupational health professional; and
- Seek inclusivity by partnering with organizations that share ABOHN's mission and values.

## **Ethics**

ABOHN considers the American Association of Occupational Health Nurses (AAOHN) Code of Ethics for Occupational Health Nurses foundational for nursing practice, providing a framework for making ethical decisions and fulfilling responsibilities to the public, colleagues and the profession. For additional information on the Code of Ethics, please visit the AAOHN website at [www.aaohn.org](http://www.aaohn.org).

## **Statement of Nondiscrimination**

ABOHN does not discriminate among applicants and candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

## **NCCA Accreditation**

The following ABOHN certification programs have been accredited by the National Commission of Certifying Agencies (NCCA), the accreditation arm of the Institute for Credentialing Excellence (ICE):

- Certified Occupational Health Nurse (COHN)
- Certified Occupational Health Nurse-Specialist (COHN-S)
- Case Management (CM)

ABOHN is a member of the Institute of Credentialing Excellence (ICE) and a charter member of the American Board of Nursing Specialties (ABNS).

## **ABOHN's Testing Agency**

PSI Services LLC is the professional testing agency contracted by ABOHN to assist in the development, administration, scoring, and analysis of ABOHN's examinations. PSI is a leader in the testing industry, offering certification, licensing, talent assessment, and academic solutions worldwide.

## **Examination Construction**

ABOHN's contract with PSI includes provisions for the technical assistance needed to construct and validate its certification exams. With PSI's assistance, ABOHN periodically conducts a practice analysis study that describes the job activities of occupational health nurses in sufficient detail in order to provide a basis for the continued development of a professional, job-related, evidence-based certification examination. The study surveys both certified and non-certified OHNs to determine the current significance of specified tasks to OHN practice. The practice analysis results are then used to identify OHN roles, develop the Test Blueprint, and determine the examination specifications percentage distribution of exam questions for each role. Therefore, the subject matter and the relative importance of each topic on the examination reflect the data validated by this periodic study. Thus, ABOHN examinations are firmly grounded in the knowledge, skills, and abilities essential for the delivery of effective, proficient occupational health and safety practice. For additional information on the latest practice analysis, please visit <https://www.abohn.org/resources/latest-practice-analysis>.

ABOHN selects Certified Occupational Health Nurses who represent the diversity of occupational health nursing practice and employment to serve on its Board of Directors and examination committees. These committees draft the examination's multiple-choice questions, which are then edited and validated by PSI and approved by the ABOHN Board for inclusion on the examination.

Subject Matter Experts (SMEs) and PSI review all examination items or questions for subject matter, validity, difficulty level, relevance, and importance for current practice. All questions are evaluated,

classified, and revised by the COHN Examination Development Advisory Committee (EDAC) and PSI for conformance to psychometric principles. Examples of the question format “Sample Examination Questions” are found in this handbook. The sample questions do not reflect the full range of content or scope of difficulty levels of the questions on the examination.

### **Examination Content**

The COHN examination is composed of multiple-choice questions and is based upon two factors. First, the four (4) OHN roles identified by the most recent practice analysis are used as the examination’s four (4) major categories: clinician, coordinator, advisor, and case manager. Secondly, ABOHN uses the premise that OHN incorporates the four nursing process steps:

- Assessment
- Implementation
- Planning
- Evaluation

The weight/percentage of questions from each major role and the number of questions from each nursing process step is shown in the COHN Test Blueprint chart that follows. The following activity statements for each step were validated by ABOHN’s 2018 Practice Analysis.

### **COHN Test Blueprint**

#### **1. Clinician Role (42%)**

##### **A. Assessment (15%)**

1. Obtain an occupational and environmental health history
2. Conduct post-offer/pre-placement health assessments
3. Assess health needs of workers and worker populations (i.e., health risk assessment, job hazard analysis, changing demographics, injury evaluation and triage)
4. Identify laws and regulations affecting nursing practice (e.g., licensure, practice acts, Nurse Licensure Compact)
5. Monitor new developments related to emerging health care issues
6. Assess workers with work restrictions or limitations and make appropriate job placement recommendations (i.e., fitness for duty)
7. Identify physical requirements to fulfill essential job function
8. Identify ethical issues in practice
9. Identify health surveillance of individuals/groups for specific hazards (e.g., hearing conservation, respiratory protection, laser safety, hazardous materials)

##### **B. Planning (7%)**

1. Interpret results of screening tests and health history; refer per policy protocol
2. Recommend changes in job/work to accommodate workers’ health status and history
3. Recommend programs and testing based on worker health needs
4. Formulate a response to emerging healthcare issues

##### **C. Implementation (14%)**

1. Use and maintain a health recordkeeping system
2. Recognize and respond to ethical issues in practice

3. Provide treatment of work-related injuries or illnesses
4. Provide direct care for non-work-related injuries and illnesses for workers
5. Provide health promotion, disease prevention screening tests (e.g., cancer screening, blood pressure monitoring, cholesterol, health risk appraisals)
6. Refer workers to an employee assistance program
7. Provide individual counseling services for worker
8. Perform medical surveillance and regulatory compliance testing/screening
9. Assure confidentiality of personal health information and comply with established codes of ethics, legal or regulatory requirements
10. Comply with OSHA occupational injury and illness recording and reporting requirements

**D. Evaluation (6%)**

1. Evaluate the quality of care provided by internal and external health services
2. Evaluate injuries, illnesses or incidents using root cause analysis
3. Demonstrate the value of clinical services by internal occupational health services
4. Interpret medical surveillance and regulatory testing and screening

**2. Coordinator Role (27%)**

**A. Assessment (5%)**

1. Monitor laws and regulations affecting nursing practice (e.g., licensure, practice acts)
2. Analyze injury, illness, and incident data
3. Reference safety data sheets
4. Determine staffing requirements
5. Identify hazards through work site walk-through surveys
6. Assess ergonomic needs
7. Assess and report on the organization's regulatory compliance with applicable standards (e.g., OSHA)

**B. Planning (5%)**

1. Collaborate with other disciplines to protect and promote worker health and safety
2. Identify appropriate personal protective equipment
3. Coordinate medical testing for DOT compliance
4. Develop occupational health and safety policies and procedures
5. Develop the components of a drug and alcohol screening program
6. Establish goals and objectives for an occupational health and safety program
7. Develop nursing protocols
8. Incorporate knowledge of cultural beliefs and practices in implementing programs and services
9. Establish guidelines related to workplace violence
10. Utilize principles of ergonomics for worksite design
11. Develop emergency preparedness plans

**C. Implementation (11%)**

1. Coordinate health promotion and disease prevention strategies and programs
2. Coordinate surveillance programs

3. Incorporate computer technology for occupational health practice
4. Use software applications for health information management (i.e., informatics)
5. Recommend control measures to reduce or eliminate exposures/hazards
6. Apply regulatory standards and guidelines
7. Prepare and provide testimony or documentation for legal proceedings (e.g., worker' compensation, dismissal, EEOC)
8. Participate in administrative proceedings related to occupational health
9. Prepare business reports for management (e.g., budget, trending, vaccination compliance, program compliance)
10. Adhere to policies and procedures for confidentiality
11. Implement laws and regulations affecting nursing practice (e.g., licensure, practice acts)
12. Implement workplace substance abuse programs
13. Establish and monitor compliance with infection control guidelines
14. Coordinate and serve on interdisciplinary committees and teams
15. Provide resources and information to meet the health and safety needs of the organization
16. Develop programs based on health and safety management principles
17. Participate in audits (e.g., health, safety, environmental, organizational)

**D. Evaluation (6%)**

1. Conduct quality management/improvement program (s) for occupational health and safety (e.g., benchmarking, best practices)
2. Demonstrate the value of services provided (e.g., case management, occupational health services)
3. Interpret the data obtained during a work site walk-through survey assessment

**3. Advisor Role (13%)**

**A. Assessment (3%)**

1. Assess education and training needs
2. Determine management support for health, wellness, and safety programs
3. Assess for opportunities for workplace, professional, and community involvement

**B. Planning (3%)**

1. Interpret needs assessment results
2. Select teaching methods and content based on the characteristics of learners (e.g., apply adult learning principles, cultural differences)
3. Develop educational strategies to effectively communicate risks to workers
4. Plan new worker occupational health and safety orientation programs
5. Develop education and training programs (i.e., health and safety)
6. Develop business case to enlist management support

**C. Implementation (5%)**

1. Educate and train workers about health and wellness (e.g., self-care, complementary/alternative medicine, stress management)
2. Educate management at all levels about occupational health and safety programs
3. Educate and train occupational health and safety staff

4. Serve as a preceptor or mentor for students and health care professionals
5. Train workers on proper use and care of personal protective equipment
6. Serve on professional and community boards

**D. Evaluation (3%)**

1. Communicate the results and outcomes of educational and training programs
2. Evaluate value added service
3. Measure program outcomes

**4. Case Manager Role (18%)**

**A. Assessment (4%)**

1. Identify work-related cases that are appropriate for case management
2. Identify non-work-related cases that are appropriate for case management
3. Identify legal, labor, and regulatory implications related to case management

**B. Planning (4%)**

1. Develop case management plans for individuals
2. Develop and/or coordinate a network of resources for case management
3. Develop a multidisciplinary plan of care in collaboration with the worker and their support systems

**C. Implementation (7%)**

1. Manage short-term or long-term disability cases
2. Administer or manage integrated disability management strategies (I.e., STD, LTD, FMLA, workers' compensation, ADA/ADAAA)
3. Manage workers' compensation cases
4. Refer workers for rehabilitation as indicated
5. Coordinate administration of case management with vendors and community resources
6. Communicate essential job functions information to providers
7. Recommend modified duty based on work restriction and fitness for duty

**D. Evaluation (3%)**

1. Analyze workers' compensation data
2. Monitor treatment plan and outcomes (e.g., early return to work, work conditioning, work capacity exam, adherence to treatment plan, opioid minimization)
3. Evaluate health care delivery to workers provided by external providers



### **Core Content Areas for the COHN Examination**

The Core Content outline is a compilation of subject areas that are important to the practice of occupational health nursing. Many of these areas could reasonably be expected to be represented on the COHN certification examination. In combination with the Test Blueprint areas, the Core Content list can serve as an excellent means to organize study and preparation for the COHN examination.

#### **CHEMICAL HAZARDS**

• solvents, cutting oils (e.g., benzene)	• reproductive hazards
• asbestos, silica, cotton dust	• carcinogens
• heavy metals (e.g., lead, cadmium, nickel, chromium, mercury)	• latex allergy
• carbon monoxide, methane	• toxicology terms (e.g., acute/chronic/dose/PEL)
• cyanide, hydrogen sulfide	• exposure routes (e.g., inhalation/absorption/ingestion/injection)
• chlorine, toluene isocyanates (i.e., sensitizing agents)	• target organs (e.g., neurotoxins/hepatotoxins)
• ethylene oxide	• medical surveillance
• pesticides (e.g., organophosphates)	• other chemical hazards

#### **BIOLOGIC HAZARDS**

• food and water borne pathogens	• bloodborne pathogens (e.g., HIV, hepatitis B)
• tuberculosis	• travel medicine
• immunizations/tetanus	• other biologic hazards

#### **PHYSICAL HAZARDS/ERGONOMICS**

• noise vibration/hearing loss	• upper extremity disorders/algorithms
• radiation (e.g., ionizing/lasers/infrared/microwaves/NRC)	• back disorders
• heat/cold stress	• work station design (e.g., VDTs)
• electrical	• job task analysis

#### **PSYCHOPHYSIOLOGIC/STRESS**

• violence (e.g., critical incident stress debriefing – CISD)	• drug screening/chain of custody/hair samples
• shift work	• aging workers
• fitness for duty/job placement (e.g., transitional work/return to work)	• cultural differences
• stress/time management	• disaster planning
• employee assistance programs (e.g., drug abuse/alcoholism)	

## SAFETY AND INDUSTRIAL HYGIENE ISSUES

• safety walkthrough	• personal protective equipment (e.g., respirators/gloves/clothing/hearing protection)
• splash exposure	• engineering controls (e.g., automation/substitution/isolation/distancing)
• sampling (e.g., area/personal)	• administrative controls (e.g., rotation/shift adjustment/training)
• indoor air quality/radon	• other safety hazards

## STANDARDS AND REGULATIONS

• hazard communication	• OSHA standards (e.g., respiratory protection)
• MSDSs	• ADA/ADAAA (e.g., job placement)
• DOT	• FMLA
• confined space	• HIPAA
• lock out/tag out	• Bloodborne Pathogens

## EMERGENCY RESPONSE

• burn care	• strains and sprains
• eye injuries	• crush injuries/amputation/bleeding
• cardiac emergencies/AEDs	• head injuries

## DISEASE MANAGEMENT

• dermatitis	• cholesterol
• occupational asthma/acute respiratory distress	• hypertension
• pulmonary function testing	• disease state management
• case management/clinical outcomes	• chronic pain management
• diabetes	• wound care
• asthma	

## HEALTH EDUCATION/PROMOTION

• smoking cessation	• adult learning theory
• counseling/health promotion (e.g., Healthy People 2020 objectives)	• levels of prevention
• confidentiality	• literacy/language issues
• AIDS education	• communicating risk
• counseling	• health risk assessment

## MANAGEMENT PRINCIPLES

• ethics	• legal/regulatory practice aspects	• principles of management/communication
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## INFORMATION MANAGEMENT/RECORDKEEPING

• confidentiality	• recordkeeping
• workers' compensation	• research designs
• policy and procedures/protocols	

## CLINICAL PRACTICE

• pre-placement evaluation	• clinical assessment
• screening test results analysis	• return to work assessment
• performing screening tests	• work restriction management

### Examination Eligibility Requirements

The COHN examination is offered to those occupational health nurses whose practices involve clinician, coordinator, advisor and case manager roles. Eligibility requirements for the **COHN** examination include:

#### Mandatory

- A current, unrestricted RN license or an international equivalent and:
- 3,000 hours of occupational health nursing work experience earned during the five years prior to the application. Work experience means actively engaged in occupational health nursing for compensation;

#### OR

#### Alternatives to work hours

Time spent in a graduate/baccalaureate/certificate program dedicated to the field of Occupational and Environmental Health and Safety (OEHS) may be considered for a portion of the occupational health nursing work experience requirement. The degree must be completed within the five-year period prior to application to be considered. In using education in lieu of work hours, a transcript must be submitted with the application. Time spent in degree-granting programs prior to becoming a registered nurse cannot be used for work experience credit.

The maximum number of hours that can be applied are as followed:

- 3,000 hours work credit for attaining a Master's, PhD, or DNP, dedicated to the field of Occupational and Environmental Health and Safety (OEHS). These programs **MUST** include a semester/quarter of practical experience and an occupational health related project.
- 2,000 hours work credit for attaining a Bachelor's or Certificate program dedicated to the field of Occupational and Environmental Health and Safety (OEHS). These programs have basic industry content with limited or no practical experience and are considered equivalent to one year of graduate study.

For a list of currently accepted programs, please visit the Alternative Work Hours link found on the ABOHN website at <https://www.abohn.org/certification/cohn-cohn-s-eligibility/alternative-work-hours>. If your program is not listed, please contact the ABOHN office for approval **BEFORE** you submit your application. The Committee will review your program for acceptance to our guidelines.

### **Work Experience**

One must demonstrate that as a registered nurse they have earned 3,000 hours of occupational health nursing work experience during the preceding five-year period prior to application. No more than 40 hours per week may be submitted for consideration and full-time employment is equal to 2,080 hours per year. Employment must meet AAOHN's definition of occupational health nursing and must result in paid compensation.

However, for the purpose of examination eligibility, eligible full-time students who are pursuing an occupational health related degree are considered to be in "current employment".

Volunteer work activities and other educational programs' clinical experiences that fail to provide financial compensation is not considered employment.

Time spent in degree-granting programs prior to becoming a registered nurse will not be accepted for occupational health nursing work experience credit.

### **AAOHN's Definition of Occupational Health Nursing**

Occupational and environmental health nursing is the specialty practice that provides for and delivers health and safety programs and services to workers, worker populations and community groups. The practice focuses on promotion and restoration of health, prevention of illness and injury and protection from work related and environmental hazards. Occupational and environmental health nurses (OHNs) have a combined knowledge of health and business that they blend with healthcare expertise to balance the requirement for a safe and healthful work environment with a "healthy" bottom line.

### **Eligibility Rationale**

Certification is a process by which a non-governmental agency or association validates, based on predetermined standards of nursing practice, an individual registered nurse's qualifications, knowledge and practice in a defined functional or clinical area of nursing. While certification may be a future goal for a health professional who elects to become an occupational health nurse, it is not intended to serve as an entry to the specialty. Rather, being a practice-based certification, ABOHN requires individuals to accrue professional practice experience prior to applying.

Registered nurses have an ethical and legal responsibility to maintain their competency. A general scope and standards apply to all nurses; additional scopes and standards apply to nurses in specialties. American Board for Occupational Health Nurses board certification examinations are a competency-based examination that provides valid and reliable assessments of the knowledge and skills of RN's in the occupational health specialty. For this reason, ABOHN requires individuals to hold a current, unrestricted RN license.

ABOHN's certifications are voluntary programs designed to inform and protect consumers by identifying those nurses who have demonstrated mastery in occupational health nursing through education, experience and knowledge. ABOHN does not offer an entry-level certification.

### **Examination Application**

There are two ways to apply for the COHN examination:

1. Online: If you wish to apply online, go to [www.abohn.org](http://www.abohn.org). The online application is found under the Certification tab in the COHN/COHN-S Eligibility area. Once you have completed the application, but before you submit it, please make a copy for your records. Once the online submission is accepted, the

applicant must send the required supporting documentation to the ABOHN office. Documentation can be sent via email or fax.

2. By mail: Complete the enclosed application that is included in this handbook and send along with the required supporting documentation and payment. Please do not staple the application and documentation. Instead, please secure documents with a large clip or rubber band. Make a copy of your completed application for your records.

**Supporting Documentation**

- Registered Nursing License: Verification from your state board of nursing is required. Your license must show your current name, expiration date, and the name of the agency that issued the license. Licensure from other countries will be considered on a case-by-case basis.
- Job Description(s): Copies for all positions held while gaining required work hours must be submitted with your application if you are using employment as your occupational health nurse experience. Job descriptions should enable the reviewer to determine whether your job conforms to AAOHN’s definition of occupational health nursing.

Or if using alternatives to work hours:

- Degree: Copy of a baccalaureate or higher degree or transcripts (earned within the last 5 years).

If your current name is different than the one that appears on your supporting documentation you must provide proof of a legal name change.

An application is considered complete only when a qualified applicant has provided all requested information; that information is legible and accurate; the application is accompanied with all the necessary supporting documentation; and the application includes the appropriate non-refundable application fee payment.

**Keep Your Original Documents!** All documents submitted with your application become the property of ABOHN, Inc. and cannot be returned.

**Guide to Code Numbers**

Please use the following codes to complete your application.

**Business Codes**

1. Agriculture/Forestry/Fisheries	18. Chemicals/Allied Products
2. Mining	19. Rubber/Misc. Plastic/Leather Products
3. Construction	20. Primary Metal/Fabricated Metal Products
4. Transportation	21. Professional/Scientific/Control Instruments
5. Communications	22. Machine, Non-Electrical
6. Utility Services	23. Aerospace
7. Wholesale & Retail Trade	24. Electrical Machinery
8. Finance	25. Food/Kindred Products
9. Insurance & Real Estate	26. Apparel/Finished Products
10. Federal Government	27. Oil Refining/Related Industries
11. State Government	28. Stone/Clay/Glass/Concrete Products
12. Local Government	29. Amusement/Recreational Services

13. Hospital/Medical Centers	30. Miscellaneous Manufacturing Industries
14. College/Universities	31. Miscellaneous Services
15. Textile Mill Products	32. Non-classifiable Establishments
16. Lumber/Wood Products	33. Self-employed
17. Paper/Allied Products	

Select the number that most closely describes the business in which you are employed.

### **Job Title Codes**

Please select the title **that most closely matches** your primary job responsibility, or the one which represents the majority of your work time, instead of selecting your official company title. The following printed descriptions are derived from the *AAOHN Core Curriculum for Occupational Health Nursing*.

CODE	JOB TITLE	DESCRIPTION
1	Clinician	Provides direct client care within the scope of the applicable states' nurse practice act.
2	Case Manager	Coordinates health care services for workers from the onset of an injury or illness to a safe return to work or an optimal alternative.
3	Occupational Health Service Coordinator	Assesses the health and safety needs of a worker population and the health and safety of the worksite.
4	Health Promotion Specialist	Manages a multilevel, wide-ranging health promotion program that supports the corporate business objectives.
5	Manager/Administrator	Directs, administers, and evaluates occupational health services that are consistent with the organization's goals and objectives.
6	Nurse Practitioner	Assesses the health status of workers through health histories, physical assessments, and diagnostic tests.
7	Corporate Director	Serves as a corporate manager and policy maker within an organization.
8	Consultant	Serves as an advisor for evaluating and developing occupational health and safety services.
9	Educator	Develops, implements and evaluates curricula and clinical experiences appropriate for the professional educational development of occupational health nurses.
10	Researcher	Develops, implements and analyzes research related to the health and safety of working populations.
11	Safety Manager	Plans, organizes, implements and evaluates hazard control activities that meet organizational safety objectives and reduces risks to people, property and the environment.

### **Application Checklist**

Prior to submitting your application, please review the following checklist.

- Have you answered all the questions?
- Have you included a copy of your current nursing license or state verification?

- Have you included a copy of your current or most recent job descriptions?
- Have you included copies of any NIOSH/ERC certificate program or any degrees using towards work experience?
- Have you made a complete copy of your application and its supporting documentation for your files?
- Have you enclosed the non-refundable Application Fee?

Completed written application, supporting documentation and non-refundable application fee can be mailed to:

American Board for Occupational Health Nurses, Inc.  
7250 W. College Dr. #2SW  
Palos Heights, IL 60463

Online applications supporting documentation can be emailed to [info@abohn.org](mailto:info@abohn.org) or faxed to (630) 789-8901.

If your application is found to have deficiencies, you will be contacted by email.

If your application meets the eligibility criteria, you will receive email notification including an invoice for the examination fee.

#### **Paying Examination Fee**

Once an application has been reviewed and approved, ABOHN will email notification of application approval which included the following:

- Application Approval Letter
- Examination Fee Invoice
- Information about the Certification Self-Assessment Test (CSAT)

Examination fees must be paid within 90 days of the date of the exam invoice received from ABOHN. Payment can be made on the ABOHN website at [www.abohn.org](http://www.abohn.org) under the Certification tab, in the Examination Fees area. Once payment is received and processed, candidate information is transferred to PSI weekly on Fridays. PSI will notify candidates by email with information on how to schedule an exam. Exam candidates will have 120 days from the date of the PSI email notification to schedule and take their exam.

If the examination fee is not paid during the 90-day period, the application file for certification is closed. To regain application status, one must re-submit a completed application with required back up information and non-refundable application fee again.

#### **Declined Credit Cards, Returned Checks and Handling Fees**

ABOHN charges a fee for any returned check. When re-submitting your payment, you must send a certified check or money order for the amount due, which should include the additional handling fee. ABOHN's current fee schedule is available on the ABOHN website at [www.abohn.org](http://www.abohn.org).

### **Scheduling an Examination Appointment**

You may schedule an examination appointment with PSI by one of the following methods. Be prepared to confirm a date and location for testing.

1. Schedule online. Visit <http://schedule.psiexams.com> and select “Candidates” to schedule an examination appointment.

OR

2. Call PSI at 888-519-9901 to schedule an examination appointment.

Examinations are delivered by computer at approximately 300 PSI Test Centers nationwide. The examinations are scheduled by appointment only, Monday through Saturday. Appointment starting times may vary by location. Individuals are scheduled on a first-come, first-served basis. Refer to the chart below.

<b>If you call PSI by 3:00 p.m. Central Time on...</b>	<b>Your examination may be scheduled as early as ...</b>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

After an appointment is made, you will be given a time to report to the Test Center. Please make a note of it since an admission letter will not be sent. You will only be allowed to take the examination for which the appointment has been made. No changes in examination type will be made at the Test Center. **UNSCHEDULED CANDIDATES (WALK-INS) WILL NOT BE ADMITTED** to the Test Center.

### **International Testing**

Our testing provider PSI has a secure web-based network of international sites. With more than 83 sites across 35 countries, the international network offers the ability to take our examination around the globe. Please contact the ABOHN office for pricing.

### **Examination Accommodations**

ABOHN and PSI comply with the Americans with Disabilities Act (ADA/ADAAA) and are interested in ensuring that individuals with disabilities are not deprived of the opportunity to take the examination solely by reason of a disability, as required and defined by the relevant provisions of the law. Special testing arrangements may be made for these individuals, provided that an appropriate request for accommodation is received by ABOHN at least 45 days before the desired examination date and the request is approved. To make a request for a special examination accommodation, please complete the two-page Request for Special Examination Accommodations form included in this handbook, obtain an appropriate health professional’s signature, and submit the completed form with the examination application.



**Examination Authorized Changes (Rescheduling or Extension)**

There are two options for changing your examination date.

1. **Rescheduling:** PSI allows for a one-time cancellation and rescheduling for sitting for the examination during your specified exam authorization period. A candidate who wishes to reschedule his/her examination appointment, must contact PSI at 888-519-9901 at least **TWO business days** prior to the scheduled testing session or will forfeit the examination fee and be required to reapply and submit required fees to reschedule the examination.

<b>If the Examination is scheduled on...</b>	<b>PSI must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous...</b>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

2. **Extension:** If you need to EXTEND your 120-day examination period, you may purchase a one-time, 60-day examination extension to the original 120-day authorization period. PSI and ABOHN require at least **THREE business days** notification prior to the scheduled examination date. You must contact PSI to cancel your scheduled exam date and then call ABOHN at 630-789-5799 for the extension request and payment.

<b>If the Examination is scheduled on...</b>	<b>ABOHN must be contacted by 3:00 p.m. Central Time to purchase an Extension by the previous...</b>
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

PLEASE NOTE: PSI only allows ONE CHANGE (either exam rescheduling or an exam extension). You may not use both options.

**Missed Appointments/Failure to Report or to Schedule an Examination**

Candidates will forfeit their application and examination fees paid under the following circumstances:

- Candidates who wish to reschedule an examination appointment but fail to contact PSI at least 2 business days prior to the scheduled examination session
- Candidates arriving more than 15 minutes late for a scheduled examination appointment
- Candidates failing to report on the date and time they are scheduled for an examination appointment
- Candidates that fail to schedule an examination appointment within the 120-day period

Examination fees may NOT be transferred to another appointment. Once fees are forfeited a Candidate must reapply, paying all fees again to continue.

### **How to Prepare for the Examination**

Since occupational health nursing practice is so varied and the certification examination is designed to represent a broad reflection of practice, no two professionals will prepare for the examination in exactly the same way. In this handbook, we have gathered several resources that may help you to prepare to take the examination. The following are included: COHN Test Blueprint, core content outline, study references and sample examination questions.

To help you to determine your own study plans, the following steps are recommended:

1. Perform an occupational health knowledge self-assessment using the examination specifications on the COHN Test Blueprint and Core Content list.
2. Classify activities and core topic areas for intense study and identify those areas where a simple review would be sufficient.
3. Establish a realistic weekly study schedule. First, schedule topics that will need intense study. Save review only topics for later in your study schedule.
4. Gather resources with which to study. References in the back of this handbook represent a partial listing of books, journals and other materials that have been used to write examination questions. This list can help you to identify resources that may be used to address identified learning needs, but it is not intended to be a mandatory, exclusive reading list.
5. Consider forming a study group or selecting a study partner. Working with study partners that have varied occupational health nursing backgrounds can be especially helpful.
6. Many certification candidates have found that review courses can be helpful to prepare for the examination. Review courses may be used to identify weaknesses that direct initial study, or as a final review prior to the examination.

ABOHN compiles a list of occupational health related courses and continuing education resources on its website at [www.abohn.org](http://www.abohn.org) under the Resources tab and the Upcoming Events tab. ABOHN neither offers, nor recommends specific courses, or the use of specific study materials to prepare for the examination.

### **Passing Candidates Examination Preparation**

ABOHN periodically surveys the study habits of those OHN's who have achieved their COHN or COHN-S certification and publishes those results in a PowerPoint presentation titled "Newly Certified Survey." The most recent presentation can be viewed on the ABOHN website at [www.abohn.org](http://www.abohn.org).

### **Certification Self-Assessment Tests (CSATs)**

ABOHN offers a COHN Certification Self-Assessment Test which contains thorough descriptions of the ABOHN examination and helpful suggestions for preparation. The CSAT provides 100 questions that use the same format as actual examination questions and are representative of the knowledge areas and activities that form the Test Blueprint. For more information about how to purchase a CSAT, please visit [www.abohn.org](http://www.abohn.org).

### **On the Day of Your Examination**

On the day of your examination appointment, report to the Test Center no later than your scheduled testing time. Once you enter the building, look for the signs indicating PSI Test Center Check-In. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME YOU WILL NOT BE ADMITTED.**

### **Identification**

To gain admission to the Test Center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. Temporary ID is not accepted. You will also be required to sign a roster for verification of identity.

Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.

- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

### **Inclement Weather or Emergency**

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit <http://schedule.psiexams.com> prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

### **Security**

ABOHN and PSI maintain examination administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No calculators are allowed.
- No guests, visitors or family members are allowed in the testing room or reception areas.

### **Personal Belongings**

No personal items, valuables or weapons should be brought to the Test Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

• watches	• wallets	• keys	• hats
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Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed, and the administration will be forfeited.

### **Examination Restrictions**

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

### **Misconduct**

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or

- are observed with notes, books or other aids without it being noted on the roster.

Violation of any of the above provisions results in dismissal from the examination session. The candidate's score on the examination is voided and examination fees are not refunded. Evidence of misconduct is reviewed to determine whether the candidate will be allowed to reapply for examination.

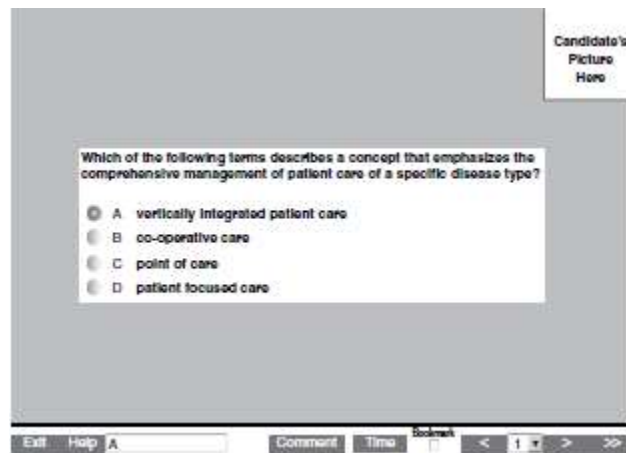
If a re-examination privilege is granted, the candidate will need to submit a new application and pay all required fees.

### **Practice Examination**

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time that you use for this practice examination is NOT counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

### **Timed Examination**

Following the practice examination, you will begin the actual examination. Instructions for taking the examination are accessible on-screen once you begin the examination. The examination contains 135 questions plus 25 pretest questions. Three hours are allotted to complete the examination. The following is a sample of what the computer screen will look like when candidates are taking the examination.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the Time button in the lower right portion of the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one question is presented at a time. The question number appears in the lower right portion of the screen. The entire question appears on-screen (i.e., stem and four options labeled – A, B, C and D).

**Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse.** Your answer appears in the window in the lower left portion of the screen. To change your answer, enter a different option by typing in the letter in the box or by clicking on the option using the mouse. During the examination time limit, you may change your answers as many times as necessary.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

You may leave a question unanswered and return to it later. You may also bookmark questions for later review by clicking in the blank square to the right of the Time button. Clicking on the double arrows (>>) advances to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When you have completed the examination, the number of questions you answered is reported. If you have not answered all questions and you have time remaining, return to the examination and answer those questions. Be sure to answer each question before ending the examination. **There is no penalty for guessing.**

You may provide online comments for any question by clicking on the Comment button to the left of the Time button. This opens a dialogue box where you may enter your comments.

The examination will be timed. You will have three (3) hours of actual examination time. The computer will indicate the time remaining on the screen. If you find it distracting, the time feature may be turned off during the examination. The time limit is intended to allow candidates to complete the entire examination by working quickly and efficiently.

### **Taking the Examination**

Several questions on the examination are experimental or “pretest” items. They are considered experimental because they have not been used on a previous examination, nor has their performance been evaluated. Therefore, until those evaluations can be conducted, the items will not be used for scoring your examination. Since these items are combined with the other questions and are not marked as experimental questions, you will be unable to determine which items are experimental. You should answer all questions to the best of your ability. No penalty is applied for guessing incorrectly. If you are unsure about an answer, you should make an educated guess.

### **Sample Examination Questions**

Each item has four responses, only one of which is correct. The sample questions that follow are examples of typical questions and the format used.

1. The biological monitoring data for workers exposed to cadmium must be interpreted in light of which of these possible compounding factors?
  - A. history of smoking
  - B. amount of alcohol intake
  - C. history of drug abuse
  - D. amount of seafood intake
  
2. A company institutes Continuous Quality Improvement (CQI) procedures for all departments. Which of these behaviors by the occupational health nurse is consistent with the principles of CQI?
  - A. The nurse provides employees with printed brochures during the program.
  - B. The nurse maintains records of employees' attendance at programs.
  - C. The nurse schedules mandated programs for employees.

D. The nurse seeks suggestions for improvement from employees.

3. A nurse is analyzing data from a blood pressure screening program. Of the 200 employees screened, 50 employees, or 25%, had elevated blood pressures. This blood pressure screening included employees diagnosed with hypertension both before and after the screening program. The figure represents the

- A. specific rate.
- B. morbidity rate.
- C. prevalence rate.
- D. incidence rate.

Answers to sample questions

- 1. A
- 2. D
- 3. C

### **Copyrighted Examination Questions**

All examination questions are the copyrighted property of ABOHN. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties.

### **Following the Examination**

After you finish the examination, you are asked to complete a short evaluation of your testing experience.

Notification of pass/fail status will be mailed to candidates from ABOHN about 8-12 weeks after their examination date. No scores reports will be given at the testing center. Score are reported in written form only, sent by U.S. mail. **Scores are NOT reported over the telephone, by electronic mail or by facsimile.**

Your score report will indicate a “pass” or “fail.” Additional detail is provided in the form of raw scores by major content category. A scaled score is the number of correctly answered questions; a scaled score is statistically derived from the raw score. Your pass/fail status is determined by your raw score. Your total score determines whether you pass or fail. Even though the examination consists of 160 questions, your score is based on 135 questions. Twenty-five questions are “pretest” questions.

The methodology used to set the minimum passing score for the examination is the Angoff method, applied during the performance of a Passing Point Study by a panel of content experts. The experts evaluated each question on the respective examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required for the certification designation. The score is based on the candidate’s ability to pass the examination, not on the performance of other candidates.

### **If You Pass the Examination**

ABOHN will send official notices to candidates who have achieved passing scores on the ABOHN COHN examinations. A COHN wall certificate and digital badge will be sent to show that they have earned the right to use the COHN designation after their names. Additionally, their names and credentials are

published in the ABOHN online Directory of Certified Occupational Health Nurses if they agreed to be published.

### **If You Do Not Pass the Examination**

Although ABOHN imposes no limit upon the number of times that an individual may apply or take an examination, ABOHN does require unsuccessful candidates to wait until they have received their official score report before they can reapply to retake an examination. Repeat candidates must submit a new application, required supporting documentation and non-refundable application fee.

### **Confidentiality**

Under no circumstances will individual examination scores be reported to anyone but the individual who took the examination. Aggregate scores without personally identifiable markers will be used by the respective examination committees in collaboration with the testing consultants to set the passing points for the examination and to analyze performance of individual questions.

All information provided to ABOHN, including job descriptions, may be used for a variety of analyses to study certified occupational health nurses and their practice. However, information sharing will be limited to data reports that are in aggregate form, or documents that lack personally identifiable information.

Upon written request for verification of certification, an authorized ABOHN representative will provide the following information:

- “This shall serve as verification of the \_\_\_\_\_ credential status of the above-named individual.”

OR

- “Our records do not indicate that anyone with the name spelled in the manner that you have provided is currently certified through the American Board for Occupational Health Nurses.”

Unless authorized in writing by the individual whose certification status is being questioned, at no time shall any demographic information, pass/fail information, member data, or other identifying information be given.

### **Duplicate Score Report**

Candidates may purchase additional copies of score reports at a cost of \$25 per copy. Written requests must be submitted to PSI within 12 months of the examination. The request must include the candidate’s name, unique identifier assigned by ABOHN, mailing address, telephone number, examination date, the name of the examination taken and the required fee payable to PSI Services Inc. Duplicate score reports are mailed within five business days after receipt of the request and fee payment.

### **Scores Canceled by ABOHN or PSI**

ABOHN and PSI are responsible for the integrity of the scores they report. Misconduct by a candidate may cause a score to be suspect. ABOHN is committed to rectifying such discrepancies as expeditiously as possible. If, after investigation, ABOHN discovers that its regulations have been violated, ABOHN may void the violator’s examination results.



### **Revocation of Certification**

The American Board for Occupational Health Nurses, Inc. may revoke a certificate for substantial misrepresentation on the application, fraud in the examination, or failure to meet the criteria for certification or recertification. The credential holder will be notified of the reasons judged adequate for revocation and will be entitled to be heard by the Board.

### **Questions and Appeals Process**

The American Board for Occupational Health Nurses, Inc., ABOHN provides an opportunity for candidates to question any aspect of the certification program. ABOHN will respond to any question as quickly as possible. Candidates are invited send an email message to [info@abohn.org](mailto:info@abohn.org) for any questions. In addition, ABOHN has an appeals policy to provide a review mechanism for challenging an adverse decision, such as denial of eligibility for the examination or revocation of certification. An application for an appeal is available online at [www.abohn.org](http://www.abohn.org) under the Certification Tab.

It is the responsibility of the individual to initiate the appeal processes by written request or completing the form and sending it to the ABOHN Executive Director, ABOHN, 7250 W. College Dr. #2SW, Palos Heights, IL 60463 within 30 calendar days of the circumstance leading to the appeal.

### **Retaining Certification**

To maintain "Active" COHN status requires:

1. **Annual Renewal Application and Fee** along with any updated work/home information in order to maintain the credential in Active status.
2. **Recertification Application and Fee**: Recertification is required every five (5) years. Recertification eligibility criteria includes:
  - a. Current, unrestricted registered nursing licensure, or its international equivalent.
  - b. 50 Continuing Nursing Education (CNE) continuing education hours related to occupational health earned within the previous five (5) years.
  - c. 3,000 hours of occupational health nursing experience for paid compensation during the previous five (5) years. (You do not have to be currently employed at the time you apply for recertification.)

Note: Alternative credit for some occupational health nursing employment hours may include Baccalaureate or Graduate courses related to occupational health. Course work associated with attaining a degree can be used to meet either the continuing education requirement or the work experience requirement, but not for both.

For additional information on acceptable continuing education, please see the Recertification Handbook which can be found at [www.abohn.org](http://www.abohn.org).

## References

The American Board for Occupational Health Nurses, Inc. has prepared the following list of references that are examples of resources that may be used to prepare for the certification examination. This is not an all-inclusive list, but one that represents the types of materials that may have been used as references for the examination items. Applicants are advised to identify the areas of content in which they feel less knowledgeable and to focus their study on those areas, as well as a general overview of the content described in the Test Blueprint. Useful references may be obtained from professional organizations and public and university libraries. ABOHN neither sells, nor lends references. ABOHN cannot recommend any specific course(s) or other resources that may prepare you for the examination.

### Occupational Health Nursing and General Occupational Health

- Bowler, Rosemarie M., and James E. Cone. *Occupational Medicine Secrets*. Hanley & Belfus, 1999.
- Friend, Mark A., and James P. Kohn. *Fundamentals of Occupational Safety and Health*. Bernan Press, 2018.
- Guzik, Arlene. *Essentials for Occupational Health Nursing*. John Wiley & Sons, 2013.
- Levy, Barry S., and David H. Wegman. *Occupational Health: Recognizing and Preventing Work-Related Disease*. 4th ed., Little, Brown, 2000.
- Levy, Barry S., et al. *Occupational and Environmental Health: Recognizing and Preventing Disease and Injury*. 7th ed., Oxford University Press, 2018.
- Mastroianni, Moore. *Demonstrating Value*. American Association of Occupational Health Nurses, Inc., 2016
- Moore, Pamela V., and Roy L. Moore. *Fundamentals of Occupational & Environmental Health Nursing: AAOHN Core Curriculum*. 4<sup>th</sup> ed. American Association of Occupational Health Nurses, Inc., 2014.
- Moore, Pamela V., and Roy L. Moore. *The Online Study Guide for the Fundamentals of Occupational & Environmental Health Nursing: AAOHN Core Curriculum*. American Association of Occupational Health Nurses, Inc., 2014.
- Rogers, Bonnie. *Occupational and Environmental Health Nursing: Concepts and Practice*. 4th ed., Saunders, 2003.
- Rogers, Bonnie, et al. *Occupational Health Nursing Guidelines for Primary Clinical Conditions*. 5<sup>th</sup> ed. OEM Press, 2018.

\*Please note: Although the AAOHN Core Curriculum provides an excellent overview of the aspects of occupational health nursing practice, it is not intended as an exclusive source of information for the examination.

### Disease Management/Emergency Care

- Bickley, Lynn S., et al. *Bates Guide to Physical Examination and History Taking*. Wolters Kluwer, 2017.
- Dyck, Dianne E. G. *Disability Management: Theory, Strategy and Industry Practice*. LexisNexis, 2017.
- Hinkle, Janice L., et al. *Brunner & Suddarths Textbook of Medical-Surgical Nursing*. Wolters Kluwer, 2018.

Heymann, David L. *Control of Communicable Diseases Manual: Prepared under the Auspices of the Program Area Committee on Communicable Diseases*. David L. Heymann, Editor. American Public Health Association, 2015.

Jameson, J. Larry. *Harrisons Principles of Internal Medicine*. McGraw-Hill Education, 2018.

LeBlond, Richard F., et al. *DeGowins Diagnostic Examination*. 9th ed., The McGraw-Hill Companies, 2009.

Rogers, Bonnie, et al. *Occupational Health Nursing Guidelines for Primary Clinical Conditions*. 5th ed., OEM Press, 2018.

### **Toxicology, Epidemiology and Industrial Hygiene**

Friedman, Gary D. *Primer of Epidemiology*. McGraw-Hill, 2004.

Gerstman, B. Burt. *Epidemiology Kept Simple: An Introduction to Traditional and Modern Epidemiology*. John Wiley & Sons, 2013.

Greenberg, Michael I. *Occupational, Industrial, and Environmental Toxicology*. Mosby, 2003.

Klaassen, Curtis D., and John B. Watkins. *Casarett & Doulls Essentials of Toxicology*. McGraw-Hill Medical, 2018.

Lewis, Richard J. *Saxs Dangerous Properties of Industrial Materials*. John Wiley & Sons, Inc., 2012.

*NIOSH Pocket Guide to Chemical Hazards*. Books Express Publishing, 2012.

Plog, Barbara A. *Fundamentals of Industrial Hygiene*. National Safety Council Press, 2012.

Rose, Editor: Vernon E., and Editor: Barbara. Cohrssen. *Pattys Industrial Hygiene, 6th Edition, 4-Volume Set, 6th Edition*. John Wiley & Sons, 2011.

Valanis, Barbara. *Epidemiology in Nursing and Health Care*. Appleton & Lange, 1999.

*2019 Threshold Limit Values (TLVS) and Biological Exposure Indices (BEIS), American Conference of Governmental Industrial Hygienists, 2019*

### **Safety/Ergonomics**

Anna, Daniel H. *The Occupational Environment: Its Evaluation, Control and Management*. American Industrial Hygiene Association, 2011.

Bridger, R. S. *Introduction to Human Factors and Ergonomics*. CRC Press, Taylor & Francis Group, 2018.

Erdil, Michael, and O. Bruce. Dickerson. *Cumulative Trauma Disorders: Prevention, Evaluation, and Treatment*. Van Nostrand Reinhold, 1997.

Friend, Mark A., and James P. Kohn. *Fundamentals of Occupational Safety and Health*. Bernan Press, 2018.

Hagan, Philip, et al. *Accident Prevention Manual for Business & Industry*. 14th ed., National Safety Council, 2015.

Hedge, Alan. *Ergonomic Workplace Design for Health, Wellness, and Productivity*. CRC Press, Taylor & Francis Group, 2017.

Krause, Thomas R. *The Behavior Based Safety Process: Managing Involvement for an Injury Free Culture*. VanNostrand Reinhold, 1997.

Kroemer, K. H. E., and K. H. E. Kroemer. *Fitting the Human: Introduction to Ergonomics*. Taylor & Francis, 2009.

Hagan, Philip, et al. *Accident Prevention Manual for Business & Industry*. 14th ed., National Safety Council, 2015.

National Institute for Occupational Safety and Health. *Cumulative Trauma Disorders*. Department of Health and Human Services, 2013

Ranney, Don. *Chronic Musculoskeletal Injuries in the Workplace*. W.B. Saunders, 1997.

### **Case Management**

Association, American Medical, et al. *AMA Guides to the Evaluation of Work Ability and Return to Work (Guides to the Evaluation of Work Ability and Return to Work)*. 2<sup>nd</sup> ed. American Medical Association, 2011.

Cesta, Toni G., and Hussein M. Tahan. *The Case Managers Survival Guide: Winning Strategies in the New Healthcare Environment*. Destech Publications, 2017.

*FITNESS FOR WORK: The Medical Aspects*. OXFORD UNIV Press, 2019.

Mullahy, Catherine M. *The Case Managers Handbook*. 6<sup>th</sup> ed. Jones & Bartlett Learning, 2017.

Palmer, Keith T., et al. *Fitness for Work: The Medical Aspects*. Oxford University Press, 2013.

Reed, Presley. *The Medical Disability Advisor: Workplace Guidelines for Disability Duration*. Reed Group, 2005.

Tahan, H.M. & Treiger T.M. (2017). CMSA core curriculum for case management (3rd Ed.). Philadelphia: Wolters Kluwer.

### **Miscellaneous**

Centers for Disease Control and Prevention (CDC). *Epidemiology and prevention of vaccine-preventable diseases., 13<sup>th</sup> ed*. Washington, DC.

Centers for Disease Control and Prevention (CDC). *CDC Yellow Book 2020: Health Information for International Travel*. Oxford University Press, 2020.

Galbraith, Michael W. *Adult Learning Methods: A Guide for Effective Instruction*. Krieger, 2004.

Glanz, Karen, et al. *Health Behavior: Theory, Research, and Practice, 5th Edition*. John Wiley & Sons, 2015.

Hamborsky, Jennifer, et al. *Epidemiology and Prevention of Vaccine-Preventable Diseases*. U.S. Dept. of Health & Human Services, Centers for Disease Control and Prevention, 2015.

Moser, Royce, and Royce Moser. *Effective Management of Health and Safety Programs: A Practical Guide*. OEM Press, 2008.

Peterson, Ann M, and Lynda Kopishke. *Legal Nurse Consulting*. CRC Press, 2010.

Sanford, Christopher, et al. *The Travel and Tropical Medicine Manual*. Elsevier, 2017.

## **Journals and Periodicals**

American Journal of Health Promotion  
American Journal of Nursing  
BNA Environment, Health, and Safety  
CDC Morbidity and Mortality Weekly Report (MMWR)  
CMSA Today  
Hospital Employee Health Journal  
Journal of Nursing Administration  
Journal of Nursing Research  
Journal of Occupational and Environmental Medicine  
Journal of Occupational Health and Safety  
Journal of the Association of Occupational Health Professionals in Healthcare  
National Safety Council Health and Safety Magazine  
Workplace Health and Safety (formerly AAOHN Journal, Slack Publications)

## **Websites**

Agency for Toxic Substances & Disease Registry: [www.atsdr.cdc.gov](http://www.atsdr.cdc.gov)  
American Conference of Governmental Industrial Hygienists: [www.acgih.org](http://www.acgih.org)  
American Industrial Hygiene Association: [www.aiha.org](http://www.aiha.org)  
American Public Health Association: [www.apha.org](http://www.apha.org)  
American Society of Safety Professionals: [www.assp.org](http://www.assp.org)  
Center for Disease Control: [www.cdc.gov](http://www.cdc.gov)  
Code of Federal Regulations (CFR) [www.govinfo.gov](http://www.govinfo.gov)  
Council for Accreditation in Occupational Hearing Conservation: [www.caohc.org](http://www.caohc.org)  
Department of Health & Human Services: [www.hhs.gov](http://www.hhs.gov)  
Department of Labor: [www.dol.gov](http://www.dol.gov)  
Department of Transportation (DOT): [www.dot.gov](http://www.dot.gov)  
Health Promotion: [www.healthypeople.gov/2020](http://www.healthypeople.gov/2020)  
Joint Commission: [www.jointcommission.org](http://www.jointcommission.org)  
Morbidity Mortality Weekly Report: [www.cdc.gov/mmwr/](http://www.cdc.gov/mmwr/)  
National Center for HIV/AIDS, Viral Hepatitis, STD and TB Prevention: [www.cdc.gov/nchstp/tb](http://www.cdc.gov/nchstp/tb)

National Institute of Occupational Health & Safety: [www.niosh.gov](http://www.niosh.gov)

Occupational Safety Health Administration Standards: [www.osha.gov](http://www.osha.gov)

U.S. National Library of Medicine: [www.nlm.nih.gov](http://www.nlm.nih.gov)

World Health Organization Travel Health: [www.who.int/ith/en](http://www.who.int/ith/en)

### **Regulatory Resources**

Alcohol and drugs: DOT compliance manual (2016)

NIOSH reports and publications

OSHA guidelines, alerts and publications



# AMERICAN BOARD FOR OCCUPATIONAL HEALTH NURSES, INC.

7250 W. College Dr., #2SW, Palos Heights, IL 60463

[www.abohn.org](http://www.abohn.org)

APPLICATION FOR EXAMINATION / DO NOT FAX

**All information provided on this application will be treated with strict confidence.**

ABOHN does not discriminate among applicants and candidates on the basis of age, gender, race, color, religion, national origin, disability, or marital status.

PLEASE TYPE OR PRINT YOUR APPLICATION! Each item on this form must have a response. **If "none" or "no" is applicable, so state.** Incomplete responses will result in delay and possible disqualification. Applications must include the non-refundable application fee. Please consult the examination handbook for application completion instructions.

1. WHICH EXAMINATION DO YOU WISH TO TAKE?  COHN  COHN-S

2. HAVE YOU APPLIED FOR AN EXAM WITH ABOHN BEFORE?  YES  NO

3. HAVE YOU TAKEN AN EXAM WITH ABOHN BEFORE?  YES  NO

4. NAME:

First \_\_\_\_\_

Middle \_\_\_\_\_

Last \_\_\_\_\_

Maiden Name \_\_\_\_\_

Other Last Names Used \_\_\_\_\_

5. YEAR OF BIRTH \_\_\_\_\_

6. E-MAIL PREFERRED (mandatory) \_\_\_\_\_

ABOHN corresponds via the preferred email address. It is the credential holder's responsibility to ensure that ABOHN has the current preferred email.

ALTERNATE E-MAIL (non-mandatory) \_\_\_\_\_

7. MAILING ADDRESS Street \_\_\_\_\_ Apt/Unit \_\_\_\_\_

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

Country \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

8. CURRENT EMPLOYER \_\_\_\_\_

Street \_\_\_\_\_

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

Country \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

**9. SALARY** (for group analysis use only)  *Part-time: hours per week* \_\_\_\_\_ *Hourly Rate \$* \_\_\_\_\_  
 *Full Time: Annual Salary \$* \_\_\_\_\_

**10. BUSINESS CATEGORY OF EMPLOYMENT** **Code:** \_\_\_\_\_

**11. JOB TITLE** **Code:** \_\_\_\_\_  
(See Business Codes and Job Title Codes in Handbook)

**12. EDUCATION** (Check ALL education you have completed.)

- 1. ASSOCIATE DEGREE**
- 2. DIPLOMA**
- 3. BACCALAUREATE IN NURSING**
- 4. OTHER BACCALAUREATE**
- 5. MASTER'S IN NURSING**
- 6. MASTER'S IN PUBLIC HEALTH**
- 7. OTHER MASTER'S**
- 8. DOCTORATE**

**14. PROFESSIONAL MEMBERSHIPS:** Check those professional organizations in which you hold membership.

- AAOHN** (American Assoc. of Occupational Health Nurses)
- ANA** (American Nurses Association)
- AOHP** (Association of Occupational Health Professionals in Healthcare)
- CNA** (Canadian Nurses Association)
- CMSA** (Case Management Society of America)
- ASSP** (American Society of Safety Professionals)
- AIHA** (American Industrial Hygiene Association)

**15. OTHER CERTIFICATIONS HELD:** Check those professional certifications you currently hold.

- CCM** (Certified Case Manager)
- CHI** (Certified Industrial Hygienist)
- CSP** (Certified Safety Professional)
- CHMM** (Certified Hazardous Materials Manager)
- COHC** (Certified Occupational Hearing Conservationist)
- COHN (c)** (Certified Occupational Health Nurse - Canada)
- NP** (Nurse Practitioner)
- CHEST-OHST** (Occupational Health and Safety Technologist)
- Other** \_\_\_\_\_



**16. EXPERIENCE IN OCCUPATIONAL HEALTH NURSING**

During the 5-year period prior to application, you must have earned 3,000 hours of work (occupational health nursing) experience. Full time employment for one year equals 2,080 hours. Refer to your Candidate Handbook for alternatives to work experience. Begin with your most recent or current position. Reproduce this page if you have held more than one job during the five-year time period. List occupational health nursing work experience in the past 5 years only. **If “none” or “no” is applicable, so state.**

**POSITION #**

<b>DATES EMPLOYED</b>	from		to	
-----------------------	------	--	----	--

<b>TOTAL SERVICE</b>	Years		Months		Total hours	
----------------------	-------	--	--------	--	-------------	--

**POSITION TITLE**

Briefly describe job responsibilities in this position and the target population to which you provide occupational health nursing care or ATTACH A COPY OF YOUR CURRENT JOB DESCRIPTION.

**DESCRIPTION OF JOB DUTIES AND TARGET POPULATION**

---

<b>NAME OF EMPLOYER</b>	
-------------------------	--

Address	
---------	--

Major Product/Service	
-----------------------	--

**PERSON WHO CAN VERIFY YOUR EMPLOYMENT**

Name	
------	--

Title	
-------	--

Telephone #	
-------------	--

E-mail address	
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**CREDIT CARD PROCESSING REQUEST**

**American Board for Occupational Health Nurses, Inc.**

7250 W. College Drive, #2SW • Palos Heights, IL 60463

**Telephone:** 630-789-5799      **Toll Free:** 888-842-2646

**Fax:** 630-789-8901

**DATE:**

**NAME:**

**NAME ON CREDIT CARD:**

(if different than above)

**BILLING ADDRESS:**

(including zip code)

**TYPE OF CREDIT CARD:**

American Express       MasterCard       Visa       Discover

**CREDIT CARD NUMBER:**

**EXPIRATION DATE:**

**SECURITY CODE ON BACK OF CARD:**

(3 or 4 Digits)

(American Express security code is located on the front of the card)

**AMOUNT TO BE CHARGED TO THE CARD:**

**DESCRIPTION OF PURCHASE:**

**EMAIL ADDRESS WHERE RECEIPT SHOULD BE SENT:**

# Request for Special Examination Accommodations

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs on the next page so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

## Candidate Information

ABOHN Assigned Unique Identification Number: \_\_\_\_\_

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Daytime Telephone Number

## Special Accommodations

I request special accommodations for the \_\_\_\_\_ examination.

Please provide (check all that apply):

Reader

Extended testing time (time and a half)

Reduced distraction environment

Please specify below if other special accommodations are needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form with your examination application to:**  
**ABOHN, 7250 W. College Dr. #2SW, Palos Heights, IL 60463.**  
**If you have questions, call the ABOHN office at 630-789-5799.**

# Documentation of Disability-Related Needs

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI is able to provide the required accommodations.

## Professional Documentation

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity as a  
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form with your examination application to:  
ABOHN, 7250 W. College Dr. #2SW, Palos Heights, IL 60463.  
If you have questions, call the ABOHN office at 630-789-5799.**