

ANCC Content Expert Panel (CEP) Member Volunteer Profile Sheet

Time Commitment	<ol style="list-style-type: none"> 1. Serve up to 3-year term with option to seek a second term; maximum six consecutive years. 2. Attend a hybrid of meetings which include in-person meetings and virtual meetings. Expenses for in-person meetings are covered by ANCC; however, no honoraria are paid. 3. Participate in orientation and all education sessions
Purpose	<p>Content Expert Panel members assist ANCC staff in the development of ANCC tests by participating in role delineation studies, test content outline development and the evaluation, revision, and approval of test questions. Test development or test question review experience is not required.</p>
Responsibilities	<ol style="list-style-type: none"> 1. Makes recommendations to the Commission on Board Certification (COC) about eligibility criteria to sit for the test. 2. Under the guidance of test development staff, provides the nursing knowledge and expertise to: <ol style="list-style-type: none"> a. Document the content/aspects of the job including the critical tasks, knowledge, and skills. b. Develop the test content outline. c. Evaluate, revise, and approve test questions. 3. Serves as resource to the COC for matters related to their certification. 4. Keeps current in the field, knowledge, and related practice in their certification field. 5. Notifies ANCC immediately when changes occur in employment, education, licensure, address and contact information.
Requirements	<ol style="list-style-type: none"> 1. Hold and maintain an unencumbered RN or APRN license. 2. Hold and maintain current ANCC certification that aligns with the CEP. 3. Active practice/participation in the certification held. 4. Deemed CEP-eligible by the Certification Appointments Committee (APC). 5. Have no conflict of interest. 6. Signed the ANCC Volunteer Agreement and Conflict of Interest. 7. During the term on the CEP and for 2 years after, CEP members must adhere to requirements in the ANCC Volunteer Agreement. 8. During the term on CEP and for 2 years after, cannot renew by testing.

Total Number of Members	The CEP consists of 10-12 members.
Composition	<p>Panel members are selected to provide a broad representation of the certification scope and practice. The member holds the appropriate certification and evidence of the knowledge and practice in the specific certification held. Therefore, panel members have a range of education preparation, practice settings, experiences, and roles which reflect the certification held. Factors considered in the selection include:</p> <ol style="list-style-type: none"> 1. Active and current experience in the specialty 2. roles that are common to the certification such as clinician, manager, educator 3. population (patient or staff or system) as determined by the certification 4. types of practice settings 5. geographic location 6. nursing education
Selection Process	<ol style="list-style-type: none"> 1. Content Expert Panel applications undergo an initial professional RN review to ensure all applicants meet the definition of a content expert. 2. Certification Program Appointments Committee reviews and scores eligible Content Expert Panel applicants. 3. RN Analysts fill open CEP positions based on composition factors noted above.
Volunteer Agreement and Conflict of Interest	Final placement on a CEP requires candidates to sign conflict of interest disclosure forms and other agreements that protect ANCC intellectual property.
Removal	Absence from two consecutive meetings may be cause for declaring a vacancy in the position; however, a CEP member may be removed with or without cause at any time.
Authority Established by	ANCC Bylaws Article VII. Section 6

For more information or if you have questions about becoming an ANCC Volunteer, please contact ANCCVolunteer@ana.org.