

COMMISSION FOR FORENSIC NURSING CERTIFICATION

Sexual Assault Nurse Examiner (SANE-A® and SANE-P®)

2020 CERTIFICATION EXAMINATION HANDBOOK



INTERNATIONAL ASSOCIATION OF
Forensic Nurses
Leadership. Care. Expertise.



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SANE CERTIFICATION EXAM APPLICATION LINKS

[ONLINE APPLICATION \(Preferred\)](#)

<https://www.forensicnurses.org/page/CertExam>

[WORD-FILLABLE APPLICATION \(ONLY IF CANNOT APPLY ONLINE\)](#)

https://www.forensicnurses.org/resource/resmgr/certification/2020_SANE_Cert_Exam_App_Wor.docx

[QUESTIONS?](#)

[EMAIL: certification@ForensicNurses.org](mailto:certification@ForensicNurses.org)

Introduction

Congratulations on your decision to seek the credential of Sexual Assault Nurse Examiner – Adult/Adolescent (SANE-A®) and/or Sexual Assault Nurse Examiner – Pediatric/Adolescent (SANE-P®).¹

Certification as a SANE-A or SANE-P demonstrates through objective validation to colleagues, clients, employers, and the public at-large that you have the knowledge and expertise required for this specialty practice—and that you possess an ongoing professional commitment to providing quality patient care. The International Association of Forensic Nurses (Association), through the Commission for Forensic Nursing Certification (CFNC), is honored to help you earn certification in this challenging and vital nursing specialty.

The mission of the CFNC is to ensure that the Association’s certification program is psychometrically sound, technically accurate, and legally defensible. The Association established the CFNC to promote the highest standards of forensic nursing practice through the development, implementation, coordination, and evaluation of all aspects of the certification and certification renewal processes. The CFNC is the independent and autonomous governing body for the SANE-A and SANE-P certification examination programs. The CFNC has the sole authority for establishing policies regarding certification eligibility; development, scoring, and administration of the examinations; certification renewal requirements; and operations of the certification programs.

This handbook contains:

- Eligibility requirements for each examination;
- Guidelines for applying;
- Resources for preparing for each examination;
- What to expect when you go to the testing center; and
- What to expect after the examination.

Please review this handbook carefully before you submit your application. A complete application enables timely processing. You are responsible for ensuring that you meet the eligibility requirements before you apply and for timely submitting your application.

If you have any questions, please contact:

CFNC c/o International Association of Forensic Nurses
6755 Business Parkway, Suite 303
Elkridge, MD 21075
p 410.626.7805
f 410.626.7804
email certification@ForensicNurses.org
website www.ForensicNurses.org

¹ The International Association of Forensic Nurses holds the registered trademarks for the SANE-A® and SANE-P® designations. For readability, the registration marks appear in the text of this document only upon initial mention.

Applying for the Exam

SANE-A: ELIGIBILITY REQUIREMENTS

To be eligible to sit for the SANE-A certification examination, you must:

1. Hold an active, unrestricted license as a registered nurse (RN) in the United States or a US territory
OR
Hold an active, unrestricted license as a first-level general nurse (or the equivalent) in the country/jurisdiction of practice;²
AND
2. Have practiced nursing for a minimum of 2 years as an RN
OR
Have practiced nursing for a minimum of 2 years as a first-level general nurse (or the equivalent) in the country/jurisdiction of licensure;
AND
3. Have successfully completed an adult/adolescent sexual assault nurse examiner education program that grants a minimum of 40 hours of continuing nursing education contact hours from an accredited provider
OR
Have successfully completed an adult/adolescent sexual assault nurse examiner education program that comprises a minimum of 40 hours of academic coursework or the national equivalent from an accredited educational institution
OR
Have successfully completed a combined adult/adolescent/pediatric sexual assault nurse examiner education program that grants a minimum of 64 hours of continuing nursing education contact hours from an accredited provider
OR
Have successfully completed an adult/adolescent/pediatric sexual assault nurse examiner education program that comprises a minimum of 64 hours of academic coursework or the national equivalent from an accredited educational institution.
NOTE: All education programs must be from a single educational offering and follow the content outline contained in the most current edition of the IAFN *Sexual Assault Nurse Examiner Education Guidelines*;
AND
4. Have successfully completed a sexual assault nurse examiner clinical preceptorship as outlined in the most current edition of the IAFN *Sexual Assault Nurse Examiner Education Guidelines*;
AND
5. Have **practiced**³ as a sexual assault nurse examiner for a minimum of 300 hours within the past 3 years. At least 200 of those 300 hours must comprise SANE-related practice that is focused on the adult patient population.
NOTE: If the application is selected for audit, the applicant will be asked to submit documentation of completion of their SANE training program and SANE-related practice hours.

² Applicants who do not have a US RN license must have completed a post-secondary nursing education program that includes classroom instruction and clinical practice in medical, surgical, obstetric, pediatric, and psychiatric nursing. To confirm eligibility, these applicants may be asked to provide a transcript from their nursing education program.

³ **Practice includes any combination of the following activities:**

- Providing direct patient care as a SANE
- Taking on-call shifts to respond to patients as a SANE (even if not seeing a patient)
- Teaching/precepting SANEs
- Providing consultation on SANE issues/cases
- Participating in peer review of SANE cases.

SANE-P: ELIGIBILITY REQUIREMENTS

To be eligible to sit for the SANE-P certification examination, you must:

1. Hold an active, unrestricted license as a registered nurse (RN) in the United States or a US territory

OR

Hold an active, unrestricted license as a first-level general nurse (or the equivalent) in the country/jurisdiction of practice;⁴

AND

2. Have practiced nursing for a minimum of 3 years as an RN

OR

Have practiced nursing for a minimum of 3 years as a first-level general nurse (or the equivalent) in the country/jurisdiction of licensure;

AND

3. Have successfully completed a pediatric/adolescent sexual assault nurse examiner education program that grants a minimum of 40 hours of continuing nursing education contact hours from an accredited provider

OR

Have successfully completed a pediatric/adolescent sexual assault nurse examiner education program that comprises a minimum of forty 40 hours of academic coursework or the national equivalent from an accredited educational institution

OR

Have successfully completed a combined adult/adolescent/pediatric sexual assault nurse examiner education program that grants a minimum of 64 hours of continuing nursing education contact hours from an accredited provider

OR

Have successfully completed a combined adult/adolescent/pediatric sexual assault nurse examiner education program that comprises a minimum of 64 hours of academic coursework or the national equivalent from an accredited educational institution.

NOTE: All education programs must be from a single educational offering and follow the content outline contained in the most current edition of the IAFN *Sexual Assault Nurse Examiner Education Guidelines*;

AND

4. Have successfully completed a sexual assault nurse examiner clinical preceptorship as outlined in the most current edition of the IAFN *Sexual Assault Nurse Examiner Education Guidelines*;

NOTE: If the application is selected for audit, an applicant who holds the SANE-A credential may be asked to provide proof of current SANE-A certification rather than documentation of clinical preceptorship in adolescent practice;

AND

5. Have **practiced**⁵ as a sexual assault nurse examiner for a minimum of 300 hours within the past 3 years. At least 200 of those 300 hours must comprise SANE-related practice that is focused on the prepubertal patient population.

NOTE: If the application is selected for audit, the applicant will be asked to submit documentation of completion of their SANE training program and SANE-related practice hours.

⁴ Applicants who do not have a US RN license must have completed a post-secondary nursing education program that includes classroom instruction and clinical practice in medical, surgical, obstetric, pediatric, and psychiatric nursing. To confirm eligibility, these applicants may be asked to provide a transcript from their nursing education program.

⁵ **Practice includes any combination of the following activities:**

- Providing direct patient care as a SANE
- Taking on-call shifts to respond to patients as a SANE (even if not seeing a patient)
- Teaching/precepting SANEs
- Providing consultation on SANE issues/cases
- Participating in peer review of SANE cases.

DEADLINES AND FEE SCHEDULE

	IAFN Member Application Fee	Non-Member Application Fee	Int'l* Member Application Fee	Int'l* Non-Member Application Fee
February 6, 2020: for the April 2020 Exam	\$275	\$425	\$350	\$475
July 9, 2020: for the September 2020 Exam	\$275	\$425	\$350	\$475
February 7–13/July 10–16: for the April and September 2020 Exams (includes \$150 late filing fee)	\$425	\$575	\$500	\$625

*International=residence outside the US or Canada

Applications must be RECEIVED in the Association's home office by the deadline date, 11:59 PM ET. No applications will be accepted after this time.

REFUND POLICY

All application fees are nonrefundable and nontransferable to another applicant. The application fee minus a processing fee of \$100 will be refunded only if you fail to meet the eligibility requirements. If your personal check is returned for insufficient funds, you will be required to pay a \$45 returned-check fee. Following a returned check, any fees must be remitted by money order, certified check, or credit card.

APPLICATION SUBMISSION OPTIONS

You may submit:

- **Online or Email Only**—processing is free
Online—preferred, available *if you pay by credit card* at <https://www.forensicnurses.org/page/CertExam>

Email—only if you cannot apply online

Download the Word-fillable application from page 3 above, complete, save, and email to:

certification@ForensicNurses.org

Applications will not be accepted via fax or mail.

COMPLETING THE APPLICATION

- Apply for the examination using the name on the government-issued photo identification that you will use to be admitted to the testing center. If the name on your application does not exactly match the name on your government-issued identification, you will not be permitted to test. The name you

provide will also be used on any certificates.

- Complete all sections of the application. If your application is incomplete, you will be notified once via email and/or phone about what you must do to complete the application and the time frame in which to complete it. Only completed applications will be processed.
- Please type or print legibly in all fields of the application (except your signature).
- Include a valid, *personal* (not work) email address – Approximately 30 days before the testing window opens, the Association’s testing vendor, Scantron, sends a Notice to Schedule (NTS) email to the email address you provide. This email details instructions for scheduling your exam. Work email addresses tend to direct this email to spam. **To receive this important information, please ensure your email program will accept emails from scantron.com**
- If you are applying to take both the SANE-A and SANE-P certification examinations during the same testing window, please submit a separate application for each exam.

After submitting your application, you will receive an email confirming receipt. Be sure to check your spam box before if you do not receive.

AUDIT PROCESS

To maintain the credibility and integrity of the certification process, the CFNC reserves the right to verify any information provided on the application. Requests for verification may be made prior to determination of eligibility to sit for the exam.

To ensure that all requirements are met, the CFNC audits 10% of the certification exam applications. Every 10th exam application that is submitted is selected for random audit; however, applications that are submitted with missing/incomplete/possibly inaccurate information may prompt a targeted audit. In the event the CFNC becomes aware that an application may contain information suggesting ineligibility, it may conduct a targeted audit at any point in the certification examination review application process.

If an application is selected for audit, the Association’s staff sends the applicant instructions and a deadline for submitting documentation to verify the applicant’s initial SANE training and SANE-related practice hours.

Scheduling the Exam

SCHEDULING PROCESS

Approximately 30 days before the start of the testing window, Scantron will send you an email notice to schedule (NTS) your examination. **You will be permitted to schedule your examination only during the designated 30-day testing window.** The email notice will provide a URL address and a username/password for you to access Scantron’s online scheduling system. Once you log on, you will be asked to submit a preferred testing date and location from the list of available dates and sites.

To access the list of testing center sites, please visit:

<https://www.scantron.com/test-site-cities/>

You must log on and submit your scheduling request at least 4 days prior to your preferred testing date.

Seats are available on a first-come, first-served basis, so seating will become more limited near the middle and end of the testing window. If you fail to schedule your examination at least 4 days before the end of the testing window and are unable to test, you will forfeit your examination application fees.

After approving your preferred test date and location, Scantron will send you an email confirmation notice that provides the exact test date, time, and location. If you do not receive this confirmation within 24 hours of scheduling your exam, call Scantron immediately. **You must print this confirmation notice and bring it with you to the testing center.**

REASONABLE ACCOMMODATIONS

Reasonable accommodations provide candidates who speak English as a second language (ESL) and/or have a disability a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions that the examination is designed to measure; these accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Reasonable accommodations generally are provided for candidates who have ESL status and/or a physical or mental impairment that substantially limits that person in one or more major life activities (e.g., walking, talking, hearing, performing manual tasks); have a record of such physical or mental impairment; or are regarded as having a physical or mental impairment.

Reasonable accommodations are based on the individual's specific request, ESL status and/or disability, submitted documentation, and the appropriateness of the request. To apply for reasonable accommodations, contact certification@forensicnurses.org (for the form and directions). You must submit a written request to the Association at least 45 days prior to the testing date. This request shall include documentation from an appropriate professional (on the professional's letterhead), which identifies the candidate's ESL status and/or diagnosis of disability as well as the specific recommendations for accommodations.

RESCHEDULING

Using the online scheduling system, you may reschedule a testing session up to 4 business days before your originally scheduled testing appointment. You may reschedule for either later in the testing window (time/availability permitting) or the next available testing window if you remain eligible (i.e., within the 1-year period of application eligibility). To reschedule within the same or a subsequent testing window, Scantron charges a nonrefundable fee for all candidates.

If you fail to appear for your testing appointment or you do not reschedule your examination at least 4 business days in advance of your scheduled testing appointment, you will forfeit your examination application fees.

CANCELLATIONS

Cancellations of applications are not accepted after the application deadline.

Preparing for the Exam

PREPARING FOR COMPUTER-BASED TESTING

To familiarize yourself with the computer-based testing, Scantron offers a free, online tutorial of testing instructions and a demonstration test:

<https://www.scantron.com/testing-instructions/>

<https://www.scantron.com/preparing-for-your-test/>

You may access the online demonstration and tutorial anytime, anywhere, through any computer that has Internet access. The demonstration is not intended to be a review of the SANE-A or SANE-P examination content.

PREPARING FOR THE EXAM CONTENT

A certification examination is based on an explicit set of competency statements that are determined through a job analysis study of current practitioners. The competency statements in the current examinations are based on job analysis studies that the Association completed for the SANE-A and SANE-P exams in 2017–2018.

The competency statements are organized into different content areas or domains, each with a percentage weight. The percentage reflects how much of that content area will be included on every examination.

Each SANE examination contains up to 200 questions (150 scored and up to 50 unscored or pretest items) written within the framework of the nursing process. You will be permitted 4 hours to complete the SANE-A or SANE-P examination.

To prepare for the examination, you are strongly encouraged to:

- Study the test content outline for your intended examination;
- Familiarize yourself with the resources on the reference list for your intended examination; and
- Consider enrolling in a SANE-A or a SANE-P preparation course.

SANE-A® Test Content Outline

Domain 1: Assessment and Documentation 32%	
0101	Identify urgent/emergent medical problems (e.g., strangulation, head injury, wounds, drug/alcohol intoxication) that require medical treatment prior to and/or during the medical forensic examination.
0102	Assess safety needs of the patient (e.g., bed rails, medical equipment, environment, patient identity) and implement safety measures during the SANE evaluation.
0103	Identify the acute and long-term emotional and psychological response (e.g., neurobiological, suicidal ideation, post-traumatic stress disorder) to sexual assault.
0104	Obtain and document the health history (e.g., medical, psychosocial, developmental).
0105	Obtain and document the sexual assault history.
0106	Assess the patient for indicators of alcohol- and/or drug-facilitated sexual assault.
0107	Assess the patient's level of development (e.g., physical, psychological, cognitive).
0108	Assess the patient for sexually transmitted infections and/or exposure risk.
0109	Assess the patient for pregnancy and/or pregnancy risk.
0110	Assess the patient's immunization status (e.g., tetanus, hepatitis B, HPV).
0111	Conduct a comprehensive head-to-toe physical assessment and document findings (e.g., narrative, diagrammatic).
0112	Assess orifices involved in the sexual assault for trauma by using appropriate methods or adjuncts (e.g., speculum, anoscope, magnification, toluidine blue dye, catheter technique).
0113	Distinguish trauma from normal and abnormal physical findings.
0114	Complete photographic documentation by using principles of forensic photography.
Domain 2: Evidence Collection 18%	
0201	Identify items for evidence collection based on the circumstances or events (e.g., time frame, orifices involved, body contact).
0202	Collect biological and trace specimens from involved orifices and other body areas of contact by using appropriate methods or adjuncts (e.g., alternate light sources, toxicology kits, sexual assault evidence kits).
0203	Collect reference samples (e.g., blood, buccal swab) for the patient's DNA.
0204	Preserve forensic sample integrity (e.g., knowledge of biological degradation, chain of custody).
0205	Document clothing and biological and trace specimens collected.
Domain 3: Patient Management 28%	
0301	Utilize appropriate communication resources (e.g., interpreters, technology, translation services) based on the patient's needs.
0302	Provide crisis intervention to the patient and family members/caregivers.
0303	Provide the patient with developmentally appropriate control and consent.
0304	Conduct the medical forensic examination by using trauma-informed care principles.
0305	Modify and document examination techniques (e.g., positioning) based on the patient's specific needs (e.g., variations in anatomy, physical/cognitive impairments).
0306	Educate the patient about transmission of sexually transmitted infections.
0307	Educate the patient about testing, prophylaxis, and treatment for sexually transmitted infections.
0308	Administer testing, prophylaxis, and treatment for sexually transmitted infections as indicated.
0309	Educate the patient on pregnancy risks and emergency contraception.
0310	Administer pregnancy testing and emergency contraception as indicated.
0311	Educate the patient about actions and side effects of prophylactic medications.

0312	Consult with or refer to other healthcare providers regarding medical problems identified.
0313	Refer the patient for follow-up counseling, support, and/or advocacy services.
0314	Create discharge and safety plans (i.e., intimate partner violence).
0315	Conduct follow-up based on medical forensic needs (e.g., wound healing, photography, lab results).
Domain 4: Legal Issues and the Judicial Process 10%	
0401	Adhere to applicable mandatory reporting requirements as appropriate (e.g., vulnerable persons, injuries, reportable infections, minors).
0402	Respond to subpoenas and court orders for judicial proceedings (e.g., civil, criminal, administrative).
0403	Testify as a fact or expert witness for the prosecution or defense.
0404	Provide ethical and professional testimony (e.g., objective, evidence-based, accurate).
Domain 5: Professional Practice 12%	
0501	Implement safety measures (e.g., physical, environmental, equipment) for the safety of the SANE during and after the medical forensic examination.
0502	Implement principles of confidentiality (e.g., privacy laws, release of information, restricted vs. nonrestricted reporting).
0503	Implement principles of informed consent and informed refusal.
0504	Evaluate and utilize current evidence-based practice (e.g., research, professional development, guidelines).
0505	Participate in peer review, case review, and quality improvement processes.
0506	Implement strategies to collaborate with interprofessional team members.
0507	Identify risks, prevention, and interventions for vicarious trauma.
0508	Incorporate ethical principles in professional practice (i.e., autonomy, beneficence, nonmaleficence, justice).

SANE-A® Reference List

This reference list contains recommended resources to assist you in preparing for the certification examination. This list is not all-inclusive; other references may help you to study, including information in the *Journal of Forensic Nursing* and other peer-reviewed journals.

Alexander, R., & Harper, N. S. (2019). *Medical response to child sexual abuse: A resource for professionals working with children and families* (2nd ed.). St. Louis, MO: STM Learning Inc.

American Nurses Association & International Association of Forensic Nurses. (2017). *Forensic nursing: Scope and standards of practice* (2nd ed.). Silver Spring, MD: Nursesbooks.org.

Centers for Disease Control & Prevention. (2016). [Updated guidelines for antiretroviral postexposure prophylaxis after sexual, injection drug use, or other nonoccupational exposure to HIV—United States, 2016](https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf). Atlanta, GA: Centers for Disease Control & Prevention. Available at <https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf>

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9/10/12, 11/25/15, 1/2/19 Revised—TH, MD; 6/19/13, 10/24/13, 12/31/16, 12/31/17, 12/31/19 Updated—KM

SANE-P® Test Content Outline

Domain 1: Assessment and Documentation 34%	
0101	Identify urgent/emergent medical problems (e.g., strangulation, head injury, wounds, drug/alcohol intoxication) that require medical treatment prior to and/or during the medical forensic examination.
0102	Assess safety needs of the patient (e.g., bed rails, medical equipment, environment, patient identity) and implement safety measures during the SANE evaluation.
0103	Identify the acute and long-term emotional and psychological response (e.g., neurobiological, suicidal ideation, post-traumatic stress disorder) to sexual assault/abuse.
0104	Obtain and document the health history (e.g., medical, psychosocial, developmental, behavioral).
0105	Obtain and document the sexual assault/abuse history.
0106	Assess the patient for indicators of alcohol- and/or drug-facilitated sexual assault/abuse.
0107	Assess the patient's level of development (e.g., physical, psychological, cognitive, sexual maturation).
0108	Assess the patient for sexually transmitted infections and/or exposure risk.
0109	Assess the patient for pregnancy and/or pregnancy risk.
0110	Assess the patient's immunization status (e.g., tetanus, hepatitis B, HPV).
0111	Conduct a comprehensive head-to-toe physical assessment and document findings (e.g., narrative, diagrammatic).
0112	Assess orifices involved in the sexual assault/abuse for trauma by using appropriate methods or adjuncts (e.g., speculum, anoscope, magnification, toluidine blue dye, catheter technique, positioning).
0113	Distinguish trauma from normal and abnormal physical findings (e.g., normal variances, mimics of abuse).
0114	Complete photographic documentation by using principles of forensic photography.
Domain 2: Evidence Collection 14%	
0201	Identify items for evidence collection based on the circumstances or events (e.g., time frame, orifices involved, body contact).
0202	Collect biological and trace specimens from involved orifices and other body areas of contact by using appropriate methods or adjuncts (e.g., alternate light sources, toxicology kits, sexual assault evidence kits).
0203	Collect reference samples (e.g., blood, buccal swab) for the patient's DNA.
0204	Preserve forensic sample integrity (e.g., knowledge of biological degradation, chain of custody)
0205	Document clothing and biological and trace specimens collected.
Domain 3: Patient Management 30%	
0301	Utilize appropriate communication resources (e.g., interpreters, technology, translation services) based on patient and/or caregiver needs.
0302	Provide crisis intervention to the patient and family members/caregivers.
0303	Provide the patient with developmentally appropriate control and consent.
0304	Conduct the medical forensic examination by using trauma-informed care principles.
0305	Modify and document examination techniques (e.g., positioning) based on the patient's specific needs (e.g., variations in anatomy, physical/cognitive impairments).
0306	Educate the patient and/or caregiver about transmission of sexually transmitted infections.
0307	Educate the patient and/or caregiver about testing, prophylaxis, and treatment for sexually transmitted infections.

0308	Administer testing, prophylaxis, and treatment for sexually transmitted infections as indicated.
0309	Educate the patient and/or caregiver on pregnancy risks and emergency contraception.
0310	Administer pregnancy testing and emergency contraception as indicated.
0311	Educate the patient and/or caregiver about actions and side effects of prophylactic medications.
0312	Consult with or refer to other healthcare providers regarding medical problems identified.
0313	Refer the patient and/or caregiver for follow-up counseling, support, and/or advocacy services.
0314	Create discharge and safety plans (i.e., intimate partner violence).
0315	Conduct follow-up based on medical forensic needs (e.g., wound healing, photography, lab results).
Domain 4: Legal Issues and the Judicial Process 10%	
0401	Adhere to applicable mandatory reporting requirements as appropriate.
0402	Respond to subpoenas and court orders for judicial proceedings (e.g., civil, criminal, administrative).
0403	Testify as a fact or expert witness for the prosecution or defense.
0404	Provide ethical and professional testimony (e.g., objective, evidence-based, accurate).
Domain 5: Professional Practice 12%	
0501	Implement safety measures (e.g., physical, environmental, equipment) for the safety of the SANE during and after the medical forensic examination.
0502	Implement principles of confidentiality (e.g., privacy laws, release of information).
0503	Implement principles of informed consent/assent and informed refusal.
0504	Evaluate and utilize current evidence-based practice (e.g., research, professional development, guidelines).
0505	Participate in peer review, case review, and quality improvement processes.
0506	Implement strategies to collaborate with interprofessional team members.
0507	Identify risks, prevention, and interventions for vicarious trauma.
0508	Incorporate ethical principles into professional practice (i.e., autonomy, beneficence, nonmaleficence, justice).

SANE-P® Reference List

This reference list contains recommended resources to assist you in preparing for the certification examination. This list is not all-inclusive; other references may help you to study, including information in the *Journal of Forensic Nursing* and other peer-reviewed journals.

Alexander, R., & Harper, N. S. (2019). *Medical response to child sexual abuse: A resource for professionals working with children and families* (2nd ed.). St. Louis, MO: STM Learning Inc.

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Centers for Disease Control & Prevention. (2016). [Updated guidelines for antiretroviral postexposure prophylaxis after sexual, injection drug use, or other nonoccupational exposure to HIV—United States, 2016](https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf). Atlanta, GA: Centers for Disease Control & Prevention. Available at: <https://www.cdc.gov/hiv/pdf/programresources/cdc-hiv-npep-guidelines.pdf>

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- Price, B., & Maguire, K. (2016). *Core curriculum for forensic nursing*. Philadelphia, PA: Lippincott Wolters Kluwer.
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- US Department of Justice, Office on Violence Against Women. (2016). [A national protocol for sexual assault medical forensic examinations: Pediatric](https://www.justice.gov/ovw/file/846856/download). Washington, DC: US Department of Justice, Office on Violence Against Women. Available at <https://www.justice.gov/ovw/file/846856/download>
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9/10/12, 11/25/15, 1/2/19 Revised—TH, MD; 6/19/13, 10/24/13, 12/31/16, 12/31/17, 12/31/19 Updated—KM

Taking the Exam

BEFORE LEAVING FOR THE TESTING SITE

- Read Scantron’s “Test Day Instructions” available at:
<https://www.scantron.com/programs/international-association-of-forensic-nurses/>
- Locate, print out, and bring the email confirmation notice Scantron sent you that specifies your testing location, the time that you need to arrive at the testing center, and the list of items you need to bring.
- Plan to arrive at the testing center at least fifteen (15) minutes before the start of the testing session. If you arrive late for the testing session, you will not be permitted to test.

TO BE ADMITTED INTO THE TESTING SITE

- Submit your email confirmation notice to the proctor.
- Bring a current photo identification (ID) with signature. You will not be admitted without proper ID.
 - **Acceptable** forms of ID: driver’s license, passport, or government-issued ID card with photograph.
 - **Unacceptable** forms of ID: gym membership card, warehouse membership card, school ID card, credit card, ID card with no photograph, etc.
- Your first and last name on the confirmation notice must match exactly the first and last name on your ID card.
- If your last name is hyphenated, the last name on your ID card and on your email confirmation notice both must be hyphenated for you to be admitted into the testing center. Presenting documentation at the testing center regarding a name change (e.g., a marriage license) is not acceptable.
- Report on time.

CLOSURE OF THE TESTING SITE DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

Scantron takes best efforts to keep testing centers open regardless of weather conditions. However, a testing site may need to temporarily close due to inclement weather or other emergencies. If you are experiencing inclement weather in your area on or around your scheduled testing date, please access Scantron’s “Site Closures and Delays” listing at:

<https://www.scantron.com/site-closures-delays/>

After the Exam

COMPLAINTS ABOUT YOUR EXAM PROCESS

If you experience problems with the examination process at the testing center, please let the Association know. After you complete your examination, ask the proctor to bring up the comment screen so you may document the concerns about your testing center experience. Within thirty (30) days of your testing date, submit a complaint in writing to the CFNC c/o the Certification Director, who may forward the information to Scantron with a request to undertake an investigation. You will be notified promptly when Scantron returns the results of its investigation.

NOTIFICATION ABOUT YOUR EXAM RESULTS

The CFNC endorses key verification, which allows the testing vendor's psychometrician the time to analyze the statistical performance of the items prior to release of the exam results. You will receive notification of your pass/fail status by mail from the Association within 6–8 weeks **after the close** of the testing window (i.e., late June or late November). In the event you do not achieve a passing score, the accompanying score report will provide general feedback about your performance in each domain of the test content outline.

USE OF THE CREDENTIALS

After achieving a passing score on the exam, you may use the credentials in all correspondence and professional relations. The credential is typically placed after your name, following any academic degrees and licensure (e.g., Mary Smith, RN, SANE-A). If you have earned both the SANE-A and the SANE-P credentials, list them separately (e.g., Mary Smith, RN, SANE-A, SANE-P). You may use the credential as long as the certification remains valid, which is 3 years, barring disciplinary action. For more information on how to list your credentials, please see: <https://www.forensicnurses.org/page/Credentials>

NONDISCRIMINATION POLICY

The Association, the CFNC, and Scantron do not discriminate against any applicant or candidate for certification on the basis of race, color, creed, age, sex, national origin, country of residence, religion, disability, marital status, parental status, ancestry, sexual orientation, military discharge status, source of income, or otherwise as may be prohibited by federal and state law. Applicants/candidates for certification will be judged solely on the criteria determined by the CFNC.

APPEALS PROCESS

You have the right to appeal if you are deemed ineligible to sit for the examination and believe that a violation of CFNC policy may have contributed. You must submit your appeal in writing to the CFNC c/o the Certification Director within 30 days of your receipt of the determination of ineligibility. Your letter should outline the reason for your appeal. A reasonable administrative fee may be imposed. If the issue cannot be resolved, the CFNC will review the appeal and render a decision. The applicant will be notified of the CFNC's decision within 2 months of the appeal submission. The decision of the CFNC is final.

DISCIPLINARY AND COMPLAINTS POLICY

In the event a certification candidate or certificant violates the CFNC certification requirements and/or policies, the CFNC may issue a reprimand, which may include revocation of the individual's certification. The grounds for sanctions under these procedures may include, but are not necessarily limited to:

- Any restrictions on the general or registered nursing license, such as revocation, suspension, probation, or other sanctions by a recognized nursing authority;
- Violation of established CFNC requirements and/or policies;
- Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, forensic nursing;
- Gross negligence or willful misconduct in the performance of SANE-A and/or SANE-P professional services, or other unethical or unprofessional conduct based on the formal determination of a licensing body;
- Fraud, falsification, or misrepresentation in an initial application or renewal application for certification;
- Falsification of any material information requested by the CFNC;
- Misrepresentation of SANE-A and/or SANE-P status; or
- Cheating on any SANE-A and/or SANE-P certification examination.

Actions taken under this policy do not constitute enforcement of the law, although referral to appropriate federal, state, or local government agencies may be made about the conduct of a certification candidate or certificant in appropriate situations.

Contact Information

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Scantron (once accepted for testing)

6001 Hospitality Court
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<https://www.scantron.com/programs/international-association-of-forensic-nurses/>

