

ANCC Continuous Test Item Writer Volunteer Profile Sheet

Time Commitment	<ol style="list-style-type: none"> 1. Attend a virtual workshop to learn how to create test items to appear on the certification exam. 2. Write and submit approximately 150 items. 3. Serve up to 18-month term with option to seek additional term(s)
Purpose	Item writers assist ANCC staff in the development of ANCC tests by developing test questions and answers. Prior test development or item writing experience is not required.
Responsibilities	<ol style="list-style-type: none"> 1. Contribute questions that appear on ANCC certification exams 2. Interact closely with an ANCC staff to revise and refine items
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 specialty exam for which you are involved 3. Active practice/participation in the certification held 4. Have no conflict of interest 5. Signed the ANCC Volunteer Agreement and Conflict of Interest forms 6. For two years after assignment is completed, item writers are required to adhere to the ANCC Volunteer Agreement.
Total Number of Item Writers	Item writer panels have 4 to 12 participants
Composition	<p>Item writers are selected by the Content Expert Panel Chair/Vice Chair to provide a broad representation of the certification scope and practice. The item writer holds the appropriate certification and evidence of the knowledge and practice in the specific certification held. Therefore, item writers 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 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. Practice settings 5. Geographic location 6. Nursing education
Selection Process	<ol style="list-style-type: none"> 1. Item writer applications undergo an initial professional RN review 2. CEP Chair selects final item writers based on composition factors noted above
Volunteer Agreement and	Final selection of item writers requires candidates to sign conflict of interest, disclosure forms and other agreements that protect ANCC intellectual property.

Conflict of Interest	
Removal	Failure to participate in the item writing workshop and/or submit the requisite number of items in the allotted time period will result in no awarding of continuing education hours for Renewal Category 1. An item writer may be removed with or without cause at any time.
Authority Established By	ANCC Bylaws Article VI. Section 6

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