



## EXAM DEVELOPMENT PARTICIPATION INFORMATION FORM

The Canadian Nurses Association (CNA) thanks you for your interest in participating in the development of the Canadian Nurse Practitioner Examination: Family/All Ages (CNPE:F/AA). The success of the CNPE:F/AA exam development process relies heavily on the participation of nurse practitioners from across the country.

This is a unique opportunity to help advance the nursing profession, network with nurse practitioners from across the country, and both develop and share your knowledge, expertise and skills.

CNA develops and maintains the CNPE:F/AA through its testing company, Assessment Strategies Inc. (ASI), in collaboration with the provincial and territorial regulatory authorities.

These information pages provide a brief overview on the nomination selection process, the selection of participants for the item-writing sessions, the CNPE:F/AA examination and the item-writing process. This information will assist you in understanding the role of item writers in the examination development process and what is involved in becoming an item writer.

### NOMINATION SELECTION PROCESS

Participants use the exam development participation form to apply to their jurisdictions. Jurisdictions then select nominees using the Terms of Reference for Item Writing and several other criteria, including the participant's knowledge of current practice for entry-level nurse practitioners.

Participants must have:

- a current nurse practitioner registration/license;
- basic computer knowledge; and
- an active e-mail address.

Participants must also:

- be working in the field during their term of commitment to the CNPE:F/AA development process, and
- have read the Terms of Reference for Item Writing before submitting their name to their jurisdiction.

The term of commitment for participants is **three years**, at the end of which a new application must be submitted to ensure accurate contact information as well as up-to-date information about employment and previous exam development participation.

Participants who are nominated will be notified by their jurisdiction that their name has been forwarded to CNA or to ASI and that they may be contacted about future participation.

## **SELECTING PARTICIPANTS FOR ITEM DEVELOPMENT**

When participants are selected from the national list, several important factors are taken into consideration. These factors include jurisdictional representation and the area of responsibilities, preferred working language and availability of the participants. Overall, the intent is to obtain a balance between these factors to ensure that each item-writing session includes the best possible blend of participants to yield high-quality items for the CNPE:F/AA examination test bank.

## **CNPE:F/AA**

The CNPE:F/AA contains several hundred test items that were written, reviewed and revised by nurse practitioners from across Canada. Every item on the examination is selected from a large body of test items (which is referred to as the test bank) that must be continually updated and replenished to reflect the entry-level competencies required for nurse practitioners beginning to practise.

## **ITEM WRITING**

An item-writing session is normally conducted over a five-day period and involves five to six participants and a test consultant from ASI to guide the process. The first day is dedicated to developing the skills and expertise necessary to become a proficient and efficient writer of test items. This includes learning about tips and hints for writing effective test items as well as becoming familiar with the software designed for the item-writing sessions. With practice and guidance, participants will progressively improve their skills and become efficient at developing test items.

Should you have any questions about upcoming item-writing sessions, please do not hesitate to contact ASI (1-888-900-0005 ext. 231). We look forward to your participation and thank everyone for their interest in the CNPE:F/AA exam development process.



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Information will be kept confidential.

We are pleased you are interested in offering your time, skills and expertise to assist with developing the Canadian Nurse Practitioner Examination: Family/All Ages (CNPE:F/AA). This is a unique opportunity for you to help advance the nursing profession, network with nurse practitioners from across the country, and develop and share your knowledge, expertise and skills.

If you haven't already done so, please read the Terms of Reference for Item Writing (available from the CNA website) before completing both pages of this form. Once the form is completed, send it with a **copy of your resumé** to your regulatory authority for review. Should you be nominated, your name will be forwarded to CNA, and a representative from CNA or its testing company, Assessment Strategies Inc. (ASI), may contact you regarding your future participation. The term of commitment for participants is three years, at the end of which a new application must be submitted to ensure accurate contact information as well as up-to-date information about your employer and previous exam development participation.

Please **PRINT** or **TYPE** all requested information.

**Note:** Although the CNPE:F/AA is not offered in Quebec, Quebec nurse practitioners who are CNA members may apply.

### This section to be completed by the PARTICIPANT

1. First name \_\_\_\_\_ Last name \_\_\_\_\_

Registration no \_\_\_\_\_ Regulatory authority \_\_\_\_\_

Home address: \_\_\_\_\_  
(Street address) (City) (Province / Territory) (Postal code)

Work address: \_\_\_\_\_  
(Street address) (City) (Province / Territory) (Postal code)

E-mail address (\*Essential): \_\_\_\_\_  
(E-mail is the primary mode of communication used to contact participants)

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Home) (Work) (Fax)

Years of experience as a nurse practitioner: \_\_\_\_\_

Area of interest:  Item writing  Item revision  Short-Answer Marking  Translation review

Preferred working language:  English  French  Either

Preferred mailing address:  Home  Work

### 2. I give consent for my name or photograph to be used (e.g., in the journal *Canadian Nurse / infirmière canadienne*) in acknowledgment of my volunteer work on the CNPE: Family/All Ages.

Signature \_\_\_\_\_  Yes  No



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#### 3. Current employment information

Employer \_\_\_\_\_

Employment setting \_\_\_\_\_

Current position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MM/YY MM/YY

Area of responsibility \_\_\_\_\_

(Additional information can be submitted on separate sheet)

Other information \_\_\_\_\_

#### 4. List your previous participation on exam development committees/groups

Year	Committee / Group	Year	Committee / Group

#### 5. How did you hear about this opportunity? (check all that apply)

- CNA website
- Canadian Nurse / infirmière canadienne*
- Employer
- Friend/colleague
- Provincial/territorial nursing association or college
- Other (please record) \_\_\_\_\_

6. Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Send the completed form to your regulatory authority.

(Mailing addresses can be found on the CNA website at [www.cna-aiic.ca/CNA/about/members/provincial/default\\_e.aspx](http://www.cna-aiic.ca/CNA/about/members/provincial/default_e.aspx).)

**Ontario Participants:** Please send your form to the College of Nurses of Ontario, 101 Davenport Rd., Toronto, ON M5P 3P1

#### This section to be completed by the REGULATORY AUTHORITY

SIGNATURE OF JURISDICTIONAL OFFICIAL _____	
TITLE _____	
ORGANIZATION _____	DATE _____