Certification Examination for Nutrition Support Clinicians

National Board of NUTRITION SUPPORT CERTIFICATION

nbnsc

Multiple Disciplines. A Single Standard of Excellence

Candidate Handbook 2027

Application Deadline	Late Application Deadline*	Testing Window
March 11, 2027	March 25, 2027	May 1 – May 15, 2027
July 28, 2027	August 11, 2027	September 18 - October 2, 2027

***Applications will not be accepted after this deadline, no exceptions.**

Administered by:

PTC® PROFESSIONAL TESTING CORPORATION

www.ptcny.com/contact

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This Handbook contains necessary information about the Certification Examination for Nutrition Support Clinicians, retain it for future reference. Candidates are responsible for reading these instructions and policies carefully. This Handbook is subject to change. See www.ptcny.com for handbook updates.

Last revised: October 26, 2026

CONTACT INFORMATION

There are three different organizations involved in the administration of this examination. Please refer to the table below to find which to contact for your questions.

Professional Testing Corporation (PTC) **www.ptcny.com** **For support:** https://www.support.ptcny.com/ (212) 356-0660	• Apply for examination • Obtain general application information • Obtain information about testing policies • Transfer to a new testing window • Request Test Accommodations • Request Score Verification • Questions about score reports • Miscellaneous inquiries
Prometric www.prometric.com/NBNSC (800) 741-0934	• Schedule test appointment • Reschedule test appointment (within the same testing window) • Cancel test appointment • Find directions to test site • Questions regarding testing sites and appointments
National Board of Nutrition Support Clinicians (NBNSC) www.nutritioncare.org/NBNSC (301) 587-6315	• Exam preparation/study materials • Recertification information • Certificates

ATTENTION CANDIDATES

This handbook contains necessary information about the Certification Examination for Nutrition Support Clinicians (CNSC®). It is required reading for those applying for and taking the Examination. All individuals applying for an examination must comply with the policies, procedures, and deadlines in this Handbook and attest to this by signing the Candidate Attestation found on the application. Retain this handbook for future reference. This handbook is subject to change. See www.ptcny.com/test-sponsors/NBNSC for the most recent version.

ACCESSING CELL PHONES AND OTHER WEARABLE OR RECORDING DEVICES AT ANY TIME (FOR ANY REASON) WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. IF YOU ATTEMPT TO ACCESS ANY ELECTRONIC DEVICE OR OTHER WEARABLE OR RECORDING DEVICE, YOUR EXAMINATION MAY BE TERMINATED AND YOUR EXAM MAY NOT BE SCORED. YOU CAN ONLY REMOVE SNACKS, DRINKS, MEDICINE, OR PERSONAL HEALTHCARE ITEMS FROM YOUR LOCKER. NO OTHER ITEMS, INCLUDING BACKPACKS, BAGS, PURSES, WALLETS, OR CLOTHING, CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.

CERTIFICATION

The National Board of Nutrition Support Certification, Inc. (NBNSC) endorses the concept of voluntary, periodic certification by examination for all nutrition support clinicians. Board certification for nutrition support clinicians is highly valued and provides formal recognition of nutrition support knowledge.

OBJECTIVES OF NBNSC

Certification is intended to promote enhanced delivery of safe and effective care of qualified clinicians in nutrition support through:

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1. Recognizing formally those individuals who meet eligibility requirements of the National Board of Nutrition Support Certification, Inc. and pass the Certification Examination for Nutrition Support Clinicians.

2. Encouraging continued professional growth in the practice of nutrition support.

3. Establishing and measuring the level of knowledge required for certification by a nutrition support clinician.

4. Providing a standard of minimum knowledge deemed appropriate for clinicians practicing nutrition support, thereby assisting the employer, public, and health care professionals in the assessment of nutrition support clinicians.

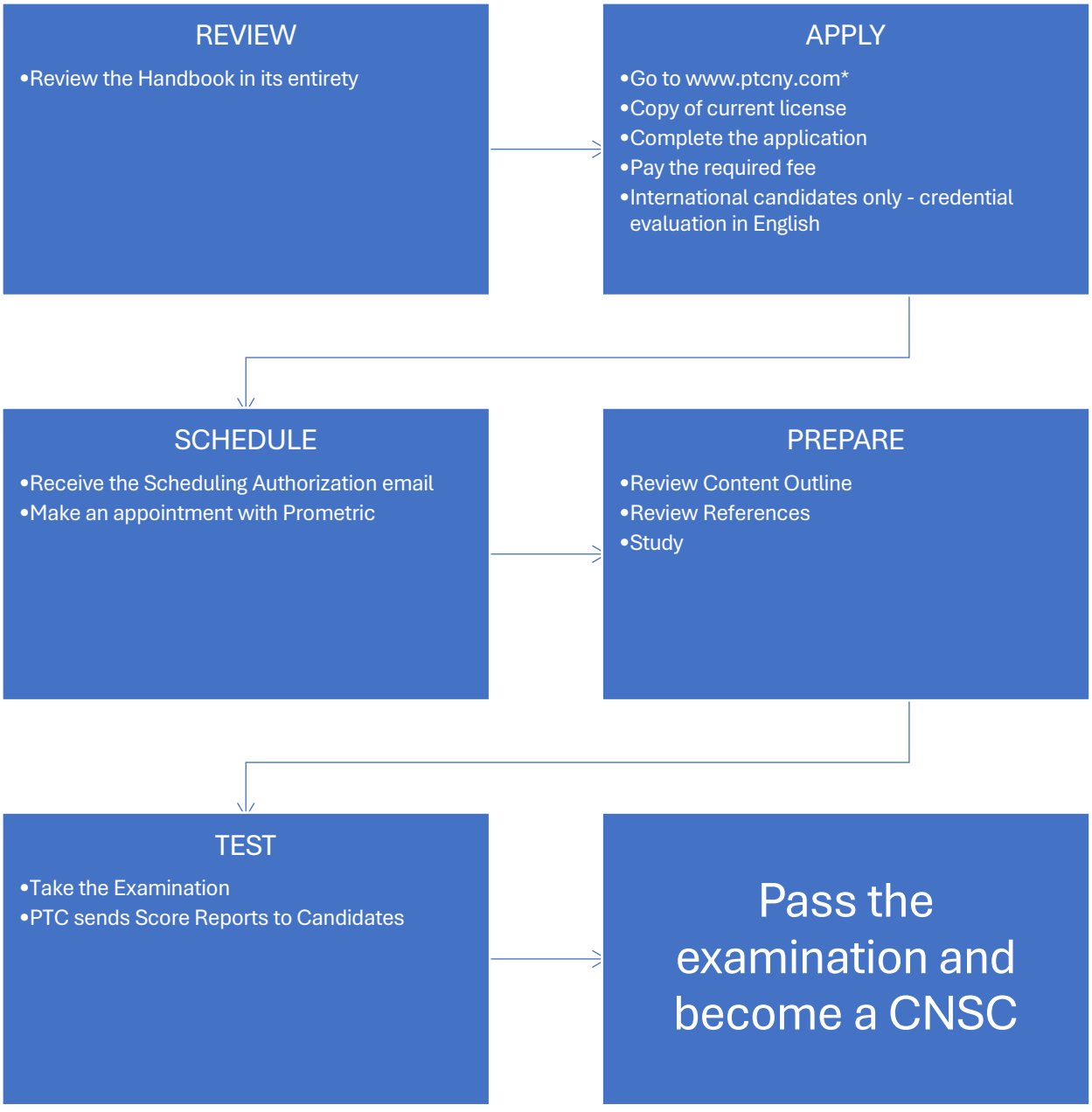
NON-DISCRIMINATION STATEMENT

NBNSC values diversity, equity, and inclusion at all levels of our outreach. It includes the diversity of traditional concepts of diversity (age, gender, race, religion, ethnicity, disability, appearance, sexual orientation, gender identity, personality type), as well as cultural identity, geographic differences, generational influences, disability, and societal self-expression.

We welcome and respect the unique perspectives, opinions, and experiences of each examinee as this reflects our commitment to serve our stakeholders. We are vested in working towards removing barriers, internally and externally, to achieve true diversity, equity, and inclusion for the professional community we serve.

NBNSC does not discriminate against any individual on the basis of race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

THE CERTIFICATION PROCESS



*International candidates – in addition to the standard requirements, a credential evaluation in English is required

ELIGIBILITY REQUIREMENTS

It is recommended that candidates have at least two years of experience in nutrition support practice after obtaining their professional certification and/or licensure to have the best success in passing the certification examination.

Application Requirements

1. Meet one of the following eligibility requirements:

Profession	Domestic (U.S.) Applicants	International Applicants*
Dietitians	Current **Registered Dietitian (RD/RDN)** with the Commission on Dietetic Registration (CDR). **Current CDR registration card copy required.**	Current registration or equivalent* as a **dietitian** in your home country. **Current registration copy or equivalent required.**
Registered Nurses	Current **Registered Nurse (RN)** in the U.S. **Current RN license copy required.**	Current registration or equivalent* as a **nurse** in your home country. **Current registration copy or equivalent required.**
Pharmacists	Current licensure as a **Pharmacist** in the U.S. **Current pharmacist license copy required.**	Current licensure or equivalent* as a **pharmacist** in your home country. **Current license copy or equivalent required.**
Physicians	Current licensure as **Doctor of Medicine (MD)** or **Doctor of Osteopathy (DO)** in the U.S. **Current MD or DO license copy required.**	Current licensure or equivalent* as **Doctor of Medicine (MD)** or **Doctor of Osteopathy (DO)** in your home country. **Current license copy or equivalent required.**
Advanced Practice Providers	Current registration/licensure as a **Physician Assistant**, **Advanced Practice Nurse**, or **Nurse Practitioner** in the U.S. **Current applicable license copy required.**	Current licensure or equivalent* as **Physician Assistant**, **Advanced Practice Nurse**, or **Nurse Practitioner** in your home country. **Current license copy or equivalent required.**
Dentists	Current licensure as **Doctor of Dental Surgery (DDS)** or **Doctor of Medicine in Dentistry (DMD)** in the U.S. **Current DDS or DMD license copy required.**	Current licensure or equivalent* as **Doctor of Dental Surgery (DDS)** or **Doctor of Medicine in Dentistry (DMD)** in your home country. **Current license copy or equivalent required.**

2. Complete and submit the Certification Examination for Nutrition Support Clinicians application with the required fee.

INTERNATIONAL APPLICANTS

All documentation MUST be in English.

All international applicants must have their credentials evaluated by an outside agency. The evaluation must meet the following requirements:

- **Original document** submitted with application
- **Evaluation cost** is the responsibility of the individual and is separate from any examination or application fees
- Failure to submit the credential evaluation can result in not being eligible to sit for the exam[1].

[1] Credentials must be evaluated by an outside agency. The evaluation must be submitted with the application and must be an original document, not a photocopy. The cost of the evaluation is the responsibility of the individual and is separate from any other fee listed in the Fees section of this handbook. International applications will be reviewed by NBNSC for approval of eligibility. See https://nutritioncare.org/nbnsc/policies/#h-international-policy for more information.

International individuals who have previously paid for and successfully passed the Examination are eligible to retake the examination without providing this documentation, so long as certification has not lapsed. Should a lapse in certification occur for any reason, then that individual must adhere to the above requirements.

COMPLETION OF APPLICATION

Step 1 – Fill Out the Application

- Go to http://www.ptcny.com/test-sponsors/NBNSC
  - View testing periods and application deadlines
  - Fill out online application completely and upload supporting documentation.
    - Use your first and last name exactly as it appears on your current driver's license, passport, state issued non-driver ID or military ID.
    - Applications are not complete until all information, documentation, and payment has been provided.
    - When you start a new application, you will be asked to create a user account and password. This account will be used to access your score report after the exam, so keep this information for later use.

Step 2 – Submit Exam Fee and Application for Review

PTC will send you an email that says that your payment and application have been received and that your application is being reviewed. Allow up to 10 business days for review.

Step 3 – Receive Application Status Update

- After your application is reviewed, PTC will update you with another email.
  - **APPROVED**
    - This means your application is approved. You will move on to Step 4.
  - **REOPENED FOR MORE DOCUMENTS**
    - This means we are missing the required documentation. Follow the directions in the email.
    - Applications that are incomplete as of 14 days before the start of the testing window will be refunded minus the administration fee (see fees page 11).
  - **REJECTED**
    - This means you are not eligible to take the exam. The reason will be explained in the email.
    - Rejected applications will be refunded minus the administration fee (see fees page 11).

Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment

- Approved candidates will receive an email with their Scheduling Authorization, within 11 weeks before the start of the testing window. Scheduling Authorization emails come from notices@ptcny.com. Do not lose this email.
- If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number
- Instructions on how to make your exam appointment with Prometric.

Applicants who are not approved to sit for the examination or whose applications are incomplete 14 days prior to the first day of the testing window will receive a refund of their application fee minus the $75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.

SCHEDULING

The Certification Examination for Nutrition Support Clinicians is administered daily, excluding holidays during a two-week testing window, at computer-based testing facilities managed by Prometric.

Scheduling In-Person Examination Appointments

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.



- ⇨ Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- ⇨ **If you wait until the last minute, you risk missing out on your preferred date, time, and/or testing center. Candidates unable to schedule an appointment will forfeit their fees.**

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Check this confirmation carefully and contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/NBNSC.

Scheduling Remotely Proctored Examination Appointments

To test via live remote proctoring at home or another quite, distraction-free location, you must provide:

- Computer
- Camera
- Microphone
- Stable internet connection

You are responsible for ensuring that your equipment and workspace meet all Live Remote Proctoring requirements. If you cannot test due to technical or workspace issues, you will forfeit your examination fees and must follow the transfer policies (see "Transferring to a New Testing Window").

See our Live Remote Proctoring FAQs for details: https://ptcny.com/remote-proctor-faqs/

IMPORTANT!

You **MUST** present your **current government-issued photo ID (i.e., driver's license), passport, or U.S. military ID** at the test center or to the remote proctor. Expired, temporary, paper, or digital IDs will **NOT** be accepted.

The first and last name on your Scheduling Authorization **MUST** exactly match the first and last name on your photo ID.

Fees will not be refunded for exams missed because of invalid ID.

Call PTC at 212-356-0660 if you need a duplicate Scheduling Authorization or if your name is not correct.

Test Center vs. Live Remote Proctored Examinations

	Test Center	Live Remote Proctored Exam
Additional Cost	None	None
ADA Accommodations	All accommodations	Extra time and private room only
Breaks	One 15-minute scheduled break. The exam is split into two sections of 125 questions each. The break is scheduled between sections. You may not go back to section one after it is submitted. Unscheduled breaks are permitted; however, the exam timer will continue counting down.	One 15-minute scheduled break. Candidates must alert the proctor when they are ready to take their break. The exam is split into two sections of 125 questions each. The break is scheduled between sections. You may not go back to section one after it is submitted. No additional breaks are permitted.
Equipment	Provided by test center; no additional equipment needed	You provide: • computer with webcam • microphone • stable internet connection See http://www.prometric.com/proproctorcandidate for details.
Testing space	Provided by test center	You must ensure a quiet room, an empty desk, a closed door, and no distractions or interruptions. You must test alone: no other people or pets are permitted in the testing area.
Check-in	Photo ID, metal detector/wand, visual inspection (sleeves rolled, pockets turned out)	Equipment compatibility check, photo ID, 360° room scan via webcam, visual inspection (sleeves rolled, pockets turned out).
Monitoring	Video and physical walkthroughs	Video, audio, and ProProctor security software.

This information is provided as a courtesy summary and may not represent the full requirements or specifications. For complete details, visit https://ptcny.com/remote-proctor-faqs/.

Change to Your Test Date Needed?

If you need to make a change to your test date, first determine whether you are requesting to reschedule (within the same testing window) or to transfer to a new testing window.

Rescheduling Examination Appointments within your Testing Window

You can reschedule your examination appointments within the same testing window as long as the request is submitted within the timeframe described below. Call Prometric or go to the Prometric website: www.prometric.com/NBNSC.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 29 to 5 days before the original appointment	Yes	Pay Prometric a rescheduling fee of $60.
Requests submitted less than 5 days before the original appointment	**No**	If you do not arrive to test for your appointment, you will be considered a no-show, and your full examination fees will be forfeited. You will need to reapply and pay full examination fees for a future testing window.

Transferring to a New Testing Window

If you are unable to test during your assigned testing window, you may request a one-time transfer subject to the following conditions:

- **Current Appointments:** If you have already scheduled an exam appointment, you must cancel it before submitting your transfer request.
- **Timeframe:** Your new testing window must occur within 12 months of your originally assigned window.
- **Deadline:** You must submit your transfer request no later than the published application deadline for your newly chosen window.
- **Fees:** The fee to transfer your test is $222.00 for the current calendar year. If you move your test to a future year, you will pay the fee posted for that year.

If you are marked a no-show you will not be able to transfer to a new window. Failure to test within this 12-month period or cancel your current appointment will result in the forfeiture of all fees. If you have already used your one-time transfer, any additional transfers will require

payment of the full examination fee. Plan carefully; exams may only be rescheduled or transferred once.

To request a transfer:

1. Log in to **PTC Test Hub** at **https://apply.ptcny.com**.
2. Select **Transfer Existing Application.**
3. Choose the application you want to transfer and select the new testing window.
4. Review the information carried forward for accuracy.
5. **Update documents:** Delete and re-upload any expired documentation.
6. **Pay the transfer fee:** requests will not be processed until the payment is received.
7. **Cancel the current appointment**: you may cancel the appointment online at prometric.com or by calling Prometric at (800) 741-0934.

Reschedule vs. Transfer vs. Retake:

- ⇨ **Reschedule:** Moving an existing appointment to a new day or time during the current testing window.
- ⇨ **Transfer:** Moving to a new testing window for an exam that you have not taken yet.
- ⇨ **Retake:** Paying the **full examination fee** if you did not pass an exam and are attempting again.

Failing to Report for an Examination (No-Show)

You will be marked as a no-show if:

- You fail to report for an examination appointment.
- You fail to cancel your appointment with Prometric.

No-show candidates will forfeit all fees paid to take the exam and will not be eligible to transfer to a new window. To reapply, you must submit a new completed application and pay the full examination fee again.

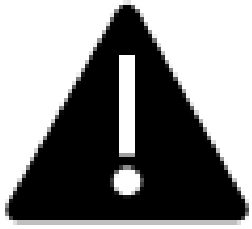
EXAMINATION FEES

Fee Type	Applies To	Amount	Details
Application Fee	**ASPEN Member** Candidates Applying to Take the Exam for Initial Certification	US $370.00	• Non-refundable • Non-transferable • Includes testing center fees • Includes non-refundable $75 administrative fee
	NOVA Member Candidates Applying to Take the Exam for Initial Certification	US $420.00	
	Non-Member Candidates Applying to Take the Exam for Initial Certification	US $470.00	
Late Fee (after application deadline and before late deadline; see cover page)	Candidates who submitted their applications after the application deadline	US $50.00	• Applies to applications submitted after the application deadline listed on the cover of this handbook
Rescheduling Fee (29-5 days prior to scheduled appointment; see page 11)	Candidates who need to move their appointment **within their current testing window**	US $60.00	• $60.00 directly payable to Prometric • Reschedule with Prometric online or over the phone
Transfer Fee (Moving to a new testing window; see page 11)	Candidates who need to move **to a new testing window** (in accordance with NBNSC policy)	US $245.00	• Must submit a new application & fee to PTC • Applies only to candidates unable to test during the window for which they have already applied

NOVA Members

Active members of the Nurses Organization of Veterans Affairs (NOVA) may sit for the Certification Examination for Nutrition Support Clinicians at a rate that is US $50 less than the non-ASPEN member rate. Active NOVA members should submit documentation of active NOVA membership with their application.

Active NOVA members who are also ASPEN members may not combine the discounts; only one discounted application fee may be used.



There will be no refund of fees unless applicants are ineligible for the examination.

Ineligible candidates will be refunded their fees minus an administrative fee.

No refunds will be issued for applying for the incorrect examination or testing window, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.

Be advised: Prometric does not have the authority to grant refunds or transfers to another testing window.

TEST ACCOMMODATIONS

NBNSC and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make testing accessible to persons with disabilities covered under the ADA.

The ADA defines disability as a physical or mental impairment that substantially limits

- A major life activity (such as seeing, hearing, learning, reading, concentrating, or walking)
- A major bodily function (such as neurological, endocrine, or digestive system)

The information you provide and any documentation regarding your disability and test accommodations is confidential and not included in scoring or reporting.

What Accommodations Can and Cannot Do

Approved test accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted. Note that test accommodations may differ from workplace accommodations your employer provides. For more details, visit www.ada.gov.

How to Request Test Accommodations

1. Download the Request for Test Accommodations Form

- Available for download at https://www.ptcny.com/candidate-corner/request-accommodations/

2. Complete the form with your healthcare professional

- **You must complete the form with your healthcare professional.** Missing information or incomplete forms will result in a delay in processing.

3. Submit With Your Application

- Upload the completed form with your exam application
- **Submit it at least 8 weeks before your testing window begins**

Requests must be submitted at least 8 weeks before the start of the testing window. If the form is incomplete or not received within this timeframe, approved testing accommodations may not be guaranteed in time for your scheduled test.

All requests must be made at the time of application.

IMPORTANT!

Submit your request at least 8 weeks before your testing window begins. This deadline is firm. Incomplete or late submissions may prevent you from testing in the scheduled testing window and could require you to transfer to another testing window and pay a transfer fee.

All requests must be made and approved before you schedule your testing appointment. Accommodations cannot be added to an existing exam appointment.

Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel cannot modify your accommodations, and unauthorized changes may result in your exam score being canceled.

Do not contact Prometric to request test accommodations as Prometric is not authorized to approve accommodations.

NOTES:

- ⇨ **If you need to use your cell phone or another electronic device to monitor a medical condition** (e.g., diabetes), include this on the form so PTC can notify the test center in advance.

- ⇨ **If you are a nursing parent and will need to use a breast pump during your exam**, include this on the form at least 8 weeks prior to the exam to arrange suitable accommodation.

PREPARING FOR THE EXAMINATION

Before Test Day: Essential Checklist

Verify Your ID

- **Acceptable IDs** include driver's license, passport, non-driver state ID, or U.S. Military ID. Temporary paper IDs are **NOT** accepted.
- Your government-issued photo ID is critical; **proctors will deny entry if there are any problems.** Candidates who are turned away will be marked as no-shows and will lose their exam fees.
- Check these items now:
  - Is your ID still valid (not expired)?
  - Do the first and last name on your ID **exactly match** the name on your PTC Scheduling Authorization email?

Confirm Your Appointment Details

- Review both emails carefully:
  - **PTC Scheduling Authorization email** and **Prometric Appointment Confirmation email**
  - Verify your first and last name, exam name, date, time, and location is accurate

Plan Your Route

- Locate the test center and research parking options
- Check weather and traffic conditions the day before
- **Arrive early**; late arrival may prevent you from testing
- In case of inclement weather, check https://www.prometric.com/closures to see if the testing site is closed

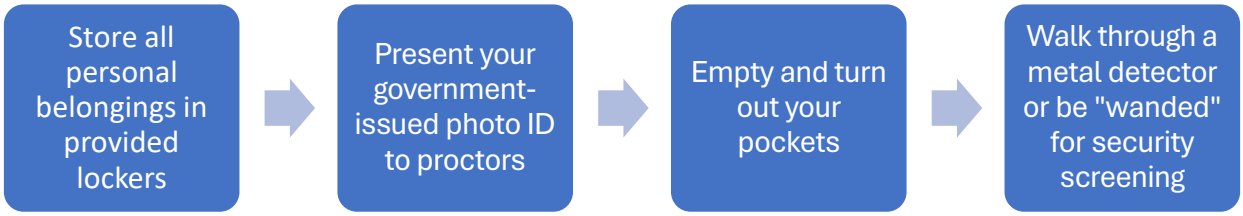
Study & Prepare

- Review the **Content Outline for the Examination** in this handbook to guide your studying
- Review **What to Expect at the Testing Center** and **Rules for the Examination** (next two pages)
- Review the Prometric exam software tutorial here: https://ptcny.com/pdf/prometricsoftwaretutorial.pdf

Prometric's website provides information on what you can expect on your test day, including a walkthrough of check-in and security procedures. Learn more about the security procedures here: https://www.prometric.com/test-center-security

WHAT TO EXPECT AT THE TESTING CENTER

Check-In Process



What Gets Inspected During Check-In

- **Eyeglasses and other accessories:** Subject to inspection
- **Jewelry:** Wedding and engagement rings are subject to inspection; all other jewelry must be stored
- **Headwear:** Religious headwear subject to inspection; all other headwear, including hoods, must be stored
- **Water bottle:** Water in a clear plastic container (no label); subject to inspection

Lockers

Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks, and medical supplies. Take time before the test to safely store all personal belongings if needed.

Keep in Mind

- Prometric is unable to provide a completely noise-free environment. You may hear ambient noises that cannot be avoided, such as typing, coughing, outside noises, or people entering and exiting the test.
- Other exams will be administered at the same time as your examination.
- Proctors will periodically walk through the testing room as part of their monitoring process.
- Headphones may be requested to minimize the impact of ambient noise.
- There is one 15-minute break during the exam between parts 1 and 2 of the exam. Candidates who must leave the testing room outside of the break will not be given extra time on the exam. Candidates cannot go back to Part 1 of the exam to review questions after their break.
- Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused for unscheduled breaks.
- Smoking is prohibited at the testing center.
- All examinations are monitored and may be recorded in both audio and video format.

You are responsible for following instructions provided by proctors during the test day.

TESTING VIA LIVE REMOTE PROCTORING

- **Check system compatibility before scheduling and again before your appointment.**
- **Log into ProProctor at least 30 minutes before your exam is scheduled to begin**. Check-in takes about 30 minutes and is **not** factored into your appointment time.
- **Stay within camera view** at all times.
- **You are permitted one 15 minute break between sections.**
- **Verbally notify the proctor before leaving camera view.** Failure to do so may result in exam termination and score nullification. This is required before the break and at the end of the examination.
- **You can not return to Part 1 of the examination after the break.**
- **No scratch paper is allowed.**
- Clear your workspace of all items except your government-issued photo ID and testing equipment.
- An online notepad and calculator will be available for use during the exam.

For complete details, see the Live Remote Proctoring FAQs: https://ptcny.com/remote-proctor-faqs/.

Review the Prometric exam software tutorial at the end of this handbook or at the link below:
https://ptcny.com/pdf/prometricsoftwaretutorial.pdf

RULES FOR THE EXAMINATION

Read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

Your examination may not be scored if irregular or improper behavior is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination. This may be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. NBNSC will initiate an investigation and request suitable analyses and appropriate documentation.



Prohibited Items

- **Do NOT bring these to the testing center** (leave in your car or locker):
  - Cell phones and all electronic devices
  - Wearable technology (watches, glasses, recording devices)
  - Jackets, coats, bulky clothing (sweatshirts, hoodies)
  - Hats or head coverings (except religious headwear)
  - Jewelry (except wedding and engagement rings)

During the Exam

- **No reference materials:** Papers, books, notes, or electronic devices, including phones, are always prohibited during the exam or breaks
- **You cannot leave the testing room except for restroom or locker use.** You may only retrieve snacks, drinks, medicine, or personal healthcare items from your locker. You must repeat security screening before re-entering. **If you leave the testing center, your exam will be terminated.**
- **No questions concerning exam content** may be asked during the exam session; Read all directions provided on the screen at the beginning of the exam
- See Prometric's statement on Test Center Security for more information

NOTE: A zero-tolerance cell phone policy, including other wearable devices and recording devices, is in effect for the examination, whether administered at a Prometric test center or through remote testing. Unless you have an approved accommodation to use a cell phone or other wearable or recording device to monitor a medical condition, you must power off your device and store it in your assigned locker before testing at a test center. For remote testing, your cell phone and other wearable or recording devices must be powered off and placed out of reach and out of view for the duration of the examination, except when specifically required by the remote proctor for check-in or security procedures. You may not access your phone or other wearable or recording devices at any time during the examination or during an unscheduled break. If you access your phone or other wearable or recording device for any reason not expressly authorized by Prometric, your

examination will be terminated immediately, will not be scored, and all examination fees will be forfeited. NBNSC will also be notified of the incident and may take additional action.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

REPORTING EXAMINATION ADMINISTRATION CONCERNS

It is in the candidate's best interest to report any examination-related concern as soon as it occurs. Do not wait until examination results are released to report a problem.

If, during your examination, testing conditions or an issue with the administration of the examination adversely affect your ability to test, you must notify the proctor immediately. The situation must also be reported to PTC at www.ptcny.com/contact within 2 business days of the test appointment.

Prompt reporting is essential. Reports submitted after these deadlines may prevent PTC and NBNSC from conducting a timely and adequate investigation of the circumstances. Once examination results have been released, it may no longer be possible to independently verify or investigate the conditions or events that occurred during the examination. Candidates should therefore not wait to receive their examination results before reporting a concern.

Any comments or concerns regarding the examination itself should be reported to PTC at www.ptcny.com/contact within 5 business days of the test appointment.

In no event shall NBNSC reduce its standards (such as changing a candidate's score or changing a fail score to a pass score) as a means of correcting a problem in examination administration.

REPORT OF RESULTS

After the Exam

Score reports are finalized only after the testing window closes so that all candidates can be evaluated and scored using the same process and standards. This ensures fairness and accuracy across the entire testing group. You will receive an email from PTC approximately four weeks after the testing window closes with whether you have officially passed or failed the examination. You will receive both the total score and major domain scores

- Successful candidates will receive certificates from NBNSC once the scores are shared with the NBNSC and the NBNSC has adequate time to verify candidates' names and addresses. This takes several weeks after the scores are released.

- **IMPORTANT:** Candidates may not use any NBNSC credential until your official score is received indicating that you have passed the exam

Setting the Passing Score

The passing score for the CNSC® Examination is determined using the modified Angoff technique. This technique is a criterion referenced methodology where a panel of subject matter experts carefully evaluate each item on the examination and estimate the probability that each individual question will be answered correctly by a minimally competent/just qualified candidate. The recommended passing score is then reviewed and approved by NBNSC. Once the passing score is set, this standard is upheld for all future forms of the examination. To ensure fairness and consistency across examination forms, a statistical process called equating is used to account for any slight variations in difficulty level across forms. Scores on the CNSC® Examination are reported using scaled scoring, which converts the candidates' raw score (i.e., total number of correct questions) onto a consistent and standardized scale. Scaled scores allow candidate scores to be comparable from one exam form to the next. The scale range for the examination is 200 to 800 with a passing point of 500.

Confidentiality of Exam Scores

NBNSC releases individual test scores **only to the candidate**. Questions about test results should be directed to NBNSC or PTC.

Requesting an Exam Score Verification

If you received a fail score report, you may request a manual verification of your data file to determine if there have been any errors in scoring. Although the probability of such an error is extremely low, this service is available. Requests for score verification must be received by PTC no later than 90 days after the date of the examination by completing and returning the Exam Score Verification Request form on www.ptcny.com with payment of $50.

For test security, you are not permitted to see or review the examination questions after completing the examination, even if requesting exam score verification.

To ensure correct reporting of results, PTC automatically performs manual verifications of examinations for candidates whose scores fall within 3 points of passing. For this reason, it is extremely unlikely that any examination results will change from "fail" to "pass" through manual exam score verification.

Reexamination

If you fail the examination, you may retake it in a future testing window upon filing a new application and paying the full application fee. Testing attempts are limited to one attempt per testing window.

EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the sole purpose of pursuing registration and no other purpose. Because of the confidential nature of the examination, candidates may not make or keep copies, excerpts, or notes of examination materials, and may not use or divulge information learned from the examination. The examination is the exclusive property of NBNSC, and candidates may not use examination information in any way without the express prior written consent of NBNSC.

The Certification Examination for Nutrition Support Clinicians is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. NBNSC, PTC, and/or Prometric staff may refuse a candidate admission to the examination if they do not have the proper identification as detailed in the Candidate Handbook. To maintain a secure and proper exam administration, candidates who do not abide by the testing rules may have their exam terminated during exam administration and/or have their exam scores invalidated.

ATTAINMENT OF CERTIFICATION & REGISTRATION

Candidates who pass the Certification Examination for Nutrition Support Clinicians will be authorized to use the designation CNSC®. Certificants must comply with all recertification requirements to maintain use of the credential. NBNSC maintains a database of certified professionals, which may be published on its website or in publications.

RECERTIFICATION

CNSC certification is valid for five (5) years, after which you must retake and pass the current Certification Examination for Nutrition Support Clinicians to retain certification.

The purpose of requiring recertification renewal is to measure continued competent and knowledgeable nutrition support practice. Certification demonstrates to your patients, colleagues, and employers that you have the skills necessary to provide the best care possible.

Should an individual with a current CNSC® credential opt to take the certification examination early, all maintenance of the CNSC® credential will be based upon when the individual most recently took the certification examination.

- Scenario 1: Certificant A is currently certified as a CNSC® from October 2020 – October 2025. Certificant A wants to become recertified and opts to take the certification examination in April 2025 instead of October 2025. Certificant A successfully passes the certification examination, then the certification period is April 2025 – April 2030.

- Scenario 2: Certificant A is currently credentialed as a CNSC® from October 2020 – October 2025. Certificant A wants to become recertified and opts to take the certification

examination in April 2025 instead of October 2025. Certificant A is unsuccessful in passing the certification examination. Upon receiving the exam results Certificant A is no longer a CNSC® and cannot use the credential until the certification examination is again taken and successfully passed.

In summary, anytime the certification examination is taken and not passed, certification lapses.

DISCIPLINARY POLICY

Candidate/Certificant Responsibilities and Misconduct

Disruptive, abusive, or uncooperative behavior of any kind before, during, or after the examination is strictly prohibited. Irregular behavior constitutes an attempted violation of the testing rules regarding any part of the examination process. NBNSC, PTC, and Prometric staff have the authority to enforce disciplinary action for candidate misconduct.

Examples of Violations

Examples of violations before testing include, but are not limited to, the following:

- Falsification of any information in the certification application
- Altering documentation submitted with the certification application
- Requesting information about the exam or exam items from previous test takers
- Enlisting a proxy test taker

Examples of violations during testing and breaks, include, but are not limited to, the following:

- Misrepresenting identity
- Using a camera, with the exception of remote proctoring which requires that a web camera remain on for the duration of the exam
- Using a cell phone or other wearable or recording device at any time during the test administration, including breaks
- Cheating on the exam
- Violating test center or remote proctoring rules
- Using a proxy test taker
- Impersonating another candidate
- Communicating with other candidates during an in-person exam
- Communicating with any third party other than the proctor during a remote proctored exam
- Attempting to gain access to exam content during exam administration
- Giving or receiving help during the exam
- Being uncooperative or abusive with test center staff or proctor
- Tampering with exam computer or software
- Removing anything from your assigned locker except food, drink, medicine, or personal healthcare items

- Bringing anything into the remote testing environment except food, drink, medicine, or personal healthcare items unless authorized and pre-approved
- Leaving the test center
- Leaving the in person testing area excluding the allowed break during the exam administration
- Leaving the camera view of the remote proctor without proctor permission for the allowed break during the exam administration

Examples of violations after testing include, but are not limited to, the following:

- Sharing exam items or content with others
- Taking exam notes or materials from the test administration
- Using or divulging information about the exam
- Altering exam results
- Misrepresenting or misusing certification status
- Engaging in behavior that results in revocation of license in a primary profession
- Conduct that leads to limitations or sanctions imposed by another professional organization
- Violation of professional code of ethics

SANCTIONS

NBNSC may deny, suspend, revoke, or take other action regarding an application or certification if an individual is not in compliance with this Disciplinary Policy. Violations of any testing rules may result in disciplinary action, including, but not limited to, the following:

- Termination/dismissal of the exam
- Investigation, including a review of audio and video recordings of the exam administration
- Cancellation of exam registration
- Cancellation of exam scores
- Forfeiture of exam fees
- Denial, suspension, or revocation of certification or recertification
- Prohibition from future certification-related activities, including examination, recertification, or volunteer activities within NBNSC
- Denial or suspension of eligibility
- Notification to other parties as necessary

REVOCATION OF CERTIFICATION

Registration will be revoked for any of the following reasons:

1. Falsification of Application.
2. Revocation of current healthcare credential or license for a reason indicative to the NBNSC of insufficient knowledge.
3. Misrepresentation of certification status.

The Appeals Committee of the NBNSC provides the appeal mechanism for challenging revocation of Board Certification. It is the responsibility of the individual to initiate this process.

CONTENT OF THE EXAMINATION

The Certification Examination for Nutrition Support Clinicians is a computer-based examination composed of 220 scored items, plus 30 pre-test items with a total testing time of four (4) hours. The test questions are multiple-choice, objective questions. The exam is broken into two 2-hour sections with a 15-minute break in between sections. Once you finish section 1, you cannot go back to it. The content for the examination is described in the Content Domains and Task Statements starting on the next page. Items on the examination will be presented in random order.

The pre-test questions are randomly distributed throughout the examination and do not count towards your score. The pre-test items are being evaluated to determine if they perform well enough statistically to be introduced as scored items on a future examination. Only the scored items count towards your final score.

The questions for the examination are obtained from individuals with expertise in nutrition support and are reviewed for construction, accuracy, and appropriateness by the NBNSC. NBNSC, with the advice and assistance of the Professional Testing Corporation, prepares the examination.

The Certification Examination for Nutrition Support Clinicians will be weighted in the following manner:

I.	Nutrition Assessment	31%
II.	Clinical Management	57%
III.	Process Management	5%
IV.	Professional Practice	7%

CONTENT DOMAINS AND TASK STATEMENTS

I. Nutrition Assessment
A. Screening
T1. Identify patients with malnutrition.
T2. Identify patients with risk factors for developing malnutrition.
B. Evaluation
T3. Review patient history.
T4. Review patient current clinical status.
T5. Review diet, medication, and supplements for potential impact on nutritional status.
T6. Evaluate anthropometric data.
T7. Identify potential or existing nutrition support access.
T8. Perform nutrition-focused physical exam.
T9. Evaluate patient for potential complications of initiating nutrition support therapy.
T10. Determine fluid, nutrient, and electrolyte intake and output from all sources.
T11. Determine fluid, electrolyte, macronutrient, and micronutrient requirements for nutrition support therapy.
T12. Evaluate psychological, socio-economic, developmental, functional, behavioral, and quality of life factors.
T13. Evaluate indication for timing and route of administration for nutrition support therapy.
T14. Determine etiology, degree, and type of malnutrition.
T15. Determine nutritional diagnosis or problem.
T16. Assess patient and caregiver capabilities and limitations related to nutrition support therapy.
II. Clinical Management
A. Initiation
T17. Recommend administration route and access for nutrition support therapy.
T18. Recommend formulation, rate, and/or volume of nutrition support therapy.
T19. Recommend use of pharmacologic adjunctive agents.
T20. Recommend cost-effective strategies in the provision of nutrition support therapy.
T21. Recommend short-term nutrition support therapy goals.
T22. Recommend long-term nutrition support therapy goals.

T23. Recommend diagnostic tests, procedures, or consultations that may modify the nutrition support plan.
T24. Recommend laboratory tests that may modify the nutrition support plan.
T25. Recommend regimen for initiation, advancement, maintenance, and discontinuation of nutrition support therapy.
B. Monitoring
T26. Verify position, location and functionality of nutrition access device.
T27. Evaluate tolerance of nutrition support therapy.
T28. Evaluate fluid status.
T29. Monitor adherence with nutrition support therapy plan.
T30. Monitor for complications of nutrition support therapy.
T31. Evaluate laboratory test results to assess adequacy and tolerance of nutrition support therapy.
T32. Monitor nutritional and metabolic response to nutrition support therapy.
T33. Evaluate status of nutrition access device.
T34. Assess nutrition support therapy for safety concerns, including management of product shortages.
T35. Monitor for drug-nutrient interaction.
T36. Monitor for enteral or parenteral formula stability.
C. Modification of Therapy
T37. Modify nutrition support therapy based on changes in patient clinical status and medical plan of care.
T38. Manage complications related to nutrition support therapy.
T39. Reevaluate nutrition support therapy goals.
T40. Reevaluate adjunctive drug therapy.
T41.Transition or discontinue nutrition support therapy.
T42. Transition patient from one care setting to another.
T43. Educate patient, caregiver, and/or health care professionals on nutrition support therapy management.
III. Process Management
T44. Develop or update policies and procedures to guide patient care.
T45. Implement current guidelines and standards of practice in the provision of nutrition support therapy.
T46. Develop or update patient education materials.

T47. Utilize a continuous process improvement model to evaluate nutrition care.
IV. Professional Practice
T48. Apply ethical principles in the application of nutrition support therapy.
T49. Provide nutrition support therapy in compliance with legal and regulatory standards.
T50. Evaluate scientific literature and interpret study design, methodology, statistical analysis and results to practice evidence-based nutrition support therapy.
T51. Apply principles of evidence-based practice in provision of nutrition support therapy.

PRACTICE TEST

A practice test is available to provide candidates with a better understanding of what the actual certification examination is like. The practice test is developed by NBNSC, consists of 50 questions, has a testing time of two hours, and is taken online available 24 hours a day/7 days a week. The practice test is developed according to the content outline.

After completing the practice test, you will receive an instant score report showing overall test score as well as a score for each content area. The score report does not provide correct answers or indicate which questions were answered correctly or incorrectly. Once the practice test is scored, you cannot return to the test to review the questions. The results of the practice test should not be interpreted as a predictor of performance on the actual examination. The scores do not provide a valid or reliable indicator of how well you will perform on the actual examination.

The system used does not demonstrate the testing software used during the certification examination. Those who purchase the practice test should be aware that they will use a different testing platform when they take the actual examination.

The practice test is an optional tool candidates may use as they prepare for the certification examination. The practice test is not a requirement for certification eligibility, nor does it contribute in any way to success on the certification examination. There are many ways candidates should prepare for the certification examination. Candidates should use a variety of resources and consider their own education and experiences. Review the content outline and reference materials listed in the handbook for additional exam-related information. Since the practice test is NOT intended to be a study guide nor the sole source of preparation for the actual certification examination, candidates are NOT provided with the answer key, rationales for each question, nor notification of which specific items were answered correctly or incorrectly.

Important Notes

- **The practice test is optional and not required for certification eligibility.**
- Specific practice test questions will not appear on the actual certification exam.
- The practice test uses different testing software than the proctored certification exams
- **Practice test performance does not guarantee certification exam performance.**

Use multiple resources, including the content outline and reference materials, to prepare comprehensively. The practice test should not be your only preparation method.

Go to http://ptcny.com and follow the directions

SAMPLE EXAMINATION QUESTIONS

In the following questions, choose the one best answer.

1. A 69-year-old presents with decompensated liver cirrhosis and ascites. Which of the following is the best tool for nutrition assessment?

A. Nitrogen balance
B. Actual body weight
C. Serum prealbumin level
D. Subjective Global Assessment

2. Which of the following is partially bound to albumin?

A. Calcium
B. Vitamin A
C. Vitamin C
D. Phosphorus

3. Which of the following is most appropriate for routine irrigation of a feeding tube?

A. Water
B. Club soda
C. Cranberry juice
D. Meat tenderizer solution

4. In a patient with a central venous catheter, symptoms of a venous thrombosis in the upper extremity include which of the following?

A. Palpitations
B. Unilateral swelling
C. Shortness of breath
D. Pain on inspiration

5. A 23-year-old man with short bowel syndrome who is receiving long-term parenteral nutrition presents with increasing fatigue, exercise intolerance, and dyspnea. His complete blood count, serum electrolytes, and liver enzymes are all within normal limits. An echocardiogram shows dilated cardiomyopathy. Which of the following is the most likely diagnosis?

A. Copper toxicity
B. Zinc deficiency
C. Selenium deficiency
D. Magnesium toxicity

6. According to ASPEN best practice, a child admitted to the pediatric intensive care unit (PICU) should undergo a detailed nutrition assessment within how many hours of admission?

A. 24
B. 36
C. 48
D. 72

7. Which of the following is the most common improvement strategy used in healthcare quality initiatives?

A. Benchmarking
B. Data collection
C. Six Sigma model
D. Plan-Do-Study-Act cycle

SCORING KEY

1	D
2	A
3	A
4	B
5	C
6	C
7	D

REFERENCES

NBNSC has prepared a suggested reference list to help you prepare for the examination. The list does not attempt to include all acceptable references nor is it suggested that the examination questions are necessarily based on these references. Inclusion on this list does not constitute an endorsement or guarantee a passing grade.

Practice Recommendations, Clinical Guidelines and Standards for Nutrition Support: https://nutritioncare.org/clinical-resources/guidelines-standards/

Ayers, Phil, et al. (Eds.) ASPEN Parenteral Nutrition Handbook, Third Edition. Silver Spring, MD: ASPEN 2020.

Boullata, Joseph, et al. (Eds.) Guidebook on Enteral Medication Administration. Silver Spring, MD: ASPEN 2019.

Bruno, Jeff, et al. (Eds.) ASPEN Fluids, Electrolytes, and Acid-Base Disorders Handbook, Second Edition. Silver Spring, MD: ASPEN 2020.

Chan, Lingtak-Neander, et al. (Eds.) ASPEN Adult Nutrition Support Core Curriculum, Fourth Edition. Silver Spring, MD: ASPEN

Corkins, Mark R. et al. (Eds.) ASPEN Pediatric Nutrition Support Core Curriculum, Third Edition. Silver Spring, MD: ASPEN, 2025.

Malone, Ainsley, et al. (Eds.) ASPEN Enteral Nutrition Handbook, Second Edition. Silver Spring, MD: ASPEN 2019.

Ultimate Authority

If it appears that an answer to an exam question may vary depending on the reference used the following policy will be followed:

1) The ASPEN Practice Guidelines and Standards and Practice papers will be considered the final authority when questions of answers are raised. These papers are available at no charge on the ASPEN website: https://nutritioncare.org/clinical-resources/guidelines-standards/

2) If the NBNSC determines that a guideline or standard from another organization differs from those published by ASPEN, it will only be considered authoritative if it is a peer reviewed document from a recognized organization and has been published after the publication date of the ASPEN document it disagrees with.

3) In the event that a question's answer is challenged the question and answer will be reviewed by the exam chairperson, the chairperson of the Executive board and, if necessary, by a third person with special knowledge of the field.

PTC26051

PROMETRIC EXAM SOFTWARE TUTORIAL

The following slides are not interactive but will allow you the chance to familiarize yourself with Prometric's testing software prior to your test appointment.

Exam Intro

Welcome to the {Exam Name} Exam

Exam Structure

This exam contains **{xx} questions**. You will have **{xx} Minutes** to answer all questions within this exam.

Please note if you requested specific timing adjustments for this exam and your request was approved, then the above exam time will be adjusted to support your request.

Before you begin, it is strongly encouraged that you take a few minutes to review the tutorial before attempting any exam questions. The tutorial provides an overview of the features available to you during the examination.

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the "**Finish Section**" button in the top-right corner of the screen.

Once clicked, a pop-up window will appear confirming that you want to finish the section. Click "**Yes**" to submit your answers for the current section and progress to the next section.

Click "**No**" to return to the current section. Please note that once you progress past a section you may not return at any point. Any questions that are incomplete will be marked as incorrect.

To change the color scheme at any time, click on the “**Gear**” icon in the bottom-left corner of the screen. To view this information again at any time, click on the “**Information**” icon at the bottom of the screen.

To begin the tutorial, click "**Next**" to continue.

TUTORIAL - INTRO

Welcome to the Tutorial

This tutorial provides a series of screens that orient you to the computer testing environment. You will be instructed on how to use the mouse and the different parts of the screen.

Notice the timer at the top of the screen. A similar display will appear during the actual exam. To the left of the screen is a numbered list that shows you where you are in the series of examination questions (or in this case, screens of the tutorial). Other screen features are described later in the tutorial.

Click the 'Next' button to continue.

Tutorial – Using the Mouse

Using the Mouse



The mouse pointer moves when you move the mouse around on a surface. Although it can assume different shapes, the arrow shown above is most common. To point with the mouse, move the pointer until it rests on the desired object. To click on an object, point to it and then quickly press and release the left mouse button.

Click the 'Next' button to continue.

Tutorial – Navigation

Navigating Through the Exam

Click the **Next** button displayed at the bottom of the screen to move to the next screen or question. Click the **Back** button to move to the previous screen or question.

In addition to the navigation buttons, you can use the numbered buttons displayed on the left side of the screen. Depending on the number of questions in the section, you may need to click on the down arrow to navigate to additional questions.



The numbered buttons change appearance to indicate different question states: Current, Attempted, Unattempted, and Flagged.

- The current question will be indicated by an arrow-shaped numbered button.
- For all attempted questions, the numbered button will appear darker in color.
- For all unattempted questions, the numbered button will remain the original color.
- Flagged questions will show a flag icon on the numbered button.

Click the 'Next' button to continue.

TUTORIAL – SCROLL

Using the Scroll Function

When a question does not fit on a single screen, the following warning will appear at the bottom of the screen.



To scroll through the screen contents, click and drag the scroll bar as necessary or use the scroll wheel on the mouse.

Click the 'Next' button to continue.

Tutorial – Time Remaining w/Survey

Time Remaining

The amount of time remaining is displayed at the top of the screen.



Each section of this examination is allocated a specific amount of time, including the Tutorial and Survey. There is also an overall amount of time provided for your full exam appointment. Clicking on the clock will switch between the amount of time remaining in the current section of the exam and the amount of time remaining in all content sections, if applicable.

The most important time display for you as a test taker is the "Section Time Remaining."

Note that, where applicable, an alert box will appear below the exam clock to signal when 30 minutes, 15 minutes, and 5 minutes remain in the current section.

Click the 'Next' button to continue.

TUTORIAL – FLAGS

Flagging Questions 

You can flag a question as a reminder to go back and check your answer or attempt it later.

To flag a question, click the **Flag** button displayed at the bottom of the exam screen.

Any questions that are flagged for review will show a flag icon on the numbered button, as shown below. Click the **Flag** button again to remove the flag.



Tutorial – Multiple Choice w/ Labels

Answering Multiple-Choice Questions

This examination uses multiple-choice questions. This type of question has one correct answer.

To complete each multiple-choice question, click on the option that you believe to be the single best answer. Once selected, the option will appear darker in color. To change your response, click on a different option. If you would like to unselect a chosen option, click on it a second time.

Practice answering the multiple-choice question below. Once you have finished practicing, click the 'Next' button to continue.

Of the following biological levels of organization, which represents the smallest or lowest level?

A organism

B population

C cell

D ecosystem

Tutorial – Basic Calculator-label-Calculator

Using the Calculator

A calculator is available for your use on every item in the exam. This calculator is similar to the calculator found in Microsoft Windows.

You can use the calculator to perform any of the standard operations for which you would normally use a handheld calculator. The calculator performs basic arithmetic, such as addition, subtraction, multiplication, and division.

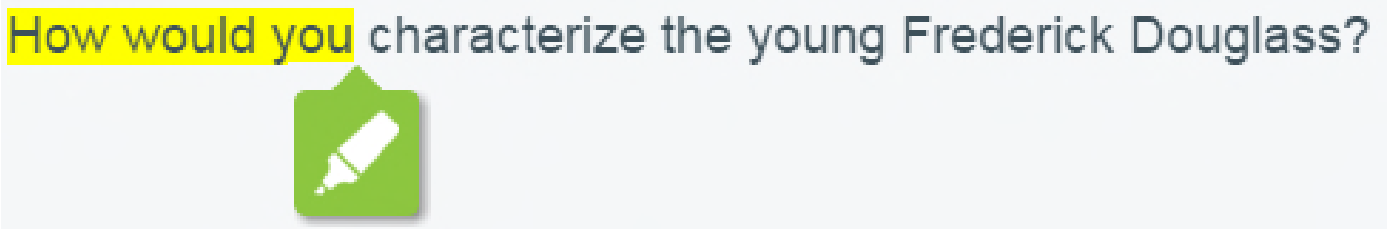
Click the 'Next' button to continue.

Tutorial – Highlight

Highlighting Text

During the examination, you will be able to highlight question text that you feel is important to refer back to as you progress through the exam. The highlight will remain present as you navigate through the exam, unless you select to remove it.

To highlight text, click and drag the mouse cursor over the desired text. Click the **Highlight** button, as shown in the image below, that appears after releasing the mouse button. To remove, click on any area of the highlighted text and click the **Highlight** button again.



The highlight feature cannot be applied to text within the answer options.

Click the 'Next' button to continue.

TUTORIAL – STRIKEOUT

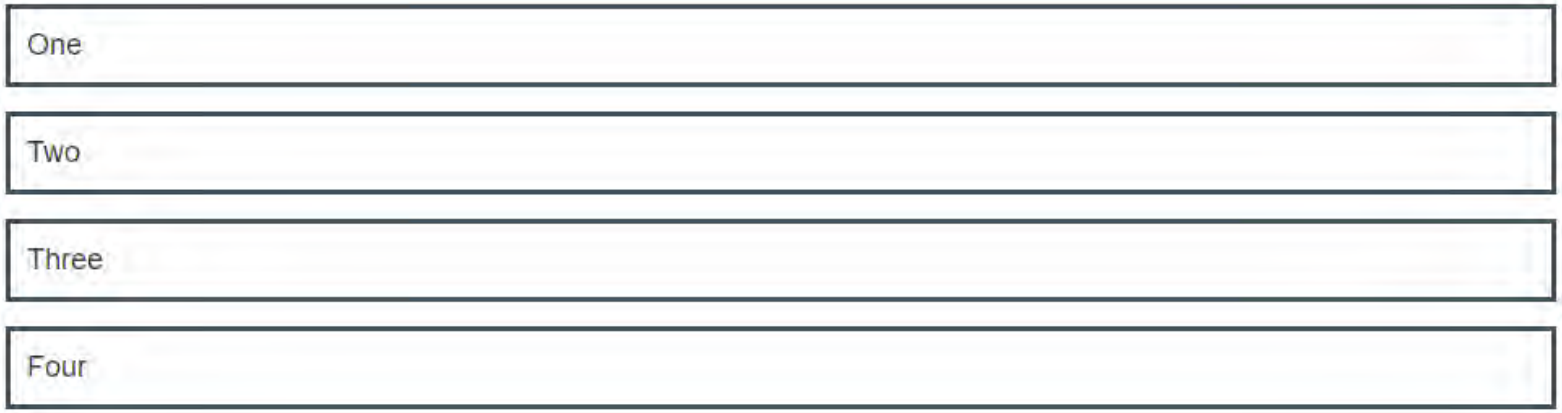
Striking Out Options

During the examination, a Strikeout feature is available to help you visually eliminate possible options from consideration. A struck out option will remain present as you progress through the exam, unless you select to remove it.

Right-click on an option to strike it out. Right-click again to remove the strikeout. Left-click on a struck out option to select it as your response. You may strike out as many or as few items as you like.

Practice using the Strikeout feature below. Once you have finished practicing, click the 'Next' button to continue.

How many lungs does the typical human body have?



TUTORIAL – REFERENCE PDF

Using the PDF Viewer

Refer to the image below to assist you in understanding the PDF functionality. Please note that depending on your exam, some PDF functions may not be available.



Open the PDF Viewer within the exam

If the PDF does not automatically open, click on the relevant source material to open the PDF Viewer. If more than one PDF exists for your exam, select the "library button" in the upper right-hand corner to display all available PDFs.

Navigating through the PDF Viewer

You can use the mouse to navigate through the PDF document. To view thumbnails of each PDF page, click on the "Thumbnail" button

TUTORIAL – REFERENCE PDF (CONT.)

Other Functions of the PDF Viewer

- Pan – Click and drag to pan around the document



- Zoom In/Out – Click to zoom in and out of the document. Other predefined options available in the drop-down list are: Automatic Zoom, Actual Size, Fit Page, and Full Width.



- Highlight – To highlight text, click and drag the mouse cursor over the desired text. Click the Highlight Button that appears after releasing the mouse button. To remove the highlight, click on any area of the highlighted text.

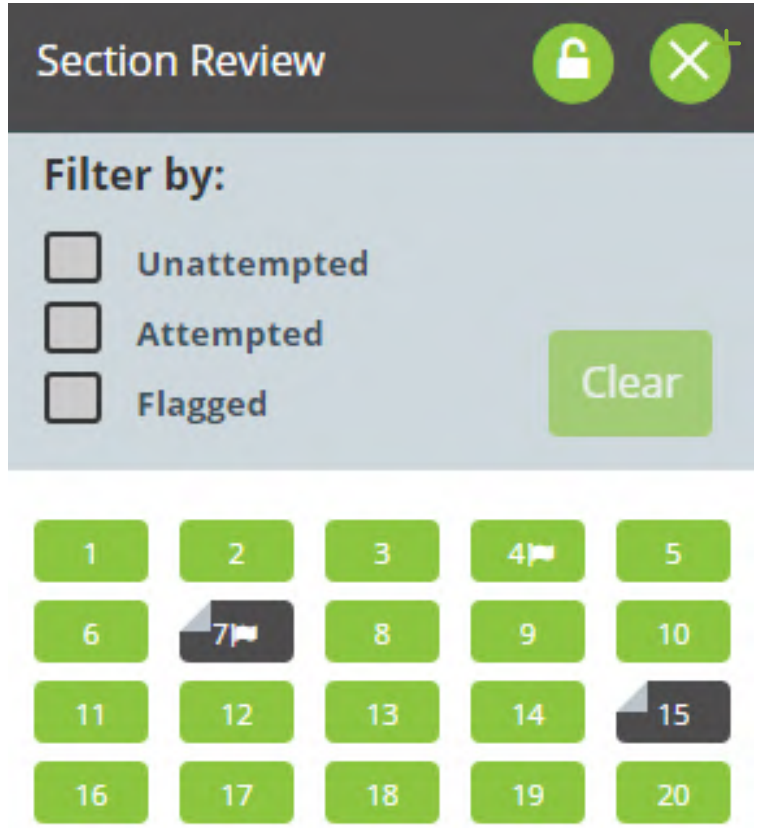


Tutorial - Section Review

Section Review

During the examination, you can review the status of all questions in a current exam section using the grid icon <Section Review Button> located in the bottom left corner of the exam screen.

To navigate directly to a question, click the corresponding numbered icon. You may also filter your view by unattempted, attempted, and flagged questions. The Section Review can be locked in place using the padlock icon and closed using the "X" icon.



Tutorial - Ending Exam w/ Survey

Ending Exam Sections

After completing and reviewing all of the questions within a section, you can navigate to the next section by clicking the "**Finish Section**" button in the top-right corner of the screen. Once clicked, a pop-up window will appear confirming you want to finish the section. Select "**Yes, I would like to finish this section**" to submit your answers for that section and progress to the next section.

The final section of the test is a short survey. Once you have completed the survey, you can end your session by clicking the "**Finish Test**" button in the top-right corner of the screen and confirming you would like to finish the test.

Please note that once you leave a section, you may not return. Any questions that are left incomplete will be marked as incorrect.

Click the 'Next' button to continue.

Tutorial – Conclusion

Tutorial Conclusion

This concludes the tutorial. You can review the tutorial by clicking on the “Back” button to back up one screen at a time, or by using the numbered buttons displayed on the left side of the screen. You may view the tutorial at any point during an active examination by clicking on the question mark icon. This icon can be found in the bottom left of the screen once you have begun testing.

Good luck with the examination.

Click the “Start the Test” button to exit the tutorial and begin the examination.