

MSNCB FailSafe Certification Program Employee Contract

This Contract, made on _____, 20____, between _____ hereafter referred to as "Nurse" and UC Davis Medical Center, Center for Professional Practice of Nursing hereafter referred to as "CPPN" is for participation in the MSNCB Fail Safe Certification Program.

Expiration date of contract: **11/15/2017**, you must register for the exam by this date. If you have not registered for the exam by this date your contract will expire and you will need to resubmit a new contract.

Personal Information

First Name _____ MI _____ Last Name _____

PPS ID No. _____ Title: _____

Department Name: _____

Permanent (Home) Mailing Address:

Street _____ City _____ State _____ Zip _____

Work Address:

Unit: _____ Suite/ Room No. _____

Contact Information:

Work Phone Number _____ Personal Phone Number _____

Work E-mail address _____

Contract Agreement

Responsibilities of the Parties:

I. Nurse agrees to:

- A. Enroll as an applicant for the Certified Medical-Surgical Nursing Registered Nurse (CMSRN®) exam, using the unique ID Code provided by CPPN, during the period of this Contract, hereafter referred to as "Contract Period."
- B. Nurses will complete a certification exam application through MSNCB. The Nurse is allowed to enroll to take the CMSRN exam on any one (1) of the four (4) paper and pencil exam dates or at any one of the computer-based testing centers across the United States within the 90-day testing window. (CPPN is not an approved test site.)
 - If the Nurse registers for the exam and is unable to meet the terms of this Contract by completing the processes to take the exam (successful or not), CPPN will charge for exam, regardless of a pass or fail outcome as outlined below.
 - If the nurse passes the exam, then the exam fee will be charged at that time to the credit card listed.
 - If the nurse is unsuccessful, one additional opportunity to re-take the CMSRN exam at no additional cost per Contract Period. Second ID code will be given through MSNCB.
 - If the nurse passes the second time around, then the exam fee will be charged at that time to their credit card.
 - If the nurse does not pass the second time around, within the contract period the nurse will not be charged.

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- A nurse who registers for but does not take the CMSRN exam on the selected paper and pencil exam date or within the 90 day window for computer-based testing for any reason will forfeit one opportunity to take the exam.
- C. The Nurse will provide a valid credit card to CPPN to be charged. All credit card information will be kept confidential and shredded after payment is received.

I _____ agree to register and complete the examination process for CMSRN by ____/____/____.

To register for the examination go to msncb.org/apply and click "Begin Online Application." If you are a member of the affiliated professional association, **Academy of Medical-Surgical Nurses (AMSN)**, or have a previous online account, then that account login should be used. If not, you must create a new account. ***The use of the ID Code will negate the fee charged.***

- UCDMC/PPN will supply a distinct facility ID code to use when registering for the exam upon receipt of this signed contract and valid credit card information.

DO NOT APPLY FOR THE EXAM UNTIL YOU HAVE RECEIVED UNIQUE ID CODE FROM CPPN. IF YOU REGISTER AND PAY FOR THE EXAM MSNCB WILL NOT ALLOW YOU TO CHANGE TO THE FAIL SAFE PROGRAM.

- If your code does not work or you are prompted for payment information please contact MSNCB Telephone toll-free: 866-877-2676
- web: <http://msncb.org/contact>
- If you enter the code correctly you will not be prompted for credit card information

Examination Fees will be charged as follows:

- \$ 250.00 Academy of Medical-Surgical Nurses (AMSN) member rate
 - \$375.00 non-member
- Your credit card will be charged once MSNCB has notified CPPN of examination pass. You are not required to provide proof of examination.

Credit Card Information

- Please bring contract and credit card to CPPN, or email form to CPPN and call with credit card information.
- Credit Card Information (will be kept confidential and only charged when the nurse passes the exam or fails to complete within the contract time limit.)
- If the credit card becomes non valid prior to being charged it is the credit card holder's responsibility to contact CPPN and update credit card information.
- Contract will not be valid until credit card information has been received.

By signing below, I acknowledge the above registration in the **UCDavis/PPN MSNCB FailSafe Certification Program** and agree to pay fees as listed.

Employee Signature: _____ Date: _____

Adobe Digital Signature is accepted

CPPN Supervisor Signature: _____ Date: _____