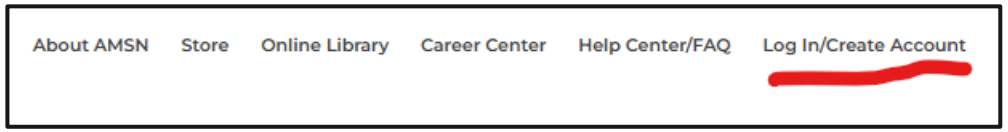
Applying for Certification

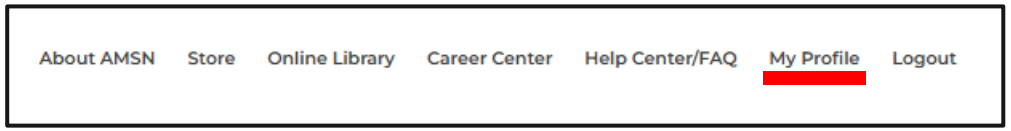
2025 Application User Guide

MSNCB®
medical-surgical nursing certification board
commitment | confidence | credibility

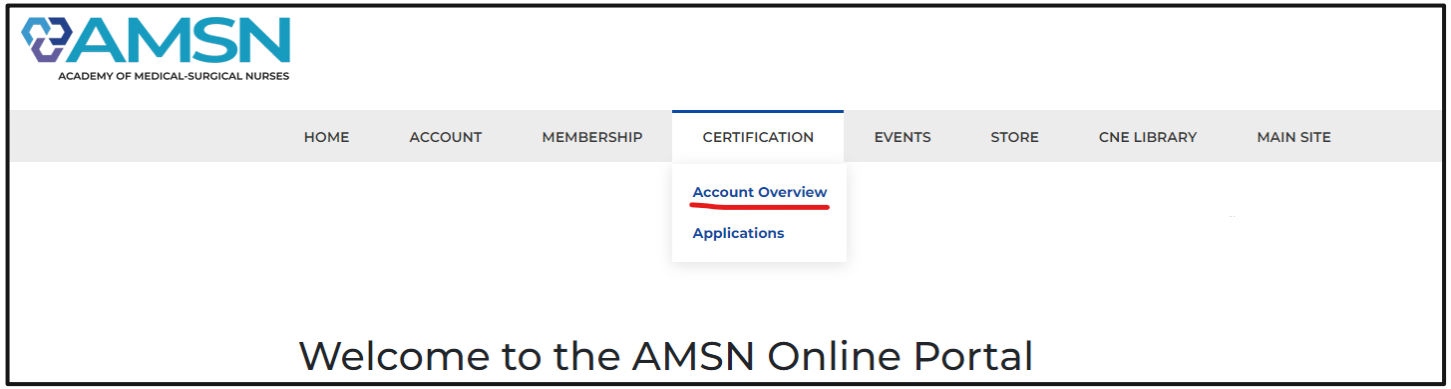
Step 1: AMSN Account Creation and Navigation

- To apply for either the CMSRN or CAVRN exam, **you will need an AMSN account:**
  - Create an account at AMSN.org on the top right of the **Home Page**!



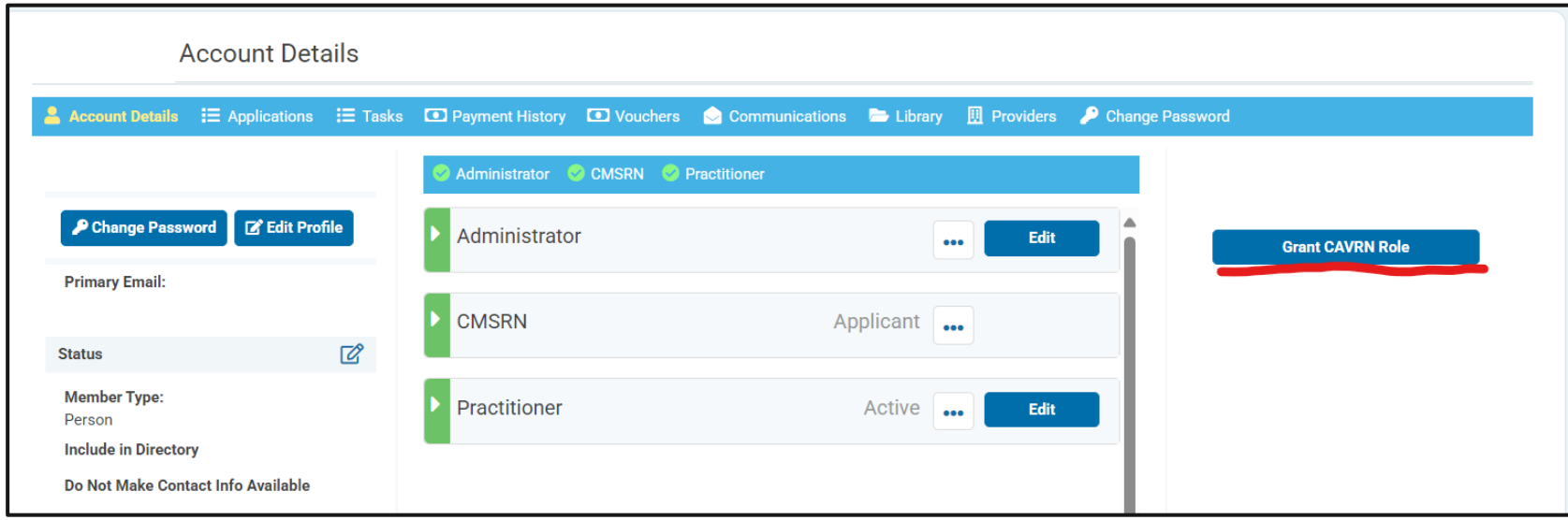


- To start an application, navigate to:
  - **My Profile** > **Certification** > **Account Overview**.



Step 2: Starting an Application

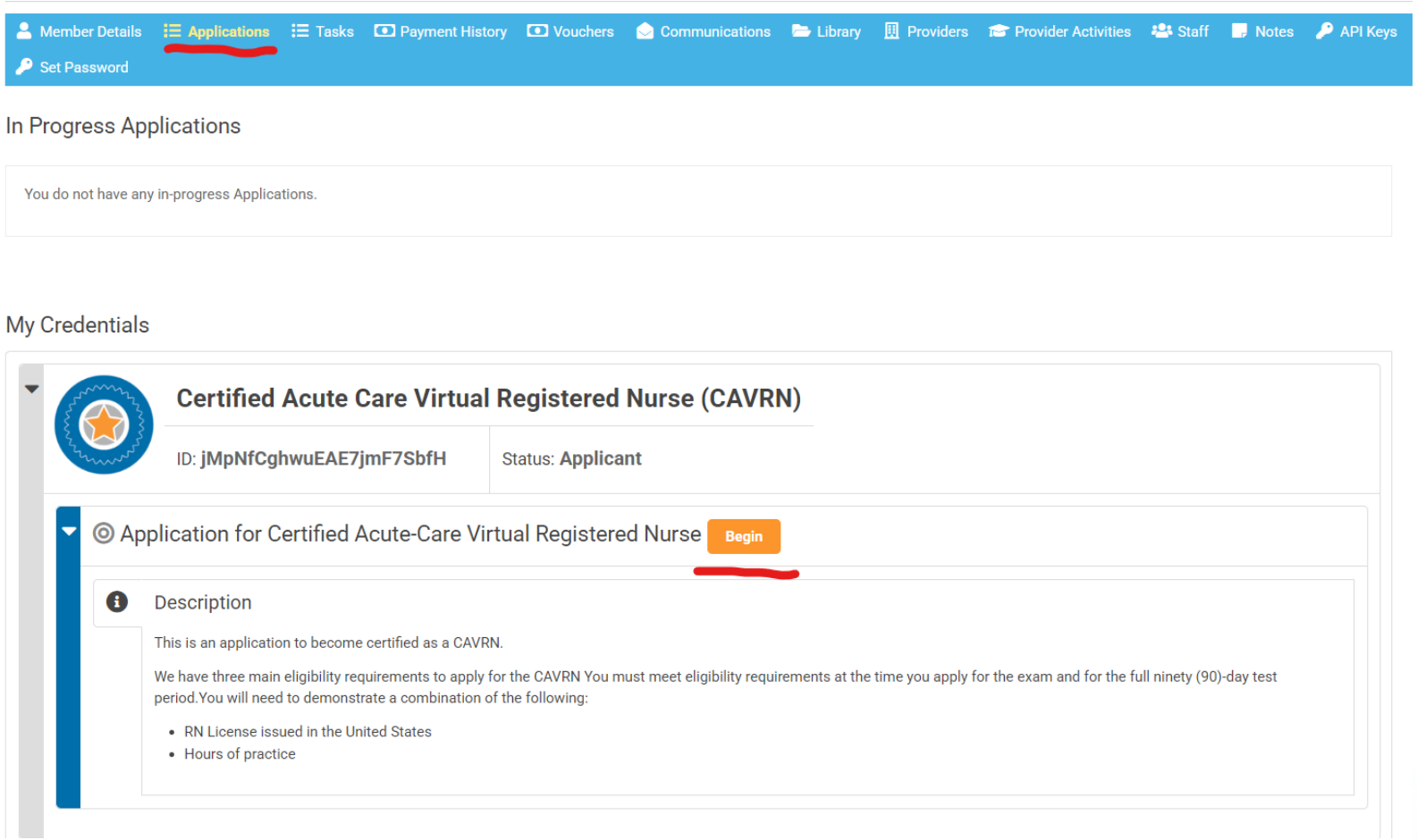
- If this is your first time starting an application, you will need to grant yourself access.
  - On your Account Overview, please click either:
  - **Grant CMSRN** or **Grant CAVRN**



- Once selected, you can now start an application!

Step 2: Starting an Application

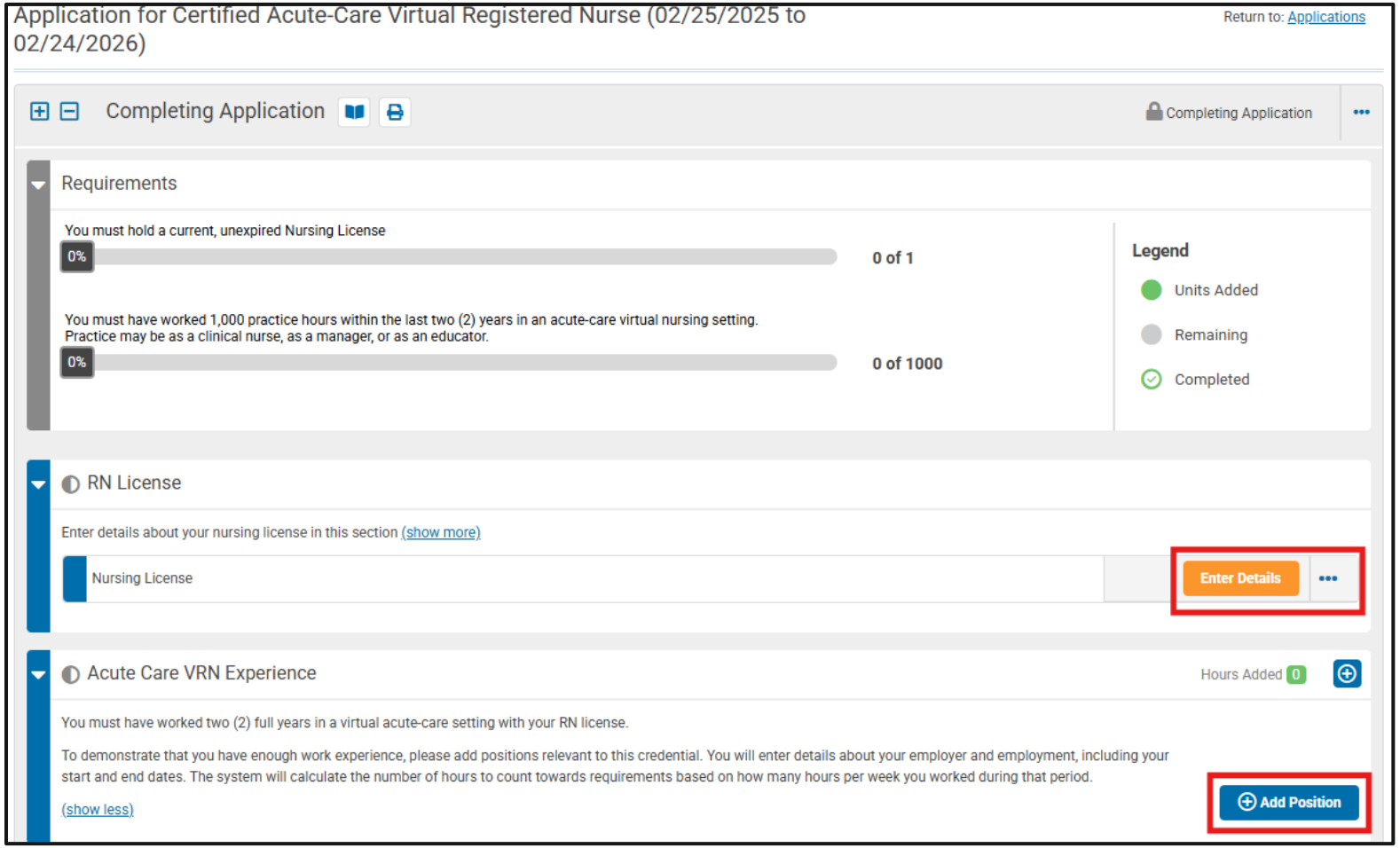
- Select **Applications** on the top blue bar
- Click **Begin** to start your application process!



Step 3: Completing your Requirements

- Your application process will revolve around these main steps:
  - RN License
  - Work Experience

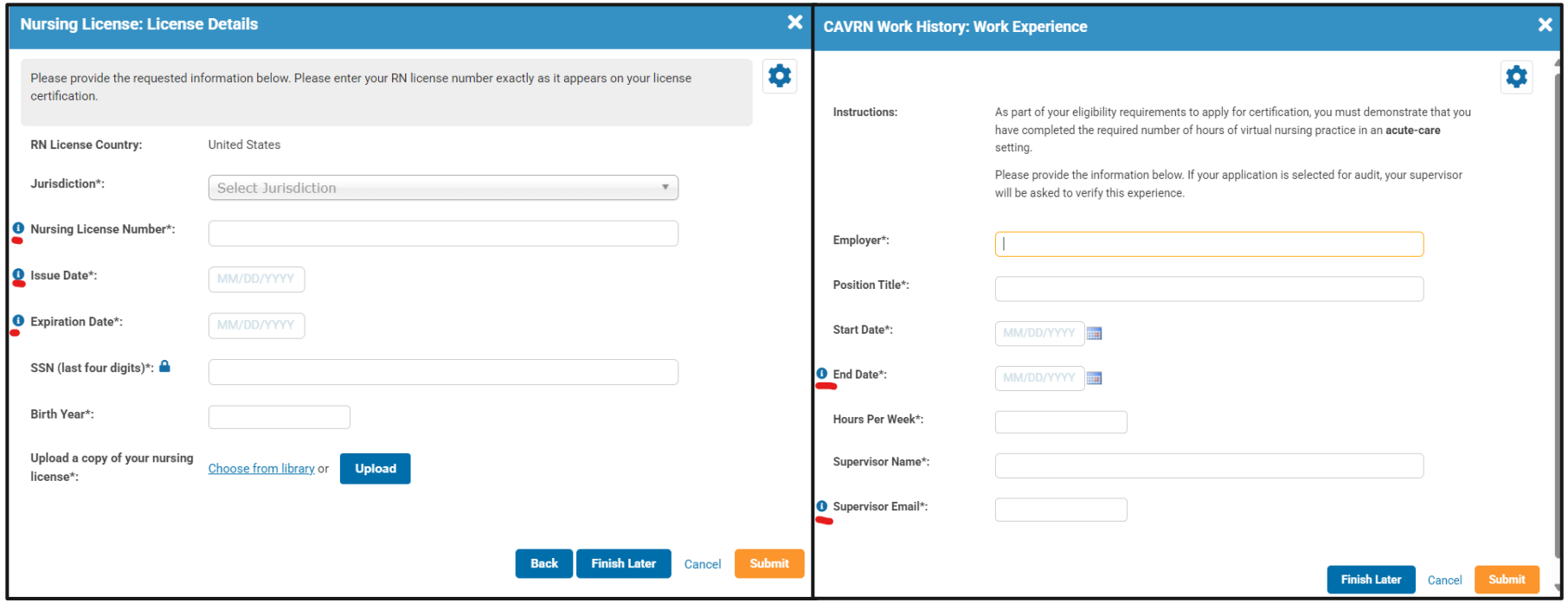
- To fill out the requirements, please enter your RN License details and Work Experience using the **Orange** and **Blue** buttons.



Step 3: RN License and Work Experience

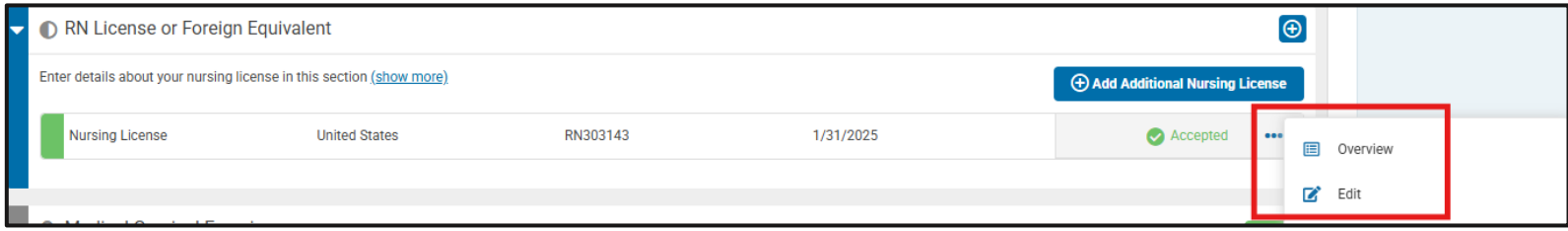
- Please fill out each form completely and make sure to hover over the blue bubbles left of the required field if you need additional information

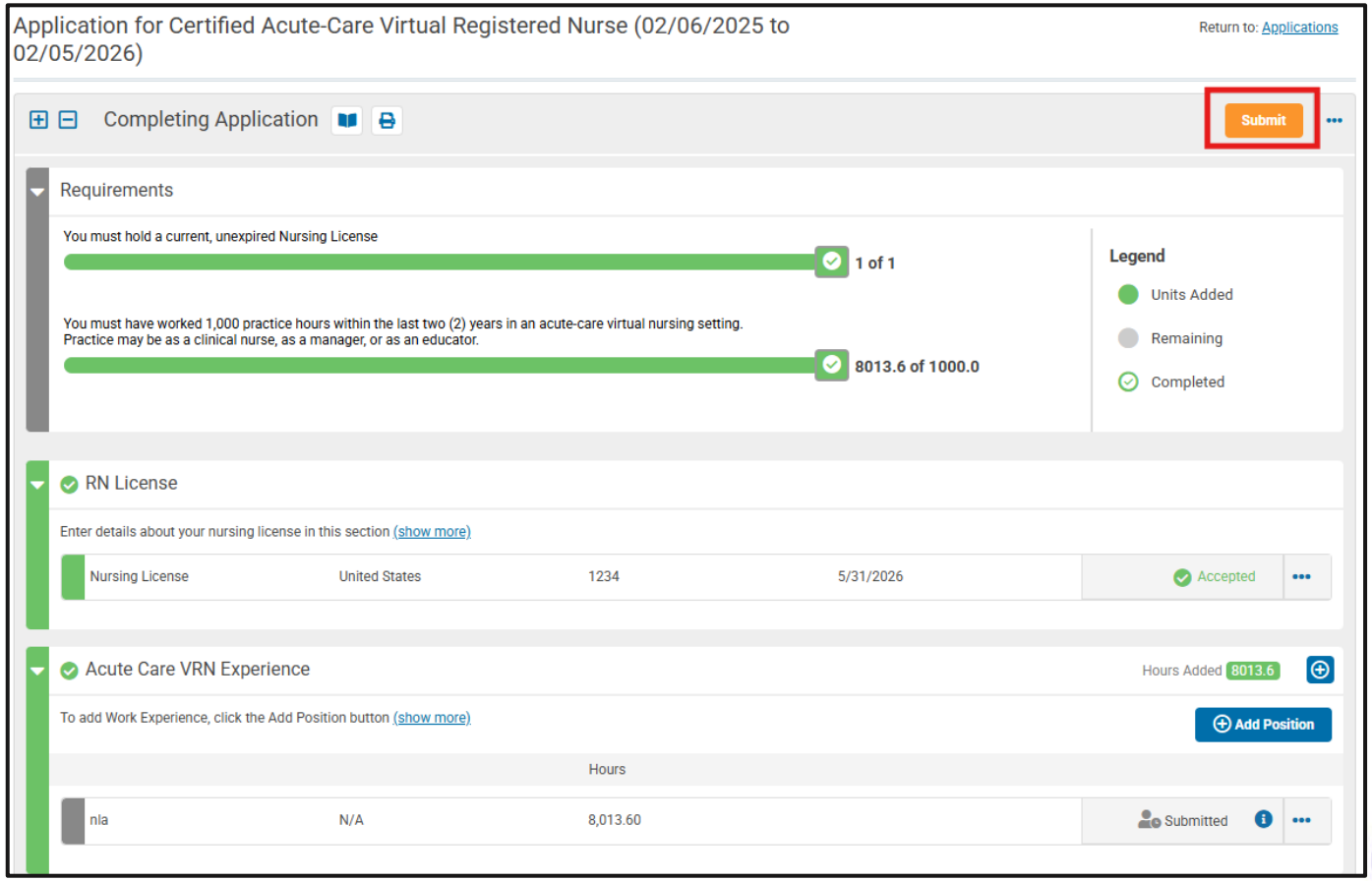
- If your state no longer supplies RN licenses?
  - You can use the site **Nursys.com**, a free national database of RN licenses, to find your license and download the report from there for supporting documentation.
  - Using your RN information from Nursys in your application will make the RN verification process smoother!



Step 4: Application Submission

- Once you have completed all requirements, please **Submit** the application.
  - **Please note: You can only submit the application once the progress bars underneath Requirements are marked green and checked.**
  - If you need to edit any entries, click the **3 blue dots** next to each entry and select **edit**
- After submission, you can move forward and pay the associated fees.
- All applications are approved in 1-2 business days, and you should receive an email confirmation
  - If you do not receive an email, please check back into your application to see if it was marked approved.





AMSN Membership & CMSRN Studying Tools

- Discounts on Exam Fees
  - Becoming an AMSN member grants a significant discount for both the initial exam attempt and retake!

	AMSN Member Fee	Standard Fee
Initial Exam	$267	$394
First-time Retake Exam	$189	$315

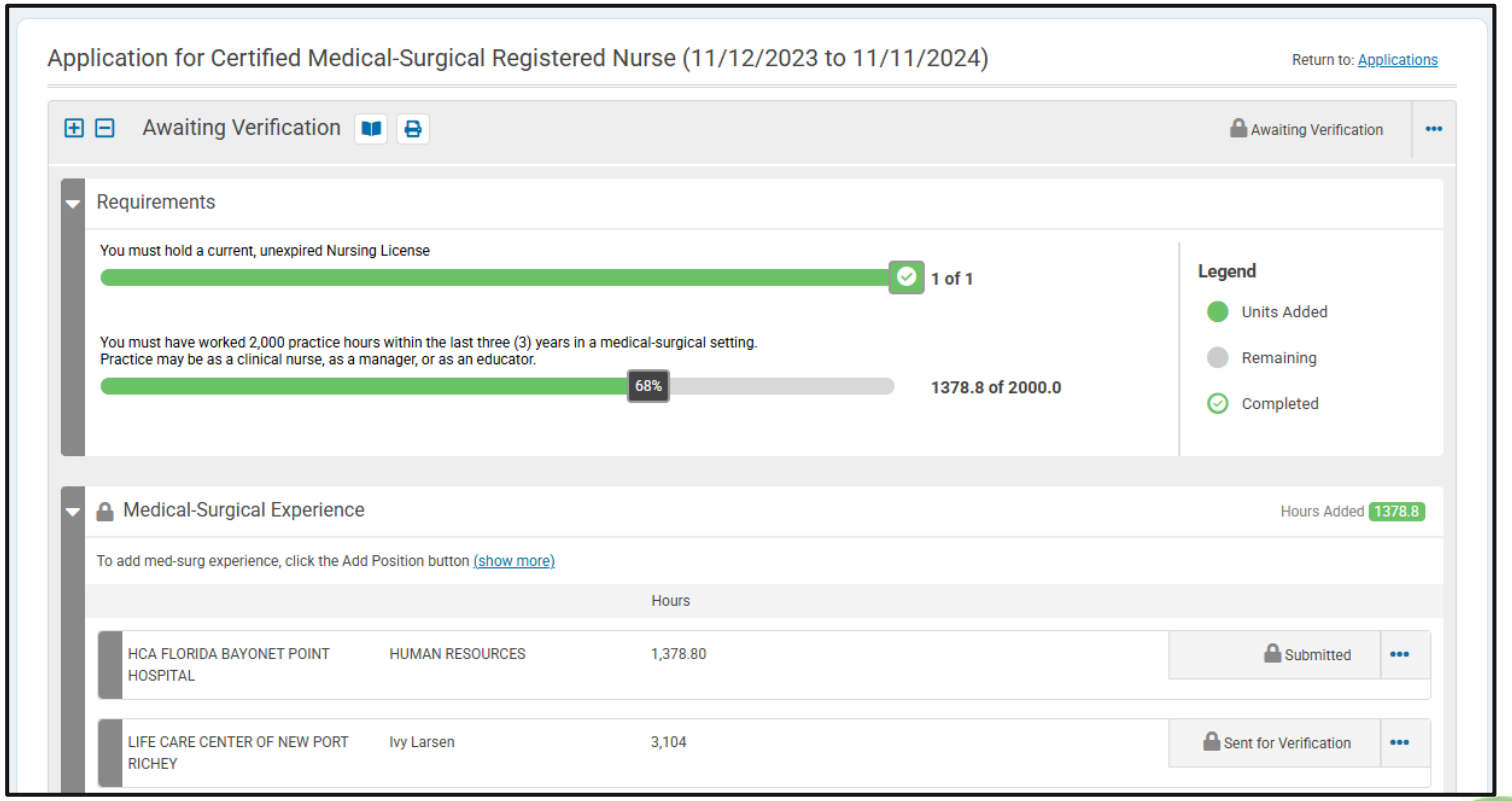
- For Exam Resources

  AMSN offers three main studying tools for the CMSRN which can be found on the Online Library:
  - Certification Review Course (self-paced overview of exam concepts)
  - Practice Exam (with 150 questions)
  - *Core Curriculum 6th Edition* (full detailed concepts of exam material)

- Learn more about AMSN's **member benefits** and **become a member** today!

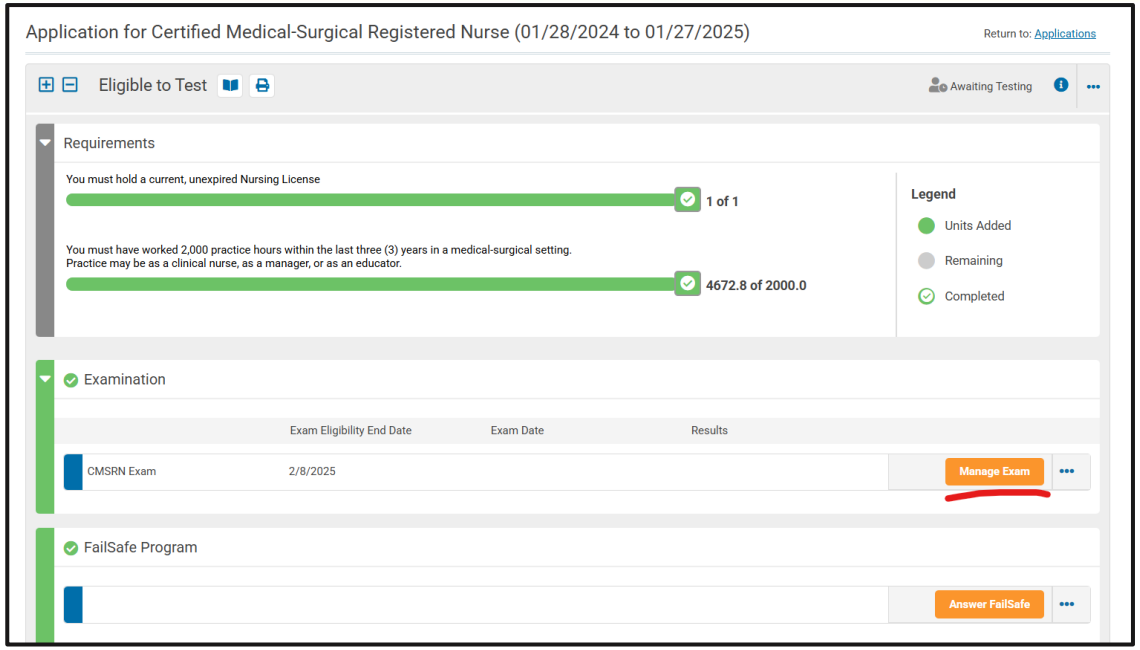
Selected for Audit?

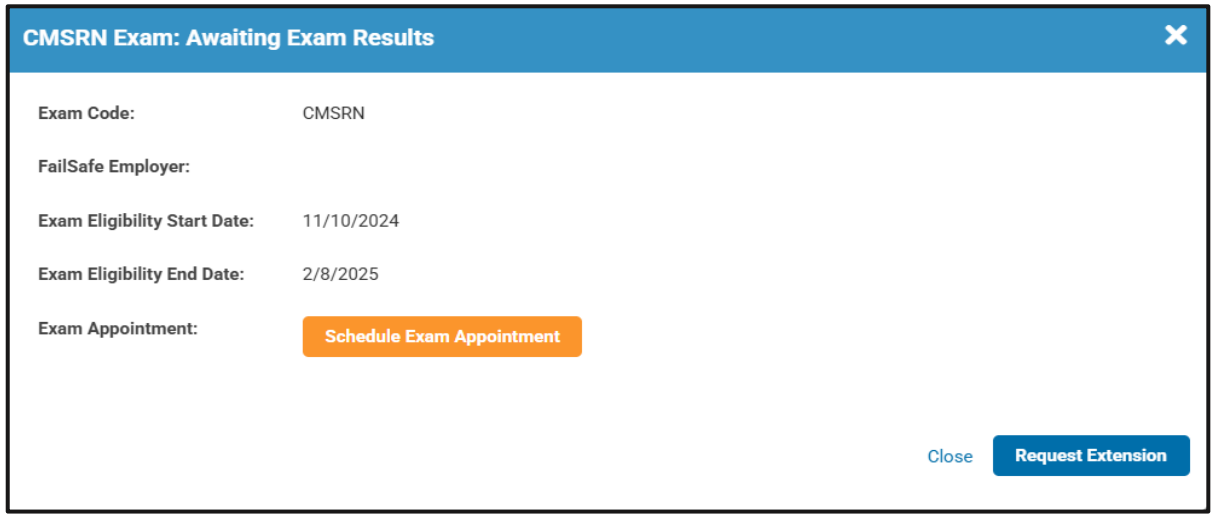
- 10% of applications are randomly selected for audit
- After being selected, your supervisor listed in your work history should have received an automated email asking to verify your work experience
- They will need to complete the emailed questions for your work verification to be complete
  - If they have not received this email, please contact us at msncb@msncb.org and we can send you and your supervisor the questions that need to be answered!



Schedule Your Exam

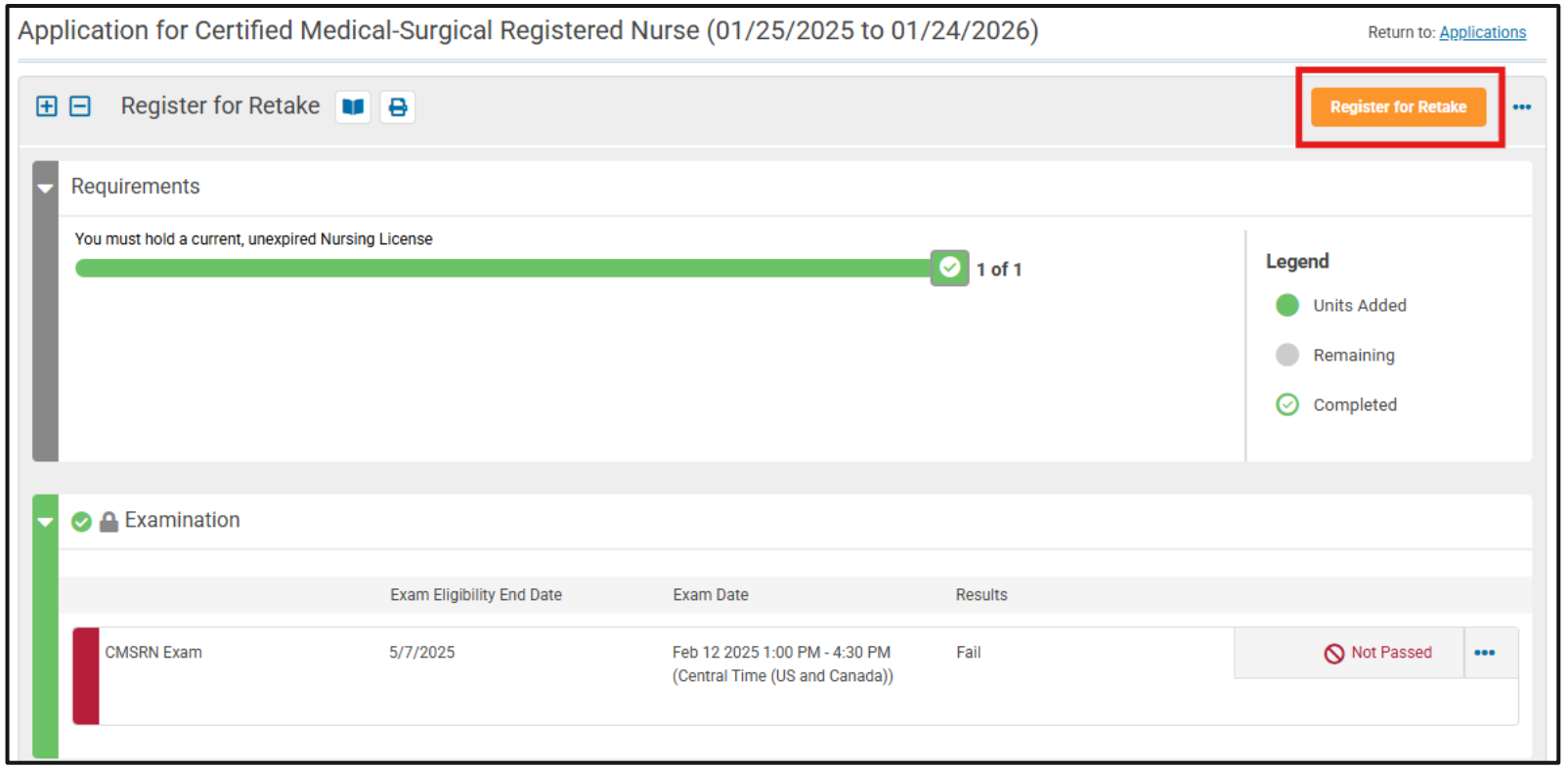
- Once you are authorized to test, you can schedule your exam directly on the application
- Clicking **Manage Exam** will present options to either:
  - Schedule Exam Appointment
  - Reschedule (if already scheduled)
  - Cancel Appointment
  - Request Extension



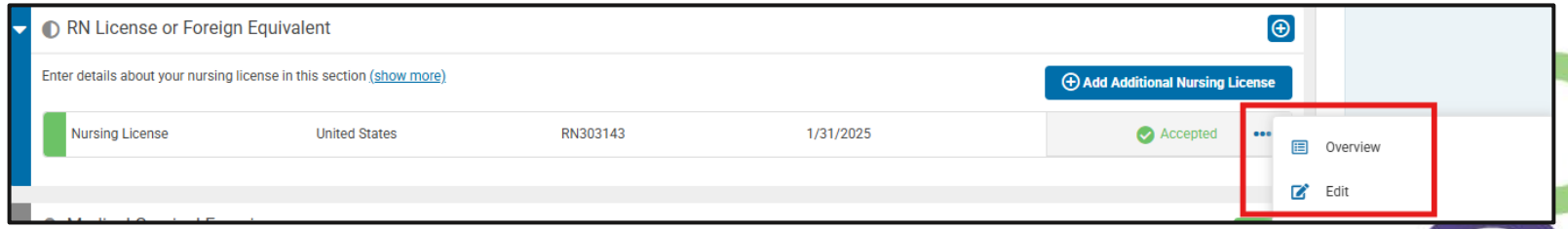


Need to Register for Retake?

- All applications **only** have two attempts
  - If you have failed the first attempt, your second exam attempt will be offered at a discounted fee
  - If you *do* fail the second exam attempt, you will need to reapply using a new application

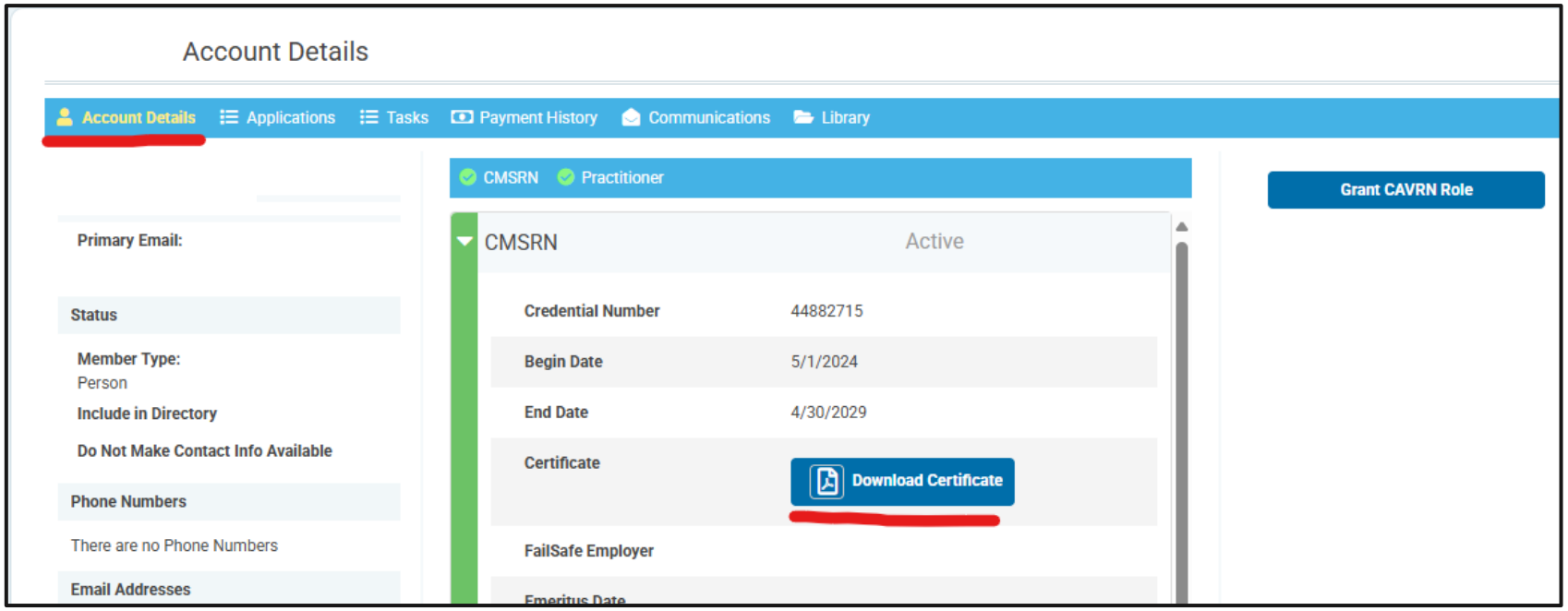
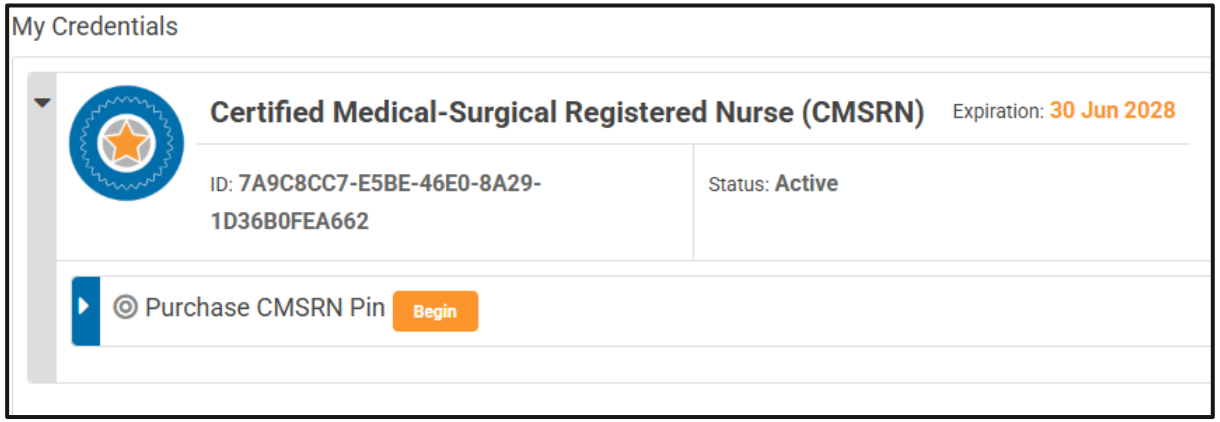


- Select **Register for Retake** in order to schedule another exam
  - If your RN license license has expired, click the **3 blue dots** next to the entry and select **Edit** to change the dates



You are Now Certified!

- Once you have passed your exam, you can find the downloadable certificate!
  - You can find it on **Account Details**
  - You may need to click the **CMSRN** drop down to see the blue button
  - If you would like to receive your digital badge, please email us at msncb@msncb.org requesting one



- If you would like to purchase a CMSRN pin, you can do so under **Applications** and click **Begin** a pin application
  - You may need to click **My Credentials** to see the application.