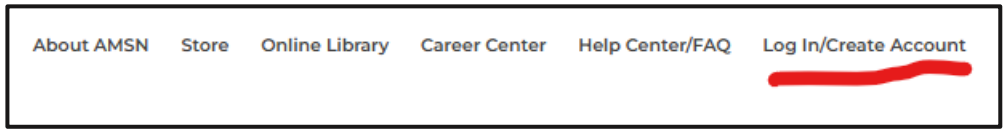
FailSafe for Nurses

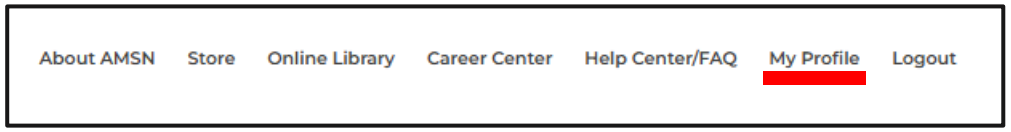
2025 User Guide

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

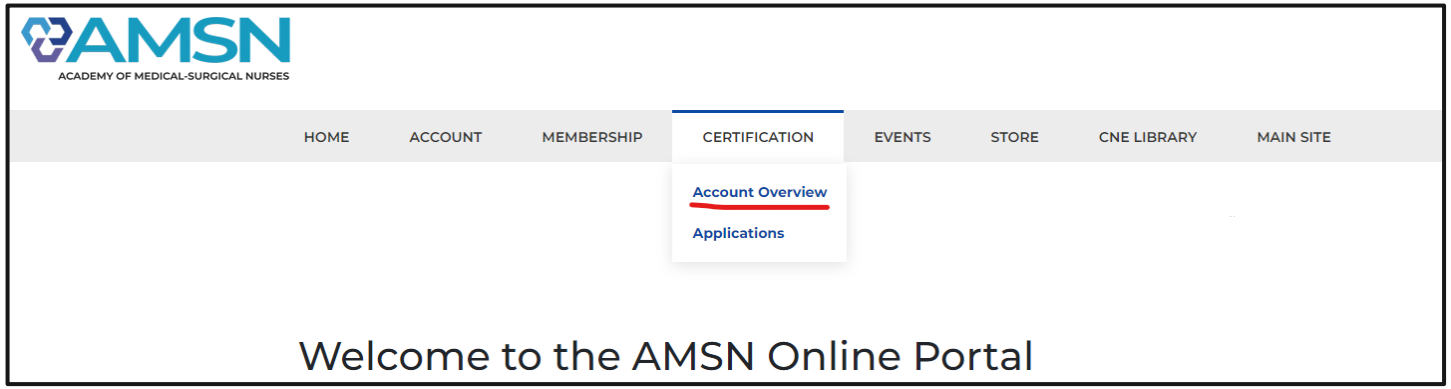
Step 1: AMSN Account Creation and Navigation

- 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**!



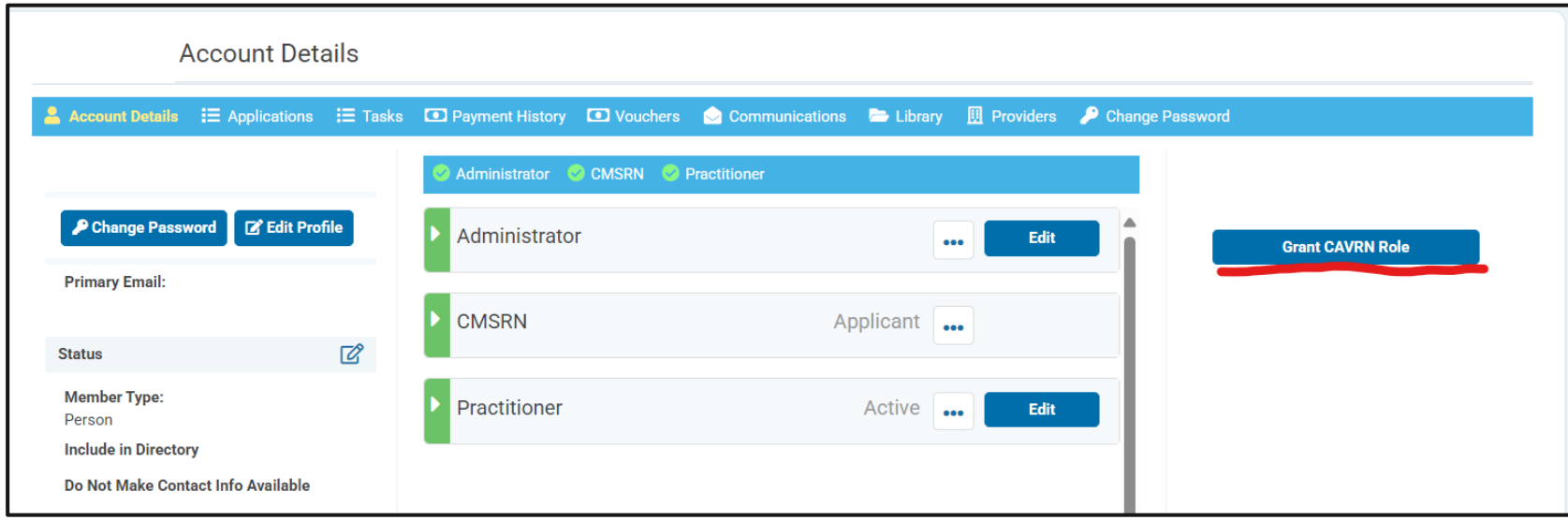


- To start an application, navigate to:
  - **My Profile** > **Certification** > **Account Overview**.



Step 2: Starting an Application

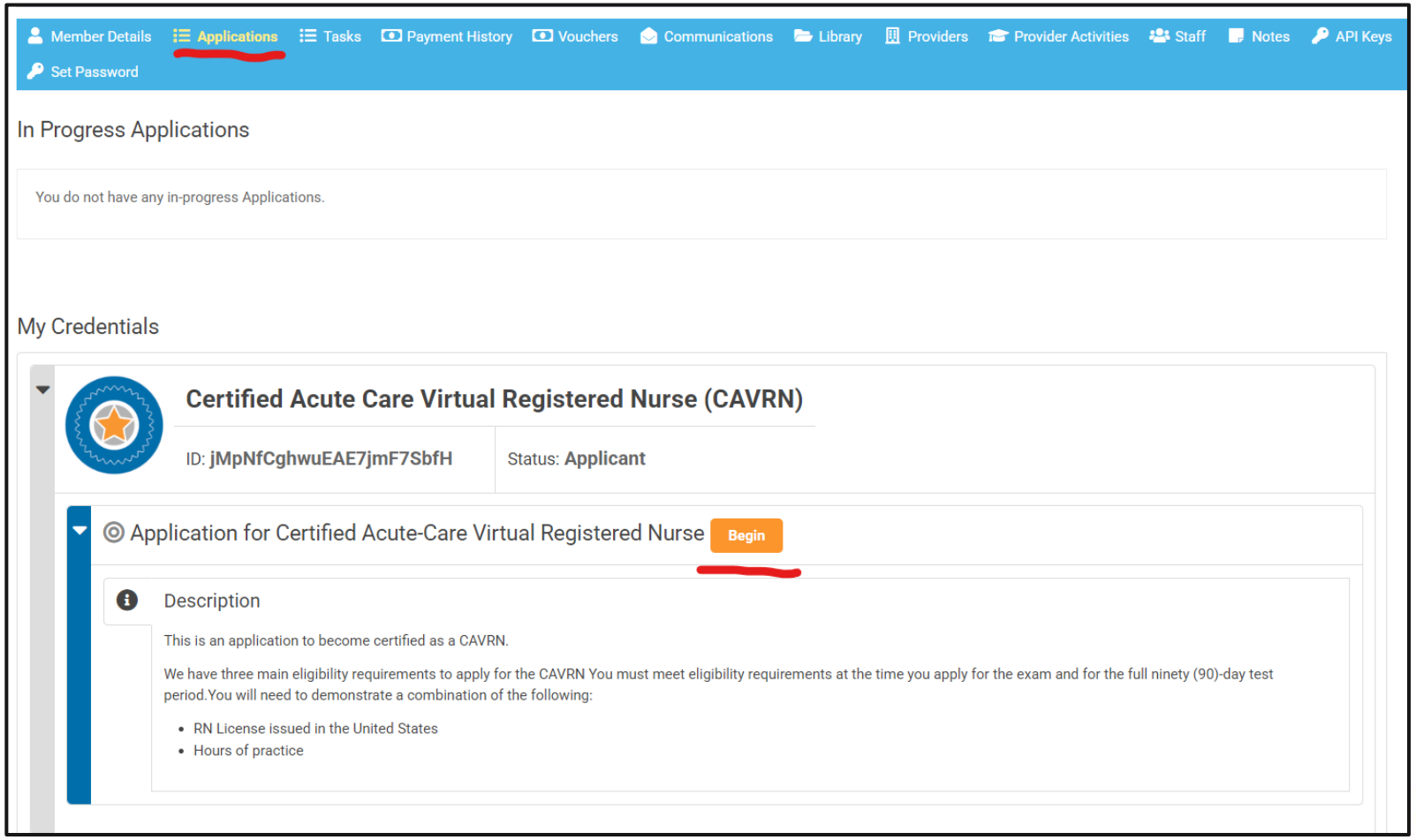
- If this is your first time starting an application, you will need to grant yourself access:
  - On your Account Overview, please click either:
  - **Grant CMSRN** or **Grant CAVRN**



- Once selected, you can now start an application!

Step 2: Starting an Application

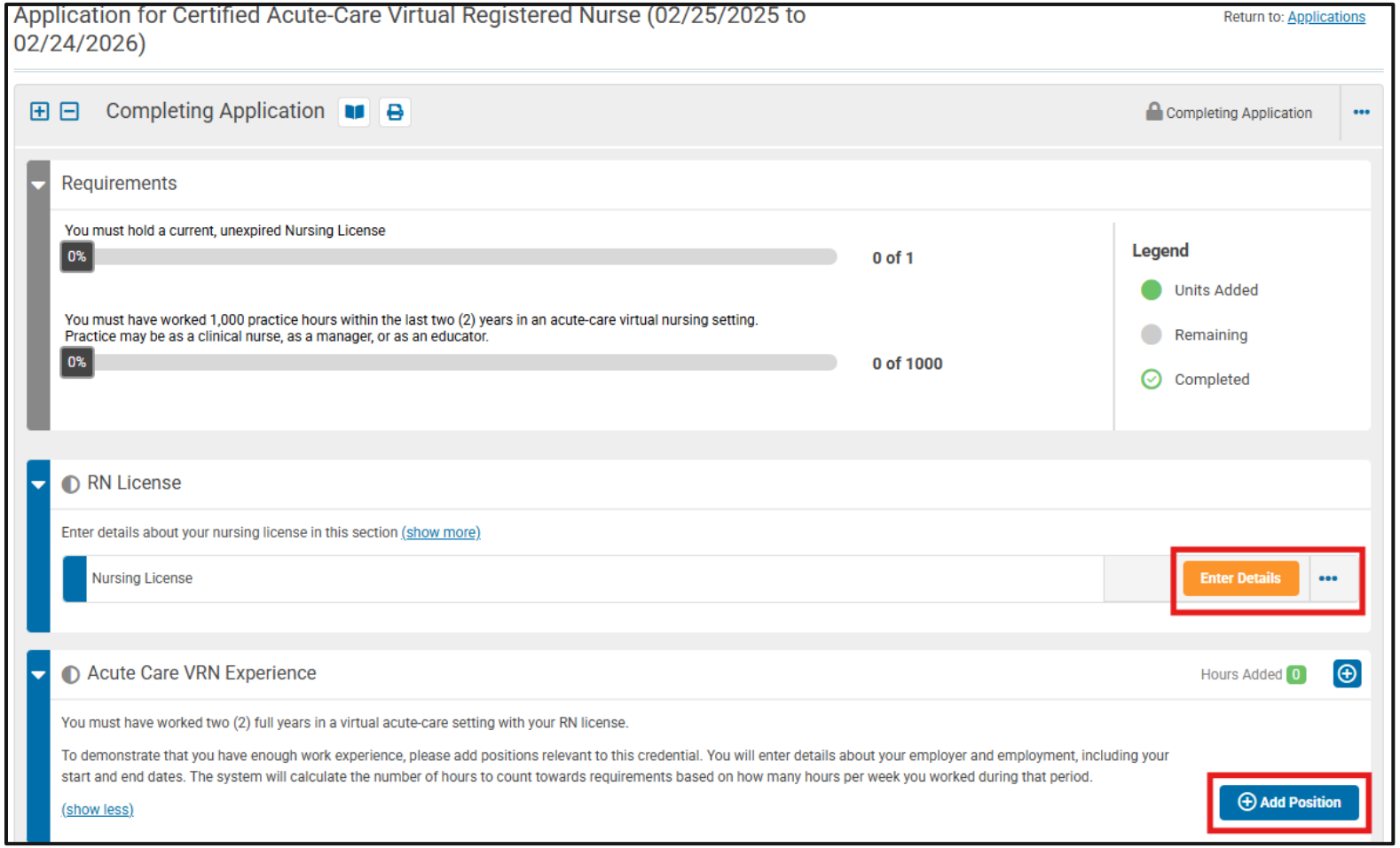
- Select **Applications** on the top blue bar
- Click **Begin** to start your application



Step 3: Completing Your Requirements

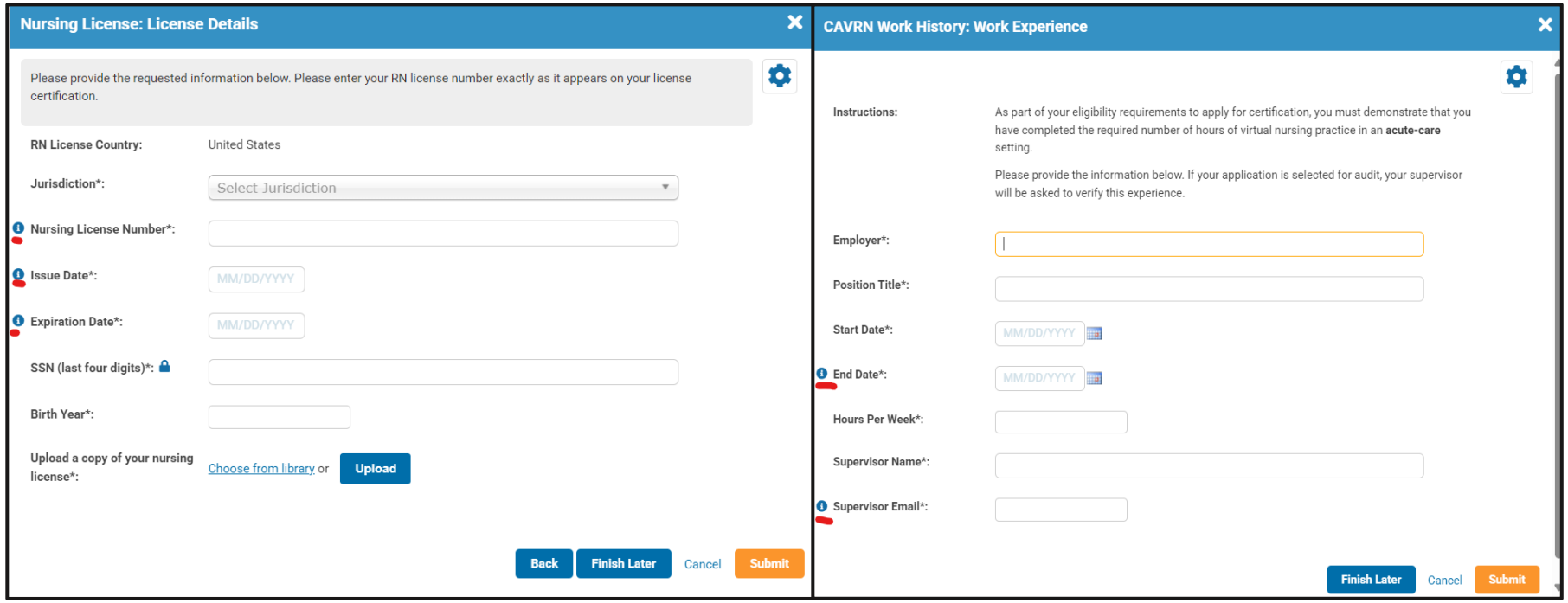
- Your application process will revolve around these main steps:
  - RN License
  - Work Experience

- To fill out the requirements, please enter your RN License details and Work Experience using the **Enter Details** and **Add Position** buttons



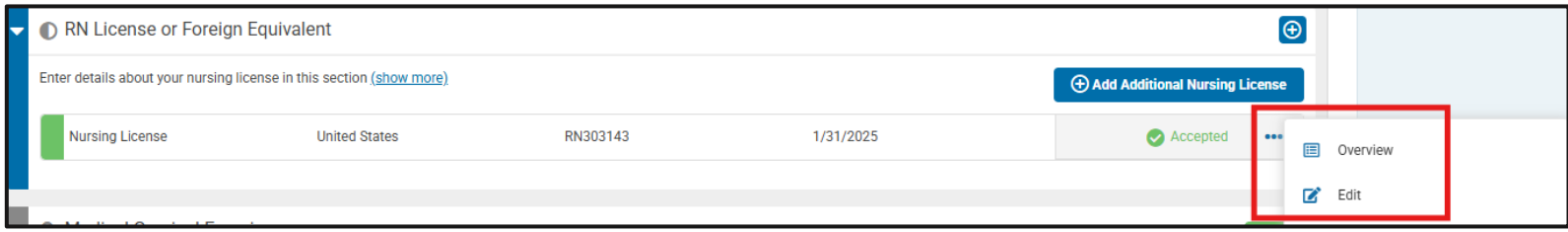
Step 3: RN License and Work Experience

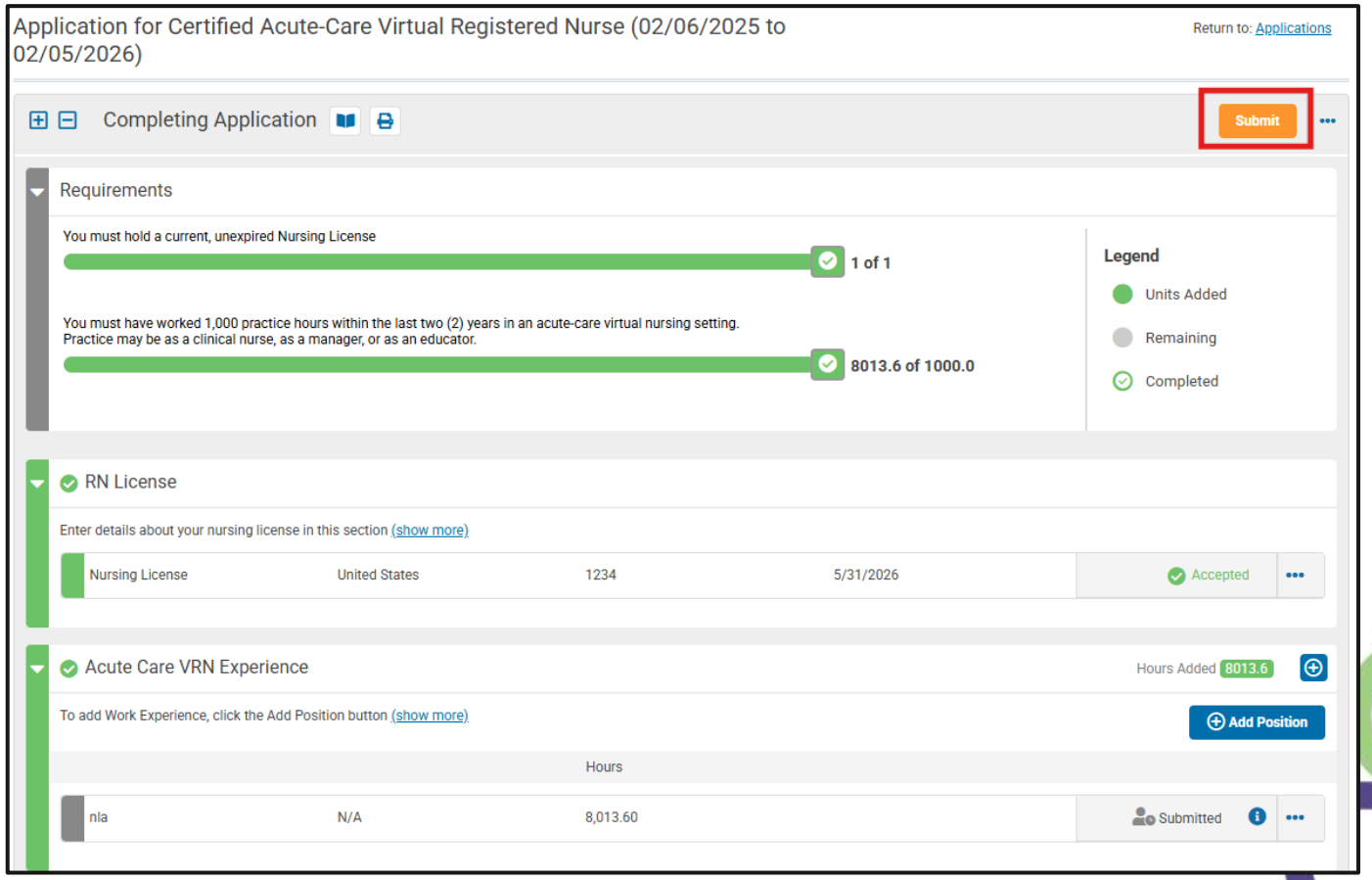
- Please fill out each form completely and make sure to hover over the blue bubbles left of the required field if you need additional information
- You can use the site Nursys.com, a free national database of RN licenses, to find your license and download the report from there for supporting documentation
- Using your RN information directly from Nursys will make the verification process smoother



Step 4: Application Submission

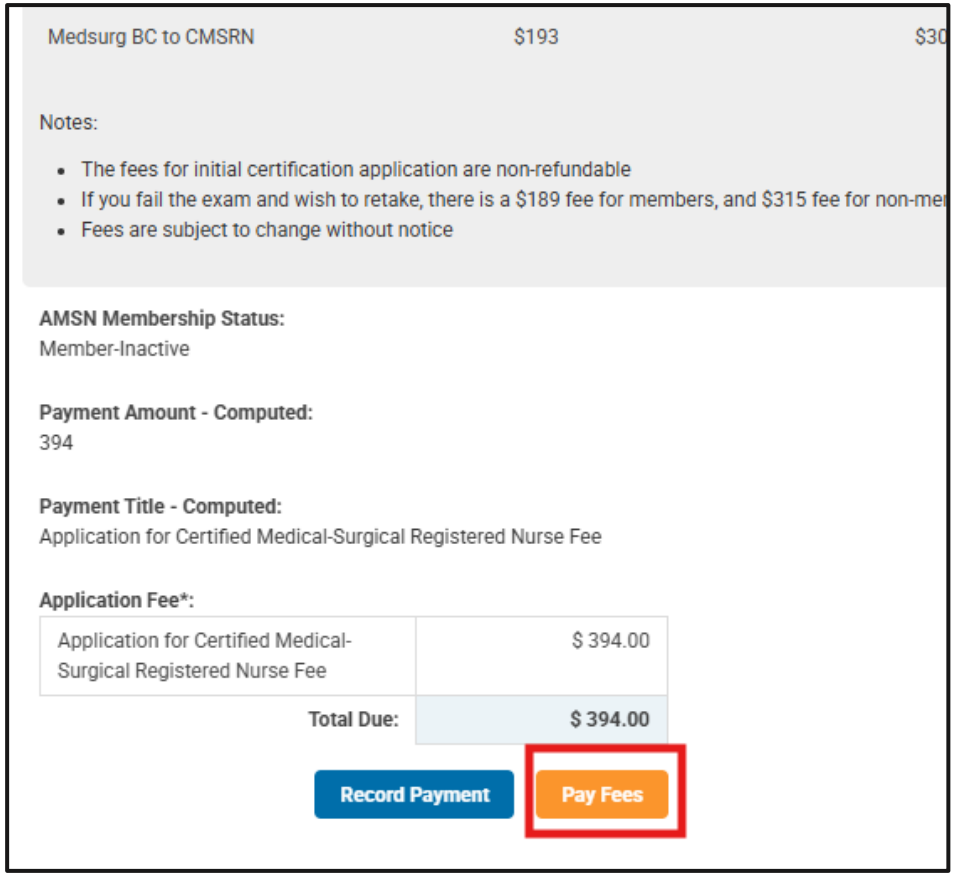
- Once you have completed all requirements, please **Submit** the application.
  - **Please note: You can only submit the application once the progress bars underneath Requirements are marked green and checked.**
  - If you need to edit any entries, click the **3 blue dots** next to each entry and select **Edit**
- After submission, you can move forward and input your voucher code.





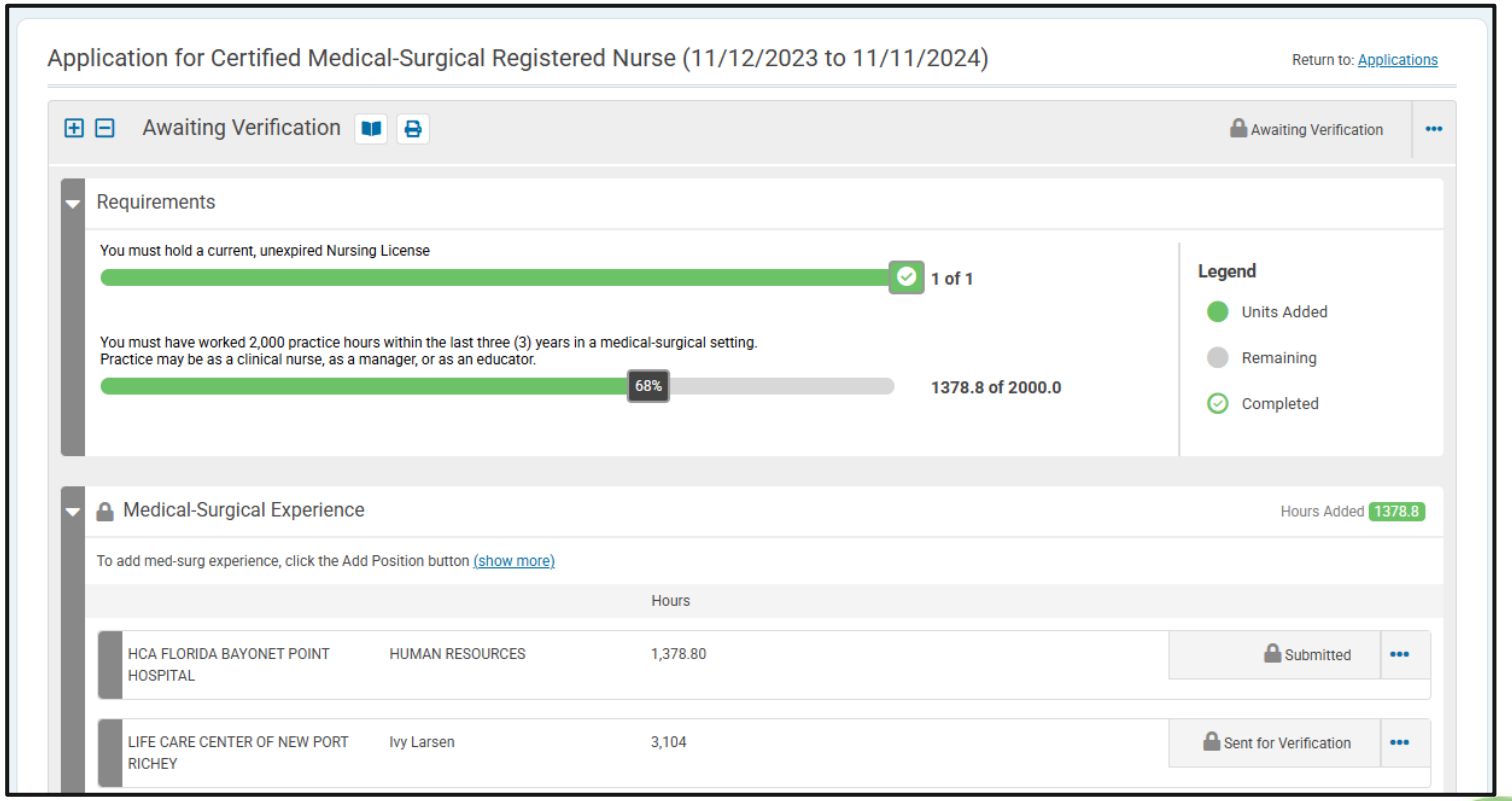
Step 5: Entering Your Voucher

- Once at the payment screen, you can enter your voucher code, given to you by your organization's FailSafe admin.
  - Click **Pay Fees**
  - Enter the voucher code in the **Vouchers and Discounts**
    - Code Example:
      - XXXX-XXXX-XXXX
    - This will enroll you in FailSafe and waive your exam 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



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!



AMSN Membership & CMSRN Studying Tools

- Becoming an AMSN member grants a significant discount on 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)

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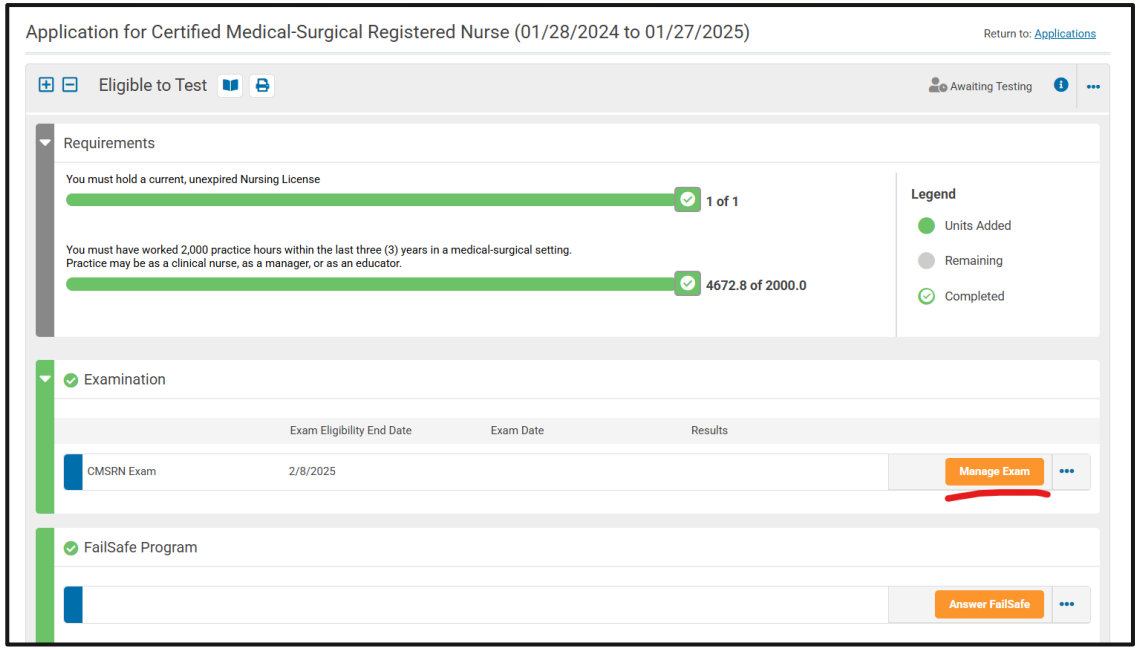
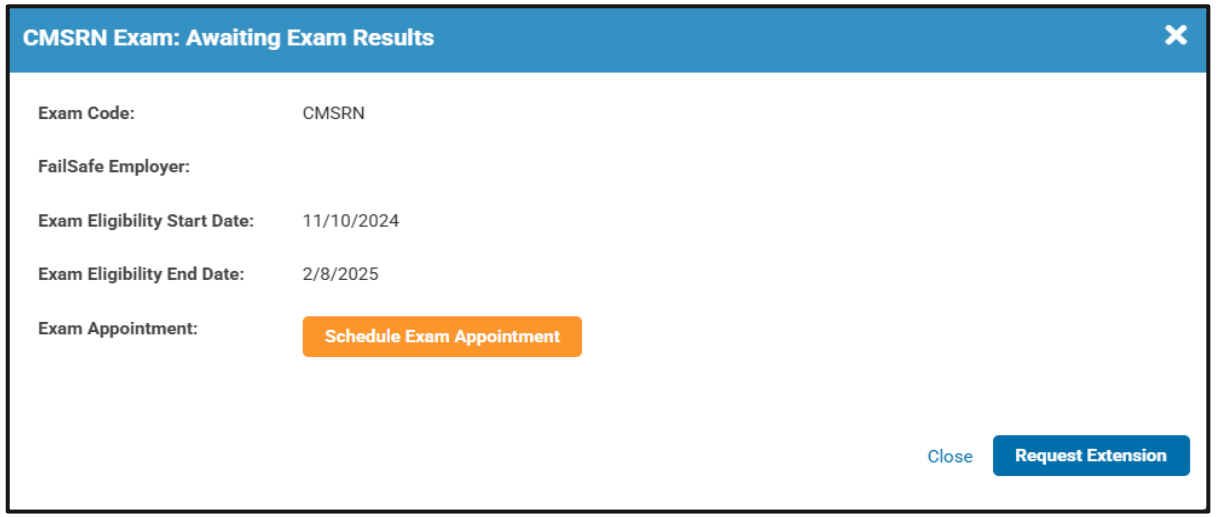
- Learn more about AMSN's **member benefits** and **become a member** today!

Schedule Your Exam

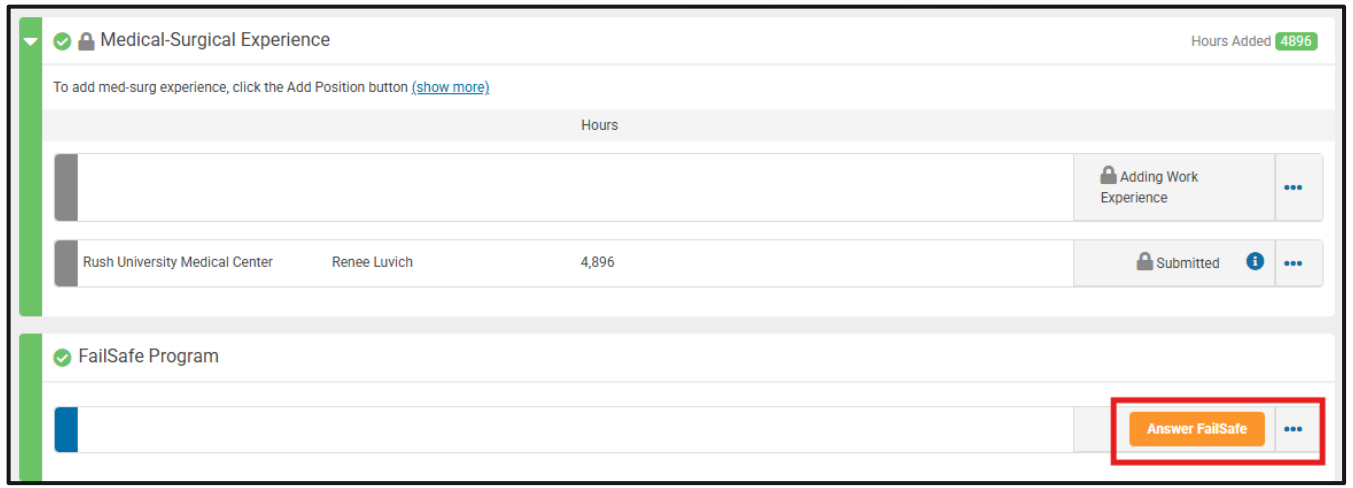
- Once you are authorized to test, you can schedule your exam directly within the application
- Clicking **Manage Exam** will present options to either:
  - Schedule Exam Appointment
  - Reschedule (if already scheduled)
  - Cancel Appointment
  - Request Extension

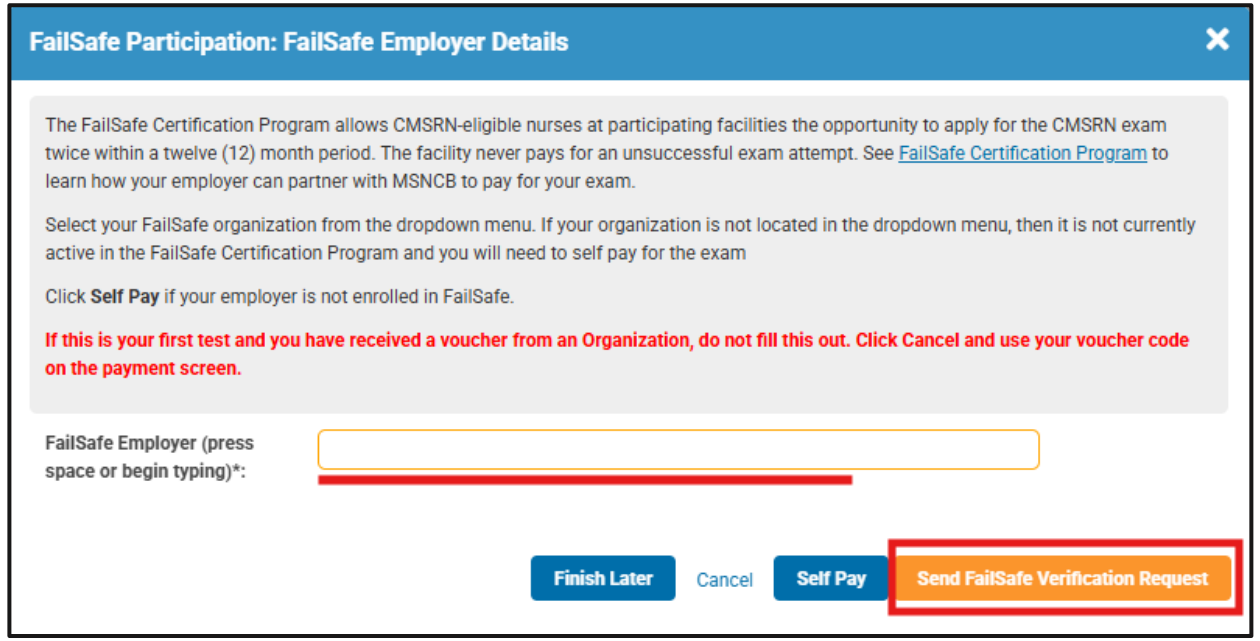




Failed First Exam - Reverifying FailSafe

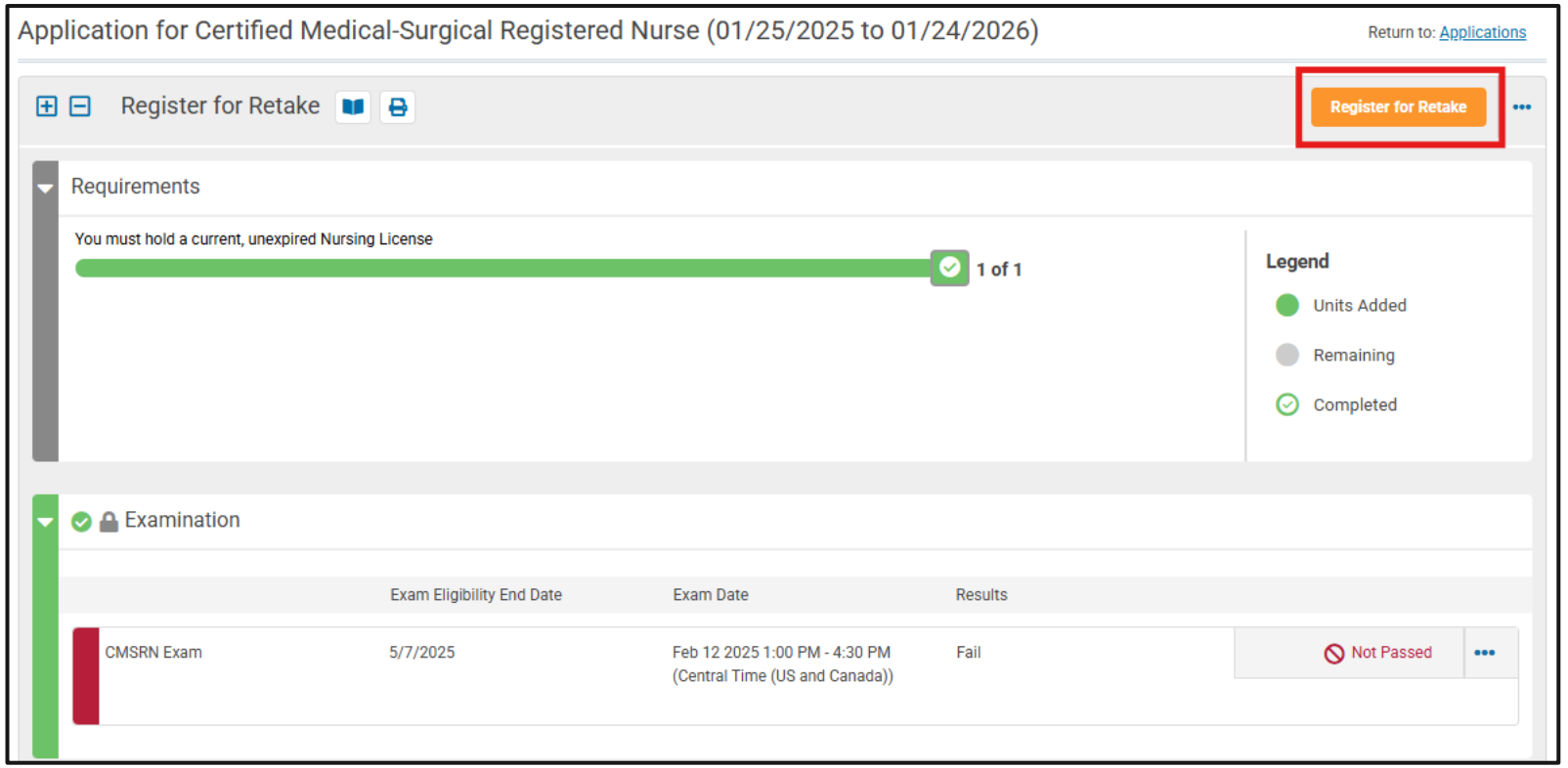
- **If you fail your first exam attempt**, you will need to have your voucher reverified by your organization's FailSafe admin
  - Go to **FailSafe Program** on the application and select **Answer FailSafe**
- Type in your organization's name in the FailSafe Employer box and select your FailSafe Organization
  - Once selected, click **Send FailSafe Verification Request**
  - **This verification should only be used AFTER failing the first exam attempt**

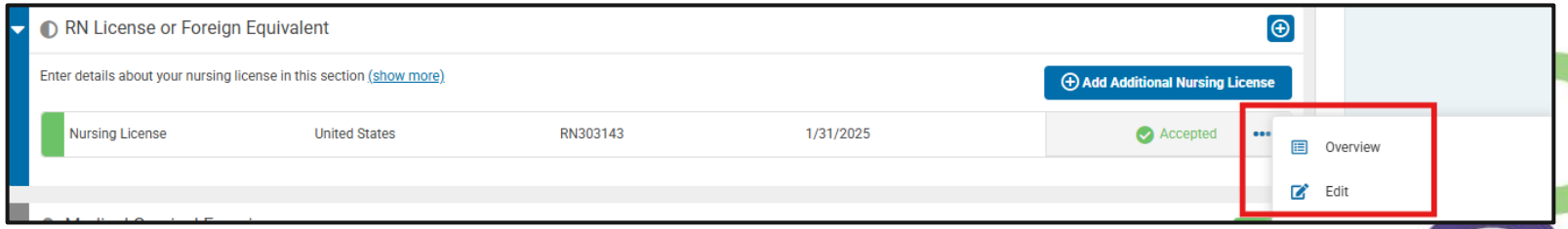




Failed First Exam - Register for Retake

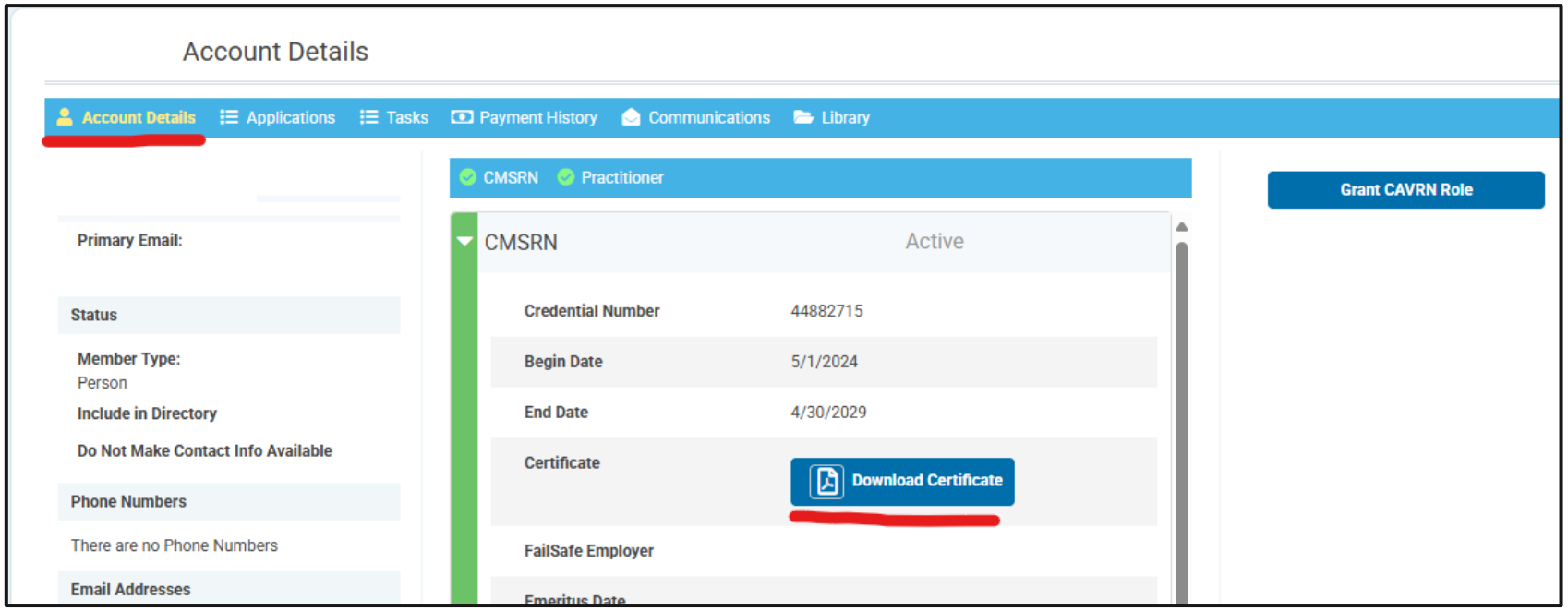
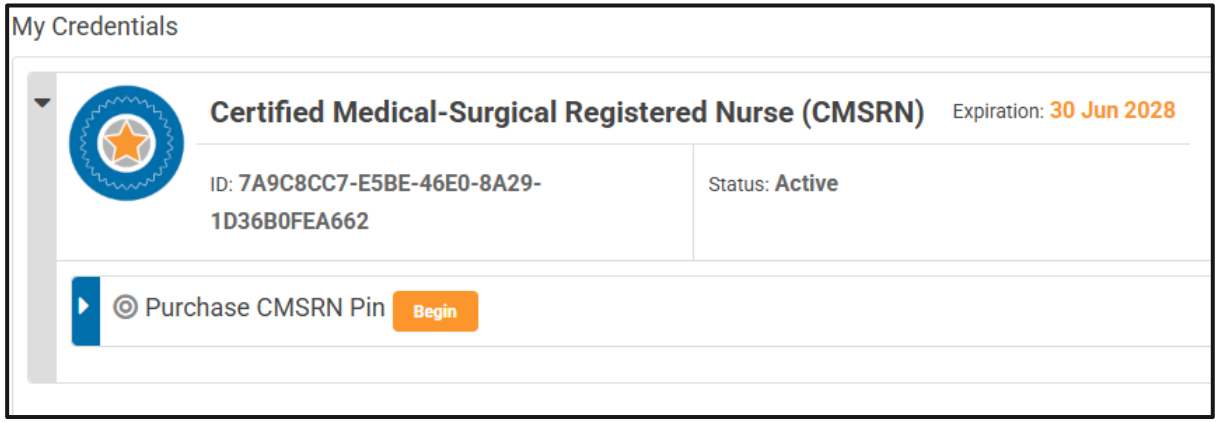
- Once the FailSafe admin has manually approved your verification request, your retake fees will be waived
- Select **Register for Retake** in order to schedule another exam and click **Submit**
- All applications only allow **two** exam attempts
  - If you fail the second exam attempt, you will need to reapply using a new application and voucher code





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