



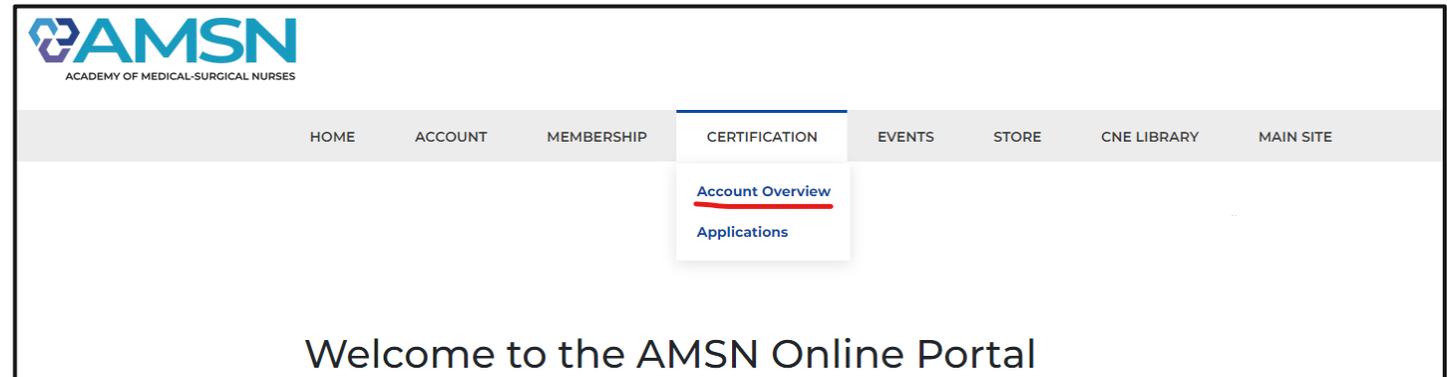
FailSafe for Nurses

2025 User Guide

Step 1: AMSN Account Creation and Navigation

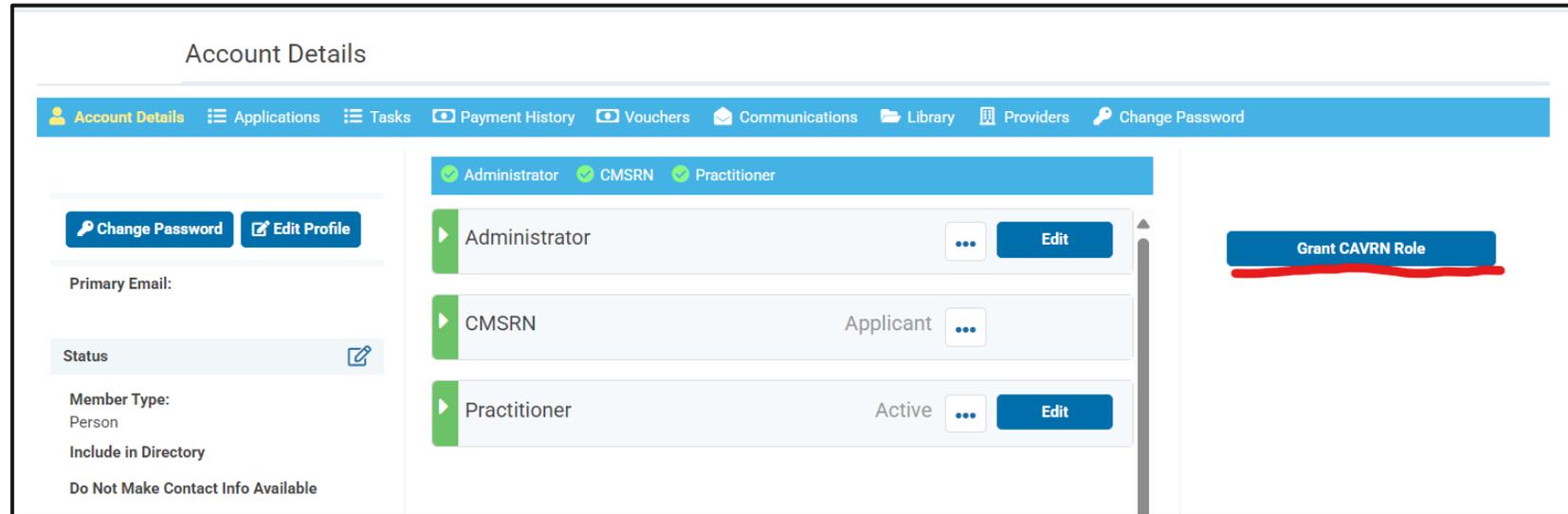
- To apply for either the CMSRN or CAVRN exam, **you will need an AMSN account:**
 - Create an account at AMSN.org on the top right of the [Home Page!](#)

- To start an application, navigate to:
 - **My Profile > Certification > [Account Overview](#).**



Step 2: Starting an Application

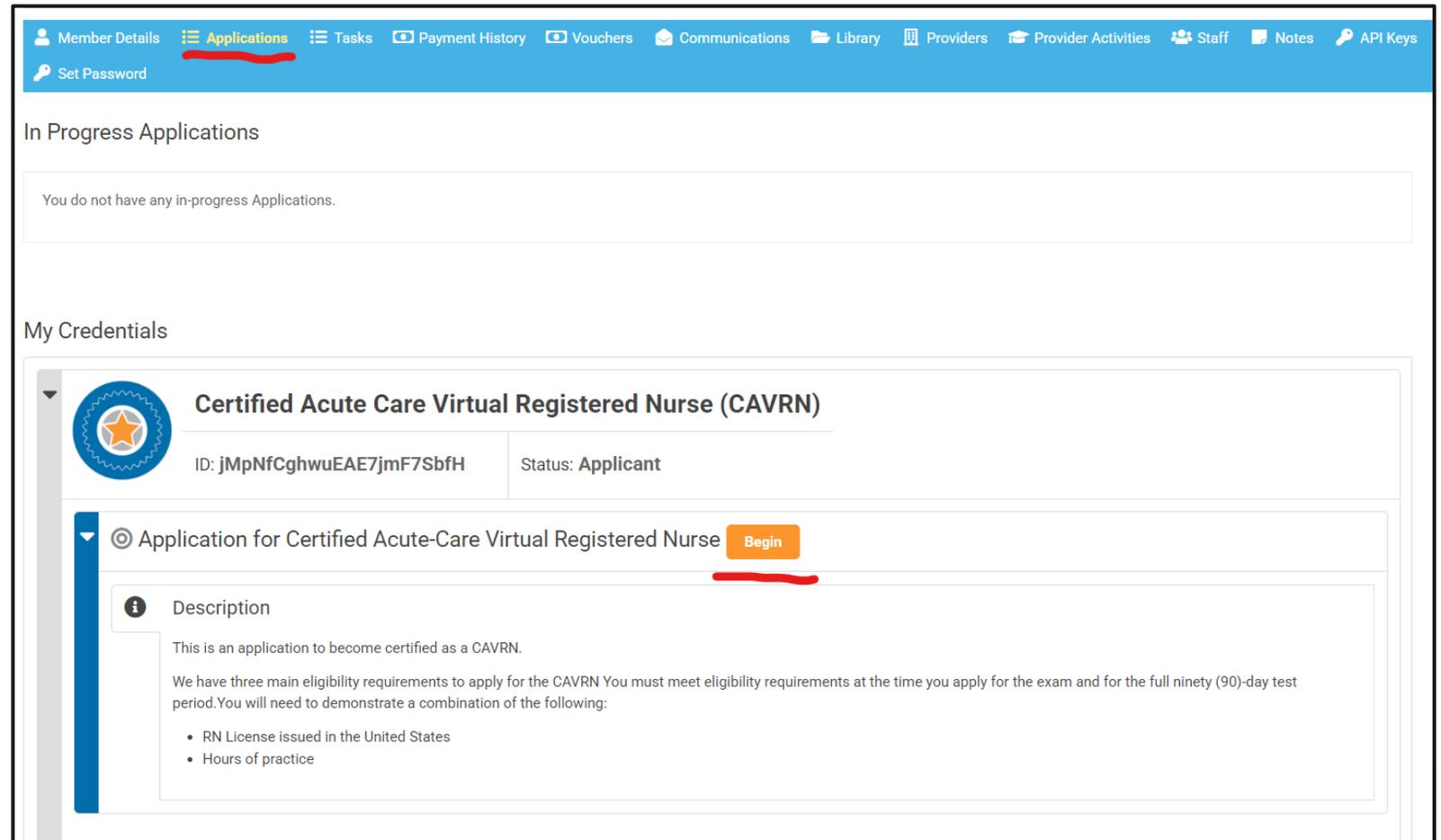
- If this is your first time starting an application, you will need to grant yourself access:
 - On your Account Overview, please click either:
 - **Grant CMSRN** or **Grant CAVRN**
- Once selected, you can now start an application!



The screenshot displays the 'Account Details' page in the MSN CB system. The page features a navigation bar with options: Account Details, Applications, Tasks, Payment History, Vouchers, Communications, Library, Providers, and Change Password. On the left, there are buttons for 'Change Password' and 'Edit Profile', and fields for 'Primary Email', 'Status', 'Member Type' (set to Person), 'Include in Directory', and 'Do Not Make Contact Info Available'. The main content area shows three role selection options: Administrator (checked), CMSRN (checked), and Practitioner (checked). Below these, there are three rows of role details: Administrator (with an 'Edit' button), CMSRN (with 'Applicant' status and a dropdown menu), and Practitioner (with 'Active' status and an 'Edit' button). On the right side of the page, a button labeled 'Grant CAVRN Role' is highlighted with a red underline.

Step 2: Starting an Application

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



The screenshot displays the MSN CB member portal interface. At the top, a blue navigation bar contains several menu items: Member Details, **Applications** (highlighted with a red underline), Tasks, Payment History, Vouchers, Communications, Library, Providers, Provider Activities, Staff, Notes, and API Keys. Below the navigation bar, the page is divided into sections. The first section is 'In Progress Applications', which contains a message: 'You do not have any in-progress Applications.' The second section is 'My Credentials', which features a circular profile icon with a star and the text 'Certified Acute Care Virtual Registered Nurse (CAVRN)'. Below this, the user's ID is listed as 'jMpNfCghwuEAE7jmf7SbfH' and the status is 'Applicant'. The third section is 'Application for Certified Acute-Care Virtual Registered Nurse', which includes a 'Begin' button (highlighted with a red underline) and a description box. The description box contains the following text: 'This is an application to become certified as a CAVRN. We have three main eligibility requirements to apply for the CAVRN You must meet eligibility requirements at the time you apply for the exam and for the full ninety (90)-day test period. You will need to demonstrate a combination of the following:' followed by a bulleted list: 'RN License issued in the United States' and 'Hours of practice'.

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

Application for Certified Acute-Care Virtual Registered Nurse (02/25/2025 to 02/24/2026) Return to: [Applications](#)

Completing Application Completing Application

Requirements

You must hold a current, unexpired Nursing License 0 of 1

0% 0 of 1000

You must have worked 1,000 practice hours within the last two (2) years in an acute-care virtual nursing setting. Practice may be as a clinical nurse, as a manager, or as an educator.

0%

Legend

- Units Added
- Remaining
- ✓ Completed

RN License

Enter details about your nursing license in this section ([show more](#))

Nursing License **Enter Details** ...

Acute Care VRN Experience

Hours Added **0** +

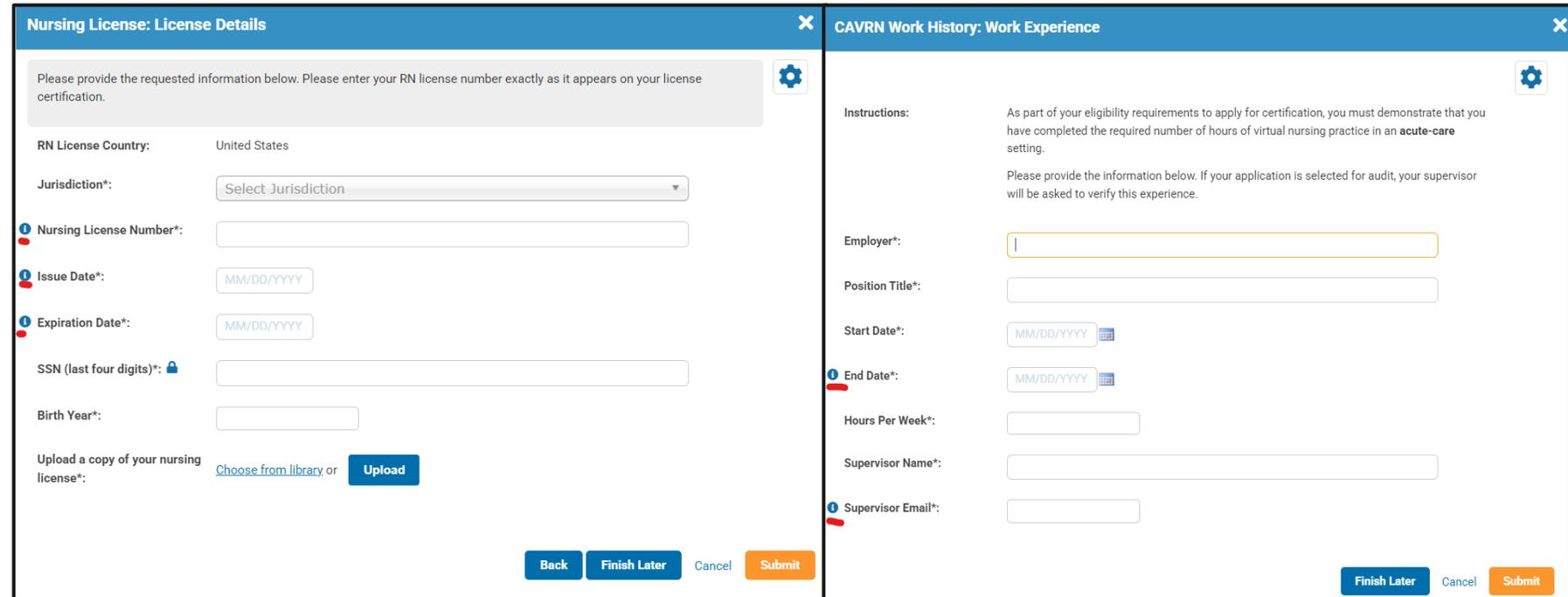
You must have worked two (2) full years in a virtual acute-care setting with your RN license.

To demonstrate that you have enough work experience, please add positions relevant to this credential. You will enter details about your employer and employment, including your start and end dates. The system will calculate the number of hours to count towards requirements based on how many hours per week you worked during that period.

[\(show less\)](#) **+ Add Position**

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](https://www.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



The image shows two side-by-side web forms. The left form is titled 'Nursing License: License Details' and contains the following fields: 'RN License Country' (United States), 'Jurisdiction*' (dropdown menu), 'Nursing License Number*' (text input), 'Issue Date*' (MM/DD/YYYY date picker), 'Expiration Date*' (MM/DD/YYYY date picker), 'SSN (last four digits)*' (text input with a lock icon), 'Birth Year*' (text input), and 'Upload a copy of your nursing license*' (with a 'Choose from library or' link and an 'Upload' button). The right form is titled 'CAVRN Work History: Work Experience' and contains the following fields: 'Employer*' (text input), 'Position Title*' (text input), 'Start Date*' (MM/DD/YYYY date picker), 'End Date*' (MM/DD/YYYY date picker), 'Hours Per Week*' (text input), 'Supervisor Name*' (text input), and 'Supervisor Email*' (text input). Both forms have 'Back', 'Finish Later', 'Cancel', and 'Submit' buttons at the bottom.

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.

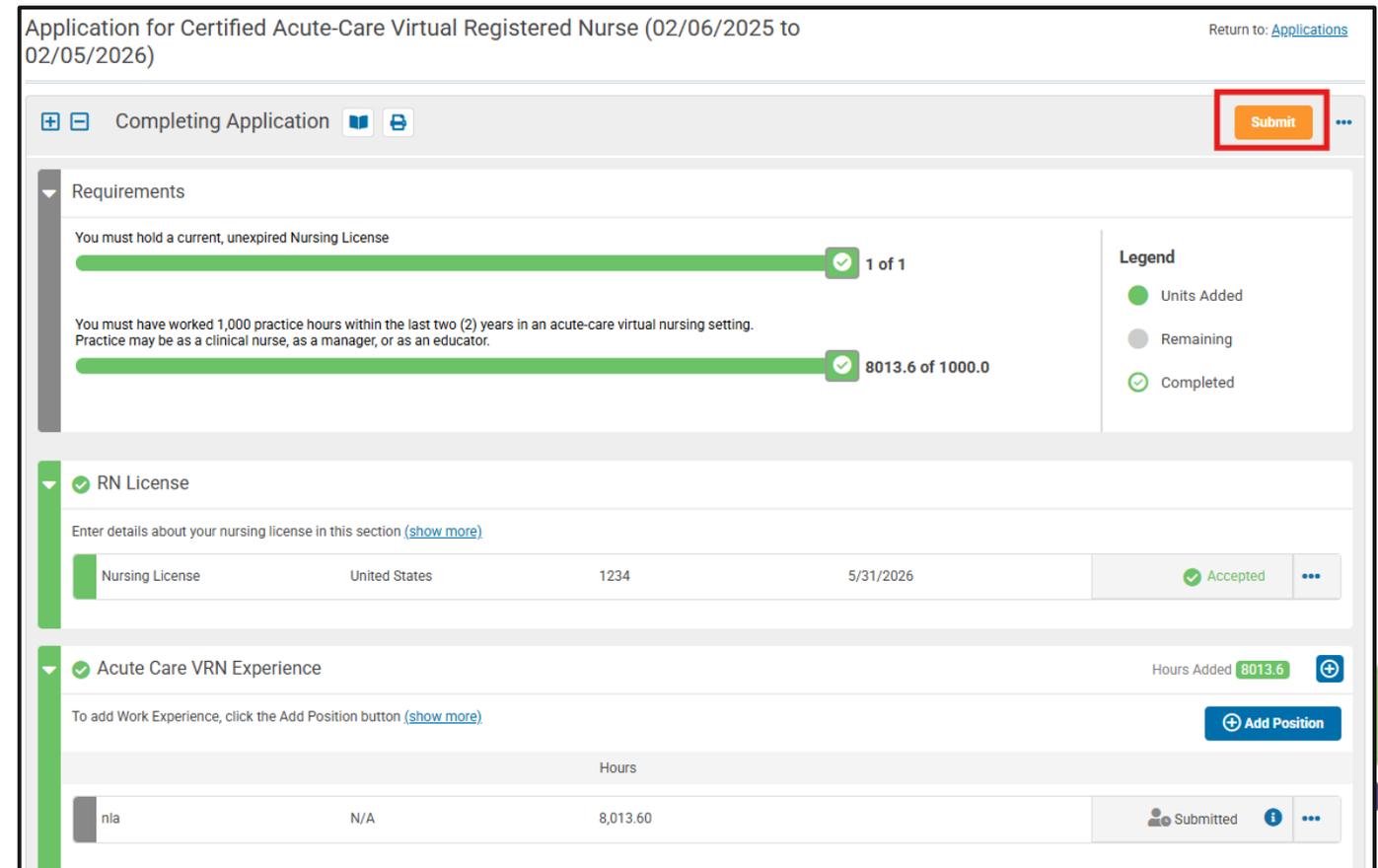


RN License or Foreign Equivalent

Enter details about your nursing license in this section ([show more](#))

[Add Additional Nursing License](#)

Nursing License	United States	RN303143	1/31/2025	Accepted	...
					Overview Edit



Application for Certified Acute-Care Virtual Registered Nurse (02/06/2025 to 02/05/2026) [Return to: Applications](#)

Completing Application [Submit](#)

Requirements

You must hold a current, unexpired Nursing License 1 of 1

You must have worked 1,000 practice hours within the last two (2) years in an acute-care virtual nursing setting. Practice may be as a clinical nurse, as a manager, or as an educator. 8013.6 of 1000.0

Legend

- Units Added
- Remaining
- Completed

RN License

Enter details about your nursing license in this section ([show more](#))

Nursing License	United States	1234	5/31/2026	Accepted	...

Acute Care VRN Experience Hours Added 8013.6

To add Work Experience, click the Add Position button ([show more](#)) [Add Position](#)

	Hours		
n/a	N/A	8,013.60	Submitted

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

Medsurg BC to CMSRN \$193 \$30

Notes:

- The fees for initial certification application are non-refundable
- If you fail the exam and wish to retake, there is a \$189 fee for members, and \$315 fee for non-me
- Fees are subject to change without notice

AMSN Membership Status:
Member-Inactive

Payment Amount - Computed:
394

Payment Title - Computed:
Application for Certified Medical-Surgical Registered Nurse Fee

Application Fee*:

Application for Certified Medical-Surgical Registered Nurse Fee	\$ 394.00
Total Due:	\$ 394.00

[Record Payment](#) [Pay Fees](#)

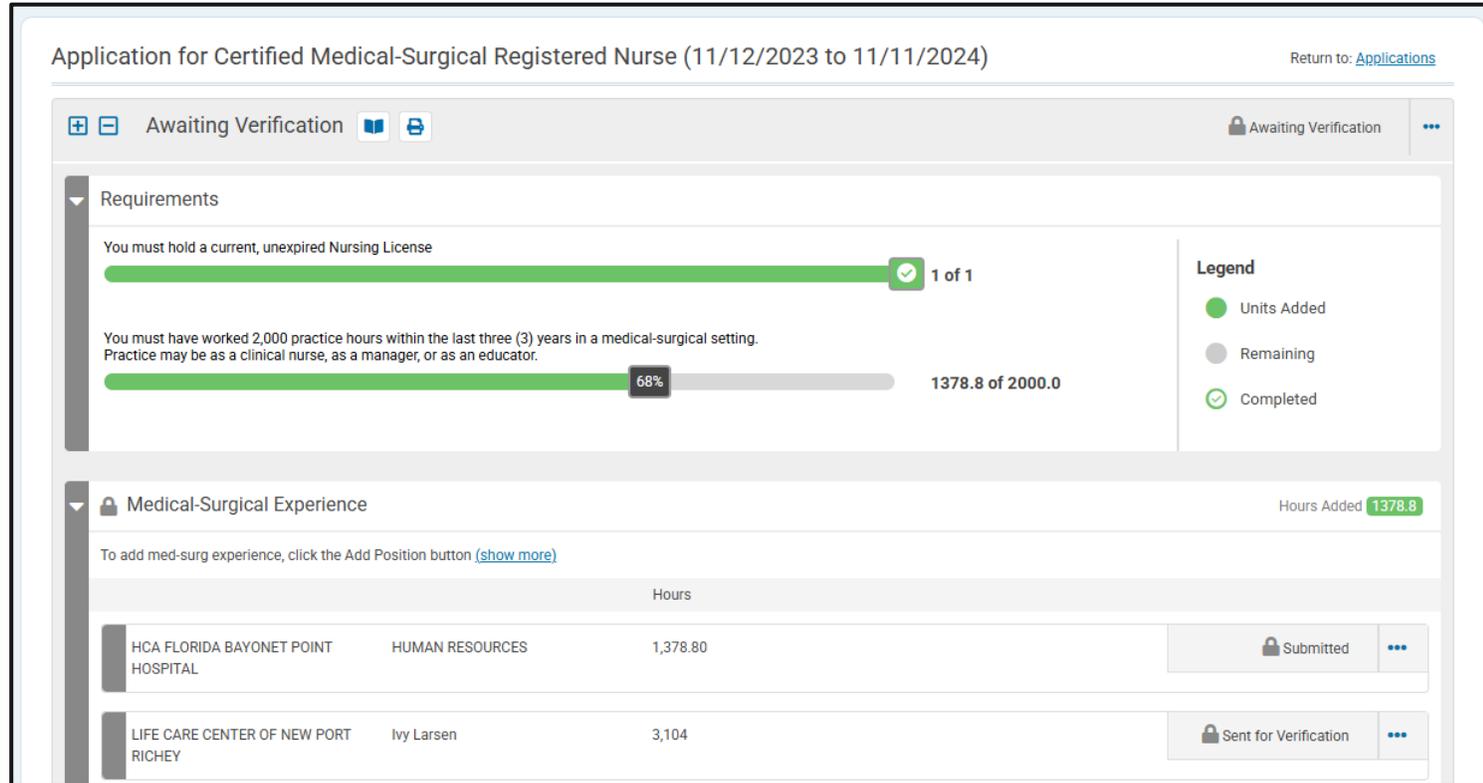
Vouchers and Discounts

If you have a discount or voucher code, please enter it here.

[Apply Code](#)

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!



Application for Certified Medical-Surgical Registered Nurse (11/12/2023 to 11/11/2024) Return to: [Applications](#)

Awaiting Verification Awaiting Verification

Requirements

You must hold a current, unexpired Nursing License 1 of 1

You must have worked 2,000 practice hours within the last three (3) years in a medical-surgical setting. Practice may be as a clinical nurse, as a manager, or as an educator. 68% 1378.8 of 2000.0

Legend

- Units Added
- Remaining
- Completed

Medical-Surgical Experience Hours Added 1378.8

To add med-surg experience, click the Add Position button ([show more](#))

		Hours	
HCA FLORIDA BAYONET POINT HOSPITAL	HUMAN RESOURCES	1,378.80	Submitted
LIFE CARE CENTER OF NEW PORT RICHEY	Ivy Larsen	3,104	Sent for Verification

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)



ACADEMY OF MEDICAL-SURGICAL NURSES

compassion • commitment • connection

- 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

Application for Certified Medical-Surgical Registered Nurse (01/28/2024 to 01/27/2025) Return to: [Applications](#)

Eligible to Test Awaiting Testing

Requirements

You must hold a current, unexpired Nursing License 1 of 1

You must have worked 2,000 practice hours within the last three (3) years in a medical-surgical setting. Practice may be as a clinical nurse, as a manager, or as an educator. 4672.8 of 2000.0

Legend

- Units Added
- Remaining
- Completed

Examination

	Exam Eligibility End Date	Exam Date	Results	
CMSRN Exam	2/8/2025			Manage Exam

FailSafe Program

[Answer FailSafe](#)

CMSRN Exam: Awaiting Exam Results

Exam Code: CMSRN

FailSafe Employer:

Exam Eligibility Start Date: 11/10/2024

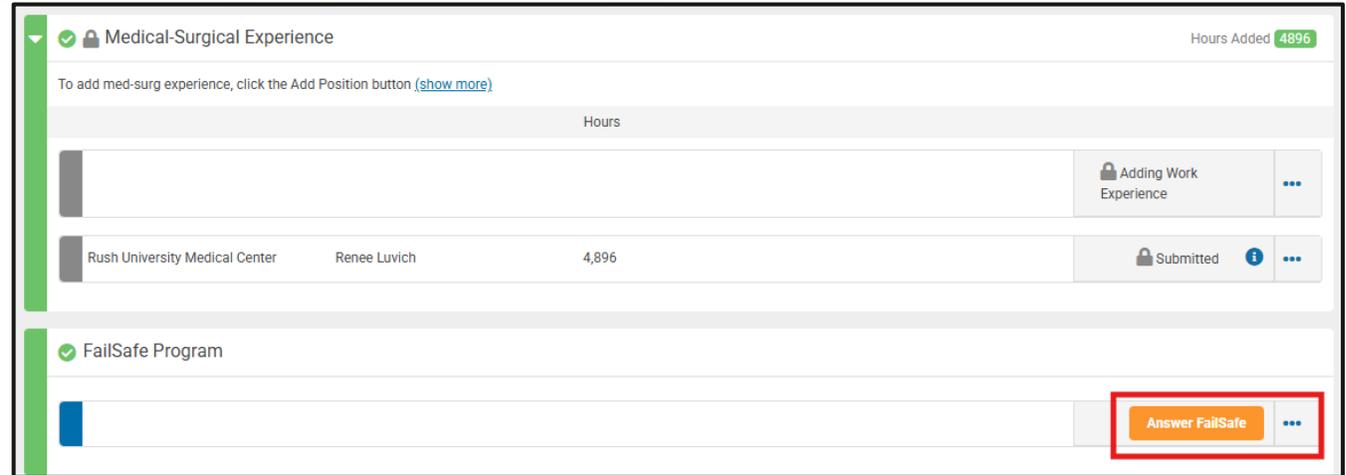
Exam Eligibility End Date: 2/8/2025

Exam Appointment: [Schedule Exam Appointment](#)

[Close](#) [Request Extension](#)

Failed First Exam - Reverification 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**



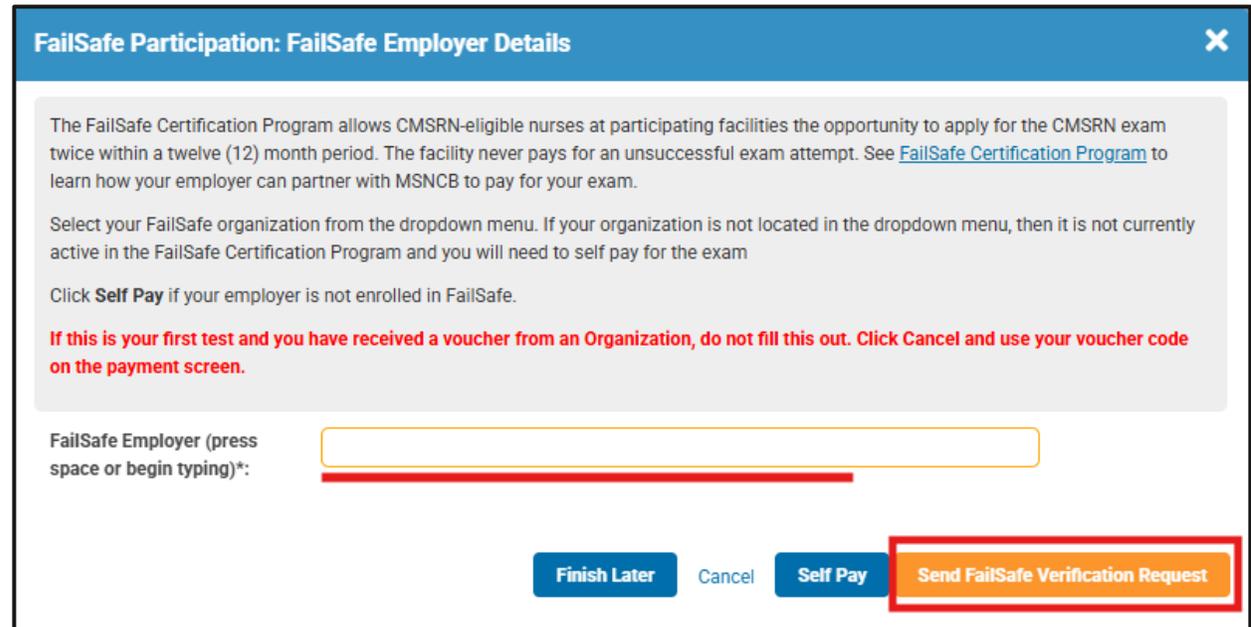
Medical-Surgical Experience Hours Added 4896

To add med-surg experience, click the Add Position button ([show more](#))

Hours		
		Adding Work Experience
Rush University Medical Center	Renee Luvich	4,896 Submitted

FailSafe Program

Answer FailSafe



FailSafe Participation: FailSafe Employer Details

The FailSafe Certification Program allows CMSRN-eligible nurses at participating facilities the opportunity to apply for the CMSRN exam twice within a twelve (12) month period. The facility never pays for an unsuccessful exam attempt. See [FailSafe Certification Program](#) to learn how your employer can partner with MSNCB to pay for your exam.

Select your FailSafe organization from the dropdown menu. If your organization is not located in the dropdown menu, then it is not currently active in the FailSafe Certification Program and you will need to self pay for the exam

Click **Self Pay** if your employer is not enrolled in FailSafe.

If this is your first test and you have received a voucher from an Organization, do not fill this out. Click Cancel and use your voucher code on the payment screen.

FailSafe Employer (press space or begin typing)*:

Finish Later Cancel Self Pay **Send FailSafe Verification Request**

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

Application for Certified Medical-Surgical Registered Nurse (01/25/2025 to 01/24/2026) Return to: [Applications](#)

[+](#) [-](#) Register for Retake [📄](#) [🖨️](#) Register for Retake [⋮](#)

Requirements

You must hold a current, unexpired Nursing License

✔️ 1 of 1

Legend

- Units Added
- Remaining
- ✔️ Completed

Examination

	Exam Eligibility End Date	Exam Date	Results	
■ CMSRN Exam	5/7/2025	Feb 12 2025 1:00 PM - 4:30 PM (Central Time (US and Canada))	Fail	⊘ Not Passed ⋮

RN License or Foreign Equivalent [+](#)

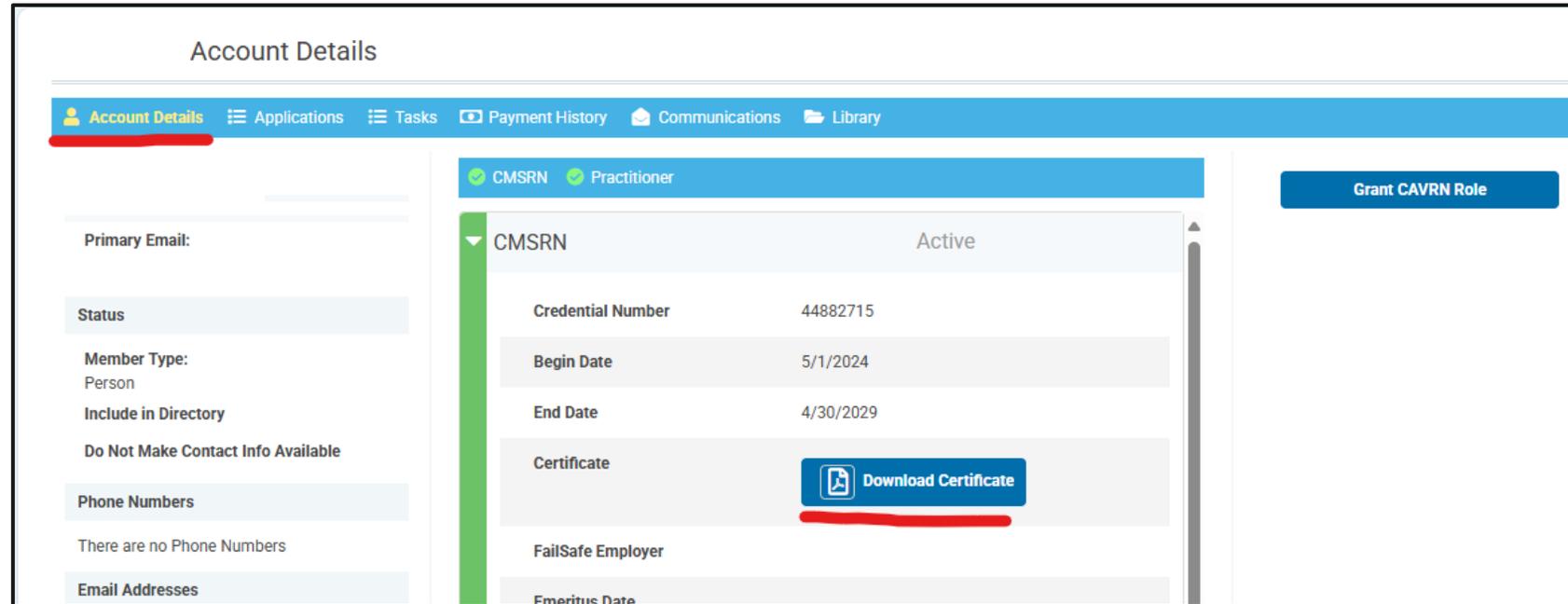
Enter details about your nursing license in this section ([show more](#)) [+](#) Add Additional Nursing License

■ Nursing License	United States	RN303143	1/31/2025	✔️ Accepted ⋮
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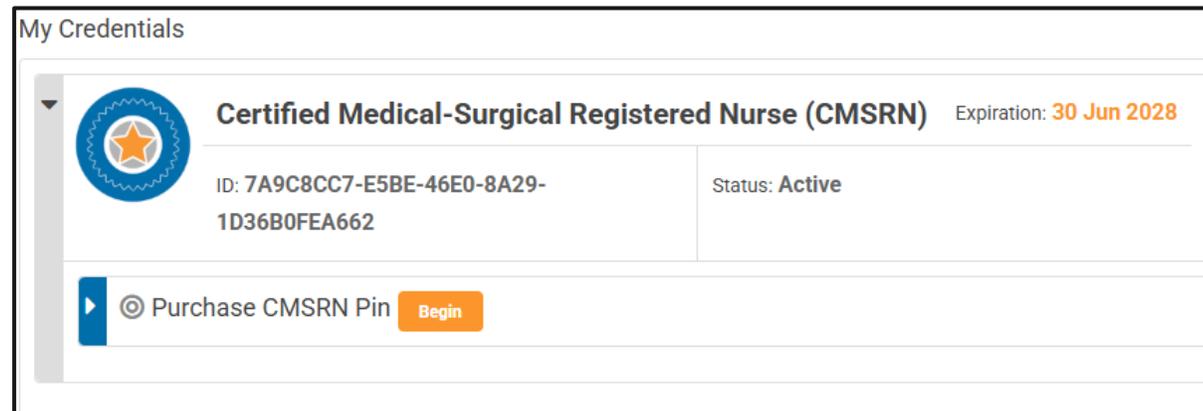
[📄](#) Overview [✎](#) Edit

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



The screenshot shows the 'Account Details' page in a web application. The navigation bar includes 'Account Details' (highlighted with a red underline), 'Applications', 'Tasks', 'Payment History', 'Communications', and 'Library'. The main content area is divided into sections. On the left, there are fields for 'Primary Email', 'Status', 'Member Type: Person', 'Include in Directory', 'Do Not Make Contact Info Available', 'Phone Numbers', and 'Email Addresses'. The central section is titled 'CMSRN' and 'Practitioner' (both with green checkmarks). It shows a dropdown menu for 'CMSRN' set to 'Active'. Below this, there are fields for 'Credential Number: 44882715', 'Begin Date: 5/1/2024', and 'End Date: 4/30/2029'. A 'Certificate' section contains a blue button with a download icon and the text 'Download Certificate', which is highlighted with a red underline. To the right of the main content is a blue button labeled 'Grant CAVRN Role'.



The screenshot shows the 'My Credentials' page. It features a circular badge with a star on the left. To the right of the badge, the text reads 'Certified Medical-Surgical Registered Nurse (CMSRN)' followed by 'Expiration: 30 Jun 2028'. Below this, there is an ID number: 'ID: 7A9C8CC7-E5BE-46E0-8A29-1D36B0FEA662' and 'Status: Active'. At the bottom, there is a blue button with a play icon and the text 'Purchase CMSRN Pin', followed by an orange button labeled 'Begin'.