

## WOCNCB® EXAM APPLICATION CHECKLIST

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- 1. Complete the online application ([www.castleworldwide.com/wocncb](http://www.castleworldwide.com/wocncb)). Only online applications will be accepted.**

You must apply under the name that appears on your government-issued photo identification card. Please include maiden name if it is needed to confirm experience or training requirements. Provide complete information including all ZIP/postal codes, telephone numbers, and email addresses in order to expedite processing.

In order to receive important electronic correspondence regarding certification, please ensure that your email program will accept emails from [ibt@castleworldwide.com](mailto:ibt@castleworldwide.com).

- 2. Proof of current RN license**

Upload or submit a copy of the license, showing expiration date and state(s).

- 3. Proof of Education**

Upload or submit a copy of the required diploma or transcripts for the specialty level exam, according to the eligibility requirements.

- 4. If applying via Traditional Pathway, proof of successful completion of a WOC (ET) Program**

Enter the education program codes that are outlined in the handbook on page 16 (WOC Codes). Upload or submit a copy of the certificate of completion or diploma. To allow your educational program to receive your exam results, check the box on this page for "Release WOC scores to my education program."

- 5. If applying via Experiential Pathway, proof of continuing education credits for each specialty exam.**

Complete the Continuing Education Verification Form (online).

For each specialty exam, upload or submit copies of CME/CE certificates, all earned in the past 5 years and post-bachelor's degree.

- 6. If applying via Experiential Pathway, verification from your supervisor of clinical hours for each specialty exam.**

Complete Specialty Clinical Experience online (Section 8).

Agree to the electronic attestation of clinical hours worked.

- 7. Include documentation of special disability if requesting special testing accommodations.**

- 8. Include examination fee.**

Submit examination fee by secure online payment or make check payable to CASTLE Worldwide in USD.