



Experiential Pathway Checklist and Tips

You have made a considerable investment of time and money to become a WOC or Foot Care nurse. To help you reap the benefits of your investment, follow these tips to make sure your application is complete and that you are well-prepared for the WOCNCB exam.

Application Checklist: Criteria for Continuing Education Hours

- Experience hours were accumulated post-baccalaureate or master degree
- CE/CME Credits (contact hours) were obtained in the last 5 years
- CE/CME Credits (contact hours) were granted by an Approved Nursing or Medical Provider
- The CE/CME Certificate has the applicant's name and attendance date clearly printed on it
- All experience and contact hours are directly related to patient care in the specialty
- Complete verification forms
- Copies of each CE/CME Certificate accompany the application
- Full course description/brochure (including individual timelines and titles) accompany the application for all multi-title or multi-day courses
- All post-graduate courses are converted from semesters to 'CE credits' by the college
- Minimum of 50 CE/CME credits (contact hours)– Maximum of 55 CE/CME credits (contact hours) submitted with WOC application
- Minimum of 5 CE/CME credits (contact hours) submitted with Foot Care application

Continuing Education Tips

1. CE/CME credits (contact hours) for each specialty must directly relate to the specialty as evidenced by inclusion on the content outline.
2. Candidates are responsible for submitting the conference and/or the course details necessary for the reviewer to determine appropriate contact hour approval.
3. Recurring multi-day course content (such as Wound Care and HBOT) will be reviewed annually to determine applicable hours to specialty area.
4. CE/CME credits (contact hours) related to professional practice (or general nursing topics) are not accepted to meet eligibility requirements.
5. ANCC guidelines for conversion of academic credits to contact hours will be utilized:
 - a. 1 semester credit = 15 contact hours
 - b. 1 quarter credit = 12.5 contact hours
6. Courses may be counted only once toward contact hour requirements: Duplicate courses are not accepted.
 - a. Courses are considered "Duplicate" when they are sponsored by the same entity and have the same course title
 - b. Courses with similar content but sponsored by different entities are not considered duplicate courses

Application Checklist: Criteria for Clinical Experience Hours

- Include legible name, signature and phone number of your present supervisor
- Document 1500 direct patient care hours within the last 5 years for each WOC specialty
- Document of 375 direct patient care hours within the last year for each WOC specialty
- Document 8 direct patient care hours within the last 5 years for the Foot Care specialty

Clinical Experience Tips

- When filling out your previous and current work experience hours, a maximum total of 2000 direct patient care hours will be accepted per year. The maximum Grand Total for 5 years is 10,000 hours.
- Do not count holidays, sick time or vacations when determining your direct patient care hours.
- **Check your math!**
- Supervisor letters, on employer's letterhead, outlining your direct patient care are accepted.
- Please notify your employer/supervisor that they may be contacted to confirm your hours. To avoid delay in processing your application, ask your supervisor to return the call as soon as possible.

Preparing for the Examinations

Preparation is the key to success! The WOCNCB web site has several helpful exam preparation tools.

- Review the WOCNCB's "To Test or Not to Test" PowerPoint presentation for exam preparation tips.
- Review the Examination Content Outline for each specialty in the Examination Handbook. Test questions are written based on the Examination Content Outline.
- Take the Self-Assessment Exam (SAE) practice test. The SAE results will show you the content areas you need to review. The exam is well worth the time and money invested!
- Consider taking a certification review course. Review courses are listed on the WOCNCB website and the WOCN Society's Global Learning Center (www.wocn.org/Education/global_learning_center/)
- Consider purchasing or attending a review course from a WOCN Society accredited Education Program

We're Here to Help You

The Wound, Ostomy and Continence Nursing Certification Board (WOCNCB) wants all our applicants to be successful in their paths toward certification. Please feel free to contact us at 1-888-496-2622 or info@wocncb.org with any questions you may have.

