



Applicant Information

Please print or type

Name (First, MI, Last) _____

Preferred first name _____

Home address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____

Home email _____ Work email _____

Please send correspondence to: ___ Home ___ Work

Employer _____ Unit _____

Work mailing address _____

City _____ State _____ Zip _____

DDNA Membership No. _____ Expiration Date _____

_____ New Member Option: I would like to become a new member and apply for certification. Payment of \$140 is enclosed for one year's membership dues (\$80) and the certification application processing fee (\$60).

Employment: Full-Time Part-Time
Licensure: RN NP

(circle all that apply)

Credentials and full name (Please print or type both your full name and your credentials clearly on the line below, as they will appear on your certificate exactly as they are listed. E.g.; "Stacey R. Smith, RN, MSN.")

I would like to take the (check one): ___ Local exam ___ Group exam

(please note different fees apply – see fee schedule)



The nurse who practices with a specialty in developmental disabilities:

- Contributes significantly to the services provided to individuals with a developmental disability with respect for the uniqueness of the individual and human dignity;
- Accepts responsibility for developing expertise in developmental disabilities nursing practice through self-development and continuing education;
- Recognizes the rights of individuals with a developmental disability, acts as an advocate, and strives to ensure that the rights are protected;
- Promotes and maintains a safe environment which enhances the physical, emotional, and spiritual well-being of the individual;
- Maintains confidentiality at all levels in accordance with professional standards of practice, agency guidelines and state and federal law;
- Makes contributions from the nursing perspective, while recognizing the collaborative nature and unique role of the interdisciplinary team in providing quality services for individuals with developmental disabilities;
- Commits to making contributions to the development of innovative ideas for nursing practice in the field of developmental disabilities;
- Serves as a resource to prepare other team members, including direct support professionals, to provide quality health supports to people with developmental disabilities.

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I am aware of my professional responsibility to maintain appropriate behavior. I agree to strive to abide by the above code of ethics while providing nursing services to individuals with developmental disabilities.

Signature _____ Date _____

Nursing license number _____ State _____

Applicant's name: _____

Name of institution/employer: _____

Website address (see instructions below): _____

Applicant's job title for this verification form: _____

Date of application (today's date): _____

The following is to be completed by the applicant's supervisor:

Total number of hours worked by the employee (listed above) during the five year period before the date of application (written above): _____

I affirm that the information on this form is true and correct to the best of my knowledge.

Supervisor's signature: _____

Supervisor's name (printed): _____

Position: _____

Company/Unit/Program: _____

Address: _____

City/State/Zip: _____

Phone: _____ Signature date: _____

Instructions:

1. Submit one completed employment verification form and job description for each position, period of employment, and/or facility/program. (NOTE: full time employment = 2080 hours per year)
2. Job descriptions must accompany this form and be specific to Developmental Disabilities Nursing practice. Generic job descriptions are not acceptable.
3. Verification that facility/agency provides services to individuals with I/DD: If you provide the website address for your facility, it is not necessary to include printed brochures, program outlines, or descriptions of the agency or facility. If there is no website, please include a brochure, program outline, or description of the agency or facility.
4. Do not submit forms with altered dates or hours.
5. Originals of completed forms must be submitted.
6. Only original signatures will be accepted.

CDDN CERTIFICATION APPLICATION AND EXAM FEE SCHEDULE

I would like to take the (check one) : _____ **Local Exam** _____ **Group Exam**
(please note different fees apply - see below)

Certification Application Fees

The application fee is due when a certification application is submitted. The application fee pays for the processing of an application only. It does not include the exam fee.

Current DDNA Member	\$60
Application Processing Fee (due with application) This fee is for active members. It does not include membership dues. Please check your membership status before submitting fees.	
New Member Option	\$140
Application Processing Fee (due with application) Join the association and apply for certification at the same time. This fee includes one year's membership dues. You must be a member of DDNA to take the certification exam.	

Certification Exam Fees

The exam fee is due after your certification application has been approved. The exam fee pays for the costs of the exam only. It does not include sitting fees charged separately by the local test site.

Group Exam	\$250
Exam Fee (to be paid after approval) This fee is for active members. It does not include membership dues. Please check your membership status before submitting fees. The Group Examination Fee is to be paid after you receive your application approval letter. Certification fees are non-refundable. Group examination fees are transferable. You must be a member of DDNA to take the certification exam.	
Local Exam	\$150*
Exam Fee (to be paid after approval) This fee is for active members. It does not include membership dues. Please check your membership status before submitting fees. The Local Examination Fee is to be paid after you receive your application approval letter. Certification fees are non-refundable. Local examination fees are not transferable. You must be a member of DDNA to take the certification exam.	
<small>*An additional sitting fee of \$175 will be charged by the local testing company (Prometrics). Do not send the \$175 fee to DDNA.</small>	

Please contact the DDNA office at 800-888-6733 if you have any questions about the fee schedule.