



**Oncology Nursing  
Society**

# **Certification Review Course Toolkit**

Hosting an ONCC Exam Review

Table of Contents

Success Metric: ONCC Review Course ..... 3

What is an ONCC Review Course?..... 3

Planning Your ONCC Review Course ..... 3

Virtual Event Planning..... 4

In-Person Event Planning ..... 5

NCPD ..... 6

Event Checklist (In-Person Review) ..... 8

Event Checklist (Virtual Review) ..... 8

Event Registration..... 9

Sample Event Schedule..... 10

Email Templates..... 10

Social Media Templates ..... 12

Sample Speaker Contract ..... 14

Metric Completion Checklist ..... 17

Links to Additional Toolkit Resources

- [Chapter Flyer Template](#)
- [Chapter Community Website Handbook](#)

## Success Metric: ONCC Review Course

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This toolkit provides information on the *Certification Review Course* success metric. To complete this success metric, your chapter must host either a virtual or in-person review course for one of the Oncology Nursing Certification Corporation's (ONCC's) certification exams.

## What Is an ONCC Review Course?

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An ONCC review course is a comprehensive educational event aimed at preparing nurses for one of ONCC's certification exams (OCN®, BMTCN®, AOCNP®, CPHON®, or CBCN®). A review course provides attendees with the knowledge and resources required to successfully pass the certification exam and advance their professional credentials.

ONCC review courses are vital because they enhance the clinical skills of oncology nurses, ensuring they are prepared to provide high-quality care to patients with cancer. These courses help nurses stay current with the latest oncology practices, improve patient outcomes, and foster professional growth within the field of oncology nursing.

## Planning Your ONCC Review Course

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### Determine Need

The chapter can survey members about what type of review would be the most helpful to them. The most popular ONCC review courses are for the OCN® and BMTCN® exams, but distributing a needs assessment to your membership well in advance can help determine if a review course is needed and which certification is the most in demand in the chapter.

### Virtual or In-Person?

When deciding between hosting a virtual or in-person ONCC review course, there are several factors to consider. Virtual courses offer flexibility and accessibility, allowing attendees to join from various locations without the need for travel. They can also reduce costs associated with venues and handouts. In-person courses provide opportunities for direct interaction, hands-on activities, and stronger networking connections. To determine which option best suits your needs, assess the preferences and constraints of your chapter members, evaluate the logistical aspects, and consider the impact on participant engagement and learning outcomes. A thorough needs assessment will help identify the most suitable format for your review course.

## Selecting a Speaker

Identify potential speakers within your chapter or network of oncology professionals. If you do not have a chapter member who is willing and able to host the review, **ONCC maintains a list of potential review course presenters [here](#)**. Please note that each of these speakers has their own fees and terms for presenting a review course; reach out to them directly for more information on their individual requirements.

## Speaker Logistics

- **In-person travel arrangements (if applicable):** Coordinate any necessary travel for the speaker, including flights, accommodation, and local transportation.
- **Honorarium:** Determine an appropriate honorarium for the speaker based on their expertise and the duration of the course.
- **Contract:** The speaker should sign an agreement outlining the expectations, schedule, and compensation for the program. ONS has a [Speaker Contract Template](#) available.
- **Tax Implications:** If paying your speaker more than \$600, tax paperwork is required for both parties. Please see the [Tax Forms Handbook](#) for more information.

## Pricing

It is up to the chapter board to determine event pricing. Some chapters do not charge for review courses, while many charge a fee for attendees. Similarly, the chapter should determine if non-members can attend. If so, the chapter should determine whether they are charged a different price from chapter members. Charging a higher non-member fee can be a good recruitment method to encourage people to join the chapter.

Pricing is highly individual based on the chapter, the budget, and the estimated number of attendees; however, a good rule for a full-day event is \$50–\$100 per person.

## Virtual Event Planning

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### Establishing Dates

It is important to establish the date for review course well in advance to allow enough time for planning. ONS recommends to schedule the virtual review course **three to four months** in advance.

It may be helpful to contact your neighboring chapters to ensure that your review course is not competing with another event in the region. For neighboring contacts, please reach out to [chapters@ons.org](mailto:chapters@ons.org).

## Technical Considerations

Select a reliable online platform for hosting the virtual review course (e.g., Zoom, WebEx, Microsoft Teams). ONS offers Zoom licenses for chapters; for more information contact [chapters@ons.org](mailto:chapters@ons.org). Ensure the speaker and attendees have the necessary technical equipment and internet connection to participate effectively. Consider utilizing interactive features such as polls, breakout rooms, and Q&A sessions to keep participants engaged.

Provide any applicable digital handouts and resources prior to the event to facilitate learning; your speaker might have these prepared in advance, or you may want to assist in developing those. PDF format is always preferred, as it is compatible with all computers and operating systems.

It is important to record the sessions for attendees to review later, ensuring they have continued access to the material. You may also open the recording to non-attendees, sometimes for a small fee. Confirm the details of any recording plans or enduring materials with the speaker.

## Cost and Budget

Virtual programs can be a great way to eliminate the costs associated with venue rental and speaker travel. For a virtual program, the main expense is the speaker's fee or honoraria. Chapters can also pay for external webinar platforms; however, ONS offers Zoom licenses for chapters that accommodate up to 300 attendees. If you anticipate hosting an event with a higher attendance total, please contact [chapters@ons.org](mailto:chapters@ons.org).

# In-Person Event Planning

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## Establishing Dates

It is important to establish the date for your review course well in advance to allow enough time for planning. It is recommended to schedule the review course **four to six months** in advance.

It may be helpful to contact neighboring chapters to ensure that the review course is not competing with another event in the region. For neighboring contacts, please reach out to [chapters@ons.org](mailto:chapters@ons.org).

## Venue

Once the date and estimated attendee count are established, you can begin scouting for event venues. It's important to consider factors like traffic, parking, and proximity to your membership when selecting a venue. The first course of action is look within your membership. Does anyone work at an institution with an appropriate event space? Local hospitals or institutions may be able to donate a venue space.

If the chapter can't secure a venue for free, several other options are available. The average chapter spends around \$1,500 on space rental from any of the following:

- Hospitals
- Hotels
- Restaurants
- Country clubs
- Meeting and conference centers

## Cost and Budget

It's important to compile an estimated budget before you delve into the planning of your review course. Having a rough idea of your revenues and expenses can help you make decisions throughout the planning process.

The main factor to consider when planning for review course is the number of attendees. While this can be difficult to predict for your first event, this information is crucial in deciding how much space you should book, how many meals to order (if applicable), and how much you should charge.

Budget categories should include:

- Venue rental costs
- Food and catering expenses (if applicable)
- Printed materials, such as handouts, flyers, and folders
- Audio-visual equipment rental (if applicable)
- Speaker fees or honorariums

## Providing NCPD

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If desired, chapters may be able to submit review courses to an American Nurses Credentialing Center (ANCC)-accredited approver to obtain nursing continuing professional development (NCPD). Each accredited approver sets their own fees and review timeline. Some accredited approvers may offer an expedited review process for a higher fee.

Any organization listed as an ANCC-accredited approver can approve a chapter activity. It is recommended to first check for local nursing institutions, particularly those the chapter may already have a relationship with. Next, state nursing boards generally provide affordable options; you are not limited to just the nursing board in your state.

**[Click here to find ANCC-accredited approvers](#)**

Please note that while each ANCC-accredited approver will request similar information, the actual applications requirements may vary between organizations. In general, the applications will request the following information:

- Organization details about the program host (your chapter), including:
  - General information (chapter name, contact information, etc.)
  - Nurse planner details (credentials, license number, etc.)
  - Information on additional presenters and planning team members
  - Conflict-of-interest disclosures
- Activity information, demographics, and program details, including:
  - Program title
  - Amount of contact hours and criteria for awarding to participants
  - Activity type (live, enduring, or blended)
  - Description of how the program is addressing a gap in professional practice
  - Target audience
  - Desired learning outcome
  - Description of evaluation method
  - Description of evidence-based content
  - Supporting references or resources
  - Strategies for engaging learners
  - Sample completion certificate

## Event Checklist (In-Person Review)

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- ☐ Hold initial organizing meeting to identify planning team, check ONCC exam dates, identify possible course dates.
- ☐ Schedule regular meetings of the planning team (monthly check-ins leading up to the event).
- ☐ Design the overall event plan and budget, which can include:
  - Speaker honoraria
  - Venue costs
  - Speaker travel
  - Food/catering costs (if applicable)
  - Handouts, fliers, folders, etc.
  - Audio-visual rentals
- ☐ Secure speaker(s) and confirm their availability.
- ☐ Confirm event date, time, and location.
- ☐ Arrange contracts and agreements with venue and speaker.
- ☐ Develop a detailed agenda for the event.
- ☐ Apply for NCPD (if applicable).
- ☐ Send save-the-date messages.
- ☐ Share event information with ONCC to have your event posted on the ONCC website (if desired); send event details to [oncc@oncc.org](mailto:oncc@oncc.org).
- ☐ Reserve and test audio-visual and recording equipment (if applicable).
- ☐ Set up an online registration.
- ☐ Confirm the speaker's travel.
- ☐ Organize a registration table for check-in on the day of the event.
- ☐ Coordinate food and beverage services (if applicable).
- ☐ Assign volunteers or staff for event roles, like ushering or tech support.
- ☐ Send attendees important information (e.g., start times, addresses, and parking information).

## Event Checklist (Virtual Review)

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- ☐ Hold initial organizing meeting to identify planning team, check ONCC exam dates, identify possible course dates.
- ☐ Schedule regular meetings of the planning team (monthly check-ins leading up to the event).
- ☐ Design the overall event plan and budget, which can include:
  - Speaker honoraria
  - Webinar platform hosting fees



- ☐ Secure speaker(s) and confirm their availability.
- ☐ Confirm event date and time.
- ☐ Arrange contracts and agreements with the speaker.
- ☐ Develop a detailed agenda for the event.
- ☐ Apply for NCPD (if applicable).
- ☐ Send save-the-date information.
- ☐ Share event information with ONCC to have the event posted on the ONCC website (if desired); send event details to [oncc@oncc.org](mailto:oncc@oncc.org).
- ☐ Determine recording capabilities and confirm with the speaker.
- ☐ Set up an online registration.
- ☐ Send attendees important information (e.g., start times, NCPD information)
- ☐ Share recording with attendees afterwards (if applicable).
- ☐ Post recording for a small fee after the event (if applicable).

## Event Registration

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Using the events feature on your chapter site, members (or non-members) can register and pay directly on your chapter website. Some best practices include the following:

- Ensure your chapter has a PayPal account to accept online payments. You can set up a chapter PayPal account [here](#), or by visiting the PayPal website.
- You can find the instructions for linking your PayPal account and creating a chapter event on your site [here](#). For a review course the event type “Chapter Event (Advanced Registration)” is generally recommended. This allows for early, regular, and late registration categories, as well as member and non-member pricing. Additionally, members can opt out of payment during the online registration and bring a check to the event, if desired.

If you have any questions or need any assistance in formatting or setting up a chapter event registration on your virtual community, please contact us at [chapters@ons.org](mailto:chapters@ons.org).

## Sample Event Schedule

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In general, ONCC review courses are typically hosted as full-day events, lasting eight hours or more. If working with an experienced presenter, they may have a preferred schedule or flow of events. Please see the following for an example of a full-day schedule:

Start	Session
8:00 AM	Topic 1
9:10 AM	Topic 2
10:10 AM	<b>Break</b>
10:30 AM	Topic 3
11:40 AM	Topic 4
12:40 PM	<b>Lunch</b>
1:10 PM	Practice questions and test-taking strategies
1:50 PM	Topic 5
2:35 PM	<b>Break</b>
2:50 PM	Topic 6
4:00 PM	Topic 7

## Email Templates

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### Save the Date

**Subject Line:** Save the Date: ONCC Review Course Hosted by [Chapter Name]

Dear chapter members,

We are thrilled to announce that [Chapter Name] will be hosting an [ONCC Credential] review course to help you deepen your expertise and prepare for certification success. Mark your calendars now and stay tuned for more information!

**Event Details:**

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This is a wonderful opportunity to connect with peers, learn from experienced speakers, and enhance your professional journey. More details about registration will be shared in the coming weeks.

## Registration Announcement

**Subject Line:** Register Now: ONCC Review Course Hosted by [Chapter Name]

Dear chapter members,

We are excited to invite you to the upcoming [ONCC Credential] review course hosted by [Chapter Name]. Don't miss this opportunity to prepare for your certification and strengthen your knowledge in a collaborative learning environment.

**Event Details:**

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

**Registration Details:**

Registration Fee: [Insert Fee, if applicable]

Deadline: [Insert Deadline]

Click here to register: [Insert Registration Link]

Please feel free to share this event with colleagues who might benefit from attending. We look forward to seeing you there!

## Registration Reminder

**Subject Line:** Reminder: Register for ONCC Review Course Before [Insert Deadline]

Dear chapter members,

Time is running out! Don't forget to register for the [ONCC Credential] review course on [Insert date] hosted by [Chapter Name].

**Event Details:**

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

**Why attend?**

- Gain valuable insights from expert speakers.
- Prepare for certification with confidence.
- Network with like-minded professionals.

The registration deadline is fast approaching—[Insert Deadline]. Secure your spot today!

Click here to register: [Insert Registration Link]

We can't wait to welcome you to this enriching event!

## Social Media Templates

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### Save the Date

Save the Date!

Are you ready to take your oncology nursing expertise to the next level?

Join us for the [ONCC Credential] review course, hosted by [Insert Chapter Name]!



Date: [Insert Date]



Location: [Insert Location]

Prepare to ace your certification exam and gain valuable knowledge from expert speakers in the field. Stay tuned for more details!

### Registration Announcement

Registration is NOW OPEN!

Don't miss the opportunity to join the [ONCC Credential] review course, hosted by [Insert Chapter Name].



Date: [Insert Date]



Location: [Insert Location]



## ONCOLOGY NURSING SOCIETY

What's in it for you?

- Expert-led sessions to prepare for certification
- Networking with passionate oncology professionals
- A confidence boost for your certification journey

Registration closes: [Insert Deadline]

Secure your spot today! Click here: [Insert Registration Link]

## Registration Reminder

Last chance to register!

The [ONCC Credential] review course hosted by [Insert Chapter Name] is just around the corner. Are you ready?



Date: [Insert Date]



Location: [Insert Location]

Registration closes: [Insert Deadline]

Don't wait—secure your seat today! Click here: [Insert Registration Link] We can't wait to see you there!

# Sample Speaker Contract

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To download an editable template version of this Contract, please [click here](#).



## [CHAPTER NAME] SPEAKER CONTRACT

This **SPEAKER CONTRACT** for the personal services of an individual to speak at the event to be described below, is made between the board of the [chapter name], for and on behalf of the members of the chapter and the undersigned speaker, (hereinafter called the “Speaker”), for the personal services of the Speaker.

### 1. EVENT DESCRIPTION:

Date:

Estimated Speaker Start Time:

Estimated Speaker End Time:

Event Location:

### 2. SPEAKER NAME:

Social Security Number (Required):

Permanent Address:

### 3. CHAPTER CONTACT:

Email and Phone Number:

### 4. COMPENSATION:

Fee/Honorarium.       \$

Travel/Lodging         \$

Other                     \$

**TOTAL COMPENSATION   \$**

State any ADVANCE DEPOSIT amount if it is required by Speaker:   \$



**5. PAYMENT:** All payments will be in form of a check issued by the chapter and will be payable to SPEAKER.

**6. INDEPENDENT CONTRACTOR:**

The Speaker shall act in the capacity of an Independent Contractor and not as an officer, employee or agent of the Chapter. The Speaker agrees that it shall take such steps as may be necessary to ensure that any subcontractor or contractor shall be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, or partner of the Chapter. As such, the parties will each be responsible for their own acts of negligence as determined by law.

**7. CANCELLATIONS:**

- a. Either party may cancel this Speaker Contract without obligation to the other if cancellation notice is received in written form at least 60 days before appearance date.
- b. Speaker agrees to furnish payment to the Chapter for actual appearance preparation costs in the event of a late cancellation, late appearance, or non-appearance within 30 days after billing.
- c. If, due to illness, accident, or other causes legally known as Acts of God, Speaker is forced to cancel a Speaker Contract, neither party, nor any representative shall be liable for any payment.

**8. MISCELLANEOUS:**

- a. The Speaker is solely responsible for payment of royalty fees, and/or dramatic rights and dramatic musical works and/or performance fees, fees required by unions and similar organizations, and similar costs. The Speaker shall indemnify the Chapter against any liability or damages, including attorney fees, which may arise as a result of violation by Speaker of copyright laws.
- b. Anticipated starting times specified in the Speaker Contract, subject to minor modifications because of unanticipated occurrences, are of the essence and hence, Speaker is required to be at place of performance a sufficient period prior to the scheduled time of commencement so as to permit timely presentations.

**9. EXECUTED CONTRACT SIGNATURE:**

This Speaker Contract shall be binding upon the parties hereto, their successors and assigns, upon due execution by both parties. The undersigned represents that he/she is a representative authorized to sign on behalf of the Speaker and to enter into this Speaker Contract. The parties have agreed to and executed this Speaker Contract as of the dates indicated below:

**ACCEPTED BY: (Chapter Representative)**

Print Name:

Signature: \_\_\_\_\_

Date:

**ACCEPTED BY: (Speaker)**

Print Name:

Signature: \_\_\_\_\_

Date:



## Metric Completion Checklist

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To consider this metric completed, your chapter must have hosted an ONCC certification exam review course during the calendar year. To confirm completion of this metric please complete the following checklist.

- ☐ Determine the course review needs of chapter members.
- ☐ Plan the review course and course content, including acquiring a speaker.
- ☐ Advertise your review course to chapter members (and share with ONCC, if open to nurses outside of the chapter).
- ☐ Report event date and details to confirm completion of this metric on your next [Quarterly Report](#).