国际护士执业水平考试
报考手册

International Standards for Professional Nurses Exam
Quick Reference Guide
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1. 进入 CGFNS 官方网站，上方菜单左方点击进入
2. 注册账号

CGFNS Connect - Login Screen

Create New Web User
If this is your first visit to this on-line service, you need to create a CGFNS Connect account. [Click here to Register]

Returning User Login
If you are returning to this on-line service and have an account with CGFNS Connect, you can login to your existing account. Type in your user name and password that you created when you registered, then select "Login."

Username: [?] [Click here to Login]
Password: [?] [Forgot]

Forgotten Username/Password
Did you forget your user name and/or password? Click this button. [I Forgot]
3. 填写个人信息

Create New CGFNS Connect User

CGFNS International uses the following information to protect the identity of our customers and to generate reports with regards to the demographics of our customer base in order to provide additional services where appropriate.

You must provide this information to create a new account with CGFNS.

We strongly recommend choosing e-mail as your primary mode of correspondence as it will provide a quicker response. You will also receive some important correspondence from CGFNS via postal mail even if you choose e-mail as your preferred communication method.

Please enter the requested information:

- Items marked with an asterisk (*) are required information.
- You may enter any letters (A-Z) or numbers (0-9) in the applicant ID field.
- If you do not have a CGFNS user number, please enter "CGFNS"

Would you like to receive CGFNS News updates? [ ] Yes [ ] No

First (Given) Name: [ ]

Last (Family/Surname) Name: [ ]

E-mail Address: [ ]

Retype E-mail Address: [ ]

Registration/License Number: [ ]

Your country of citizenship or legal residence: [ ]

Date of Birth: [ ]

Please select a Country: [ ]

Please select a Month: [ ]

(Month) (DD) (YYYY) [ ]

User Name: [ ]

Password: [ ]

Retype Password: [ ]

Please select a Security Question: [ ]

How would you like to receive correspondence? [ ]

E-Mail: [ ]

Postal Mail: [ ]

How did you hear about us? [ ]

Please select a Referral: [ ]

Create User
4. 提示账号确认邮件已发至注册邮箱

4. CGFNS Connect User Account - Email Verification Completed
   In a few minutes, you will receive an e-mail from CGFNS with a title of Email Verification. You must click on the link in that email to verify your e-mail address. When clicking on the link in the e-mail, if the on-line system does not open up into an internet browser window, please turn pop-up blocker off and try again.

   We will only send e-mail correspondence to an e-mail address that has been verified.

   CGFNS does not sell or provide other organizations with applicant e-mail addresses.

   Please, close this window now and check your e-mail for the verification e-mail from CGFNS.

5. 确认邮件内容如下

   注册邮箱中收到验证邮件内容如下：

   Thank you for selecting CGFNS International for your credentials evaluation and verification needs. To verify your e-mail address click on the link below:

   [https://www.cgfns.org/cepweb/loginAfterVerification.do?user=950066]

   You can log into CGFNS Connect after your e-mail address is verified.

   If CGFNS Connect does not open up after clicking on the link above, please turn off your pop-up blocker. Your e-mail address will not be verified until you log back into CGFNS Connect after using the link provided above.

   For more information, or additional assistance, please visit www.cgfns.org. You may also contact us by telephone Monday through Friday, 8am to 4pm, Eastern Time, at +1 (215) 222 8454, or email us by visiting Contact Us at https://www.cgfns.org/cepweb/processContactUs.do. Please remember to reference your CGFNS ID number, name and birth date when contacting CGFNS International to expedite your experience.

   We appreciate the opportunity to assist you in achieving your professional goals.

   Please do not reply to this message, it is not monitored.

   Best regards,

   Customer Care
   CGFNS International
   3600 Market Street
   Philadelphia, PA 19104-2651 USA
6. 再次登录账户

CGFNS Connect - Login Screen

Create New Web User
If this is your first visit to this on-line service, you need to create a CGFNS Connect account. [Click here to Register]

Returning User Login
If you are returning to this on-line service and have an account with CGFNS Connect, you can login to your existing account. Type in your user name and password that you created when you registered, then select "Login."

Username: [ ]
Password: [ ]
[Click here to Login]

Forgotten Username/Password
Did you forget your user name and/or password? Click this button: [Forget]

7. 上传照片

CGFNS Connect

Welcome, Kai Jia.

[Upload your passport-sized photo online]

Use this Main Menu to choose what you want to do next.

- Purchase services from CGFNS International.
- Change your password.
- Check the status of any current order for services.
- View your correspondence from CGFNS International.
- View or change your personal information.
- View or change your contact information.
- View your account balances and transaction information with CGFNS International.
- View CGFNS International Exam results and English Language Proficiency tests.

Select an option to continue.
8. 照片上传页面

CGFNS Connect Applicant Photo Uploader

Please review the following requirements before uploading your passport-sized photo.

- Photo will be shrunk to 2 x 2 inches (51 x 51 mm) in size and should still be recognizable
- Taken within the last 6 months to reflect your current appearance
- In color
- Taken in front of a plain white or off-white background
- Taken in full-face view directly facing the camera
- Alone, not cropped from an existing group photograph
- With a neutral facial expression and both eyes open
- Taken in clothing that you normally wear on a daily basis:
  - Uniforms should not be worn in your photo, except religious clothing that is worn daily.
  - Do not wear a hat or head covering that obscures the hair or hairstyle, unless worn daily for a religious purpose. Your full face must be visible, and the head covering must not cast any shadows on your face.
  - Headphones, wireless hands-free devices or similar items are not acceptable in your photo.
  - If you normally wear prescription glasses, a hearing device or similar articles, they may be worn for your photo.
  - Dark glasses or non-prescription glasses with tinted lenses are not acceptable unless you need them for medical reasons (a medical certificate may be required)
  - Glare on glasses is not acceptable in your photo. Glare can be avoided with a slight downward tilt of the glasses or by removing the glasses or by turning off the camera flash.
- All pictures should be in .jpg or .jpeg (Joint Photographic Experience Group) format.
- Smaller than 5MB (5242880 KB)

* Photo File: [选择文件] 未选文件

Upload Photo Now

Return to Overview
9. 订购考试服务项目

**CGFNS Connect**

*Welcome, Kai Jia.*

- Upload your passport-sized photo online

**Use this Main Menu to choose what you want to do next.**

- Purchase services from CGFNS International.
- Change your password.
- Check the status of any current order for services.
- View your correspondence from CGFNS International.
- View or change your personal information.
- View or change your contact information.
- View your account balances and transaction information with CGFNS International.
- View CGFNS International Exam results and English Language Proficiency tests.

Select an option to continue.
10. 页面信息提示

请注意该页提示：

- 如果您正在更新之前提交的信息，请使用“Proceed to Step...”框，顶部的右方。
- 点击下拉箭头以显示下拉列表，并选择您需要更新的步骤。
- 该菜单将引导您直接进入计划步骤。

点击进入下一步。

CGFNS 中国官方代表处
个人信息补充

Your Personal Information

* Items marked with an asterisk (*) are required information.

* First (Given) Name: [First Name]
* Middle Name: [Middle Name]
* Last (Family/Surname) Name: [Last Name]
Name Before Marriage: [Name Before Marriage]
Other Name: [Other Name]
Email Address: [Email Address]
Text Message Number: [Text Message Number]
* Date of Birth: [Date of Birth]
Gender: Male [Male] Female [Female]
Widow [Widow] Divorced [Divorced]

Country of Birth: People’s Republic of China [People’s Republic of China]
Current Citizenship: People’s Republic of China [People’s Republic of China]

Your United States Social Security Number: [Your United States Social Security Number]

Native Language: Chinese- Mandarin [Chinese- Mandarin]

Desired Professional Area: Registered Nurse [Registered Nurse]
How would you like to receive correspondence? [How would you like to receive correspondence?]
Would you like to receive CGFNS News updates? [Would you like to receive CGFNS News updates?]

Intended U.S. State of Practice: [Intended U.S. State of Practice]
Are you affiliated with a recruiter? [Are you affiliated with a recruiter?]

I recently worked in the country: [I recently worked in the country]
I recently worked in the City/State/Province: [I recently worked in the City/State/Province]
I recently worked in the profession: [I recently worked in the profession]
I worked at this job for how many years? [I worked at this job for how many years]

Choose from the following:
- Please select a Country -
- Please select a State/Province -
- Please select a Profession -

Click to move to the next step.
12. 按图示进入下一步
13. 选择考试服务项目

选择ISPN考试项目

点击进行下一步
14. 确认执照状态

- 我是一名全科护士，点击Yes
- 我已在中国参加护士执业考试，点击Yes
- 选择People’s Republic of China
- 点击进入下一步
15. 个人信息审核

Your Personal Information

* Terms marked with an asterisk (*) are required information.

* First (Given) Name: John
* Middle Name: [?]
* Last (Family/Surname) Name: Doe
* Name Before Marriage: [?]
* Other Name: [?]
* Email Address: jdoe@hotmail.com
* Text Message Number: [?]
* Date of Birth: January » 01 1970 (Month) (DD) (YYYY)
* Gender: [Male] [Female]
* Marital Status: [Single (Never Married)] [Married] [Widowed] [Divorced]
* Country of Birth: People's Republic of China
* Current Citizenship: People's Republic of China
* Your United States Social Security Number: [Please check with your state board to see if they require a United States Social Security Number] [?]
* Native Language: [Chinese]
* Desired Professional Area: [Registered Nurse]

How would you like to receive correspondence?: [E-Mail] [Postal Mail (Postal correspondence not allowed for this order type)] [?]
Would you like to receive CGFNS News updates?: [Yes] [No] [?]
Intended U.S. State of practice: [Please select a State/Province] [?]
Are you affiliated with a recruiter?: [Yes] [No] [?]

I recently worked in the country: [Please select a Country] [?]
I recently worked in the City / State / Province: [?]
I worked at this job for how many years?: [number 0-99] [?]
16. 填写联系方式

17. 步骤选项下拉菜单
18. 填写受教育经历

Step 3: Education Overview

Currently we do not have information pertaining to your Education Overview.

3.a. 添加学校

注意：未添加前勿点击Next
Step 3: Professional Schools

Order Number: 1599670

This category includes the professional education received in colleges, universities, technical and vocational schools in preparation for a healthcare profession. Successful completion of professional higher education normally results in a certificate, diploma, degree, and/or license.

Add Professional Education

* Items marked with an asterisk (*) are required information.

- Country: -- Please select a Country --
- Name of the School Attended:
- Street Address:
- City:
- State/Province:
- Professional Title Obtained:

* Did you earn a diploma/degree from this school?: Yes ☐ No ☐
- Name of Diploma or Certificate:
- My Name Used When Attending School:
- Month and Year Entered:
- Month and Year Completed:
- Has this school closed or merged with another school?: Yes ☐ No ☐

- Name of New School:

Remarks:
- 若填写护理类最高学历, 如人自考及现役学历, 后续资料提交中可进行学历认证, 部队护士如实填写, 考试后通过, 再次递交在枯中文成绩单。
- 是否在此校获得毕业证/学位
- 该校是否与其他院校合并（非必填）

点击保存进下一步
20. 受教育信息总览

Step 3: Education Overview

Listed below shows the schools you have submitted to CGFNS. If this is your first visit to this website, the Education Overview list may be blank.

Click on the appropriate “Add Professional School” button to add a school. When you save information about a school, you will return to this screen, where you will see the school added to the list. Continue adding schools one at a time until this list shows all the schools you have attended. Click on the “Edit” link to view the details of any school or to change and re-submit the information. Once you complete your order, you will not be able to edit your school information.

When you are finished adding schools or reviewing details, click on the “Next” button to continue to the next step.

At least one Professional School is required for the ISPN Program.

Education Overview

<table>
<thead>
<tr>
<th>Select</th>
<th>School</th>
<th>School Type</th>
<th>Country</th>
<th>Entry Date</th>
<th>Completed Date</th>
</tr>
</thead>
</table>

21. 填写执照信息

Step 4: Professional License Information

This screen shows your professional registration/license information on file with CGFNS. If this is your first visit to this website, information for professional registration/license may be blank.

Click on the appropriate button to add a license. When you save information about a license, you will return to this screen, where you will see the license added to the list. Continue adding licenses one at a time until this list shows all your licenses. Click on the “Edit” link to view or change information about a license.

When you are finished adding registration/license information, click on “Next” to continue to the next step.

At least one license is required for this order.

Please enter or update your license information.

Currently we do not have information pertaining to your Professional License.

Do you have a license?: ● Yes ○ No
22. 执照信息填写页面

- 请确保在星号处填写必需信息。

- 选择国家/地区。

- 维护注册号/许可证号。

- 如该执照为终身执照，请点击“是”。

- 如该执照为非终身执照，请选择“否”并输入有效期。

- 如该执照未在国家/地区注册，请选择“否”并输入未注册日期。

- 如该执照已过期，请输入过期日期。

- 如该执照已被撤销，请输入撤销日期。

- 点击“保存”以完成填写。
23. 执照信息总览

Step 4: Professional License Information

Order Number: 1659670

This screen shows your professional registration/license information on file with CGFNS. If this is your first visit to this website, information for professional registration/license may be blank.

Click on the appropriate button to add a license. When you save information about a license, you will return to this screen, where you will see the license added to the list. Continue adding licenses one at a time until this list shows all your licenses. Click on the "Edit" link to view or change information about a license.

When you are finished adding registration/license information, click on "Next" to continue to the next step.

Please enter or update your license information.

<table>
<thead>
<tr>
<th>Select</th>
<th>Professional Title</th>
<th>Issue Country</th>
<th>Issue Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Registered Nurse</td>
<td>People's Republic of China</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Add License

点此进行下一步

执照信息自动生成
24. 未持有执照的填写办法

- 21 -

注意，应届毕业生通过护士执业考试，可在执业考试考试成绩证明参加考试（该成绩单无需加盖公章），考试成绩合格后，一年内可申请护士执业资格证书，合格后可持证。

如学生未参加考试或考试未通过，可参考由考试机构提供并加盖公章的证明参加考试。考试成绩合格后，一年内可申请护士执业资格证书，即可持证。
25. 声明

**Step 5: Attestation**

To complete this application, you must agree (answer “Yes”) to the following statements.

**Attestation**

* Items marked with an asterisk (*) are required information.

I certify that all information which CGFNS International has received as part of this order or in the past, from me or from a third party on my behalf, is true and complete. I also certify that all documents which have been submitted to CGFNS International for any purpose, have not been falsified, altered or tampered with by any person. I understand that CGFNS International and others will rely on this order and on the documents and information submitted, and that if any of it is falsified, altered or tampered with, or if I alter a CGFNS International Certificate or a CGFNS International Report or misrepresent a copy as an original, CGFNS International may take such disciplinary action against me as it deems appropriate, and the consequences could adversely affect my professional license, immigration status, employment and other matters, from which I release CGFNS International from all liability. I authorize CGFNS International to disclose the information and documents in this order, the status of any of my Certificates, Reports or evaluations prepared by CGFNS International, any other information obtained by CGFNS International and the results and reasons for any action taken.

确认阅读声明，点击Yes

5.a
再次进行信息审核

如果更改姓名，点击Personal Info（个人信息）选项。
如果更改地址，点击Contact Info（联系信息）选项。

删除订单中的服务，勾选下方信息框中的Delete项；
点击“Remove Deleted Items”（移除删除项）。
取消整个订单，点击“Cancel Order”（取消订单）。

信息无误，点击进行下一步。
27. 需递交文件打印页面

审核文件打印

列表中的文件无需打印，直接进行下一步

7.a
Step 8: Application Review

Order Number: 1659670

The list below shows any steps in the order process that you did not complete. If the list is empty, select “Next” to choose your payment options. An order is not submitted for processing until payment is provided.

If there are steps in this order that are not complete, select a step name to return to the step and complete the needed information. If you cannot complete your order during this visit to CGFNS Connect, you can return to this website another time to add the necessary information and choose your payment option.

Please click “Next” to choose your payment options.

Please note that before CGFNS can complete the review of an applicant’s file we must receive full payment and all the necessary documents. This includes all documents that are to be submitted by the applicant themselves as well as the documents which are to come directly to CGFNS from schools, licensing authorities and testing agencies. It is the applicant’s responsibility to provide the appropriate authorization forms that will enable CGFNS to obtain educational transcripts and license validations. CGFNS makes every effort to promptly complete the review of a file, however, the greatest delays in reviewing a file are often the result of not receiving an applicant’s documents in a timely manner. With this in mind, as well as the complexity of certain applicants’ particular situations, some services may take a matter of weeks to complete - while others may take several months to complete.

You may use this online service 24 hours a day, seven days a week to check the status of your order as well as the status of your required documents.

Select "Next" to choose your payment options.

直接至此部分即可进入下一步
29. 支付页面

**Step 9: Payment Selection**

Order Number: 1659670

CGFNS accepts the following payment methods:

- Credit Card
- Visa
- MasterCard
- Discover/NOVUS
- International Money Order (drawn in US dollars, on a US bank)
- International Certified Bank Check (drawn in US dollars, on a US bank)

Personal checks are not accepted and do not mail cash.

If you choose to pay by credit card, you will be connected to CGFNS’ secure payment system, where you will need to provide the following information:

- Cardholder's name (as it appears on the credit card)
- Account number
- Expiration date

You will have a limited time in which to type your credit card information. The information is sent immediately to your financial institution for credit approval. Once your payment is approved, you will be able to proceed to the final step of the order process.

You have the following Payment Options

**Pay online with credit card**

CGFNS strongly encourages you to select this option to pay online with a credit card.

9.a

**Print Payment Voucher and mail**

Select this option to print a Payment Voucher to accompany your payment. A Payment Voucher MUST be mailed with full payment to the address noted on the Payment Voucher. If a 3rd party is paying for this service, they must send in a Payment Voucher and note the Order Number for the order to be completed.

9.b
30. 信用卡信息填写页面

总金额：$300.00

持卡人姓名：
账号：
有效期：
安全码：

点击Yes

31. 支付等待页面中会出现时钟图标，此页面中请考生耐心等待，切勿进行操作，直到支付确认成功页面出现。
31. 支付确认成功页面

以上图文说明为 CGFNS 官方网站 ISPN 考试项目报考完整流程。