

Job Aid: How to Calculate Department Goals for Professional Board Certification

Determining Current Percentage

To determine your practice setting's current certification percentage, you divide the number of currently certified nurses by the number of eligible nurses.

$$\text{Current Percentage} = \frac{\text{\# of Currently CERTIFIED RNs}}{\text{\# of ELIGIBLE RNs}}$$

Step 1: Identify who are the eligible RNs to create your denominator.

What does *eligible* mean?

- RNs have met minimum practice requirement in the specialty
 - Typically ~ 2 years of full time practice, but *differs for every specialty*.
Please refer to the certification guidelines from the Accrediting Agency
- Once RNs have been practicing long enough, some certifications also require CE completion; Do not include this in your assessment of eligibility as this is within the RN's control
- Eligible roles

Included:	Do NOT include:
<ul style="list-style-type: none"> • Full-time, Part-time and Wage clinicians • Nurse Manager and Assistant Nurse Manager(s) • Certified Clinician 1s (i.e. CNL) 	<ul style="list-style-type: none"> • Travelers or Contracted team members • APPs or Unit-Based Nurse Leader/RN-Clinical Nurse Leader (they are included in their own dept.'s calculations) • Non-certified Clinician 1s

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*Example**: Your practice setting has 30 nurses but 5 of them are ineligible because they have not accrued enough practice hours yet. So your denominator is 25.

* This example will be used throughout this Job Aid.

Step 2: Ask your Manager to run the Workday Report “Nurses with Specialty Certifications Not Required for Job” for your department.

A **job aid** for how to run this report is available on the NPGO Certification website ([click here](#)).

Step 3: Use the report to identify the number of RNs who currently hold a Professional Board Certification.

What does *Hold Current Professional Board Certification* mean?

- In order to count in the currently certified total, the certification **MUST** be one of the approved certifications. See the [NPGO Certification website](#) for a link to the list of approved certifications.

Example: Your report shows that you have 10 RNs who are currently certified.

Step 4: Calculate your current percentage

$$\text{Current Percentage} = \frac{\text{\# of Currently CERTIFIED RNs}}{\text{\# of ELIGIBLE RNs}}$$

Example:

Currently Certified RNs = 10

Eligible RNs = 25 (total number of RNs is 30, but 5 are ineligible)

$10/25 = 0.4$

Certification Rate = 40%

Setting Your Goal

The timeline for your goal is the fiscal year which begins July 1 and ends June 30th. Your goal will be to determine your percentage of certified nurses by June 30th.

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Step 5: Recalculate your denominator for June 30th based on your expected changes.

Things to consider:

- Do you expect the number of eligible nurses to change?
 - Will you be hiring any nurses that may not be eligible?
 - Are you expecting any turnover?
 - Will some of your ineligible nurses become eligible?

Note: Do this to the best of your ability. No one has a crystal ball, but use the information you have available to you.

Step 6: Identify how many certified nurses you expect to have by June 30th.

Things to consider:

- If you have a small to medium sized team, you may just be able to ask around.
- If you have a large team, you may need to conduct a survey to find out.
- Managers may also have a sense of who is considering certification as a performance goal.

Step 7: Calculate your certification goal for the fiscal year (July 1 – June 30)

Example:

Current	By June 30
Current # CERTIFIED RNs = 10	Expected # of certified RNs = 13 3 RNs set goals to become certified
Current # Eligible RNs = 25	Expected # of eligible RNs = 28 3 will have accrued enough practice hours to be eligible
$10/25 = 0.4$ or 40%	$13/28 = 0.46$ or 46%

Step 8: With your Local NPGO Committee, establish your professional board certification goal for your practice setting. Make sure you set an *attainable* goal that you are certain your department can meet and celebrate.

Example: Goal: 46% of our eligible RNs will hold a professional board certification by June 30, 20xx.

Step 9: Communicate and help ensure every nurse in your practice setting knows the goal and post it in your area. Familiarize your team and utilize the resources on the NPGO Certification webpage www.uvacertifiednurse.com. Make it a regular agenda item for your local NPGO committee.

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Checking Your Goal

In late June, at the end of the fiscal year, re-calculate to see if you met your goal and plan for the next year. Remember to celebrate your certified nurses and the team's success!

Worksheet to Calculate Certification Rate

See next page.

Questions? Contact NPGO@uvahealth.org

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Worksheet to Calculate Current & Future Department Goals for Professional Board Certification

Step 1: Identify who are the eligible RNs to create your denominator.

Steps 2 and 3: Nurse Manager: Run the “*Nurses with Specialty Certifications Not Required for Job*” for your department and identify the number of RNs who currently hold a Professional Board Certification.

Step 4: Calculate your current percentage

$$\text{Current Percentage} = \frac{\text{\# of Currently CERTIFIED RNs}}{\text{\# of ELIGIBLE RNs}} \%$$

Setting Your Future Goal

The timeline for your goal is the fiscal year which begins July 1 and ends June 30th. Your goal will be to determine your percentage of certified nurses by June 30th.

Step 5: Recalculate your denominator for June 30th based on your expected changes.

Step 6: Identify how many certified nurses you expect to have by June 30th.

Step 7: Calculate your certification goal for the fiscal year (July 1 – June 30)

$$\text{Future Goal Percentage} = \frac{\text{\# of expected CERTIFIED RNs as of June 30}}{\text{\# of expected ELIGIBLE RNs as of June 30}} \%$$

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