



Orthopaedic Nurses Certification Board  
*Recognizing Excellence • Improving Care*

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Revised	9/96, 2/99, 8/04, 5/06, 5/08, 10/08
Original Date	01/91

## **POLICY & PROCEDURE**

**SUBJECT:** Mailing List Rental

### POLICY

The rental of the ONCB mailing list is permitted to other nursing organization and vendors only for educational and/or research purposes that are approved by the ONCB.

### PROCEDURE

1. ONCB will rent the mailing list for educational or research purposes only. ONCB will not rent the mailing list for the purposes of advertising or sales. ONCB retains the right to refuse rental of the mailing list for any reason it deems necessary.
2. Each rental is on a one-time basis only.
3. The Mailing List Rental Agreement will accompany the request (see 2g-A).
4. Request from nursing organizations other than NAON must also include a sample of the proposed mailing, proof of eligibility to receive the list, and check for prepayment.
5. Fee for mailing list rental will be \$100/200 names, and \$50 for each additional 100 names.

