Hospice and Palliative Credentialing Center (HPCC)
CHPN® Hospice and Palliative Accrual for Recertification
(CHPN® HPAR)

All professional development activities achieved in the process of renewal of certification by the accrual method should extend knowledge and improve the candidate’s practice of hospice and palliative care. The requirements of HPAR help to demonstrate continuing competence by allowing professionals to exhibit critical thinking skills and express competencies through continuing education, scholarly accomplishments and professional contributions. These activities should be consistent with the scope of hospice and palliative nursing practice as stated in the ANA/HPNA Palliative Nursing: Scope and Standards of Practice – An Essential Resource for Hospice and Palliative Nurses and the vision and mission of HPCC.

CHPN®s are required to renew their certification through the HPAR process. CHPN® HPAR applications must be submitted through the online platform called LearningBuilder. This new platform was designed to be user friendly and allow candidates to submit their recertification applications in a timely fashion with the ease of modern technology. It offers many enhancements to the recertification process including ease of entry, dropdown boxes to assist with required information, online payment and submission as well as easy access to the review team. More information about LearningBuilder is available at www.goHPCC.org.

The HPAR policy and application process are reviewed annually by the HPCC Board of Directors. There may be revisions, and it is your responsibility before finalizing your HPAR submission to assure that you are using the most current policy, application process for the year in which you are submitting your HPAR.

Renewal of certification requirements: Professional development and practice hours
- Hold a current CHPN® certification
- Hold a current, unrestricted registered nurse license in the United States, its territories or the equivalent in Canada
- Complete the required practice hours in the specialty
- Complete the professional development point accrual
- Pay the renewal fee

Reactivation of credential:
Candidates who miss the deadline for recertification and meet the requirements for reactivation may use the LearningBuilder platform to submit for reactivation according to individualized adjustments for dates of submission. Reactivation will be available for three years after expiration of credential. Nurses may not use the credential after it expires but may use it again after being notified that their certification has been reactivated. Reactivation is NOT retroactive and the certification period will begin when notified and continue for four years from that date.

Example: If a nurse who was due to renew in 2016 missed the final deadline and applies for and is granted reactivation February 15, 2017, that certification will expire February 15, 2021.
Reactivation for expired certification requirements: Professional development and practice hours

- CHPN® certification has been expired for less than 3 years.
- Hold a current, unrestricted registered nurse license in the United States, its territories or the equivalent in Canada.
- Complete the professional development point accrual during the Reporting Period as designated in your learning plan within LearningBuilder.
- Complete the required practice hours in the specialty.
- Pay the renewal fee plus a reactivation fee.

Renewal Application Deadlines and Fees

<table>
<thead>
<tr>
<th>CHPN®</th>
<th>SJE (Prepaid)</th>
<th>Standard*</th>
<th>Extended** (Additional fee of $100 incurred)</th>
<th>Reactivation*** (Additional fee of $175 incurred)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPNA member</td>
<td>$60</td>
<td>$200</td>
<td>$300</td>
<td>$375</td>
</tr>
<tr>
<td>HPNA non-member</td>
<td>$60</td>
<td>$320</td>
<td>$420</td>
<td>$495</td>
</tr>
</tbody>
</table>

* 1 year to 8 weeks prior to expiration
** 8 weeks or less prior to expiration
*** Up to 3 years after certification expiration
Certified Hospice and Palliative Nurse
Hospice and Palliative Accrual for Recertification
(CHPN® HPAR)

Requirements:

I. Practice Hours:  500 practice hours in the most recent 12 months or
1,000 practice hours in the most recent 24 months prior to submission of application.

II. Professional Development Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Situational Judgment Exercise (SJE) – Required</td>
<td>20/10/5</td>
</tr>
<tr>
<td>(Amount of points dependent on date of completion or scores received)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Max. Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Continuing Education</td>
<td>None</td>
</tr>
<tr>
<td>Continuing Education: Nursing/Medical/Other healthcare disciplines</td>
<td></td>
</tr>
<tr>
<td>(live or self-study) (All programs must be accredited.)</td>
<td></td>
</tr>
<tr>
<td>60 minutes = 1 Contact Hour = 1 HPAR point</td>
<td></td>
</tr>
<tr>
<td>30 minutes = 0.5 Contact Hour = 0.5 HPAR point</td>
<td></td>
</tr>
</tbody>
</table>

You may choose to submit at least 10 points in the categories of Scholarly Accomplishments and/or Professional Contributions OR if you choose not to submit 10 points in Scholarly Accomplishments and/or Professional Contributions categories you must submit 20 additional points of Continuing Education.

<table>
<thead>
<tr>
<th>Category</th>
<th>Max. Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Scholarly Accomplishments</td>
<td></td>
</tr>
<tr>
<td>1. Academic education</td>
<td>45</td>
</tr>
<tr>
<td>1 academic semester credit = 15 points</td>
<td></td>
</tr>
<tr>
<td>2. Professional presentations</td>
<td>20</td>
</tr>
<tr>
<td>1 point awarded for every 10 minutes starting with 20 minutes</td>
<td></td>
</tr>
<tr>
<td>3. Professional publications</td>
<td>75</td>
</tr>
<tr>
<td>(Detailed listing of type and points in packet)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Max. Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Professional Contributions</td>
<td></td>
</tr>
<tr>
<td>1. Precepting healthcare professional students enrolled in an academic program</td>
<td>20</td>
</tr>
<tr>
<td>25 hours = 5 points</td>
<td></td>
</tr>
<tr>
<td>2. Orienting Staff</td>
<td>10</td>
</tr>
<tr>
<td>40 hours = 5 points</td>
<td></td>
</tr>
<tr>
<td>3. Volunteer service in healthcare-related organizations</td>
<td>10</td>
</tr>
<tr>
<td>1 year of service = 5 points</td>
<td></td>
</tr>
</tbody>
</table>

All activities must relate to the CHPN® Test Content Outline
Visit [www.goHPCC.org](http://www.goHPCC.org) for more information.
I. Practice Hours and Licensure

- Hold a current, unrestricted registered nurse license in the United States, its territories or the equivalent in Canada
- Work as a registered nurse for 500 hours in the most recent 12 months or 1000 hours during the most recent 24 months prior to application.

Definition of Hospice and Palliative Care

Hospice and palliative care is the provision of care for the patient with serious illness and their family with the emphasis on their physical, psychosocial, emotional and spiritual needs. This is accomplished in collaboration with an interdisciplinary team in diverse settings including: inpatient, home, or residential hospice; acute care hospitals or palliative care units; long-term care facilities; rehabilitation facilities; home settings; ambulatory or outpatient palliative care primary care or specialty clinics; veterans’ facilities; correctional facilities; homeless shelters; and mental health settings.

Hospice and palliative interdisciplinary team members serve in a variety of roles including: expert clinicians, educators, researchers, administrators, consultants, case managers, program developers/coordinators, and/or policymakers. Moreover, hospice and palliative care includes holistic assessment of the patient and family, offering information to allow more informed decision-making, meticulous pain and symptom management, determination and optimization of functional status, and support of coping patterns.

II. Professional Development Activities

1. Points may be accrued throughout your certification cycle that is from your exam date through certification expiration date. Initial and renewal certification cycles are based on anniversary dates.

* Note: Reactivation point accrual must be completed during the Reporting Period as designated in your learning plan within LearningBuilder.

2. Each candidate must earn a total of 100 points during the accrual period of four years. Points are accrued by completing activities in the categories of professional development specified by HPCC. All points must be earned through activities that provide content specific to or with direct application to hospice and palliative care and must relate to the CHPN® test content outline.

3. Accrued points may be distributed across all major categories of professional activities: Situational Judgment Exercise (required), Continuing Education, Scholarly Accomplishments, and Professional Contributions. Candidates are not required to submit points in every category, Some limitations are imposed on the number of points that may be accrued through certain activities in all categories.
NOTE: You may choose to submit at least 10 points in the categories of Scholarly Accomplishments and/or Professional Contributions OR if you choose not to submit 10 points in Scholarly Accomplishments and/or Professional Contributions categories you must submit 20 additional points of Continuing Education.

CHPN HPAR Point Requirement Summary

<table>
<thead>
<tr>
<th>SJE Points</th>
<th>* Scholarly Accomplishments and Professional Contributions Points</th>
<th>Continuing Education Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Minimum 10 + 0 - 9*</td>
<td>Minimum 85 = 115</td>
<td>100</td>
</tr>
<tr>
<td>10</td>
<td>Minimum 10 + 0 - 9*</td>
<td>Minimum 80 = 110</td>
<td>100</td>
</tr>
<tr>
<td>20</td>
<td>Minimum 10 + 0 - 9*</td>
<td>Minimum 70 = 100</td>
<td>100</td>
</tr>
</tbody>
</table>

* If you choose to not submit at least 10 points in the categories of Scholarly Accomplishments and Professional Contributions you must submit 20 additional points of Continuing Education.

4. Exposure to new knowledge is critical to life-long learning. **Activities should be selected in order to enhance expertise in hospice and palliative nursing.** These activities must relate to the CHPN® test content outline. **Activities relevant to general nursing (i.e., CPR, ACLS, OSHA, HIPAA, workplace mandatory competencies such as Domestic Violence, Neglect and Abuse, Infection Control, Blood-Borne Pathogens, etc.) will NOT be accepted.**

5. A percentage of applications are selected each year for audit. Candidates whose applications are selected for audit are required to submit additional documentation regarding point accrual activities, such as continuing education certificates. Refer to the “Documentation” section of each category.

6. Some information may have been imported into individual Learning Plans from CE tracking when applicable. CE tracking data that was incomplete or could not be matched with certainty to a specific certificant was not imported. It is your responsibility to confirm that all information is complete and accurate. Users continue to have access to CE tracking as a reference for completion of Learning Plans. You may print the information from CE tracking and enter it into your Learning Plan. (There is not an automated import function because LearningBuilder and CE tracking are on different systems.)

Point Accrual Categories

A. SITUATIONAL JUDGMENT EXERCISE

Completion of the Situational Judgment Exercise (SJE) is a **required** component of the CHPN® HPAR. The SJE is an open book online exercise which uses a series of case based scenarios to demonstrate critical reasoning and clinical application of content beyond the level of the initial
certification exam. The SJE provides an in-depth assessment of the approach taken by the CHPN® to handle the complexity of real life clinical situations. In addition to assessment and treatment decision making, it also addresses ethical and professional topics including team building, communication, public policy and research.

The SJE scenarios are designed with the intention of Information Gathering (IG) and Decision Making (DM) reflecting two different underlying constructs relevant to hospice and palliative nursing practice, and previous analysis has indicated that IG and DM are measuring different competencies. Your score on the Information Gathering (IG) and Decision Making (DM) sections is compared to a “minimum pass level” (MPL) established by the subject matter experts who created the SJE.

- How scores meet or exceed the total “Passing Score” (MPL) on both the IG and DM will determine the number of HPAR points earned.

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>HPAR Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet or Exceed MPL (Passing Score) on Both IG and DM</td>
<td>20</td>
</tr>
<tr>
<td>Meet or Exceed MPL (Passing Score) on Either IG or DM</td>
<td>10</td>
</tr>
<tr>
<td>Below MPL (Passing Score) on both IG and DM</td>
<td>5</td>
</tr>
</tbody>
</table>

Results of performance on the SJE will be automatically uploaded to the individualized candidate learning plan in LearningBuilder after completing the SJE.

Detailed information on the SJE can be found on the HPCC website www.goHPCC.org under Certification.

B. CONTINUING EDUCATION

Through attendance at live programs or through self-study educational programs, either in print or online that award contact hours offered by accredited or approved providers or have been approved by an accredited approver of nursing, medical or other health care discipline continuing education.

One of the most common nursing accreditors is the American Nurses Credentialing Center Commission on Accreditation (ANCC COA). Some state boards of nursing have a system for the formal approval of continuing education providers.

Several state boards of nursing require continuing education for renewal of licensure. However, not all state boards require that the continuing education must be offered by accredited or approved providers or have been approved by an accredited approver.

Therefore, some continuing education programs may be acceptable for candidate relicensure in their state but NOT acceptable for renewal of certification through CHPN® HPAR by HPCC.
Only those State Boards of Nursing listed below are acceptable.
The following organizations are acceptable to HPCC to grant approval to providers of continuing education contact hours:

**Approval Bodies**
- Accreditation Council for Continuing Medical Education (ACCME)
- Accreditation Council for Pharmacy Education (ACPE)
- American Academy of Nurse Practitioners (AANP)
- American Association of Critical-Care Nurses (AACN)
- American Association of Nurse Anesthetists (AANA)
- American Nurses Credentialing Center (ANCC)
- Association of Pediatric Hematology/Oncology Nurses (APHON)
- Association of Women’s Health, Obstetric & Neonatal Nurses (AWHONN)
- International Association for Continuing Education and Training (IACET)
- National Association of Neonatal Nurses (NANN)
- National Association of Pediatric Nurse Associates & Practitioners (NAPNAP)
- National Association of Social Workers (NASW)
- National League for Nursing (NLN)
- Nurse Practitioners in Women’s Health (NPWH)
- Oncology Nursing Society (ONS)
- State Nurses Associations (all)
- State Boards of Nursing in: Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, West Virginia
- Wisconsin Society for Health Education and Training (WISHET)

One of the most common medical accreditors is the Accreditation Council for Continuing Medical Education through the American Medical Association (AMA PRA Category 1 Credits).

- **Points awarded:**
  - One 60 minute contact hour = 1 point
- **Repetition of Continuing Education programs with identical content during the accrual period will not be accepted.**
- **Each Continuing Education program, regardless of length, must be a separate entry and reflect each continuing education certificate.**

**Documentation:** (Records kept by certificant unless audited)
Certificate awarded by the provider, which states the participant name, the title of the activity that has been approved for contact hours, the date of the activity, and the number of hours awarded. The certificate MUST have an accreditation statement and/or provider number.
* An attendance log from employer/agency will NOT be accepted.

**Definition of terminology for continuing nursing education:**

- **Provider:** An agency that offers a continuing education activity. Examples of providers are hospitals, pharmaceutical companies, journals, or professional organizations.
- **Approver:** An organization that reviews continuing education programs to determine if they meet predetermined standards. Approvers may also be providers of continuing education.
- **Accreditor:** An agency that, based on defined standards, reviews another agency and gives it the authority to provide and/or approve continuing education and award contact hours.
- **Contact Hour:** Continuing education credits awarded based on the length of organized instructional activity. For renewal by HPAR, the number of contact hours equals the number of HPAR points.

**C. SCHOLARLY ACCOMPLISHMENTS**

You may choose to submit at least 10 points in the categories of Scholarly Accomplishments and/or Professional Contributions OR if you choose not to submit 10 points in Scholarly Accomplishments and/or Professional Contributions categories you must submit 20 additional points of Continuing Education.
1. Academic Education  
(Preapproval is required. Please allow five (5) business days for review and approval.)  
- Through completion of courses that are required within a degree program OR other academic courses that are relevant to hospice and palliative nursing.  
- **You must submit a transcript or grade report with your CHPN® renewal.**  
- Enrollment in a degree program is not required.  
- Courses must be provided by accredited colleges or universities.  
- A grade of “C” or higher must be achieved for a course.  
- **Points awarded:**  
  - One academic semester credit = 15 points  
  - Limited to a maximum of 45 points of total accrued points  

| Documentation: | Transcript or grade report required with submission.  
Course description submitted if requested. |

2. Professional Presentations  
- Through formal structured educational presentations made to nurses, other healthcare providers, or the public (e.g., seminars, conferences, in-services, public education)  
- Content of the presentation must be related to the field of hospice and palliative care.  
- Presentations given as part of **requirements within your job description** are not acceptable. Educators that teach courses as part of employment responsibilities would count this activity as required hours in the profession, but not as formal presentations.  
- **Presentations may be done in the workplace if they are not part of the routine job requirements.** Examples include: providing education on a different unit, during the interdisciplinary team meeting or at another organizational worksite/outreach facility. For instance a one hour presentation to staff members on a new clinical topic or the findings from searching an evidence based new treatment would be 60 minutes = 6 points.  

  - **Points awarded based on presentation time:**  
    - Length of the presentation must be at least 20 minutes  
    - One 20 minute = 2 points  
    - One point awarded for each 10 minutes thereafter the initial 20 minute presentation  
  
- **Poster presentation = 2 points**  
- Limitations:  
  - Points can be earned for only ONE delivery of the same material  
  - Points are **limited** to a maximum of 20 points of total points accrued  

| Documentation: | (Records kept by certificant unless audited)  
Copy of program brochure, flyer or email invitation that lists information about presentation, including date and time, name of candidate, title of presentation, and content. Copies of slide presentations are not accepted. |

3. Professional Publications  
- Through items published in books, journals, professional newsletters, or electronic media (e.g., DVD, video) that are original and require review and synthesis of current literature.  
- Except for publications aimed at patient and family education, published items must be directed at a professional audience.
• Publications done as part of requirements within your job description are not acceptable (e.g., learning modules for staff, policy/procedure manuals, community outreach brochures).

Publications may be done in the workplace if they are not part of the routine job requirements. Examples include: writing a patient education pamphlet or an article in the newsletter or journal published by your workplace.

• Must be the author, co-author, editor, or co-editor

• Item must have been accepted for publication during renewal period even if actual publication date is to be past renewal period.

• Completion of a doctoral dissertation or master’s thesis within the specialty area may be used. However, academic hours awarded for the dissertation or the thesis that are used in this category may NOT also be used in the Academic Education category.

• Points awarded:

<table>
<thead>
<tr>
<th>Type of Publication</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral dissertation</td>
<td>75 points</td>
</tr>
<tr>
<td>Authored textbook (&gt;300 pages)</td>
<td>60 points</td>
</tr>
<tr>
<td>Authored textbook (&lt;300 pages)</td>
<td>40 points</td>
</tr>
<tr>
<td>Master’s thesis</td>
<td>25 points</td>
</tr>
<tr>
<td>Textbook editor</td>
<td>20 points</td>
</tr>
<tr>
<td>Chapter in a book</td>
<td>15 points</td>
</tr>
<tr>
<td>Written review of book or media</td>
<td>5 points</td>
</tr>
<tr>
<td>Patient/Family Teaching Sheet</td>
<td>5 points</td>
</tr>
<tr>
<td>Educational pamphlet</td>
<td>5 points</td>
</tr>
<tr>
<td>Position Statement</td>
<td>5 points</td>
</tr>
<tr>
<td>Editorial in professional journal</td>
<td>2 points</td>
</tr>
<tr>
<td>Column in a professional journal</td>
<td>2 points</td>
</tr>
<tr>
<td>Article in professional organization newsletter</td>
<td>2 points</td>
</tr>
<tr>
<td>Article in workplace newsletter</td>
<td>2 points</td>
</tr>
<tr>
<td>Research abstract</td>
<td>2 points</td>
</tr>
<tr>
<td>Original research article in a peer reviewed journal</td>
<td>15 points</td>
</tr>
<tr>
<td>Original journal article in a peer reviewed journal</td>
<td>10 points</td>
</tr>
</tbody>
</table>

• Limited to a maximum of 75 of total accrued points.

Documentation: (Records to be kept by certificant unless audited)
Copies of publication(s). For large publication(s) – title page and table of contents where the candidate name is given as author. Copy of the publisher notification of acceptance if publication date occurs after submission of renewal application. Evidence of peer review process from journal or via specific URL address (link).
D. PROFESSIONAL CONTRIBUTIONS

1. Precepting Students
   - Direct supervision provided to a student within a healthcare discipline. The precepting should be in a one-on-one relationship with specific goals to learn information about the specialty of hospice and palliative care and the role of the disciplines involved. **Students must be enrolled in a formal accredited academic education program.**
   - Information provided must include: dates of precepting, instructor/faculty name, academic course title, institution (college/university), number of students, number of combined hours and contact email for supervising faculty. One entry is required for each academic course.
   - **Points awarded:**
     - 25 hours of precepting = 5 points
     - Precepting points in increments other than 5 WILL NOT BE ACCEPTED.
   - **Limited** to maximum 20 points of total points accrued.

   **Documentation:** (Records kept by certificant unless audited)
   Current contact information for supervising faculty or Precepting Audit Form may be used.

2. Orienting Staff
   - Time spent on the job with healthcare professionals sharing knowledge, skills and experience. The orientation should have specific goals to learn information about the specialty of hospice and palliative care and the role of the disciplines involved. Information provided must include: dates of orientation, supervisor name, organization/workplace, number of new staff, number of combined hours and contact information for supervisor. A separate entry is required for each place you have worked.
   - **Points awarded:**
     - 40 hours of orienting = 5 points
     - Orienting points in increments other than 5 WILL NOT BE ACCEPTED.
   - **Limited** to maximum 10 points of total points accrued.

   **Documentation:** (Records kept by certificant unless audited)
   Current contact information for supervisor or Orientating Audit Form may be used.

3. Volunteer Service in Organizations
   - Please observe the following guidelines:
   - Volunteer service includes positions held with local, state, or national healthcare related or hospice and palliative care organizations.
   - Employer-related activities are accepted, such as serving on the ethics committee, institutional review board, pharmacy and therapeutics committee, professional practice council or community outreach task force.
   - Positions include being a member of a board of directors, editorial or review board, council, committee, task force, project team, or work group.
   - **Points awarded:**
     - One year of service = 5 points
   - **Limited** to 10 points of total accrued.

   **Documentation:** (Records kept by certificant unless audited)
   Letter from the organization with listing date(s) of volunteer service or you can request electronic verification from a contact person at the organization.
Submitting Your Application
Once you have met all of the requirements for recertification, you will be able to submit your application. During the submission process, you will be required to attest that you meet all requirements for recertification and make payment for your application by credit card. Approximately 10 percent of applicants are randomly audited to ensure compliance. If you have been selected for audit, you will be notified at this step of the recertification process, and you will be asked to submit documentation for the activities contained within your learning plan.

Ongoing Notifications and Reminders via email
You will receive regular notifications and reminders of actions you need to take to ensure you complete the recertification process in a timely manner. These emails include upcoming deadlines and more. You can see your notifications and reminders under ‘My Account/My Communications.’

Please confirm or edit your profile information under “My Account.” It is important to have the current email address for frequent communications and all postal mailings are sent to your home address.

For Help and Assistance
LearningBuilder is an easy-to-use online system that will streamline your recertification process. However, if you find that you need some help or assistance, then just call the HPCC national office at 412-787-1057, or email us at support@goHPCC.org.