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

All activities undertaken in the process of renewal of certification by the accrual method should extend knowledge and improve the candidate’s practice of hospice and palliative nursing. The requirements of HPAR help to demonstrate continuing competence by allowing nurses to exhibit critical thinking skills and express competencies through continuing education, scholastic 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 currently have the option to renew their certification through the HPAR process and beginning in 2015, 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 on the HPCC website under “Recertification” 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

Beginning in 2016 testing will NOT be an option for renewal of certification. If a CHPN® does not renew by exam or HPAR in 2015 they will be required to use the reactivation method to obtain their CHPN® credential. 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. For example, if a nurse who was due to renew in 2015 missed the final deadline and applies for and is granted reactivation February 15, 2016, that certification will expire February 15, 2020.
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 4 years PRIOR to submission for reactivation.
- 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>HPAR Fees</th>
<th>Fee (Prepaid)</th>
<th>SJE</th>
<th>Standard*</th>
<th>Extended** (Additional fee)</th>
<th>Reactivation*** (Additional fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHPN®</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPNA member</td>
<td>$260</td>
<td>$60</td>
<td>$200</td>
<td>$100</td>
<td>$175</td>
</tr>
<tr>
<td>HPNA non-member</td>
<td>$380</td>
<td>$60</td>
<td>$320</td>
<td>$100</td>
<td>$175</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: Total of 100 points

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Situational Judgment Exercise (SJE)</td>
<td>20/10/5</td>
</tr>
</tbody>
</table>

All but 10 points may be obtained with the SJE and Continuing Education

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Continuing Education</td>
<td>All but SJE and 10 points from other categories</td>
</tr>
<tr>
<td>Continuing Education: Nursing/Medical/Other healthcare disciplines (live, self-study, online, etc.)</td>
<td>Max. Limit</td>
</tr>
<tr>
<td>Accredited</td>
<td>60 minutes = 1 Contact Hour = 1 HPAR point</td>
</tr>
<tr>
<td>30 minutes = 0.5 Contact Hour = 0.5 HPAR point</td>
<td></td>
</tr>
</tbody>
</table>

At least ten (10) points must be obtained in Scholastic Accomplishments and/or Professional Contributions

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>C. Scholastic Accomplishments</td>
<td>Max. Limit</td>
</tr>
<tr>
<td>1. Academic education</td>
<td>45</td>
</tr>
<tr>
<td>1 credit HR = 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 (Detailed listing of type and points in packet)</td>
<td>75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Professional Contributions</td>
<td>Max. Limit</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. Volunteer service in healthcare-related community or professional 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 and look under Certification/Recertification/CHPN®.
I. Practice Hours (New in 2015)

- Hold a current, unrestricted registered nurse license in the United States, its territories or the equivalent in Canada
- Work in nursing practice 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. Information provided must include: position title, name of employer, and number of hours worked in hospice/palliative care.
  
  o Note: practice hours must be:
    - At the registered nurse practice level
    - In the area of hospice and palliative nursing
  
  o Practice can be direct or indirect, including, but not limited to:
    - Direct patient care
    - Administration
    - Education
    - Research
    - Consultation

  
  
  **Documentation:** (Records kept by certificant unless audited)
  
  Copy of current valid nursing license showing expiration date or online verification document of licensure through the State Board of Nursing.
  
  Current contact information for current supervisor.

II. Professional Development Activities

1. Points may be accrued throughout your certification cycle that is from your exam date through certification expiration date. (For those renewing in 2015 your reporting period begins January 1, 2011 to accommodate changes to the recertification requirements and process.)

* **Note:** Reactivation point accrual must be completed during the 4 years PRIOR to the date of submission.

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, Continuing Education, Scholastic Accomplishments, and Professional Contributions. Candidates are not required to submit points in every category, however at least 10 points must be earned in the categories of Scholastic Accomplishments and/or Professional Contributions. Some limitations are imposed on the number of points that may be accrued through certain activities in all categories.

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. Candidates are required to submit with their application, their completed individual Learning Plan that delineates their participation in activities for point accrual.

6. **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.

7. Information has 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.

**Point Accrual Categories**

**A. SITUATIONAL JUDGMENT EXERCISE**

New in 2015, 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.

- The date of completion of the CHPN® SJE will determine the number of HPAR points earned in the year **2014**.

<table>
<thead>
<tr>
<th>Date of completion of the SJE</th>
<th>HPAR Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion date 8/1/2014 through 9/30/2014</td>
<td>20</td>
</tr>
<tr>
<td>Completion date 10/1/2014 through 12/31/2014</td>
<td>10</td>
</tr>
</tbody>
</table>

- How scores meet or exceed the total “Passing Score” (MPL) on both the IG and DM will determine the number of HPAR points earned in the year **2015**.

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>HPAR Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet or Exceed MPL (Passing Score) on <em>Both IG and DM</em></td>
<td>20</td>
</tr>
<tr>
<td>Meet or Exceed MPL (Passing Score) on <em>Either IG or DM</em></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 shortly after completing the SJE.

Detailed information on the SJE can be found on the HPCC website, [www.goHPCC.org](http://www.goHPCC.org), select the CERTIFICATION tab at the top of the home page, choose the RECERTIFICATION submenu, then CHPN® submenu.

**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.

- In addition to points accrued through Continuing Education, it is required that 10 points be accrued in the categories of Scholastic Accomplishments and/or Professional Contributions.

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 re-licensure 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)

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**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.
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. Multiple learning programs, courses, journal articles may not be grouped into one entry with a date range.**

- **Limited to all but 10 points from other categories**

**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.

C. SCHOLASTIC ACCOMPLISHMENTS

1. **Academic Education**

- 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 an official transcript or official 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 credit = 15 points*

- **Limited to a maximum of 45 points of total accrued points**

**Documentation:** Transcript or official grade report required with renewal 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 **fulfillment of routine job expectations** 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.

- **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:
  o Points can be earned for only ONE presentation of the same material
  o Points are limited to a maximum of 20 points of total points accrued

**Documentation:** (Records kept by certificant unless audited)

Copy of program which 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, peer reviewed 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 fulfillment of job expectations are NOT acceptable (e.g., learning modules for staff, policy/procedure manuals, community outreach brochures)

• 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>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>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.
D. PROFESSIONAL CONTRIBUTIONS

1. Precepting Students
   - Direct supervision provided to health care professional students. 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. Orientation of new employees, mentoring and shadowing are NOT precepting.
   - 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.

2. Volunteer Service in Professional Organizations
   - Volunteer service in a healthcare-related community or professional organization related to hospice and palliative care. Examples:
     - Leadership position in a national or local hospice and palliative-related organization such as board of directors, committees, editorial and review boards, councils, task forces, project teams.
     - **Participation within your employer organization is NOT accepted** (i.e., Ethics Committee, IRB, Pharmacy & Therapeutics, Community Outreach, etc.).
     - Leadership position in a health-related national, state, or local organization such as boards, committees, councils, task forces and project teams.
   - **Points awarded:**
     - One year of service = 5 points
   - **Limited** to 10 points of total accrued.

**Documentation:** (Records kept by certificant unless audited)
Current contact information for supervising faculty or Precepting Audit Form may be utilized.
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 re-certification 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 re-certification process in a timely manner. These emails include activities entered into your learning plan, but not completed nor submitted, upcoming deadlines, and more. You can see your notifications and reminders under ‘My Account/My Communications.’

For Help and Assistance
LearningBuilder is an easy-to-use online system that will streamline your re-certification 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.