

December 2021



Candidate Handbook

Certified Hospice & Palliative Nurse



The Hospice and Palliative Credentialing Center
400 Lydia Street, Suite 103, Carnegie, PA 15106
412.787.1057 | advancingexpertcare.org/certification

The Hospice and Palliative Credentialing Center (HPCC) provides specialty certification examinations for health care professionals: advanced practice registered nurses, registered nurses, pediatric registered nurses, licensed practical/vocational nurses, and nursing assistants. Information regarding the hospice and palliative registered nurse examination, testing policies and procedures and an application form can be found in this Candidate Handbook. Candidate Handbooks for other HPCC certification examinations are also available. HPCC certification exams are computer-based and offered at PSI Test Center locations. Deadlines are firm and strictly enforced.

All inquiries regarding the certification program should be addressed to HPCC.

HPCC
400 Lydia Street, Suite 103
Carnegie, PA 15106
Telephone: 412-787-1057
Fax: 412-787-9305
Email: hpcc@goHPCC.org
Website: advancingexpertcare.org/certification

PSI is the professional testing company contracted by HPCC to assist in the development, administration, scoring and analysis of the HPCC certification examinations.

All inquiries regarding the application process, test administration and the reporting of scores should be addressed to PSI.

PSI
18000 W. 105th St.
Olathe, KS 66061-7543
Telephone: (Toll free) 833-256-1422
Fax: 913-895-4651
Email: info@goAMP.com
Website: <http://schedule.psiexams.com>

Your signature on the application certifies that you have read all portions of this Candidate Handbook and application.

HPCC MISSION STATEMENT

HPCC is the premier national credentialing organization that advances expert care in serious illness through state-of-the-art certification of continuing competency in hospice and palliative care.

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SECTION 1: GENERAL INFORMATION

ABOUT THE HPCC

The Hospice and Palliative Credentialing Center (HPCC) was incorporated in 1993 as the National Board for Certification of Hospice Nurses (NBCHN) to develop a program of certification for the specialty practice of hospice and palliative nursing. The HPCC has been affiliated with the Hospice Nurses Association (HNA), now Hospice and Palliative Nurses Association (HPNA), since its inception. The first certification examination for Hospice Nurses was given in 1994, and in 1998, initial certificants were required to renew their credential for the first time. HPCC has expanded its mission and now provides specialty examinations for several members of the nursing team: advanced practice registered nurses, registered nurses, pediatric registered nurses, licensed practical/vocational nurses, and nursing assistants. Currently there are over 15,000 individuals certified by HPCC.

The HPCC Board of Directors is a competency-based Board that oversees all aspects of the certification program. The composition of the Board includes certified representatives from HPCC certification programs and may include a certified nurse in a nursing specialty other than hospice and palliative care, and a public Board member. HPCC has the responsibility for development, administration and maintenance of the examinations in conjunction with a testing agency, PSI.

STATEMENT OF NON-DISCRIMINATION POLICY

The HPCC does not discriminate among applicants on the basis of age, gender identity, race, ethnicity, religion, national origin, disability, sexual orientation or marital status.

CERTIFICATION

The HPCC endorses the concept of voluntary, periodic certification for all hospice and palliative advanced practice registered nurses, registered nurses, pediatric registered nurses, licensed practical/vocational nurses, and nursing assistants. It focuses specifically on the individual and is an indication of current competence in a specialized area of practice. Certification in hospice and palliative care is highly valued and provides formal recognition of competence.

The purpose of certification is to *promote delivery of comprehensive hospice and palliative care through the certification of qualified hospice and palliative professionals by:*

1. Recognizing formally those individuals who meet the eligibility requirements for and pass an HPCC certification examination or complete the recertification process.
2. Encouraging continuing personal and professional growth in the practice of hospice and palliative care.

3. Establishing and measuring the level of knowledge required for certification in hospice and palliative care.
4. Providing a national standard of requisite knowledge required for certification; thereby assisting the employer, public and members of the health professions in the assessment of hospice and palliative care.

TESTING AGENCY

PSI Services is the professional testing agency contracted by the HPCC to assist in the development, administration, scoring and analysis of the HPCC certification examinations. PSI services also include the processing of examination applications and the reporting of scores to candidates who take the examinations. PSI is a leader in the testing industry, offering certification, licensing, talent assessment and academic solutions worldwide.

HPCC PROCESSING AGREEMENT

HPCC agrees to process your application subject to your agreement to the following terms and conditions:

1. To be bound by and comply with HPCC rules relating to eligibility, certification, renewal and recertification, including, but not limited to, payment of applicable fees, demonstration of educational and experiential requirements, satisfaction of annual maintenance and recertification requirements, compliance with the HPCC Grounds for Sanctions and other standards, and compliance with all HPCC documentation and reporting requirements, as may be revised from time to time.
2. To hold HPCC harmless and to waive, release and exonerate HPCC, its officers, directors, employees, committee members, and agents from any claims that you may have against HPCC arising out of HPCC's review of your application, or eligibility for certification, renewal, recertification or reinstatement, conduct of the examination, or issuance of a sanction or other decision.
3. To authorize HPCC to publish and/or release your contact information for HPCC approved activities and to provide your certification or recertification status and any final or pending disciplinary decisions to state licensing boards or agencies, other healthcare organizations, professional associations, employers or the public.
4. To only provide information in your application to HPCC that is true and accurate to the best of your knowledge. You agree to denial of eligibility, revocation or other limitation of your certification, if granted, should any statement made on this application or hereafter supplied to HPCC is found to be false or inaccurate or if you violate any of the standards, rules or regulations of HPCC.

EXAMINATION ADMINISTRATION

The HPCC Examination is delivered by computer at approximately 500 PSI Test Centers geographically located throughout the United States. The examination is administered by appointment only Monday through Friday. Appointment starting times may vary by location. Evening and Saturday appointments may be scheduled based on availability. Candidates are scheduled on a first-come, first-served basis. The examination is not offered on holidays during the four offered windows – Labor Day and the Christmas Holiday (December 24-26).

EXAMINATION WINDOWS AND APPLICATION DEADLINES

Applications that are received before the application “Start Date” or after the application “Deadlines” as posted below will be returned to the applicant **unprocessed**.

Applications are processed for the corresponding testing window **ONLY** as indicated in the chart below.

TESTING WINDOW	Application Start Date	Paper Application Deadline	Online Application Deadline
March 1 – March 31	December 1	January 15	February 15
June 1 – June 30	March 1	April 15	May 15
September 1 – September 30	June 1	July 15	August 15
December 1 – December 31	September 1	October 15	November 15

To apply for an HPCC examination, complete the application online or mail the application included with this handbook to PSI. All applications must be **RECEIVED** at PSI by the application deadline.

Advanced Practice Registered Nurses applying for initial certification **MUST** submit transcripts and a copy of current APRN license as part of the application process.

TEST CENTER LOCATIONS

A current listing of approximately 500 Test Centers with specific address information can be viewed at advancingexpertcare.org/certification.

APPLYING FOR AN EXAMINATION THE APPLICATION PROCESS

There are two ways to apply for the HPCC Certification Examination. Candidates may access the application process through the HPCC at advancingexpertcare.org/certification.

FAXED APPLICATIONS ARE NOT ACCEPTED.

- Online Application and Scheduling:** You may complete the application and scheduling process in one online session by visiting advancingexpertcare.org/certification. The computer screens will guide you through the application/scheduling process. After the application information and payment using a credit card (VISA, MasterCard, AMEX, Discover) have been submitted, eligibility will be confirmed or denied and you will be prompted to schedule an examination appointment or supply additional eligibility information.

OR

- Paper Application and Scheduling:** Complete and mail to PSI the paper application included in this handbook and appropriate fee (credit card, personal check, cashier's check or money order). A paper application is considered complete only if all information requested is complete, legible and accurate; if the candidate is eligible for the examination; and if the appropriate fee accompanies the application. **A paper application that is incomplete or late will be returned, unprocessed.**

PSI will process the paper application and within approximately two weeks will send a confirmation notice including a website address and toll-free telephone number to contact PSI to schedule an examination appointment (see following table). If eligibility cannot be confirmed, notification why the application is incomplete will be sent. If a confirmation of eligibility notice is not received within 4 weeks, contact PSI at 833-256-1422.

If you contact PSI by 3:00 p.m. Central Time on ...	Your examination may be scheduled as early as ...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday (Saturday if available)
Thursday	Monday
Friday	Tuesday

Be prepared to confirm a location and a preferred date and time for testing. You will be asked to provide your unique identification number that was provided on your confirmation notice. When you call to schedule an appointment for examination, you will be notified of the time to report to the Test Center. Please make a note of it because you will **NOT** receive an admission letter with appointment confirmation. If an email address is provided you will be sent an email confirmation notice.

You are allowed to take only the examination scheduled. **Unscheduled candidates (walk-ins) are not tested.**

EXAMINATION APPOINTMENT CHANGES

You may reschedule an appointment for examination at no charge by calling PSI at 833-256-1422 or rescheduling online

at <http://schedule.psiexams.com> greater than 24 **business** hours prior to the scheduled examination session. Appointments **MUST** be rescheduled within the **SAME TESTING WINDOW**.

If your Examination is scheduled on ...	You must contact PSI to reschedule the Examination by 3:00 p.m. Central Time by the previous ...
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Saturday	Thursday

REQUESTS FOR SPECIAL EXAMINATION ACCOMMODATIONS

The HPCC and PSI comply with the Americans with Disabilities Act (ADA) and are committed to ensuring that individuals with disabilities or impairments are not deprived of the opportunity to take the examination solely by reason of a disability or impairment, as required and defined by the relevant provisions of the law. Special testing arrangements will be considered for these individuals, provided that an appropriate written application request for accommodation is received by PSI by the application deadline and the request is approved. Please complete the online form at https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872. Attach the Documentation of Disability-Related Needs form (which must be completed by an appropriate licensed professional) with your online request. Candidates with questions regarding exam accommodations may call PSI at 800-367-1565 ext. 6750.

HPNA MEMBERSHIP BENEFIT

The Hospice and Palliative Nurses Association is a membership organization offering only individual memberships. Affiliated with HPCC, HPNA is a nursing membership organization whose mission is to advance nursing expertise in hospice and palliative care through education, advocacy, leadership, and research.

Persons applying for a certification examination who are current HPNA members **PRIOR** to applying for the HPCC examination are entitled to the HPNA member discounted examination fee as a membership benefit. The membership benefit must be obtained at least two business days before applying for a certification examination. See “Examination Fees” section for the applicable examination. Candidates **MUST** include their HPNA membership number on their exam application in order to receive the discounted fee.

FORFEITURE OF FEE

A candidate who:

1. fails to cancel an examination greater than 24 hours prior to the scheduled testing session;
2. fails to report for an examination appointment;
3. arrives less than 15 minutes **BEFORE** the examination appointment start time;
4. fails to provide proper identification that matches your eligibility email at the Test Center; or
5. fails to submit required audit documentation if selected for audit

will forfeit the examination fee and must reapply for the examination by submitting a new application, documentation and full examination fee, or request a transfer as outlined in the Transfers section below.

AUDITS

To ensure the integrity of eligibility requirements, HPCC will audit a percentage of randomly selected applications each year. Candidates whose applications are selected for audit will be notified and required to provide documentation of their professional license and verification of practice hours.

TRANSFERS

Candidates who, for any reason, are unable to sit for the examination in the window for which they applied **AND** canceled their examination greater than 24 hours before their scheduled appointment may request a transfer. This transfer will allow the candidates to forward their application fee to the **next testing window only**. Extensions of transfers will not be permitted.

Request for this transfer must be made in writing using the Transfer of Application form at the back of this handbook and sent to PSI via mail or facsimile along with a \$100 transfer fee payable to PSI Services Inc. by credit card, personal check, cashier’s check or money order. The request must be received no later than 30 days following the last day of the original testing window. Once the request is received and processed, the candidate will receive notification from PSI with instructions regarding scheduling their appointment when the next application window opens.

Telephone calls and/or electronic mail messages are not accepted as transfer requests. However, a phone call must be made to PSI (833-256-1422) to **cancel** the scheduled appointment. The call to cancel must be made greater than 24 business hours prior to the scheduled appointment.

Transfer requests made after the timeframe outlined on page 3 will not be honored.

REFUNDS

Due to the nature of computer-based testing and the ability to reschedule your appointment within the testing window, no refund requests will be honored. Candidate substitutions are not permitted.

ON THE DAY OF YOUR EXAMINATION

On the day of your examination appointment, report to the Test Center 15 minutes before your scheduled testing time. Once you enter the Test Center, look for the signs indicating PSI Test Center check-in.

To gain admission to the Test Center, you must present **two forms of identification**. The primary form must match the name on your eligibility email, be government issued, current and include your photograph. You will also be required to sign a roster for verification of identity. No temporary IDs are allowed.

Examples of valid primary forms of identification are:

1. Driver's license with photograph
2. State identification card with photograph
3. Passport with photograph
4. Military identification card with photograph

Employment ID cards, student ID cards, social security cards and any type of temporary identification are **NOT** acceptable as primary identification, but may be used as secondary identification if they include your name and signature. Candidates are prohibited from misrepresenting their identities or falsifying information to obtain admission to the Test Center.

At the testing carrel, you will be prompted on-screen to enter your unique identification number. Your photograph, taken before beginning the examination, will remain on-screen throughout your examination session. This photograph will also print on your score report.

SECURITY

PSI administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular phones are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No calculators are allowed.
- No guests, visitors or family members are allowed in the testing room or reception areas.

PERSONAL BELONGINGS

No personal items, valuables, or weapons should be brought to the Test Center. Only wallets and keys are permitted. Coats must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If all personal items will not fit in the soft locker you will not be able to test. The site will not store any personal belongings.

If any personal items are observed in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- create a disturbance, are abusive, or otherwise uncooperative;
- display and/or use electronic communications equipment such as pagers, cellular phones;
- talk or participate in conversation with other examination candidates;

- give or receive help or are suspected of doing so;
- leave the Test Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings; or
- are observed with notes, books or other aids without it being noted on the roster.

COPYRIGHTED EXAMINATION QUESTIONS

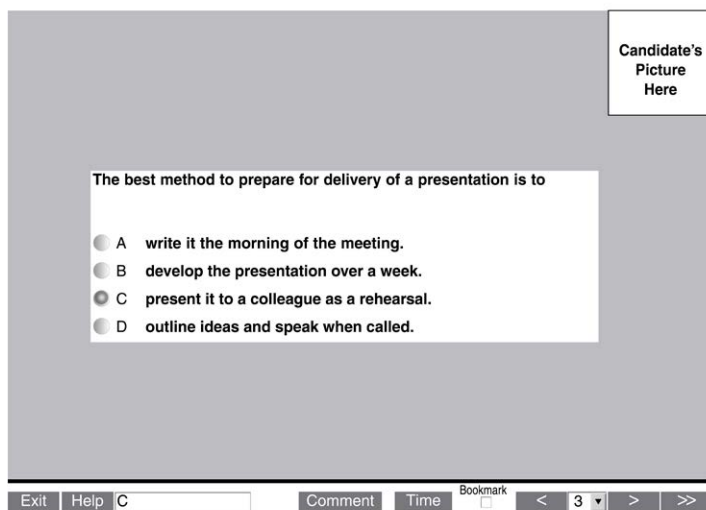
All examination questions are the copyrighted property of HPCC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

PRACTICE EXAMINATION

Prior to attempting the timed examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is **NOT** counted as part of your examination time. When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

TIMED EXAMINATION

Following the practice examination, you will begin the timed examination. Before beginning, instructions for taking the examination are provided on-screen. The following is a sample of what the computer screen will look like when you are attempting the examination.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time limit. You may click on the Time button in the lower right portion of the

screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The time feature may also be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. The entire examination question appears on-screen (i.e., stem and four options labeled – A, B, C and D). **Indicate your choice by either entering the letter of the option you think is correct (A, B, C or D) or clicking on the option using the mouse.** To change your answer, enter a different option by entering in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

The computer-based test (CBT) is set up in a linear format. In a linear format the candidate answers a predetermined number of questions. The examination questions do not become increasingly more difficult based on answers to previous questions. Answer selections may be changed as many times as necessary during the allotted time.

A question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the double arrows (>>) to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the double arrows (>>). When the examination is completed, the number of questions answered is reported. If not all questions have been answered and there is time remaining, return to the examination and answer those questions. Be sure to answer each question before ending the examination. **There is no penalty for guessing.**

CANDIDATE COMMENTS

You may provide comments for any examination question during the computerized examination **by clicking on the Comment button** to the left of the Time button. This opens a dialogue box to enter comments. Because of test security considerations, you will not receive individual replies about the content of examination questions, nor will you be permitted to review examination questions after completing the examination. At conclusion of the examination, you will also be asked to complete a short evaluation and a survey about the examination administration conditions.

INCLEMENT WEATHER OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, the HPCC and PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

You may visit the www.psonline.com/openings website prior to the examination to determine if PSI has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

REPORT OF RESULTS

After completing the examination, you are asked to complete a short survey and an evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive your score report. Scores are reported in printed form only, in person or by U.S. mail. **Scores are not reported over the telephone, by electronic mail or by facsimile.**

Your score report will indicate a “pass” or “fail.” Additional detail is provided in the form of raw scores by major content category. Test scores are reported as raw scores and scaled scores. A raw score is the number of correctly answered questions; a scaled score is statistically derived from the raw score. Your total score determines whether you pass or fail; it is reported as a scaled score ranging between 0 and 99.

The methodology used to set the minimum passing score for each examination is the Angoff method, applied during the performance of a Passing Point Study by a panel of content experts. The experts evaluated each question on the respective examination to determine how many correct answers are necessary to demonstrate the knowledge and skills required for the designation. The candidate’s ability to pass the examination depends on the knowledge and skill displayed during the examination, not on the performance of other candidates.

The minimum scaled score needed to pass the examinations has been set at 75 scaled score units. The reason for reporting scaled scores is that different forms (or versions) of the examinations may vary in difficulty. As new forms of the examinations are introduced each year, a certain number of questions in each content area are replaced. These changes may cause one form of the examination to be slightly easier or harder than another form. To adjust for these differences in difficulty, a procedure

called “equating” is used. The goal of equating is to ensure fairness to all candidates.

In the equating process, the minimum raw score (number of correctly answered questions) required to equal the scaled passing score of 75 is statistically adjusted (or equated). For instance, if an examination is determined to be more difficult than the previous form of the examination, then the minimum raw passing score required to pass will be slightly lower than the original raw passing score. If the examination is easier than the previous form of the examination, then the minimum raw score will be higher. Equating helps to assure that the scaled passing score of 75 represents the same level of competence no matter which form of an examination the candidate takes.

In addition to the candidate’s total scaled score and scaled score required to pass, raw scores (the actual number of questions answered correctly) are reported for the major categories on the content outline. The number of questions answered correctly in each major category is compared to the total number of questions possible in that category on the score report (e.g., 15/20). Content categorical information is provided to assist candidates in identifying areas of relative strength and weakness; however, passing or failing the examination is based only on the candidate’s total scaled score.

DUPLICATE SCORE REPORT

You may purchase additional copies of your score report at a cost of \$25 per copy. Requests must be submitted to PSI, in writing, within twelve months after the examination. The request must include your name, unique identification number, mailing address, telephone number, date of examination and examination taken. Submit this information with the required fee payable to PSI Services Inc. Duplicate score reports will be mailed within approximately five business days after receipt of the request and fee.

CONFIDENTIALITY

Individual examination scores are released ONLY to the individual candidate. Results will not be given over the telephone, fax or email.

RECOGNITION OF CERTIFICATION

Eligible candidates who pass an HPCC certification examination are eligible to use the respective registered designation after their names.

- **Advanced Certified Hospice and Palliative Nurse Examination: ACHPN®**
- **Certified Hospice and Palliative Nurse Examination: CHPN®**
- **Certified Hospice and Palliative Pediatric Nurse Examination: CHPPN®**

- **Certified Hospice and Palliative Licensed Nurse Examination: CHPLN®**
- **Certified Hospice and Palliative Nursing Assistant Examination: CHPNA®**

Each certification expires after a period of four years unless it is renewed by the individual (see “Renewal of Certification” section). A registry of certified hospice and palliative certificants will be maintained by the HPCC and may be used for: 1) employer, accrediting body or public verification of an individual’s credential; 2) publication; 3) special mailings or other activities.

RENEWAL OF CERTIFICATION

Attaining certification is an indication of a well-defined body of knowledge. Renewal of the certification is required every four years to maintain certified status. Initial certification or renewal of certification is valid for four years.

It is the certificant’s responsibility to apply for renewal by the required application deadline, posted at advancingexpertcare.org/certification. HPCC attempts to provide certificants with renewal notices, but failure to receive a notice does not relieve the certificant from the responsibility to apply for renewal by the application deadline.

Certificants who do not renew before the expiration date of their credential will not be able to use the credential after that date.

Please refer to Section 2 of the handbook for specific information regarding renewal of certification.

ETHICAL CODE

HPCC has a responsibility to ensure the integrity of all processes and products of its certification programs to the public, the professionals, the employers and its certificants. Therefore, HPCC considers the Hospice and Palliative Nurses Association (HPNA) Code of Ethics as the essential ethical framework for honoring human dignity and professional accountability for conduct. HPCC upholds the high standards for credentialing agencies established by two national accreditation organizations, the Accreditation Board for Specialty Nursing Certification (ABSNC) and the National Commission for Certifying Agencies (NCCA).

MISUSE OF CERTIFICATION CREDENTIALS

Please be advised that once certified, the designated credential may only be used by the certified individual during the four-year time period designated on the certificate. Failure to successfully recertify requires the individual to ***stop use of the credential immediately*** after the credential has expired. Any other use, or use of the HPCC Trademark without permission from the HPCC Board of Directors, is fraudulent.

HPCC will thoroughly investigate all reports of an individual or corporation fraudulently using an HPCC credential and/or any other HPCC trademarks. If proof is obtained that an unauthorized individual or corporation has used the credential or trademark, HPCC will notify the appropriate individual with documented proof and state that HPCC has no record of the individual’s or corporation’s authorization to use the credential or trademark. Immediate remediation will be requested of the appropriate individual. If corrective actions are not completed and fraudulent use continues after 30 days, a letter will be sent by the Director of Credentialing to the appropriate individual’s employer. Continued fraudulent use after 45 days of first notification will be reported to nursing boards and/or published for professional or consumer notification at the discretion of the HPCC Board of Directors.

Failure to meet these standards may result in revocation.

HPCC may deny, suspend or revoke any individual’s certification for due cause through disciplinary action.

GROUND FOR DISCIPLINARY ACTION

The following conditions or behaviors by applicants or certificants constitute grounds for disciplinary action by the HPCC:

1. Ineligibility for certification, regardless of when the ineligibility is discovered.
2. Any violation of an HPCC rule or procedure, as may be revised from time to time, and any failure to provide information required or requested by HPCC, or to update (within thirty days) information previously provided to HPCC, including but not limited to, any failure to report to HPCC in a timely manner an action, complaint, or charge that relates to rules 6-8 of these grounds for disciplinary action.
3. Unauthorized possession of, use of, distribution of, or access to:
 - a. HPCC examinations
 - b. Certificates
 - c. Logo of HPCC
 - d. Abbreviations related thereto
 - e. Any other HPCC documents and materials, including but not limited to, misrepresentation of self, professional practice or HPCC certification status, prior to or following the grant of certification by HPCC, if any.
4. Any examination irregularity, including but not limited to, copying answers, permitting another to copy answers, disrupting the conduct of an examination, falsifying information or identification, education or credentials, providing and/or receiving unauthorized advice about examination content before, during, or following the examination. [Note: the HPCC may refuse to release an examination score pending resolution of an examination irregularity.]
5. Obtaining or attempting to obtain certification or renewal of certification for oneself or another by a false or misleading statement or failure to make a required statement, or fraud or deceit in any communication to HPCC.

6. Gross or repeated negligence, incompetence or malpractice in professional work, including, but not limited to, habitual use of alcohol or any drug or any substance, or any physical or mental condition that currently impairs competent professional performance or poses a substantial risk to patient health and safety.
7. Limitation, sanction, revocation or suspension by a health care organization, professional organization, or other private or governmental body, relating to nursing practice, public health or safety, or nursing certification.
8. Any conviction of a felony or misdemeanor directly relating to nursing practice and/or public health and safety. An individual convicted of a felony directly related to nursing practice and/or public health and safety shall be ineligible to apply for HPCC certification or renewal of certification for a period of three (3) years from the exhaustion of appeals.

Any disciplinary complaint must be written in a letter to the HPCC President, c/o Chief Executive Officer, HPCC, 400 Lydia Street, Suite 103, Carnegie, PA 15106.

REVOCATION OF CERTIFICATION

Admittance to the examination will be denied or certification will be revoked for any of the following reasons:

1. Falsification of an application or documentation provided with the application.
2. Failure to pay the required fee.
3. Revocation or expiration of current nursing license.
4. Misrepresentation, misuse or fraudulent use of the HPCC credentials.
5. Unauthorized possession of, use of, distribution of, or access to HPCC exams.
6. Any examination irregularity, including but not limited to, copying answers, permitting another to copy answers, disrupting the conduct of an examination, falsifying information or identification, education or credentials, providing and/or receiving unauthorized advice about exam content before, during, or following the examination.
7. Gross repeated negligence, incompetence, or malpractice in professional work.
8. Limitation, sanction, revocation or suspension by a healthcare organization, professional organization, or other private or governmental body, relating to nursing practice, public health or safety, or nursing certification.
9. Any conviction of a felony or misdemeanor directly relating to nursing practice and/or public health and safety.

QUESTIONS AND APPEALS

HPCC provides an opportunity for candidates to question any aspect of the certification program. HPCC will respond to any question as quickly as possible, generally within a few days.

Candidates are invited to call 412-787-1057 or send an email message to hpcc@goHPCC.org for any questions. In addition, HPCC has an appeals policy to provide a review mechanism for challenging an adverse decision, such as denial of eligibility for the examination or revocation of certification. It is the responsibility of the individual to initiate the appeal process by written request to the HPCC President, c/o Chief Executive Officer, HPCC, 400 Lydia Street, Suite 103, Carnegie, PA 15106 within 30 calendar days of the circumstance leading to the appeal.

RE-EXAMINATION

Unsuccessful candidates may repeat the certification exam provided they meet HPCC's eligibility criteria at the time they apply for re-examination.

Candidates who do not pass the HPCC certification examination may follow these steps to reapply:

1. Submit a new application and test fee to PSI. (See page 2) If your application was submitted March 2022 or later, please see if you are eligible to apply for the reTEST Assured program (below).
2. Candidates are required to wait until the next testing window to retest.
3. Unlimited testing is allowed if candidates are unsuccessful.

RETEST ASSURED PROGRAM (EFFECTIVE MARCH 2022)

Unsuccessful candidates who applied to test in 2022 may repeat the certification exam provided they meet HPCC's eligibility criteria at the time they applied for re-examination.

Candidates who do not pass the HPCC certification examination may follow these steps to reapply for the reTEST Assured program:

1. Submit a new application and select "reTEST Assured" with the \$125 test fee.
2. Candidates are required to wait until the next testing window to retest.
3. Candidates must retest in the next three windows to be eligible for the reTEST Assured program.
4. Candidates submit the reTEST Assured application for the window candidates are going to retest.
5. Candidates can use the reTEST Assured program one-time after submitting a new application.
6. Candidates who fail the examination after using reTEST Assured must submit an initial application and fee.

STUDY ADVICE

Determine how you study best. Some individuals seem to learn faster by hearing the information, while others need to see it written or illustrated, and still others prefer to discuss material with colleagues. A combination of these alternatives can often produce the most effective study pattern. If you had success in lecture courses with little outside review, it may be that you need to hear information for best retention. You may wish to organize a study group or find a study partner. Once you decide on the method most effective and comfortable for you, focus on that preference and use the other techniques to complement it.

Plan your study schedule well in advance. Use learning techniques, such as reading or audio-visual aids. Be sure you find a quiet place to study where you will not be interrupted.

For study tips, please see the [Prepare to Take an HPCC Examination](#) document.

TEST-TAKING ADVICE

The advice offered here is presented primarily to familiarize you with the examination directions.

1. Read all instructions carefully.
2. The actual examination will be timed. For best results, pace yourself by periodically checking your progress. This will allow you to make any necessary adjustments. Remember, the more questions you answer, the better your chances of achieving a passing score.
3. Book mark unanswered questions for return and review.

A list of suggested references is provided at the end of Section 2 in this candidate handbook.

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SECTION 2: CERTIFICATION EXAMINATION FOR HOSPICE AND PALLIATIVE REGISTERED NURSES

ACCREDITATION OF THE CERTIFICATION EXAMINATION

The HPCC Certified Hospice and Palliative Nurse (CHPN®) exam has fulfilled the accreditation requirements of the Accreditation Board for Specialty Nursing Certification (ABSNC). ABSNC grants accreditation through a process of peer review and determination that a specialty nursing certification organization has the essential components and met the high standards established by ABSNC. More information about accreditation can be found at advancingexpertcare.org/certification.

EXAMINATION

The Certification Examination for Hospice and Palliative Nurses consists of 150 multiple choice items, of which 135 have equal weight for scoring. The examination includes 15 non-scored “pretest” or “trial” items that are interspersed throughout the examination. Performance on the pretest questions does not affect your examination score. The examination presents each question with four response alternatives (A, B, C, D). One of those represents the best response. You will be permitted three hours to complete this examination. Candidates achieving a passing score on this examination will be awarded the **Certified Hospice and Palliative Nurse (CHPN®) credential**.

The HPCC, with the advice and assistance of PSI, prepares the examinations. Individuals with expertise in hospice and palliative nursing practice write the questions and review them for relevancy, consistency, accuracy and appropriateness.

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.

ELIGIBILITY REQUIREMENTS

To be eligible for the CHPN® Examination, an applicant must fulfill the following requirements.

1. Hold a current, unrestricted active registered nurse license in the United States, its territories or the equivalent in Canada.
2. Hospice and palliative registered nursing practice of 500 hours in the most recent 12 months or 1000 hours in the most recent 24 months prior to applying for the examination.

RENEWAL OF CERTIFICATION

The Certified Hospice and Palliative Nurse (CHPN®) certificant **must** submit the Certified Hospice and Palliative Nurse Hospice and Palliative Accrual for Recertification (CHPN® HPAR). Applications for renewal of certification may be submitted as early as one year before the certification expiration date.

The CHPN® HPAR requires renewal of certification by fulfilling practice hour requirements, by accruing points through various professional development activities, and by completing the CHPN® Situational Judgement Exercise (SJE).

Note: Reactivation of credential: Candidates who miss the deadline for recertification may reactivate their expired credential using the HPAR process. Reactivation by testing is not an option and is not retroactive. Reactivation will be available for three years after expiration of credential.

You cannot use the credential after it has expired. You can begin using the credential again after you receive confirmation that your credential is reactivated.

See HPAR packet for details regarding submission and fees for renewal and reactivation. For more information contact the National Office at 412-787-1057 or visit the website advancingexpertcare.org/certification for details.

EXAMINATION FEES

Applicants Applying for INITIAL Certification

HPNA members prior to submitting application	\$285*
Non-HPNA members	\$415

Applicants Applying for RENEWAL of Certification (Renewal through CHPN® HPAR only)

HPNA members prior to submitting application	\$240*
Non-HPNA members	\$380

*See "HPNA Membership Benefit" on page 3.

Applicants Applying for reTEST Assured

Both HPNA members and non-HPNA members	\$125
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Retake an exam in one of the next three testing windows if a candidate does not initially pass the certification examination. Applicant must submit application for reTEST Assured during the window the applicant is retesting. See RETEST ASSURED PROGRAM on page 8.

Application fees may be paid by credit card (MasterCard, VISA, AMEX or Discover), personal check, cashier's check or money order (payable to PSI Services Inc.) in U.S. dollars. DO NOT SUBMIT CASH. All fees must be submitted with the application to be **RECEIVED** by PSI by the application deadline.

Insufficient funds checks returned to PSI or declined credit card transactions will be subject to a \$15 penalty. Repayment of an insufficient funds check or declined credit card must be made with a cashier's or certified check or money order.

Receipts for fee payments are available from PSI. Contact PSI at 833-256-1422 or email AMPEXAMSERVICES@GOAMP.COM to request a receipt. Candidates also may print a receipt from the <http://schedule.psiexams.com> website. After entering your login information (either create a new user account or log in using your username/password), from your 'My Home Page' select 'Correspondence' to print off a receipt.

EXAMINATION CONTENT

To begin your preparation in an informed and organized manner, you should know what to expect from the actual examination in terms of the content. The content outline will give you a general impression of the examination and, with closer inspection, can give you specific study direction by revealing the relative importance given to each category on the examination.

The content of the examination is directly linked to a national job analysis completed in 2021 that identified the activities performed by hospice and palliative nurses. Only those activities that were judged by hospice and palliative nurses to be important to practice for a nurse with two years of practice in hospice and palliative care are included on the examination content outline. Each question on the examination is linked to the examination content outline and task statements.

The HPCC registered nurse certification examination requires the ability to apply the nursing process (i.e., assess, plan, intervene and evaluate) in helping patients and their families (defined as including all persons identified by the patient) toward the goal of maintaining optimal functioning and quality of life within the limits of the disease process. The examination includes questions distributed across five domains of practice as shown in the exam content outline that follows.

DETAILED CONTENT OUTLINE INFORMATION

The detailed content outline and task statements provide information that MAY be tested. Each and every task listed is not tested on any one form of the examination. The questions that are used for the examination serve as a representative sample of critical knowledge and skills identified in the job analysis.

DRUG NAMES

Generic drug names are used throughout the examination except in individual situations as determined by the examination development committee.

DETAILED CONTENT OUTLINE

- 1. Patient Care – Assessment and Planning ____ 25 questions**
 - A. Goals of care and shared decision making
 - B. Interdisciplinary care planning and ongoing evaluation
 - C. Life-limiting disease progression, complications, and treatment
 - D. Indicators of imminent death
- 2. Patient Care – Pain Management _____ 26 questions**
 - A. Etiology of pain, types of pain, and pain syndromes
 - B. Verbal and nonverbal indicators of pain and pain scales
 - C. Factors that may influence the patient’s experience of pain (e.g., fear, depression, cultural, and spiritual issues)
 - D. Medications appropriate to severity and specific type of pain (opioid, non-opioid, adjuvant)
 - E. Titration of medication to determine baseline and breakthrough doses
 - F. Dosage equivalents when changing analgesics or route of administration
 - G. Non-pharmacologic interventions (e.g., ice, positioning, palliative surgery, palliative radiation, psychological therapy)
 - H. Complementary and alternative therapies (e.g., Reiki, hypnosis, acupuncture, massage, pet therapy, music therapy)
- 3. Patient Care – Symptom Management ____ 28 questions**
 - A. Neurological
 - B. Cardiovascular
 - C. Respiratory
 - D. Gastrointestinal
 - E. Genitourinary
 - F. Musculoskeletal
 - G. Skin and mucous membrane
 - H. Nutritional and metabolic
 - I. Immune/Lymphatic/Hematologic system
 - J. Psychosocial, emotional, and spiritual
- 4. Support, Education, and Advocacy _____ 28 questions**
 - A. Advance care planning (e.g., advance directives, life sustaining therapies)
 - B. Hospice and palliative care benefits under Medicare, Medicaid, and private insurance
 - C. Patient safety: environmental, physical, socioemotional
 - D. Communication: techniques, barriers, and cultural humility
 - E. Psychosocial, spiritual, and cultural needs
 - F. Medication management and controlled substances
 - G. Caregiver/Family self-care activities
 - H. End-stage disease at terminal phase
 - I. Grief and loss support / bereavement services
 - J. Support at time of death and post-mortem care
 - K. Ethical issues related to end of life
- 5. Practice Issues _____ 28 questions**
 - A. Hospice and palliative care compliance under Medicare/ Medicaid
 - B. National hospice and palliative care standards
 - C. National practice guidelines and standards (e.g., National Consensus Project)
 - D. Legal regulations (e.g., OSHA, CMS, HIPAA)
 - E. Professional boundaries
 - F. Strategies for self-care and stress management
 - G. Trends in legislation, policy, health care delivery, and reimbursement as they impact hospice and palliative care

TASK STATEMENTS

1. Patient Care – Assessment and Planning

- A. Identify patient/caregiver goals and expected outcomes
- B. Develop a plan of care to achieve goals and expected outcomes
- C. Coordinate patient care with other health care providers through the continuum of care
- D. Coordinate transfer to a different level of care or different care setting
- E. Identify specific patterns of progression, complications, and treatment for life-limiting conditions
- F. Identify and respond to indicators of imminent death
- G. Evaluate progress toward outcomes and update goals
- H. Monitor need for changes in levels of care)

2. Patient Care – Pain Management

- A. Perform comprehensive assessment of pain
- B. Identify and administer pharmacologic interventions
- C. Identify and implement non-pharmacologic and complementary interventions
- D. Assess for and respond to complications (e.g., side effects, interactions) and efficacy

3. Patient Care – Symptom Management

- A. Provide evidence-based palliative management of signs and symptoms associated with life-limiting conditions
- B. Provide evidence-based palliative management for psychosocial, emotional, and spiritual needs

4. Support, Education, and Advocacy

- A. Assess and respond to psychosocial, spiritual, and cultural needs
- B. Facilitate effective communication among patient, family, and caregivers
- C. Encourage patient/caregiver participation in interdisciplinary team/group discussions
- D. Counsel or provide emotional support regarding grief and loss
- E. Facilitate and coordinate support throughout the continuum of care
- F. Teach end-stage disease progression
- G. Teach pain and symptom management
- H. Train caregiver to provide patient care
- I. Monitor, support, and validate primary caregiver confidence and ability to provide care
- J. Promote caregiver self-care activities
- K. Provide education about access and use of services, medications, supplies, and durable medical equipment (DME)
- L. Assess and respond to environmental and safety risks
- M. Facilitate self-determined life closure

5. Practice Issues

- A. Evaluate eligibility for admission and hospice recertification
- B. Incorporate standards, guidelines, and legal regulations into practice
- C. Identify and address ethical concerns
- D. Participate in continuous quality assurance and performance improvement activities
- E. Maintain professional boundaries
- F. Incorporate strategies for self-care and stress management into practice
- G. Contribute to professional development of peers, colleagues, students, and others as preceptor, educator, or mentor

SAMPLE QUESTIONS

1. In which of the following types of family systems would the most difficult adjustments to the death of a family member be expected?
 - A. open
 - B. enmeshed
 - C. disengaged
 - D. differentiated

2. A pain assessment scale is used to
 - A. measure pain intensity.
 - B. evaluate character of pain.
 - C. graph compliance with medication regimen.
 - D. measure cultural differences in perceiving pain.

3. If the husband of a patient is concerned that his wife will become addicted because she requires an increased dosage of morphine, the hospice nurse should explain that
 - A. the increased morphine indicates death is approaching.
 - B. the doctor should be contacted to discuss a medication change.
 - C. addiction is unavoidable, but not harmful for the terminal patient.
 - D. increased dosage is related to tolerance or disease progression not addiction.

4. The grief process can best be described as
 - A. an abnormal condition requiring extensive counseling.
 - B. a time-limiting process occurring through specific stages.
 - C. an internal process unique to each person with variable time frames.
 - D. a universal experience involving shock, confusion, and reinvesting in life.

5. An 82-year-old patient with end-stage chronic obstructive pulmonary disease (COPD) has decided against aggressive treatment for any exacerbation. The patient requests that she take fewer pills and asks the nurse to review her medication profile. The nurse’s recommendation should be which of the following?
 - A. “You can stop taking your diuretic now that you are bed bound.”
 - B. “You should increase your vitamins with minerals to keep your strength up.”
 - C. “You should continue your steroids and theophylline as long as you can swallow.”
 - D. “You can discontinue all your medications because they are no longer necessary.”

6. The home health aide is responsible for
 - A. cooking and cleaning in the house.
 - B. personal care of the family.
 - C. arranging ambulance transfer.
 - D. participation in the plan of care.

7. In a terminally ill patient, dysphagia is most likely to indicate
 - A. starvation.
 - B. impending death.
 - C. poor pain control.
 - D. temporomandibular joint dysfunction.

8. For a hospice patient, palliative radiation therapy is most likely to be used to treat
 - A. hypercalcemia.
 - B. bowel obstruction.
 - C. spinal cord compression.
 - D. malignant cardiac tamponade.

9. If a patient with a history of breast cancer experiences pain between the shoulder blades, it is most likely to indicate metastases to the
 - A. bone.
 - B. liver.
 - C. brain.
 - D. pancreas.

10. A patient has been taking sustained-release morphine 30 mg every 12 hours for the past 3 weeks with partial relief from pleuritic pain. The physician discontinued the morphine and starts her on a nonsteroidal anti-inflammatory. Twenty-four hours later the patient has stomach cramps, diaphoresis, and nausea. Which of the following is the most likely explanation?
 - A. flu symptoms
 - B. bowel obstruction
 - C. morphine withdrawal
 - D. adverse reaction to the nonsteroidal anti-inflammatory

ANSWER KEY		
Question	Answer	Content Area
1.	B	4E
2.	A	2A
3.	D	4F
4.	C	4E
5.	C	1A
6.	D	5A
7.	B	3D
8.	C	2G
9.	A	2A
10.	C	4F

SUGGESTED REFERENCES

The HPCC has prepared a list of references that may be helpful in preparing for the Certification Examination for Hospice and Palliative Registered Nurses. The reference lists contain textbooks that include information of significance to hospice and palliative nursing practice. Inclusion of certain textbooks on the lists does not constitute an endorsement by the HPCC of specific professional literature which, if used, will guarantee candidates successful passing of the certification examination. Test candidates are not required to purchase or review these resources. HPCC does not endorse specific resources, and does not receive compensation from the sale or use of any resources.

To prepare for the examination, review the Detailed Content Outline and develop a study plan based on your individual knowledge strengths and weaknesses. It is good practice to use a current, general resource for overall review, and supplement with resources on specific topics to address your individual needs.

Primary Reference List (Used for CHPN exam item validation)

CMS Medicare Hospice Center, <https://www.cms.gov/Center/Provider-Type/Hospice-Center.html>

Coyne, P.J., Bobb, B. and Plakovic, K. (Eds.). (2017). *Conversations in Palliative Care: Questions and Answers with the Experts*. Pittsburgh, PA: Hospice and Palliative Nurses Association.

Ferrell, BR., and Paice, J. (Eds.) (2019). *Oxford Textbook of Palliative Nursing* (5th Ed.). New York: Oxford University Press.

Matzo, M., and Sherman, DW. (Eds.). (2019). *Palliative Care Nursing: Quality Care to the End of Life* (5th Ed.). New York, NY: Springer Publishing Company. LLC.

Whitehead, P., and Dahlin, CM. (Eds.) (2019). *Compendium of Nursing Care for Common Serious Illnesses* (3rd Ed.). Pittsburgh, PA: Hospice and Palliative Nurses Association.

Secondary Reference List

Palliative Nursing: Scope and Standards of Practice (6th Ed.) (2021). Pittsburgh, PA: Hospice and Palliative Nurses Association.

Yarbro, CH., Wujcik, D. and Gobel, BH. (Eds.). (2018). *Cancer Nursing: Principles and Practice* (8th Ed.). Burlington, MA: Jones and Bartlett Learning, LLC.

HPCC has been informed that there is a publication delay due to the ongoing impact of the COVID-19 pandemic for the 2022 edition of the *Core Curriculum for the Registered Nurse*. Because of this interruption and the publication date of the current edition (2015), HPCC has removed temporarily the *Core Curriculum for the Registered Nurse* from the CHPN exam reference list. Once the updated edition of the *Core Curriculum for the Registered Nurse* is available and referenced within the examination, it will be added to the reference list.

2022 HPCC EXAMINATION APPLICATION

To apply online, visit advancingexpertcare.org/certification.

To apply using this form, provide the requested information and mail it to be **RECEIVED** by PSI by the paper application deadline. Applications received after the deadline or postmarked on the deadline will be returned unprocessed. **FAXED APPLICATIONS ARE NOT ACCEPTED.** Read the Candidate Handbook before completing this application. Mail the completed application and payment made by credit card, personal check, cashier's check or money order payable to PSI Services Inc. to: HPCC Certification Examination, PSI, 18000 W. 105th St., Olathe, KS 66061-7543.

1. Personal Information (please print using blue or black ink)

Last Name:

First Name: Middle Initial:

Former Name (if applicable):

Date of Birth (xx/xx/xxxx):

Applicant Email Address:

Your HOME Information

Address Line 1:

Address Line 2:

City:

State/Province: Zip/Postal Code:

Country:

Home Phone: Cell Phone:

2. I am a:

- New Applicant (not currently certified at this level)
 - Reapplicant (previously attempted this examination and have not previously held this certification)
 - Applicant for Renewal (currently certified at this level) **Renewal by exam is available for only CHPLN and CHPNA.**
 - reTEST Assured Applicant (previously attempted this examination after March 1, 2022 and did not pass. Applying to test in one of the next three windows following my unsuccessful attempt.) *Do not submit the reTEST Assured application until you are ready to test.*
- I am including a Special Examination Accommodations Request. Please include completed form at end of handbook.

3. Eligibility and Examination Fees

Persons applying for a certification examination who are current HPNA members **PRIOR** to applying for the Certification Examination are entitled to the HPNA member discounted examination fee as a membership benefit. Must include HPNA membership to receive discount.

HPNA membership number _____

HPCC certification number (for renewal) _____

	Initial Certification		Renewal of Certification		reTEST Assured
	HPNA Member	Non-HPNA Member	HPNA Member	Non-HPNA Member	All Applicants
Advanced Practice Registered Nurse Examination	<input type="checkbox"/> \$320	<input type="checkbox"/> \$465	Refer to Page 12	Refer to Page 12	<input type="checkbox"/> \$125
Registered Nurse Examination	<input type="checkbox"/> \$285	<input type="checkbox"/> \$415	Refer to Page 11	Refer to Page 11	<input type="checkbox"/> \$125
Pediatric Registered Nurse Examination	<input type="checkbox"/> \$285	<input type="checkbox"/> \$415	Refer to Page 11	Refer to Page 11	<input type="checkbox"/> \$125
Licensed Practical/Vocational Nurse Examination	<input type="checkbox"/> \$240	<input type="checkbox"/> \$345	<input type="checkbox"/> \$205	<input type="checkbox"/> \$320	<input type="checkbox"/> \$125
Nursing Assistant Examination	<input type="checkbox"/> \$175	<input type="checkbox"/> \$225	<input type="checkbox"/> \$150	<input type="checkbox"/> \$200	<input type="checkbox"/> \$125

Payment Information: Please indicate your method of payment.

- Check or money order (personal or cashier's check payable to PSI Services Inc.)
- Credit card: If payment is made by credit card, please provide the following information.
- MasterCard VISA AMEX Discover

Account Number _____ Expiration Date (MO/YR) _____ Security Code _____

Name as it Appears on Card _____ Signature _____

Demographic Information – Please complete the following demographic questions. Select only one response for each question, unless directed otherwise.

1. Which best describes the nature of your practice?
 - 1 Hospice
 - 2 Palliative
 - 3 Both
2. Total number of years in your profession:
 - 1 0-2 years
 - 2 3-5 years
 - 3 6-10 years
 - 4 11-15 years
 - 5 16-20 years
 - 6 21-25 years
 - 7 26-30 years
 - 8 More than 30 years
3. Total number of years in hospice and palliative care:
 - 1 0-2 years
 - 2 3-5 years
 - 3 6-10 years
 - 4 11-15 years
 - 5 16-20 years
 - 6 21-25 years
 - 7 26-30 years
 - 8 More than 30 years
4. Which of the following is your primary employer? (check one)
 - 1 Hospice facility
 - 2 Home healthcare agency
 - 3 Hospital or acute care facility
 - 4 Long-term care facility
 - 5 Academic institution
 - 6 Self (private practice)
 - 7 Private physician practice
 - 8 Correctional facility
 - 9 Ambulatory care/out patient care facility
 - 10 Government (fed, state, military, VA, NIH, etc.)
 - 11 Association/non-profit
 - 12 Private or public company
5. What is your practice setting?
 - 1 Non-hospice – community-based clinical
 - 2 Non-hospice – acute care facility
 - 3 Palliative – acute care facility
 - 4 Palliative – community-based clinical
 - 5 Hospice – acute care facility
 - 6 Hospice – community-based clinical
 - 7 Academic or research setting
 - 8 I do not see patients
6. What best describes your practice?
 - 1 Administrative
 - 2 Clinical
 - 3 Education
 - 4 Research
7. What best describes your current occupation?
 - 1 Allied Therapist
 - 2 Chaplain
 - 3 Child Life Specialist
 - 4 Clinical Nurse Specialist
 - 5 Counselor
 - 6 LPN/LVN
 - 7 Nurse Practitioner
 - 8 Nursing Assistant
 - 9 Physician
 - 10 Psychologist
 - 11 Registered Nurse
 - 12 Social worker
8. What is the highest academic level you have attained?
 - 1 High school
 - 2 Nursing assistant education program
 - 3 Nursing diploma from an accredited nursing school/program
 - 4 Associate degree in nursing
 - 5 Bachelor's degree (nursing)
 - 6 Bachelor's degree (non-nursing)
 - 7 Master's degree (nursing)
 - 8 Master's degree (non-nursing)
 - 9 Doctoral degree (nursing)
 - 10 Doctoral degree (non-nursing)
9. Primary age group served:
 - 1 Adult
 - 2 Pediatric
 - 3 Both
10. Gender:
 - M Male
 - F Female
 - T Transgender
 - O Other
 - N Prefer not to disclose
11. Your Race:
 - 1 Black or African American
 - 2 American Indian or Alaska Native
 - 3 White or Caucasian
 - 4 Asian
 - 5 Native Hawaiian or other Pacific Islander
 - 6 Other
 - 7 Choose not to identify
12. Your Ethnicity:
 - 1 Hispanic or Latino
 - 2 Not Hispanic or Latino
13. Credentials: _____
14. Employer Name (required): *If you are not currently employed, please enter 'none.'* _____
15. Employer Street Address: _____
16. City: _____
17. State: _____
18. Zip Code: _____
19. Employment Status:
 - 1 Full time employee
 - 2 Part time employee
 - 3 Self employed
 - 4 Not employed/seeking
20. Primary facility location?
 - 1 Rural
 - 2 Suburban
 - 3 Urban
21. What is your primary license?
 - 1 Certified nursing assistant
 - 2 Licensed practical/vocational nurse
 - 3 Physician
 - 4 Affiliated profession (Social Worker, Counselor, Child Life Specialist, Chaplain)
 - 5 Advanced Practice Registered Nurse (CNM, CNS, CRNA, CNP)
 - 6 Registered nurse
 - 7 Psychologist
 - 8 Not licensed/does not apply
22. If you selected Advanced Practice Registered Nurse, please indicate the type:
 - 1 Certified Nurse Midwife (CNM)
 - 2 Clinical nurse specialist (CNS)
 - 3 Certified registered nurse anesthetist (CRNA)
 - 4 Certified nurse practitioner (CNP)

Attestation and Signature (Check each box to attest to your agreement to the statements below.)

- I certify that I have read all portions of the Candidate Handbook and application, and I agree to all terms of the HPCC processing agreement. I certify that the information I have submitted in this application and the documents I have enclosed are complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my examination results may be delayed or voided, not released or invalidated by HPCC.

Non-disclosure of Exam Content

- Submission of this application indicates my agreement to keep the contents of the exam confidential and not disclose or discuss specific exam content with anyone except HPCC. Per HPCC policy, sharing of exam content is cause for revocation of certification. I certify that I have read that all examination questions are the copyrighted property of HPCC and it is forbidden under federal copyright law to copy, reproduce, record, distribute, or display the examination questions by any means, in whole or in part. Doing so may subject me to severe civil and criminal penalties.

Ethics

- I understand the importance of ethical standards and agree to act in a manner congruent with the HPNA Code of Ethics for Nurses.

Attestation and Signature (Your signature in ink attests to your agreement to the above statements.)

Name (Please Print)

Signature

Date

Audits of HPCC Applications – To ensure the integrity of eligibility requirements, HPCC will audit a percentage of randomly selected applications each year. Candidates whose applications are selected for audit will be notified and required to provide documentation of their professional license and verification of practice hours.

Please check below to confirm you currently meet the eligibility requirements for the examination you are registering for:

Advanced Practice Registered Nurse Examination

- I am currently licensed as an APRN in the United States, its territories or the equivalent in Canada.
 - Nurse Practitioner Clinical Nurse Specialist

Mail a copy of your APRN license to: HPCC Certification Examination APRN License, PSI, 18000 W. 105th St., Olathe, KS 66061-7543.
- Licensure: State _____ APRN License Number _____ APRN License Expiration _____
- I have worked as an advanced practice registered nurse in hospice and palliative care for at least 500 hours in the most recent 12 months or 1000 hours in the most recent 24 months prior to submission of this application.
- Completion of an accredited graduate, postgraduate, or doctoral Nurse Practitioner (NP) or Clinical Nurse Specialist (CNS) educational program from a U.S. school or Canadian province NP or CNS educational programs approved by the Canadian Council of Registered Nurse Regulators (CCRNRR).
- Completion of three separate comprehensive graduate-level courses in advanced pathophysiology, advanced health assessment, and advanced pharmacology.

Registered Nurse Examination

- I am currently licensed as a registered nurse in the United States, its territories or the equivalent in Canada.
- Licensure: State _____ RN License Number _____ RN License Expiration _____
- I have worked as a registered nurse in hospice and palliative care for at least 500 hours in the most recent 12 months or 1000 hours in the most recent 24 months prior to submission of this application.

Pediatric Registered Nurse Examination

- I am currently licensed as a registered nurse in the United States, its territories or the equivalent in Canada.
- Licensure: State _____ RN License Number _____ RN License Expiration _____
- I have worked as a pediatric registered nurse in hospice and palliative care for at least 500 hours in the most recent 12 months or 1000 hours in the most recent 24 months prior to submission of this application.

Licensed Practical/Vocational Nurse Examination

- I am currently licensed as a licensed practical/vocational nurse in the United States or its territories.
- Licensure: State _____ LPN/LVN License Number _____ LPN/LVN License Expiration _____
- I have worked as a licensed practical/vocational nurse under the supervision of a registered nurse in hospice and palliative care for at least 500 hours in the most recent 12 months or 1000 hours in the most recent 24 months prior to submission of this application.

Nursing Assistant Examination

- I have worked as a nursing assistant under the supervision of a registered nurse in hospice and palliative care for at least 500 hours in the most recent 12 months or 1000 hours in the most recent 24 months prior to submission of this application.

Within the last five (5) years:

Yes No

- Have you ever been sued by a patient?
- Have you ever been found to have committed negligence or malpractice in your professional work?
- Have you ever had a complaint filed against you before a governmental regulatory board or professional organization?
- Have you ever been subject to discipline, certificate or license revocation, or other sanction by a governmental regulatory board or professional organization?
- Have you ever been the subject of an investigation by law enforcement?
- Have you ever been convicted of, pled guilty to, or pled nolo contendere to a felony or misdemeanor, or are any such charges pending against you?

I further affirm that no licensing authority has taken any disciplinary action in relation to my license to practice in the aforementioned or any other state, and that my license to practice has not been suspended or revoked by any state or jurisdiction.

I understand that no refunds will be issued once payment is processed.

Name (Please Print)

Signature

Date

Practice Verification: Following is the contact information for my clinical supervisor or a professional colleague (RN or physician) who can verify that I have met the clinical hour eligibility requirements:

Verifier's Name (Last)

(First)

Facility Name

Verifier's Phone Number

Verifier's Email Address

You may not list yourself or a relative as your verifier.

HPCC reserves the right to contact you for further information as deemed necessary.

TRANSFER OF APPLICATION

Directions: Use this form to transfer your application to the next testing window (**one-time transfer**). Complete all requested information. This form and \$100 fee must be received by PSI no later than thirty (30) days following the last day of the original testing window. Note: Refer to Transfers section, page 3, for the details.

Last Name	First Name	MI
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Home Street Address or PO Box

City	State	Zip Code
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Home Phone	Work Phone	Cell Phone
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Email Address (required)

Is your employer a member of the Employer Partner Program with HPNA?

Yes
 No
 I don't know

Fee: \$100

Payment Method: Acceptable forms of payment include personal check, money order, cashier check or credit card made payable to PSI Services Inc. Please check appropriate box and complete credit card information if necessary:

personal check
 money order
 cashier check

Payment Information: If payment is made by credit card, please provide the following information.

Credit card:

MasterCard
 VISA
 AMEX
 Discover

Account Number _____

Expiration Date (MO/YR) _____ Security Code _____

Name as it Appears on Card _____

Signature _____

I agree to pay above amount according to card issuer agreement.

Signature	Date
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Please mail form with payment to:

HPCC Certification Examination
 PSI
 18000 W. 105th St.
 Olathe, KS 66061-7543

Or fax to: 913-895-4650

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REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and provide the Documentation of Disability-Related Needs on the next page at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Test Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City State Zip Code

Daytime Telephone Number Email Address

Special Accommodations

I request special accommodations for the examination below:

- Advanced Practice Registered Nurse
- Registered Nurse
- Pediatric Registered Nurse
- Licensed Practical/Vocational Nurse
- Nursing Assistant

Please provide (check all that apply):

- _____ Reader
- _____ Extended testing time (time and a half)
- _____ Reduced distraction environment
- _____ Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with PSI staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

Return this form with your examination application and fee to:
PSI, 18000 W. 105th St., Olathe, KS 66061-7543
 or submit your accommodations request online at
https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872.

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional who is qualified to diagnose the condition (education professional, physician, psychologist, psychiatrist) to ensure that our testing administrator, PSI, is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the Request for Special Examination Accommodations form.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form with your examination application and fee to:

PSI, 18000 W. 105th St., Olathe, KS 66061-7543

or submit this form with your online request at

https://psi-cdexp.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000150872.

If you have questions, call Candidate Services at 800-367-1565 ext. 6750.

