

# Hospice and Palliative Accrual for Recertification (HPAR)



[hpcc.advancingexpertcare.org](http://hpcc.advancingexpertcare.org)

# Know Your Point Accrual Window or Reporting Period



Point accrual windows or reporting periods are the time frame where you can obtain or count HPAR points during your certification period

- Four years from the date you passed your exam or when your recertification is approved is the normal time frame for this period.
- Exact dates are available within your learning plan.
- There are some exceptions to this time frame. You will need to contact HPCC for more information on these situations.

# Recertification Options



- HPAR application only  
(ACHPN, CHPN, CHPPN)
- Either retest or submit an HPAR application  
(CHPLN, CHPCA, CPLC)
- Retest only  
(CHPNA)

Beginning in 2018, submitting an HPAR application will be the only way to maintain the CHPLN and CHPCA certifications.

# Two Categories Needed for HPAR Application



## **Practice Hours**

- 500 hours in last 12 months or 1,000 hours in last 24 months
- For CHPCAs and CPLCs, refer to your respective HPAR packet for specific details

## **Professional Development Activities**

- Situational Judgment Exercise – SJE (ACHPN, CHPN)
- Continuing Education
- Scholarly Accomplishments and/or Professional Contributions (optional for all except ACHPN)

# Situational Judgement Exercises (SJE)



- Required for HPAR application for ACHPN, CHPN
- **Open book**, computerized case-based scenarios created to assess critical application and reasoning. It is important to take your time and be thoughtful about your answers
- Scoring is based on **information gathering** and **decision making** skills
  - 5 points minimum
  - Depending on score, either 15 or a maximum of 25 points for ACHPNs or 10 or a maximum of 20 points for CHPNs
  - Points are added to your plan within two business days
- Time frame for completion is 30 days from the date of purchase
- Link to frequently asked questions regarding the SJE:  
<http://hpcc.advancingexpertcare.org/wp-content/uploads/2015/08/Situational-Judgment-Exercise-SJE-FAQs.pdf>

# Continuing Education



- **No limit** to the amount of points collected.  
1 contact hour of Continuing Education (60 min) = 1 HPAR point
- Should enhance expertise **specifically** in hospice and palliative care
- Must relate to your specific detailed content outline listed in your candidate handbook. Visit the link below for more details  
<http://advancingexpertcare.org/certifications-handbooks-applications/>
- Can be live or self-study programs as long as they are approved by an accredited approver of continuing education, such as the American Nursing Credentialing Center (ANCC) or all state nurses associations
- Those related to general practice (CPR, HIPAA, Infection Control) will **NOT** be accepted. In addition, programs attended with identical content can only be submitted once in the HPAR application

# Scholarly Accomplishments / Professional Contributions



## **Scholarly Accomplishments** include:

- Academic Education
- Professional Presentations
- Professional Publications

## **Professional Contributions** include:

- Precepting Students
  - Orienting Staff
  - Volunteer Service
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- The HPAR point total needed will **lower** if you contribute a set number of points from these categories (CHPN, CHPPN, CHPCA, CHPLN)
    - If you obtain 10 points or more, you can lower your HPAR point total
    - If you choose not to obtain the 10 or more points, then you will need 20 additional HPAR points in continuing education
  - See the table provided for specific point totals for your certification

# More Details About Scholarly Accomplishments



## Academic Education

- Courses must be approved by accredited colleges or universities, and a grade of C or higher must be achieved
- 1 academic semester credit = 15 points
- Documentation required (transcripts or grade report)

## Professional Presentations

- Content must be related to the field of hospice and palliative care
- Points awarded based on presentation time
- 20 minutes (minimum) = 2 points, with 1 point awarded for each 10 minutes thereafter. Poster presentations = 2 points

## Professional Publications

- Publications done as part of the requirements within your job description are not acceptable
- Points awarded depends on the type of publication. See publication section of your HPAR packet



# More Details About Professional Contributions



## Precepting Students

- Students must be enrolled in a formal accredited academic education program
- One-on-one direct supervision provided to a student within a healthcare discipline
- 5 points for 25 hours of precepting (must be in increments of 5 points)

## Orienting Staff

- New employee orientation should have specific goals to learn information about the specialty of hospice and palliative care
- 5 points for 40 hours of orientation (must be in increments of 5 points)

## Volunteer Service

- Volunteer positions held with local, state, or national healthcare related hospice and palliative care organizations, such as HPNA
- Employer-related volunteer activities such as serving on a shared decision making council or the ethics committee
- 5 points for every 1 year of service

# Max Point Totals per Category



	ACHPN	CHPN	CHPPN	CHPLN	CHPCA
Situational Judgement Exercise	5/15/25	5/10/20			
Continuing Education	No limit	No limit	No limit	No limit	No Limit
Scholarly Accomplishments **					
Academic Education	45	45	45	30	45
Professional Presentations	30	20	20	15	25
Professional Publications	90	75	75	55	90
Professional Contributions **					
Precepting Students	25	20	20	5	25
Orienting Staff	10	10	10	5	10
Volunteer Service	20	10	10	5	25
<b>HPAR Total Points Needed</b>	<b>125</b>	<b>100/120*</b>	<b>100/120*</b>	<b>75/95*</b>	<b>125/145*</b>

\* Lower point totals are for those submitting 10 or more points in the scholarly accomplishments and/or professional contributions categories

\*\* ACHPNs must have at least 10 points in any of the scholarly accomplishments / professional contributions categories

# Recording Your HPAR Points



- ACHPNs and CHPNs can track and submit HPAR points electronically through LearningBuilder, which can be accessed through the Hospice and Palliative Credentialing Center website at <http://hpcc.advancingexpertcare.org>
- Click on “login” at the top left of the web page. To log in, you will need any two (and only two) of the following:
  - E-mail address
  - Phone number
  - HPNA number
  - HPCC certification number (on your certificate)
  - Password
- For HPNA members, after you have logged in, the LearningBuilder link is on the right-hand side of the screen under “My HPNA” and then “HPCC Certification”
- All others (CHPPN, CHPLN, CHPCA, CPLC) must submit an HPAR paper application
- If you need help or assistance, contact our national office at 412-787-1057

# Getting Started...



- Read and understand the HPAR application packet for your credential. You can find it on our web page at [www.hpcc.advancingexpertcare.org](http://www.hpcc.advancingexpertcare.org), under “certification” on the “recertification” tab on each specific credential
- Know your point limits per category and your point accrual window
- Make a plan on HOW and WHEN you will obtain your points and then follow that plan... DO NOT PROCRASTINATE
- Supporting documentation is not required upon initial submission in your learning plan
- Remember that all activities must relate to your detailed content outline <http://advancingexpertcare.org/certifications-handbooks-applications/>
- Lastly, about 10% of applicants are randomly audited to ensure compliance. Know your audit requirements, and make sure you keep your supporting documentation
- Good luck!!!

# Contact Us If You Have Any Questions

412-787-1057

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