

Hospice and Palliative Accrual for Recertification (HPAR)



hpcc.advancingexpertcare.org

Know Your Point Accrual Window



Point accrual windows are the time frame where you can obtain or count HPAR points during your four year certification period.

- Your point accrual window is from the date you passed your exam or renewed your certification to your HPAR submission date, which is 8 weeks prior to your certification expiration date.
- You may submit your HPAR application during the 12 months prior to your certification expiration date, but the last day to submit without an additional fee is 8 weeks prior to this date.

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
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
-
- 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
- 10 points for 25 hours of precepting (must be in increments of 10 points)

Orienting Staff

- New employee orientation should have specific goals to learn information about the specialty of hospice and palliative care
- 10 points for 40 hours of orientation (must be in increments of 10 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
- 10 points for every 1 year of service

Max Point Totals per Category



	ACHPN	CHPN	CHPLN	CHPPN, CHPCA, CPLC
Situational Judgement Exercise	5/15/25	5/10/20		
Continuing Education	No limit	No limit	No limit	No limit
Scholarly Accomplishments *				
Academic Education	45	45	45	45
Professional Presentations	30	30	30	30
Professional Publications	75	75	75	75
Professional Contributions *				
Precepting Students	30	30	30	30
Orienting Staff	20	20	20	20
Volunteer Service	20	20	20	20
HPAR Total Points Needed	100	100	100**	100

* ACHPNs must have at least 10 points in the scholarly accomplishments and/or professional contributions categories

** CHPLNs can submit 75 points for recertification through the end of 2017

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 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 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
- Remember that all activities must relate to your detailed content outline 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

hpcc@gohpcc.org

hpcc.advancingexpertcare.org

July 2017

