



Hospice and Palliative Accrual for Recertification (HPAR) Frequently Asked Questions for CHPPN[®], CHPLN[®], CHPCA[®], and CPLC[®] HPAR

Q: What is HPAR?

A: Certificants who meet the requirements must renew their certification through a process known as the Hospice and Palliative Accrual for Recertification (HPAR). The process includes a practice hour requirement plus the accumulation of points of professional development activities over the preceding four years.

Q: How are points accrued?

A: Points can be accrued through Continuing Education (nursing/medical/other healthcare disciplines through live, self-study, online, etc.); Scholastic Accomplishments (academic education, professional presentations, professional publications); and Professional Contributions (precepting healthcare professional students enrolled in an academic program, orienting staff, volunteer service in healthcare related organizations). Each category varies as to how the points are calculated and how many of the total points can be obtained in that category.

Q: What are the requirements for the activities?

A: Each activity must correlate with the test content outline.

[CHPPN[®] test content outline](#)

[CHPLN[®] test content outline](#)

[CHPCA[®] test content outline](#)

[CPLC[®] test content outline](#)

More details and instructions are in the HPAR packet.

[CHPPN[®] HPAR](#)

[CHPLN[®] HPAR](#)

[CHPCA[®] HPAR](#)

[CPLC[®] HPAR](#)

Q: How much does HPAR cost?

A: Fees vary for each certification program. See "[Deadlines & Fees](#)" in the "Resources" column under "Certification" at www.goHPCC.org.

Q: When do I accumulate points and when is the application due?

A: Points may be accrued throughout your certification cycle that is from your exam date through certification expiration date.

The deadline for HPAR submission is 1 year to 8 weeks prior to expiration of certification for the standard recertification certification fee. If you submit your application during the extended deadline period which is 8 weeks or less prior to expiration of certification, an additional application fee will be assessed.

Q: How many points do I receive for continuing education?

A: One (1) contact hour equals one (1) HPAR point.

Q: Do all continuing education contact hours count toward HPAR points?

A: Continuing education activities can be provided by a variety of organizations. However, all continuing education activities must have been provided or formally approved for contact hours by an accredited provider or approver of continuing education. More details are available in the HPAR packet.

Q: How do I get pre-approval for Academic Education?

A: You must call the national office at 412-787-1057 for pre-approval of completed course BEFORE submission of the HPAR packet. Have grade reports, course descriptions and the log sheet from the HPAR packet available when calling the national office.

Q: Do I need to fill out all the log sheets by hand?

A: You have the option to keep track of your classes online and to print your record to document your professional achievements. *Continuing Education (CE) tracking* provides a transcript with a list of all courses you have completed. Included in the transcript are all the professional development categories required for the HPAR process. You may select appropriate activities and print a transcript. This transcript may be submitted in place of the category logs in the HPAR packet. Please be certain to assign the test content outline to all continuing education and/or professional development activities. If it is missing, you may go through the "Edit" option in CE tracking. In addition to submitting your printed transcript from CE tracking you must include the "SUMMARY LOG" from the HPAR packet. To access CE tracking, go to www.goHPCC.org, find "Certification" and the "Resources" column, and look for "[CE tracking](#)" in the drop-down menu.

Q: If I do not use CE tracking, how do I proceed?

A: You must complete the appropriate forms that are found in the HPAR packet. You can make as many blank copies as needed and fill them out by hand if you so choose, or you may type in the Word file.

Q: What do I need to submit?

A: Before submitting your application you should be certain to have the following things completed:

- Application
- Fee
- Category log forms or CE tracking transcript
- Summary log

Q: What should I do if I have a question about HPAR?

A: You may either call the HPCC national office at 412-787-1057 or email your questions to hpcc@goHPCC.org.