



Hospice and Palliative Credentialing Center (HPCC) ACHPN[®] Hospice and Palliative Accrual for Recertification (ACHPN[®] HPAR)

All professional development activities achieved in the process of renewal of certification by the accrual method should extend knowledge and improve the candidate's advanced practice of hospice and palliative care. The requirements of HPAR help to demonstrate continuing competence by allowing professionals to exhibit critical thinking skills and express competencies through continuing education, scholarly accomplishments and professional contributions. These activities should be consistent with the scope of advanced hospice and palliative nursing practice as stated in the ANA/HPNA *Palliative Nursing: Scope and Standards of Practice – An Essential Resource for Hospice and Palliative Nurses* and the vision and mission of HPCC.

ACHPN[®]s are required to renew their certification through the HPAR process. ACHPN[®] HPAR applications **MUST** be submitted through the online platform called *LearningBuilder*. Each certificant has their own Learning Plan available, which allows the certificant to record their professional development activities and earn HPAR points toward successful recertification. More information about *LearningBuilder* is available at www.goHPCC.org.

The HPAR policy and application process are reviewed annually by the HPCC Board of Directors. It is your responsibility, before finalizing your HPAR submission, to assure that you are using the most current policy and application process for the year in which you are submitting your HPAR application.

Renewal of certification requirements: Professional development and practice hours

- Hold a current ACHPN[®] certification
- Hold a current, unrestricted registered nurse license in the United States, its territories, or the equivalent in Canada
- Complete the required practice hours in the specialty
- Complete the professional development point accrual
- Pay the renewal fee

Reactivation of credential:

Candidates who miss the deadline for recertification and meet the requirements for reactivation may use the LearningBuilder platform to submit for reactivation according to individualized adjustments for dates of submission. Reactivation will be available for **three years** after expiration of credential. Nurses may not use the credential after it expires but may use it again after being notified that their certification has been reactivated. Reactivation is **NOT** retroactive and the certification period will begin when notified and continue for four years from that date. **Certificants interested in pursuing the reactivation process must notify HPCC by phone or email of their intention to reactivate. Learning Plans will not be accessible without contacting HPCC.**

Example: If a nurse who was due to renew in 2017 missed the final deadline and applies for and is granted reactivation on February 15, 2018, that certification will expire February 15, 2022.

Reactivation for expired certification requirements: Professional development and practice hours

- ACHPN® certification has been expired for less than 3 years.
- Hold a current, unrestricted registered nurse license in the United States, its territories, or the equivalent in Canada.
- Contact HPCC with your intention to pursue reactivation.
- Complete the professional development point accrual during the **Reporting Period** as designated in your learning plan within LearningBuilder.
- Complete the required practice hours in the specialty.
- Pay the renewal fee plus a reactivation fee.

Renewal Application Deadlines and Fees

ACHPN® HPAR Fees				
	SJE	Standard*	Extended** (Additional fee of \$100 incurred)	Reactivation*** (Additional fee of \$175 incurred)
HPNA member	\$60	\$250	\$350	\$425
HPNA non-member	\$60	\$370	\$470	\$545

- * **1 year to 8 weeks prior to expiration**
- ** **8 weeks or less prior to expiration**
- *** **Up to 3 years after certification expiration**

Advanced Certified Hospice and Palliative Nurse Hospice and Palliative Accrual for Recertification (ACHPN® HPAR)

Requirements:

I. Practice Hours: 500 practice hours in hospice/palliative care during the most recent 12 months or 1000 practice hours in hospice/palliative care during the most recent 24 months prior to submission of application.

II. Professional Development Activities: Total of 125 points

Activity	Points
A. Situational Judgment Exercise (SJE) – Required (Amount of HPAR points dependent on performance)	25/15/5

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

B. Continuing Education	Max. Limit
Continuing Education: Nursing/Medical/Other healthcare disciplines (live or self-study) (All programs must be accredited.) 60 minutes = 1 Contact Hour = 1 HPAR point 30 minutes = 0.5 Contact Hour = 0.5 HPAR point	None

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

C. Scholarly Accomplishments	Max. Limit
1. Academic education 1 academic semester credit = 15 HPAR points	45
2. Professional presentations 1 HPAR point awarded for every 10 minutes starting with 20 minutes	30
3. Professional publications (Detailed listing of type and points in packet)	90

D. Professional Contributions	Max. Limit
1. Precepting students enrolled in an accredited, academic healthcare program 25 hours = 5 HPAR points	25
2. Orienting Staff 40 hours = 5 HPAR points	10
3. Volunteer service in healthcare-related organizations 1 year of service = 5 HPAR points	20

All activities must relate to the ACHPN® Test Content Outline.

Visit www.goHPCC.org for more information.

I. Practice Hours and Licensure

- Hold a current, unrestricted registered nurse license in the United States, its territories or the equivalent in Canada
- Work in advanced practice nursing as a Clinical Nurse Specialist (CNS) or Nurse Practitioner (NP) in the specialty of hospice/palliative care for 500 hours in the most recent 12 months or 1000 hours during the most recent 24 months prior to submission of application.

II. Professional Development Activities

1. HPAR points may be accrued throughout your Reporting Period noted on your individual Learning Plan.
2. Each candidate must earn a minimum of 125 points during the accrual period of four years. Points are accrued by completing activities in the categories of professional development specified by HPCC. **All points must be earned through activities that provide content specific to or with direct application to hospice and palliative care and must relate to the ACHPN[®] test content outline.**
3. Accrued points may be distributed across all major categories of professional activities: Situational Judgment Exercise (required), Continuing Education, Scholarly Accomplishments, and Professional Contributions. Candidates are not required to submit points in every category, however at least 10 points must be earned in the categories of Scholarly Accomplishments and/or Professional Contributions. Some professional development activities have a maximum number of HPAR points that can be awarded.
4. A percentage of applications are selected each year for random audit. Candidates whose applications are selected for audit are required to submit additional documentation regarding point accrual activities, such as continuing education certificates. Refer to the Audit Documentation chart at the back of this packet.
5. It is your responsibility to confirm that all information is complete and accurate. You may print the information from a CE tracking tool and enter it into your Learning Plan. (There is not an automated import function because LearningBuilder and CE tracking are different systems.)

POINT ACCRUAL CATEGORIES

A. SITUATIONAL JUDGMENT EXERCISE

Completion of the Situational Judgment Exercise (SJE) is a required component of the ACHPN[®] HPAR. The SJE is an **open book** online exercise which uses a series of case based scenarios to demonstrate critical reasoning and clinical application of content beyond the level of the initial certification exam. The SJE provides an in-depth assessment of the approach taken by the ACHPN[®] to handle the complexity of real life clinical situations. In addition to assessment and treatment decision making, it also addresses ethical and professional topics including team building, communication, public policy, and research.

The SJE scenarios are designed with the intention of Information Gathering (IG) and Decision Making (DM) reflecting two different underlying constructs relevant to advanced hospice and palliative nursing practice. Previous analysis has indicated that IG and DM are measuring different competencies. Your score on the Information Gathering (IG) and Decision Making (DM) sections is compared to a “minimum performance level” (MPL) established by the subject matter experts who created the SJE.

- Points accrued through completion will count for points toward the ACHPN® HPAR.

Performance Category	HPAR Points
Meet or Exceed MPL (Passing Score) on Both IG and DM	25
Meet or Exceed MPL (Passing Score) on Either IG or DM	15
Below MPL (Passing Score) on both IG and DM	5

After completing the SJE, your SJE score will be uploaded into your Learning Plan. Allow one business day for these results to be added to your Plan.

Detailed information on the SJE can be found on the HPCC website www.goHPCC.org under Certification.

B. CONTINUING EDUCATION

Through attendance at live programs or through self-study educational programs, either in print or online that award contact hours offered by providers (such as journals, professional organizations, or hospitals) that have been approved by an accredited approver of nursing, medical or other health care discipline continuing education.

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

Several state boards of nursing require continuing education for renewal of licensure. However, not all state boards require that the continuing education be offered by accredited or approved providers or have been approved by an accredited approver. Therefore, some continuing education programs may be acceptable for candidate re-licensure in their state but NOT acceptable for renewal of certification through ACHPN® HPAR by HPCC.

Activities should be selected to enhance expertise in hospice and palliative nursing and must relate to the ACHPN® detailed (test) content outline.

Activities relevant to general nursing cannot be utilized for HPAR points. These include the following topics:

- CPR
- ACLS
- OSHA
- HIPAA
- Domestic Violence
- Adult/pediatric neglect and abuse
- Infection Control
- Blood-Borne Pathogens

Only those State Boards of Nursing listed below are acceptable.

The following organizations are acceptable to HPCC to grant approval to providers of continuing education contact hours:

- Accreditation Council for Continuing Medical Education (ACCME)
- Accreditation Council for Pharmacy Education (ACPE)
- American Academy of Nurse Practitioners (AANP)
- American Academy of Professional Coders (AAPC)
- American Association of Critical-Care Nurses (AACN)
- American Association of Nurse Anesthetists (AANA)
- American Health Information and Management Association (AHIMA)
- American Nurses Credentialing Center (ANCC)
- Association of Pediatric Hematology/Oncology Nurses (APHON)
- American Psychological Association (APA)
- Association of Social Work Boards (ASWB)
- Association of Women's Health, Obstetric & Neonatal Nurses (AWHONN)
- International Association for Continuing Education and Training (IACET)
- National Association of Neonatal Nurses (NANN)
- National Association of Pediatric Nurse Associates & Practitioners (NAPNAP)
- National Association of Social Workers (NASW)
- National Board for Certified Counselors (NBCC)
- National League for Nursing (NLN)
- Nurse Practitioners in Women's Health (NPWH)
- Oncology Nursing Society (ONS)
- Royal College of Nursing
- State Nurses Associations (all)
- State Boards of Nursing in: **Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, West Virginia**
- Wisconsin Society for Health Education and Training (WISHET)

- **One 60-minute contact hour = 1 HPAR point**
- **Repetition of Continuing Education programs with identical content during the accrual period will not be accepted.**
- **Each Continuing Education program, regardless of length, must be a separate entry and reflect each continuing education certificate.**
- Limited to all but 10 points from other categories

➤ **SCHOLARLY ACCOMPLISHMENTS**

All submissions require at least ten (10) points be obtained in Scholarly Accomplishments and/or Professionals Contributions.

1. Academic Education

(Preapproval is required. Please allow five (5) business days for review and approval.)

- Through completion of courses that are required for a graduate degree **OR** other academic courses that are relevant to advanced practice hospice and palliative nursing.
- **You must submit a transcript or grade report with this activity.**
- Enrollment in a degree program is not required.
- Courses must be provided by accredited colleges or universities.
- A grade of "C" or higher must be achieved for a course.
- **One academic semester credit = 15 HPAR points**
- Limited to a maximum of 45 HPAR points

2. Professional Presentations

- Through formal structured educational presentations made to nurses, other healthcare providers, or the public (e.g., seminars, conferences, in-services, public education)
- Content of the presentation must be related to the field of hospice and palliative care.
- Presentations given as part of requirements within your job description are not acceptable. Educators that teach courses as part of employment responsibilities would count this activity as required hours in the profession, but not as formal presentations.

Presentations may be done in the workplace if they are not part of the routine job requirements. Examples include: providing education on a different unit, during the interdisciplinary team meeting or at another organizational worksite/outreach facility. For instance, a one hour presentation to staff members on a new clinical topic or the findings from searching an evidence based new treatment would be 60 minutes = 6 HPAR points.

- HPAR points awarded based on presentation time
- **One 20-minute presentation = 2 HPAR points**
One point awarded for each 10 minutes, thereafter the initial 20 minute presentation
- **Poster presentation = 2 HPAR points**
- Limitations to a maximum of 20 HPAR points

3. Professional Publications

- Through items published in books, journals, professional newsletters, or electronic media (e.g., DVD, video) that are original and require review and synthesis of current literature. Except for publications aimed at patient and family education, published items must be directed at a professional audience.
- Publications may be done in the workplace if they are not part of the routine job requirements. Examples include: writing a patient education pamphlet or an article in the newsletter or journal.
- Must be the author, co-author, editor, or co-editor
- Item must have been accepted for publication during renewal period even if actual publication date is to be past renewal period.
- Academic hours awarded for a dissertation or thesis used in this category may NOT also be used in the Academic Education category.

- **Points awarded:**

PUBLICATION POINT VALUES	
Type of Publication	Points Awarded
<i>Doctoral dissertation</i>	<i>75 HPAR points</i>
<i>Authored textbook (>300 pages)</i>	<i>60 HPAR points</i>
<i>Authored textbook (<300 pages)</i>	<i>40 HPAR points</i>
<i>Master's thesis</i>	<i>25 HPAR points</i>
<i>Textbook editor</i>	<i>20 HPAR points</i>
<i>Chapter in a book</i>	<i>15 HPAR points</i>
<i>Written review of book or media</i>	<i>5 HPAR points</i>
<i>Patient/Family Teaching Sheet</i>	<i>5 HPAR points</i>
<i>Educational pamphlet</i>	<i>5 HPAR points</i>
<i>Position Statement</i>	<i>5 HPAR points</i>
<i>Editorial in professional journal</i>	<i>2 HPAR points</i>
<i>Column in a professional journal</i>	<i>2 HPAR points</i>

<i>Article in professional organization newsletter</i>	<i>2 HPAR points</i>
<i>Article in workplace newsletter</i>	<i>2 HPAR points</i>
<i>Research abstract</i>	<i>2 HPAR points</i>
<i>Original research article in a peer reviewed journal</i>	<i>15 HPAR points</i>
<i>Original journal article in a peer reviewed journal</i>	<i>10 HPAR points</i>

- Limited to a maximum of 90 HPAR points.

D. PROFESSIONAL CONTRIBUTIONS

1. Precepting Students

- Direct supervision provided to the advanced practice level nursing student (NP or CNS) or a student enrolled in a formal, accredited academic healthcare education program.
- The precepting should be a one-on-one relationship with specific goals to learn information about the specialty of hospice and palliative care and the role of the disciplines involved.
- One-day shadowing experiences **cannot** be accepted for HPAR point requirements.
- Information provided must include: dates of precepting, instructor/faculty name, academic course title, institution (college/university), number of students, number of combined hours and contact email for supervising faculty. One entry is required for each academic course.
- **25 hours of precepting = 5 HPAR points**
- Limited to a maximum of 25 HPAR points

2. Orienting Staff

- Time spent on the job with healthcare professionals sharing knowledge, skills, and experience.
- The orientation should have specific goals to learn information about the specialty of hospice and palliative care and the role of the disciplines involved.
- Information provided must include: dates of orientation, supervisor name, organization/workplace, number of new staff, number of combined hours and contact information for supervisor.
- A separate entry is required for each place you have worked.
- **40 hours of orienting = 5 HPAR points**
Limited to maximum 10 HPAR points.

3. Volunteer Service in Professional Organizations

- Volunteer service includes positions held with local, state, or national healthcare related or hospice and palliative care organizations.
- Employer-related activities are accepted, such as serving on the ethics committee, institutional review board, pharmacy and therapeutics committee, professional practice council or community outreach task force.
- Positions include being a member of a board of directors, editorial or review board, council, committee, task force, project team, or work group.
- **One year of service = 5 HPAR points**
- Limited to a maximum of 20 HPAR points

For Help and Assistance

LearningBuilder is an easy-to-use online system that will streamline your recertification process. However, if you find that you need some help or assistance, then just call the HPCC national office at 412-787-1057, or email us at support@goHPCC.org.

Submitting Your Application

Once you have met all the requirements for recertification, you will be able to submit your application. During the submission process, you will be required to attest that you meet all requirements for recertification and make payment for your application by credit card.

Ongoing Notifications and Reminders via email

You will receive regular notifications and reminders of actions you need to take to ensure you complete the recertification process in a timely manner. These emails include upcoming deadlines and more. You can see your notifications and reminders under ‘My Account/My Communications.’

Please confirm or edit your profile information under “My Account.” It is important to have the current email address for frequent communications and all postal mailings are sent to your home address.

Refund Policy

Once payment is made for recertification through LearningBuilder, no refunds are provided.

Random Auditing

Some submitted Learning Plans will be selected for random auditing. You will be notified if your Plan is selected for random auditing, and supporting documentation for your completed activities will be requested. The chart below provides greater detail on the documentation for a successful audit process.

HPAR Categories	Required Audit Documentation
Practice Hours and Licensure	<ul style="list-style-type: none"> • Copy of current valid nursing license indicating expiration date or online verification document of licensure through State Board of Nursing • Completed Practice Hour Audit Form
Continuing Education	<ul style="list-style-type: none"> • Continuing Education certificate awarded by provider and includes: <ul style="list-style-type: none"> ○ Participant name ○ Title of activity ○ Date of activity ○ Number of hours awarded ○ MUST have accreditation statement and/or provider number
Professional Presentations	<ul style="list-style-type: none"> • Copy of program brochure, flyer or email invitation that provides: <ul style="list-style-type: none"> ○ Information about presentation ○ Date and time ○ Name of candidate ○ Title of presentation and content • Copies of slide presentations ARE NOT accepted
Professional Publications	<ul style="list-style-type: none"> • Copies of publication(s) • If large publication, provide: <ul style="list-style-type: none"> ○ Title page and table of contents where candidate name is listed as author • Copy of publisher notification of acceptance if publication date occurs after submission of renewal application • Evidence of peer review process from journal or via specific URL
Precepting Students	<ul style="list-style-type: none"> • Completed Precepting Audit Form
Orienting Staff	<ul style="list-style-type: none"> • Completed Orienting Audit Form
Volunteer Service in Organization	<ul style="list-style-type: none"> • Letter from organization with listing date(s) of volunteer service

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