



RENEWING YOUR HPCC CREDENTIAL

Certified Hospice and Palliative Nurse (CHPN®)

How do I renew my CHPN® certification?

You renew your CHPN® certification through the Hospice and Palliative Accrual for Recertification (HPAR) process every four years. Renewing an HPCC certification requires fulfilling practice hour requirements, accumulating required points through professional development activities, and completing the Situational Judgement Exercise (SJE). **You may submit your HPAR application beginning twelve (12) months before your expiration date. See CHPN HPAR Packet for additional details about the timeline for submission.**

Why is HPAR required for renewing a certification?

As a Certified Hospice and Palliative Nurse (CHPN), it is important to demonstrate continuing competence by exhibiting critical thinking skills and expressing competencies through continuing education, scholarly accomplishments, and professional contributions. These activities are consistent with the scope of 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.

What are the requirements to renew my CHPN certification?

1. Hold a current CHPN® certification
2. Hold a current, unrestricted registered nurse license in the United States, its territories, or the equivalent in Canada
3. Complete the required practice hours in the specialty of hospice and palliative care
4. Accrue 100 HPAR points through professional development activities.
 - a. Situational Judgement Exercise (SJE) - required
 - b. Continuing education, scholarly accomplishment and/or professional contributions
 - c. See HPAR packet for acceptable professional development activities
5. Submit the HPAR application two months prior to your CHPN® expiration date and pay the renewal fee.

What settings and roles count for practice hours in the specialty?

Practice settings may include but are not limited to inpatient, home or residential hospice, acute care hospitals or palliative care units, long-term care or specialty clinics, veterans' facilities, correctional facilities, homeless shelters, and mental health settings. Roles may include but are not limited to expert clinicians, educators, researchers, administrators, consultants, case managers, program developers/coordinators, and/or policymakers.

Where can I find more information about renewing my certification?

1. HPAR Packet - Available for download on the website advancingexpertcare.org/recertification (choose the appropriate credential)
2. Contact our team by phone 412-787-1057 or email hpcc@gohpcc.org



Hospice & Palliative Accrual for Recertification for CHPN®

Frequently Asked Questions

What is HPAR?

Certificants who meet the requirements must renew their certification through a process called the Hospice and Palliative Accrual for Recertification (HPAR). The process includes a practice hour requirement plus the accumulation of 100 HPAR points through professional development activities and the completion of the Situational Judgement Exercise (SJE). Points may be accrued throughout the four-year certification cycle that begins at the time of your initial exam date or recertification date through the certification expiration date.

How are HPAR points accrued?

Points can be accrued by completing the SJE (required), Continuing Education (nursing (CNE/NCPD)/medical/other healthcare disciplines through live, self-study, online, etc.); Scholarly Accomplishments (academic education, professional presentations, or professional publications); and Professional Contributions (precepting healthcare professional students enrolled in an academic program, orienting staff, or volunteer service in professional 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.

What are the requirements for professional development activities?

Each activity must correlate with the detailed content outline. More details and instructions can be found in the HPAR packet located on your respective credentials page on advancingexpertcare.org/recertification.

What is the required Situational Judgment Exercise?

The Situational Judgement Exercise (SJE) uses a series of case-based scenarios to test critical reasoning and clinical application of content beyond the level of initial certification exam. See the SJE Guide on advancingexpertcare.org/recertification for more details.

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

Points may be accrued throughout your certification cycle that begins at the time of your initial exam date or recertification date through certification expiration date. The deadline for HPAR submissions is one year to two months prior to expiration of certification for the standard certification fee. If you submit your application during the extended deadline period which is two (2) months or less prior to expiration of certification, an extended fee of \$100 will be assessed.

Where is the application for recertification found?

HPAR applications for recertification must be submitted through the LearningBuilder platform. To access LearningBuilder, sign into your account on advancingexpertcare.org and select the “LearningBuilder” tab above the “My Details” section of the page.

Frequently Asked Questions

How many points do I receive for continuing education?

One contact hour equals one HPAR point.

Do all continuing education contact hours count toward HPAR points?

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 nursing continuing education. More details are available in the HPAR packet and in LearningBuilder.

How much does recertification cost?

Fees vary for each certification program. See the “Fees” section of your respective credential’s recertification page, advancingexpertcare.org/recertification.

What is the HPNA membership benefit?

If you are not an HPNA member prior submitting your application for recertification, you are able to pay for a membership at the time of submission to be eligible to immediately receive the discounted recertification fee as a membership benefit.

When will I be notified that my HPAR application has been approved?

You will be notified within 30 calendar days of the status of your application unless you are randomly selected for an audit. Please note that application review may take longer than 30 calendar days if your submission coincides with a holiday or office closing, etc. To expedite the review of your application and to be notified of the status of your application within five (5) business days of submission, an additional \$100 fee will be assessed in addition to the associated application fee(s). For a list of associated fees, see the HPAR packet.

What do I need to do if I am audited?

Review audit details on pages nine (9) and ten (10) of the CHPN HPAR packet.

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

You may either call the HPCC National Office at 412-787-1057 or email your question to hpcc@gohpcc.org.

MISSED THE DEADLINE FOR RECERTIFICATION?

What happens if I missed the deadline to renew my credential?

- You can reactivate your credential by completing the HPAR requirements.
- You may NOT use your credential after your name when your credential expires.

What is the first step to reactivating my credential?

Contact HPCC by phone or email of your intention to reactivate your credential. Reactivation is available for three years after expiration of your credential.

Is reactivation retroactive?

Reactivation is NOT retroactive, and the certification period begins when you are notified that your credential is reactivated and continues for four years from that date.

When can I use my credential?

You may begin using your credential after you are notified that your recertification is approved.

What is the fee for reactivating by HPAR if I missed the deadline for recertification?

	MEMBER	NON-MEMBER
ACHPN®	\$460	\$580
CHPN®	\$410	\$530
CHPPN®	\$410	\$530
CHPLN®	\$375	\$470
CPLC®	\$410	\$530
CHPCA®	\$460	\$580
CHPNA® is reactivated by taking the examination after your credential expires		



412-787-1057



hpcc@goHPCC.org



advancingexpertcare.org/recertification

HPCC Mission – To Advance Expert Care in Serious Illness