

All professional development activities achieved in the process of renewal of certification by the accrual method should extend knowledge and improve the certificant's 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 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.

CHPCA®s are required to renew their certification through the HPAR process. CHPCA® HPAR applications must be submitted through the online platform called LearningBuilder. Each certificant has her/his own Learning

Plan available, which allows the certificant to record her/his professional development activities and earn HPAR points toward successful recertification. As certificants add activities to their learning plan, there is an option to upload a certificate for each activity. This is optional and NOT required. Only those selected for an audit will be required to upload a certificate for each activity. More information about LearningBuilder is available on the LearningBuilder page on the website, [advancingexpert-care.org/hpcc/recertification/learningbuilder/](http://advancingexpert-care.org/hpcc/recertification/learningbuilder/).

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 process for the year in which you are submitting your HPAR application. Please note, you can submit your application during the 12 months prior to your certification expiration date.

### Renewal of certification requirements: Professional development and practice hours

- Hold a current CHPCA® certification
- Complete the required practice hours in the specialty
- Complete the professional development point accrual.
- Pay the renewal fee



### Reactivation of credential:

Candidates who missed the deadline for recertification and meet the requirements for reactivation may use the LearningBuilder platform to submit for reactivation. The reporting period time for which you can take credit for professional development activities will be adjusted according to your current reporting period and the dates of submission. Reactivation will be available for three years after expiration of credential. Individuals 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. Individuals 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:

An administrator was due to renew in 2023, missed the final deadline, and requests reactivation in March 2024. If the original reporting period was 03/15/2019-12/31/2023, the new reporting period for reactivation would be 03/1/2020-12/31/2024. If the CHPCA is granted reactivation on March 20, 2024, the new certification (and reporting) period is 03/20/2024-03/19/2028.

## Reactivation for expired certification requirements: Professional development and practice hours

- CHPCA® certification has been expired for less than 3 years.
- 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.

### CHPCA® HPAR Fees

	Early Bird Fee*	Standard Fee** (Renewal + \$100)	Reactivation Fee*** (Standard + \$150)
HPNA member	\$290	\$390	\$540
HPNA non-member	\$430	\$530	\$680

**Additional fees may be incurred to expedite your HPAR application review, please see page 8 for more details.**

\* More than two (2) months prior to certification expiration date

Ex. If your certification ends 5/15/2024, recertify on or before 3/15/2024

\*\* Two (2) months prior to certification expiration date through certification expiration date

Ex. If your certification ends 5/15/2024, recertify with the standard fee between 3/16/2024 and 5/15/2024

\*\*\*Up to 3 years after certification expiration

Ex. If your certification ends 5/15/2024, reactivate before 5/15/2027

## Ethical Code

HPCC has the responsibility to ensure the integrity of all processes and products of its certification programs to the public, the professionals, the employers and its certificants. Therefore, HPCC considers the Hospice and Palliative Nurses Association (HPNA) Code of Ethics as the essential ethical framework for honoring human dignity and professional accountability for conduct. HPCC upholds the high standards for credentialing agencies established by two national accreditation organizations, the Accreditation Board for Specialty Nursing Certification (ABSNC) and the National Commission for Certifying Agencies (NCCA).

## Misuse of certification credentials:

Please be advised that once certified, the designated credential may only be used by the certified individual during the four-year time period designated on the certificate. Failure to successfully recertify requires the individual to stop use of the credential immediately after the credential has expired. Any other use, or use of the HPCC Trademark without permission from the HPCC Board of Directors, is fraudulent. HPCC will thoroughly investigate all reports of an individual or corporation fraudulently using an HPCC credential and/or any other HPCC trademarks. More information can be found in the CHPCA® Candidate Handbook.

# Certified Hospice and Palliative Care Administrator Hospice and Palliative Accrual for Recertification (CHPCA® HPAR)

## Requirements: 100 HPAR Points

**I. Practice Hours:** Two years full-term hospice and palliative administrative work in the past three years that encompasses the content of the CHPCA® detailed content outline prior to submission of application. Practice hours can come from direct patient care, virtual/teleconference care, academic, research, or administrative duties, consultant, case manager, program developer/coordinator, policy maker, etc.

Activity	Points
<b>A. Continuing Education</b>	<b>Max. Limit</b>
Nursing (CNE/NCPD) Medical/Other healthcare disciplines (live or self-study) <b>(50% of all continuing education points must be approved by an acceptable accrediting organization listed on page 5)</b> 60 minutes = 1 contact hour = 1 HPAR point 30 minutes = 0.5 contact hour = 0.5 HPAR point	None
<b>B. Scholarly Accomplishments</b>	<b>Max. Limit</b>
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)	75
<b>D. Professional Contributions</b>	<b>Max. Limit</b>
1. Precepting students enrolled in an accredited, academic healthcare program 25 hours = 10 HPAR points	30
2. Orienting Staff 40 hours = 10 HPAR points	20
3. Volunteer service in healthcare-related organizations 1 year of service = 10 HPAR points	30

All activities must relate to the CHPCA® Detailed Content Outline available on the HPCC website.

## I. Practice Hours and Licensure

1. Have the equivalent of two years of full-time experience in the past three years in an administrative role that covers the detailed content outline.

## II. Professional Development Activities

1. HPAR points may be accrued throughout your reporting period noted on your individual Learning Plan. We encourage you to add activities into your plan as they are completed. All activities completed through HPNA University, including *POLARIS* modules, should automatically sync with your Learning Plan, but please check your Learning Plan in case there is a problem with the automatic sync. Courses outside of HPNA will still need to be manually entered into your Learning Plan. Watch the LearningBuilder video guide for step by step instructions on using your Learning Plan.
2. Each certificant must earn a minimum of 100 points during the accrual period of four years. 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 CHPCA® detailed content outline.

**Certificants are not required to submit points in every category; however, some professional development activities have a maximum number of HPAR points that can be awarded. Submission of more than 100 points is highly encouraged in the event some points are disallowed.**

3. A percentage of applications are selected each year for random audit. Certificants 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 on page 10 of this packet.
4. 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.

## POINT ACCRUAL CATEGORIES

### A. CONTINUING EDUCATION

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

**Activities should be selected to enhance expertise in hospice and palliative nursing and must relate to the CHPCA® detailed content outline.**

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

- CPR
- BCLS/ACLS
- OSHA
- HIPAA
- Basic Infection control
- Blood-borne pathogens/Basic HIV/Aids

**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 Medical Administrators (AAMA)
- » 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 College of Health Care Administrators (ACHCA)
- » American Health Information and Management Association (AHIMA)
- » American Medical Association (AMA)
- » American Nurses Credentialing Center (ANCC)
- » Association of Pediatric Hematology/Oncology Nurses (APHON)
- » American Psychological Association (APA)
- » American Society of Association Executives (ASAE)
- » Association of Social Work Boards (ASWB)
- » Association of Women's Health, Obstetric & Neonatal Nurses (AWHONN)
- » Continuing Professional Education (CPE)
- » Human Resources Certification Institute (HRCI)
- » 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)
- » Royal College of Nursing
- » State Nurses Associations (all)
- » State Boards of Nursing in Alabama, California, Florida, Iowa, Kansas, Kentucky, Louisiana, Nevada, Ohio, West Virginia
- » U.S. Chamber of Commerce Institute for Organizational Management
- » Wisconsin Society for Health Education and Training (WISHET)

- One 60-minute contact hour = 1 HPAR point
- **Fifty (50)% of the points obtained through continuing education must be formally approved continuing education hours accredited by one of the listed organizations acceptable by HPCC.** We will allow up to 50% of the total continuing education points earned from organizations outside of this list. **PLEASE NOTE: All activities MUST enhance expertise in hospice and palliative nursing and must relate to the CHPCA® detailed content outline.**
- 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.
- Conference sessions do not need to be listed as a separate entry
- Grouped CE's can be entered with supporting documentation uploaded into the entry.

## B. SCHOLARLY ACCOMPLISHMENTS

### 1. Academic Education

- **(Preapproval is required. Please allow five (5) business days for review and approval).**
- Through completion of courses that are required within a degree program OR other academic courses that are relevant to hospice and palliative nursing.
- **You must submit a transcript or grade report with this activity (including your name, academic institution, and dates).**
- 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, enduring webinar)
- 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.
- Length of the presentation must be at least 20 minutes.
- HPAR Points are 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
    - For instance, a one-hour presentation to staff members on a new clinical topic or the findings from researching an evidence-based treatment would be 60 minutes = 6 HPAR points.
- **Poster presentation = 2 HPAR points**
- HPAR points are not awarded for repeat presentations of the same material, regardless of different audiences
- Limited to a maximum of 30 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 may include writing a patient education pamphlet or article in the workplace 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 are not awarded for repeat activities with identical content.
- Limited to a maximum of 75 HPAR points

## PUBLICATION POINT VALUES

Type of Publication	HPAR Points Awarded
Doctoral dissertation	75 points
DNP manuscript/project	50 points
Authored textbook (>300 pages)	60 points
Authored textbook (<300 pages)	40 points
Master's thesis	25 points
Textbook/Journal/Manuscript Editing	20 points
Chapter in a book	15 points
Original research article in a peer reviewed journal	15 points
Creation of and/or planning of agency program	10 points
Original journal article in a peer reviewed journal	10 points
Written review of book or media	5 points
Patient/Family Teaching Sheet	5 points
Educational pamphlet/Nursing Resource Guide (NRG)	5 points
Position Statement	5 points
Editorial in professional journal	2 points
Column in a professional journal	2 points
Article in professional organization newsletter	2 points
Article in workplace newsletter	2 points
Research abstract	2 points

Blog examples can be found [here](#).

## C. PROFESSIONAL CONTRIBUTIONS

### 1. Precepting Students

- Direct supervision provided to a student enrolled in a formal, accredited academic healthcare education program.
- The precepting should be in 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 = 10 HPAR points**
- Limited to a maximum of 30 HPAR points

### 2. Orienting Staff

- Time spent on the job with healthcare professionals sharing knowledge, skills, and experience.
- Orientation done as part of requirements within your job description would count as required practice hours, but not as an orienting staff activity.
- 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 = 10 HPAR points**
- Limited to maximum of 20 HPAR points

### 3. Volunteer Service in 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.
- Committee memberships done as part of requirements within your job description are not acceptable.
- 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 = 10 HPAR points**
- Limited to a maximum of 30 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, call the HPCC national office at 412-787-1057, email us at [hpcc@goHPCC.org](mailto:hpcc@goHPCC.org), or visit our website, [advancingexpertcare.org/hpcc/recertification/learningbuilder/](http://advancingexpertcare.org/hpcc/recertification/learningbuilder/), to watch the LearningBuilder video guide.

#### Submitting Your Application

Once you have met 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. You will be notified within 30 days of the status of your application. Please note application review may take longer than 30 days if your submission coincides with a holiday or office closing, etc.

#### Expedited Application Review

To expedite the review of your application and to be notified of the status of your application within 5 days of submission, a \$200 fee will be assessed in addition to the regular application fee.

#### 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 view your **Profile Information** under "My Account". A link is available on this page that will direct you to your HPCC profile page to make any changes. Your edits to this page will be active within 24 hours. It is important to have the current email address for frequent communications and all postal mailings are sent to your home address.

### 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 needed for a successful audit process.

### Revocation of Certification

Certification will be revoked for any of the following reasons: 1). Falsification of an application or documentation provided with the application. 2). Failure to pay the required fee. 3). Revocation or expiration of current nursing license. 4). Misrepresentation, misuse, or fraudulent use of the HPCC credentials. 5). Unauthorized possession of, use of, distribution of, or access to HPCC exams. 6). Gross repeated negligence, incompetence, or malpractice in professional work. 7). Limitation, sanction revocation, or suspension by a health care organization, professional organization, or other private or governmental body, relating to nursing practice, public health or safety, or nursing certification. 8). Any conviction of a felony or misdemeanor directly relating to nursing practice and/or public health and safety.

HPAR Categories	Required Audit Documentation
Practice Hours and Licensure (form available to download in the LearningBuilder platform)	<ul style="list-style-type: none"> <li>• Copy of current valid nursing license indicating expiration date or online verification document of licensure through state board of nursing</li> <li>• Completed practice hour audit form or electronic reference verification</li> </ul>
Continuing Education	<ul style="list-style-type: none"> <li>• Continuing education certificate awarded by provider and includes: <ul style="list-style-type: none"> <li>◦ Participant name</li> <li>◦ Title of activity</li> <li>◦ Date of activity</li> <li>◦ Number of hours awarded</li> <li>◦ MUST have accreditation statement and/or provider number</li> </ul> </li> </ul>
Professional Presentations	<ul style="list-style-type: none"> <li>• Copy of program brochure, flyer, or email invitation that provides: <ul style="list-style-type: none"> <li>◦ Information about presentation</li> <li>◦ Date and time</li> <li>◦ Name of candidate</li> <li>◦ Title of presentation and content</li> </ul> </li> <li>• Copies of slide presentations ARE NOT accepted</li> </ul>
Professional Publications	<ul style="list-style-type: none"> <li>• Copies of publication(s)</li> <li>• If large publication, provide: <ul style="list-style-type: none"> <li>◦ Title page and table of contents where candidate name is listed as author</li> </ul> </li> <li>• Copy of publisher notification of acceptance if publication date occurs after submission of renewal application</li> <li>• Evidence of peer review process from journal or via specific URL</li> </ul>
Precepting Students (form available to download in the LearningBuilder platform) - Please refer to page 8 for complete details	<ul style="list-style-type: none"> <li>• Completed precepting audit form <ul style="list-style-type: none"> <li>◦ Course title, description, goals, student names, dates of orientation, location of preceptorship</li> </ul> </li> <li>OR</li> <li>• Electronic reference verification <ul style="list-style-type: none"> <li>◦ Current contact information for supervising faculty</li> </ul> </li> </ul>
Orienting Staff (form available to download in the LearningBuilder platform) - Please refer to page 8 for complete details	<ul style="list-style-type: none"> <li>• Completed orienting audit form <ul style="list-style-type: none"> <li>◦ Description of services, staff names, dates of orientation</li> </ul> </li> <li>OR</li> <li>• Electronic reference verification <ul style="list-style-type: none"> <li>◦ Current contact information for supervisor</li> </ul> </li> </ul>
Volunteer Service in Organization - Please refer to page 8 for complete details	<ul style="list-style-type: none"> <li>• Letter from organization with listing date(s) of volunteer service</li> <li>OR</li> <li>• Electronic reference verification from contact person at the organization</li> </ul>