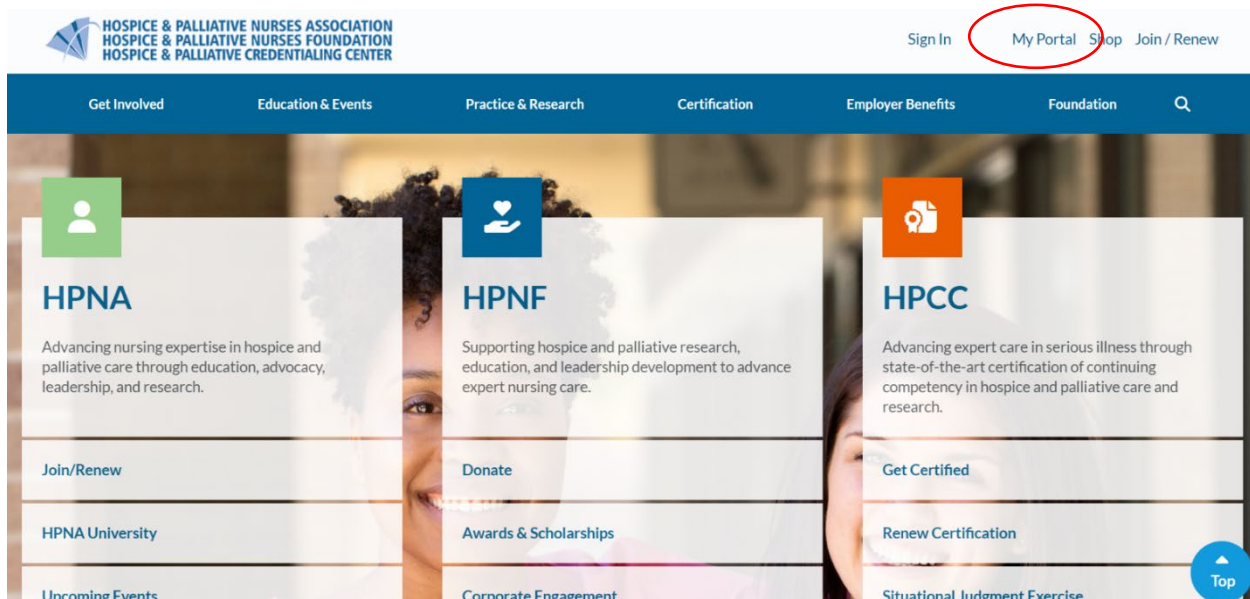


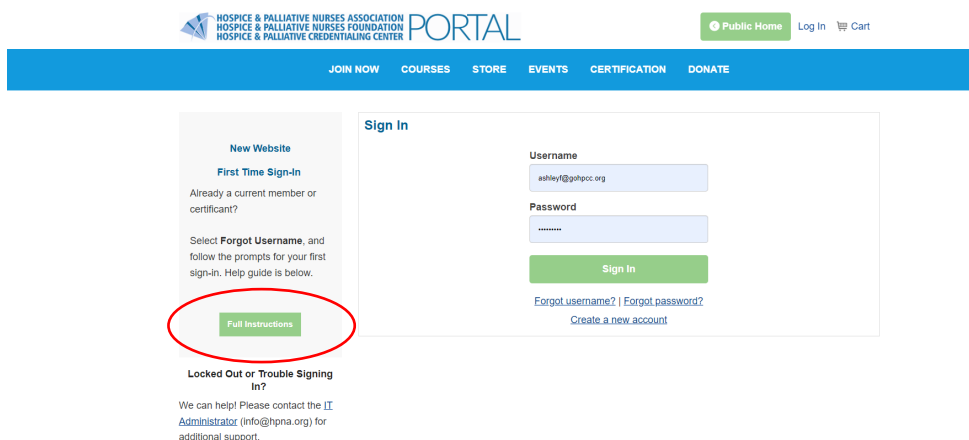
Purchasing an HPCC Certificate

You may print your certificate yourself at no cost or follow these steps to purchase a professionally printed certificate for \$25.

To purchase your HPCC certificate, you will need to log in to your account at www.advancingexpertcare.org and choosing 'My Portal' at the top of the page.



After you've clicked 'My Portal' from the home page, you will come to a log in screen where you will enter your username and password. If you have not previously logged in, please review 'Full Instructions' to set up your log in credentials.



Once logged in, select the 'LearningBuilder' tab from the list of options.

About Me

Journals

Learning Builder

Enduring CEs

eLearning Transcripts

My Career Center

Communities

My Participation

My Preferences

My Details

Credentials

Member Type

Primary Licensure

Advanced Practice Registered Nurse

Role

Email

Email 2

Membership Valid Thru

Chapter


Primary Role

Company

Patient Age Group

Specialties

Once you've chosen the LearningBuilder tab, you can click 'My Certificate' to be redirected to the LearningBuilder platform where you will be able to order your certificate.


Hospice & Palliative Credentialing Center

Welcome to LearningBuilder! LearningBuilder is an online platform used for the renewal of most HPCC certifications as well as for printing digital certificates, verification letters, and other important certification documents.

LearningBuilder provides an individualized Learning Plan for HPCC certificants who renew through HPAR (ACHPN, CHPN, CHPPN, CHPLN, CPLC, CHPCA, and APHSW-C). This online tracking system provides a mechanism to record professional development activities, practice hours, and application submission for the renewal of HPCC certification.

NEW! You can now print your Official HPCC Certificate directly from LearningBuilder. Initial certificants will be able to print within 60 days of their exam, and those renewing their credentials will be able to print within 24 hours after receiving an email that their Learning Plan is approved. *Please note if you are a CHPLN or CHPNA who renews your certification through an exam, your certificate will be available within 60 days of the exam.*

Access your Learning Plan for Recertification: [My Learning Plan](#)

Print your HPCC Certificate: [My Certificate](#)

Current username is
.

[Change password and/or username](#)

HPNA Membership Message

You are not due for renewal.

Renew My HPNA Membership

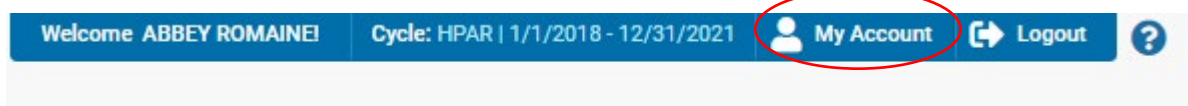
Cancel Renewal

Print Membership Card

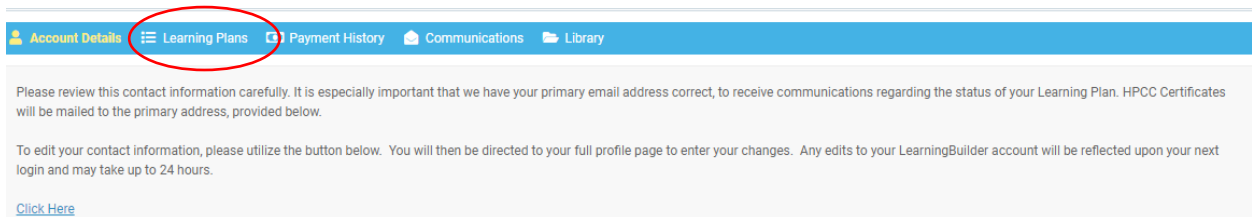
HPCC Certification Status

HPCC Certification Number	Thru Date
---------------------------	-----------

Once you're on the LearningBuilder home page, please select 'My Account' from the top right corner.



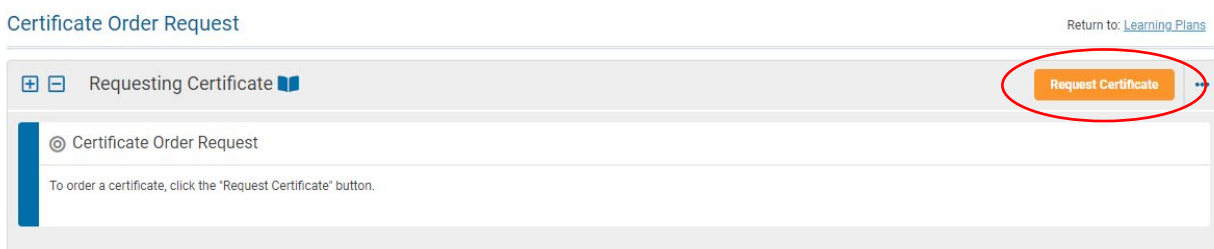
Once you see your account details, click on 'Learning Plans'.



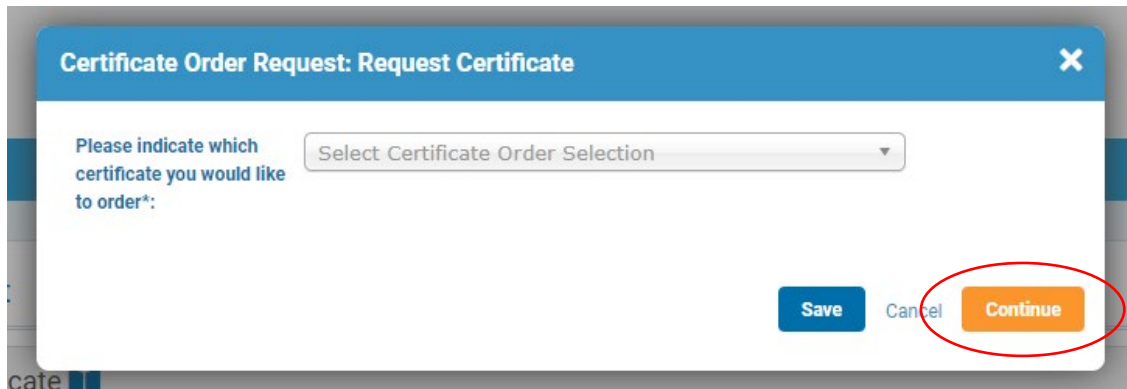
After you are on the Learning Plans page, scroll to the bottom of the page where you will see 'Certificate Order Request'. Click the orange 'Begin' button to start your order.



Select the orange 'Request Certificate' button to begin the process.



Please use the drop-down menu to choose your credential and then click the orange 'Continue' button.



Certificate Order Request: Request Certificate [X]

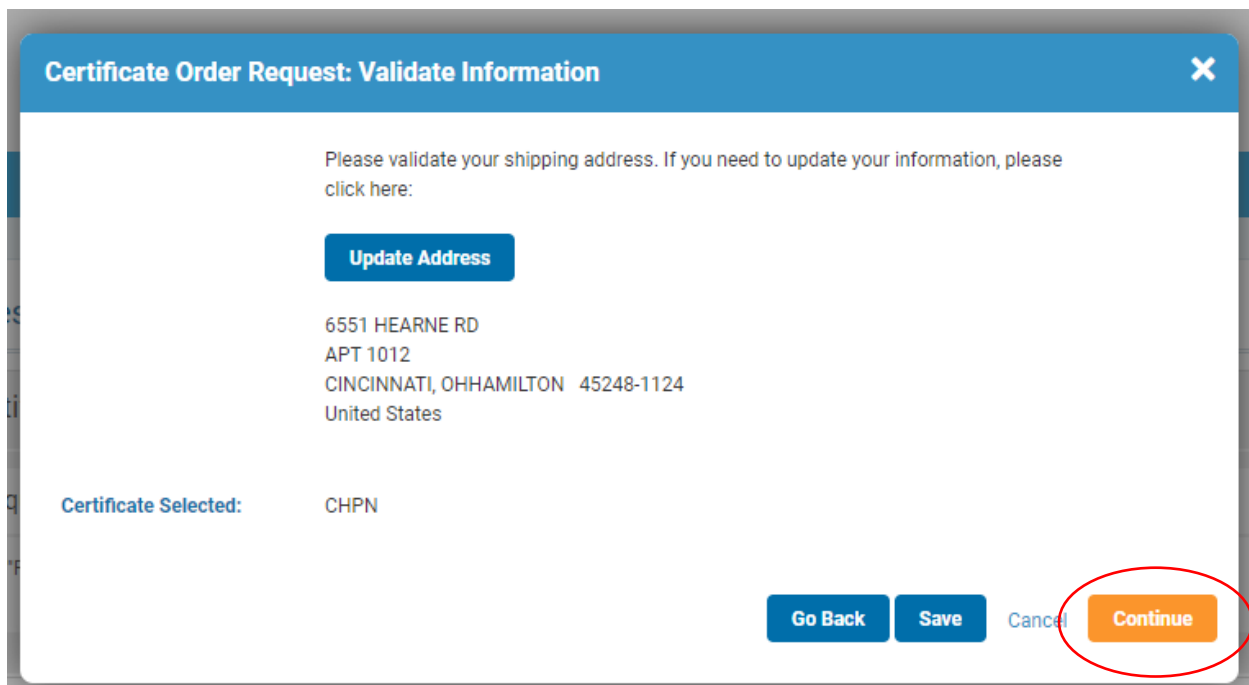
Please indicate which certificate you would like to order*:

Select Certificate Order Selection ▼

Save Cancel **Continue**

This dialog box has a blue header with the title 'Certificate Order Request: Request Certificate' and a close button (X). The main content area is white and contains a text prompt 'Please indicate which certificate you would like to order*:' followed by a grey drop-down menu with the text 'Select Certificate Order Selection'. At the bottom right, there are three buttons: 'Save' (blue), 'Cancel' (light blue), and 'Continue' (orange). The 'Continue' button is circled in red.

Please validate your shipping address and then select continue.



Certificate Order Request: Validate Information [X]

Please validate your shipping address. If you need to update your information, please click here:

Update Address

6551 HEARNE RD
APT 1012
CINCINNATI, OH HAMILTON 45248-1124
United States

Certificate Selected: CHPN

Go Back Save Cancel **Continue**

This dialog box has a blue header with the title 'Certificate Order Request: Validate Information' and a close button (X). The main content area is white and contains a text prompt 'Please validate your shipping address. If you need to update your information, please click here:' followed by a blue button labeled 'Update Address'. Below this is the shipping address: '6551 HEARNE RD', 'APT 1012', 'CINCINNATI, OH HAMILTON 45248-1124', and 'United States'. Further down, it says 'Certificate Selected: CHPN'. At the bottom right, there are four buttons: 'Go Back' (blue), 'Save' (blue), 'Cancel' (light blue), and 'Continue' (orange). The 'Continue' button is circled in red.

Choose 'Pay Fees'

Certificate Order Request: Payment

Certificate Payment:

Title: Certificate Payment

Amount: \$ 25.00

Pay Fees

Save

Cancel

Complete the payment information and press 'Continue' at the bottom of the page.

Check Out

Return to: [Certificate Payment](#)

Item(s) To Be Purchased

Item	Price	Quantity	Total
Certificate Payment	\$25.00	1	\$25.00
Total:			\$25.00

Vouchers and Discounts

If you have a discount or voucher code, please enter it here.

Apply Code

Payment Information

Credit Card Information

Total Charge

\$25.00

Card Type:

Visa

Card Number*:

CVV/CVC Code*:

Expiration Date*:

-

Review your information and press 'Complete Purchase' to finalize your order.

Confirm Purchase

[Return to Checkout](#)

Your purchase is not complete until you click "Complete Purchase" below.

Item(s) To Be Purchased

Item	Price	Quantity	Total
Certificate Payment	\$25.00	1	\$25.00
Total:			\$25.00

Payment Information

Credit Card Information

Total Charge: \$ 25.00
Card Type: Visa
Card Number: *****1978
CVV/CVC Code: 691
Expiration Date: 9/2022

Contact Information

Bill To: ABBEY ROMAINE
Address: 6551 HEARNE RD
APT 1012
City, State Zip/Postal Code: CINCINNATI, OH 45248-1124
Country: United States
Phone: (513) 481-5273

[Complete Purchase](#)

[Edit Payment Information](#)

[Cancel](#)