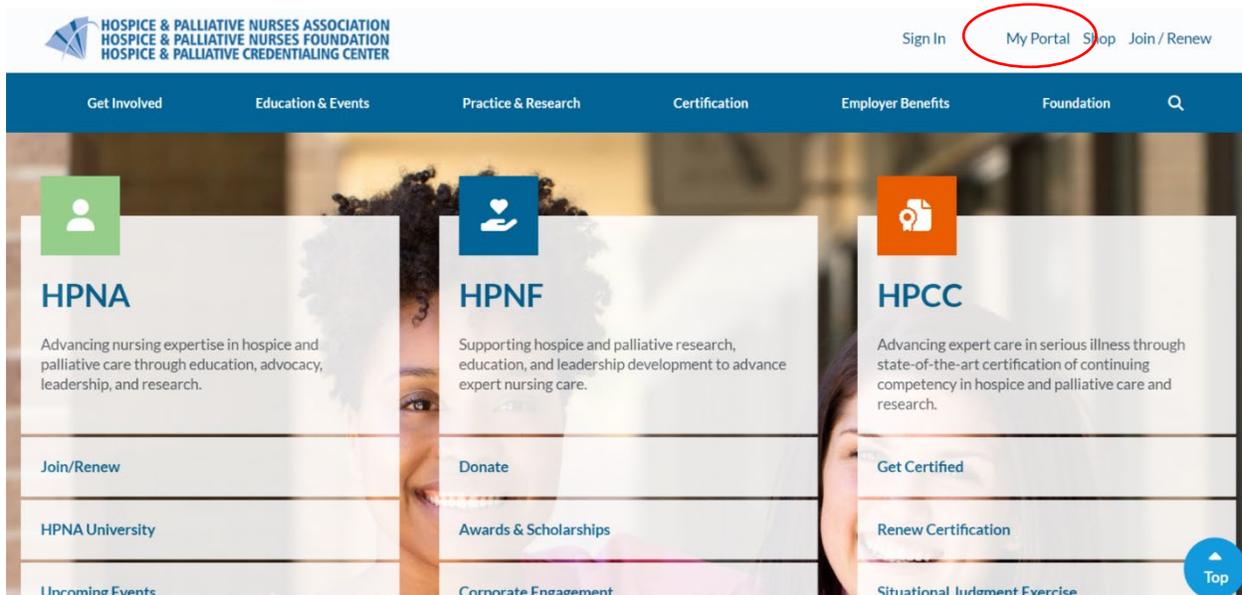


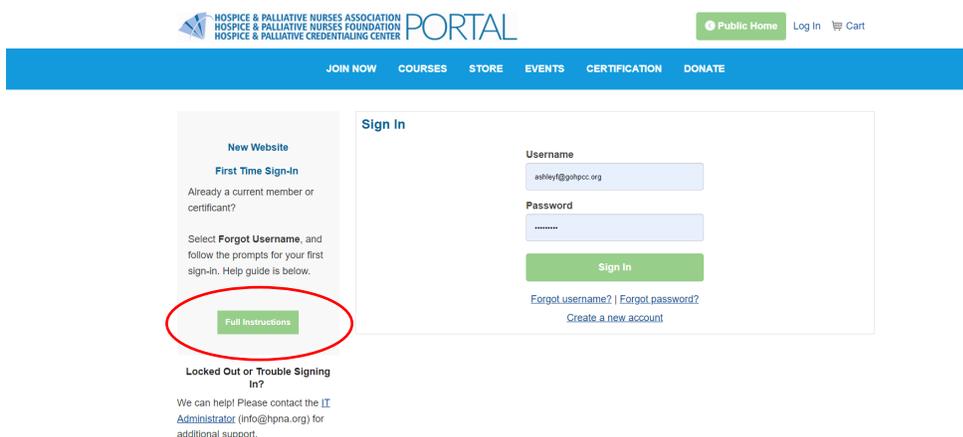
Purchasing an HPCC Certificate

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.



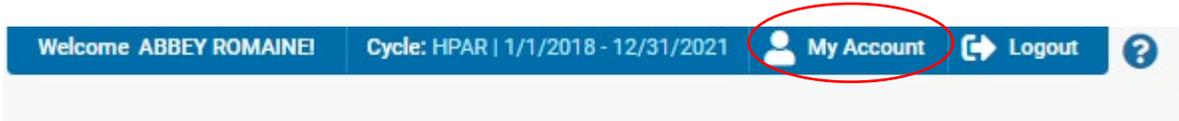
Once logged in, select the 'LearningBuilder' tab from the list of options.

The screenshot shows a user dashboard with a left-hand navigation menu and a main content area. The navigation menu includes: About Me, Journals, Learning Builder (circled in red), Enduring CEs, eLearning Transcripts, My Career Center, Communities, My Participation, and My Preferences. The main content area is titled 'My Details' and contains several sections: Credentials, Member Type, Primary Licensure, Advanced Practice Registered Nurse Role, Email, and Email 2. On the right side, there are fields for: Membership Valid Thru, Chapter, Primary Role, Company, Patient Age Group, and Specialties. There are also icons for settings, edit, and a home arrow in the top right corner.

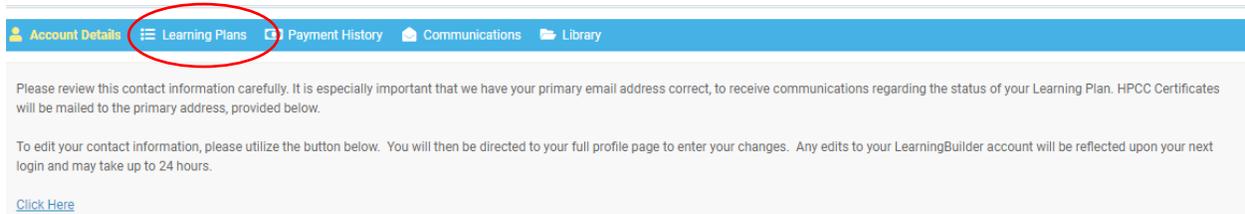
Once you've chosen the LearningBuilder tab, you can click 'My Certificate' to be redirected to the LearningBuilder platform where you will be able to order your certificate.

The screenshot shows the HPCC LearningBuilder platform. On the left, there is a welcome message: "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." Below this, it states: "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." A "NEW!" notice says: "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." At the bottom left, there are two links: "Access your Learning Plan for Recertification: My Learning Plan" and "Print your HPCC Certificate: My Certificate" (circled in red). On the right, there is a section for "HPNA Membership Message" with a "Renew My HPNA Membership" button and a "Cancel Renewal" button. Below that is a "Print Membership Card" button. At the bottom right, there is a section for "HPCC Certification Status" with a table showing "HPCC Certification Number" and "Thru Date".

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



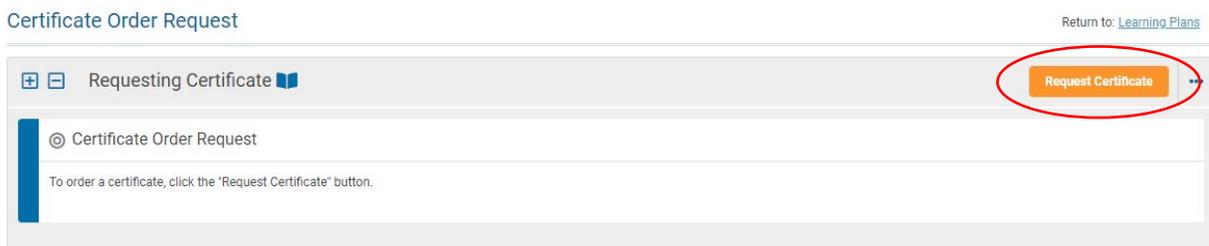
Once you see your account details, click on 'Learning Plans'.



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.



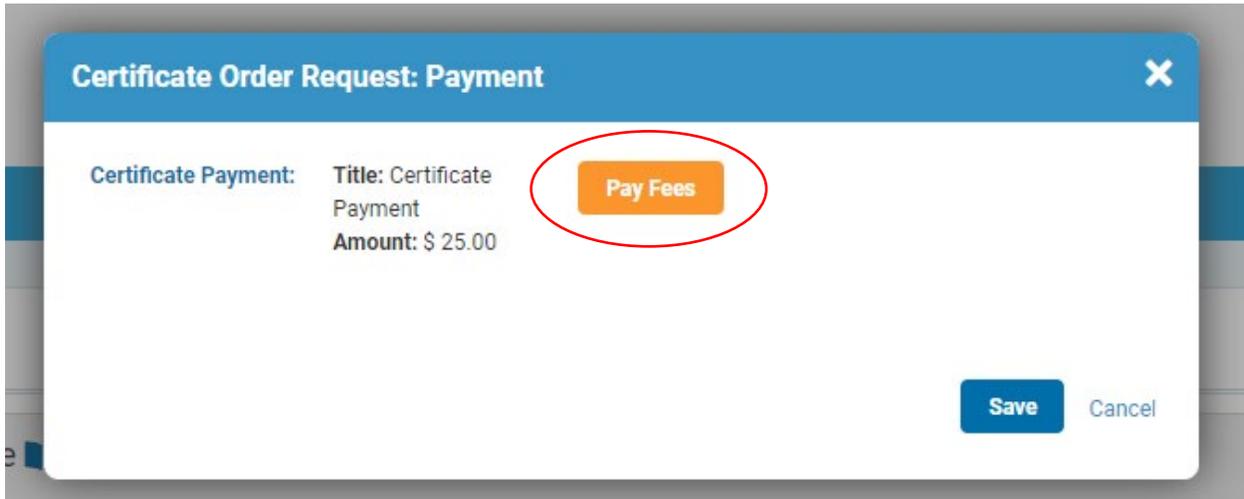
Please use the drop-down menu to choose your credential and then click the orange 'Continue' button.

The screenshot shows a dialog box titled "Certificate Order Request: Request Certificate" with a close button (X) in the top right corner. The main content area contains the text "Please indicate which certificate you would like to order*:" followed by a dropdown menu with the placeholder text "Select Certificate Order Selection". At the bottom right of the dialog, there are three buttons: "Save" (blue), "Cancel" (grey), and "Continue" (orange). The "Continue" button is circled in red.

Please validate your shipping address and then select continue.

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

Choose 'Pay Fees'



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:

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](#)