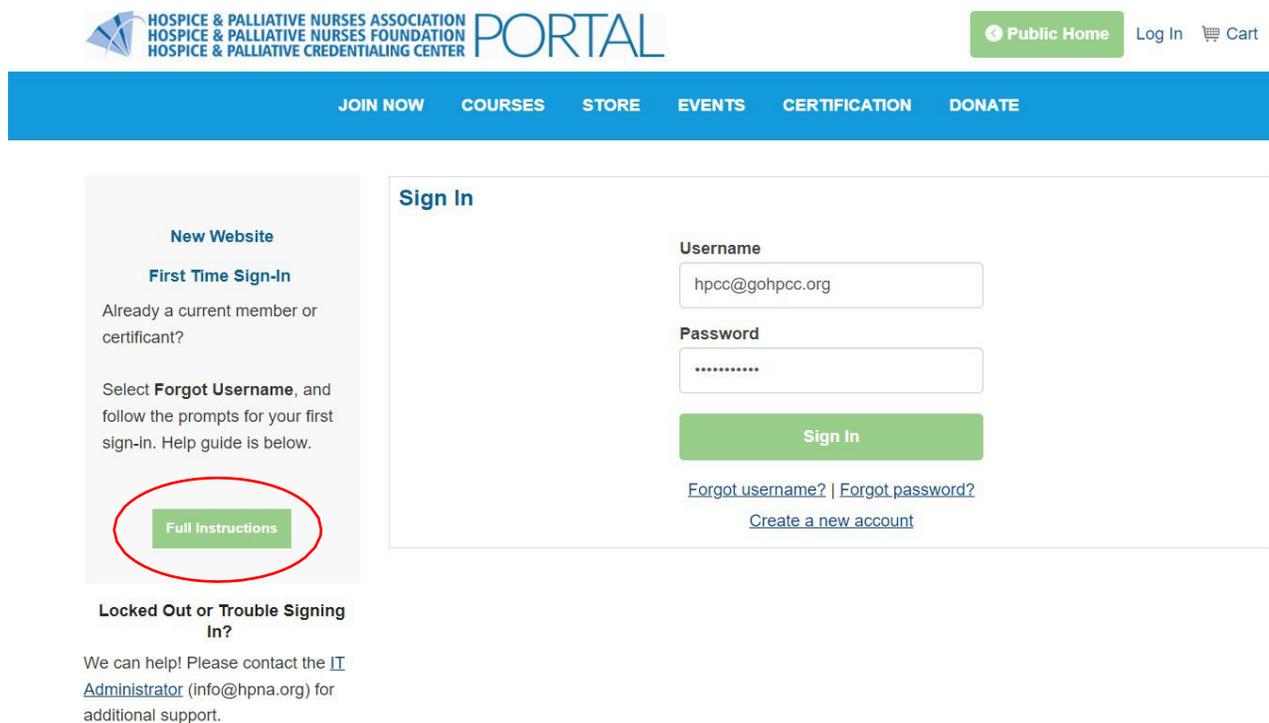


# Printing your HPCC Certificate

To print your HPCC certificate, you will need to log in to your account at [www.advancingexpertcare.org](http://www.advancingexpertcare.org) and choosing 'My Portal' at the top of the page.

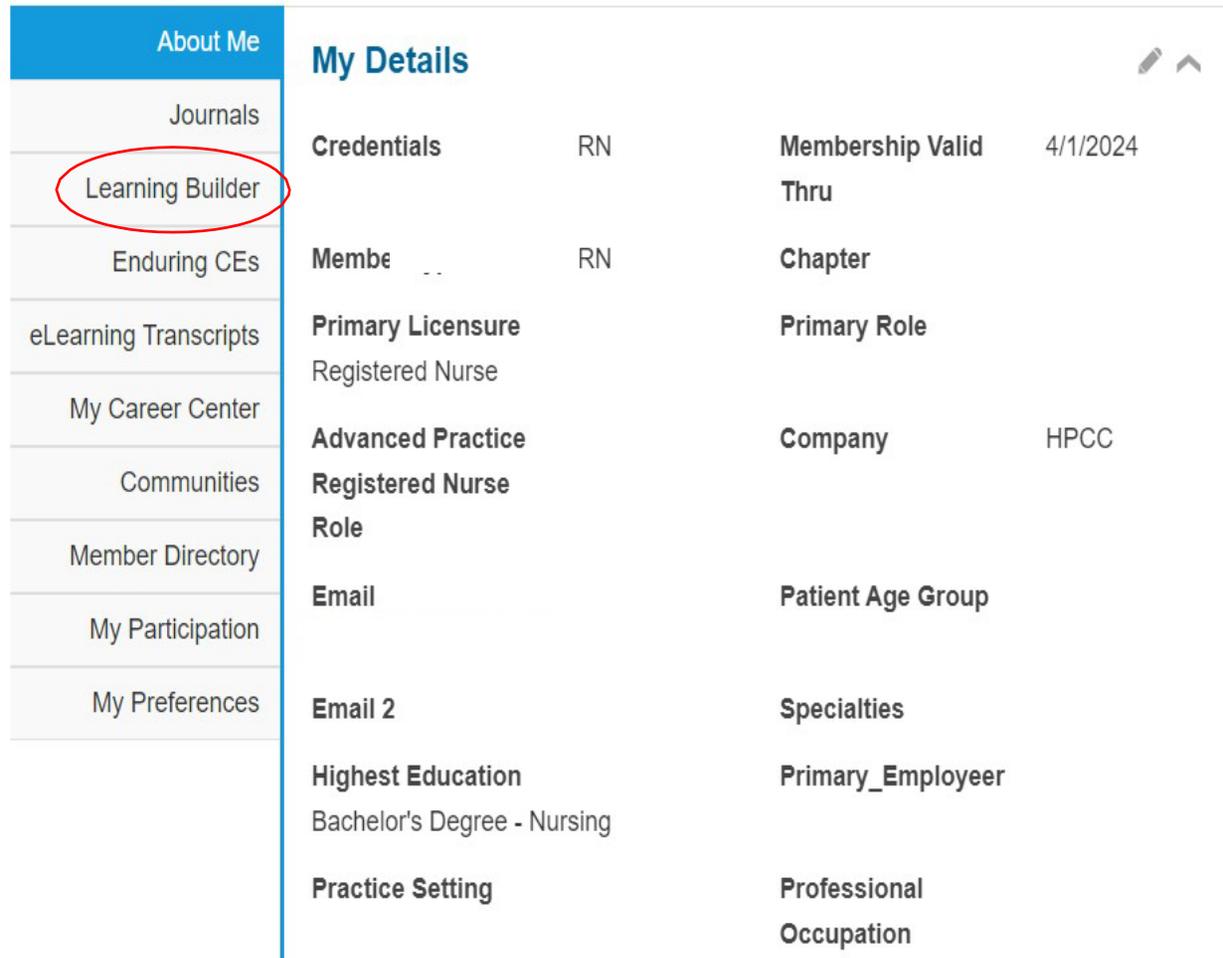


After you've clicked 'My Portal' from the home page, you will come to a log in screen where you will enter your username and password. If you have **not** previously logged in, please review 'Full Instructions' to set up your log in credentials.



# Printing your HPCC Certificate

Next, select the 'Learning Builder' tab from the list of options.



The screenshot shows a user profile interface. On the left is a vertical sidebar with navigation options: 'About Me' (highlighted in blue), 'Journals', 'Learning Builder' (circled in red), 'Enduring CEs', 'eLearning Transcripts', 'My Career Center', 'Communities', 'Member Directory', 'My Participation', and 'My Preferences'. The main content area is titled 'My Details' and contains the following information:

<b>Credentials</b>	RN	<b>Membership Valid Thru</b>	4/1/2024
<b>Member</b>	RN	<b>Chapter</b>	
<b>Primary Licensure</b>	Registered Nurse	<b>Primary Role</b>	
<b>Advanced Practice Registered Nurse Role</b>		<b>Company</b>	HPCC
<b>Email</b>		<b>Patient Age Group</b>	
<b>Email 2</b>		<b>Specialties</b>	
<b>Highest Education</b>	Bachelor's Degree - Nursing	<b>Primary_Employeer</b>	
<b>Practice Setting</b>		<b>Professional Occupation</b>	

# Printing your HPCC Certificate

---

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 print your certificate and other important HPCC documents.



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](#)

# Printing your HPCC Certificate

After you click 'My Certificate' you will be redirected to LearningBuilder and see this page.

Complete your HPAR Learning Plan Completing Learning Plan

**Requirements**

You must achieve the minimum points required.  
0% 0 of 100

You must complete the Situational Judgment Exercise.  
0% 0 of 1

You must have 500 practice hours in the most recent 12 months or 1,000 practice hours in the most recent 24 months prior to submission.  
0% 0 of 1000

**Legend**

- Units Added
- Remaining
- Completed
- Limit Exceeded
- More Information

Please scroll to the top and select 'My Account' from the top right corner.

Welcome  Cycle: HPAR | 1/1/2018 - 12/31/2020 **My Account** Logout ?

# Printing your HPCC Certificate

Once you've clicked 'My Account' you will now have access to download and print your certificate, verification letter, and other important certification documents.

The screenshot displays the 'Account Details' page. At the top, there is a navigation bar with 'Account Details', 'Learning Plans', 'Payment History', 'Communications', and 'Library'. Below this, a text block provides instructions on reviewing contact information and editing it. A 'Click Here' link is provided. Further down, contact information for assistance is listed. A note at the bottom of this section states: 'In order to purchase a copy of your Certificate, please go to your Learning Plans and begin a Certificate Order Request.'

The main content area shows a user profile for 'CHPN Practitioner' with the status 'Active'. A red circle highlights the 'CHPN' dropdown menu. Below this, there are input fields for 'Unique Identifier' and 'Certification Number'. A large red circle encompasses the following download options:

- CHPN Certificate
- Important Certification Documents
- CHPN Verification Letter

A note below these buttons reads: 'If you are unsure whether your certification dates are correct, please contact HPCC at hpcc@gohpcc.org'.