

HPCC Exam Application Instructions

- 1) Log into: <https://www.advancingexpertcare.org>
- 2) Click onto Certification and then Click the appropriate Credential for the Exam you want to take. (Example used for Illustration purposes Only is ACHPN.)



Certification

Quick Links

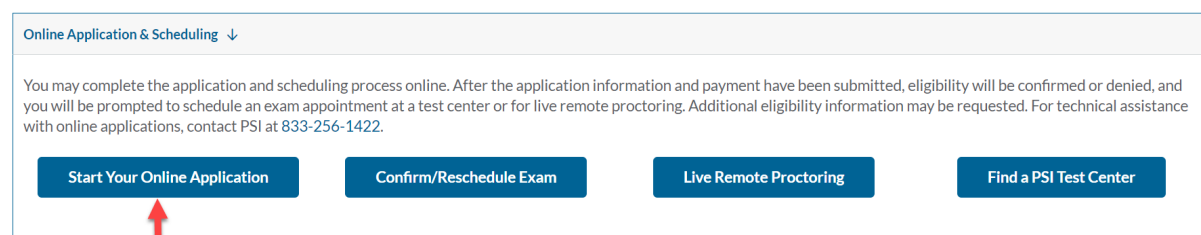
- 3) Scroll towards the bottom of the page and look for Online Application & Scheduling and Click on it.

Applying for your exam



- 4) Now Click on Start Your Online Application:

Applying for your exam



5) Next Click on Apply for your Exam:

Exam Scheduling & Testing



Congratulations on applying for your HPCC certification exam! During the exam scheduling process, candidates will complete an initial set of contact and demographic questions for HPCC. After completion, candidates will complete an additional set of eligibility questions with HPCC's testing vendor, PSI, and provide payment for the exam. Once eligibility is approved, candidates will be invited to schedule their examination.

Please note, if you are applying for **reTEST Assured**, you must apply by paper application, not online. Download the reTEST Assured application.

Apply for your exam

Locate a Testing Center

Confirm/Reschedule exam

Quick Links

Live Remote Proctoring
reTEST Assured
Scholarships
Digital Badging

Testing Windows and Deadlines

For exams March 1 - 31 →

For exams June 1 - 30 →

For exams September 1 - 30 →

For exams December 1 - 31 →

- If you are an Existing User Click here:



Public Home Log In Cart

JOIN NOW COURSES STORE EVENTS CERTIFICATION DONATE

Existing Users

Sign In Here

New Users Create an Account

*First name

Middle name

*Last name

Suffix

*Email

Phone

- If you are a New User, you will need to Create an Account and fill out all fields marked with a (*) then Click Next.



Existing Users

[Sign In Here](#)

New Users Create an Account

*First name

Middle name

*Last name

Suffix

*Email

Phone

- 6) On the Exam Application Status Page, you must select the appropriate Exam and if you are a New Applicant or Reapplicant then Click Next:

HPCC Exam Application Status

*Please Select an Examination



*Please Select an Application Status



Please note: If you are due to renew your ACHPN, APHSW-C, CHPCA, CHPN, CHPPN, CPLC certification, testing is not an option unless you hold a CHPLN or CHPNA certification. If your certification expired less than 3 years ago, testing is not an option. Please contact HPCC at (412) 787-1057 for more information regarding renewing or reactivating our credential.

[Next](#)

- 7) Continue to fill out all fields marked with the (*) on the following pages and Click Next at the bottom of each of the pages:

- [HPCC Address, Birth Date and Gender Information](#)
- [HPCC Exam Application Demographic Information Page 1](#)
- [HPCC Exam Application Demographic Information Page 2](#)
- [HPCC Exam Application Demographic Information Page 3](#)
- [HPCC Practice Verification Information Page](#)

- 8) On the last page “HPCC Submission Page” - Before you click the Submit Application – please write down or print your Candidate ID and Email Address – You will need to enter this information when creating your PSI account and enter it EXACTLY as shown.

HPCC Submission Page

PLEASE NOTE: You will need the following information (Candidate ID & Email Address) to successfully create your PSI account and complete your exam application. Please enter this information when creating your PSI account EXACTLY as shown below.

Candidate ID 786187

Email Address testdocumentation@yahoo.com

Submit Application

- 9) You will now be redirected to this site to Sign In / Create Account and must use the credentials you just setup and were asked to print and save from HPCC (You must enter this EXACTLY as it was shown):



The screenshot shows the HPCC website interface. At the top, there is a navigation bar with links for "PSI Home" and "PSI Store" on the left, and "Sign In / Create Account" and "English" on the right. A red arrow points to the "Sign In / Create Account" link. Below the navigation bar is a large blue banner with the HPCC logo and the text "Hospice & Palliative Credentialing Center". In the bottom right corner of the banner are links for "Contact Us" and "Help". Below the banner, there is a section for "Program Info" with tabs for "Overview", "FAQs", and "Test Instructions". Under the "Overview" tab, there are two buttons: "VIEW AVAILABLE TESTS" and "CHECK FOR AVAILABLE DATES". Below these buttons is a large heading "Welcome HPCC Candidates!". Under this heading, there is a paragraph of text: "Begin your candidate journey by signing in or creating an account in the upper right corner of this page. When creating your new account, please remember to use your candidate ID and email address obtained through HPCC." followed by another paragraph: "Returning Candidates: If you submitted an exam application for the March 2024 testing window, you will need to create a new account with the same email and last name that you used when applying. Please refer to the e-mail you received from PSI to locate your Candidate ID number." and a final line: "For assistance with your account, please contact PSI candidate services at 833.256.1422 or AMPEXamServices@psionline.com."

- 10) Complete the Create Account page using the Candidate ID and Email you copied down from the HPCC site. Remember to type it in EXACTLY as it was shown, fill in the remaining (*) fields and then Click Create Account at the bottom:

*Please note that the Candidate ID and Email address are in red for illustration purposes only.

Create Account

Candidate_ID* This is from the HPCC site. Confirm Candidate_ID* This is from the HPCC site.

First Name* Last Name*

Middle Name Suffix

Email* This is from the HPCC site.

New Password*
 Create a New Password, it is not your HPCC password.

Confirm Password*
 Confirm the Password you just created on this page.

Country of Residence*

☐ Phone/SMS Contact
Mobile Number

☐ Marketing Communications
Allow PSI and affiliates to send me emails with useful information related to my career, including promotional offers, products, and services (You may unsubscribe at any time).

CREATE ACCOUNT Cancel

By continuing, you agree to The Company's Conditions of Use and Privacy Notice.

Please Note: Instructions on the next steps will now be provided throughout this site.