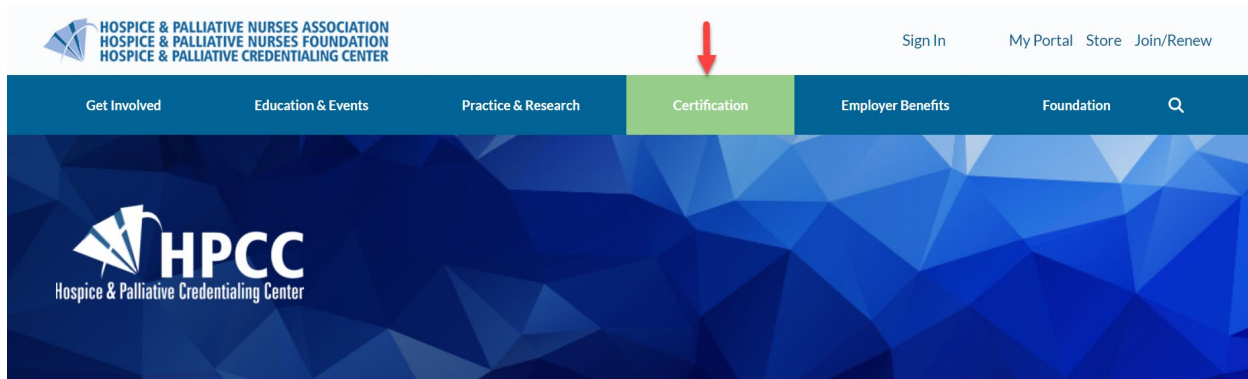


HPCC Exam Application Instructions

- 1) Log into: <https://www.advancingexpertcare.org/hpcc>
- 2) Hover over 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

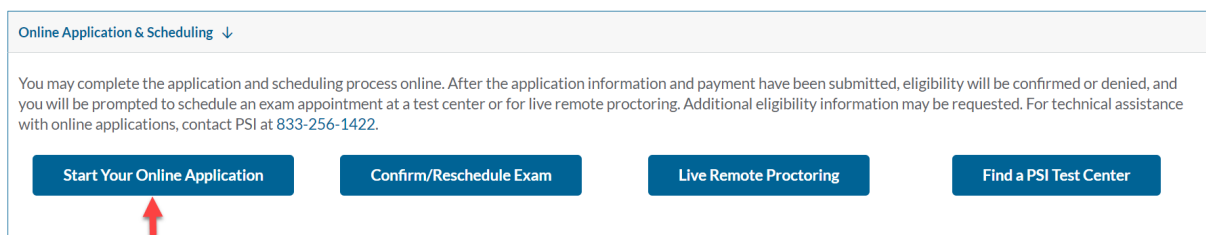
- 3) Scroll towards the bottom of the page and look for Online Application & Scheduling and Click on it.

Applying for your exam



- 4) Now Click on Start Your Online Application:

Applying for your exam



5) Next Click on Begin Exam Application:

Sandra Lee Schafer Certification Scholarship



You may qualify for a certification scholarship!

The Hospice and Palliative Nurses Foundation (HPNF) provides scholarships to nurses nationwide to cover the cost of certification fees and are valid for those earning a new Hospice and Palliative Credentialing Center (HPCC) certification or those who are renewing their current HPCC certification. HPNF accepts applications on an ongoing basis and individuals may apply for the scholarships before or after taking their exam.

[Apply for a Scholarship](#)



[Begin Exam Application](#)



6) 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:



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

- 7) 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](#)

8) 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](#)

9) On the last page “HPCC Submission Page” - Before you click the Submit Application – please write down or print your Candidate ID and Email Address (see example below) then Click the Submit Application button – You will automatically be redirected via single sign on to the PSI testing site.

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](#)

10) Verify you are logged into the PSI website. You will notice your first name at the top right corner of the PSI webpage:



11) Click on View Available Tests:



12) You can now see the tests that are available for you to schedule and take. Simply click on the test and follow the instructions provided to you to complete your application and schedule your examination.



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