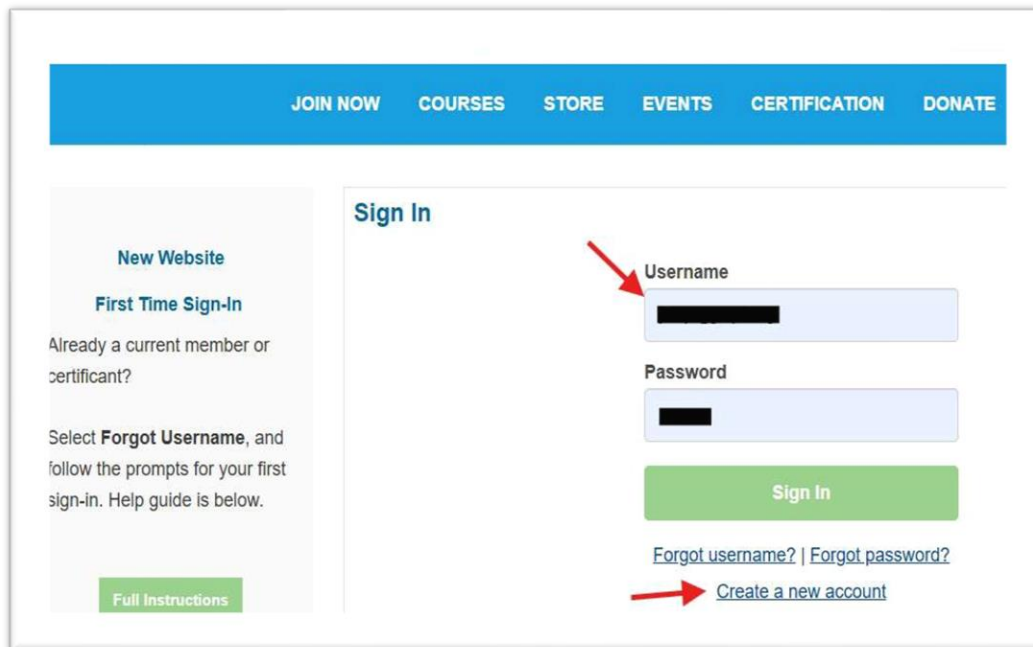1. Navigate to www.advancingexpertcare.org to access the HPCC website.
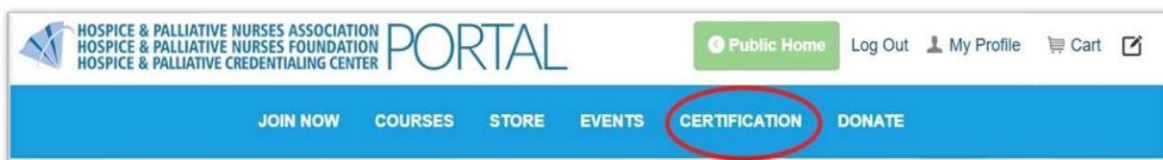
2. Click "**My Portal**".

3. If you are an existing HPCC user, log in using your HPCC username and password.

> *If you are not an existing HPCC user, please click "**Create a new account**" and follow the directions.*
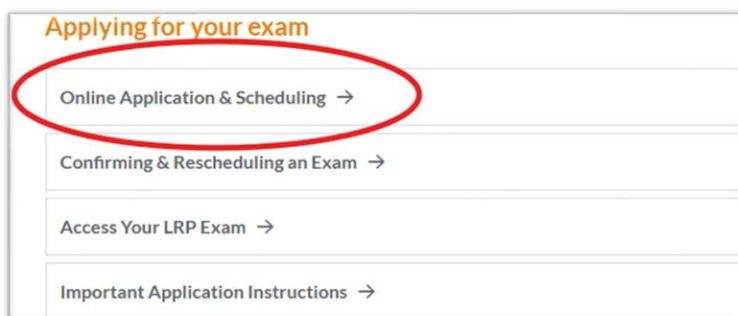

4. Once you are logged into your account, click "**Certification**" and select the credential you are interested in.
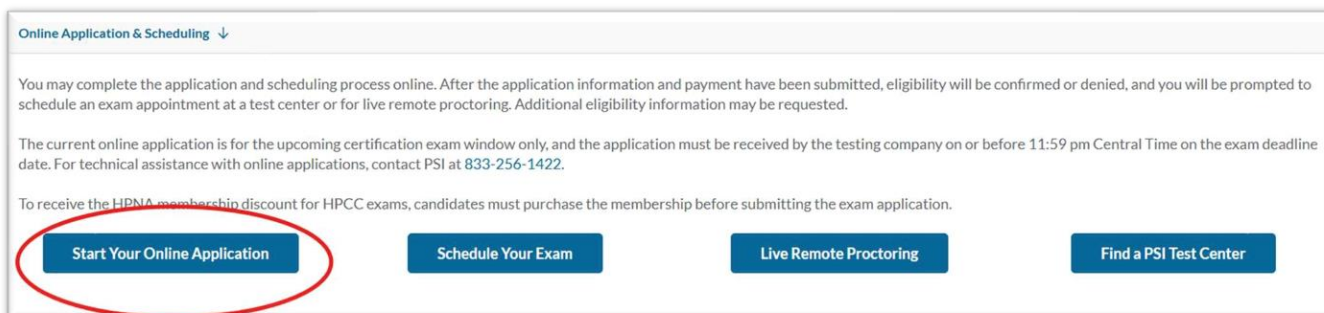
5. Scroll to the bottom of the page and click on "**Online Application & Scheduling**".

> Applying for your exam
>
> Online Application & Scheduling →
>
> Confirming & Rescheduling an Exam →
>
> Access Your LRP Exam →
>
> Important Application Instructions →

6. Select "**Start Your Online Application**".

> Online Application & Scheduling ↓
>
> You may complete the application and scheduling process online. After the application information and payment have been submitted, eligibility will be confirmed or denied, and you will be prompted to schedule an exam appointment at a test center or for live remote proctoring. Additional eligibility information may be requested.
>
> The current online application is for the upcoming certification exam window only, and the application must be received by the testing company on or before 11:59 pm Central Time on the exam deadline date. For technical assistance with online applications, contact PSI at 833-256-1422.
>
> To receive the HPNA membership discount for HPCC exams, candidates must purchase the membership before submitting the exam application.
>
> **Start Your Online Application**   **Schedule Your Exam**   **Live Remote Proctoring**   **Find a PSI Test Center**
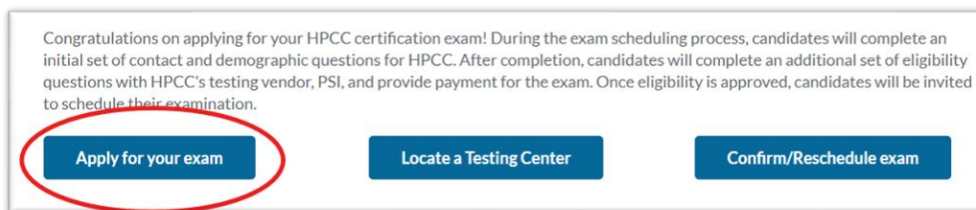
7. Select "**Begin Exam Application**"

> # 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**
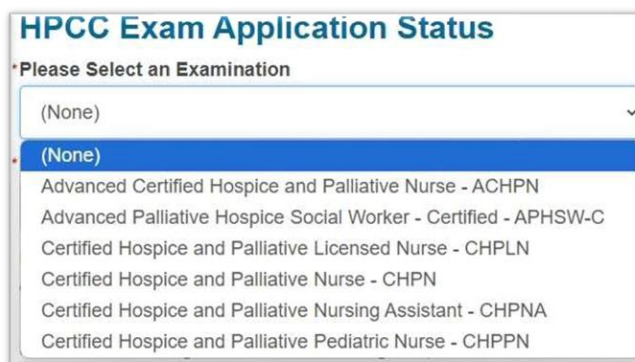
8. Select "**Apply for your Exam**".

> 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.
>
> **Apply for your exam**   **Locate a Testing Center**   **Confirm/Reschedule exam**

9. Select the appropriate exam.

> ## HPCC Exam Application Status
> *Please Select an Examination
>
> (None)   ⌄
>
> (None)
> Advanced Certified Hospice and Palliative Nurse - ACHPN
> Advanced Palliative Hospice Social Worker - Certified - APHSW-C
> Certified Hospice and Palliative Licensed Nurse - CHPLN
> Certified Hospice and Palliative Nurse - CHPN
> Certified Hospice and Palliative Nursing Assistant - CHPNA
> Certified Hospice and Palliative Pediatric Nurse - CHPPN
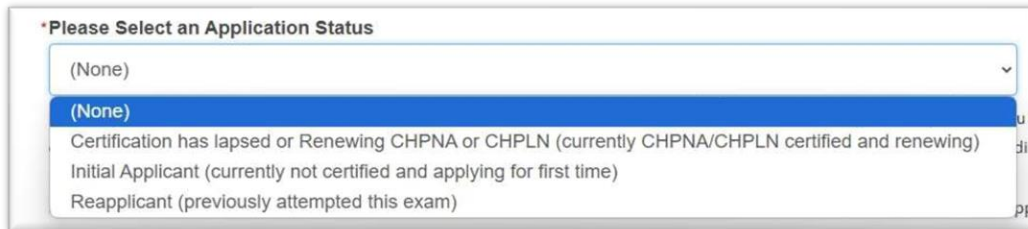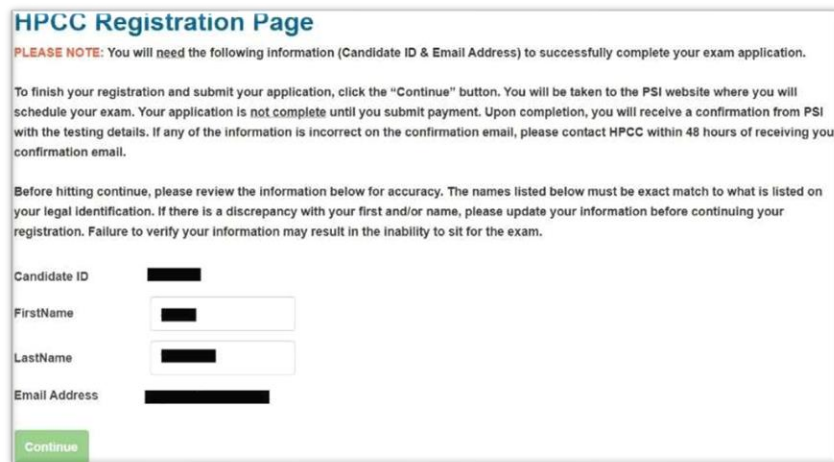
10. Select your application status.

➤ *If you have previously registered for the exam but did <u>not</u> schedule, you must complete a transfer application to move your registration to the current window.*

➤ *Transfer forms are in the candidate handbooks.*

*Please Select an Application Status
(None)
(None)
Certification has lapsed or Renewing CHPNA or CHPLN (currently CHPNA/CHPLN certified and renewing)
Initial Applicant (currently not certified and applying for first time)
Reapplicant (previously attempted this exam)*

11. Complete the following demographic pages and click "**Next**" after each.

➤ *HPCC Address, Birth Date, and Gender Information*

➤ *HPCC Exam Application Demographic Information*

➤ *HPCC Exam Application Demographic Information*

➤ *HPCC Exam Application Demographic Information*

➤ *HPCC Practice Verification Information Page*

12. When you reach the HPCC Registration page, **before** hitting continue, review the information on the screen for accuracy and take note of your Candidate ID.

HPCC Registration Page

PLEASE NOTE: You will need the following information (Candidate ID & Email Address) to successfully complete your exam application.

To finish your registration and submit your application, click the "Continue" button. You will be taken to the PSI website where you will schedule your exam. Your application is not complete until you submit payment. Upon completion, you will receive a confirmation from PSI with the testing details. If any of the information is incorrect on the confirmation email, please contact HPCC within 48 hours of receiving your confirmation email.

Before hitting continue, please review the information below for accuracy. The names listed below must be exact match to what is listed on your legal identification. If there is a discrepancy with your first and/or name, please update your information before continuing your registration. Failure to verify your information may result in the inability to sit for the exam.

Candidate ID ▇▇▇

FirstName ▇▇

LastName ▇▇▇

Email Address ▇▇▇▇

Continue

13. You will be redirected to the PSI to complete your application. Your name should be displayed in the right corner of the screen. if it is not, click the "Sign In Button" and log in using your HPCC credentials.

Click here for a list of site closures https://www.psiexams.com/test-takers/openings/

PSI Home | PSI Store | Sign In / Create Account ⊕ English

14. Click "**VIEW AVAILABLE TESTS**" and select your exam.
    ➢ *If your exam is not shown as available to register, and you have previously registered for the exam, you must complete a transfer form to move your registration to the current window.*
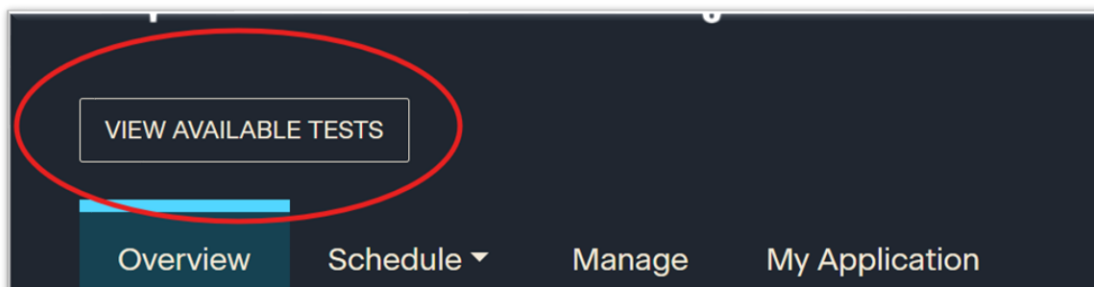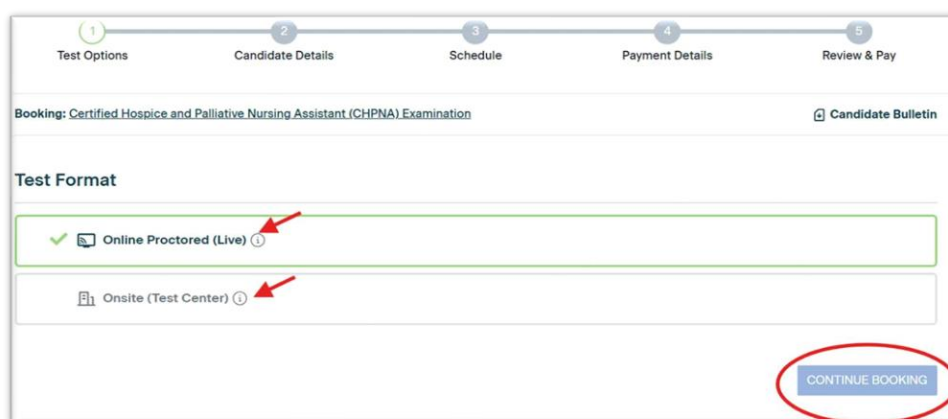

15. Select "**CONTINUE BOOKING**".
    ➢ *Note: the price shown does not reflect HPNA member pricing, Transfer, or reTEST Fees.*

16. Select the environment in which you would like to test. Live Remote Proctoring or at a Test Center, then select "**CONTINUE BOOKING**".

17. Select the instructions below for each type of testing: Online Proctored or Test Center instructions.
    ➢ *Online Proctored Instructions: Pages 5-7*
    ➢ *Onsite (Test Center) Instructions: Pages 8-10*
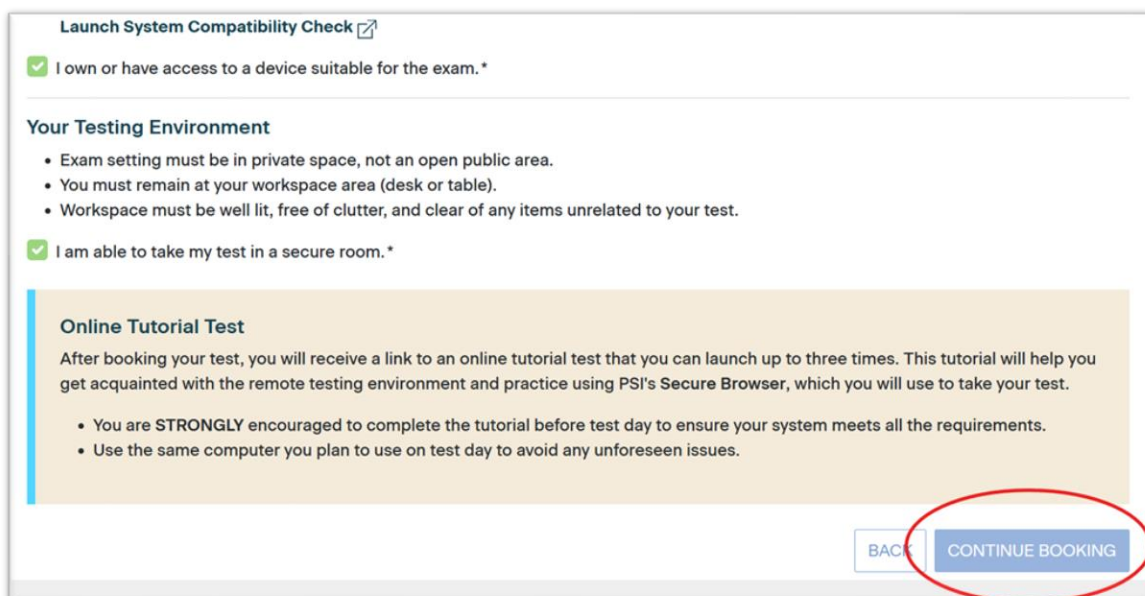
1. Select the "i" icon to expand the LRP window and check your system compatibility.
    ➢ *Turn off the pop-up blocker and click the Information icon.*

Test Format

✓ 📺 Online Proctored (Live) ⓘ

2. Complete the System compatibility check by clicking the button below and running the compatibility check (opens in a new window).

Test Format

✓ 📺 Online Proctored (Live) ⓘ

What You'll Need:

- Proof of Identity
- Exam Booking Confirmation

Best For:

- Exam Accommodations
- Practical Exams
- A Traditional Exam Experience

Before taking your remote online proctored exam, please check system compatibility click **HERE**
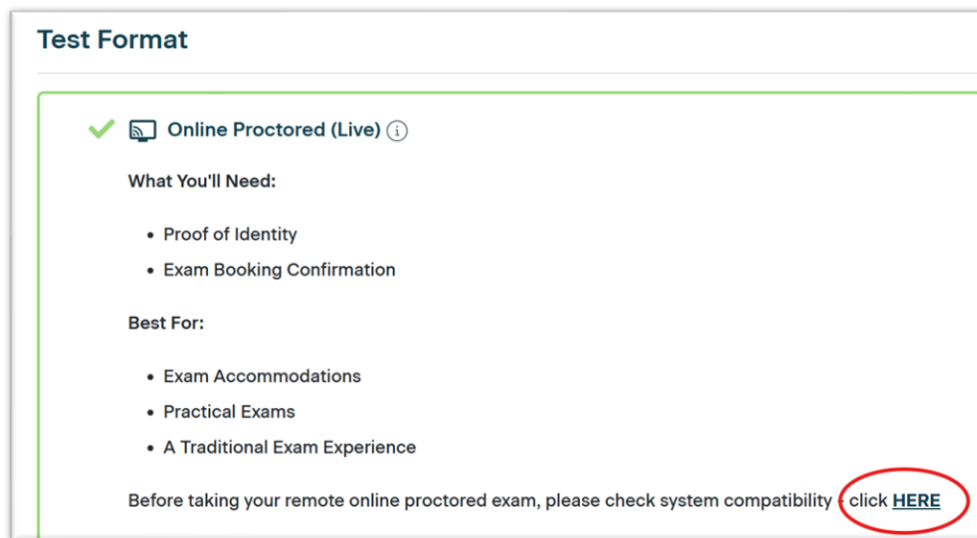
3. Review the Online Proctored (Live) – Test Requirements and attest that your computer meets the computer requirements and that you are aware of the testing environment, then click "**CONTINUE BOOKING.**

Launch System Compatibility Check ⬈

☑ I own or have access to a device suitable for the exam.*

Your Testing Environment

- Exam setting must be in private space, not an open public area.
- You must remain at your workspace area (desk or table).
- Workspace must be well lit, free of clutter, and clear of any items unrelated to your test.

☑ I am able to take my test in a secure room.*

Online Tutorial Test

After booking your test, you will receive a link to an online tutorial test that you can launch up to three times. This tutorial will help you get acquainted with the remote testing environment and practice using PSI's **Secure Browser**, which you will use to take your test.

- You are STRONGLY encouraged to complete the tutorial before test day to ensure your system meets all the requirements.
- Use the same computer you plan to use on test day to avoid any unforeseen issues.

BACK   CONTINUE BOOKING

4. Review the Candidate Details on the next page and click "**CONTINUE BOOKING**".

   ➢ *If the information is incorrect, email hpcc@gohpcc.org or call 412.787.1057 to request an update.*

   ➢ *The name on your identification must match your confirmation email. Failure to ensure this information is correct may result in your inability to sit for the exam.*

Candidate Details

First Name	Last Name

5. Complete the "Get SMS Updates & Alerts" page.

Get SMS Updates & Alerts

Please enter your mobile number to get a code for verification

Mobile Number

6. Complete the "Upload Photo Identification" page and then click "**SAVE AND CONTINUE**".

Upload Photo Identification

Before you can submit your Photo ID please fill out the ID information.

To obtain a QR code for image capture, please enter your ID information.

7. Select the time zone you will be testing in and click "**FIND**".

Booking: Certified Hospice and Palliative Nursing Assistant (CHPNA) Examination - Online Proctored (Live)   Candidate Bulletin

Find a Time

Country*   Timezone*
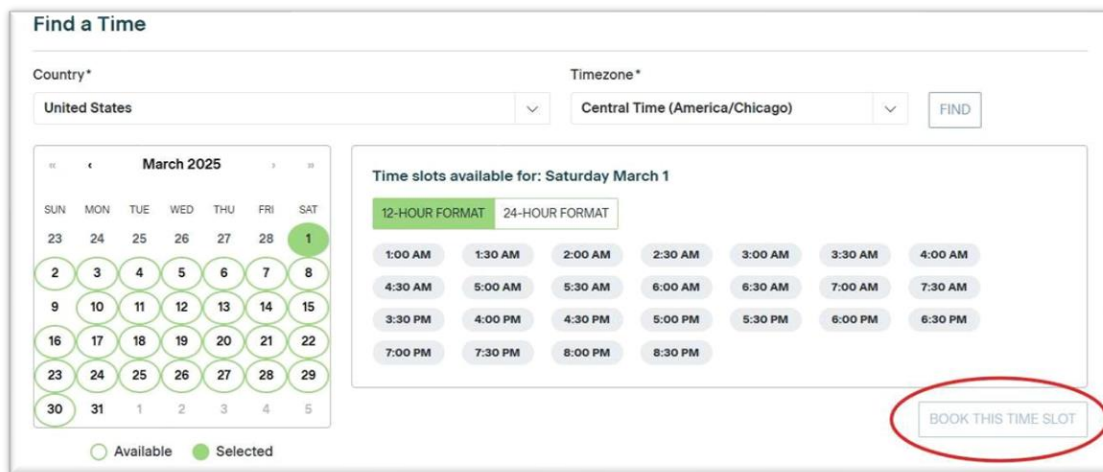
United States
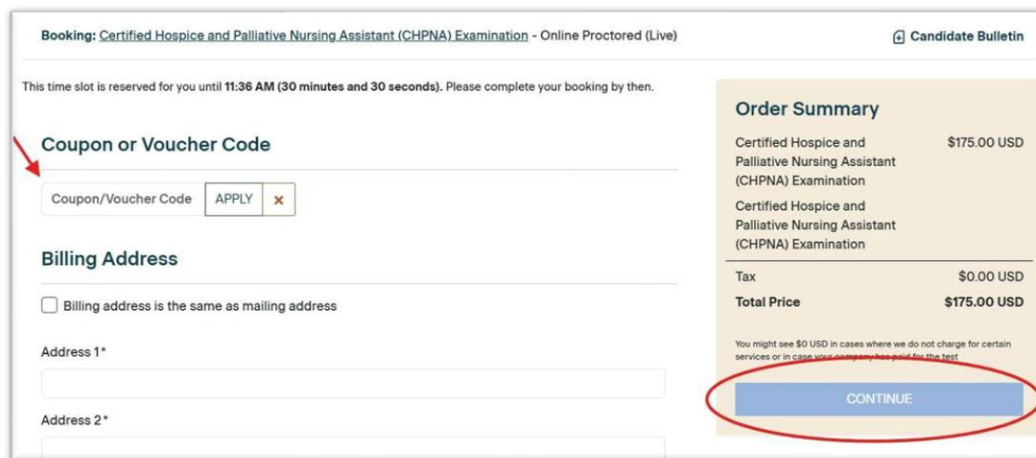
Eastern Time (America/New_York)   FIND

8. Choose the day and time you would like to sit for the exam and select "**BOOK THIS TIME SLOT**".
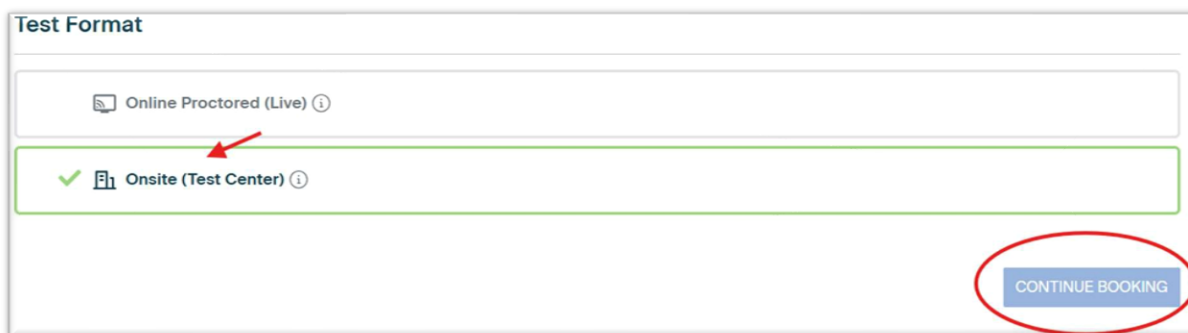

9. If you have a coupon code or are paying with a voucher, enter it in the appropriate section. If you do not have a coupon code, please select the "**CONTINUE**" and complete the checkout process.

10. Once you complete the checkout process, you will receive a confirmation email from PSI.
    ➢ *Confirm that the confirmation email has current and accurate information. If there are errors, contact HPCC at hpcc@gohpcc.org or call 412.787.1057 and request an update.*

    Note: It is the responsibility of test takers using Live Remote Proctoring to ensure that their testing device meets all requirements. Failure to do so may result in the inability to take the exam and forfeiture of exam fees.

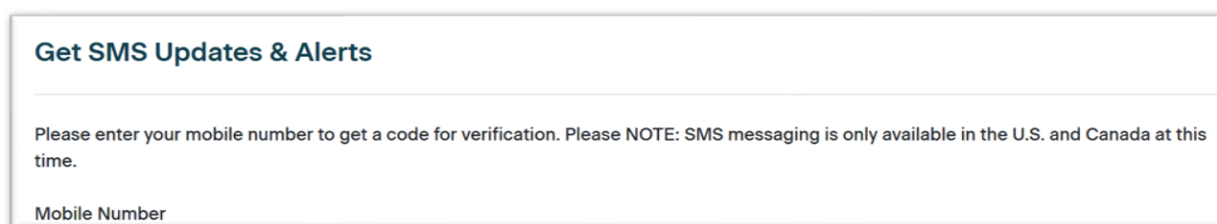1. Select Onsite (Test Center) and click "**CONTINUE BOOKING**".

2. Review the Candidate Details on the next page and click "**CONTINUE BOOKING**".
   ➢ *If the information is incorrect, email hpcc@gohpcc.org or call 412.787.1057 to request an update.*
   ➢ *The name on your identification must match your confirmation email. Failure to ensure this information is correct may result in your inability to sit for the exam.*

3. Complete the "Get SMS Updates & Alerts" page.

4. Input the requested information and click "**FIND**".

5. From the populated list, choose a testing center, and click on "**View available time slots**".

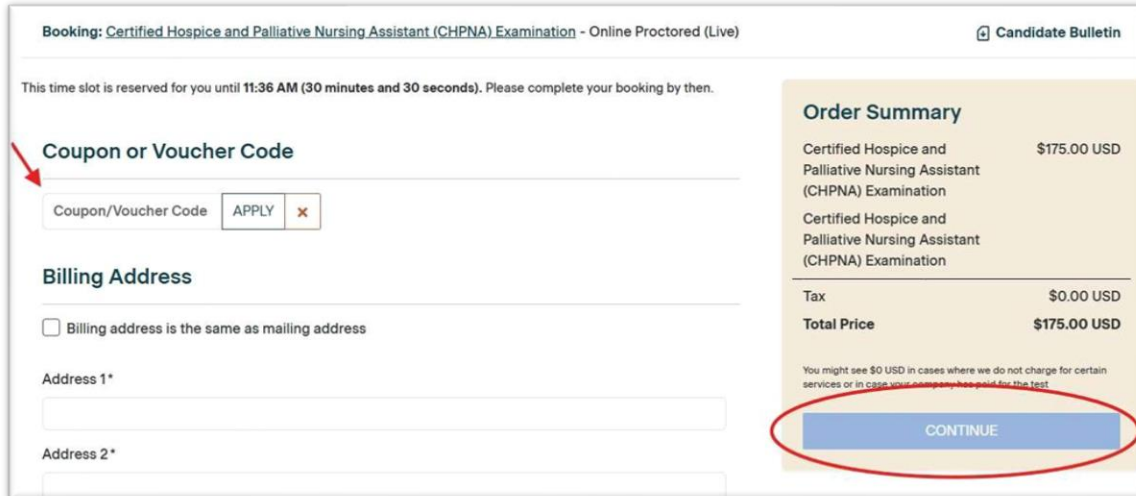6. Choose the day and then the time you would like to sit for the exam, select "**BOOK THIS TIME SLOT**".

7. If you have a coupon code or are paying with a voucher, enter it in the appropriate section. If you do not have a coupon code, please select the "**CONTINUE**" button and complete the checkout process.

Booking: Certified Hospice and Palliative Nursing Assistant (CHPNA) Examination - Online Proctored (Live)   ⊡ Candidate Bulletin

This time slot is reserved for you until **11:36 AM (30 minutes and 30 seconds)**. Please complete your booking by then.

Coupon or Voucher Code

| Coupon/Voucher Code | APPLY | ✕ |

Order Summary

Certified Hospice and Palliative Nursing Assistant (CHPNA) Examination $175.00 USD

Certified Hospice and Palliative Nursing Assistant (CHPNA) Examination

Billing Address

☐ Billing address is the same as mailing address

Tax $0.00 USD

Total Price $175.00 USD

Address 1*

You might see $0 USD in cases where we do not charge for certain services or in case your company has paid for the test

Address 2*

CONTINUE

8. Once you complete the checkout process, you will receive a confirmation email from PSI.
    ➢ *Confirm that the confirmation email has current and accurate information. If there are errors, contact HPCC at hpcc@gohpcc.org or call 412.787.1057 and request an update.*