

Information
about the
CPAN[®] and CAPA[®]
Examinations and
Administrations

This Candidate Handbook
will not be valid after the
Fall 2011 Testing Period

Please read this handbook
carefully before registering
to take an examination.

cpa[®]
&
capa[®]

C e r t i f i c a t i o n
C a n d i d a t e
H a n d b o o k

cpan® cpa®

American Board of Perianesthesia Nursing Certification, Inc.

475 Riverside Drive
6th Floor
New York, NY, 10115

800.6ABPANC
212.367.4256 Fax
www.cpancapa.org
abpanc@proexam.org



Vision

Recognizing and respecting the unequalled excellence in the mark of the CPAN® and CAPA® credential, perianesthesia nurses will seek it, managers will require it, employers will support it, and the public will demand it.

Organizational Values Provide The Context For All We Do

Excellence

Promotion of excellence in perianesthesia patient care is the driving force behind ABPANC's existence, contributing to quality patient care.

Integrity

ABPANC values integrity as a commitment to a fair certification process.

Innovation

ABPANC values innovation as an integral part of continual learning, development and improvement within our sphere of influence.

Dedication

Dedication is reflected in our celebration of perianesthesia nursing and the certified perianesthesia nurse.

Mission

ABPANC's mission is to assure a certification process for perianesthesia nurses that validates knowledge gained through professional education and experience, ultimately promoting quality patient care.

The mission is driven by:

- *ABPANC's commitment to professional practice and advocating the value of certification to health care decision-makers and the public;*
- *The ongoing administration of valid, reliable and fair certification programs;*
- *Ongoing collaboration with ASPAN and other specialty organizations;*
- *Evolving psychometric and technological advances in testing; and*
- *Legal and regulatory standards.*

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Introduction

CERTIFICATION OVERVIEW

THE AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC. (ABPANC)

The American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) is a non-profit corporation that was established in 1985 for the purpose of sponsoring specialty nursing certification programs for nurses caring for perianesthesia patients.

DEFINITION OF CERTIFICATION

ABPANC has adopted the following definition of certification as defined by the American Board of Nursing Specialties: *Certification is the formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes (ABNS, 2003. Retrieved March 10, 2005 from www.nursingcertification.org).* Most importantly, certification exists to protect the public.

CPAN® AND CAPA® CREDENTIALS

The CPAN® and CAPA® credentials, granted to qualified registered nurses by ABPANC, are federally registered certification marks and are protected by law. The initials CPAN® stand for Certified Post Anesthesia Nurse and the initials CAPA® stand for Certified Ambulatory Perianesthesia Nurse.

Registered nurses who have not achieved CPAN® and/or CAPA® certification status, or whose certification status has lapsed, are not authorized to use these credentials.

BENEFITS OF CERTIFICATION

CPAN® and CAPA® certification, nationally recognized in scope, validates the perianesthesia nurse's specialized knowledge and experience, thereby promoting quality patient care. Certified nurses are viewed as leaders, mentors and role models in perianesthesia nursing. Studying for and/or maintaining CPAN® or CAPA® certification keeps you up-to-date on the latest developments in your specialty and demonstrates your commitment to lifelong learning. The CPAN® and CAPA® certification designations are a visible reminder to patients, their loved ones, your peers and co-workers, and other members of the healthcare team, of the certified perianesthesia nurse's significant professional achievement.



SPONSORSHIP/ADMINISTRATION

The CPAN® and CAPA® certification programs are sponsored by ABPANC. To assist with the development and administration of the CPAN® and CAPA® examinations, ABPANC contracts with Professional Examination Service (PES), a testing organization with more than 60 years of experience in the development and administration of licensing and certification examinations. CPAN® and CAPA® examinations are offered on computer at hundreds of Prometric test centers throughout the US and worldwide. Prometric is a leading global provider of comprehensive testing and assessment services. Contact information for ABPANC, PES and Prometric is listed in the Quick Reference Guide found in Appendix A.

ABSNC ACCREDITATION

Both the CPAN® and CAPA® certification programs are accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC), formerly known as the ABNS Accreditation Council. Accreditation status is granted for five years. ABSNC is the standard setting body for

specialty nursing certification programs and offers a stringent and comprehensive accreditation process. ABPANC provided extensive documentation demonstrating that it has met the 18 ABSNC standards of quality.

For individuals who are interested in becoming CPAN® and/or CAPA® certified or those already certified, ABSNC accreditation means that a nationally recognized accrediting body has determined that the CPAN® and CAPA® certification programs are based on a valid and reliable testing process and that the processes in place to develop, administer, and score the examinations, as well as the recertification program's requirements, meet or exceed the standards of the industry from a legal, regulatory, and association management perspective.

For further information about ABNS and the accreditation process and standards, visit their website at www.nursingcertification.org.

PROFESSIONAL MEMBERSHIP

Professional membership in any association or organization, including the American Society of PeriAnesthesia Nurses (ASPAN), is not required to participate in the CPAN® and/or CAPA® certification programs. ABPANC offers a discounted examination fee to individuals who are ASPAN members. In order to receive the ASPAN member discount, you **must** already be an ASPAN member when you apply to take the CPAN® and/or CAPA® certification examination and provide a current ASPAN membership number.

If you have a question regarding ASPAN membership or programs, call ASPAN at 1-877-737-9696, email aspan@aspan.org, or visit their website at www.aspan.org. ABPANC, a separate and distinct organization from ASPAN, does not have information about membership. ASPAN is your source for information about your specific membership, its many member benefits and programs. Any issues or questions related to the CPAN® and CAPA® certification programs should be directed to ABPANC, not ASPAN.



GENERAL POLICIES

Submission of an online certification examination application attests that you have read this Handbook thoroughly and agree to be bound by all policies and procedures described here.

NONDISCRIMINATION POLICY

It is the policy of ABPANC that no individual shall be excluded from the opportunity to participate in the ABPANC certification program on the basis of ethnic origin, national origin, religion, sex, age, disability, marital status or sexual orientation.

DENIAL OF CERTIFICATION DUE TO INELIGIBILITY

A review and appeals process is available to individuals seeking an amendment of a decision to deny eligibility to sit for either the CPAN® or CAPA® certification examination. The Review Phase is conducted by the Review Committee; the Appeal Phase by the Appeal Panel. The decision of the Appeal Panel is final.

Failure of the CPAN® or CAPA® examination is not subject to appeal.

REVOCAION OF CERTIFICATION DUE TO MISCONDUCT

A Review, Hearing and Appeal Process is available to individuals seeking an amendment of a decision where disciplinary action has been taken and sanctions have been imposed upon their certification status or ability to seek certification due to misconduct.

Misconduct includes but is not limited to:

- Falsification of any information contained in the certification application.
- Falsification of any information contained in the recertification application.
- Falsification of any information requested by ABPANC.
- Failure to maintain eligibility requirements.
- Failure to pay fees.
- Misrepresentation of certification status.

- Gross or repeated malpractice or negligence.
- Cheating or other irregularities related to the administration of a CPAN® or CAPA® examination.
- Revocation or suspension of RN license and/or restrictions placed on the RN license.
- Failure to maintain the confidentiality of certification examination questions or answer sheets.
- Limitation or sanction imposed by another professional organization relating to professional nursing.
- Unauthorized possession of, use of or access to CPAN®/CAPA® examinations, certificates, wallet identification cards, logos of ABPANC, the terms Certified Post Anesthesia Nurse (CPAN®) and Certified Ambulatory Perianesthesia Nurse (CAPA®) and abbreviations relating to these terms, and any other ABPANC documents and materials.
- Habitual use of alcohol, any drug or any substance, or any physical or mental condition which impairs competent and objective professional performance.
- Failure to report a known violation of ABPANC's standards, policies or procedures.
- The conviction of a plea of guilty or plea of nolo contendere to a felony or misdemeanor related to nursing. This also includes, but is not limited to, a felony involving rape, sexual abuse of a patient or child, actual or threatened use of a weapon or violence, and the prohibited sale, distribution or use of a controlled substance.

AUDIT OF INFORMATION SUBMITTED

Submission of an application indicates your agreement to comply with the terms of the audit process. A percentage of initial certification and recertification applications are selected for audit. However, ABPANC reserves the right to audit any or all applications and supporting documentation submitted by certification and recertification candidates.

If documentation requested during the audit process is not submitted or is unacceptable, examination candidates will be denied the opportunity to sit for an examination, have scores withheld, have recertification denied, or have the CPAN® and/or CAPA® credential revoked. Candidates and certificants have the right to request the Review and Appeal Process and information about this process will be provided to them.

CPAN®/CAPA® Examination Overview

DETERMINING WHICH EXAMINATION TO TAKE

Determining which examination is most relevant for you should be based on patient needs and the amount of time patients spend in the specific phases described by the Perianesthesia Continuum of Care (as defined in the most recently published ASPAN Scope of Practice, Perianesthesia Nursing). Regardless of the setting in which you practice, if most of your time is spent caring for patients in Postanesthesia Phase I, the CPAN® examination is most relevant. If most of your time is spent caring for patients in the Preanesthesia Phase, Day of Surgery/Procedure, Postanesthesia Phase II and/or Extended Observation (formerly known as Phase III, the CAPA® examination is most relevant. The five phases of the anesthesia experience are defined in Appendix E.

It is possible that candidates may meet the clinical experience requirement to sit for both the CPAN® and CAPA® examinations.

NUMBER OF EXAMINATION QUESTIONS/USE OF PRETEST QUESTIONS

Both the CPAN® and CAPA® certification examinations are three (3) hour tests. Beginning with the Spring 2010 examination administrations, each examination will contain 175 questions with 140 scored multiple-choice questions plus 35 unscored pretest questions. Previously each examination contained 165 questions. Industry standards show that this increase in the number of questions should not affect the length of time given to take an examination.

Samples of questions that are similar in form and content to those that appear on the CPAN® and CAPA® certification examinations can be found in Appendix B.



EXAMINATION STANDARDS

ABPANC is committed to offering fair, valid and reliable certification examinations. A fair examination is one that is not biased for or against any group of nurses with respect to ethnic background, geographic locale or any other demographic characteristics. A valid examination accurately reflects the knowledge and skills required for competent practice. All questions appearing on the examinations have been validated using accepted psychometric rating scales. The role delineation methodology, as described below, further enhances each examination's validity. Reliability means the examination is consistent in its measurement of the knowledge and skills of competent practice. Each scored examination question is inspected annually for reliability, fairness, and validity.

Each scored examination question has been verified for accuracy, and referenced to a published source that is not more than five years old. Information found in references that may be slightly older than five years have been deemed to still be current and relevant. Examination questions are written by practicing perianesthesia nurses, who are also CPAN® and/or CAPA® certified.

BASIS FOR EXAMINATION CONTENT

The CPAN® and CAPA® examinations are based on the results of a Role Delineation Study (RDS), also called a Study of Practice or Practice Analysis. This type of study is conducted every 5 years to ensure that examination content remains relevant and current to the practice specialty. A variety of methods may be employed to gather data, the findings of which are reflected in newly designed or revised test blueprints.

Based on the findings of the 2005-2006 RDS, the CPAN® and CAPA® test blueprints focus on the physiological, behavioral/cognitive, safety, and advocacy needs of perianesthesia patients depending on the five phases of the anesthesia experience as defined by ASPAN. These needs, as well as the knowledge base required of perianesthesia nurses to meet these needs, are defined. A White Paper describing the most recent RDS is posted on the ABPANC website under the Certification section – Research Basis for Exams.

TEST BLUEPRINTS

(TEST SPECIFICATIONS)

The percentage of questions in each domain or category of patient needs varies, depending on whether the candidate is taking the CPAN® or CAPA® examination. While the RDS demonstrated that the perianesthesia patient needs and nursing knowledge required to meet these needs are the same for the CPAN® and CAPA® examinations, the context of the test questions are different and the percentage of test questions asked in two of the domains are different. The four domains and the percentage of questions allocated to each domain are presented below:

Perianesthesia Patient Needs Domains	Percentage of Exam Questions	
	CPAN® Exam	CAPA® Exam
Physiological Needs	50%	45%
Behavioral/Cognitive Needs	20%	20%
Safety Needs	20%	20%
Advocacy Needs	10%	15%

A complete listing of patient needs and related nursing knowledge that comprise the test blueprints for the CPAN® and CAPA® examinations are presented in Appendix C.

TEST QUESTION DIFFICULTY

Test questions are written at various cognitive levels based on a condensed version of Bloom's Taxonomy. Testing at higher cognitive levels provides a better indication of a candidate's ability to identify problems and plan, implement, and evaluate nursing care. The three cognitive levels are as follows:

Level I: Knowledge and Comprehension – requires the ability to recall a fact or understand a principle.

Level II: Application and Analysis – requires the ability to relate two or more facts to a situation or analyze a group of facts.

Level III: Synthesis and Evaluation – requires the ability to evaluate a situation using facts or make recommendations based on analysis and evaluation of facts.

Studying for the Examinations

EXAMINATION PREPARATION

Candidates should prepare thoroughly prior to taking the CPAN® and/or CAPA® examinations. To help prepare for an examination(s), candidates should review the test blueprint, recommended study references, and sample questions provided in this handbook as well as investigate the other preparation methods listed below. Study tips, which also include suggestions for forming study groups, are also found on the ABPANC website.

TEST BLUEPRINTS

Appendix C contains the current test blueprint for each examination and provides an outline of the four domains of patient needs, the nursing knowledge needed in each domain as well as the percentage of exam questions asked in each of the domains.

STUDY REFERENCES

Appendix D of this handbook contains a list of study references that can be used to prepare for the examinations. These references should not be considered the only possible study option nor should examination candidates feel like they need to read *all* of the references. After carefully reviewing the test blueprint and identifying individual learning needs, examination candidates should identify additional references and study opportunities as necessary.

Some study references may be ordered from ASPAN or publishers as noted in Appendix D.

REVIEW COURSES

ABPANC does not endorse or sponsor any review courses for the CPAN® or CAPA® examinations. ABPANC is not affiliated with any organizations sponsoring examination review courses. ABPANC is not responsible for misinformation provided by Review Courses. Always check the ABPANC website and Candidate Handbook for ABPANC policies and information. ASPAN and ASPAN components may sponsor review courses or may be aware of review courses in your local area. For information, contact ASPAN at 1-877-737-9696 or visit their web site at www.aspan.org.

SAMPLE QUESTIONS/ONLINE PRACTICE EXAMINATIONS

Appendix B contains a few sample questions that are similar in form and content to questions that will appear on the examinations. In addition to the sample questions in this handbook, ABPANC also offers online practice examinations. The practice examinations contain questions that have been retired from actual CPAN® or CAPA® examinations or that were written specifically for the practice examinations. To access the practice exams, visit the ABPANC website under the Certification section - Practice Exams.



Eligibility Requirements

To be eligible to sit for the CPAN® and/or CAPA® examinations, candidates must meet the RN Licensure and Clinical Practice requirements listed below.

RN LICENSURE

Candidates registering for CPAN® and/or CAPA® certification must hold current unrestricted nurse licensure in the United States or any of its territories which use the National Council of State Boards of Nursing Licensing Examination (NCLEX) as the basis for determining RN licensure. In order to meet the RN license requirement, an individual's RN license must be unrestricted. This means that an RN license, issued by a State Board of Nursing must not have provisions or conditions that would limit the registered nurse's practice in any way. It is the responsibility of the examination candidate or CPAN®/CAPA® certified nurse to notify ABPANC when any restrictions are placed on his or her RN license.

CLINICAL EXPERIENCE

Candidates registering for CPAN® or CAPA® certification must have provided direct perianesthesia nursing care as a Registered Nurse for a minimum of 1,800 hours of perianesthesia clinical experience within the past two (2) years prior to application. Direct experience is defined as having bedside interaction with the patient and/or family in some capacity and participating actively in the individual patient experience.

If you are registering to sit for either the CPAN® or the CAPA® examination for recertification purposes, you must have a minimum of 1,200 clinical practice hours within the past three (3) years earned in the roles of staff nurse, or manager, educator or researcher in the perianesthesia specialty.

Direct experience as defined in the previous paragraph is not required for those recertifying by examination. It is a requirement, however, that managers, educators or researchers have 1,200 practice hours in a perianesthesia environment as defined by ASPAN.

VERIFICATION OF RN LICENSURE AND CLINICAL EXPERIENCE

When applying online, you are required to affirm that you have met the eligibility requirements. In addition you are required to provide contact information for two individuals who may be contacted to verify your eligibility. It is your responsibility to notify these individuals that you have listed their names and that they may be contacted to verify your eligibility.

Occasionally, additional eligibility requirements may be adopted by ABPANC at its sole discretion. Any such requirements will be designed to establish, for the purposes of CPAN®/CAPA® certification, the adequacy of a candidate's knowledge and experience in caring for the perianesthesia patient.



Registering for an Examination

The benefits of registering for the CPAN®/CAPA® examinations online are:

- Immediate notification if your application is accepted
- Immediate access to your Authorization to Test (ATT) letter which is needed to schedule your examination appointment with Prometric
- Immediate access to a receipt (The ATT letter serves as your receipt of payment.)
- Ability to view your final score report
- Ability to receive email communication from Prometric and/or PES in the event of special circumstances, e.g., closure of a test center due to a weather emergency.

To register online, you must have an email address where information can be sent and you have printing capability. If you do not already have an email address, you can obtain a free email address through Internet sites such as gmail.com, yahoo.com, hotmail.com, etc. If you do not have your own computer, you might ask to use a work computer, a relative's computer, a friend's computer, or go to an Internet café or public library.

REGISTRATION WINDOWS, DEADLINES AND EXAMINATION ADMINISTRATION WINDOWS

The “registration window” is the time period during which you can submit an application. There are two registration windows during the year – in the spring and fall. For candidates who are registering online, no applications will be accepted after 11:59 p.m. Eastern Time (ET) on the deadline date indicated in Appendix E or on the ABPANC website. The last day of the registration window is a FINAL deadline: Late applications will not be accepted.

The “examination administration window” is the time period during which an examination may be taken. There are two six-week examination administration windows during the year (in the spring and fall) when the CPAN® and CAPA® examinations are offered.

SUBMITTING AN APPLICATION

Submission of an application attests that you have read this handbook thoroughly and agree to be bound by all policies and procedures described here. By submitting an application, you are affirming that the information provided on the application and any additional requested documentation is true and that you understand that misconduct such as falsification or misrepresentation of information requested by ABPANC or engaging in unethical behavior during the administration of the CPAN® or CAPA® examination, such as cheating or other irregular behavior, may be cause for disciplinary action and sanctions, including but not limited to (1) denial of CPAN® and/or CAPA® certification; (2) revocation of CPAN® and/or CAPA® certification; (3) denial of the opportunity to sit for the CPAN® and/or CAPA® certification examination; and (4) non-release of scores. Other examples of misconduct are described on page 3 of this Handbook. Further, you are granting permission to ABPANC to make inquiries which may be necessary to verify this information. Finally, you are agreeing to abide by the rules and decisions of ABPANC.

SUBMITTING AN APPLICATION ONLINE

NOTE: When applying online you will need to have the following information available: (1) your ASPAN membership number if you wish to receive the ASPAN member fee discount; (2) your RN license number and expiration date; (3) the name, credential, title, name of unit, name of institution, street address, city, state, zip code, day time phone number, and email address of two individuals who can verify your eligibility requirements; and (4) a credit card.

Please follow the instructions listed below to register online for the CPAN® or CAPA® examination:

1. To register online for a certification examination, visit www.cpancapa.org and click the "Register for Examinations" link found on ABPANC's home page under the heading - "Get Certified". As a first time candidate you will be prompted to create an online account before you can apply for an examination. If you have previously registered and created an account on this system, please log in to your account at the prompt. Do not create more than one account.
2. Complete the application according to the instructions on the screen and confirm that all information you enter is correct.
3. Verify that your name as entered in the online application exactly matches the unexpired, government-issued photo ID that you will be presenting at the Prometric test center on exam day before submitting your application.
4. Print the Review Information/Payment page for your records.
5. Once your application has been reviewed and eligibility has been determined, you will receive an Authorization to Test (ATT) letter via email and regular mail. Please retain the ATT letter for future reference since it contains information you will need in order to schedule your examination appointment with Prometric and it also serves as your receipt for fees paid. You may request another copy of the ATT letter, if necessary, by emailing abpancapp@proexam.org.
6. Contact PES Customer Service at 1-800-6 ABPANC (622-7262) if you do not receive an auto-generated email confirming successful transmission of the application within 24 hours of submission.
7. Schedule your examination appointment at www.prometric.com/abpanc or by calling 1-800-894-9965. You will need to provide information contained in the ATT letter when scheduling an appointment.

Note: If you cannot complete or finish your online application for any reason, you can close your browser by clicking on the Sign Out icon on the top right of the computer screen and come back at a later date to finish the application. The information you previously entered will be retained provided you have clicked "next" before clicking on the Sign Out icon.

REGISTERING FOR ***BOTH*** THE CPAN® AND CAPA® EXAMINATIONS

Candidates who wish to take *both* the CPAN® and CAPA® examinations on the same testing date or on different days in the same examination administration window must complete a separate application for each examination and pay the fee for each examination separately. Examination appointments with Prometric must be scheduled separately as well.

SPECIAL TESTING ACCOMMODATION REQUESTS FOR CANDIDATES WITH DISABILITIES

In compliance with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, special testing accommodations will be considered for individuals with disabilities recognized by the ADA. Requests for special accommodations must be made at the time of application. Candidates must specify the specific accommodation(s) that will be needed and must also submit the Special Testing Accommodation Request form found in Appendix F. A copy of the Special Testing Accommodation Request form can also be obtained online at www.cpancapa.org. This form must be completed by a suitably licensed professional. The nature of the disability, identification of the methods used to confirm the diagnosis, a description of past testing accommodations made for the disability, if applicable, and the specific testing accommodation requested must be included. Candidates who are registering online must mail the Special Testing Accommodation Request form to PES so that it is received within seven (7) business days of submitting their online application in a manner described on the form.

With respect to testing accommodation(s), ABPANC and PES will only communicate with the candidate, professionals knowledgeable about the candidate's disability, and the candidate's authorized representative (if applicable).

Candidates who fail to provide the information required by the deadline or whose special accommodations were denied, have the following options. They can:

- Sit for the examination without the accommodation(s) requested
- Withdraw by the stated deadline and request a refund
- Withdraw by the stated deadline and request a rollover as described on Pages 15-16.

It is the candidate's responsibility to notify PES which option they wish to choose.

EXAMINATION FEES

The examination fee is due at the time of application submission.

Membership Status	Exam Fee*
ASPAN Member	\$285
Non-ASPAN Member	\$385

*Fees are subject to change without notice.

If you are not a member of ASPAN and wish to become one, call ASPAN at 1-877-737-9696, email aspan@aspan.org, or visit their website at www.aspan.org. To qualify for the reduced examination fee, candidates must be members of ASPAN and membership must be current at the time of application. Candidates are required to provide their current ASPAN membership number at the time of application. **Please note:** the ASPAN membership number will be validated against the candidate's name, therefore, the name MUST EXACTLY match the name on the ASPAN membership card.

In addition, since candidates must show a government issued photo ID in order to sit for the examination, the name on the examination application, government issued photo ID, and ASPAN membership card must be exactly the same. If the name on the ASPAN membership card is different in any way, candidates must first change their name with ASPAN before applying for an examination. Candidates who pay the non-member fee and subsequently obtain ASPAN membership will not be reimbursed the fee difference. There will be no exceptions. PES will verify with ASPAN that membership is current. If PES is unable to verify ASPAN membership, candidates will be charged the non-member exam fee.



GROUP DISCOUNT PROGRAM – PURCHASING VOUCHERS

A system to purchase vouchers for a discount on examination fees is available online. Vouchers can only be purchased in sets of 10. There will be a flat fee of \$335 per voucher for a set of 10 vouchers (total price = \$3350). One individual must serve as the coordinator to purchase and distribute voucher numbers to candidates. No refunds are given if vouchers are lost or stolen. Vouchers do not expire. A voucher given to a candidate who registered and subsequently withdrew from the examination can be transferred to another candidate for a \$50 reprocessing fee.

To purchase vouchers, visit www.cpancapa.org and click on Group Discount Program found under the Certification link.

PAYMENT METHODS

Online applicants may pay by VISA, MasterCard, American Express, or Discover. No other forms of payment will be accepted with the online application.

NOTIFICATION OF ACCEPTANCE OF APPLICATION

• ELIGIBLE CANDIDATES

Once eligibility has been determined by PES and Prometric has confirmed receipt of the candidate's testing information, Authorization to Test (ATT) letters will be sent by email and regular mail to all eligible candidates. Candidates can request an additional copy of the ATT letter by emailing abpancapp@proexam.org. The ATT letter also serves as your receipt of payment for the examination.

• INELIGIBLE CANDIDATES

Eligibility of candidates who apply online is determined immediately and candidates deemed ineligible will not be able to complete and submit an online application.

After Registering for an Examination

SCHEDULING AN EXAMINATION APPOINTMENT WITH PROMETRIC

Examination appointments may be scheduled with Prometric online or by phone. When scheduling an appointment, the following information will be required:

- Your name exactly as it is printed on the ATT letter
- Your ABPANC ID number as it is listed at the top of the ATT letter
- Your primary telephone number
- The name of the examination sponsor (ABPANC)
- Email address, if scheduling online

Online scheduling is encouraged because it is faster and more efficient. Candidates who schedule online will receive an email confirming their examination appointment and their confirmation number. To schedule online, go to www.Prometric.com/abpanc and click on "Schedule a Test."

Those scheduling an appointment within 48 hours of the end of the examination administration window must do so by phone only. However, by scheduling an appointment this late you run the risk of not getting an appointment.

Examination appointments can be scheduled by phone Monday through Friday, 8:00 a.m. to 8:00 p.m regardless of the time zone. To schedule by phone, call Prometric at 1-800-894-9965. Candidates who schedule by phone will not receive written confirmation of their appointment unless they have provided an email address, so it is imperative to note the appointment details and appointment confirmation number.

Please retain your appointment confirmation number. This number differs from your ABPANC ID number and is required to confirm, reschedule, or cancel an appointment.

It is highly recommended that candidates confirm examination appointments within 48 hours of making them. Appointments can be confirmed online at www.Prometric.com/abpanc. The appointment confirmation number will be required in order to do so. Appointments can also be confirmed by phone at 1-800-894-9965.

SCHEDULE AN EXAMINATION APPOINTMENT EARLY

It is highly recommended that candidates schedule their examination appointment as soon as they receive their ATT letter. Candidates who attempt to schedule their examination after the opening of the examination administration window may not be able to test at a time and test center of their choice.

PROMETRIC TEST CENTER LOCATIONS

Prometric currently has more than 250 test centers throughout the United States as well as international sites. Before scheduling your examination, be sure to visit the Prometric website (www.prometric.com/abpanc) or call 1-800-894-9965 to determine the test center closest to you. Most Prometric test centers are open Monday through Saturday. Prometric reserves the right to change test center locations as necessary. If Prometric needs to change or cancel your examination appointment, you will be contacted by Prometric directly.

Candidates are strongly advised to physically locate the test center before the test day to make sure they can find the test center and they are aware of transportation and parking requirements. Driving directions can be obtained through www.prometric.com.

The most up-to-date list of test centers is available online at www.Prometric.com/abpanc.



UPDATING CONTACT INFORMATION AFTER EXAMINATION REGISTRATION

• NAME CHANGES

It is important to notify PES of any name changes as soon as possible for two reasons: (1) if the name on your unexpired government-issued ID does not match the name on your Authorization to Test (ATT) letter, you may be denied admission into the test center, and (2) the score report, certificate and wallet card will not display your name correctly.

To correct minor changes in your name (e.g., incorrect middle initial, missing hyphen, misspelling) as printed on your email acknowledgement or ATT letter, email PES Customer Service at abpancapp@proexam.org and provide them with the correction(s) at least ten (10) business days before your examination appointment. For security reasons, name changes cannot be made online after the application has been submitted.

To change your name because of a legal name change (e.g., marriage, divorce), you must submit the original documentation with embossed (raised) seal to PES by mail so that it is received at least ten (10) business days before your scheduled examination appointment. If you are unable to submit the documentation within this timeframe, please contact PES Customer Service at 1-800-6ABPANC (622-7262).

When submitting a name change, make sure that you have an unexpired government-issued ID that matches the requested name. When appearing for the examination appointment, candidates without valid ID will not be admitted to take the examination and will forfeit all fees.

• ADDRESS CHANGES

If your address changes at any time during the registration period or examination administration window, you should notify PES immediately since certificates and wallet cards are mailed to the address listed on your application.

You can update address information in your application by going to www.cpancapa.org and clicking the “Register Examinations” link found on the home page under

Get Certified. You will need your email address and the password you selected when you submitted your application in order to make an address change. Contact information for PES, Prometric, and ABPANC is presented in the Quick Reference Guide found in Appendix A.

• CHANGING YOUR EXAMINATION APPOINTMENT

Candidates can reschedule examination appointments as often as they wish within their examination administration window. Examination administration windows, however, cannot be changed. Test center seats fill up quickly and ABPANC shares the Prometric test centers with several other testing organizations, so reschedule your appointment as soon as possible.

There is no charge for rescheduling examination appointments but appointments must be rescheduled no later than three (3) business days before the scheduled examination. Candidates who do not reschedule examination appointments within that time frame and who do not appear to take the examination will be considered no-show candidates and will forfeit all fees. Candidates who attempt to reschedule their examination appointment late in the examination administration window cannot be guaranteed that a seat will be available and risk forfeiting the examination fee. To reschedule your appointment, contact Prometric at www.prometric.com/abpanc or call the number listed in your ATT letter.

• CHANGING YOUR TEST CENTER LOCATION

Candidates can change their test center location; however, doing so will cancel their previously scheduled appointment. Candidates who attempt to change their test center after the opening of the examination administration window may not be able to reschedule at a time and test center of their choice. To change test centers, contact Prometric at www.prometric.com/abpanc or call 1-800-894-9965. To avoid forfeiture of fees, test center changes must be made no later than three (3) business days before the scheduled examination appointment.

WITHDRAWING FROM AN EXAMINATION

Candidates who have scheduled an examination appointment as well as those who have not scheduled an appointment with Prometric may withdraw from the CPAN® or CAPA® examination and request a refund or a rollover. The steps for withdrawing and requesting a refund or a rollover are listed below.

Step One

- If you have a scheduled examination appointment, you must first cancel your appointment with Prometric at least 3 business days before your scheduled appointment date. To cancel your examination appointment, contact Prometric at www.prometric.com/abpanc or call 1-800-894-9965. After you have canceled your examination appointment, proceed to Step 2.
- Candidates who do not have a scheduled examination appointment with Prometric should proceed directly to Step 2.

Step Two

- To withdraw from the examination and obtain a refund, all candidates must notify PES of their intent to withdraw by submitting a completed copy of the Request for Refund form (found in Appendix G) to PES by mail, email or fax. All refund requests must be received on or before the last day of the examination administration window in order to be eligible for a refund. Requests for refunds received after the last day of the examination administration window will not be processed. See the section on Requesting a Refund for more information and refer to Appendix E for a listing of deadline dates.

REQUESTING A REFUND

Candidates who withdraw from the examination and submit their Request for Refund form on or before the close of the examination administration window will receive a refund of \$141 (ASPAN members) or \$175 (non-members). A copy of the Request for Refund form is provided in Appendix G. It is strongly recommended that candidates keep a copy of the fax confirmation page to verify receipt of the Request for Refund form.

Candidates who submit a Request for Refund but did not cancel their examination appointment with Prometric or did not cancel at least three days before their scheduled appointment date will forfeit all fees.

Requests for refunds received after the last day of the examination administration window will not be processed.

Refunds will be issued no later than 3 weeks after the close of the examination administration window and will be made in the same manner in which the original payment was made.

REQUESTING A ROLLOVER

Candidates can request to rollover to one of the next two examination administration windows (i.e., within the next 12 months) for the following reasons:

1. If they want to withdraw, have canceled their examination appointment with Prometric (if applicable) within the specified timeframe (at least 3 business days before the scheduled appointment) and would prefer to rollover rather than request a refund.
2. If they are unable to provide their Special Testing Accommodations Form and documentation within the specific timeframe (i.e., within 7 business days of submitting an application online or within 7 business days of the date on the incomplete letter for applications submitted by mail). Please refer to the section on Special Testing Accommodations for other options.
3. Medical or Personal Emergency – refer to the Medical or Personal Emergency section below for information.

To withdraw from the examination and request a rollover rather than a refund, candidates should notify PES in writing by email or fax that they wish to rollover by the stated deadline. To request a rollover, candidates must submit a written request to PES. Requests should be submitted by email or fax and should contain the candidate's name, email address, and phone number. It is strongly recommended that candidates keep a copy of the fax confirmation page to verify receipt of the request for a rollover. (Remember that candidates with a scheduled examination appointment must first cancel their appointment by the deadline date before requesting a rollover.)

All requests for a rollover must be received on or before the last day of the examination administration window to be eligible for a rollover. Requests for rollovers received after the last day of the examination administration window will not be processed.

All candidates who have been approved for a rollover can only rollover once within the next 12 months (the next two examination administration windows). Candidates who do not reapply and sit for the examination within the next 12 months forfeit all fees. Candidates who are requesting and approved for a rollover for the reasons listed above will be required to pay a \$50 reprocessing fee and submit an updated application when reapplying. In addition, if the fees for a subsequent examination have changed, the candidates must pay the differences in the fees.

MEDICAL OR PERSONAL EMERGENCIES

A medical emergency is an unplanned medical event that arises less than 3 days before the candidate's scheduled examination appointment and prevents the candidate from withdrawing or rescheduling the examination. The medical emergency may apply to candidates themselves or to one of the candidate's immediate family members (spouse, child, or parent).

Candidates who are unable to cancel their scheduled examination appointment with Prometric at least 3 days before their test date due to a medical or personal emergency (e.g., personal illness, illness or death of immediate family member, traffic accident, etc.) can request a rollover to one of the next two examination administration windows by submitting written documentation to PES by fax or email. The request must be accompanied by appropriate documentation, such as an original letter from a physician, death certificate or notice, etc.

All requests to rollover the examination due to a medical or personal emergency will be reviewed and approved by the ABPANC Chief Executive Officer (CEO). Once approved for a rollover, candidates must submit a new application, pay a fee of \$119 and sit for the examination within the next 12 months. Candidates who do not reapply or sit for the examination within the next 12 months forfeit all fees. All requests for a rollover must be received within 10 business days of the scheduled examination appointment date.

Please note: Any request to withdraw or rollover from an examination due to, but not limited to workload, work conflicts, or the inability to properly prepare for the examination, are not considered personal emergencies.

Any exceptions to the aforementioned policies regarding emergencies will be reviewed and approved by the ABPANC President.

NO-SHOW CANDIDATES

Candidates who do not appear for their scheduled examination appointment, or who do not cancel their appointment within the specified time frame (at least 3 business days before the schedule appointment) will be considered no-shows and will forfeit all fees.

Candidates who do not have a scheduled appointment with Prometric and who do not request a refund on or before the last date of the examination administration window will be considered no-shows and will forfeit all fees.

On Examination Day

PRESENTING POSITIVE PROOF OF IDENTITY

All candidates must provide positive proof of identity by presenting two forms of identification. One of these must be an unexpired government-issued photo ID with a signature. Examples of government-issued IDs are a driver's license with a photograph, a military photo ID, or a passport. The name of the ID must match the name used on the application and the ATT letter and the photo must validate the candidate's identity. Credit cards are acceptable as the second form of identification provided the name and signature on the card match the government issued photo ID.

If a candidate's primary ID does not have a photo and signature, the secondary (backup) ID must contain either a photo or a signature, whichever is missing on the primary ID. The name on the secondary ID must exactly match the primary ID. Candidates who arrive at the test center without the required identification will not be allowed to test and will forfeit all fees.

HYPHENATED NAMES

Candidates with hyphenated last names whose photo IDs show only one of the last names may be admitted if the single name matches part of the hyphenated name and the signature and photograph clearly match.

Candidates whose middle names are spelled out on their ID but are listed with an initial on the application may be admitted as long as the initial matches the first letter of the middle name and the signature and photograph clearly match. This also applies to candidates who use their middle name instead of their first name on their application but their ID displays their first, middle, and last names.

BIOMETRIC VALIDATION OF CANDIDATE IDENTIFICATION

To further validate candidate identification, Prometric employs a sophisticated biometric identity management system throughout its domestic and international test center network.

Prometric's biometric identity management system consists of a fingerprint reader, a device for reading the data on a driver's license, passport, or similar identification documents, and a scanner for scanning in the driver's license or other identification document. The fingerprint reader captures an image of a fingerprint and that image is used for comparison throughout the day.

Prometric's biometric technology allows for enhanced monitoring of a candidate's movement into and out of the testing room. By capturing the fingerprint scan at check-in, Prometric can allow candidates to leave and return from breaks (based on ABPANC's policies) by rescanning their fingerprint along with their sign-in and a display of their identification documents. The software will compare the fingerprint to the one scanned and saved at check-in, thereby alerting the test center administrator if the same person does not return from break.

Prometric's reader and scanner system authenticates a candidate's driver's license (or other national identification) when presented during check-in at the testing center. The software will read the bar code or magnetic stripe on the license and provide two comparisons. First, it compares the license presented to known license templates for the state, province, or country and will let the test center administrator know if the template does not match the license presented. The information from the magnetic stripe or bar code will then be compared to the information on the face of the license. Again, the test center administrator will know if the information on the face of the license matches the information embedded in the barcode/magnetic stripe. This enables a test center administrator to verify that the license presented is valid and that the individual presenting the license is who he/she claims to be.



PROMETRIC TEST CENTER RULES

The following rules are enforced at all Prometric test centers to ensure a fair and consistent test experience for all candidates.

- All candidates must arrive at the testing center at least 30 minutes before their scheduled reporting time.
- All candidates must present positive proof of identity as described on page 17 in order to be admitted to the test center
- Admittance to the testing center is by appointment only. Candidates must be present at the time and location of their appointment to be admitted.
- No test materials, documents, or memoranda of any sort may be taken into or from the test room.
- Candidates will have the opportunity after the examination to submit general comments or comments about specific examination questions by following the applicable onscreen instructions. The ABPANC Examination Committee will review all comments but will not provide written responses to comments specifically about examination questions.
- Smoking is prohibited.
- Candidates may not ask test center proctors or any other individuals' questions about examination content.
- All examination administrations are monitored and may be recorded in both audio and video format.
- No breaks are scheduled during the examination. Candidates who have to leave the testing room to take a break (e.g., to use the restroom), will not be given extra time on the examination. To re-enter the testing room, candidates must sign-in, present their identification documents, and undergo biometric validation.
- Candidates may not leave the test center while the examination is in progress.
- ABPANC and PES reserve the right to cancel any test score believed to be obtained in a questionable manner.
- Any of the following items, including but not limited to food, drinks, purses, briefcases, notebooks, calculators, pagers, cellular telephones, recording devices, and photography equipment are not allowed into the testing room.
- It is expressly prohibited to disclose, publish, reproduce, or transmit any part of the examination, in any form, by any means, verbal or written, for any purpose without the express written permission of the certifying organization. Violation will result in civil and/or criminal prosecution.
- Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
- Candidates are expected to behave in a civil manner when on the premises of the testing center. Exhibiting loud and/or abusive behavior toward the test center staff or other testing candidates may result in forfeiture of your examination and/or criminal prosecution.

- Any request to bring medical equipment of any kind, or food (if a candidate is diabetic or subject to hypoglycemia) into the test administration room must be made when registering for an examination using the Special Testing Accommodations form, as described in this Handbook. If this request is not made as described in this Handbook, candidates will not receive the accommodation at the test center and the candidate may not be able to test. In this instance, all fees will be forfeited.

Please remember that other examinations are being administered at the same time that you are taking your examination so you may hear typing on keyboards for an essay examination, coughing, and/or people entering and leaving the testing room. It is impossible to provide a completely noise-free testing environment. The Prometric test centers allow candidates to bring small earplugs that can be inserted inside the ear. Candidates are not allowed to bring in headsets or headphones. Earplugs and glasses are subject to inspection by the test center administrator before entry into the testing room is permitted.



SECURITY ACKNOWLEDGEMENT AND AGREEMENT

Prior to taking the examination on computer, candidates will be presented with a security acknowledgement screen. Candidates must acknowledge that they have read, understand, and accept the conditions listed below:

1. I have an ethical and legal duty to protect the security of the CPAN® or CAPA® Certification Examination.
2. The examination and questions contained therein are the exclusive property of the American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) – the CPAN® or CAPA® Certification Examination Program.
3. This examination and the questions contained therein are protected by federal copyright law and constitute valuable trade secret information, the disclosure of which will cause injury to ABPANC, the CPAN® or CAPA® Certification Examination Programs, and including but not limited to jeopardizing the credibility and integrity of both ABPANC and the examinations.
4. No part of this examination may be copied or reproduced in part or whole by any means whatsoever, including but not limited to memorizing and/or reporting question or examination content.
5. The dissemination of questions or examination content to any person, organization, company, or other entity in any manner shall constitute a breach of professional ethics and theft of the exam. Any person found guilty of such violation will have his/her score voided. ABPANC may prohibit the candidate from future access to the CPAN® or CAPA® Certification Examination.
6. The theft or attempted theft of an examination or examination items is punishable as a felony and may result in civil or criminal penalties and/or professional sanction. I recognize that the breach of my obligations under this candidate acknowledgment may expose me to liability for damages caused to ABPANC and to legal fees incurred by ABPANC in preserving its rights.

7. I understand that during the examination, I may not communicate with other candidates, refer to any materials other than those provided to me, or assist or obtain assistance from any person. Failure to comply with these requirements may result in the invalidation of my examination results as well as other appropriate action.
8. My participation in any irregularity occurring prior to, during, or subsequent to this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent statistical analysis, may result in termination of my participation, invalidation of my examination results, or other appropriate action.

Candidates who do not agree to the conditions listed above will not be allowed to take the examination and will forfeit all fees.



INCLEMENT WEATHER/LOCAL OR NATIONAL EMERGENCIES

In the event of inclement weather or a local or national emergency, please contact Prometric at the number provided in your ATT letter or go to www.prometric.com/sitestatus to determine the appointment status. If the center is open, candidates are expected to arrive for their appointments or forfeit all fees. If the center is closed and appointments are canceled, candidates should wait two (2) business days before calling to reschedule their appointments.

TAKING AN EXAMINATION BY COMPUTER

A brief tutorial will be provided prior to the start of the examination to instruct candidates on how to mark and unmark answers, how to navigate through the examination, etc. A clock that counts down the time remaining on the examination will appear on the screen throughout the entire testing session. When taking the examination, you can skip questions, change your answers to questions, and mark questions for review so that you can come back to them later.

Each question on the CPAN® or CAPA® is a multiple-choice question that lists four choices, only one of which is the correct or best answer. You should read the entire question and all four choices before marking your answer. There is no penalty for guessing, so candidates should answer all the questions, if possible. You should answer the easy questions first and mark the more difficult ones to return to later.

At the end of the examination, there are optional survey questions regarding the test-taking experience which candidates are encouraged to answer. Candidates can also make comments in the survey section regarding the examination, specific examination questions, or the test-taking environment. Responses to the survey are confidential and will not affect your score on the examination.

After Taking An Examination

RECEIVING EXAMINATION SCORES

Prior to leaving the test center, candidates will receive a preliminary score report. These results are preliminary and unofficial.

Official score reports will be mailed every two-three weeks. The official score report will be mailed to all candidates and is also available for viewing online to those candidates who applied online. To view your score report online, go to www.cpancapa.org and select the option to view your Score Report. You will need the email address and password you selected when you submitted your application to view the report. In addition to a score report, passing candidates will receive a certificate and wallet card from ABPANC. The certificate and wallet card will be sent to the primary mailing address provided in the application, so make sure that you update your address if it has changed. Under no circumstances will scores or pass/fail information be released over the phone, via email or Internet, or by fax.

The score report provides information on whether the candidate passed or failed the examination. In order to pass the examination, candidates must obtain a total scale score of 450 or higher. See the following section on Scoring for more information. For individuals who pass an examination, the score report will simply indicate the words, "you have passed." No numerical scale score values will be reported. In order to give individuals who fail an examination feedback about their performance, scale score values will be reported in each of the four domains in addition to their total scale score on the score report. Due to the need to maintain test security, examination questions and answers will not be released to candidates.

SCORING OF EXAMINATIONS

The scale range for the CPAN® and CAPA® examination is 200 to 800, with 450 set as the passing point. Different scales are often used to transform and report scores on an examination – these are commonly called scale scores. The reason for using scale scores instead of raw scores (the number of questions a candidate answers correctly) is to make scoring comparable from one examination form to the next.

Although all examination forms are based on the same test blueprint and are carefully constructed to have similar difficulty levels, slight differences in difficulty are unavoidable. To ensure that candidates who take an easier or more difficult form of the examination do not have an advantage or disadvantage, a statistical process called equating is used to adjust for the difficulty level of the form. For example, candidates who take a more difficult form may need to answer 105 questions correctly in order to pass whereas candidates who take an easier form may need to answer 108 questions correctly to pass. Although the raw score passing point (the number of questions a candidate needs to answer correctly) may change to account for the difficulty of the form, the scale score passing point is always set at the same point on the scale, i.e., 450. Since raw scores usually differ slightly from one form to the next, many certifying bodies use scale scores so that the passing point can be provided to candidates prior to the examination.

SETTING THE PASSING POINT

The passing point was determined by a passing point study using the modified-Angoff method. The Angoff method is a commonly used criterion-referenced passing point methodology in the credentialing industry.

For each examination, a panel of CPAN® or CAPA® content experts independently rated each question on the examination in terms of how many of the minimally qualified candidates will answer each question correctly. These ratings were then used to determine the passing point by averaging the panel's ratings for each question and summing the averages across panel members.

RETAKE THE EXAMINATION

Candidates who fail the examination may re-apply for the examination during the next available examination administration window, but may not apply for the examination during the same examination administration window in which they failed. ABPANC does not limit the number of times a candidate may retake the certification examination. Fees and application procedures for those retaking the examination remain the same as those for first-time applicants.

Unsuccessful candidates will be granted a one-time only discount on the examination fee of \$50 if they retake the examination within the next 12 months (within the next two administration periods).

Unsuccessful candidates who use the discount are not eligible for a withdrawal or rollover to a subsequent examination. Instructions on how to apply the discount will be provided in the score report that is mailed to the candidate.

REQUESTING A REVIEW OF EXAMINATION RESULTS

To ensure the accuracy of results, PES performs quality assurance procedures before scoring the electronic examination file containing your answers. It is extremely unlikely that a review of the electronic file or answer sheet will result in a change in an examination score.

Candidates may request that PES manually review their electronic examination file within six months of the examination date. Requests received after that time will not be honored. There is a \$60 fee to have PES review the electronic file. Contact PES Customer Service for information on how to submit a request.

REQUESTING A DUPLICATE SCORE REPORT

A copy of an individual score report is available to candidates for a fee of \$30. Contact PES Customer Service or email abpanc@proexam.org for instructions on how to submit a request.

CHECKLIST FOR REGISTERING AND SCHEDULING YOUR EXAMINATION ONLINE

A checklist for completing the application process is found on the back pocket of this handbook.

Recertification

Maintaining an active certification status through recertification is the way in which certified professionals demonstrate to the public that they have current and up-to-date knowledge and experience. ABPANC awards successful candidates the CPAN® and/or CAPA® credential for a period of three (3) years. For those candidates testing in the Spring, the certification period begins April 1 and ends three years later. For those candidates (who have taken the CPAN® and/or CAPA® examinations by computer) in the Fall, the certification period begins October 1 and ends three years later.

Candidates can recertify either by taking and passing the CPAN® or CAPA® examination or by satisfying the requirements for the CPAN® and CAPA® Continual Learning Program. For more information on recertification, visit www.cpancapa.org and click on Recertification to obtain a copy of the Recertification Handbook.



Appendix A

Quick Reference Guide

CONTACT INFORMATION

American Board of Perianesthesia
Nursing Certification, Inc. (ABPANC)
475 Riverside Drive, 6th Floor
New York, NY 10115
Tel: 1-800-6ABPANC (622-7262)
Fax: 1-212-367-4256
Email: abpanc@proexam.org
Website: www.cpancapa.org

Professional Examination Service (PES)
Customer Service Dept.
ABPANC Perianesthesia Certification
Program (032)
475 Riverside Drive, 6th Floor
New York, NY 10115
Tel: 1-800-6ABPANC (622-7262)
Fax: 1-212-367-4343
Email: abpancapp@proexam.org

Prometric
ABPANC Certification Program
1501 S. Clinton St.
Baltimore, MD 21224
Tel: 1-800-894-9965
Website: www.prometric.com/abpanc

IMPORTANT 2010 DATES AND DEADLINES

	SPRING 2010	FALL 2010
Registration Window – Online	January 25 – March 8	July 12 – September 6
Registration Deadline – Online*	March 8 by 11:59 p.m. ET	September 6 by 11:59 p.m. ET
Time Period for Scheduling Examination Appointment with Prometric	Upon receipt of your ATT letter through May 13	Upon receipt of your ATT letter through November 11
Examination Administration Window	April 5 – May 15**	October 4 – November 13**
Deadline for Cancelling Appointment with Prometric	3 business days before scheduled test date	3 business days before scheduled test date
Postmark Deadline for Requesting Withdrawal – Refund – Rollover from PES	On or before last day of Examination Administration Window	On or before last day of Examination Administration Window

IMPORTANT 2011 DATES AND DEADLINES

	SPRING 2011	FALL 2011
Registration Window – Online	January 10 – March 7	July 11 – September 5
Registration Deadline – Online*	March 7 by 11:59 p.m. ET	September 5 by 11:59 p.m. ET
Time Period for Scheduling Examination Appointment with Prometric	Upon receipt of your ATT letter through May 12	Upon receipt of your ATT letter through November 10
Examination Administration Window	April 4 – May 14**	October 3 – November 12**
Deadline for Cancelling Appointment with Prometric	3 business days before scheduled test date	3 business days before scheduled test date
Postmark Deadline for Requesting Withdrawal – Refund – Rollover from PES	On or before last day of Examination Administration Window	On or before last day of Examination Administration Window

*The last day of the registration window is a FINAL deadline – applications submitted electronically after midnight on this date will NOT be accepted.

**Saturday test date – Not all Prometric test sites are open on Saturdays. Confirm with Prometric if the test site is open on Saturday.

EXAMINATION FEES

CPAN® and CAPA® examination fee for ASPAN members.....	\$285*
CPAN® and CAPA® examination fee for non-ASPAN members.....	\$385*

*In order to receive the ASPAN member discount, candidates must be members of ASPAN and provide a current ASPAN membership number at the time they submit their application.

Registration, Scheduling/Rescheduling, Withdrawal, Rollover, Refund and Other Information – Refer to the Candidate Handbook for specific information and policies.

SAMPLE EXAMINATION QUESTIONS – CPAN® EXAMINATION

Physiological Need: Stability of Respiratory System (Cognitive Level 1)

- 1 Postoperatively, a carotid endarterectomy patient with a history of COPD and coronary angioplasty undergoes routine postanesthesia assessment which begins with the assessment of the patient's:
-
- 1 cardiac status.
-
- 2 level of consciousness.
-
- 3 operative site.
-
- 4 ventilatory status.

Behavioral/Cognitive Need: Communication (Cognitive Level 2)

- 2 An example of an appropriate PACU outcome indicator for a radical neck patient who required a tracheostomy is:
-
- 1 patient able to communicate need for suctioning.
-
- 2 suctioning equipment available at bedside.
-
- 3 tracheostomy dressing appearance charted upon discharge.
-
- 4 lung sounds assessed every 15 minutes for first hour after PACU admission.

Safety Need: Delivery of Care Based on Accepted Standards of Practice (Cognitive Level 2)

- 3 The PACU nurse manager is informed of an acute shortage of RNs in the delivery room. The available PACU nurse can be floated when:
-
- 1 the nursing supervisor requests it.
-
- 2 there are no patients in the PACU.
-
- 3 the PACU nurse agrees to float.
-
- 4 competency is evidenced for that area.

Advocacy Need: Information Regarding Patient Bill of Rights (Cognitive Level 2)

- 4 A patient admitted for repair of bilateral fractured wrists verbally agrees to surgery and cooperates actively with preoperative procedures, but is unable to sign an operative consent form. This is an example of:
-
- 1 implied and therapeutic consent.
-
- 2 expressed and implied consent.
-
- 3 waiver of consent.
-
- 4 assumption of risk.

Answers: 1(4), 2(1), 3(4), 4(2)

SAMPLE EXAMINATION QUESTIONS – CAPA® EXAMINATION

Physiological Need: Appropriate medication interactions (Cognitive Level 3)

1 One hour following nasal surgery, a healthy 19-year-old patient with a negative cardiac history develops tachycardia, hypertension, and occasional dysrhythmias. The patient remains awake, alert and in no apparent distress. While a co-worker notifies the anesthesiologist, the ambulatory surgery nurse:

- 1 reviews intraoperative medications.
- 2 notifies the surgeon to inspect for hemorrhage.
- 3 obtains a 12-lead EKG.
- 4 initiates oxygen at 3L.

Behavioral/Cognitive Need: Patient education related to discharge procedures (Cognitive Level 2)

2 The best way for the ambulatory nurse to determine if the patient understands discharge instructions related to Foley catheter care is to ask the patient to:

- 1 sign the discharge instructions after questions are answered.
- 2 explain the procedure to a family member.
- 3 demonstrate the procedure to empty the Foley bag.
- 4 explain the answers to a written post test.

Safety Need: Effective multidisciplinary discharge planning (Cognitive Level 2)

3 A patient who received IV sedation for carpal tunnel syndrome repair is awake, alert and meets the criteria for discharge. Unable to find a designated driver, the patient insists on driving home unaccompanied. The priority nursing action is to:

- 1 allow the patient to drive unaccompanied, since discharge criteria have been met.
- 2 have the patient stay an additional 2 hours before driving unaccompanied.
- 3 assist the patient in finding a ride home.
- 4 notify the physician of the patient's situation.

Advocacy Need: Information/education regarding Patient Bill of Rights (Cognitive Level 2)

4 A preoperative patient reports not being adequately informed about the surgical procedure or its possible complications. The nurses's priority action is to:

- 1 cancel the procedure.
- 2 contact the surgeon.
- 3 provide the information to the patient.
- 4 contact the anesthesiologist.

Answers: 1(1), 2(3), 3(3), 4(2)

Appendix C

CPAN® and CAPA® Test Blueprints

The following blueprints are based on the 2005-2006 ABPANC Role Delineation Study and are effective beginning with the administration of the April 2007 CPAN® and CAPA® examinations.

All content reflects patient needs across the lifespan in a variety of settings.

PERIANESTHESIA PATIENT NEEDS	PERIANESTHESIA NURSING KNOWLEDGE
PHYSIOLOGICAL NEEDS - 50% of CPAN® Examination 45% of CAPA® Examination	KNOWLEDGE REQUIRED TO MEET PHYSIOLOGICAL NEEDS
<p>Stability of respiratory system</p> <p>Stability of cardiovascular/peripheral vascular systems</p> <p>Stability of neurological system</p> <p>Stability of musculoskeletal system</p> <p>Stability of gastrointestinal system</p> <p>Stability of renal system</p> <p>Stability of integumentary system</p> <p>Stability of endocrine system</p> <p>Maintenance of normothermia</p> <p>Physiological comfort (for example, relief from pain, shivering, nausea, vomiting, temperature control and appropriate positioning)</p> <p>Therapeutic environment (for example, minimal interruption of normal regimen, preemptive interventions)</p> <p>Optimal level of physical independence</p>	<p>Nursing Process</p> <p>Evidence-based practice</p> <p>Anatomy and physiology of body systems</p> <p>Growth and development</p> <p>Pathophysiology</p> <p>Normal and abnormal diagnostic values</p> <p>Acceptable deviations from normal physiologic states</p> <p>Diagnostic and therapeutic technology</p> <p>Physical assessment techniques</p> <p>ACLS/PALS</p> <p>Airway Management</p> <p>Vital signs/hemodynamic monitoring</p> <p>Fluid and electrolyte management</p> <p>Thermoregulation</p> <p>Pain assessment and management (psychological, physiological, medical)</p> <p>Postoperative nausea and vomiting (PONV) and post discharge nausea and vomiting (PDNV) assessment and management (psychological, physiological, medical)</p> <p>Preemptive interventions (for example, analgesia, anesthesia, antiemetics, and/or fluids)</p> <p>Pharmacodynamics/pharmacokinetics</p> <p>Pharmacological interventions</p> <p>Anesthesia techniques (general and regional)</p> <p>Anesthetic and reversal agents</p> <p>Anesthesia recovery</p> <p>Surgical and procedural interventions</p> <p>Normal and abnormal physical response to surgery/procedure/anesthesia</p> <p>Alternative and adjunctive treatment modalities</p> <p>Discharge planning and criteria</p> <p>Special needs patient issues (for example, depression, bipolar disorder)</p> <p>Injury prevention</p> <p>Infection control/standard precautions</p>

Appendix C

CPAN® and CAPA® Test Blueprints (Continued)

The following blueprints are based on the 2005-2006 ABPANC Role Delineation Study and are effective beginning with the administration of the April 2007 CPAN® and CAPA® examinations.

All content reflects patient needs across the lifespan in a variety of settings.

PERIANESTHESIA PATIENT NEEDS

PERIANESTHESIA NURSING KNOWLEDGE

BEHAVIORAL AND COGNITIVE NEEDS – 20% of CPAN® Examination; 20% of CAPA® Examination

KNOWLEDGE REQUIRED TO MEET BEHAVIORAL/COGNITIVE NEEDS

Respect for diversity (for example, cultural, religious, physical, age-related, cognitive, and language differences)

Psychosocial assistance for patient/family/significant other (for example, coping mechanisms, spiritual and emotional support)

Consideration for ability to learn, learning style (for example, kinetic, auditory, visual) readiness to learn, and barriers to learning

Patient/family/significant other education related to:

- Admission procedures
- Preparations for procedures/surgery
- Anesthesia expectations
- Postanesthesia recovery settings
- Identifying, describing, and communicating pain perception/experience
- Postoperative pain control measures, including pharmacological and nonpharmacological interventions
- Discharge procedures/plans (for example, wound care, diet, ambulation, physical therapy, effects on sexuality, antibiotics, pain management, patient-controlled analgesia, dressing care, catheter care, equipment and medical devices, routine course, potential complications)
- Medications (for example, what and when to discontinue, when to restart, interactions with prescriptions, over the counter medications, herbal supplements, alcohol, illegal drugs)
- Impact of existing medical conditions (for example, diabetes, COPD, hypertension) on current surgery/procedures
- Measures to assist healing process (for example, appropriate adjunctive therapies, consults, referrals)
- Measures to prevent complications (for example ambulation)

Interdisciplinary involvement in discharge planning (for example, case manager, dietician, physical therapist)

Optimal psychosocial independence

Nursing Process

Evidence-based practice

Growth and development

Diagnostic and therapeutic technology

Pain assessment and management (psychological, physiological, medical)

Postoperative nausea and vomiting (PONV) and post discharge nausea and vomiting (PDNV) assessment and management (psychological, physiological, medical)

Preemptive interventions (for example, analgesia, anesthesia, antiemetics, and/or fluids)

Pharmacodynamics/pharmacokinetics

Pharmacological interventions

Anesthesia techniques (general and regional)

Anesthetic and reversal agents

Anesthesia recovery

Surgical and procedural interventions

Normal and abnormal physical response to surgery/procedure/anesthesia

Environmental influences affecting patient care

Alternative and adjunctive treatment modalities

Discharge planning and criteria

Cultural/religious/lifestyle diversity

Teaching and learning theory

Communication principles and techniques

Psychosocial and cognitive assessment

Impact of psychosocial issues (for example, coping styles, life situations, family issues, friendships, religious/spiritual issues) on compliance, comfort, discharge and healing

Abnormal psychological/psychiatric states (for example, depression, bipolar disorder)

Special needs patient issues (for example, sign language, autism, and/or visual limitations)

Multidisciplinary collaboration and referral

Conflict resolution/mediation techniques

Injury prevention

Infection control/standard precautions

Data gathering: information sources (files, charts, records) and patient/family interviews

Measures to maintain privacy and confidentiality

Appendix C

CPAN® and CAPA® Test Blueprints (Continued)

The following blueprints are based on the 2005-2006 ABPANC Role Delineation Study and are effective beginning with the administration of the April 2007 CPAN® and CAPA® examinations.

All content reflects patient needs across the lifespan in a variety of settings.

PERIANESTHESIA PATIENT NEEDS

NURSING KNOWLEDGE

SAFETY NEEDS – 20% of CPAN® Examination 20% of CAPA® Examination

KNOWLEDGE REQUIRED TO MEET ADVOCACY NEEDS

Delivery of care based on accepted standards of practice (for example, ASPAN Standards, Safe Medical Device Act, JCAHO, Accreditation Association for Ambulatory Health Care (AAAHC), OSHA)

Effective multidisciplinary discharge planning, regarding:

- Presence of competent, responsible adult caregiver
- Safe transport to home or discharge care site
- Verbal and written discharge instructions
- Ability to understand and comply with discharge instructions
- Awareness of postoperative/post procedural physical limitations

Availability of resources for care in the home

Preparation of safe home environment (for example, physical barriers, abuse assessment)

Freedom from harm related to:

- Use of protective safety devices (for example, padded side rails, safety straps, and/or restraints)
- Immobility (for example, regional blocks) and/or positioning
- Adverse environmental influences (for example, latex, equipment failure)

Exposure to infections and diseases

Nursing Process

Evidence-based practice

Diagnostic and therapeutic technology

Physical assessment techniques

ACLS/PALS

Preemptive interventions

(for example, analgesia, anesthesia, antiemetics, and/or fluids)

Pharmacodynamics/pharmacokinetics

Pharmacological interventions

Anesthesia techniques (general and regional)

Anesthetic and reversal agents

Anesthesia recovery

Surgical and procedural interventions

Normal and abnormal physical response to surgery/procedure/anesthesia

Environmental influences affecting patient care

Alternative and adjunctive treatment modalities

Discharge planning and criteria

Special needs patient issues

(for example, sign language, autism, and/or visual limitations)

Scope and standards of nursing practice

(for example, ANA, ASPAN)

Regulatory, legal, and ethical guidelines and standards of professional practice (for example, OSHA, patient bill of rights, advance directives, informed consent, HIPPA)

Injury prevention

Infection control/standard precautions

Quality assurance principles (for example, process improvement – PI and/or CQI)

Risk management concepts, principles, and techniques

Measures to maintain privacy and confidentiality

Appendix C

CPAN® and CAPA® Test Blueprints (Continued)

The following blueprints are based on the 2005-2006 ABPANC Role Delineation Study and are effective beginning with the administration of the April 2007 CPAN® and CAPA® examinations.

All content reflects patient needs across the lifespan in a variety of settings.

PERIANESTHESIA PATIENT NEEDS

PERIANESTHESIA NURSING KNOWLEDGE

ADVOCACY NEEDS – 10% of CPAN® Examination 15% of CAPA® Examination

KNOWLEDGE REQUIRED TO MEET SAFETY NEEDS

Accurate and complete documentation and communication of information.

Information/education regarding:

- Advance directives
- Patient Bill of Rights
- Informed Consent

Access to:

Appropriate resources and referrals (for example, medical equipment, pharmaceutical care, pastoral care, nutritional education, physical/occupational therapy, case management, social services)

An environment that accommodates physical, mental, and/or emotional abilities/limitations

An environment that provides assistance (for example, call light, personnel within hearing or at bedside, visitation)

Post discharge assessment

(for example, follow up visit or telephone call)

Privacy and confidentiality

Care delivered legally and ethically

Nursing Process

Evidence-based practice

Pain assessment and management (psychological, physiological, medical)

Pharmacological interventions

Environmental influences affecting patient care

Alternative and adjunctive treatment modalities

Discharge planning and criteria

Cultural/religious/lifestyle diversity

Impact of psychosocial issues (for example, coping styles, life situations, family issues, friendships, religious/spiritual issues) on compliance, comfort, discharge and healing

Special needs patient issues (for example, sign language, autism, and/or visual limitations)

Multidisciplinary collaboration and referral

Scope and standards of nursing practice (for example, ANA, ASPAN)

Regulatory, legal, and ethical guidelines and standards of professional practice (for example, OSHA, Patient Bill of Rights, advance directives, informed consent, HIPPA)

Quality assurance principles (for example, process improvement – PI and/or CQI)

Data gathering: information sources (files, charts, records) and patient/family interviews

Measures to maintain privacy and confidentiality

STOP

Have You:

- 1 Read the CPAN®/CAPA® Candidate Handbook thoroughly before registering for the examination?
- 2 Referred to the Candidate Handbook for registration window dates and deadlines?
- 3 Visited the ABPANC website, www.cpancapa.org, and clicked on the link to register online for a certification examination?
- 4 Completed the required application information according to the instructions on the screen, including:
 - Entering your name in the online application so it exactly matches the unexpired, government-issued photo ID that you will be presenting at the Prometric test center on exam day?
 - Confirming that all the information you entered on the application was correct before clicking the submit button.
- 5 If you requested Special Testing Accommodations when you registered, have you mailed, emailed or faxed your Special Testing Accommodation Request Form and Documentation of Disability-Related Needs by Qualified Professional (Appendix F) to Professional Examination Service (PES) so that it is received within seven (7) business days of application submission?
- 6 Printed the Review Information/Payment page for your records?
- 7 Contacted PES Customer Service at 1-800-6ABPANC (622-7262) if you did not receive an autogenerated e-mail from PES within 24 hours of submitting your application?
- 8 Contacted Prometric at www.prometric.com/abpanc or 1-800-894-9965 immediately upon receipt of your Authorization to Test (ATT) letter to schedule your examination appointment?

