

CPAN®/CAPA® CERTIFICATION COACH FACT SHEET

- Your ABPANC staff contact at the national office is Zelda Williams, ABPANC Program Assistant. Zelda is your resource for questions, certification materials and supplies, and updates about the CPAN®/CAPA® certification programs. She is also your link to the ABPANC Coach Program Board Liaison. Zelda can be reached as follows:
 - 1-347-708-7975
 - zwilliams@cpancapa.org
 - ABPANC, 1133 Broadway, Suite 544, New York, NY 10010

Any requests for additional supplies must be requested at least 2 weeks before you need them. Zelda will need to know the complete address and phone number of where to send the supplies. ABPANC will send the supplies in the most cost effective manner possible.

- As a Certification Coach you agree to have your contact information shared with candidates seeking a certification coach.
- After serving as a Certification Coach for a minimum of one year which includes having actively coached a candidate(s), you will receive recognition at the CPAN/CAPA Celebration Event held at the ASPAN National Conference, and a certificate of appreciation.
 - An ABPANC Certification Coaching Activities Log report **must** be completed and submitted **after each coaching activity**. Submit the report by e-mail to Zelda Williams zwilliams@cpancapa.org in order to receive the contact hours in Indirect Care towards recertification at the end of each year. **In addition 3 contact hours will be awarded for each participant coached to a maximum of 60 contact hours during the Coach's 3 year period of certification. These contact hours will be awarded after June 30th of each year.**
- Participants you have coached will receive a link to a Survey Monkey evaluation tool to provide feedback on the coaching experience. A summary of the feedback will be provided to you.
- You may wish to contact other institutions in your area to see if they might have candidates interested in a study group who are taking the CPAN® or CAPA® examinations.
- ABPANC's web site is www.cpancapa.org. The website is your best source of certification information. Most all materials are available for downloading.
- You will be emailed or mailed the following information from the ABPANC national office:
 - Certification Coach Fact Sheet;
 - Certification Coach Job Description;
 - ABPANC's Vision-Mission-Values statement;
 - ABPANC's logo interpretation;
 - a copy of Fees and Deadlines and Study References from the *Candidate Handbook*;
 - a copy of Timely Topics and Key Messages documents
 - 1 copy of the *Candidate Handbook* (for reference);
 - 10 copies of the *CertificatioNOW* brochures; 10 copies of Study Tips Booklet
 - 10 Practice Exam/Study Tools Card and 10 Requirement for Certification Cards;
 - 1 copy of Certification Coaching Strategies
 - 1 copy of *Benefits of Being CPAN®/CAPA® Certified*;
 - 1 copy of the Coaching Activities Log;
 - Certification Coach pin.

ABPANC is committed to a *Go Green* philosophy so all attempts to reduce the amount of paper distributed is encouraged!

- Remember - The ABPANC CPAN®/CAPA® Certification Coach is a **facilitator** of the study process for individuals/candidates who are seeking certification. The Coach Program is intended to encourage good study methods and helpful study strategies and not to teach study content. As a **facilitator**, the Coach will help organize study sessions, identifying content experts to provide content identified on the 12 Week Study Plan, ensure awareness of registration deadlines, identify study resources and references, etc.
- convey at the beginning of each Coaching event, that ***"I have not seen, nor will I see, nor have I been involved with writing the CPAN or CAPA examinations you will be taking. Your participation in this Coaching event in no way ensures your success on the CPAN or CAPA examination."***
- Any information that you prepare for distribution about the CPAN® /CAPA® programs, such as for inclusion in a newsletter, etc., must be reviewed and approved by ABPANC. Please email such information to Zelda.