



## LEARNING BUILDER TIPS FOR RECERTIFICATION

### 1) Be sure ABPANC has your most recent email address

**Why?** To ensure you get all notifications regarding your certification.

**How?** Contact us: [abpnc@cpancapa.org](mailto:abpnc@cpancapa.org)

### 2) Enter continuing education activities as early as possible

**Why?** To save time and frustration when ready to recertify

**How?** Step by step guide <https://www.cpancapa.org/become-certified/about-exams/how-to-use-learning-builder/>

### 3) View the Learning Builder tutorials

**Why?** These are helpful aids in navigating the Learning builder system

**How?** Go to [cpancapa.org](http://cpancapa.org) > <https://www.cpancapa.org/become-certified/about-exams/how-to-use-learning-builder/>

### 4) Upload employee continuing education record/transcript or ABPANC verification forms

**Why?** Document record in lieu of participant certificate

**How?** 1. Scan completed form signed by supervisor to a flash drive, send to you via email.

2. Take a photo of each document with your cell phone (i.e. use a scanner app like "Adobe scan" to make PDF copies of your documents) and email the PDF to yourself.

3. ABPANC verification forms found on ABPANC website and online Recertification Handbook: <https://www.cpancapa.org/recertify/application-forms/>

### 5) Uploaded documents must contain specific information

**Why?** To be acceptable in case application is chosen for audit.

**How?** Certificates of attendance, transcript or verification forms must include your name, date of attendance, title of program, and contact hours or CEUs awarded

### 6) Choose a care type (Direct or Indirect) for all activities

**Why?** To ensure you meet the Direct care requirement to recertify

**How?** In the activity detail box choose:

**Direct care** if the subject matter directly relates to patients or the public

**Indirect care** if the subject matter impacts nurses

7) 90 Contact hours required for ALL recertifying nurses

**Renewal cycle contact hour requirements:**

<b>Contact Hours (CEUs) needed to recertify</b>				
<b>Renewal cycle</b>	<b>Required Total</b>	<b>Direct Care required</b>	<b>Remaining (Direct or Indirect)</b>	<b>Total</b>
First time (3 years certified)	<b>90</b>	60	30	<b>90</b>
Second time (6 years certified)		45	45	
Third time or more (9+ years certified)		30	60	

**8) Print wallet card and certificate**

**Why?** ABPANC will no longer send certificates and wallet IDs in the mail.

**How?**

1. Log in to Learning Builder at <https://cpancapa.learningbuilder.com/account/login/> and go to the "My Account" section in the top, right-hand corner. This takes you to your "Account Details" Section.
2. Scroll down to the blue ribbon that says CPAN/CAPA and Practitioner.
3. Click on your certification and scroll down to the bottom of the section. You will see "Download Certificate" and "Download Wallet ID" links.  
You can now print the downloaded certificate