



APPLICATION FOR REDUCTION OF RECERTIFICATION FEES DUE TO FINANCIAL HARDSHIP

ABPANC's Hardship Policy is intended to help certified CAPA and CPAN nurses in good standing by providing assistance to those nurses whose financial circumstances are such that full payment of the certification renewal would pose a financial hardship. Nurses who may be eligible are those who have experienced a financial hardship in the previous year that would prevent them from paying the full recertification fee.

REQUIRED SOURCES OF EVIDENCE

1. Letter from employer with official signature and on company letterhead or including raised/embossed seal
2. Official letter of unemployment/documentation
3. Documentation of illness or injury from a medical professional
4. Other official documentation

Please Note: If your personal circumstance is in relation to a spouse or partner, evidence of relationship must be provided (marriage certificate or jointly signed attestation confirming joint financial responsibility and obligations).

GENERAL INFORMATION

Full Legal Name of Certified Nurse

Certification Number (can be found in your Learning Builder profile)

REASON FOR REQUEST FOR REDUCTION OF RECERTIFICATION FEE:

Waiver Due to Circumstance of:

- Self
- Spouse
- Domestic Partner

Reason for Request of Waiver of Fees:

- Furlough
- Decrease in work hours
- Pay reduction
- Loss of Employment
- Significant Illness or injury resulting in inability to work

Sources of Evidence:

- Letter from employer
- Documentation of illness or injury
- Other: Please specify: _____

I attest to the circumstances noted above and confirm that I have read the applicable terms and conditions of ABPANC's Hardship Policy as stated on the ABPANC website. I also confirm that I have worked at least 25 hours/month as a CPAN or CAPA nurse over the past year. I understand that falsification of evidence on this document will result in disciplinary action that may include the revocation of my certification.

Signature Required

Print Name

Date

Please complete and return this form, along with required supporting documentation, to ABPANC by direct mail or via email:

**AMERICAN BOARD OF PERIANESTHESIA
NURSING CERTIFICATION, INC.**

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New York, NY 10010
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FINANCIAL HARDSHIP POLICY TERMS & CONDITIONS

Program Details:

The Hardship Policy is intended to help certified CAPA and CPAN nurses in good standing by providing assistance to those nurses whose financial circumstances are such that full payment of the certification renewal would pose a hardship. The extenuating circumstances that create extreme financial hardship for certificants may, for example, be a result of the loss of their job or a reduction in hours/income due to a major disaster declaration in their area or a severe medical condition that has affected their ability to work.

Program Terms:

- Request for financial assistance must be made at least one month prior to the certification expiration date. No requests will be reviewed after this deadline: March 30 for spring; September 30 for fall.
- Certificants may not receive hardship assistance more than one (1) time every ten (10) years during their certified period.

Guidelines and Eligibility:

Certificants must request assistance from ABPANC in writing using the Application for Reduction of Recertification Fees Due to Financial Hardship found on the ABPANC website. Along with the application form, the following information will be required:

Verifications:

- i. Verification that the nurse has been actively certified as a CPAN or CAPA for at least one full, three-year period. Verification conducted by ABPANC staff.
- ii. Verification that the nurse has been working at least 25 hours per month in the capacity of a CPAN or CAPA nurse over the previous one-year period. Verification evidenced by signature on application.
- iii. The certificant must provide proof that all CEs and other criteria have been successfully met for recertification at the time of the request. Verification evidenced by required CE documentation uploaded into Learning Building learning plan.

Sources of Evidence:

The certificant must state the reason for the hardship, which may include:

- Loss of job as a nurse not related to performance (furlough or laid off)
- Loss of job of head of household
- Recent death or extended illness of immediate family
- Other catastrophic event such as natural disaster (hurricane, fire, etc.)
- Other such event as deemed eligible by the ABPANC Review Committee

The certificant must provide valid proof of any one of the above to be considered for the hardship policy, which may include:

- Letter from employer with official signature on company letterhead
- Official letter of unemployment/documentation (not related to loss of job for misconduct or relieved for cause)
- Documentation of illness or injury from a medical professional (documentation does not need to include diagnosis, only that the candidate is unable to work because of illness)
- Copy of applicable death certificate
- Any other official documentation as relevant, including insurance claim, disaster declaration, etc.



FINANCIAL HARDSHIP POLICY TERMS & CONDITIONS

Awarding of Financial Assistance:

- Upon receipt of written request and appropriate documentation, the ABPANC Review Committee will meet to discuss the request.
- If the request is deemed appropriate and the committee unanimously agrees, the committee may decide to provide financial assistance to the certificant. The candidate will be notified by ABPANC. All decisions rendered by the Committee are final.
- If approved, the certificant will be notified that they may renew their certification under the Hardship Policy at a discounted rate of 50% off the normal recertification fee. The Review Committee may authorize a higher percentage discount, at their discretion, based on the case presented.
- The recertification fee must be paid and renewed prior to the recertification deadline (or within 10 days of receiving the notice if their certification date has passed), or the assistance will be forfeited.
- Financial hardships will be awarded on a case-by-case basis.
- Upon conclusion of a review by the ABPANC Review Committee, ABPANC will retain the signed application, but will dispose of any personal information submitted as supporting documentation.

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