



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: abpanc@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 > <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) 70 Contact hours required for ALL recertifying nurses

7) Print wallet card and certificate

Why? ABPANC no longer sends certificates and wallet IDs in the mail.

How? 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.

Scroll down to the blue ribbon that says CPAN/CAPA and Practitioner. 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.

