

CPAN® and CAPA® Recertification Handbook

Your Guide to the
CPAN and CAPA
Recertification Process



Effective January 2024



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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.

Diversity: ABPANC is committed to diversity, equity, and inclusion by ensuring the dignity of individuals and valuing the strength in our differences.

MISSION

Elevating Perianesthesia Nursing excellence, knowledge, and patient advocacy through certification.

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.

ABPANC

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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 & COMPETENCE

Certification as defined by the American Board of Nursing Specialties (ABNS, 2006) is the formal recognition of specialized knowledge, skills and experience demonstrated by the achievement of standards identified by a nursing specialty. Specialty nursing certification ensures nurses are competent in applying these standards to practice (Kendall-Gallagher & Blegen, 2009; Hickey et al., 2014).

Competence is the ability to perform a task or function within one's professional role with confidence, knowledge and critical thinking. Competence is a collaboration between nurses, employers, professional organizations and regulatory bodies (Exstrom, 2001).

Use of prior knowledge gained from experience, education and certification are important components of competence.

Most importantly, certification exists to protect the public. 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.

DEFINITION OF RECERTIFICATION

Recertification, as a validation of lifelong learning, is critical to maintain and validate ongoing competence. A multi-modal approach is used to verify ongoing competence.

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. To keep their certification status current, individuals must recertify every three years, either by re-examination or by contact hours through ABPANC's Continual Learning Program. See the sections on Length of Certification Period and Options for Recertifying in this Handbook for more information.

RECOGNITION OF CERTIFICATION

Individuals who successfully complete the CPAN and/or CAPA initial certification examination and who successfully recertify, either by re-examination or through ABPANC's Continual Learning Program, may use the CPAN and/or CAPA credentials after the RN licensing credential as follows:

Becky Smith, RN, CPAN or Robert Jones, BSN, RN, CAPA

Each certified individual will have access to a downloadable wallet identification card and wall certificate recognizing CPAN or CAPA certification status.

A listing of current CPAN and CAPA certified nurses is maintained by ABPANC and may be reported on its website and in publications.

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.

RATIONALES FOR RECERTIFICATION

Competence:

Competence is the ability to perform a task or function within one's professional role with confidence, knowledge and critical thinking. Competence is a collaboration between nurses, employers, professional organizations and regulatory bodies (Exstrom, 2001). Use of prior knowledge gained from experience, education and certification are important components to competence.

Recertification:

Recertification, as a validation of lifelong learning, is critical to maintain and validate ongoing competence. A multi-modal approach is used to verify ongoing competence.

900 Contact hours:

900 contact hours of perianesthesia nursing practice within the three-year recertification cycle are required. 900 hours in a three-year cycle allows for continued experience and current specialty

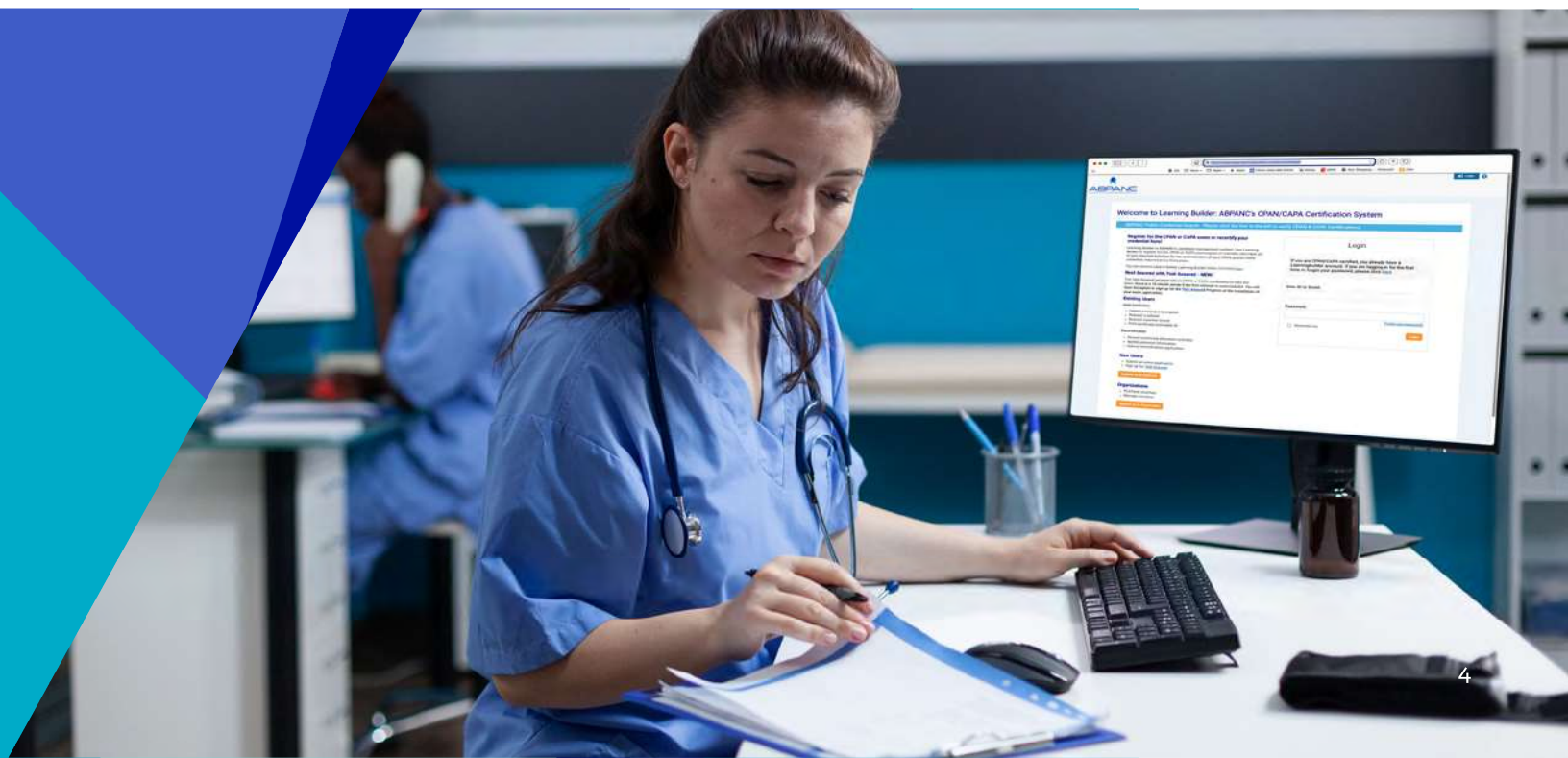
expertise to maintain and improve current skills and knowledge, while still allowing for flexibility of job roles and assignments and less than full-time nursing practice.

Continuing Education:

Continuing education encompasses a wide spectrum of activities that ABPANC believes reflect continual learning and directly relate to the knowledge and tasks confirmed in the role delineation study. These activities not only lead to enhanced knowledge for the certified perianesthesia nurse but ultimately, to quality patient care. 70 hours of continuing education activities over a three-year period was determined as an appropriate amount of learning to maintain and increase the level of knowledge, skills, and competence required for a certified perianesthesia nurse while remaining attainable for the certificant.

SPONSORSHIP/ADMINISTRATION

The CPAN and CAPA certification programs are sponsored by ABPANC. To assist with the development and administration of the CPAN and CAPA exams, ABPANC contracts with PSI. CPAN and CAPA exams are delivered by computer at hundreds of PSI test centers, as well as through Remote Proctoring in the convenience of your own home. Contact information for ABPANC and PSI is listed on page 2.



ABSNC ACCREDITATION

Both the CPAN and CAPA certification programs are accredited by the Accreditation Board for Specialty Nursing Certification (ABSNC). 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.

Any issues or questions related to the CPAN and/or CAPA certification/recertification programs should be directed to ABPANC, not ASPAN.

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 certification industry from a legal, regulatory and association management perspective.

For further information about ABSNC and the accreditation process and standards, visit their website at absnc.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. However, ABPANC offers discounted examination and recertification fees to individuals who are ASPAN members.

In order to receive the ASPAN member discount, you must already be an ASPAN member and provide a current and valid ASPAN membership number when you apply online to recertify either through re-examination or through ABPANC's Continuing Education Program (contact hours).

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 aspan.org. ASPAN is your source for information about your specific membership, its many member benefits and programs. 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.

The American Board of Perianesthesia Nursing Certification, Inc. (ABPANC) is responsible for developing, sponsoring and managing the Certified Post Anesthesia Nurse (CPAN) and the Certified Ambulatory Perianesthesia Nurse (CAPA) nursing certification programs. ABPANC is a separate and distinct organization from ASPAN, and therefore does not have information about membership.



LENGTH OF CERTIFICATION PERIOD

Certification is conferred for a period of three years. For all certificants who initially certified in the Spring, your certification period is from April 1 through 11:59 pm ET April 30 (3 years later). Contact hours must be accrued during this timeframe.

For all certificants who initially certified in the Fall, your certification period is from October 1 through 11:59 pm ET October 31 (3 years later). Contact hours must be accrued during this timeframe.

Those individuals due to recertify must recertify in the recertification period in which they are due. Individuals are not allowed to recertify early unless such a request is approved by the ABPANC CEO.

CERTIFICATION REMINDERS

ABPANC sends Certificants several reminders concerning the recertification process:

1. A “one-year out” reminder is sent electronically to all Certificants one year prior to the expiration date.
2. A First Renewal Notice is sent electronically by January 1st for the Spring Cycle and by July 1st for the Fall Cycle.

While ABPANC will make efforts to remind Certificants of approaching expiration dates, you are ultimately responsible for making sure that you have met the recertification requirements and submitted a recertification application on time. It is your responsibility to make sure that the mailing address and email address in Learning Builder is correct at all times.

3. A Second Renewal Notice is sent electronically by March 15th for the Spring Cycle and by September 15th for the Fall Cycle.
4. A “two-week out” reminder is sent out electronically by April 15th for the Spring Cycle and by October 15th for the Fall Cycle.
5. A “one-week out” reminder will also be sent electronically.

Please add ABPANC to a safe senders list in the email that is linked to your credential, and remember to check both your Spam and Junk folders for recertification reminders.



ELIGIBILITY REQUIREMENTS

In addition to successfully completing one of the two options for recertifying, all individuals seeking recertification must also:

- Have a current, unrestricted* registered nurse license in the United States or any of its territories which use the National Council Licensing Examination (NCLEX) as the basis for determining RN licensure.
- A minimum of 900 hours of perianesthesia nursing practice during your three-year period of certification.
- Successful completion of either the CPAN or CAPA examination (whichever credential you currently hold) OR attain 70 contact hours of continuing education as defined on Page 13.

*Unrestricted means that the RN license, issued by a state board of nursing, must not have provisions or conditions that would limit the nurse's practice in any way. It is the responsibility of the exam applicant or CPAN/CAPA certified nurse to notify ABPANC when any restrictions are placed on their RN license.

The perianesthesia scope of practice requirements include any role that supports or advances perianesthesia nursing, such as care coordination, direct patient care, education, informatics, leadership, navigation, patient/family liaison, quality improvement and research. The practice area for perianesthesia nursing is defined by Schick & Windle (2021) as:

“Perianesthesia nursing encompasses caring for patients during the pre-anesthesia level of care, (pre admission and day surgery/procedure), in post-anesthesia levels of care (Phase I, Phase II, and Extended Care), ambulatory care settings, extended observation settings, and special procedure areas (e.g. endoscopy, radiology, cardiovascular, oncology), obstetric units, pain management services, and physician or dental offices.” (p. xi).

Additional eligibility requirements for recertification may be adopted by ABPANC at its sole discretion. These requirements will be designed to establish, for the purposes of certification, the adequacy of a certificant's knowledge and experience in caring for perianesthesia patients.

OPTIONS FOR RECERTIFYING

Two options are available when seeking recertification: 1) by re-examination through 2026 or 2) by contact hours earned through continuing education or activities accepted by ABPANC. Only one option may be selected at the time of recertification. It is not permissible to take the examination and then, if unsuccessful, to renew through the Continuing Education Program.

FEES

The recertification fee is due at the time you apply online and must be paid by credit card. ABPANC accepts VISA, MasterCard, American Express, or Discover. ABPANC has a voucher program to allow employers to pay fees up front for both certification and recertification. Please visit the Nurse Leaders page on the ABPANC website for further information on our voucher program. Voucher codes are also an acceptable form of payment.

RECERTIFICATION FEE

	ASPAN Member	Non-ASPAN Member
Option 1: Re-Examination	\$350	\$424
Option 2: Continuing Education Program	\$200	\$315

In order to receive the ASPAN member discount, you must already be an ASPAN member and provide a current ASPAN membership number when you apply online for recertification. Your name in the ASPAN database must exactly match the name you enter on the recertification application. If your name has changed, you will need to contact ASPAN to update your membership information before applying for recertification. If you have any questions regarding ASPAN membership, call ASPAN at 1-877-737-9696, email aspan@aspan.org or visit their website at aspan.org.

If you pay the non-member fee and subsequently obtain ASPAN membership, you will not be reimbursed for the fee difference. There will be no exceptions. When you enter your ASPAN membership information on the online recertification application, ABPANC immediately verifies with ASPAN that membership is current. If ABPANC is unable to verify ASPAN membership, you will be charged the non-member fee.

Fees are for processing and application review and are not refundable.

RECERTIFICATION OPTION 1: RE-EXAMINATION

This option is available through 2026 and requires you to meet the eligibility requirements described in the Eligibility Requirements section of this Handbook (pg 7) and to successfully complete the appropriate certification examination. Please note: if you are unsuccessful in passing the examination for recertification, your certification will automatically expire at the end of the window. There is no retest option for Recertification by examination. The CPAN and CAPA examinations are administered by computer at hundreds of PSI testing centers

located around the country and through Remote Proctoring from the convenience of your own home. Detailed information about the CPAN and CAPA examinations is available in the Certification Candidate Handbook, which may be downloaded from the ABPANC website, cpancapa.org.

APPLICATION PROCESS

If your certification status expires in the Spring (April 30), you must take the examination in the Spring Examination Administration Window. If your certification status expires in the Fall (October 31), take the examination in the Fall Examination Administration Window. Recertification through re-examination will only be available as an option through November 15, 2026.

EXAMINATION ADMINISTRATION

	SPRING	FALL
Exam Administration Window	March 15– May 15	Sept. 15– Nov. 15

You may register at: cpancapa.learningbuilder.com.



RECERTIFICATION OPTION 2: CONTINUING EDUCATION PROGRAM

This option requires you to meet the eligibility requirements described in the Eligibility Requirements section of this Handbook and to successfully complete 70 contact hours of acceptable continual learning activities.

The Continuing Education Program encompasses a wide spectrum of activities that ABPANC believes reflect continual learning. These activities not only lead to enhanced knowledge for the certified perianesthesia nurse but ultimately, to quality patient care.

The Continuing Education Program has several dimensions:

1. A required number of contact hours –70; and
2. Timeframe for earning contact hours

NUMBER OF CONTACT HOURS

You must earn a total of 70 contact hours during your three-year certification period. The number of contact hours awarded is based on the commonly accepted educational contact hour of 60 minutes equals one contact hour. Contact hours and Continuing Education Units (CEUs) all measure 60 minutes of actual classroom time. Sixty (60) minutes =1 contact hour =0.1 CEU. For example, if you attended an educational program and earned 0.6 CEUs, then 6 contact hours would be awarded for this program.

Every contact hour submission must be perianesthesia related.

All contact hours submitted for recertification may be reviewed by ABPANC's RN Certified Consultant. When submitting your contact hours consider the question: "Does this activity advance perianesthesia nursing?" If the answer is yes, chances are good that these hours will count towards your CPAN and/ or CAPA recertification.

ABPANC has predetermined the number of contact hours awarded for some continuing learning activities such as taking life support classes, teaching, writing, precepting, etc. If you are uncertain about how to determine contact hours for a continuing education activity, do not hesitate to contact the ABPANC office by emailing

abpanc@cpancapa.org or calling 1-347-708-7975 for assistance.

Contact hours are not awarded for registration, introductions, breaks, lunch, or clinical time. Contact hours are not awarded by ABPANC for completion of the CPAN or CAPA examinations nor for certification examinations offered by other organizations.

TIME FRAME FOR EARNING CONTACT HOURS

All contact hours must be obtained during your three-year certification period. If you passed your initial certification examination in the Spring, your contact hours must be earned April 1 through 11:59 pm ET on April 30, three years later.

If you passed your initial certification examination in the Fall, your contact hours must be earned October 1 through 11:59 pm ET on October 31, three years later.

KEEPING TRACK OF CONTACT HOURS

It is your professional responsibility to monitor your own progress since ABPANC does not monitor the number of contact hours you earn.

To log and track the contact hours that you earn, please visit Learning Builder to access your Learning Plan. To access Learning Builder, visit cpancapa.learningbuilder.com.

All new and existing CPAN/CAPA Certificants accessing the system for the first time will use the link on the bottom right of the landing page to request an initial password. Once you set-up your password, your primary email address and your new password will be your mechanism to access Learning Builder in the future.

You are encouraged to log your continuing education activities as you earn them throughout your three-year certification period and to upload copies of documentation verifying your participation. If you are selected for audit, all required documentation will be in the system, making the audit process smooth and efficient. The ABPANC Certificate of Attestation can be found on the ABPANC website, in the Recertification section under "Recertify".

AUDIT OF INFORMATION SUBMITTED

ABPANC reserves the right to audit any or all applications and supporting documentation submitted by certification and recertification candidates. A percentage of examination and recertification applications are randomly selected for audit. If you have been randomly selected for audit, you will be automatically notified upon submission of your recertification application.

Submission of an application indicates your agreement to comply with the terms of the audit process. Documentation requested during the audit process that is not submitted or is unacceptable will result in denial of recertification. Certificants whose recertification has been denied have the right to request ABPANC's Review Process. More information on this process is available on page 11.

NOTIFICATION OF RECERTIFICATION STATUS

If you have not been selected for audit, you will be notified via an automatic email that you have successfully recertified. You will then have access to a downloadable wall certificate and wallet identification card.

If you have been selected for audit, you will be notified via an automatic email within 48 hours of submission of your recertification application. Once the audit review is completed, and if you have successfully recertified, you will then have access to a downloadable wall certificate and wallet identification card.

To avoid the possible disruption in any monetary reward granted by your institution for certification, it is strongly recommended that you submit your online application at least 4 weeks prior to your expiration date. This will allow time for ABPANC to review audited certificant's documentation, including contacting the two individuals you identified to verify RN licensure and clinical practice eligibility. Once your recertification material has been received by ABPANC, you are considered certified until otherwise notified.

If an employer requires further verification of certification status during this period, a request for such verification can be made by contacting ABPANC at abpanc@cpancapa.org.



LEARNING BUILDER: ABPANC'S ONLINE RECERTIFICATION SYSTEM

To recertify, you will need to apply online using Learning Builder. Learning Builder is ABPANC's user-friendly online portal which allows you to complete your recertification, record details about your professional development, and upload your CE documentation all in one place. Simply access Learning Builder at: cpancapa.learningbuilder.com. You should use the same email address each time you log in to the system.

Your online recertification application may be submitted at any time during the "Application Window." The "Application Window" is the time period during which recertification applications will be accepted.

If you hold both the CPAN and CAPA credentials and both are due to be recertified at the same time, you must submit two separate recertification applications.

RECERTIFICATION APPLICATION WINDOWS AND DEADLINES

All recertification applications must be submitted during either the Spring or Fall application window, whichever is applicable. If you are due to recertify in the Spring Cycle, you must submit a completed online application between January 1 and 11:59 pm ET April 30. If you are due to recertify in the Fall Cycle, you must submit a completed online application between July 1 and 11:59 pm ET October 31.

REINSTATEMENT

If you miss the deadline to submit your application to recertify, and you met all of the recertification eligibility requirements within the stated timeframe, you may apply for reinstatement. The reinstatement window will be open for three months following the end of the recertification window. There is an additional \$175.00 fee to apply for reinstatement and your application will be selected for audit.

RECERTIFICATION WINDOWS

	Spring Recertification Window	Fall Recertification Cycle
Online Application Window	January 1 until 11:59 pm ET on April 30	July 1 until 11:59 pm ET on Oct 31
Reinstatement Window	May 1 – July 31	November 1– January 31

ATTESTATION

Submission of an online recertification application or examination application attests that you have read this Handbook (or Certification Candidate Handbook if recertifying by re-examination) 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.

REVIEW & APPEAL POLICY

A Review process is available to individuals seeking an amendment of a decision to deny them eligibility to sit for the CPAN or CAPA certification exam, as well as a decision to deny or revoke certification. Individuals have the right to request the Review Process upon being denied for Recertification.

An Appeal Process is available to candidates who are denied recertification after the Review Process. Additional information about both the Review and Appeal processes will be distributed with the Expiration Notice.

APPLICATION STEPS FOR CPAN OR CAPA RECERTIFICATION

1. Visit cpancapa.learningbuilder.com.
2. Please log into your account in the box on the right of the screen. If you have changed your email address in the last 3 years, please contact abpanc@cpancapa.org to update your information. You should use the same email address each time you log into the system. Please do not create more than one account.
3. Click on MY Account (Upper right).
4. Click LEARNING PLANS.
5. Under CPAN or CAPA, find RECERTIFICATION APPLICATION.
6. On right side, select BEGIN or CONTINUE.
7. Enter details and information for two (2) verifiers.

Your verifiers are being asked to verify that you meet your RN licensure and clinical eligibility requirement. Individuals applying for recertification need at least 900 hours of direct clinical experience during their three-year period of certification.

8. Choose your recertification method: by examination or by continuing education (contact hours).
9. If you are choosing to recertify by continuing education, choose ADD ACTIVITY and continue to complete information for each activity until you have reached 70 contact hours.

Although not currently required, ABPANC recommends that recertification candidates actively use the upload feature on the continuing education log to manage their contact hours. If you are selected for audit, you will be required to submit all of your documentation within the Learning Builder system.

10. Provide additional information, including the honor statement attestation, clinical eligibility and RN licensure requirements, demographic information, and ASPAN membership information (if applicable).
11. When prompted, select PAY FEES and complete the payment information.
12. Complete and submit recertification application.

13. Please contact ABPANC at **1-347-708-7975** if you do not receive a confirmation email acknowledging successful completion of your recertification application within 48 hours of submitting your recertification application.

NOTE: If you cannot complete or finish your online application for any reason, you can simply click “Finish Later” and come back at a later date to finish the application.

If you have a question about the process of recertification or ABPANC policies and procedures, contact ABPANC at abpanc@cpancapa.org, or call **1-347-708-7975**.

If you are recertifying by exam and encounter any technical difficulty, please contact PSI at abpanccandidatesupport@psionline.com, or call **1-866-830-1145**.

You will receive an automatically-generated confirmation email within 48 hours if your recertification application has been approved or is selected for audit.

If your recertification application has not been approved or is selected for audit, you will receive an email that describes the steps you must take to resubmit your application. If you do not resubmit your application by the deadline stated in this email, you will not be recertified.

If you allow your CPAN/CAPA credential to expire, you must sit for the relevant examination again, meeting the eligibility requirements for initial certification. When you register for the examination, do not check Recertification by Examination.

EVERY CONTACT HOUR SUBMISSION MUST BE PERIANESTHESIA RELATED.

All contact hours submitted for recertification may be reviewed by ABPANC's RN Certified Consultant. When submitting your contact hours consider the question: "Does this activity advance perianesthesia nursing?" If the answer is yes, chances are good that these hours will count towards your CPAN and/or CAPA recertification.

DOCUMENTATION REQUIRED FOR YOUR RECORDS

Learning Builder details what constitutes acceptable documentation for for all Activities.

All evidence must include the date the activity occurred and your full name. If it does not include these requirements, a signed attestation form must be submitted. **ABPANC's Certificate of Attestation** is available on the ABPANC website.

CONTINUING EDUCATION

LIST OF ACTIVITIES AND CONTACT HOUR BREAKDOWN

A sample of activities and hours is included under each heading. A full listing of activities and contact hours is available starting on page 19.

ACCEPTABLE ACTIVITIES

Examples of acceptable activities as a continuing education student include:

- Attendance at formal continuing education offerings
- Attendance at hospital and unit in-services
- Participation in home study or self-study programs in professional journals or via computer that grant contact hours
- Life Support Classes

NOTE: Continuing education classes do not need to be formally approved and can be offered by hospitals, professional organizations or independent educational groups. These classes do not need to be approved for CEUs by an approved provider.

NUMBER OF CONTACT HOURS AWARDED

One (1) contact hour is awarded for each 60 minutes of classroom time. If CEUs are granted by the sponsoring organization, 0.1 CEU equal one (1) contact hour.

LIFE SUPPORT CLASSES

A maximum of 12 contact hours is awarded for approved Life Support Classes (including PALS, PEARS, or ACLS) taken during your three-year certification period.

ABPANC has predetermined the number of contact hours that are awarded for attending life support classes. Contact hours are not awarded for life support classes that are taken more than once during your three-year certification period. Regardless of the number of times a class was taken or the number of hours of the class, you will only receive up to 12 hours for this activity.

For example if you attended a 16 hour ACLS course and a 10 hour PALS course, you can count up to 12 hours total (the maximum allowed). The additional 14 hours of ACLS cannot be used.

DOCUMENTATION REQUIRED FOR YOUR RECORDS

- Certificates of attendance that include your name, date of attendance, title of program, and contact hours or CEUs awarded, OR
- The ABPANC Certificate of Attestation OR
- Provider cards issued by the American Heart Association.

ACADEMIC STUDIES

ACCEPTABLE ACTIVITIES

Academic courses offered by accredited colleges or universities that advance the nursing profession.

NUMBER OF CONTACT HOURS AWARDED

The number of contact hours that are awarded for academic coursework is calculated as follows:

- In the semester system, one semester unit credit, one semester hour or one credit = 15 Contact Hours.
- In the quarter system, one quarter unit credit, one quarter hour or one credit = 10 Contact Hours.

Contact hours will only be awarded if a passing grade is granted.

DOCUMENTATION REQUIRED FOR YOUR RECORDS

A formal transcript or grade report which clearly states (1) whether credit is given in semester hours or quarter hours; (2) grade; and (3) date of the course.

If the course subject is not identifiable based on the title of the course, i.e., Nurs 310, a course description must be provided.

TEACHING ACTIVITIES

ACCEPTABLE ACTIVITIES

These activities encompass the CPAN's and CAPA's participation as an instructor within a structured framework of teaching/learning.

Examples of acceptable teaching activities include:

- Presentations/lectures such as in-services, seminars, or clinical conferences
- Presentations of original papers or posters
- Teaching life support courses such as BLS, ACLS, NALS, PALS. Please note that teaching BLS courses is acceptable, but attending a BLS course is not.
- Precepting Staff and students.

NUMBER OF CONTACT HOURS AWARDED

The number of contact hours that are awarded for teaching activities is based on the number of minutes YOU actually teach. Do not include the number of hours a co-instructor(s) has taught when calculating your contact hours. Five (5) contact hours are granted for each 60 minutes of lecture you give. You may earn continual learning credit for repeating the same presentation/lecture during your three-year certification period- but only up to two additional repeats. One (1) contact hour is granted for each repeated presentation/lecture.

ACCEPTABLE ACTIVITIES

Acceptable activities include authoring items that are published in a book, journal, professional organization's newsletter, hospital newsletter, etc. In addition, editorial and reviewer activities are also acceptable.

PERIANESTHESIA-RELATED RESEARCH

Research must be supported by an IRB, and you should be listed as a researcher in the study.

QUALITY IMPROVEMENT PROJECTS

You must submit a copy of the process improvement. Examples include PowerPoint, poster presentations, meeting minutes, etc. (name and date must be included).

NUMBER OF CONTACT HOURS AWARDED

ABPANC has predetermined the number of contact hours that are awarded for authorship, co-authorship, editorial, and reviewer activities.

For a list of Authorship and Research activities and their related contact hours, reference the chart on page 19.

WRITING CPAN AND/OR CAPA EXAMINATION QUESTIONS

For each complete and referenced CPAN or CAPA examination item submitted, you will receive 2 hours, for a total of up to 60 contact hours during your three-year recertification period.

CPANs must write questions for the CPAN examination, and CAPAs must write questions for the CAPA examination.

To learn more, email abpanc@cpancapa.org indicating your interest in writing items. Include your full name and email address. Once your CPAN and/or CAPA status is verified, you will receive an invitation from PSI along with further instructions.

For example, a presentation on assessing breath sounds, lasting 60 minutes, would be granted five (5) contact hours. If the presentation was repeated twice, (2) additional contact hours (1 contact hour per repeat) would be earned for a total of six (6) contact hours. No further contact hours are earned if the lecture is repeated more than twice during your recertification period.

FACILITATION OF QUALITY CARE

ACCEPTABLE ACTIVITIES

Quality care activities are activities that define, assist or promote the improvement of patient/family care in the perianesthesia setting. These activities should assist the perianesthesia nurse in maintaining or improving the safety, accuracy, and efficiency of patient care activities.

Activities that facilitate quality care include:

- Creating patient education materials including, booklets or audiovisual projects.

NUMBER OF CONTACT HOURS AWARDED

ABPANC has predetermined the number of contact hours that are awarded for facilitating quality care.

For a list of Facilitation of Quality Care activities and contact hours reference the chart on page 19.

DOCUMENTATION REQUIRED FOR YOUR RECORDS

- A copy of the title page/page that includes your name, OR
- Letter from hospital/institution, OR
- The ABPANC Certificate of Attestation

ABPANC VOLUNTEER ACTIVITIES

ACCEPTABLE ACTIVITIES

ABPANC offers a number of volunteer activities that qualify for contact hours for recertification, including:

- Serving on a committee
- Item Writing
- Serving as a Certification Coach

NUMBER OF CONTACT HOURS AWARDED

ABPANC has predetermined the number of contact hours awarded for each activity. A full list of ABPANC Volunteer Activities can be found on pages 21-22.

VOLUNTEERING/LEADERSHIP

ACCEPTABLE ACTIVITIES

Acceptable activities include those related to perianesthesia nursing, and can include:

- Participating in a national/regional/local professional organization outside of your hospital as an officer, committee and/or task force member
- Participating in legislative activities at local, state or national level
- Participating in a health care mission in a perianesthesia role

NUMBER OF CONTACT HOURS AWARDED

ABPANC has predetermined the number of contact hours that are awarded for each category of activity during your three-year certification period.

Contact hours are not granted for collecting or monitoring quality assurance data within your unit or hospital.

DOCUMENTATION REQUIRED FOR YOUR RECORDS

- Title page that includes your name, OR
- letter from the organization, OR
- The ABPANC Certificate of Attestation

For a list of volunteer activities and contact hours reference the chart on page 22.



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

NONDISCRIMINATION

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 age, sex, race, religion, national origin, ethnic origin, disability, marital status, sexual orientation, and gender identity.

PRIVACY STATEMENT

INFORMATION WE COLLECT

For each visitor to our website, our web server automatically recognizes certain information regarding the domain of your Internet Service Provider. This information is used by our data analysis software to help us understand usage to improve our website. No information is collected that identifies you individually.

ABPANC does not collect any personal identification information if you browse our website

and do not register with us. All information we collect will be gathered through the certification and recertification pages and other user-driven actions, such as shopping carts, email requests, etc.

You are responsible for the confidentiality of your login and password for your account. ABPANC is not liable for any loss or damage arising from your failure to keep your password confidential.

HOW WE USE THE INFORMATION

ABPANC is committed to protecting your privacy. We will use the e-mail and payment information you provide only to process your orders and to fulfill your requests for information. ABPANC will use your email address to send ABPANC information only. We will not rent, sell, or trade your e-mail and payment information to others without your permission.

During the recertification process, you will be given the option to opt-in to share your name, credentials, and email address with ASPAN and/or any other related organizations. You may also opt-in to allowing ABPANC to publish your name and credential on the ABPANC website as a way to recognize your credential.



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/recertification 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.



NAME CHANGES

It is important to notify ABPANC of any name change as soon as possible.

1. Minor changes are considered as incorrect middle name or initial, missing hyphen, and misspellings.
2. Candidates who have registered for an examination must notify PSI of any name changes.
 - a. Candidates should email PSI Customer Service at abpanccandidatesupport@psionline.com and provide them with the corrections at least ten business days before examination appointment.
 - b. For security reasons, name changes cannot be made online by candidates after the application has been submitted.

Certificants should email ABPANC at abpanc@cpancapa.org and provide them with corrections.

1. ABPANC does not change an individual's legal name simply upon request.
2. The request must be accompanied by supporting documentation that verifies that the new name is the individual's legal name.
 - a. If there is sensitive information in the supporting documentation that the individual does not wish to share with ABPANC, then that specific information may be redacted.

- b. The information provided will be held in the strictest of confidence by ABPANC staff and will only be used to verify the legal name change.
3. To change one's name because of a legal name change (e.g., marriage, divorce, etc.) the individual must submit a certified copy of the original legal documentation (i.e., marriage license, divorce decree, or other court order) to ABPANC. Please contact ABPANC directly at abpanc@cpancapa.org to receive instructions on how to submit your name change documents electronically

ADDRESS CHANGES

You can update your address information at any time by logging into ABPANC's Learning Builder site at cpancapa.learningbuilder.com. You will need the email address and the password you selected when you created your account in order to make an address change. It is your responsibility to make sure the mailing address and email address on file with ABPANC is correct at all times.

The chart on the following pages contains approved activities, maximum contact hours allowed per activity, and the evidence or documentation required. This is not an exhaustive list and may be updated throughout the year. If you have a specific question about whether or not an activity will be approved, please contact abpanc@cpancapa.org.



Categorization Of Contact Hours

ACTIVITY DESCRIPTION	CONTACT HOURS	MAXIMUM HOURS PER RECERTIFICATION CYCLE	EVIDENCE / DOCUMENTATION
<p>Academic Studies</p> <p>Academic courses offered by accredited colleges or universities that advance the nursing profession.</p>	<p>1 semester hour or 1 credit = 15 Contact Hours; 1 quarter unit credit, 1 quarter hour or 1 credit = 10 Contact Hours.</p>	<p>45 Hours</p>	<p>A passing grade; and a formal transcript or grade report which clearly states (1) whether credit is given in semester hours or quarter hours; (2) grade; and (3) date of the course.</p>
<p>Authorship</p>			
<p>Writing an article in a newsletter</p>	<p>2 Hours</p>	<p>6 Hours</p>	<p>Evidence of submission by author; ABPANC Certificate of Attestation.</p>
<p>Writing a chapter in a textbook</p>	<p>20 Hours</p>	<p>20 Hours</p>	<p>Evidence of submission by author; ABPANC Certificate of Attestation.</p>
<p>Writing a research article (must be published)</p>	<p>35 Hours</p>	<p>35 Hours</p>	<p>Letter of acceptance with date of publication or published article.</p>
<p>Writing a journal article (must be published)</p>	<p>10 Hours</p>	<p>10 Hours</p>	<p>Evidence of submission by author; ABPANC Certificate of Attestation.</p>
<p>Peer reviewer of a professional journal</p>	<p>5 Hours</p>	<p>30 Hours</p>	<p>Evidence of submission by author; ABPANC Certificate of Attestation.</p>
<p>Writing research abstract proposal</p>	<p>10 Hours</p>	<p>30 Hours</p>	<p>Proof of submission or proof of acceptance.</p>
<p>Continuing Education Activities</p>			
<p>Attendance at formal continuing education offerings. <i>Continuing education classes do not need to be formally approved and can be offered by hospitals, professional organizations or independent educational groups. These classes do not need to be approved for CEUs by an approved provider.</i></p>	<p>No limit</p>	<p>No limit</p>	<p>Certificates of attendance that include your name, date of attendance, title of program, and contact hours or CEUs awarded, OR the ABPANC Certificate of Attestation</p>
<p>Participation in home study or self-study programs in professional journals or via computer that grant contact hours</p>			

Categorization Of Contact Hours, continued

ACTIVITY DESCRIPTION	CONTACT HOURS	MAXIMUM HOURS PER RECERTIFICATION CYCLE	EVIDENCE / DOCUMENTATION
<p>Facilitation of Quality Care</p> <p>Creating or rewriting greater than 50% of an evidence-based nursing policy, procedure, or protocol.</p>	5 Hours	20 Hours (Includes Review & Update of Policy, Procedure or Protocol)	ABPANC Certificate of Attestation
<p>Review and minor edits of an evidence-based nursing policy, procedure, or protocol.</p>	1 Hour	20 Hours (Includes Creating/Revising/Reworking of Policy, Procedure or Protocol)	ABPANC Certificate of Attestation
<p>Creating patient education materials including, booklets or audiovisual projects.</p>	5 Hours	20 Hours	ABPANC Certificate of Attestation
<p>Designing or enhancing the electronic medical records for perianesthesia care.</p>	5 Hours	20 Hours	ABPANC Certificate of Attestation
<p>Perianesthesia-Related Research</p>			
<p>Perianesthesia-Related Research</p>	15 Hours Per Year of Research Work	45 Hours	Must be supported by an IRB. Must be listed as a researcher in the study.
<p>Quality Improvement Projects</p>	10 Hours	30 Hours	Submit a copy of the process improvement. Examples include PowerPoint, poster presentations, meeting minutes, etc. (must include name and date).

Categorization Of Contact Hours, continued

ACTIVITY DESCRIPTION	CONTACT HOURS	MAXIMUM HOURS PER RECERTIFICATION CYCLE	EVIDENCE / DOCUMENTATION
Teaching/Mentoring			
Creating a learning module for health care providers	10 Hours	30 Hours	ABPANC Certificate of Attestation
Teaching a one-hour learning module for health care providers.	5 Hours	15 Hours	ABPANC Certificate of Attestation
Presenting a Professional Poster	5 Hours	15 Hours	ABPANC Certificate of Attestation
Precepting Staff or Students	5 hours for every 80 hours of precepting.	40 Hours	ABPANC Certificate of Attestation
Professional One Hour Podium or Virtual Presentation	5 Hours	30 Hours	ABPANC Certificate of Attestation
Life Support Classes			
PALS/ACLS/PEARS Activities	Up to 12 hours if current. BLS does not count.	12 Hours	

Categorization Of Contact Hours, continued

ACTIVITY DESCRIPTION	CONTACT HOURS	MAXIMUM HOURS PER RECERTIFICATION CYCLE	EVIDENCE/DOCUMENTATION
ABPANC Volunteer/Leadership			
ABPANC Committees	Attendance as a % of meetings attended.		Committee name and contact hours specified in letter sent to participants by ABPANC staff liaison
Marketing and Awards Committee	Up to 5 Hours Per Year	15 Hours	ABPANC Certificate of Attestation
Exam Review Committee	Up to 15 Hours Per Year	45 Hours	ABPANC Certificate of Attestation
Item Review Committee	Up to 15 Hours Per Year	45 Hours	ABPANC Certificate of Attestation
Professional Practice & Disciplinary Review Committee	Up to 5 hours Per Year	15 Hours	ABPANC Certificate of Attestation
Exam Preparedness Committee	Up to 5 Hours Per Year	15 Hours	ABPANC Certificate of Attestation
Professional Development Committee	Up to 5 hours Per Year	15 Hours	ABPANC Certificate of Attestation
Nominations & Board Development Committee	Up to 5 hours Per Year	15 Hours	ABPANC Certificate of Attestation
Executive Committee (Serves as Finance Committee and Review & Appeal Committee)	Up to 5 hours Per Year	15 Hours	ABPANC Certificate of Attestation
Certification Coaches			Meeting name and contact hours specified in form sent to participants by ABPANC staff liaison
Serving as an ABPANC Certification Coach	5 hours per individual coached	30 Hours	ABPANC Certificate of Attestation
Certification Coach Virtual Training / Coaches Forum	Up to 2 Hours Per Year	6 Hours	ABPANC Certificate of Attestation
ABPANC Liaisons			
Board Liaison Positions	TBD (Hour for Hour)	15 Hours	

Categorization Of Contact Hours, continued

ACTIVITY DESCRIPTION	CONTACT HOURS	MAXIMUM HOURS PER RECERTIFICATION CYCLE	EVIDENCE / DOCUMENTATION
ABPANC Volunteer/Leadership			
Special ABPANC Surveys			Contact hours specified in form sent to participants by ABPANC staff liaison
Completion of Role Delineation Survey (RDS)	TBD based on the survey	TBD	ABPANC Certificate of Attestation
External Survey Participation (Case by Case)	TBD based on the survey	TBD	ABPANC Certificate of Attestation
Special ABPANC Activities			
Recertification Task Force	Up to 15 Hours	15 Hours	ABPANC Certificate of Attestation
Role Delineation Study Task Force	Up to 15 Hours	15 Hours	ABPANC Certificate of Attestation
Standard Setting Panel	Up to 8 Hours	8 Hours	ABPANC Certificate of Attestation
Practice Exam Task Force	Up to 15 hours	15 Hours	ABPANC Certificate of Attestation
Item Writing for CPAN/CAPA Exams	2 hours Per Complete Referenced Item Submitted	40 Hours	ABPANC Certificate of Attestation
ABPANC Task Forces	TBD based on project scope.	TBD	ABPANC Certificate of Attestation
Other Volunteer/Leadership			
Service on unit or hospital committees with attendance at 75% of meetings annually: such as audit, policy and procedure, QA, continuing education, Magnet, anesthesia review, etc.	2 Hours Per Committee	18 Hours	ABPANC Certificate of Attestation
Involvement in a professional health care organization outside of your hospital	2 Hours Per Organization	12 Hours	ABPANC Certificate of Attestation
Participating in a health care mission in a perianesthesia role	5 Hours Per Mission	15 Hours	ABPANC Certificate of Attestation
Participating in legislative activities	5 Hours	15 Hours	ABPANC Certificate of Attestation

ABPANC

**American Board of Perianesthesia Nursing
Certification, Inc. (ABPANC)**

1133 Broadway, Suite 715 New York, NY, 10010
Tel: 1-347-708-7975

Email: abpanc@cpancapa.org
cpancapa.org

PSI Customer Support

PSI Customer Service Department

All customer service inquiries should be directed
to PSI Customer Service at:

Tel: 1-866-830-1145

Email:
ABPANCcandidatesupport@psionline.com

PSI

PSI Services LLC

18000 W. 105th Street Olathe, KS 66061

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