



## ABPANC Certification Coaching Strategies

### Forming a Study Group

- Develop a list of people who are interested in learning more about CPAN® and/or CAPA® certification.
- Enlist the help of those who are already certified to encourage and support their not-yet-certified colleagues.
- Arrange a meeting to review the study process. Encourage individuals to come, even if they are not ready to take an examination – convey that the study process in and of itself will enhance their practice. Perhaps as they go through the process with their colleagues who are going to take an examination, they will see that it is something they, too, can do!
- Form the Study Group and determine the date and location for the first meeting. Post in a prominent location.

### Prior to the First Meeting

- Visit the ABPANC website [www.cpancapa.org](http://www.cpancapa.org) and carefully read the ABPANC *Certification Candidate Handbook* and become familiar with ABPANC's policies, including examination eligibility requirements, fees, registration and examination administration window dates and deadlines, how the examinations are developed, and the examination blueprints.
- Determine which Prometric testing centers are closest to candidates – refer to page 15 of the *Handbook* and follow the directions on how to locate a test center.
- Review the Study Tips booklet – be prepared to convey the information.
- Review the Coaching Lesson Plan and determine how best to implement the 12 week study plan.
- Review the “*Test Taking Strategies*” and “*Conquering Test Anxiety and Fear of Failure*” webinars.

### At the First Meeting

- Distribute copies of the *Candidate Handbook and Appendices*, Logo Description, CertificationNOW Brochure, Study Tips Booklet, CPAN/CAPA 12 week Study Plan, Eligibility Postcards.
- Discuss benefits of being certified.
- Using the *Candidate Handbook and Appendices*, also located at [www.cpancapa.org](http://www.cpancapa.org), review the following information:
  - Eligibility Requirements (page 6)
  - Fees (page 13)
  - Test dates and applications deadlines (Appendix E)
  - Registering for Exams (page 12)
  - Test Blueprints (page 8, and Appendix C)
- Arrange topics on the examination blueprint (CPAN® and/or CAPA®) into a timeline for studying. Assign responsible individuals for each study topic. Identify references for each study topic.
  - To develop a timeline, determine how much time remains before the next examination administration and divide the content accordingly. Allow 1-2 weeks at the end of the timeline for “review” of material.
- Identify dates/times/places for study group meetings – help in scheduling a place for meetings, if necessary.
- **Emphasize that candidates are responsible for reading the entire *Certification Candidate Handbook* and knowing ABPANC's policies.**

### **After the First Meeting**

- Post the master study calendar.
- It is very helpful if you coordinate locating the study references and place them in a common area for easy access.
- Enlist the support of certified perianesthesia nurses to serve as Study Buddies.

### **Throughout the Coaching Activity**

- Provide encouragement and support – help allay fears about taking an examination.
- As registration deadlines approach, assist individuals to submit applications online.
- Refer any questions about the examination process, policy and procedures to ABPANC!
- Encourage participants in study group to go to ABPANC's website and take the Practice Exams.
- Review tips for taking an examination administered via computer, e.g., computer experience is not necessary, a brief tutorial is provided in the beginning, can mark questions so that you can review them later, can skip a question and come back to it.
- Remember - The primary goal of a Certification Coach is to help CPAN® and CAPA® examination candidates identify and use the most helpful study strategies, but not necessarily to “teach” study content. If you are a subject matter expert in a given area and will be providing some instructions and review, you must preface your information with the following statement: ***In teaching this content, I do not represent ABPANC. I have not seen, nor will I see, nor have I been involved with writing the CPAN® or CAPA® examinations you will be taking. My participation in the teaching of any study content in no way ensures your success on the CPAN® or CAPA® examination.***

### **Before the Examination Administration Window Opens**

- Before the examination(s) plan a meeting to review test-taking strategies and relaxation techniques! Refer to the Study Tips brochure.

### **After the Examination Administration Window Closes**

- Plan a celebration once examination is over. Celebrate the fact that people are willing to take this big step!
- Once scores are officially released, coordinate unit/hospital recognition of those who achieved CPAN®/CAPA® certification status.
- Follow up with those who were not successful and encourage them not to give up. Help focus their study efforts on their areas of weakness.

**Thank you for your support of CPAN® and CAPA® certification! If you have other coaching strategies that you would like to share, please contact us!**

ABPANC  
475 Riverside Drive, 6<sup>th</sup> Floor  
New York, NY 10115-0089  
800-6ABPANC fax 212-367-4256  
[Zwilliams@proexam.org](mailto:Zwilliams@proexam.org)