



## CPAN®/ CAPA® CERTIFICATION COACH JOB DESCRIPTION

### Qualifications

A Certification Coach:

1. is able to speak passionately about the value of CPAN® and CAPA® certification;
2. is willing to assist and encourage not-yet-certified colleagues in becoming certified;
3. has computer access to the internet and e-mail;
4. is experienced at facilitating groups;
5. is willing to commit to the Certification Coach role for a minimum of one year;
6. has no previous involvement with ABPANC as a member of the Item Writing Review Committee (IWRC) or Exam Review Committee (ERC);
7. may serve as a Coach if currently CPAN® and/or CAPA® certified or a nursing educator or a RN clinical leader in instances where currently certified CPAN® and/or CAPA® nurses are not available.

### Role

As a Certification Coach you agree to:

1. champion the vision and mission of ABPANC;
2. convey the benefits and features of being CPAN®/CAPA® certified to not-yet-certified colleagues and to those renewing certification;
3. recruit and encourage qualified perianesthesia nurses to take the CPAN® or CAPA® examinations;
4. support and promote CPAN® and CAPA® certification in the institution in which you are employed, or at a district, state and/or regional level;
5. agree to have contact information shared with candidates seeking a certification coach;
6. direct interested candidates to the most current *Certification Candidate Handbook* located on [www.cpancapa.org](http://www.cpancapa.org) and assist candidates with the online application process;
7. serve as coordinator for a certification study group, (be sure to review the “Coaching Lesson Plan” on the ABPANC website);
8. coach perianesthesia nurses as they prepare to take the certification examination;
9. assist candidates in accessing study resources as listed in the *Certification Candidate Handbook*;
10. promote deadlines for registering for certification and other various ABPANC activities;
11. encourage candidates to take the certification online practice exams;
12. review the ABPANC website ([www.cpancapa.org](http://www.cpancapa.org)) regularly for the most current information;
13. view the “Coaching Program Webinar” on the ABPANC website;
14. refer questions related to the ABPANC certification program, policies, and procedures to the ABPANC national office;
15. submit (email) a completed ABPANC Certification Coaching Activities Log form to [zwilliams@proexam.org](mailto:zwilliams@proexam.org), the ABPANC staff liaison at the National Office, at the completion of **each** coaching activity and at year end;
16. provide moral support and is an ABPANC CPAN®/CAPA® certification cheerleader.

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.***

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