Welcome to Learning Builder, the online tool for submitting an ABPANC CPAN/CAPA recertification application.

To access the application, use the link https://cpancapa.learningbuilder.com

**ABPANC - RECERTIFICATION APPLICATION STEPS**

**Step 1**
**SELECT APPLICATION TYPE**
Choose your recertification method:
- Continuing Education
- Re-certify by Examination

**NOTE:** If recertify by Exam, STOP here and refer to exam application process

**Step 2**
**ENTER VERIFIERS DETAILS**
Verifier Name: [Name]
Title: [Title]
Name of Unit: [Name]
Address of Institution: [Address]
Phone: [Phone]
Verifier's Email: [Email]
Start Date: [Start Date]
End Date: [End Date]
Number of Hours to be Verified: [Number]

**PLEASE NOTE:** Verifier information can only be entered during verification period.

**Step 3**
**ADD ACTIVITIES or CLASSES**
You may search for the activity by keyword or by activity type. Once you find the desired activity or class, click the blue SELECT button on the right and add required information about this activity.

**PLEASE NOTE:** Uploading supporting documentation is recommended, but NOT required.
As new activities or classes are added, the green progress bars under REQUIREMENTS will begin to move.

**Step 4**
**PROVIDE ADDITIONAL INFORMATION**
- Honor Statement
- Clinical Eligibility Requirement
- RN Licensure Requirement
- Demographic Information 1 & 2
- ASpan Membership

**Step 5**
**PAY FEE**
Select PAY FEES
- Complete Payment Information
- Confirm and Complete Purchase

**FEES:**
- ASPAN Member Pays $194.00
- Non-Member Pays: $315.00
CPAN/CAPA Learning Builder Platform Welcome and Login:

Please note the request password option for continuing users! If you already have a CPAN or CAPA certification, simply request a Learning Builder password to access your account.

After logging in, My Cycle and Learning Plans appear in upper left of screen. CPAN/CAPA recertification or examination applications appear with ORANGE buttons to Begin your application. Your Screen will not appear exactly as the sample below.
1 – SELECT APPLICATION TYPE

Selecting Begin Recertification application opens the screen below.

In the Application Type section, click the Select Application Type button.

You will have two options; Re-certify by Examination, or Re-certify by Continuing Education. If you are re-certifying by Examination, STOP here and refer to Certification Examination Quick Guide. Click the Green button to continue.
Clicking the “Enter Verifier Details” button opens a screen where contact information for your verifier and number of direct care hours to be verified can be entered. Click the orange Submit button at bottom of screen when all required information has been entered.

Please note that the verifier details can only be entered during your recertification application window.
2 – ENTER VERIFIER DETAILS

Enter at least two verifiers and ensure you have met required hours.

Please Note - “Start Date:” should be the start of the recertification cycle date (i.e. 10/01/2015 for Fall 2018 recerts) and the “End Date:” should be the date verifier information is being entered (i.e. Today’s date).

The maximum “Number of Clinical Hours”: requiring verification is 900.

While the verifier information can only be completed and submitted during your recertification application window, activities can be entered throughout your recertification cycle.
3 – ADD ACTIVITIES AND CLASSES

Use the Continuing Education Activities and Life Support Classes section at bottom of page to Add Activities and Add Classes to fulfill contact hour requirements. As you add activities and classes, they will be listed in the appropriate section and the requirements measuring tool will reflect your progress.
Clicking the Add Activities button brings up an extensive list of CE activities to select from.

Choose a type of activity, enter CE activity details and **Submit**.

**NOTE - Historical Electronic Log Activities** – If you entered activities in the electronic log of the old recertification system, you will find these pre-loaded in your Learning Plan. These preloaded CE activities will appear as “Historical Activities” and will have a gray Activity Details button to the right. Click this button to review and submit activities.
When you have entered new activities or reviewed and verified accuracy of historical activities, you can upload supporting documents or submit *without* uploading documents. Document upload is not required, but if you are selected for audit, will be required.

When you click the **Submit (w/o Docs)** button, you will be asked to confirm you wish to submit without uploaded documents. Click the orange **Ignore Warning(s) and Continue** button to complete submitting the activity.

See screenshot examples on next page.
As you submit activities, the requirements gauges will reflect your progress. When all hour and verifier requirements have been submitted, the Enter Application Details button will be available and you can proceed.
When all tabs are completed, clicking the orange **Continue** button brings you to the verification of membership screen.

If you are an ASPAN member, enter your membership number and click **Continue**. Non ASPAN members can simply click **Continue**.
When requirements are met, and application is completed, all requirement gauges will be checked and the grey "Pending" button will appear in upper right.
Notification of Recertification Status

If you have been selected for audit, you will be notified and your verifier(s) will be contacted. You will need to review your application, upload documents if not yet uploaded and re-submit for audit review. When verification and audit review of your recertification application is completed, you will be notified of the status of your certification.

If you have not been selected for audit, you will be notified immediately by email that you have successfully recertified. A wall certificate and wallet identification card will be mailed to the address indicated on your recertification application soon after the successful processing of your application.

After Recertifying:

Your CPAN/CAPA learning Builder portal provides a central access point to your certification documents. After clicking the “My Account” button on your home page, you will find account details and additional tabs for Payment History, My Library, My Communications and My Tasks. You can use this portal to manage your next application cycle.
For additional information about CPAN or CAPA recertification as well as available resources, please visit the ABPANC website at