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

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

ABPANC - CERTIFICATION APPLICATION STEPS

CERTIFICATION PATH – CPAN or CAPA
1. Click on MY CYCLE (upper left)
2. Click LEARNING PLANS
3. Under CPAN or CAPA, find CERTIFICATION APPLICATION
4. On right side of page, select BEGIN.

The REQUIREMENTS pane shows the eligibility requirements that must be met to take the CPAN (or CAPA) examination and be credentialed. These measuring tools will progress against the total requirements as new information is added to your learning plan.

You are now ready to begin processing your recertification.

**Step 1**
ENTER VERIFIERS DETAILS
Verifier Name: 
Credentials: 
Title: 
Name of Unit: 
Name of Institution: 
Address of Institution: 
Phone: 
Verifier’s Email: 
Start Date: MM/DD/YYYY 
End Date: MM/DD/YYYY 
Number of Direct Care Hours to be Verified:

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

**Step 3**
PAY FEE
Select PAY FEES
Complete Payment Information
Confirm and Complete Purchase

FEES:
ASPAN Member Pays $314.00 
Non-Member Pays: $424.00

Upon completing purchase, you will receive an email providing scheduling information, study resources and payment receipt.

**Step 4**
TAKE THE EXAM
ABPANC Provides numerous study resources for candidates.

Practice Examinations 
Question of the Week 
Mobile Study App (100 questions) 
12 Week Study Plan 
And more!
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 Learning Plans screen may not appear exactly as the sample below.
Selecting **Begin** an examination application opens the screen below.

The “Enter Applications Details” button will be grayed out.

The requirements are indicated on the left hand side of screen. As you enter verifiers and hours, the requirement gauges will reflect your progress.

Click an orange “Enter Verifier Details” button to add verifiers.

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.
Enter Verifier Details screen:

Enter at least two verifiers and required hours.

When requirements have been met, the verifier and hours requirement gauges will be green and a checkmark will indicate completion. The “Enter Applications Details” button at upper right of screen will be orange and you can proceed.
After clicking the orange “Enter Application Details” button, a screen opens with 5 section tabs on the left, “Next” and “Previous” buttons in the lower right, and an orange Continue button at bottom right of screen.

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.
You’re almost done!

Click the **Pay Fees** button to enter credit card information and **Submit** to complete your application to take the CPAN or CAPA certification examination.

After making payment and submitting your application, you will receive a confirmation e-mail with a list of study resources available to candidates. You will receive a separate email from PSI containing scheduling information for PSI test centers.

Your Learning Builder application page will now indicate “**Request Refund/Rollover**” in the upper right.

When requirements are met, and application is completed, all requirement gauges will be checked and the orange button in the upper right corner will now indicate “Request Refund/Rollover.”

If you are unable to test, you may elect to request a refund or rollover.
Taking the Examination:

When an application is complete and approved, ABPANC will notify PSI of your eligibility to test. Upon notification of eligibility, PSI will send an Authorization to Test (ATT) email with a Candidate ID Number as well as the link to schedule their examination testing date, time, and location online in the PSI System. PSI test sites are located throughout the United States and Canada.

PSI recommends that candidates access the online registration website at www.psiexams.com for the fastest and most convenient test scheduling process. Online registration is available 24 hours a day, seven days a week.

1) Log onto PSI’s website and create an account. You must put in your email address and the EXACT spelling of your first and last name. Check the box next to “Check here to attempt to locate existing records for you in the system”.

2) You will be asked to select the examination. Enter the Candidate ID number provided in the Authorization to Test (ATT) email sent by PSI. Your record will be found and you will now be ready to schedule the exam.

3) Enter your zip code. A list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

Telephone registration is also available. Candidates may call PSI at (866) 830-1145 to speak to an operator during the following Customer Service Hours:

<table>
<thead>
<tr>
<th>Time Zone</th>
<th>Monday - Friday</th>
<th>Saturday-Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern</td>
<td>7:30am – 10:00pm</td>
<td>9:00am - 5:30pm</td>
</tr>
<tr>
<td>Central</td>
<td>6:30am - 9:00pm</td>
<td>8:00am - 4:30pm</td>
</tr>
<tr>
<td>Mountain</td>
<td>5:30am - 8:00pm</td>
<td>7:00am - 3:30pm</td>
</tr>
<tr>
<td>Pacific</td>
<td>4:30am – 7:00pm</td>
<td>6:00am - 2:30pm</td>
</tr>
</tbody>
</table>

After completing your examination, you will receive an official score report at the test center.
If you are unable to take the exam in the test window applied for, you may elect to receive a partial refund or rollover to a future test window.

Either option must be selected before the last day of the test window, and any scheduled test appointments must be cancelled before requesting a refund or rollover.

The $100.00 fee for rollover is paid when a candidate re-applies in one of next two test windows.

**After Certifying:**

After passing the examination, you will receive your Certificate and wallet id card via US Postal Service in approximately 2 weeks.

If you have been selected for audit, you will be notified and your verifier(s) will be contacted. When verification and audit review of your recertification application is completed, you will be notified of the status of your certification.

When certification is approved, you will receive a certificate and wallet card via US postal service in approximately 2 weeks.
Planning Ahead:

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 CPAN or CAPA certification cycle.

For additional information about CPAN or CAPA certification, visit the ABPANC website at www.cpancapa.com.