ABPANC

American Board of Perianesthesia Nursing Certification, Inc.

CPAN® and CAPA®
Recertification Handbook

Your Guide to the CPAN and CAPA Recertification Process

Revised November 2021

www.cpancapa.org

American Board of Perianesthesia Nursing Certification, Inc.

CPAN
Certified Post Anesthesia Nurse

CAPA
Certified Ambulatory Perianesthesia Nurse

ABPANC

VISION

Recognizing and respecting the unequaled 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	PSI
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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 coworkers, and other members of the healthcare team, of the certified perianesthesia nurse's significant professional achievement.

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 throughout the US. Contact information for ABPANC and PSI is listed on the inside front cover.

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.

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 **www.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 **www.aspan.org**. 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.

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

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 EST 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 EST 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.
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.

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.

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 90 contact hours of continuing education as defined on Page 5.

*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.

Relevant practice is based on patient needs and the amount of time patients spend in the specific phases described by the Perianesthesia Continuum of Care (as defined in ASPAN's Standards of Perianesthesia Nursing Practice, Perianesthesia Nursing).

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 or 2) by contact hours through ABPANC's Continuing Education Program. 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 Recertification 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	$350.00	$424.00
Option 2: Continuing Education Program	$194.00	$315.00

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 www.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 requires you to meet the eligibility requirements described in the Eligibility Requirements section of this Handbook and to successfully complete the appropriate certification examination. The CPAN® and CAPA® examinations are administered by computer at hundreds of PSI testing centers located around the country. Detailed information about the CPAN® and CAPA® examinations is available in the Certification Candidate Handbook, which may be downloaded from the ABPANC website, www.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.

EXAMINATION ADMINISTRATION		
	SPRING	FALL
Exam Administration Window	March 15 - May 15	September 15 - November 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 90 contact hours of acceptable continual learning activity.

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 – 90;
2. Direct and Indirect Care categories;
3. Timeframe for earning contact hours; and
4. Whether this is your first, second or third or more time to recertify.

Number of Contact Hours

You must earn a total of 90 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.

ABPANC has predetermined the number of contact hours awarded for some continual 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 contactthe 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 certification examinations offered by other organizations.

Direct and Indirect Care Categories

Direct Care
Direct Care learning activities directly impact perianesthesia patients, their family, and significant others. In other words, Direct Care is about patients and their loved ones.

Indirect Care
Indirect Care learning activities primarily impact nurses and their ability to deliver perianesthesia nursing care. In other words, Indirect Care is about nurses.

Examples of learning activities that apply to Direct and Indirect Care are found in Table 1 on page 16.

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 EST 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 EST on October 31, three years later.

First, Second or Third or More Recertification

To successfully recertify, you must earn 90 contact hours during your three-year certification period. The number of contact hours needed in the Direct and Indirect Care categories varies depending on how many times you have recertified, in recognition of an individual's changing learning needs and professional interests over time. Regardless of the number of times you have recertified, you may earn all 90 contact hours in Direct Care, if you choose.

Recertification Period	Contact Hours
First	90 (at least 60 direct care)
Second	90 (at least 45 direct care)
Third or More	90 (at least 30 direct care)

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. Verification of Participation forms for the various continuing education activities are found on the ABPANC website, in the Recertification section.

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 have the right to request the Review and Appeal Process and information about this process will be provided to them.

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 certificants 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**.

ONLINE RECERTIFICATION PROCESS

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 EST 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 EST October 31.

Reinstatement

If you miss the deadline to recertify and you have met all of the eligibility requirements, you are eligible for reinstatement. The reinstatement window will be open for 15 days following the end of the recertification window. There is an additional $175 fee to apply for reinstatement and your application will be selected for audit.

	Spring Recertification Cycle	Fall Recertification Cycle
Online Application Window	January 1 until 11:59 pm EST on April 30	July 1 until 11:59 pm EST on October 31
Reinstatement Window	May 1 - May 15	November 1 - November 15

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 and Appeal 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 a Review and Appeal, and information is 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 this is your first time logging in to the system, please use the "request a password" link on the bottom right of the screen. 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 CYCLE (upper left).

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 90 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.

Direct Care/Indirect Care Determination

Direct Care contact hours are awarded for activities that directly relate to perianesthesia patients or the public. Indirect Care contact hours are awarded for activities that encompass general nursing practice or health care, or those activities that impact nurses. A detailed breakdown of the most common continuing education activities can be found in Table 1. If you have any questions about whether an activity qualifies for direct or indirect care, please contact **abpanc@cpancapa.org**.

Documentation Required for Your Records

Learning Builder details what constitutes acceptable documentation for each continuing education activity. Additionally, the following documentation forms are found on the ABPANC website and hyperlinked throughout this document:

Verification of Continuing Education Attendance Form

Verification of Presentation/Teaching Activity Form

Verification of Author Activity Form

Verification of Quality Care Activity Form

Verification of Precepting Activity Form

Verification of Research Activity Form

Verification of Involvement in Professional Organization Form

Verification of Legislative Activity Form

Verification of Community Service Activity Form

CONTINUING EDUCATION

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 20 contact hours in Direct Care is awarded for Life Support Classes 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 the following number of Contact Hours per course in Direct Care.

- ACLS = 10 Contact Hours
- PALS = 10 Contact Hours
- NALS = 10 Contact Hours
- ACLS Instructor Course = 5 Contact Hours
- BLS Instructor Course = 5 Contact Hours
- BLS-C = 2 Contact Hours

For example if you attended a 16 hour ACLS course and a 10 hour PALS course, you would be granted 10 contact hours for each course in Direct Care, for a total of 20 Contact Hours (the maximum allowed). The additional 6 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 Verification of Continuing Education Attendance Form, OR
- Provider cards issued by the American Heart Association.

ACADEMIC STUDIES

Acceptable Activities

Academic courses offered by accredited colleges or universities that relate to Direct and/or Indirect Care are examples of acceptable activities. Courses required for a nursing major and credits acquired by challenge examinations are acceptable if they relate to Direct Care and/or Indirect Care.

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, clinical conferences, patient/family educational programs
- Presentations of original papers or posters
- Teaching life support courses such as BLS, ACLS, NALS, PALS

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. Four (4) 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 educational contact hour of the repeated presentation/lecture.

For example, a presentation on assessing breath sounds, lasting 60 minutes, would be granted four (4) contact hours in Direct Care. If the presentation was repeated twice, two (2) additional contact hours (1 contact hour per repeat) would be earned in Direct Care 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.

Teaching Life Support Classes

One (1) contact hour is granted in Direct Care for each 60 minutes of life support that YOU teach up to a maximum of 15 contact hours during your three year certification period. Even if you teach more than 15 hours of life support during your certification period, you will only earn the maximum of 15 contact hours in Direct Care.

Documentation Required for Your Records

- Email/letter from the hospital, OR
- Course Brochure, OR
- The Verification of Presentation/Teaching Activity Form

AUTHORSHIP

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.

Number of Contact Hours Awarded

ABPANC has predetermined the number of contact hours that are awarded for authorship, co-authorship, editorial, and reviewer activities.
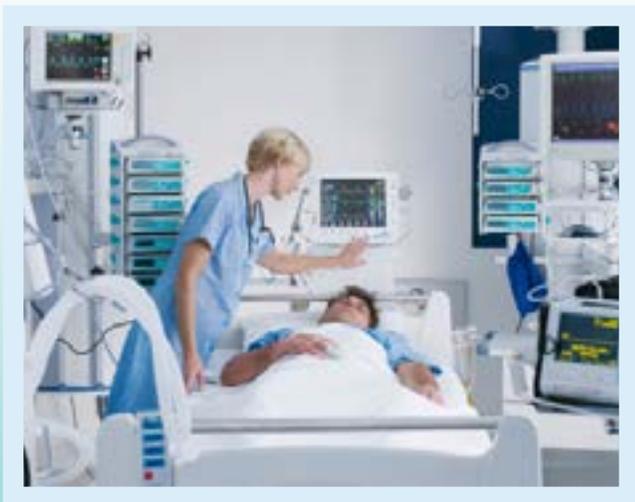
Chart A: Contact Hours Awarded for Authorship

Activity	Number of Contact Hours
Writing an article in a newsletter	2
Authoring a textbook less than 300 pages	30
Authoring a textbook more than 300 pages	60
Writing a book review	5
Writing a chapter in a book	15
Writing a 1-5 page journal article	5*
Writing a 6-10 page journal article	10*
Writing a 10+ page journal article	15*
Serving as a book or journal reviewer	5 hours (per review)
Writing an original research article	25*
Writing a pamphlet	5
Writing a research abstract	5
Writing a master's thesis	15
Writing a doctoral thesis/ capstone/dissertation	25
Serving as a textbook editor	15
Serving as a newsletter editor	15
Developing a written learning module	5
Developing educational AVs for health care providers	5 hours (per activity)
Developing a poster (for presentation)	7
Writing questions for possible use on CPAN or CAPA examinations	2

*Contact hours for joint authorship are determined by dividing the number of contact hours earned by the number of authors.

Writing CPAN® and/or CAPA® Examination Questions

For each CPAN® or CAPA® examination question written, two (2) contact hours will be awarded up to a maximum of 60 contact hours during your three-year certification period.

CPAN®s must write questions for the CPAN® examination, and CAPA®s 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.

Documentation Required for Your Records

- A copy of the title page/page that includes your name, OR
- A letter from the publisher, OR
- A letter from ABPANC (for CPAN/CAPA item writers), OR
- The Verification of Author Activity Form

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:

- writing policies (directives), procedures, protocols, standards of care, standardized nursing care plans, flow-sheets, informational aids, evaluation tools
- serving on unit-based and hospital-wide committees

Number of Contact Hours Awarded

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

Chart B: Contact Hours Awarded for Facilitation of Quality Care

Activity	Number of Contact Hours
Standardized nursing care plans	3
Nursing policy, procedure, directive or protocol	5
Patient documentation	5
Informational aids intended for use as a reference for staff	5
Patient educational aids, booklets or audiovisual projects	5
Service on unit or hospital committees: such as audit, policy and procedure, QA, continuing education, Magnet, anesthesia review, etc.	3 (per committee, per year)

Documentation Required for Your Records

- A copy of the title page/page that includes your name, OR
- Letter from hospital/institution, OR
- The Verification of Quality Care Activity Form

VOLUNTEERING/LEADERSHIP

Acceptable Activities

- Precepting staff
- Conducting research
- 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 community activities such as health fairs

A maximum of 15 contact hours may be earned for each category of activity during your three year certification period.

Number of Contact Hours Awarded

ABPANC has predetermined the number of contact hours that are awarded for a maximum of 15 contact hours may be earned 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.
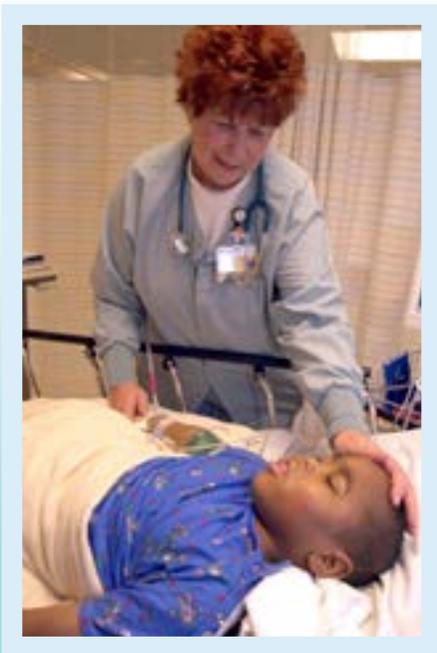
Documentation Required for Your Records

- Title page that includes your name, OR
- letter from the organization, OR
- The Verification of Precepting Activity Form, OR
- The Verification of Research Activity Form, OR
- The Verification of Involvement in a Professional Organization Form, OR
- The Verification of Legislative Activity Form, OR
- The Verification of Community Service Activity Form

Chart C: Contact Hours Awarded for Volunteering/Leadership

Activity	Number of Contact Hours
Conducting Research	15 per completed research project (divided by number of researchers)
Involvement in a Professional Organization underline of your hospital	5 (per organization per year)
Participating in a health care mission	5 (per mission)
Participating in Community related health care activities	5 (per year)
Participating in Legislative Activities	5 (per year)
Precepting Staff	5 for every 80 hours of precepting

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.

Revocation 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.

TABLE 1: CATEGORIZATION OF CONTACT HOURS

CONTINUING EDUCATION

Topic	Direct/Indirect
ABG Interpretation	Direct
ACLS, PALS, NALS, BLS	Direct
Acute Renal Failure	Direct
AIDS/HIV	Direct
Airway Management	Direct
Anatomy and Physiology	Direct
Anesthetic Agents	Direct
ASPAN Standards	Direct
Code Blue	Direct
Conscious Sedation	Direct
Customer Relations	Direct
Diagnostic Tests	Direct
Disease Processes	Direct
EKG Interpretation/Monitoring	Direct
Fire Safety	Direct
General Nursing Standards	Direct
Hemodynamic Monitoring	Direct
Infection Control	Direct
Intravenous Drugs	Direct
Laser Treatment/Surgery	Direct
Latex Allergy	Direct
Leadership	Indirect
Legal/Ethical Issues	Indirect
Malignant Hyperthermia	Direct
Malpractice in the Perianesthesia Setting	Direct
Nursing Process	Direct
Pain Management	Direct
Pathophysiology	Direct
Patient Assessment	Direct
Patient Education	Direct
Patient Focused	Direct
Pharmacology	Direct
Quality Improvement/CQI-Unit based	Direct
Sepsis	Direct
Surgical and Diagnostic Procedures	Direct
Ventilators	Direct
Work Place Redesign	Indirect

ACADEMIC COURSEWORK

Topic	Direct/Indirect
Anatomy and Physiology	Direct
Chemistry/Biology	Direct
Child Development Psychology	Direct
Healthcare Management	Indirect
Medical Languages	Direct
Microbiology	Direct
Nursing Leadership	Indirect
Pathophysiology	Direct
Pharmacology	Direct
Physical Assessment	Direct
Research/Statistics	Indirect
Social/Cultural Anthropology	Direct
Sociology/Psychology	Direct

TEACHING ACTIVITIES

Topic	Direct/Indirect
ACLS, PALS, NALS, BLS	Direct
Cardiac Drugs	Direct
Conscious Sedation	Direct
Cost Containment	Indirect
Managed Care	Indirect
Patient Education	Direct

AUTHORSHIP

Topic	Direct/Indirect
Journal Article - Constant Temperature Monitoring in the PACU	Direct
Unpublished Thesis - Professional Charecteristics of Registered Nurses	Indirect
Unpublished Thesis - Effects of Perioperative Analgesic	Direct
Poster: Techniques on Rate of Recovery after Colon Surgery	Direct
Writing questions for possible use on CPAN/CAPA examination	Direct

FACILITATING QUALITY CARE

Topic	Direct/Indirect
Nursing procedure for discharge from the Phase I or ambulatory setting	Direct
Policy regarding dress code for RN staff in hospital	Indirect
Service on unit-based committee to evaluate use of restraints	Direct
Service on hospital-wide committee to prepare for JCAHO visit	Indirect

VOLUNTEERING/LEADERSHIP

Topic	Direct/Indirect
Precepting new RN	Direct
Committee member of American Red Cross	Direct
Organizing Blood Drive	Direct
Education Committee member of ASPAN Component	Indirect
Writing your congressman regarding your stance on patient bill of rights	Direct

ABPANC
American Board of Perianesthesia Nursing Certification, Inc.

CPAN
Certified Post Anesthesia Nurse

CAPA
Certified Ambulatory Perianesthesia Nurse

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