

**Acute Care Pediatric Nurse Practitioner Certification Exam**

**Documentation of Activities to Retest**

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| User | **Step 1: Do you need this form to retest?** As noted on the [PNCB website](https://www.pncb.org/cpnp-ac-home/cpnp-ac-exam/cpnp-ac-exam-retesting-policies), individuals wishing to retest after a ***second*** or ***third failed exam*** must submit documentation of completion of a review course or submit this form with documentation of 15 contact hours of continuing education (CE/CNE/CME) in each area of weakness (“Below”) from your most recent score report.  |
| Stopwatch | **Step 2: Calculate your re-apply date**After a ***second*** or additional ***failed exams*** you must wait at least 90 days from your last test date to re-apply. This does not mean a wait time to retest. Please do not re-apply before your wait time is completed.  |
| Magnifying glass | **Step 3: Identify “Below” areas from your testing attempt*** Find your Unsuccessful Notification email and note the topic area(s) with a level of “Below” in the attached Fail Letter.
* You will need to seek out and successfully ***complete 15 hours of accredited* *advanced practice pediatric continuing education for each “Below” area*** from your score report***.***
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| List | **Step 4: Use the exam content outline** [**here**](https://www.pncb.org/cpnp-ac-exam-resources) **to understand relevant CE*** The content outline is your roadmap for finding appropriate CE topics.
* ***Explore*** terms in the subtopics (the areas beneath the main content headers). ***Assess*** your knowledge gaps to seek CE in those areas.
* ***Match*** those areas to CE titles or objectives. For example, CE content titled with the words “Diagnosis” or “Management” does not fit in Domain I: Assessment. See more examples for Domain I on page 2.
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| Bullseye | **Step 5: Understand CE parameters*** CE cannot be duplicated among topic areas.
* Online CE is accepted. CE must be at the APRN or physician level, not RN-only level.
* Target CE focused on pediatric acute care. It must be obvious from the CE title, objectives, or audience notes that the content is pediatric. Look for CE titles or objectives that include wording associated with the acute care level of patient concerns such as “critical” or “complex.” Avoid CE with “primary care” in the objectives, audience notes, or title.
* Avoid general CE across the lifespan, or about populations for whom you would not be providing care on a routine basis.
* Remember! The CE requirements are to help you be successful on the next exam attempt, so don’t rush - and be methodical to choose CE that will build your knowledge base.
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| Binoculars | **Step 6: Understand CE sources*** It is rare that a single source will provide all the CE you need.
* ***PNCB will not pre-approve or be responsible for providing or directing you to activities.***
* PNCB’s [CE page](https://www.pncb.org/ce-calendar) lists respected sources but does not imply endorsement. Membership organizations (e.g., NAPNAP, AAP, SCCM) are also potential sources. AACN may be considered if related to APRN practice ***and*** pediatrics.
* ***PNCB does not specifically develop CE for your requirements.*** We offer [Pediatric Updates CE modules](https://mypncb.pncb.org/pncbssa/ecssashop.show_category?p_category_id=PNCB_PED_UPDATES) and other CE that may support a needed topic area, but you are not required to use a PNCB product.
	+ ***Note that the entire 7.5 hours from a PNCB Pediatric Updates module is not applicable to a single domain of the exam.***
	+ If interested in Pediatric Updates, or free CE modules, contact exam@pncb.org prior to ordering for amount of contact hours per topic areas you need.
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| Document | **Step 7: Avoid review delays when submitting documentation*** CE certificates must be signed by you.
* Type the **exact name of the CE** into the form below, and the number of contact hours earned. Check certificates carefully to ensure you claim all appropriate credit.
* Submit to exam@pncb.org in a single PDF **in the order listed on the form** or fax to 1-301-330-1504.
* If asked to resubmit, continue using the same form. Do not submit separate forms during the remediation review process or resubmit previously submitted CE certificates unless asked to do so.
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You may insert as many rows as needed to complete your list per topic area.

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| **Your Name:**  |
| **Topic Area: Assessment** | 🞎 *Check here if this area was not listed as Below on your report* |
| Try to find CE that includes Assessment in the title. |
| CE Name: | # of Hours:  |
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| **Topic Area: Management**  | 🞎 *Check here if this area was not listed as Below on your report* |
| Think about managing acute care-related pediatric problems – your CE should be related to Management and ***not*** Diagnosis or Assessment. |
| CE Name: | # of Hours: |
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| **Topic Area: Diagnosis** | 🞎 *Check here if this area was not listed as Below on your report* |
| Try to find CE that includes Diagnosis in the title. |
| CE Name: | # of Hours: |
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| **Topic Area: Professional Practice Role** | 🞎 *Check here if this area was not listed as Below on your report* |
| This CE is related to your professional role as a PNP, though not all CE needs to be pediatric-specific. Free CE such as PNCB’s guides to recertification or item writing are not acceptable. See your content outline for additional information. Look for topics that support your pediatric practice such as ethics, professional role, billing, etc. |
| CE Name: | # of Hours: |
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