

CERTIFICATION EXAMINATION FOR NURSE LIFE CARE PLANNERS

Handbook for Candidates



PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • SUITE 800 • NEW YORK, NY 10018

COVID-19 Precautions

Candidates are reminded that face masks are REQUIRED at Prometric testing centers. Candidates must bring and wear face masks for the duration of their time inside the testing center.

Masks with exhale/one-way valves are prohibited to use at the testing center, due to the lack of viral particle filtration provided by these masks. Masks with wearable technology are also prohibited. **Any test taker that comes to the test center without an acceptable face mask will not be allowed to test, marked as a “no show,” and will not be eligible for a free reschedule.**

Additionally, candidates must comply with all federal, state and local mandates and guidelines.

Note: if you fall into any of the following categories, you will not be permitted to test until you no longer fit the criteria:

- Have been diagnosed with COVID-19 in the past 14-days;
- Have been exposed to someone diagnosed with COVID-19 in the past 14-days;
- Are experiencing flu or cold-like symptoms; OR
- Have returned from travel to a highly infected area in the past 14-days.

Please contact PTC (www.ptcny.com/contact) if you fall into any of the above categories.

If you are diagnosed with or under quarantine due to exposure to COVID-19 during your testing window: PTC will allow a free transfer to a later testing window. We will need documentation of a positive test or a doctor's note or letter from an employer to confirm quarantine dates.

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This handbook, though subject to change from time to time, contains essential information regarding current pathways and processes for obtaining the certification in nurse life care planning (CNLCP®). Candidates are responsible for reading and following the instructions contained herein.

Revised 10/21/2020

The policies and procedures used by the Certified Nurse Life Care Planner (CNLCP®) Certification Board to construct and review items and examination forms for the CNLCP® examination are consistent with guidelines recommended by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education (AERA, APA, NCME; 2014) as well as other industry standards such as: Standards for the Accreditation of Certification Programs (National Commission for Certifying Agencies, 2014) and Conformity assessment — General requirements for bodies operating certification of persons (ISO/IEC 17024).

It is the policy and intent of CNLCP® CB Members and Staff to comply with all applicable laws that prohibit discrimination in employment or service provision. No individual shall be excluded from the opportunity to participate in the CNLCP® program on the basis of age, sex, race, color, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity or any other protected characteristic. All publicly available materials, including the CNLCP® Certification Exam and the Handbook for Candidates, are reviewed for bias and sensitivity.

CERTIFICATION

Certification in nurse life care planning demonstrates achievement of a basic level of knowledge within this specialized area of nursing practice.

The Certified Nurse Life Care Planner (CNLCP®) Certification Board endorses voluntary certification for all Nurse Life Care Planners.

CNLCP® is a registered trademark of the CNLCP® Certification Board.

PURPOSE OF CERTIFICATION

Certification in nurse life care planning provides:

1. Formal recognition of those individuals who have met the eligibility requirements determined by the Certified Nurse Life Care Planner (CNLCP®) Certification Board and passed the Certification Examination for Nurse Life Care Planners permits an RN to use the CNLCP® credential.
2. Encouragement of continued personal and professional growth in the practice of nurse life care planning through certification maintenance requirements.
3. Assurance to employers, the public, and members of the healthcare professions of the existence of a basic requisite level of knowledge in the specialty of nurse life care planning.

ADMINISTRATION

The Certification Program is sponsored by the Certified Nurse Life Care Planner (CNLCP®) Certification Board. The Certification Examination for Nurse Life Care Planners is administered for the CNLCP® Certification Board by a professional testing corporation, currently, Professional Testing Corporation (PTC), located at 1350 Broadway, Suite 800, New York, New York, 10018, (212) 356-0660, www.ptcny.com.

Questions concerning the examination should be referred to PTC.



CERTIFICATION BY EXAM

ELIGIBILITY REQUIREMENTS

Candidates must meet the following eligibility criteria at the time of application:

A. Provision of proof of valid Registered Nurse licensure or its equivalent in other countries, for at least the prior three (3) years immediately preceding application. The license must be active, without any restrictions, and a current copy of the license *must be submitted* with the Candidate's application

B. Verification of a minimum of two (2) years full time paid professional experience in a role (e.g., life care planning, community based case management, medical cost projections, Medicare set-aside allocations, lifetime nurse care planning, community based rehabilitation nursing, public health nursing, community based legal nurse consulting) *that utilizes the nursing process in assessing and determining an individual's long term/lifetime treatment needs and costs, across the continuum of care.*

Candidates meeting criteria A and B must also meet *one* of the following eligibility '*Routes*' pertaining to *education* and *relevant experience*:

Route 1: Completion of *120 continuing education units** relating to life care planning or in *equivalent areas* (see the Content Outline depicted on pages 15-20) that can be applied to the development of a life care plan, or pertain to the *service delivery* applicable to life care planning, within the five (5) years immediately preceding application

** There must be a minimum of 10 hours specific to a basic orientation, methodology, and standards of practice relevant to the nurse life care planning process contained within the continuing education curriculum*

Route 2: Verification* of *two (2) years life care planning experience*, or a *variant thereof* (e.g., lifetime nurse care planning, etc.), that incorporates the nursing process and skill set inherent to the assessment and determination of treatment needs and their respective costs, across the continuum of care, within the past five years immediately preceding the application.

**Verification must be authenticated by an employer or a minimum of two referral sources. Upload the completed verification form to your online application.*

Checklist for CNLCP® Initial Certification Application submission:

- A completed Application for the CNLCP® Examination
- A copy of a current, unrestricted RN license or computer-generated document from the Candidate's State Board of Nursing demonstrating active licensure without restrictions
- The Candidate's resume or curriculum vitae
- Proof of completion of 120 continuing education units* relating to life care planning or in equivalent areas that can be applied to the development of a life care plan, or pertain to the service delivery applicable to life care planning, within the five (5) years immediately preceding application
- Route 2-Verification indicative of two (2) years full time, paid, professional work experience in the field of life care planning or a variant thereof, as described above
- Full payment of the current required fee(s)

It should be noted that if ambiguity exists in terms of pathway interpretation/qualification, a final decision will be made by the CNLCP® Certification Board Application Committee, consisting of the Certification Board Chairperson, Certification Board Co-Chairperson and the Certification Board Secretary.

PLEASE NOTE: Regarding Examination Preparation Products

1. The CNLCP® Certification Board does not offer a practice test for the CNLCP® certification exam, nor is it necessary in order to be eligible to sit for the CNLCP® exam.
2. The use of practice examinations and/or examination preparation materials does not imply successful performance on the CNLCP® exam.
3. The CNLCP® Certification Board has no association with vendors of examination preparation products and does not endorse those products. Any claims to knowledge of the CNLCP® exam contents are false. A vendor's use of the CNLCP® Certification Board's registered mark (CNLCP®) does not indicate CNLCP® endorsement of its products.
4. The use of practice examinations and/or examination preparation materials does not give an advantage over candidates who do not choose to use them.
5. The use of practice examinations and/or examination preparation materials is not the only or preferred route to adequate preparation for the CNLCP® certification exam.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION CRITERIA

Candidates who pass the Nurse Life Care Planners Certification Examination are eligible to use the registered designation CNLCP® after their names. They will receive certificates from the testing entity on behalf of the CNLCP® Certification Board. A registry of Certified Nurse Life Care Planners will be maintained by the CNLCP® Certification Board and may be reported in its publications.

Certification in nurse life care planning is recognized for a period of five (5) years, at which time the Candidate must retake and pass the current Nurse Life Care Planners Certification Examination or meet such requirements* in effect at that time in order to retain certification.

**See the Educational Requirements section below for further details*

Applications for Recertification, along with appropriate documentation supporting the completion of the CNLCP® Certification Board recertification criteria, must be submitted in accordance with the following:

1. Completed application and recertification fees must be received no later than the first day of the month immediately preceding the expiration date on the certificate
2. Continuing Education credits must be verified by inclusion of a provider certificate of course completion that includes the: name and provider number of the course presenter, course title, course description, date, location, and number of course hours
3. Candidate must have maintained active RN licensure, without restrictions, throughout the certification period of five years
4. Candidates are responsible for maintenance of their own continuing education file, including Certificates of Attendance/Course Completion and all documentation of continuing education units or points of credit for five (5) years from the date of their certification/recertification

EDUCATION REQUIREMENTS

A total of 60 points of credit are needed every five (5) years for renewal. The CNLCP® Certification Board *points of credit* renewal system is designed to encourage professional development. The system affords the CNLCP® the latitude to select from a variety of educational activities that meet both professional and personal needs as described in the following categories:

Category 1: Continuing Education Hours: One hour (60 minutes) of approved nursing continuing education pertaining to life care planning = 1 contact hour. Examples of courses that would be approved include, but are not limited to: Life care planning relevant to SCI, TBI, prosthetics, amputations, burns, chronic pain, nurse case management, nursing process, etc. Questions regarding applicability of a particular course can be resolved through submission of course outlines to the CNLCP® Certification Board for review/approval of contact hours 90 days prior to the application renewal deadline.

Category 2: Academic Credit: Verification of the twelve (12) academic semester credits of nursing coursework related to nurse life care planning. Course semester outlines should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the renewal deadline.

Category 3: Presentations: Five (5) points of credit for a maximum of ten (10) within the five (5) year renewal period for each presentation, for which national or state approved continuing education units have been granted to participants. Presentation outlines should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the application for renewal deadline.

Category 4: Publications or Research: Publications or research related to a nurse life care planning should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the application for renewal deadline.

- ***Publications:***

Five (5) Points of Credit will be awarded for one article published in a peer-reviewed journal related to nurse life care planning. Certificant must be the author, or co-author.

Ten (10) Points of Credit will be awarded for one chapter published in a peer-reviewed book related to nurse life care planning. Certificant must be the author, co-author, editor, co-editor, or reviewer.

- ***Research:*** Forty (40) Points of Credit will be awarded for an institutional review board (IRB) research project, a completed dissertation, thesis, or graduate-level scholarly project related to nurse life care planning completed during the five (5) year certification period, for which the certificant is clearly identified as one of the primary researchers/authors.

Category 5: Item Writing / Test Questions: One (1) point of credit, for a maximum of ten (10) points of credit, within the five (5) year renewal period for every five (5) questions submitted that are supported by evidence-based nursing practice/medical references. Questions with reference supported answers should be submitted to the CNLCP® Certification Board for review/approval of points of credit 90 days prior to the application renewal deadline.

Category 6: Participation on the AANLCP® Executive Board, the CNLCP® Certification Board, or an AANLCP® Committee: Ten (10) points of credit per year will be granted, up to a maximum of 20 points within the five (5) year renewal period. Additional points of credit may be granted, by and at the discretion of the CNLCP® Certification Board, for non-board member participation on specialty CNLCP® Certification Board committees. Documentation, with proof of participation* should be submitted to the CNLCP® Certification Board for review/approval of point of credit 90 days prior to the application renewal deadline. *Participation is defined as 85% involvement on/in the various activities indicated.

**Participation is defined as 85% involvement on/in the various activities indicated*

REVOCATION OF CERTIFICATION

Certification may be revoked by the CNLCP® Certification Board for any of the following reasons:

1. Falsification of an Application
2. Failure to maintain an active, unrestricted RN license throughout the five-year certification period
3. Revocation of an RN license
4. Misrepresentation of certification status
5. Failure to apply for recertification within current CNLCP® Certification Board guidelines

The Appeals Committee of the Certified Nurse Life Care Planner (CNLCP®) Certification Board provides the appeal mechanism for challenging revocation of Board certification. It is the responsibility of the individual to initiate any appeal process.

APPEALS

A. Eligibility

The appeal must be made in writing, via certified letter/US Postal Service, fax or email correspondence, to the Certified Nurse Life Care Planner (CNLCP®) Certification Board within 30 days of notification of ineligibility. The appeal should include a written explanation for the grounds for the appeal, as well as any supporting documentation related to the appeal.

The Certified Nurse Life Care Planner (CNLCP®) Certification Board will respond, in writing, within 60 days of receipt of the appeal in one of the following formats: US Postal Service, fax or email correspondence. The response will include a contact name and number for a member of the CNLCP® Certification Board.

Information regarding the submission of appeals can be found on the CNLCP® Certification Board's website <http://www.cnlcp.org>.

Decisions of the CNLCP® Certification Board regarding an appeal are final.

B. Examination Appeals

Candidates with reason to believe that a discrepancy exists in the scoring and/or reporting of their test results may appeal within 30 days of notification of their scores via certified letter/US Postal Service, fax or email correspondence to the Certified Nurse Life Care Planner (CNLCP®) Certification Board. The letter must have supporting documentation relevant to the appeal.

The Certified Nurse Life Care Planner (CNLCP®) Certification Board will respond via certified letter/US Postal Service, fax, or email correspondence within 60 days of receipt of the appeal request.

Decisions of the CNLCP® Certification Board regarding an appeal are final.

Contact Address:

Jan Roughan, BSN, RN, PHN, CRRN/ABNS, CNLCP®, CCM
CNLCP® Certification Board Chairperson
465 No. Halstead St.
Pasadena, CA 91107

Telephone: (626) 351-0991

Fax: (626) 351-0992

Email: janr@linc.biz

MISREPRESENTATION AND NONCOMPLIANCE POLICY

The CNLCP® Certification Board will investigate all reported allegations concerning misconduct by Certified Nurses or Candidates applying for certification. Reports of alleged misconduct must be in writing, signed, and sent by certified mail to the Certified Nurse Life Planner Certification Board within 120 days of the alleged violation(s). Documentation relevant to the matter must accompany the complaint.

Complaints can include, but are not limited to:

- 1) Ineligibility for certification
- 2) Irregularity in respect to the certification examination
- 3) Material misrepresentation and/or fraud related to any statement to the CNLCP® Certification Board or to the public, including but not limited to, statements made to assist the Certified Nurse or others applying for certification; gross or repeated negligence in one's professional work; the convocation of plea of guilty or plea of no contest to a felony or misdemeanor that is directly related to the practice of nurse life care planning
- 4) Failure to adhere to the eligibility requirements for certification candidacy or continuing certification requirements

COMPLETION OF APPLICATION

Read and follow the directions on the application and in this handbook; all applications must be completed online. Candidates must complete the examination application in full, using your first and last name exactly as it appears on your current government-issued photo ID such as a driver's license or a passport. The completed application, with all documentation, can be submitted and paid for online at www.ptcny.com/test-sponsors/cnlcp.

Payment is due at the time of application. All applications will be reviewed for eligibility once payment is received. Candidates found to be ineligible or applications incomplete as of 21 days before the start of the chosen testing period will be refunded their examination fee minus a \$75.00 processing fee.

SCHEDULING YOUR EXAMINATION APPOINTMENT

Approximately 21 business days after the application has been received, reviewed, and processed, candidates will be emailed a Scheduling Authorization from notices@ptcny.com. Please ensure you enter your correct email address on the application and add the 'ptcny.com' domain to your email safe list. If you do not receive a Scheduling Authorization 14 business days after your payment has been processed contact the Professional Testing Corporation at (212) 356-0660 or online at www.ptcny.com/contact

The Scheduling Authorization will indicate how to schedule your examination appointment with Prometric as well as the dates during which testing is available. Appointment times are first-come, first-serve, so schedule your appointment as soon as you receive your Scheduling

Authorization in order to maximize your chance of testing at your preferred location and on your preferred date. **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and testing center. Candidates unable to schedule an appointment will forfeit their fees.**

Candidates have three (3) months from the date of application to sit for the examination. After the three-month period, candidates will need to reapply for the examination and pay a new application fee.

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Please check this confirmation carefully for the correct date, time, and location. Contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at www.prometric.com/CNLCP.

CHANGING YOUR EXAMINATION APPOINTMENT

RESCHEDULING AN APPOINTMENT

Candidates are able to reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: www.Prometric.com/CNLCP.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 5 to 29 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

TRANSFERRING TO A NEW TESTING PERIOD

Candidates unable to take the examination during their scheduled testing period may request a ONE-TIME transfer to a future testing period. There is a transfer fee of \$235.00. After you have transferred once by paying the \$235.00 fee, you will need to pay the full examination fee in order to transfer a second time; so, *please plan carefully*.

Please note: requests to transfer to a new testing period must be received within 30 days of your originally scheduled testing period.

Candidates wishing to transfer to a new testing period need to follow the steps below.

Go to <http://secure.ptcny.com/apply>.

Click “Start New Application.”

Choose CNLCP in the first drop-down menu; then choose the new examination period in the second drop down menu and fill out the rest of the information on the page.

Fill out the application making sure you answer yes to the question asking if you are transferring.

When you have finished the application, click “Submit Transfer Request.”

PTC Support will send you an email letting you know your transfer application was approved and that you can log back into your application and pay the one-time \$235.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer process.

If candidates are unable to attend the examination on the date for which they registered and elect not to transfer to another testing period the application will be closed and all fees will be forfeited. There will be no refund of fees.

The transfer fee is based on costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved. The candidate is responsible for contacting Prometric and canceling the original examination appointment, if one was made.

Exams may only be transferred to a new testing period once; please plan carefully.

Please note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full Examination Fee.

FAILING TO REPORT FOR AN EXAMINATION

If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.

EXAMINATION ADMINISTRATION

The Certification Examination for Nurse Life Care Planners is administered on an on-demand basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric. Scheduling is handled on a first-come, first-served basis.

Candidates cannot schedule an examination appointment until they have received a Scheduling Authorization from PTC via email. Please add notices@ptcny.com to your contacts or safe email lists to ensure your Scheduling Authorization does not go to your junk/spam mail folder.

SPECIAL NEEDS

The CNLCP® Certification Board and PTC support the intent of and comply with the Americans with Disabilities Act (ADA). PTC will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system). The information you provide and any documentation regarding your disability and special test accommodations will be held in strict confidence.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

Special testing arrangements may be made upon receipt of the Application, examination fee, and a completed and signed Request for Special Needs Accommodations Form, available from www.ptcny.com/PDF/PTC_SpecialAccommodationRequestForm.pdf or by calling PTC at (212) 356-0660.

This Form must be uploaded with the online application no later than 8 weeks prior to the start of the chosen testing period.

Only those requests made and received on the official Request for Special Needs Accommodations Form will be reviewed. Letters from doctors and other healthcare professionals must be accompanied by the official Form and will not be accepted without the Form. All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.

PREPARING FOR THE EXAMINATION

- Check your government issued photo ID (driver's license, passport or U.S. Military ID) when you make your examination appointment. Is it expired? Does the first and last name on your ID match the name on your Scheduling Authorization email? Proctors at the Prometric testing center will refuse admission to candidates with expired IDs, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.
- Check your PTC Scheduling Authorization email and Appointment Confirmation email from Prometric to make sure everything is accurate (i.e. your name, exam name, appointment date, time and location).
- Make yourself familiar with the location of your chosen testing site and any requirements they may have for parking and check the weather and traffic conditions before you leave for the testing center. Make sure you give yourself plenty of time to arrive as late arrival may prevent you from testing.
- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/en-us/pages/siteclosure.aspx>.
- Prometric's website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: www.prometric.com.
- This Handbook provides the Content Outline for the Examination (see appendix). Use these to help you start studying for the examination.
- Review What to Expect at the Testing Center and the Rules for the Examination starting below before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

PTC has partnered with Prometric Testing Centers to deliver examinations to candidates. Here is what you can expect when you arrive at your Prometric Testing Center.

- Candidate Check-In
 - Candidates will be asked to present their IDs
 - Candidates will be asked to empty and turn out their pockets
 - Candidates will be “wanded” or asked to walk through a metal detector
 - Inspection of eyeglasses, jewelry, and other accessories will be conducted. Jewelry other than wedding and engagement rings is prohibited.
 - Religious headwear may be worn into the testing room; however, it may be subject to inspection by a testing center administrator before entry into the testing room is permitted.
 - Prometric provides lockers for candidates to store their purses, mobile phones, jackets, food, drinks and medical supplies.
- During the Exam
 - No breaks are scheduled during the exam. Candidates who must leave the testing room to take a break will not be given extra time on the exam
 - Accessing mobile phones or study materials during the examination is prohibited
 - Smoking is prohibited at the testing center
 - All examinations are monitored and may be recorded in both audio and video format

Please keep in mind: other exams will be administered at the same time as your examination. Therefore, examinees may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided. Prometric is unable to provide a completely noise-free environment. However, headphones may be requested to minimize impact.

Please see [Prometric's website](#) for more information about what to expect on testing day.

RULES FOR THE EXAMINATION

- 1) You must present your current driver's license, passport, or US Military ID at the testing center. Candidates without valid ID will NOT be permitted to test. Temporary or paper copies of your ID will not be accepted.
- 2) No Electronic devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content, including but not limited to, cell phones, laptop computers, tablets, Bluetooth devices; wearable technology (such as smart watches), MP3 players (such as iPods), pagers, cameras, and voice recorders are permitted to be used and cannot be taken in the examination room. Prometric provides lockers for your personal items.
- 3) No papers, books, or reference materials may be taken into or removed from the testing room.
- 4) No questions concerning content of the examination may be asked during the examination session. The candidate should read carefully the directions that are provided on screen at the beginning of the examination session.
- 5) Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- 6) Bulky clothing, such as sweatshirts (hoodies), jackets, coats, and hats (except hats worn for religious reasons), and most types of jewelry may not be worn while taking the examination. Proctors will ask you to remove such items and place them in your locker. Please see [Prometric's statement on Test Center Security](#) for more information.
- 7) All watches and "Fitbit" type devices cannot be worn during the examination.
- 8) No food/beverages are permitted inside the testing room. Leave these items in your assigned locker.

FEES*

APPLICATION FEES FOR THE CERTIFICATION EXAMINATION FOR NURSE LIFE CARE PLANNERS

Examination, AANLCP® Association Member:.....	\$450.00
Examination, Non-Member:.....	\$550.00
Transfer of Examination (to a new three-month testing window):	\$235.00
Retesting Fee (failure less than or equal to 80%):.....	\$235.00

Check or money order should be made payable to: **Professional Testing Corporation.**

Visa, MasterCard and American Express may be used for payment; however, an additional, nominal, processing fee of \$20.00 will be assessed for credit card usage. Candidates who wish to utilize this mode of payment will need to complete the credit card payment form on the Application.

Examination fees include a non-refundable \$75 administrative fee.

RECERTIFICATION FEES DUE AT TIME OF CNLCP® RECERTIFICATION

CNLCP® Recertification by points, AANLCP® Association Member	\$375.00
CNLCP® Recertification by points, Non-Member.....	\$475.00
CNLCP® Recertification by exam, Member	\$425.00
CNLCP® Recertification by exam, Non-Member	\$525.00
CNLCP® Exam Re-testing (failure less than or equal to 80%)	\$235.00

Late Recertification, AANLCP® Association Member (Late fee \$200 within 30 days of expiration):.....	\$575.00
Late Recertification, Non-Member (Late Fee \$200 within 30 days of expiration):.....	\$675.00

** If the recertification application is delinquent and received beyond 30 days of the expiration date, the Candidate is no longer able to use the designation of CNLCP® and, as such, must submit to re-testing at the full examination fee of \$425.00 for members and \$525.00 for non-members.*

*Cash payments are not accepted

REFUNDS

There will be no refund of any fees.

Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.

REPORT OF RESULTS

Candidates will be notified, via mail, in approximately 2-3 weeks of taking the examination whether they have passed or failed the examination. Scores on the major areas of the examination and on the total examination will be reported to the Candidate and the Certified Nurse Life Care Planner (CNLCP®) Certification Board. Successful Candidates will also receive certificates from PTC on behalf of the Certified Nurse Life Care Planner (CNLCP®) Certification Board. Certificates will be mailed at the end of the month the successful Candidate tested.

RE-EXAMINATION

The Certification Examination for Nurse Life Care Planners may be repeated two times. Candidates must wait two months before re-testing (e.g. a Candidate may retest in March if the original testing date was in January, etc.).

The Candidate must file a new Application and submit the re-testing fee of \$235.00.

The Candidate will be required to take and pass a formal life care planning course from a Board-approved program if unsuccessful with achievement of a passing score after two additional examination attempts.

CONFIDENTIALITY

1. The Certified Nurse Life Care Planner (CNLCP®) Certification Board will release the individual test scores to the Candidate only.
2. Any questions concerning test results should be referred to the Professional Testing Corporation.

Upon request from individuals and/or the public, the Certified Nurse Life Care Planner (CNLCP®) Certification Board will verify the initial certification of a Candidate, as well as the date of renewal. Verification can also be obtained via the website.

Any disciplinary action will also be disclosed if a suspension and/or revocation of the CNLCP® designation has been imposed.

CONTENT OF EXAMINATION

1. The Certification Examination for Nurse Life Care Planners is a computerized examination composed of 250 multiple choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline section of this Handbook located on page 18.
3. The questions for the examination are obtained from individuals with expertise in nurse life care planning and are reviewed for construction, accuracy, and appropriateness by the Certified Nurse Life Care Planner (CNLCP®) Certification Board.
4. The Certified Nurse Life Care Planner (CNLCP®) Certification Board, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Certification Examination for Nurse Life Care Planners will be weighted in the following manner:
 - I. LIFE CARE PLANNING35%
 - II. SPINAL CORD INJURIES10%
 - III. BURNS AND AMPUTATIONS10%
 - IV. BRAIN INJURIES12%
 - V. NEONATAL AND PEDIATRIC INJURIES/ILLNESSES8%
 - VI. CHRONIC PAIN10%
 - VII. LIFE CARE PLAN CONSTRUCTION15%

CONTENT OUTLINE

I. LIFE CARE PLANNING

A. Definition and Principles

1. Purpose
2. Standards of Practice
3. Ethical Considerations
 - a. Confidentiality
 - b. Informed Consent
 - c. Accountability
4. Nursing Process
 - a. Assessment
 - b. Diagnosis
 - c. Planning
 - d. Implementation
 - e. Evaluation

B. Life Care Plan

1. Components
2. Roles and Responsibilities of Nurse Life Care Planner
 - a. Assessment
 1. Interviewing
 2. Data Collection and Supportive Documentation
 3. Collaboration with Providers and Experts
 - b. Nursing Diagnosis
 - c. Outcome Estimation
 - d. Planning and Implementation
 1. Cost Estimation
 2. Case Management of Life Care Plan
 - e. Evaluation
3. Life Expectancy

C. Litigation Process

1. Legal Issues
 - a. Concepts
 - b. Tort Law
2. Expert Testimony
3. Trial/Deposition
 - a. Federal Rules of Evidence
 - b. Daubert Rule
 - c. Process

D. Related Legislation

1. Americans with Disabilities Act
2. Rehabilitation Acts
3. State and Federal Programs

E. Rehabilitation Principles

II. SPINAL CORD INJURIES

A. Anatomy and Physiology

1. Cervical Level
2. Thoracic Level
3. Lumbar and Sacral Levels
4. Clinical Syndromes (i.e., Cauda Equina, Central Cord, Brown-Sequard, Anterior Cord, Conus Medullaris)

B. Neurological and Functional Classifications

1. ASIA Impairment Scale
2. FIM-FAM Scale
3. Other

C. Functional Losses and Associated Needs

1. Medical Care
 - a. Evaluations
 - b. Therapy
 - c. Home Health Services
 - d. Bowel and Bladder
 - e. Sexuality Issues
 - f. Potential Complications
2. Living Environment
 - a. Adaptive Equipment
 - b. Community Reintegration
 1. Mobility and Transportation
 2. Housing
 3. Vocational Adjustments
 4. Community Resources

D. Psychosocial Aspects

1. Client
2. Family
3. Other Supportive Systems

III. BURNS AND AMPUTATIONS

A. Wounds

1. Depth and Size
2. Cellular and Vascular Responses
3. Healing
4. Treatment and Therapies
 - a. Grafting
 - b. Pressure Garments
 - c. Splinting
 - d. Prostheses
 - e. Specialized Therapies

B. Equipment and Medical Supplies

- C. Complications
 - 1. Surgical
 - 2. Soft Tissue and Bone Injury
 - 3. Infection
 - 4. Neurologic
 - 5. Other
- D. Psychosocial Aspects
 - 1. Client
 - 2. Family
 - 3. Other Supportive Systems
- E. Anatomy and Physiology

IV. BRAIN INJURIES

- A. Pathophysiology
 - 1. Primary Injury
 - 2. Secondary Injury
 - 3. Complications
- B. Measures of Injury Severity
 - 1. Glasgow Coma Scale
 - 2. Duration of Coma
 - 3. Duration of Post-Traumatic Amnesia
 - 4. Levels of Cognitive Functioning
 - 5. Other
- C. Outcome Predictors
 - 1. Premorbid Characteristics
 - 2. Clinical Presentation
 - 3. Neurologic Imaging
- D. Outcomes
 - 1. Cognitive Losses
 - 2. Behavioral Changes
 - 3. Social Isolation
 - 4. Functional Losses
- E. Rehabilitation
 - 1. Medical Care
 - 2. Neuropsychological Evaluations
 - 3. Therapies
 - 4. Home Health Services
 - 5. Potential Complications
- F. Psychosocial Aspects
 - 1. Client
 - 2. Family
 - 3. Other Supportive Systems

V. NEONATAL AND PEDIATRIC INJURIES/ILLNESSES

A. Types of Cerebral Palsy

1. Spastic
2. Dyskinetic
3. Hypotonic

B. Problems Associated with Cerebral Palsy

1. Neurologic
2. Musculoskeletal
3. Gastrointestinal
4. Communication Disorders
5. Behavioral and Emotional

C. Management

1. Medical Care

- a. Evaluations
- b. Therapies
- c. Home Health Services
- d. Medications
- e. Surgery

2. Growth and Developmental Considerations

3. Schooling and Education

D. Community Resources

1. Collateral Sources of Funding
2. Family

VI. CHRONIC PAIN

A. Pathophysiology

B. Assessment

C. Management

1. Medication

- a. Types
- b. Delivery Systems

2. Cognitive Behavioral Methods

3. Devices

- a. Implantable
- b. Noninvasive

4. Nerve Blocks

5. Neuroablation

D. Psychosocial Aspects

1. Client
2. Family
3. Other Supportive Systems

VII. LIFE CARE PLAN CONSTRUCTION

A. Assessment of Patient

1. Face-to-Face Versus Telephone or No Contact
2. Documentation of Demographics of the Injured Person
3. Family Dynamics (including financial profile, work history, guardianship/power of attorney, social profile)
4. Documentation of Daily Routine (functional capabilities, pre/post incident)
5. Current Medications
6. Assessment of Home/Environment
7. Collateral Interviews

B. Collaboration with Others

1. Identify Needs for Experts or Specialists
2. Consult with Experts or Specialists
3. Request Information from Treating Physicians/Ancillary Providers as Able
4. Consult Other Resources
 - a. Published Standards/Clinical Practice Guidelines
 - b. Provider or Expert Report
 - c. Depositions
 - d. Literature
 - e. Medical Records
 - f. Professional Education, Training and/or Experience

C. Life Care Plan Development

1. Review Records
 - a. Pre-Morbid
 - b. Post-Accident
2. Prepare Chronology
3. Identify/Request Missing Records
4. Review Depositions
5. Review Expert Reports
6. Determine Nursing Diagnoses
7. Assess Life Expectancy
8. Assess Need For
 - a. Medical Care
 - b. Therapeutic Care (including therapies, nutrition, health and strength maintenance)
 - c. Diagnostic Tests
 - d. Mobility Needs
 - e. Home Care/Attendant Care/Facility Care
 - f. Equipment (including assistive technology, recreational equipment, and orthotics/prosthetics)
 - g. Home Furnishings
 - h. Medications
 - i. Supplies
 - j. Transportation

k. Home Modifications

l. Case Management Services

D. Cost Research

1. Provider/Vendors
2. Internet
3. National Database with Geographic Adjustment
4. Recent Billing
5. Usual and Customary
6. Personal Experience
7. Patient/Family Preferences
8. Medical Coding

E. Reporting Writing

1. Projected Evaluations
2. Standardized Tables
3. Narrative Portion
4. Medical Provider
5. Resource List/Bibliography
6. Medical Diagnoses
7. Nursing Diagnoses
8. Rationale for Recommendations
9. Annual/Lifetime Costs

SAMPLE EXAMINATION QUESTIONS

1. Collateral funding is most likely to be available from
 1. religious organizations.
 2. state and federal agencies.
 3. managed care organizations.
 4. private health insurance companies.
2. According to the ASIA scale, which of the following best describes the degree of impairment for ASIA “A”?
 1. No sensory or motor function preserved in the sacral segment S4-5
 2. Motor function normal, but no sensory function preserved in the sacral segment S4-5
 3. Sensory, but no motor function preserved below neurological level of injury
 4. Motor function preserved below neurological level of injury and majority of key muscles below neurological level of injury have a grade less than 3
3. In legal terminology, the complaint is best described as
 1. evidence given by a competent witness.
 2. the formal process of obtaining information in preparation for litigation.
 3. a pleading filed with the court which initiates a legal action.
 4. a statement sworn to before an officer who has authority to administer an oath.
4. The life care plan should be written to achieve maximum
 1. client independence.
 2. client satisfaction.
 3. settlement for client.
 4. adherence to treatment.
5. The pons area of the brain controls
 1. vision.
 2. breathing.
 3. involuntary movement.
 4. sexual activity.

ANSWERS TO SAMPLE QUESTIONS:

1.2; 2.1; 3.3; 4.1; 5.2

REFERENCES

The Certified Nurse Life Care Planner (CNLCP®) Certification Board has prepared a suggested reference list to assist in preparing for the Certification Examination for Nurse Life Care Planners. These references contain journals and textbooks, which include information of significance to life care planning. This list does not attempt to include all acceptable references, nor is it suggested that the Certification Examination for Nurse Life Care Planners is necessarily based on these references.

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