



AMERICAN BOARD OF PERIANESTHESIA NURSING CERTIFICATION, INC. (ABPANC)

CERTIFICATION EXAMINATIONS OFFERED

The following American Board of Perianesthesia Nursing Certification (ABPANC) examinations are offered at PSI Testing Center locations:

- Certified Post Anesthesia Nurse (CPAN®)
- Certified Ambulatory Perianesthesia Nurse (CAPA®)

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. The **ABPANC [Certification Candidate Handbook](#)**, found on the **[ABPANC website](#)**, contains vital information about the certification process. Please review it carefully.

When registering to take the CPAN or CAPA exam, you will have the option to purchase [Test Assured](#). The Test Assured program allows CPAN or CAPA candidates to take the exam twice in a 12-month period if the first attempt is unsuccessful for a nominal fee of an additional \$50.00 at time of registration.

Contact ABPANC at abpanc@cpancapa.org with questions regarding eligibility to take the CPAN and/or CAPA examinations.

RECERTIFICATION EXAMINATIONS OFFERED

The ABPANC **[Recertification Candidate Handbook](#)**, has important information about the recertification process. Please review it carefully.

STUDY RESOURCES

ABPANC has developed numerous [resources](#) to help you prepare for the exam, including:

- CPAN/CAPA Test Blueprint
- 4 Practice exams for purchase
- 12-Week Study Plan
- Study Question of the Week

STUDY REFERENCES

ABPANC's Study References List contains the only references approved by ABPANC and used to write the exam questions:

American Heart Association. ACLS Provider Manual. 2016 • (Note: the most up-to-date (current) ACLS manual is used as a basis for exam questions)

American Heart Association. PALS Provider Manual. 2016 • (Note: the most up-to-date (current) PALS manual is used as a basis for exam questions)

American Society of PeriAnesthesia Nurses. Perianesthesia Nursing Standards, Practice Recommendations, and Interpretive Statements 2019-2020. ASPAN, Cherry Hill, NJ, 2017.

American Society of PeriAnesthesia Nurses. Schick, L. and Windle, P., (Editors) Third Edition. Perianesthesia Nursing Core Curriculum – Preoperative, Phase I and Phase II PACU Nursing. WB Saunders, St. Louis, MO.,2021.

Odom-Forren, J. Drain's PeriAnesthesia Nursing: A Critical Approach. 7th Ed. Elsevier Saunders, 2018.

Fleisher, L. and Roizen, M. Essence of Anesthesia Practice, 4th Ed. Elsevier Health Sciences, December, 2017.

Hockenberry, M., Wilson, D. Wong's Nursing Care of Infants and Children. 10th Ed. CV. Mosby, 2018.

Hodgson, B., and Kizior, R. Saunders Nursing Drug Handbook 2017. Saunders (Elsevier), 2018.

Urden, L., et al. Thelan's Critical Care Nursing, Diagnosis and Management, 8th Ed. Elsevier, 2018.

Nagelhout, J. and Sass, E. *Nurse Anesthesia.* Sixth Edition. Elsevier, St. Louis, MO, 2018.

SCHEDULING PROCEDURES

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

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

1. Log onto PSI's website and create an account. You must put in your email address and the EXACT spelling of your first and last name. Check the box next to "Check here to attempt to locate existing records for you in the system".
2. You will be asked to select the examination. Enter the Candidate ID number provided in the Authorization to Test (ATT) email sent by PSI. Your record will be found and you will now be ready to schedule the exam.
3. Enter your zip code. A list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

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

Time Zone	Monday - Friday	Saturday-Sunday
Eastern	9:00am – 7:00pm	Closed
Central	8:00am – 6:00pm	Closed
Mountain	7:00am – 5:00pm	Closed
Pacific	6:00am – 4:00pm	Closed

Candidates may also contact PSI by email at ABPANCcandidatesupport@psionline.com. Please note that you cannot use email to schedule your examination.

CHANGING/CANCELLING YOUR EXAM APPOINTMENT

You may cancel and reschedule a test appointment by phone if your cancellation notice is received 2 days (48 hours) before the scheduled test date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. Call PSI at (866) 830-1145 to cancel and reschedule your appointment. **Please note that cancellations by voicemail or email will not be accepted. You must speak to a Customer Service Representative or use the PSI website to cancel or change your appointment. Changes/cancellations are not permitted within 48 hours of the scheduled test date.** Candidates will forfeit

all testing fees if they are absent on the day of their scheduled test session. To change your examination appointment, go online to www.psiexams.com or call (866) 830-1145.

LATE CANCELLATION/ABSENT CANDIDATES

If you fail to cancel your appointment, or fail to arrive to the test site on time with the proper identification, you will forfeit all fees. Your registration will be invalid, you will not be able to take the test as scheduled, and you will have to reapply to take the exam if you:

- Do not appear or do not cancel your appointment within 2 days before the scheduled test date;
- Arrive after the test start time;
- Do not present proper identification when you arrive for the test.

CHANGING YOUR TEST CENTER LOCATION

You are allowed to change your test center location; however, doing so will cancel your previously scheduled appointment. Changing a test center location is considered a reschedule and the deadlines for changing as described above, apply. If you attempt to change your test center after the opening of the exam administration window, you may not be able to reschedule at a time and test center of your choice. To change test centers, contact PSI at www.psiexams.com or call (866) 830-1145.

***NOTE:** Changing a test center location or test date is considered a reschedule and the deadlines for making changes apply.*

WITHDRAWING FROM AN EXAM AND REQUESTING A PARTIAL REFUND OR ROLLOVER

If you choose not to sit for the examination you have registered for, you have 2 options:

1. Withdraw and receive a partial refund from ABPANC

OR

2. Rollover into another testing window within the next 12 months (\$100 reprocessing fee).

Rollover requests can only be requested one time.

You must cancel your appointment with PSI to be eligible for a refund or a rollover. To cancel your exam appointment, contact PSI at www.psiexams.com or call (866) 830-1145. **In order to make any changes to your exam appointment, including requesting a rollover, you must notify PSI.**

REQUESTING A REFUND FROM ABPANC

You are eligible to receive a partial refund from ABPANC if you have cancelled your appointment with PSI, as follows:

Regular fee ASPAN member: \$175.00

Regular fee non-ASPAN member: \$249.00

Requests for refunds for cancellations within 48 hours of the scheduled appointment will not be honored unless it is due to an emergency and appropriate documentation is provided. See page 19 of ABPANC's *Certification Candidate Handbook* if you have an emergency that prevents you from testing.

REQUESTING A ROLLOVER

To request a rollover, notify PSI by email at ABPANCcandidatesupport@psionline.com. Requests should contain your PSI Cancellation number, as well as your name, email address, and phone number.

If you have not scheduled your exam appointment and want a rollover, you must contact PSI before the last day of the exam administration window.

You will be charged a \$100.00 reprocessing fee at the time that you reapply. Once you request a rollover, you are not eligible for a partial refund.

SPECIAL TESTING ACCOMMODATION REQUESTS FOR CANDIDATES WITH DISABILITIES

In compliance with the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act, special testing accommodations will be considered for individuals with disabilities recognized by the ADA. **Prior to scheduling your exam, you must contact PSI to arrange for Special Testing Accommodations at 800-733-9267 ext. 6750 and you will need to provide appropriate documentation.** You must be specific about the accommodation(s) being requested. Once your request has been received, the PSI ADA Services team will contact you.

TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or an emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. You may check the status of your test schedule by calling (866) 830-1145. Every effort will be made to reschedule your test at a convenient time as soon as possible. You may also check the PSI website at www.psiexams.com.

PSI TEST SITE PROCEDURES

On the day of the exam, you should arrive at least 30 minutes before your appointment in order to sign in and familiarize yourself with the test process. If you arrive late, you may not be admitted to the test site.

REQUIRED IDENTIFICATION AT TEST SITE

You must provide two (2) forms of identification.

- One must be a VALID form of government-issued identification (Driver's License, State ID, or Passport) which bears your signature and has your photograph.
- The second form of ID must have your printed legal name. Acceptable forms of identification include a Credit card, ATM card, Social Security card, Employee ID card, or Voter Registration card.
- A candidate's first and last name and both identifications **must match** the name provided on the ABPANC application and the eligibility notice sent by PSI.

SECURITY PROCEDURES

The following items are **not** permitted in the examination room:

- All personal electronic devices, except those that are a medical necessity and have been approved as special accommodations.
- Children, guests, cellular telephones, personal digital assistants (PDAs), recording devices, cameras, pagers, purses, notebooks, notebook computers, reference or reading material, music players, radios, electronic games, calculators, or briefcases.
- Personal items including backpacks, pens, pencils, or other writing devices, food, drinks, and good-luck items.
Hats, baseball caps, or visors (with the exception of religious apparel), coats, shawls, hooded clothing, heavy jackets or overcoats.

The following security procedures will apply during the examination:

- You will be provided with scratch paper and a pencil.
- No conversing or any other form of communication among candidates is permitted once you enter the examination area.
- No smoking, eating, or drinking will be allowed at the examination site.
- You may not exit the building during the examination.
- Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

TAKING THE TEST BY COMPUTER

IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the test. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the test for which you are registered.

TUTORIAL

Before you start your test, an introductory tutorial to the computer and keyboard is provided on the computer screen. The time spent on the tutorial, up to 15 minutes, DOES NOT count as part of your test time. Sample questions are included following the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the test, minutes remaining will be displayed at the top of the screen and updated as you record your answers.



The screenshot shows a test interface with a top navigation bar containing icons for Mark, Comments, Goto, Help, and End. Below the bar, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?" Below the question is a text input field. Underneath the input field, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the interface, there are two buttons: "<< Back" and "Next >>".

TEST QUESTION EXAMPLE

During the test, you should press 1, 2, 3, or 4 to select your answer or press “MARK” to mark it for later review. You should then press “ENTER” to record your answer and move on to the next question. A sample question display follows.

IMPORTANT: *After you have entered your responses, you will later be able to return to any question(s) within that section and change your response, provided the test time has not run out.*

SCORE REPORTING

When you finish the exam, or after the three hour time limit has lapsed, you will receive your final, official Score Report that indicates whether or not you passed. In addition to a Score Report, passing candidates will receive a Wall Certificate and Wallet ID Card from ABPANC. The Wall Certificate and Wallet ID Card will be sent to the primary mailing address provided in the application, so make sure that you update your address if it has changed. Under no circumstances will scores or pass/fail information be released over the phone, via email or Internet or by fax.

CONTACT ABPANC AT:

American Board of Perianesthesia Nursing Certification, INC. (ABPANC)

1133 Broadway, Suite 544

New York, NY 10010

Phone: 1-347-708-7975

Website: www.cpancapa.org

Email: abpnc@cpancapa.org (email is the preferred method of correspondence)

CONTACT PSI AT:

PSI Services LLC

18000 W. 105th Street

Olathe, KS 66061

Phone: 1-866-830-1145

Fax: 1-913-895-4650

Email: ABPANCcandidatesupport@psionline.com

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