**Email #1**

Subject: NBCRNA CPC Program Reminder

Dear [Name],

The [Association Name] would like to remind you about completing all four components of the [NBCRNA Continued Professional Certification (CPC)](https://www.nbcrna.com/continued-certification/CPC_Program/) Program to maintain your CRNA credential. Components include 60 Class A credits, 40 Class B credits, four Core Modules, and if you’re in your second four-year CPC cycle, the [Continued Professional Certification Assessment (CPCA)](https://www.nbcrna.com/continued-certification/cpc-assessment).

Since the CPC program is modular, these requirements do not need to be completed in a specific order, but the CPCA must be completed no later than six months before your credential renewal date in your second four-year CPC Program cycle.

To view your personalized NBCRNA CPC Program timeline, visit <https://portal.nbcrna.com/>.

Sincerely,

[Association Name]

**Email #2**

Subject: NBCRNA CPC Assessment Reminder

Dear [Name],

The [NBCRNA Continued Professional Certification Assessment (CPCA)](https://www.nbcrna.com/continued-certification/cpc-assessment) is a required component of the [NBCRNA Continued Professional Certification (CPC)](https://www.nbcrna.com/continued-certification/CPC_Program/) program. The CPCA is an assessment capturing a snapshot of your current knowledge, not a traditional pass/fail exam where studying is required beforehand. The assessment can be completed any time during your second four-year cycle, but the CPCA must be completed no later than six months prior to your credential renewal deadline.

If your CPCA deadline is within the next few years, please consider signing up early to ensure you’re able to book your assessment preferences (in-person vs. online, time, and date).

We encourage you to take the CPCA as early as possible to avoid any potential issues with your on-time CPC renewal. As you approach your deadline, CPCA appointments may become limited.

Log in to the NBCRNA portal today to schedule your CPCA at <https://portal.nbcrna.com/>.

Sincerely,

[Association Name]