

Eligibility Requirements for the CPC Assessment (CPCA)

In order to be eligible to sit for the CPCA, applicants must:

- Hold current certification
- Submit documentation of compliance with all state requirements for licensure as a registered nurse performing nurse anesthesia, including a current unrestricted license to practice as a registered professional nurse, with authority to practice nurse anesthesia if such authority is granted, in at least one state and in all states in which the applicant currently holds an active license. For those individuals employed by the United States government, “state requirements” refer to the requirements of any state or territory of the United States.
- Submit a complete, accurate and electronically signed assessment application during the CPC cycle in which a CPCA is required.
- Submit a color, digital self-image taken within the previous six months.
- Sign the Waiver of Liability and Agreement of Authorization, Confidentiality and Nondisclosure statements, clarifying that the individual has read, understands, and intends to be legally bound by those statements.
- Pay the assessment fee.

Significance of Eligibility Status

An applicant who holds “CPCA eligible” status with the NBCRNA has successfully submitted a CPCA application and has been granted eligibility to take the CPCA by the NBCRNA. The applicant with “CPCA eligible” status has not taken the CPCA required to be CPC compliant.

Expiration of Eligibility Status

Eligibility to sit for the CPCA lasts for a defined number of days corresponding with the end of the CPCA window that the applicant selected, or until the applicant takes the CPCA, whichever occurs first.

Ineligibility to Take the CPC Assessment (CPCA)

Applicants will be found ineligible to take the CPCA for any one or more of the following reasons:

- If, in the determination of the NBCRNA, the applicant was guilty of cheating on the CPCA
- Failure to meet any of the other eligibility requirements, including failure to sign or accept the waiver of liability and agreement of authorization, confidentiality, and nondisclosure statements

Grounds for Denial, Suspension or Revocation of Eligibility Status

The NBCRNA will automatically deny, suspend, or revoke an applicant's eligibility to take the CPCA in the following circumstances:

- Failure by the applicant to maintain current and unrestricted licensure as a registered professional nurse in at least one state
- Loss or surrender of licensure or other authority to practice nurse anesthesia in any state for any reason that, in the judgment of the NBCRNA, relates to the anesthetist's safe or ethical practice of nurse anesthesia
- Adjudication by a court or regulatory authority that the applicant is mentally or physically incompetent
- Suspension or termination from participation in a federal health care program for reasons relating to the unsafe, unlawful, or unethical practice of nurse anesthesia
- Conviction of, or pleading no contest to, a crime which, in the judgment of the NBCRNA, relates to the anesthetist's safe or ethical practice of nurse anesthesia

The NBCRNA may, at its discretion, suspend, deny, or revoke an applicant's eligibility to take the CPCA for any of the following reasons:

- Circumstances change so as to render one of the eligibility certifications made by the applicant invalid
- Falsification of any portion of the CPCA application, intentional misstatement of material fact or deliberate failure to provide relevant information on the assessment application or to the NBCRNA at any time, or assisting another person to do any of the above
- Failure by the applicant to maintain current and unrestricted licensure as a registered professional nurse in every state of practice, or loss of authority to practice
- Loss or surrender of licensure or authority to practice nurse anesthesia in any state for any reason other than retirement or cessation of practice unrelated to any disciplinary action or concern about disciplinary action
- Conviction of, or pleading no contest to, a crime
- Engaging in unethical conduct
- Provision of false or incomplete information to the NBCRNA in connection with the credentialing process
- Dishonest or deceptive behavior related to any NBCRNA examination or assessment, database, or intellectual property, cheating on an examination or assessment administered by the NBCRNA, inappropriate use of examination or assessment questions, or assisting another individual to engage in any such conduct
- Unauthorized use of any NBCRNA credential or other health professional designation or false claim of certification or other professional designation
- Violation of any NBCRNA policy or failure to cooperate with an NBCRNA investigation or audit

- Cheating or assisting another person to cheat on the CPCA, or otherwise engaging in dishonest or other improper behavior at any time in connection with the CPCA
- Documented evidence of retention, possession, copying, distribution, disclosure, discussion, or receipt of any CPCA question, in whole or in part, by written, electronic, oral, or other form of communication, including, but not limited to, emailing, texting, electronically posting, copying, or printing of electronic files, and reconstruction through memorization and/or dictation, before, during or after the CPCA
- Any other conduct that, in the judgment of the NBCRNA, calls into question the ability of the nurse anesthetist to serve patients in an honest, competent, and professional manner.

Application for CPC Assessment (CPCA)

The NBCRNA-administered CPCA facilitates the measurement of knowledge, skills and abilities for experienced nurse anesthetists who hold the NBCRNA-granted CRNA credential. The CPCA is one component of the CPC Program that nurse anesthetists must successfully complete in order to be deemed CPC compliant.

Each applicant must successfully complete the CPCA within the appropriate time frame during the second four-year CPC cycle of the eight-year CPC period. The CPCA may be taken at either an NBCRNA approved testing center or online at a secure location, with remote proctoring.

In order to take the CPCA, every applicant must submit the following materials to the NBCRNA:

- **Application and Fee(s):** A completed, signed, electronic CPCA Application and payment of all fees must be received by the NBCRNA prior to the requested CPCA administration window in order to allow adequate time for processing and verification of information.
- **Applicant Photo ID:** Every applicant must submit a color, digital self-image that has been taken within the previous six months of the CPCA application submission date.

Application for CPC Compliance

A new CPC compliance application must be submitted at the end of each four-year CPC cycle. In order to become or remain CPC compliant, each applicant must submit the following materials to the NBCRNA:

Process for Each Four-Year CPC Cycle

- **Application and Fee(s):** A completed, signed, electronic CPC Compliance Application, including but not limited to acceptable documentation of completion of Class A credits, Class B credits, Core Modules, and payment of all fees must be received by the NBCRNA prior to the applicant's four-year CPC compliance expiration date in order to allow adequate time for processing and verification of information.
- **Documentation of Licensure:**
 - Every applicant must document compliance with all state requirements for licensure as a registered nurse performing nurse anesthesia, including a current unrestricted license to practice as a registered professional nurse, with authority to practice nurse anesthesia if such authority is granted, in at least one state and in all states in which the applicant currently holds an active license. For those individuals employed by the United States government, the license may be issued by any state or territory of the United States.
 - If the applicant has practiced in more than one state during the prior four-year period, the applicant must provide appropriate documentation of licensure for the relevant time of practice in each state.
- **Documentation of CPC Program Components:** Acceptable documentation of the completion of all CPC program requirements must be received by the NBCRNA prior to the applicant's four-year CPC compliance expiration date in order to allow adequate time for processing and verification of information.
 - Requirements for each of the two four-year cycles leading up to the applicant's assigned CPC compliance expiration date include:
 - 60 Class A credits
 - 40 Class B credits
 - Successful completion of four (4) Core Modules
 - CPCA: Successful completion of this assessment is required during the second four-year cycle of each 8-year CPC Period. This is NOT a pass/fail exam, but rather a performance standard assessment (an evaluation) of each of the four content areas of nurse anesthesia knowledge, as detailed in the previous section of this handbook (CPC Assessment (CPCA) Overview).

If a CRNA does not at least meet the established performance standard in any of the four content areas of the CPCA, they will be required to complete a minimum of one additional Class A CE credit for each area where the performance standard was not met. These additional CE credits, above the minimum 60 Class A credits required of the CPC Program, will serve as the required remediation. These credits must be earned and processed with the NBCRNA **prior to the end** of the current CPC cycle or the CRNA will be out of compliance with the requirements of the CPC Program and will incur a lapse in certification.

For more information about remedy of lapsed certification, please see the section of this handbook below entitled: **Late Completion of CPC Program or Late Application**

- All information provided by the applicant during the CPC compliance application process is subject to audit and verification by the NBCRNA.
 - Nurse anesthetists are encouraged to provide all documentation substantiating Class B credits at the time of application for CPC compliance.
 - If an applicant's application is selected for audit, he or she must submit all requested materials to the NBCRNA electronically within 30 business days from the date of NBCRNA's request.
 - Refusal to comply with the audit process or failure to provide adequate requested documentation may, at the discretion of the NBCRNA, result in disciplinary action, including revocation of certification, in accordance with the NBCRNA Policies and Procedures for Discipline, Administrative Action and Appeals.

- **Documentation of Practice:** Every applicant must submit a record of practice setting forth:
 - A list of the facilities at which the applicant has practiced clinical nurse anesthesia or performed nurse anesthesia-related administrative, educational or research services within the preceding four-year period
 - The applicant's title or role at each facility, such as "practitioner" or "educator"
 - The address of each facility
 - The name, phone number, and email address of a contact person who can verify employment at each facility
 - The inclusive dates of practice during the current CPC cycle at each facility

CPC-Specific Policies and Procedures

The following policies or procedures are CPC-specific. Please note that there are additional NBCRNA policies and procedures posted to the NBCRNA website that may apply. Nurse anesthetists are responsible for being aware of any, and all, applicable policies.

CPC Compliance Period

Full CPC compliance is effective for a cycle of up to four years, or the designated CPC period. CPC compliance expires automatically at the end of the CPC compliance period, or CPC cycle, unless renewed. CPC compliance is required in order to maintain certification. The NBCRNA will not, under any circumstances, extend the expiration date for CPC Compliance.

An applicant who failed to complete the CPC program requirements for Class A, Class B, Core Modules, CPCA, and if applicable, required additional continuing education and/or failed to apply for CPC compliance by the deadline of a given CPC cycle, will lose his or her certification until such time as the **CPC program requirements have been satisfied**.

The effective date of certification following loss of certification will be the date on which the applicable CPC compliance requirements have been satisfied and a complete application has been received and approved by the NBCRNA. Under no circumstances will CPC Compliance be granted retroactively.

Maintenance of CPC compliance is the responsibility of the nurse anesthetist. While the NBCRNA will make every effort to send notice of expired CPC compliance to an individual's address on record via an acceptable delivery method, it is the responsibility of the nurse anesthetist to monitor certification status and ensure continued certification. The claim that a nurse anesthetist did not receive information from the NBCRNA, will not excuse the nurse anesthetist from non-renewal of CPC compliance.

Please refer to the **Late Completion of CPC Program or Late Application** section in this Handbook for specific requirements.

An individual who is not CPC compliant for more than four years, or who has lost his or her license or authority to practice nurse anesthesia for more than four years, will be required to complete a Reentry Program as specified by the NBCRNA. Please refer to the NBCRNA Reentry Program Handbook for more information.

Late Completion of CPC Program or Late Application

An applicant who failed to complete the CPC program requirements for Class A, Class B, Core Modules, CPCA and if applicable, required additional continuing education and/or failed to apply for CPC compliance by the CPC Compliance expiration date of a given CPC cycle, will lose his or her certification until such time as the CPC program requirements have been satisfied, as detailed in Table 1 on the following page.

Table 1: Expectations for a nurse anesthetist who has not completed the four-year CPC Program requirements for Class A, Class B, Core Modules, CPC Assessment and, if applicable, required additional continuing education and/or who has failed to apply for CPC compliance prior to the CPC cycle deadline and has lost certification.

Timeframe	Requirement
Day 1 up to day 31 after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements • Pay application fee • <i>No late fee assessed</i>
Day 32 up to day 60 after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements • Pay application fee • Pay \$100 late fee
Day 61 up to day 182 after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements and additional requirements prorated to the date of application • Complete additional 5 Class A assessed CEs beyond above requirements • Pay application fee • Pay \$100 late fee
Day 183 up to 1 year after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements and additional requirements prorated to the date of application • Complete additional 5 Class A assessed CEs beyond above requirements • Pay application fee • Pay \$250 late fee
1 Year plus 1 day up to 2 years after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements and additional requirements prorated to the date of application • Complete additional 15 Class A assessed CEs beyond above requirements • Pay application fee • Pay \$500 late fee
2 years plus 1 day up to 3 years after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements and additional requirements prorated to the date of application • Complete additional 25 Class A assessed CEs beyond above requirements • Pay application fee • Pay \$750 late fee
3 years plus 1 day up to 4 years after CPC cycle deadline	<ul style="list-style-type: none"> • Complete missing requirements and additional requirements prorated to the date of application • Complete additional 35 Class A assessed CEs beyond above requirements • Pay application fee • Pay \$1,000 late fee

An individual who is not CPC compliant for more than four years, or who has lost his or her license or authority to practice nurse anesthesia for more than four years, will be required to complete a Reentry Program as defined by the NBCRNA. Please refer to the NBCRNA Reentry Program Handbook for more information.

Denial of Reported CPC Program Requirements

Class A Assessed CE

Consistent with ongoing NBCRNA procedures, there is no NBCRNA-administered appeal process for denial of Class A assessed CE activities. To avoid possible denial of CE activity as Class A, nurse anesthetists are strongly encouraged to seek out CE activities that are advertised as being prior-approved to grant Class A assessed CE credits and ensure that their CE activity assessments have been successfully completed.

Class B Professional Development

Consistent with ongoing NBCRNA procedures, there is no NBCRNA-administered appeal process for denial of Class B professional development activities. Individuals who have experienced denial of a Class B activity during the auditing process will be given a reasonable amount of time, as determined by the NBCRNA, to remedy the CPC compliance gap. An individual who is selected for audit prior to the close of the CPC compliance cycle will be notified of the Class B deficiency and will have the opportunity to submit additional qualified Class B credits to fill the gap prior to the expiration deadline without risk to his/her CPC compliance status.

An individual who is selected for audit after the close of the CPC compliance cycle and who is notified of a denial of Class B activity will be given a 15-business day grace period to remedy any gaps prior to the NBCRNA modifying the audited individual's CPC compliance status. Causes for denial of a Class B credit under the audit process include, but are not limited to, falsifying application information or failure to provide documentation that has been previously identified by the NBCRNA as being required to substantiate a claim for a Class B credit.

Consistent with NBCRNA policies, submitting false CPC application information, including submitting false information regarding completed Class A or Class B activities, or failure to comply with the NBCRNA auditing process, may result in loss of certification.

Requesting Additions to Class B Credit Table

A nurse anesthetist may submit a request to the NBCRNA via email at support@nbcrna.com to have an activity or activity category added to the Class B table. The process that should be used is as follows:

- Send an email to support@nbcrna.com containing a brief description of the activity or category
- Specify which of the following aspect(s) of the Class B criteria definition the activity or category satisfies, and why:
 - Enhances a nurse anesthetist's foundational knowledge of nurse anesthesia practice
 - Supports patient safety
 - Fosters a nurse anesthetist's understanding of the broader healthcare environment

- Using a scale of 1 to 10 to indicate a continuum of effort, include an estimate of Class B value for the proposed activity or category. (NOTE: A single Class B activity may not be given an effort value greater than 10, and there is not a one-to-one relationship between the number of hours attributed to the activity and the Class B value.) For example:
 - Low effort = 1 for attending a one-hour, non-assessed continuing education activity.
 - Medium effort = 5 for publishing a peer-reviewed article.
 - High effort = 10 for authoring a book.

Review Process for Requested Additions to the Class B Table

Once a nurse anesthetist has submitted a complete request to have an activity or activity category added to the Class B table, NBCRNA staff will conduct an initial review and issue a decision within 14 days of receipt of the request. If additional input is required before a decision can be made, staff will coordinate the process and provide a decision in as timely a manner as possible. All decisions regarding requests for adding Class B activities or activity categories are final and not subject to the NBCRNA appeal process.

Once approved, any new categories or activities will be added to the NBCRNA Class B table and to the online application to allow the new activity or category to be used by nurse anesthetists.

2-Year Check-In

Certificants are required to check-in with the NBCRNA at the mid-point of each 4-year CPC Cycle (i.e., “2-Year Check-In”) in order to provide or verify relevant information on record. Certificants will be provided with a deadline by which their check-in must be completed. At the time of 2-Year Check-In, each certificant must:

- **Provide, verify and/or correct the following information in his or her certification record:**
 - That all current registered nurse licenses are in good standing, are not suspended or limited by any state, have never been surrendered or relinquished (whether voluntarily or involuntarily) and are not the subject of a pending action or investigation
 - That all current advanced practice nurse licenses are in good standing, are not suspended or limited by any state, have never been surrendered or relinquished (whether voluntarily or involuntarily) and are not the subject of a pending action or investigation
 - That he or she has not been adjudicated by a court or regulatory authority to be mentally or physically incompetent
 - That he or she does not currently suffer from substance use disorder (SUD) [drug or alcohol addiction or abuse], that is impacting their practice
 - That he or she has not been convicted of, or pleaded no contest to, a crime
 - That he or she has not engaged in unethical conduct
 - That she or she has been engaged in the practice of nurse anesthesia or will be engaged in the practice of nurse anesthesia prior to the end of current CPC cycle

- That the most recently reported record of practice on file with the NBCRNA is accurate – and if not, what the accurate record of practice is
- That his or her contact information is accurate, complete, and up to date – and if not, what the current or known future contact information is

Reasonable Accommodation for Persons with Disabilities

The NBCRNA complies with the Americans with Disabilities Act (ADA). To ensure equal opportunity for all qualified persons, a candidate with a documented disability may request a reasonable testing accommodation by submitting a written request along with supporting documentation to the NBCRNA with their completed application. Supporting documentation includes the following:

1. A written personal statement identifying the basis of your need for accommodation, the specific accommodation(s) you are requesting, history of past testing accommodations given, and how a documented disability impacts your testing ability.
2. A current, complete, and comprehensive evaluation from a qualified healthcare professional performed within the past five years. Qualified healthcare professionals must be licensed or otherwise properly credentialed, possess expertise in the diagnosis of the disability for which the accommodation(s) is sought and has administered an individualized assessment of the candidate that supports the need for the requested testing accommodations.
3. Documentation from qualified healthcare professionals must include the following:
 - a. Document presented on official letterhead from a licensed or qualified healthcare professional who has examined the applicant
 - b. Official diagnosis, date of diagnosis, and identification of current need for testing accommodations as supported by the diagnosis
 - c. Specific recommended accommodations/modifications
 - d. Dated and signed by qualified healthcare professional
 - e. Results of psycho-educational or other professional evaluation(s)

Initial Certification of New Graduates

New graduates of nurse anesthesia educational programs accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA) who achieve a passing score on the National Certification Examination (NCE) and are granted initial certification by the NBCRNA on or after January 1, 2016, must comply with all of the requirements for CPC compliance approximately four years after the initial certification date. The initial certification card contains the date by which CPC compliance must be demonstrated in order to maintain certification.

Policies and Procedures for Discipline, Administrative Action and Appeals

Pursuant to NBCRNA Policies & Procedures for Discipline, Administrative Action and Appeals (“Policies”), Certified Registered Nurse Anesthetists, examinees, and applicants for Certification, or Continued Professional Certification (collectively “certification”) are subject to disciplinary or administrative action for engaging in conduct that NBCRNA regards as inconsistent with unrestricted recertification. The Policies sets forth the conduct that can lead to sanctions, the procedures that will govern, the sanctions that can be imposed, the appeal rights of any individual who is sanctioned, and provisions for reinstatement of certification. The Policies can be accessed on the NBCRNA website, www.NBCRNA.com, or requested from the NBCRNA.

CPC Assessment (CPCA) Content Outline is Located on the NBCRNA [Website](#)