

## **Certified Personal Care and Home Care Professional® CPCHCP®**

This application is for front line staff and health care professionals who work in a home care agency, hospice care agency or licensed personal care home.

The initial CPCHCP application fee is: \$135.00 USD. There is an additional fee of \$135.00 USD that you will register and pay directly via NCCDP Online Learning Powered by NetCE. After your application has been approved to move forward with the Personal Care and Home Care Professional curriculum you will receive a letter of instructions via email. You will have 30 days to complete the online course. The course is 31 hours.

To qualify for the CPCHCP certification you must meet the following requirements:

Track 1:

- High school graduate or GED
- Certified or Licensed in your chosen profession. The certification or license must be current. Or, completed a state required course and certification or license is not required in the state in which you work.
- Minimum of one -year paid full time paid experience in a home care agency, hospice agency or licensed personal care.

Track 2:

- Or 4 - year college graduate or Nurse.
- Certified or Licensed in your chosen profession
- 1 Year full time paid experience in a home care agency, hospice care agency or licensed personal care home.

Directions:

**Step 1:** complete the CPCHCP application online and pay for the CPCHCP application online.

Please allow 3 business days to review your application. If you are approved a letter of instruction will be emailed to you. If you are denied, an email letter will be sent to you and your application fee will be refunded.

**Step 2:** Follow the letter of instruction to sign up for and pay for the Personal Care and Home Care Curriculum with NCCDP Online Learning Powered by NetCE. You **MUST** follow the link listed in your confirmation letter.

The course is 31 hours. Once you are approved to take the course you will have 30 days to register for the course, complete the course and pass the test.

Topics are the following:

- Palliative care and end of life
- Geriatric failure to thrive
- Pain management and assessment
- Cultural meaning of death and dying
- Caring for the geriatric patient.

It is very important that you register your name with NCCDP Online Learning Powered by NetCE EXACTLY the way you registered with the NCCDP.

**Step 3:** Once you pass the test, NetCE will issue you a certificate of class attendance. THIS IS NOT A CERTIFICATION. An evaluation will be emailed to you from NCCDP. Once you complete the online evaluation a CPCHCP certification will be emailed to you. You will be required to renew every two years.

### **Renewal Process**

In 22 months, you will receive an email reminder and a post card in the mail alerting you to renew your CPCHCP certification online. You will need 10 hours with NCCDP Online Learning Powered by NetCE. The topic can be any health care related topic. You will need to complete the 10 hours prior to your renewal date. Please view the [fees](#) page for current renewal application and renewal course fees.

You must maintain your CPCHCP certification in good standing in order to renew your CPCHCP certification.