



Certified Physician Life Care Planner

## The Certification Examination for Physician Life Care Planners

### Handbook for Candidates

<b>Application Deadline</b>	<b>2019 Testing Dates</b>	<b>Testing Window</b>
May 15, 2019		June 15 – June 29, 2019
November 9, 2019		December 7 – December 21, 2019



This Handbook contains necessary information about the Certification Examination for Physician Life Care Planners (CPLCP™). Candidates are responsible for reading these instructions carefully. This Handbook is subject to change without notice.

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## Certification

The Certified Physician Life Care Planner (CPLCP™) Certification Board endorses voluntary certification by examination for physician life care planners. Physicians who meet eligibility requirements are eligible to take this examination. CPLCP™ Certification recognizes qualified physicians who demonstrate competent levels of education, training, knowledge, skill and experience in the specialty of physician life care planning.

## Purposes of Certification

CPLCP™ Certification:

1. Formally recognizes individuals who meet the eligibility requirements of the CPLCP™ Certification Board and pass the Certification Examination for Physician Life Care Planners ("CPLCP™ Examination"). Passing the Examination permits candidates to use the CPLCP™ Credential.
2. Requires continued personal and professional development in the practice of physician life care planning.
3. Establishes standards of knowledge and expertise, thereby assisting the public in its assessment of the practice, and practitioners.

## Administration

The Certification Program is administered by the CPLCP™ Certification Board. The Certification Examination for Physician Life Care Planners is administered for the CPLCP™ Certification Board by Professional Testing Corporation.

CPLCP™ Certification Board  
5501 Balcones Drive, A-202  
Austin, Texas 78731

Professional Testing Corporation  
1350 Broadway  
Suite 800  
New York, New York 10018

## Certification by Examination

### Eligibility Requirements

Candidates must meet the following eligibility criteria:

1. Be licensed as a Medical Doctor (MD), or Doctor of Osteopathic Medicine (DO) in the United States, or the equivalent in other countries, for at least the 3 years following the completion of residency. The license must be currently active, without any restrictions, and **a copy of the current license must be uploaded with the Application.**
2. Be Board Certified in Psychiatry (Physical Medicine & Rehabilitation) as designated by the American Board of Physical Medicine & Rehabilitation (ABPMR), or by the American Osteopathic Board of Physical Medicine & Rehabilitation (AOBPMR). **A copy of the current certification must be uploaded with the Application.**
3. Be a Certified Life Care Planner (CLCP), as designated by the International Commission on Health Care Certification (ICHCC). **A copy of this certificate must be uploaded with the Application.**

### The Checklist for CPLCP™ Certification Application includes:

- A completed online Application for the CPLCP™ Examination
- A copy of current, non-restricted medical license or computer generated document from the candidate's state medical board demonstrating active licensure without restrictions
- Proof of non-restricted Board Certification in Physical Medicine & Rehabilitation from the American Board of Physical Medicine & Rehabilitation (ABPMR) or American Osteopathic Board of Physical Medicine & Rehabilitation (AOBPMR).
- A copy of a current, non-restricted Certified Life Care Planner (CLCP) certification, as awarded by the International Commission on Health Care Certification (ICHCC)
- Full payment of the current required fee(s).

## Attainment of Certification and Recertification Criteria

Candidates who pass the CPLCP™ Examination are eligible to use the designation CPLCP™ after their names and will receive certificates from the CPLCP™ Certification Board. A registry of Certified Physician Life Care Planners will be maintained by the CPLCP™ Certification Board and may be reported in its publications.

Certification for Physician Life Care Planners is recognized for a period of five (5) years, at which time the candidate must retake and pass the most current CPLCP™ Certification Examination, or meet such alternative requirements in effect at that time in order to retain certification.

## Revocation of Certification

Certification may be revoked by CPLCP™ for any of the following reasons:

- Falsification of an application
- Failure to maintain, or revocation of an active, unrestricted medical license throughout the Certification Period
- Failure to maintain, or revocation of board certification in Physical Medicine & Rehabilitation, as designated by ABPMR or AOBPMR
- Failure to maintain, or revocation of CLCP certification, as designated by ICHCC
- Misrepresentation of certification status
- Failure to apply for recertification within current CPLCP™ Certification Board guidelines

The Appeals Committee of the CPLCP™ 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

### Eligibility

Any appeals to the CPLCP™ Certification Board must be made in writing via certified mail of the US Postal Service within 30 days of notification of ineligibility. The appeal should include a written explanation for the grounds for the appeal as well as any supportive documentation. (CPLCP™) Certification Board will respond, in writing within 60 days of receipt of the appeal via certified mail of the US Postal Service. Any information pertaining to any appeal will be reviewed exclusively by the CPLCP™ Certification Board and an additional decision on eligibility shall be determined. All decisions by the CPLCP Certification Board regarding appeals are final. Submission of appeals can be found on the CPLCP™ Certification Board's website <http://www.CPLCP.org>

### Examination

Candidates with reason to believe that a discrepancy exists in the scoring and reporting of their test results may appeal to the Certified Physician Life Care Planner (CPLCP™) Certification Board within 30 days of notification of their scores via certified mail of US Postal Service. The appeal must include documentation supporting the appeal.

The Certified Physician Life Care Planner (CPLCP™) Certification Board will respond, in writing within 60 days of receipt of the appeal via certified mail of the US Postal Service. The decision of the CPLCP™ Certification Board is final, and not subject to further appeal.

Contact Address:

CPLCP Certification Board  
5501 Balcones Drive, A-202  
Austin, Texas 78731

## Misrepresentation and Noncompliance Policy

The CPLCP™ Certification Board investigates all allegations regarding any alleged misconduct by CPLCP™ certification holders, candidates and/or applicants. Any and all allegations of misconduct must be submitted in writing, notarized, and sent via certified mail to the CPLCP™ Certification Board within 120 days of any alleged violation(s). All allegations must be accompanied by supporting documentation. Allegations of misconduct can include but are not limited to:

1. Ineligibility for certification.
2. Irregularity in connection with the certification examination.
3. Material misrepresentation or fraud in any statement to the CPLCP™ Certification Board, or to the public, including but not limited to: statements made to assist the physician applying for certification, gross or repeated negligence in professional practice, the conviction of plea of guilty or plea of no contest to a felony or misdemeanor that is directly related to the practice of life care planning.
4. Failure to adhere to and maintain the eligibility requirements for certification candidacy, or continuing certification requirements.

## Application for Examination

Candidates must complete the examination application in full, using your name exactly as it appears on your current government issued photo ID such as a driver's license or a passport.

1. Read and follow the directions on the application and in this Handbook. All applications must be completed online. The application can be found on Professional Testing Corporation's website <https://secure.ptcny.com/apply/>.
2. The online application, all required documentation, and appropriate fees for the examination must be received on or before the appropriate deadline listed in this Handbook.

## Examination Administration

The CPLCP™ Examination is administered during an established testing period on a daily basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by PSI.

## Scheduling Your Examination Appointment

Once your Application has been received and processed, your eligibility will be verified. Within six (6) weeks prior to the first day of the testing period, you will be emailed a Scheduling Authorization. The Scheduling Authorization will indicate how to schedule your examination appointment as well as the dates during which testing is available. A candidate not receiving a Scheduling Authorization or other correspondence at least three weeks before the beginning of the testing period should contact PTC at 212-356-0660 or [ptcny@ptcny.com](mailto:ptcny@ptcny.com).

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. After you make your test appointment, PSI will send you a confirmation email with the date, time, and location of your examination. Please check this confirmation carefully for the correct date, time, and location. If you do not receive this email confirmation or if there is a mistake with your appointment, contact PSI immediately at 1-833-207-1288

Your current government-issued photo identification, such as a driver's license, passport, or U.S. military ID, must be presented in order to gain admission to the testing center. Temporary, paper driver's licenses are not acceptable as a form of identification. PTC also recommends that candidates bring paper copies of their Scheduling Authorization and their PSI Appointment Confirmation email.

### Note:

- It is your responsibility as the candidates to contact PTC at 212-356-0660 if you do not receive your Scheduling Authorization email at least three weeks before the start of your testing period.
- It is your responsibility as the candidate to contact PSI to schedule your examination appointment. You can schedule online at [www.psiexams.com](http://www.psiexams.com) or over the phone at 1-833-207-1288.
- It is highly recommended you become familiar with the testing site prior to your testing date.
- Arrival at the testing site at the appointed time is the responsibility of the candidate. Plan for weather, traffic, parking, and any security requirements that are specific to the testing location. Late arrival may prevent you from testing.

## Special Needs

CPLCP™ 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. 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](http://www.ptcny.com) or by calling PTC at (212) 356-0660. This Form must be uploaded with the online application at least EIGHT weeks before the testing period begins. Please use this Form if you need to bring a service dog, medicine, food or beverages needed for a medical condition with you to the testing center.



Only those requests made and received on the official Request for Special Needs Accommodations Form (found at [www.ptcny.com](http://www.ptcny.com)) 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.

Information supplied on the Request for Special Accommodations Form will only be used to determine the need for special accommodations and will be kept confidential.

## International Testing

Candidates outside of the United States and Canada must complete and submit the Request for Special Testing Center Form found on the [www.ptcny.com](http://www.ptcny.com) homepage. This form must be uploaded to your application no later than 8 weeks prior to the start of the chosen testing period. Fees for testing at an international computer test center (outside of the United States and Canada) are \$100.00 in addition to the examination fee.

Please note that all examinations are administered in English.

## Changing Your Examination Appointment

If you need to cancel your examination appointment or reschedule to a different date within the two week testing period, you must contact PSI at 1-833-207-1288 no later than noon, Eastern Standard Time, two business days prior to your scheduled appointment.

If you fail to arrive for your appointment or cancel without giving the required notice, you forfeit your testing fee.

**Please note: PSI does not have the authority to authorize refunds or transfers to another 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 \$200.00. After you have transferred once by paying the \$200.00 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 4 weeks of your originally scheduled testing period.

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

1. Go to <http://secure.ptcny.com/apply>.
2. Click "Start New Application."
3. Choose CPLCP 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.
4. Fill out the application making sure you answer yes to the question asking if you are transferring; you will also need your PTC ID number from your original Scheduling Authorization.

5. When you have finished the application, click "Submit Request for Rescheduling Verification" in the Examination and Certification Information section of the application.
6. 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 \$200.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transferring 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 cost and is not punitive in nature. The transfer fee must be paid at the time the request for rescheduling is approved. The candidate is responsible for contacting PSI and canceling the original examination appointment, if one was made.

## **Rules for the CPLCP™ Examination**

- All 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; all wearable smart gear such as smart watches; MP3 players such as iPods, pagers, cameras and voice recorders are not permitted to be used and cannot be taken into the examination room.
- No books, papers, or reference materials may be taken into, or removed from the examination room.
- Simple, nonprogrammable calculators are permitted, with the exception of calculators as part of cellular phones and other prohibited electronic devices. A calculator is also available on screen if needed.
- No questions concerning content of the examination may be asked during the examination session. The candidate should carefully read the directions that are provided on screen at the beginning of the examination session.
- Candidates are prohibited from leaving the testing room while their examination is in session, with the sole exception of going to the restroom.
- Bulky clothing, such as sweatshirts (hoodies), jackets, coats and hats, except hats worn for religious reasons, may not be worn while taking the examination.
- All watches and "Fitbit" type devices cannot be worn during the examination. It is suggested that these items are not brought to the test center.

## Fees

Application Fees for the Certification Examination for Physician Life Care Planners:

Examination, AAPLCP™ Member .....	\$325.00
Examination, AAPLCP™ Non-Member .....	\$475.00
Rescheduling of Examination .....	\$200.00

Make check or money order payable to: PROFESSIONAL TESTING CORPORATION. Visa, MasterCard, and American Express are accepted. Please complete the credit card payment form at the end of the online application. If paying by check, follow the instructions on the online application.

## Refunds

There will be no refunds of any fees for any reason.

## Examination Results

Candidates will be notified by mail approximately four weeks after the close of the testing window whether they 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 CPLCP™ Certification Board. Successful candidates will also receive certificates from the CPLCP™ Certification Board.

## Reexamination

The CPLCP™ Examination can be re-taken two times within a 1-year period upon filing of a new Application and fee. There must be a six (6) month waiting period between testing dates. The candidate must file a new Application and submit the full testing fee.

## Confidentiality

The CPLCP™ Certification Board will release the individual test scores only to the individual candidate.

Any questions concerning test results should be referred to the CPLCP™ Certification Board, or to Professional Testing Corporation. Upon request from individuals and/or the public, the CPLCP™ Certification Board will verify the initial certification of a candidate, as well as the date of any renewal. Any disciplinary action will also be disclosed if a suspension and/or revocation of the CPLCP™ designation has been imposed.

## Content of Examination

1. The Certification Examination for Physician Life Care Planners is a computerized examination composed of a maximum of 120 multiple choice questions with a total testing time of three (3) hours.
2. The content for the examination is described in the Content Outline starting below.
3. The questions for the examination are based upon the tenets, methods and best practices advocated by the American Academy of Physician Life Care Planners, as well as from other experts with clinical, forensic, health care management and Physiatric expertise and experience in life care planning. Questions are reviewed for construction, accuracy, and appropriateness by the Certified Physician Life Care Planner (CPLCP™) Certification Board.
4. The CPLCP™ Certification Board, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The CPLCP™ Certification Examination for Physician Life Care Planners is weighted in the following manner:
  - I. Basic Concepts..... 10%
  - II. Tenets and Methods..... 45%
  - III. Best Practices ..... 45%

## Content Outline

### 1. BASIC CONCEPTS

- A. American Academy of Physician Life Care Planners
  1. Description
  2. Mission
  3. AAPLCP and Physiatriy
- B. Standards of Practice
  1. Code of Ethics
  2. Professional Conduct
- C. Certified Physician Life Care Planner Certification (CPLCP) Qualifications
- D. Certified Physician Life Care Planner Credentialing Board

## **2. TENETS AND METHODS**

- A. Life Care Planning
  - 1. Definitions
  - 2. Imperatives
- B. Ethical Integrity and Professionalism
- C. Purpose
  - 1. Clinical Objectives
  - 2. Conclusions
- D. Mindset
  - 1. Preeminent Capacity
  - 2. Need vs. Reimbursement
  - 3. Reasonable Degree of Medical Probability
  - 4. Prudence
  - 5. Ownership
- E. Foundation, Superstructure, and Mechanics of a Life Care Plan
  - 1. Schematic
  - 2. Foundation
  - 3. Superstructure
  - 4. Foundational Components
  - 5. Mechanics
- F. Other
  - 1. Standardization
  - 2. Sectionality
  - 3. Accuracy
  - 4. Completeness
  - 5. Today's Dollars

## **3. BEST PRACTICES**

- A. General Best Practices
  - 1. Overview
  - 2. Subject
  - 3. Biography

4. Framework
- B. Record Review
    1. Introduction
    2. Summary
    3. Noteworthy Considerations
    4. Procedures and Diagnostics
  - C. Comorbidities
  - D. Predated Records
  - E. Interview and Examination
    1. Introduction
    2. History of Present Injury/Illness
    3. Current Symptoms
    4. Current Systems
    5. Activities of Daily Living
    6. Review of Systems
    7. Medical History Prior to Injury/Illness
    8. Surgical History
    9. Drug and Other Allergies
    10. Current Medications
    11. Current Physicians
    12. Family History
    13. Education History
    14. Professional/Work History
    15. Transpiration
    16. Habits
    17. Avocational Activities
    18. Residential Situation
    19. Household Responsibilities
    20. Examination
  - F. Central Opinions
    1. Diagnostic Conclusions
    2. Consequent Circumstances

3. Disability
  4. Life Expectancy and Adjustments to Life Expectancy
  5. Summary
- G. Future Medical Requirements
- H. Cost Analysis
1. Quantitative Methods
  2. Calculation Methods
  3. Counts and Conventions
  4. Noteworthy Disclosures
  5. Quantitative Summary of Future Medical Requirements
  6. Categorical Summary of Future Medical Requirements
- I. Vendor Survey
1. Definitions/Methods
  2. Sample
- J. References and Citations
- K. Exhibits
- L. Photographs
- M. Coding

## Sample Test Questions

1. What is the proper linear construction of the Schematic of a Life Care Plan?
  1. Conclusions, Opinions, Facts
  2. Credibility and Transparency, Facts, Opinions, Conclusions
  3. Facts, Credibility and Transparency, Opinions, Conclusions
  4. Facts, Conclusions, Opinions, Credibility and Transparency
  
2. A complete Interview and Examination section in a Life Care Plan includes which of the following?
  - A. Education history
  - B. Current physicians
  - C. Professional and work history
  - D. Medical history of present injury or illness
  - E. Socio-economic circumstances
  1. A and D
  2. A, B, and D
  3. A, B, C, and D
  4. A, B, C, D, and E
  
3. The Cost Analysis section in a Life Care Plan is best described as
  1. a presentation of information regarding the subject's Life Expectancy.
  2. a presentation of data sources used in the Life Care Plan's Cost Analysis.
  3. an inventory of the Future Medical Requirements in a Life Care Plan.
  4. the quantification of Future Medical Requirements into monetary value.

Sample Question Answers
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1. 2; 2. 3; 3. 4
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## Examination References

The Certified Physician Life Care Planner (CPLCP™) Certification Board has prepared a suggested reference list to assist in preparing for the Certification Examination for Physician Life Care Planners.

These references contain texts which include information of significance to physician life care planning. This list does not attempt to include all acceptable references:

- A Physician's Guide to Life Care Planning: Tenets, Methods and Best Practices, The American Academy of Physician Life Care Planners Press, 2016)
- American Academy of Physician Life Care Planners Standards of Practice, Ethics & Professional Conduct
- The Life Care Planning & Case Management Handbook, 3<sup>rd</sup> Edition
- Pediatric Life Care Planning and Case Management, 2nd Edition
- Substantiating Medically-related Damages in Personal Injury Torts, The American Academy of Physician Life Care Planners Press, 2015
- Life Care Plans: A Defensive Perspective – Methods for Deconstruction and Critical Analysis, The American Academy of Physician Life Care Planners Press, 2015
- Present Value, The Real Cost of a Life Care Plan, The American Academy of Physician Life Care Planners Press, 2015

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