

CERTIFICATION EXAMINATION FOR NURSE LIFE CARE PLANNERS

Handbook for Candidates



PROFESSIONAL TESTING CORPORATION® 1350 BROADWAY • SUITE 800 • NEW YORK, NY 10018

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This handbook, though subject to change from time to time, contains essential information regarding current pathways and processes for obtaining the certification in nurse life care planning (CNLCP®). Candidates are responsible for reading and following the instructions contained herein.

Revised 10/16/2023.

The policies and procedures used by the Universal Life Care Planner Certification Board to construct and review items and examination forms for the CNLCP® examination are consistent with guidelines recommended by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education (AERA, APA, NCME; 2014) as well as other industry standards such as: Standards for the Accreditation of Certification Programs (National Commission for Certifying Agencies, 2014) and Conformity assessment — General requirements for bodies operating certification of persons (ISO/IEC 17024).

It is the policy and intent of Universal Life Care Planner Certification Board Members and Staff to comply with all applicable laws that prohibit discrimination in employment or service provision. No individual shall be excluded from the opportunity to participate in the CNLCP® program on the basis of age, sex, race, color, religion, national origin, ethnicity, disability, marital status, sexual orientation, and gender identity or any other protected characteristic. All publicly available materials, including the CNLCP® Certification Exam and the Handbook for Candidates, are reviewed for bias and sensitivity.

CERTIFICATION

Certification in nurse life care planning demonstrates achievement of a basic level of knowledge within this specialized area of nursing practice.

The Universal Life Care Planner Certification Board endorses voluntary certification for all Nurse Life Care Planners.

CNLCP® is a registered trademark of the Universal Life Care Planner Certification Board.

PURPOSE OF CERTIFICATION

Certification in nurse life care planning provides:

1. Formal recognition of those individuals who have met the eligibility requirements determined by the Universal Life Care Planner Certification Board and passed the Certification Examination for Nurse Life Care Planners permits an RN to use the CNLCP® credential.
2. Encouragement of continued personal and professional growth in the practice of nurse life care planning through certification maintenance requirements.
3. Assurance to employers, the public, and members of the healthcare professions of the existence of a basic requisite level of knowledge in the specialty of nurse life care planning.

ADMINISTRATION

The Certification Program is sponsored by the Universal Life Care Planner Certification Board. The Certification Examination for Nurse Life Care Planners is administered for the Universal Life Care Planner Certification Board by a professional testing corporation, currently, Professional Testing Corporation (PTC), located at 1350 Broadway, Suite 800, New York, New York, 10018, (212) 356-0660, www.ptcny.com.

Questions concerning the examination should be referred to PTC.



CERTIFICATION BY EXAM

ELIGIBILITY REQUIREMENTS

Candidates must meet the following eligibility criteria at the time of application:

1. Licensure:

Provision of proof of valid Registered Nurse licensure or its equivalent in other countries, for at least the prior three (3) years immediately preceding application. The license must be active, without any restrictions, and a current copy of the license ***must be submitted*** with the Candidate's application.

2. Experience:

Verification of a minimum of 2000 hours paid or "billable" professional experience in a role (e.g., life care planning, community based case management, medical cost projections, Medicare set-aside allocations, community based rehabilitation nursing, public health nursing, community based legal nurse consulting) ***that utilizes the nursing process in assessing and determining an individual's long term/lifetime treatment needs and costs, across the continuum of care.***

3. Education/Skills:

OPTION 1

Completion of ***120 continuing education units**** relating to life care planning or in ***equivalent areas*** (see the Content Outline page 19) that can be applied to the development of a life care plan, or pertain to the ***service delivery*** applicable to life care planning, within the five (5) years immediately preceding application.

** There must be a minimum of **10 hours specific to a basic orientation, methodology, and standards of practice** relevant to the **nurse life care planning process** contained within the continuing education curriculum.*

OR

OPTION 2

Verification* of ***two (2) years life care planning experience***, or a ***variant thereof***, that incorporates the nursing process and skill set inherent to the assessment and determination of treatment needs and their respective costs, across the continuum of care, within the past five (5) years immediately preceding the application.

**Verification must be authenticated by an employer or a minimum of two referral sources. Upload the completed verification form to your online application.*

Checklist for CNLCP® Initial Certification Application submission:

- A completed Application for the CNLCP® Examination.
- A copy of a current, unrestricted RN license or computer-generated document from the Candidate's State Board of Nursing demonstrating active licensure without restrictions.
- The Candidate's resume or curriculum vitae.
- Proof of completion of 120 continuing education units* relating to life care planning or in equivalent areas that can be applied to the development of a life care plan, or pertain to the service delivery applicable to life care planning, within the five (5) years immediately preceding application, **OR** verification indicative of two (2) years full time, paid, professional work experience in the field of life care planning or a variant thereof, as described above.
- Full payment of the current required fee(s).

It should be noted that if ambiguity exists in terms of pathway interpretation/qualification, a final decision will be made by the Universal Life Care Planner Certification Board Application Committee, consisting of the Certification Board Chairperson, Certification Board Co-Chairperson and the Certification Board Secretary.

PLEASE NOTE: Regarding Examination Preparation Products

1. The Universal Life Care Planner Certification Board does not offer a practice test for the CNLCP® certification exam, nor is it necessary in order to be eligible to sit for the CNLCP® exam.
2. The use of practice examinations and/or examination preparation materials does not imply successful performance on the CNLCP® exam.
3. The Universal Life Care Planner Certification Board has no association with vendors of examination products and does not endorse those products. Any claims to knowledge of the CNLCP® exam contents are false. A vendor's use of the Universal Life Care Planner Certification Board's registered mark (CNLCP®) does not indicate the Certification Board's endorsement of its products.
4. The use of practice examinations and/or examination preparation materials does not give an advantage over candidates who do not choose to use them.
5. The use of practice examinations and/or examination preparation materials is not the only or preferred route to adequate preparation for the CNLCP® certification exam.

ATTAINMENT OF CERTIFICATION AND RECERTIFICATION

CRITERIA

Candidates who pass the Nurse Life Care Planners Certification Examination are eligible to use the registered designation CNLCP® after their names. They will receive certificates from the testing entity on behalf of the Universal Life Care Planner Certification Board. A registry of Certified Nurse Life Care Planners will be maintained by the Universal Life Care Planner Certification Board and may be reported in its publications.

Certification in nurse life care planning is recognized for a period of five (5) years, at which time the Candidate must retake and pass the current Nurse Life Care Planners Certification Examination or meet such requirements* in effect at that time in order to retain certification.

**See the Educational Requirements section below for further details*

Applications for Recertification, along with appropriate documentation supporting the completion of the Universal Life Care Planner Certification Board recertification criteria, must be submitted in accordance with the following:

1. Completed application and recertification fees must be received no later than the first day of the month immediately preceding the expiration date on the certificate.
2. Continuing Education credits must be verified by inclusion of a provider certificate of course completion that includes the: name and provider number of the course presenter, course title, course description, date, location, and number of course hours.
3. Candidate must have maintained active RN licensure, without restrictions, throughout the certification period of five years.
4. Candidates are responsible for maintenance of their own continuing education file, including Certificates of Attendance/Course Completion and all documentation of continuing education units or points of credit for five (5) years from the date of their certification/recertification.

EDUCATION REQUIREMENTS

A total of 60 points of credit are needed every five (5) years for renewal. The Universal Life Care Planner Certification Board *points of credit* renewal system is designed to encourage professional development. The system affords the CNLCP® the latitude to select from a variety of educational activities that meet both professional and personal needs as described in the following categories:

Category 1: Continuing Education Hours: One hour (60 minutes) of approved nursing continuing education pertaining to life care planning = 1 contact hour. Examples of courses that would be approved include, but are not limited to: Life care planning relevant to SCI, TBI, prosthetics, amputations, burns, chronic pain, nurse case management, nursing process, etc. Questions regarding applicability of a particular course can be resolved through submission of course outlines to the Universal Life Care Planner Certification Board for review/approval of contact hours 90 days prior to the application renewal deadline.

Category 2: Academic Credit: Verification of the twelve (12) academic semester credits of nursing coursework related to nurse life care planning. Course semester outlines should be submitted to the Universal Life Care Planner Certification Board for review/approval of points of credit 90 days prior to the renewal deadline.

Category 3: Presentations: Five (5) points of credit for a maximum of ten (10) within the five (5) year renewal period for each presentation, for which national or state approved continuing education units have been granted to participants. Presentation outlines should be submitted to the Universal Life Care Planner Certification Board for review/approval of points of credit 90 days prior to the application for renewal deadline.

Category 4: Publications or Research: Publications or research related to a nurse life care planning should be submitted to the Universal Life Care Planner Certification Board for review/approval of points of credit 90 days prior to the application for renewal deadline.

- **Publications:**

Five (5) Points of Credit will be awarded for one article published in a peer-reviewed journal related to nurse life care planning. Certificant must be the author, or co-author.

Ten (10) Points of Credit will be awarded for one chapter published in a peer-reviewed book related to nurse life care planning. Certificant must be the author, co-author, editor, co-editor, or reviewer.

- **Research:** Forty (40) Points of Credit will be awarded for an institutional review board (IRB) research project, a completed dissertation, thesis, or graduate-level scholarly project related to nurse life care planning completed during the five (5) year certification period, for which the Certificant is clearly identified as one of the primary researchers/authors.

Category 5: Item Writing / Test Questions: One (1) point of credit, for a maximum of ten (10) points of credit, within the five (5) year renewal period for every five (5) questions submitted that are supported by

evidence-based nursing practice/medical references. Questions with reference supported answers should be submitted to the Universal Life Care Planner Certification Board for review/approval of points of credit 90 days prior to the application renewal deadline.

Category 6: Participation on the AANLCP® Executive Board, the Universal Life Care Planner Certification Board, or an AANLCP® Committee: Ten (10) points of credit per year will be granted, up to a maximum of 20 points within the five (5) year renewal period. Additional points of credit may be granted, by and at the discretion of the Certification Board, for non-board member participation on specialty Universal Life Care Planner Certification Board committees. Documentation, with proof of participation* should be submitted to the Universal Life Care Planner Certification Board for review/approval of point of credit 90 days prior to the application renewal deadline. *Participation is defined as 85% involvement on/in the various activities indicated.

**Participation is defined as 85% involvement on/in the various activities indicated*

REVOCATION OF CERTIFICATION

Certification may be revoked by the Universal Life Care Planner Certification Board for any of the following reasons:

1. Falsification of an Application.
2. Failure to maintain an active, unrestricted RN license throughout the five-year certification period.
3. Revocation of an RN license.
4. Misrepresentation of certification status.
5. Failure to apply for recertification within current Universal Life Care Planner Certification Board guidelines.

The Appeals Committee of the Universal Life Care Planner 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

A. Eligibility

The appeal must be made in writing, via certified letter/US Postal Service, fax, or email correspondence, to the Universal Life Care Planner Certification Board within 30 days of notification of ineligibility. The appeal should include a written explanation for the grounds for the appeal, as well as any supporting documentation related to the appeal.

The Universal Life Care Planner Certification Board will respond, in writing, within 60 days of receipt of the appeal in one of the following formats: US Postal Service, fax or email correspondence. The response will include a contact name and number for a member of the Universal Life Care Planner Certification Board.

Information regarding the submission of appeals can be found on the Universal Life Care Planner Certification Board's website <http://www.ulpcb.org>.

Decisions of the Universal Life Care Planner Certification Board regarding an appeal are final.

B. Examination Appeals

Candidates with reason to believe that a discrepancy exists in the scoring and/or reporting of their test results may appeal within 30 days of notification of their scores via certified letter/US Postal Service, fax or email correspondence to the Universal Life Care Planner Certification Board. The letter must have supporting documentation relevant to the appeal.

The Universal Life Care Planner Certification Board will respond via certified letter/US Postal Service, fax, or email correspondence within 60 days of receipt of the appeal request.

Decisions of the Universal Life Care Planner Certification Board regarding an appeal are final.

Contact Address:

Jan Roughan, BSN, RN, PHN, CRRN/ABNS, CNLCP®, CHLCP™, CCM
Universal Life Care Planner Certification Board Chairperson
465 No. Halstead St.
Pasadena, CA 91107

Telephone: (626) 351-0991
Fax: (626) 351-0992
Email: janr@linc.biz

MISREPRESENTATION AND NONCOMPLIANCE POLICY

The Universal Life Care Planner Certification Board will investigate all reported allegations concerning misconduct by Certified Nurses or Candidates applying for certification. Reports of alleged misconduct must be in writing, signed, and sent by certified mail to the Universal Life Care Planner within 120 days of the alleged violation(s). Documentation relevant to the matter must accompany the complaint.

Complaints can include, but are not limited to:

- 1) Ineligibility for certification.
- 2) Irregularity in respect to the certification examination.
- 3) Material misrepresentation and/or fraud related to any statement to the Universal Life Care Planner Certification Board or to the public, including but not limited to, statements made to assist the Certified Nurse or others applying for certification; gross or repeated negligence in one's professional work; the conviction of plea of guilty or plea of no contest to a felony or misdemeanor that is directly related to the practice of nurse life care planning.
- 4) Failure to adhere to the eligibility requirements for certification candidacy or continuing certification requirements.

COMPLETION OF APPLICATION

Step 1 – Fill Out the Application

- Go to <https://ptcny.com/test-sponsors/ulcpcb>
 - View testing periods and application deadlines
 - Fill out online application completely and upload supporting documentation.
 - Use your first and last name exactly as it appears on your current driver's license, passport, state issued non-driver ID or military ID.
 - Applications are not complete until all information, documentation, and payment has been provided.
 - When you start a new application, you will be asked to create a PIN number. This PIN will be used if you need to come back to the application to finish it later. Keep the link to the application and your PIN number for later use.

Step 2 – Submit Exam Fee and Application for Review

PTC will send you an email that says that your payment and application have been received and are being reviewed. Please allow up to 10 business days for review.

Step 3 – Receive Application Status Update

- After your application is reviewed PTC will update you with another email.
 - **Reopened for More Documents**
 - This means we are missing the required documentation. Follow the directions in the email.
 - Applications that are incomplete as of 14 days before the start of the testing window will be refunded minus the administration fee.
 - **Rejected**
 - This means you are not eligible to take the exam. The reason will be explained in the email.
 - Rejected applications will be refunded minus the administration fee.
 - **Approved**
 - This means your application is approved. You will move on to Step 4.

Step 4 – Receive Scheduling Authorization and Schedule Testing Appointment

- Approved candidates will receive an email with their Scheduling Authorization, within 11 weeks before the start of the testing window. Scheduling Authorization emails come from notices@ptcny.com. Do not lose this email.
- If you don't receive your Scheduling Authorization email 3 weeks before the start of your testing window, contact PTC.

The Scheduling Authorization includes important information including:

- Your PTC Candidate ID number
- Instructions on how to make your Exam appointment with Prometric.

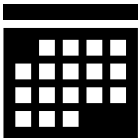
Applicants who are not approved to sit for the examination or whose applications are incomplete 21 days prior to the first day of the testing window will receive a refund of their application fee minus the \$75 administrative fee. Refunds will be processed approximately 30 days after the end of the testing period.

SCHEDULING YOUR EXAMINATION APPOINTMENT

The Certification Examination for Nurse Life Care Planners is administered on an on-demand basis, Monday through Saturday, excluding holidays, at computer-based testing facilities managed by Prometric. Scheduling is handled on a first-come, first-served basis.

SCHEDULING EXAMINATION APPOINTMENTS

Follow the steps on your Scheduling Authorization to schedule your examination appointment with Prometric.



- Appointment times are first-come, first-served, so schedule your appointment as soon as you receive your Scheduling Authorization.
- **Candidates who wait until the last minute run the risk of missing out on their preferred date, time, and/or testing center. Candidates unable to schedule an appointment will forfeit their fees.**

After you make your test appointment, Prometric will send you a confirmation email with the date, time, and location of your exam. Check this confirmation carefully and contact Prometric at (800) 741-0934 if you do not receive this email confirmation or if there is a mistake with your appointment.

Note: International candidates may also schedule, reschedule, or cancel an appointment online at <http://www.prometric.com/CNLCP>.

CHANGING YOUR EXAMINATION APPOINTMENT

RESCHEDULING AN APPOINTMENT

Candidates are able to reschedule their examination appointments within the same testing period as long as the request is submitted within the timeframe described below. Reschedule within the permitted time frame by calling or going to the Prometric website: <http://www.prometric.com/CNLCP>.

Time Frame	Reschedule Permitted?	Stipulations
Requests submitted 30 days or more before the original appointment	Yes	None
Requests submitted 5 to 29 days before the original appointment	Yes	Candidate must pay Prometric a rescheduling fee of \$50.
Requests submitted less than 5 days before the original appointment	No	Candidates who do not arrive to test for their appointment will be considered a no-show and all their examinations fees will be forfeited. Candidates will need to reapply and pay fees for a future testing period.

TRANSFERRING TO A NEW 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 \$245.00.** After you have transferred once by paying the \$245.00 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 30 days 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 CNLCP 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.
5. When you have finished the application, click “Submit Transfer Request.”
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 one-time \$245.00 transfer fee.

Call 212-356-0660 if you have any questions regarding the transfer 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 costs and is not punitive in nature. The transfer fee must be paid at the time the request is approved.

Note: Transferring your Examination only refers to instances when a candidate is unable to take their exam during a testing period for which they have already applied. Candidates who did not pass their examination and are retaking the examination need to pay the full Examination Fee.

Failing to Report for an Examination

If you fail to report for an examination, you will forfeit all fees paid to take the examination. A completed application form and examination fee are required to reapply for the examination.

TEST ACCOMMODATIONS

The Universal Life Care Planner Certification Board and PTC support the intent of and comply with the Americans with Disabilities Act (ADA) and will take steps reasonably necessary to make certification accessible to persons with disabilities covered under the ADA. According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits a major life activity (such as seeing, hearing, learning, reading, concentrating, walking) or a major bodily function (such as neurological, endocrine, or digestive system).

The information you provide and any documentation regarding your disability and test accommodations is confidential and is not included in scoring or reporting.

All approved testing accommodations must maintain the psychometric nature and security of the examination. Accommodations that fundamentally alter the nature or security of the exam will not be granted.

To request test accommodations, follow these 4 steps:

1. Download the Request for Test Accommodations Form, available from www.ptcny.com or by calling PTC at (212) 356-0660.
2. Complete Test Accommodations Form with your doctor/healthcare professional.
3. Upload the completed and signed Test Accommodations Form with the online exam application.
4. Submit fully both the Test Accommodations Form and the application at least 8 weeks prior to the start of your chosen testing period.

NOTES:

- Only those requests made and received on the official Request for Test Accommodations Form will be reviewed.
- All requests must be made at the time of application. Accommodations cannot be added to an existing exam appointment.
- If you miss the 8-week deadline, you may not be able to test during your chosen testing period and you will be subject to rescheduling or transfer fees.
- Do not go to www.prometric.com or contact Prometric to request test accommodations as they are not authorized to approve accommodations. All requests for test accommodations must be submitted on the PTC Request Form.
- If you need to use your cell phone or another electronic device to monitor a medical condition, such as diabetes, please be sure to include this on Part 1 of the Request for Test Accommodations Form so that we can notify Prometric in advance.
- Only pre-approved test accommodations will be permitted on the day of the examination. Test center personnel are not authorized to make any changes to the test accommodations on the day of the testing session and any such change may result in your examination score being canceled.

PREPARING FOR THE EXAMINATION

- Check your driver's license, passport, non-driver state issued ID or U.S. Military ID.
 - Is it expired?
 - Does the first and last name on your ID match the first and last name on your Scheduling Authorization email?
 - Proctors at the Prometric testing center will refuse admission to candidates with expired ID, IDs with names that do not match their records, and temporary paper IDs. Candidates will be marked as no-shows and will forfeit their exam fees.

- Check your PTC Scheduling Authorization email and Prometric Appointment Confirmation email to make sure everything is accurate (i.e., your first and last name, exam name, appointment date, time and location).

- Make yourself familiar with the location of your test center and parking options and check the weather and traffic conditions before you leave for the test center. Allow plenty of time as late arrival may prevent you from testing.

- In the event of inclement weather, check the Prometric website for site closures: <https://www.prometric.com/closures>

- Prometric's website provides information on what you can expect on your test day, including a walkthrough of check in and security procedures: <https://www.prometric.com/test-center-security>.

- This Handbook provides the Content Outline for the Examination (see appendix). Use this to help you start studying for the examination.

- Review What to Expect at the Test Center and Rules for the Examination on the next pages before your appointment.

WHAT TO EXPECT AT THE TESTING CENTER

- Candidate Check-In
 - Candidates will be asked to:
 - present their IDs.
 - empty and turn out their pockets.
 - walk through a metal detector or get “wanded”.
 - Eyeglasses, jewelry, and other accessories will be inspected.
 - Jewelry other than wedding and engagement rings is prohibited.
 - Leave these at home or place them in your locker.
 - Religious headwear may be worn into the testing room; however, it is subject to inspection by test center staff.
 - Prometric provides lockers to store purses, backpacks, mobile phones, jackets, food, drinks, and medical supplies.
 - Water in a clear plastic container (no labels) may be brought into the testing room.
- During the Exam
 - No breaks are scheduled during the exam.
 - Candidates are only permitted to leave the testing room to use the restroom or access food, drink, or medicine from their assigned locker. The exam timer will NOT be paused.
 - Smoking is prohibited at the testing center.
 - All examinations are monitored and may be recorded in both audio and video format.
- Keep in mind:
 - Other exams will be administered at the same time as your examination.
 - You may hear ambient noises such as typing, coughing, or people entering and exiting the testing room that cannot be avoided.
 - Prometric is unable to provide a completely noise-free environment.
 - Headphones may be requested to minimize the impact of ambient noise.
 - Proctors will periodically walk through the testing room as part of their monitoring process.
 - See [Prometric's website](#) for more information about what to expect on testing day.

ACCESSING CELL PHONES AND ELECTRONIC DEVICES AT ANY TIME WHILE YOU ARE TAKING THE EXAM IS PROHIBITED. YOU CAN ONLY REMOVE SNACKS, DRINKS, MEDICINE, OR PERSONAL HEALTHCARE ITEMS FROM YOUR LOCKER- NO BACKPACKS, BAGS, POCKETBOOKS OR CLOTHING CAN BE REMOVED WHILE YOUR EXAM IS IN SESSION.

RULES FOR THE EXAMINATION

Read the information below carefully. You are responsible for adhering to the examination rules while at the testing center.

- **DO NOT BRING**

These items are strictly prohibited at the testing center. Leave these items in your car or your assigned locker.

- Cell phones and all other electronic devices
 - Watches
 - Jackets/coats/bulky clothing such as sweatshirts
 - Hats (except hats worn for religious reasons)
 - Jewelry, including watches and wearable technology.
- You may NOT access the following at any time during your exam or breaks: papers, books, any reference materials; electronic devices including your cell phone. Candidates may access the following items from their locker: snacks, drinks, medicine, or other personal healthcare items.
 - No questions concerning content of the examination may be asked during the examination session. Carefully read the directions that are provided on the screen at the beginning of the examination session.
 - You are prohibited from leaving the testing room while your examination is in session, except for going to the restroom. Candidates who do go to their lockers or the restroom will need to repeat the security screening before being permitted to reenter the testing room. **Candidates who leave the center will have their examinations terminated.**
 - See [Prometric's statement on Test Center Security](#) for more information.

Contact PTC at (212) 356-0660 or www.ptcny.com/contact with any questions about the Examination Rules.

Irregular or improper behavior that is observed, made apparent by statistical analysis, or uncovered by other means before, during or after the examination will be considered a violation of these rules and may constitute grounds for invalidation of a candidate's examination. The Universal Life Care Planner Certification Board will initiate an investigation and request suitable analyses and appropriate documentation.

FEES*

APPLICATION FEES FOR THE CERTIFICATION EXAMINATION FOR NURSE LIFE CARE PLANNERS

Examination, AANLCP® Association Member:.....	\$470.00
Examination, Non-Member:	\$570.00
Transfer of Examination (to a new three-month testing window):.....	\$265.00
Retesting Fee (failure less than or equal to 80%):.....	\$265.00

Examination fees include a non-refundable \$75 administrative fee.

RECERTIFICATION FEES DUE AT TIME OF CNLCP® RECERTIFICATION

CNLCP® Recertification by points, AANLCP® Association Member	\$395.00
CNLCP® Recertification by points, Non-Member.....	\$495.00
CNLCP® Recertification by exam, Member	\$445.00
CNLCP® Recertification by exam, Non-Member	\$545.00
CNLCP® Exam Re-testing (failure less than or equal to 80%)	\$265.00

Late Recertification, AANLCP® Association Member (Late fee \$200 within 30 days of expiration):	\$595.00
Late Recertification, Non-Member (Late Fee \$200 within 30 days of expiration):	\$695.00

** If the recertification application is delinquent and received beyond 30 days of the expiration date, the Candidate is no longer able to use the designation of CNLCP® and, as such, must submit to re-testing at the full examination fee of \$470.00 for members and \$570.00 for non-members.*

***Cash payments are not accepted**

REFUNDS

- **There will be no refund of fees unless applicants are ineligible for the examination.**
- **Ineligible candidates will be refunded their fees minus a \$75.00 administrative fee.**
- **No refunds will be issued for applying for the incorrect examination or testing period, for failing to make an examination appointment, or for failing to appear at your scheduled appointment.**

Be advised: Prometric does not have the authority to grant transfers to another testing period or refunds.

REPORT OF RESULTS

Candidates will be notified, via email, in approximately 2-3 weeks of taking the examination whether they have 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 Universal Life Care Planner Certification Board. Successful Candidates will also receive certificates from PTC on behalf of the Universal Life Care Planner Certification Board. Certificates will be mailed at the end of the month the successful Candidate tested.

CONFIDENTIALITY

The Universal Life Care Planner (CNLCP®) Certification Board will release the individual test scores to the Candidate only.

Any questions concerning test results should be referred to the Professional Testing Corporation. Upon request from individuals and/or the public, the Universal Life Care Planner Certification Board will verify the initial certification of a Candidate, as well as the date of renewal. Verification can also be obtained via the website.

Upon written request, any disciplinary action will be disclosed if a suspension and/or revocation of the CNLCP® designation has been imposed.

RE-EXAMINATION

The Certification Examination for Nurse Life Care Planners may be repeated two times. Candidates must wait two months before re-testing (e.g., a Candidate may retest in March if the original testing date was in January, etc.).

The Candidate must file a new Application and submit the re-testing fee of \$245.00.

The Candidate will be required to take and pass a formal life care planning course from a Board-approved program if unsuccessful with achievement of a passing score after two additional examination attempts.

EXAMINATION FEEDBACK

Any candidate who feels that the examination effort was negatively impacted by the test center conditions should notify the proctor immediately. The situation should also be reported to PTC at www.ptcny.com/contact within 15 days of the test appointment. Any comments about the test itself should also be reported to PTC at www.ptcny.com/contact within 15 days of the test appointment.

EXAMINATION SECURITY

Candidates seeking admission to take the examination do so for the purpose of pursuing registration, and for no other purpose. Because of the confidential nature of the examination, candidates may not make or keep copies, excerpts, or notes of examination materials, and to not use or divulge information learned from the examination. The examination is the exclusive property of the Universal Life Care Planner Certification Board and candidates may not use examination information in any way without the express prior written consent of the Board.

The Certification Examination for Nurse Life Care Planners is confidential. Candidates are required to sign a confidentiality agreement prior to the start of the examination.

Candidates agree to abide by the testing rules in effect at the time of their test appointment. The Universal Life Care Planner Certification Board, PTC, and/or Prometric staff may refuse a candidate admission to the examination if they do not have the proper identification as detailed in the Candidate Handbook. Candidates who do not abide by the testing rules may have their exam terminated during the exam administration in order to maintain a secure and proper exam administration and/or exam scores invalidated.

CONTENT OF EXAMINATION

1. The Certification Examination for Nurse Life Care Planners is a computerized examination composed of 250 multiple choice, objective questions with a total testing time of four (4) hours.
2. The content for the examination is described in the Content Outline section of this Handbook located on page 19.
3. The questions for the examination are obtained from individuals with expertise in nurse life care planning and are reviewed for construction, accuracy, and appropriateness by the Universal Life Care Planner Certification Board.
4. The Universal Life Care Planner Certification Board, with the advice and assistance of the Professional Testing Corporation, prepares the examination.
5. The Certification Examination for Nurse Life Care Planners will be weighted in the following manner:

I.	LIFE CARE PLANNING	35%
II.	SPINAL CORD INJURIES	10%
III.	BURNS AND AMPUTATIONS	10%
IV.	BRAIN INJURIES	12%
V.	NEONATAL AND PEDIATRIC INJURIES/ILLNESSES	8%
VI.	CHRONIC PAIN	10%
VII.	LIFE CARE PLAN CONSTRUCTION	15%

CONTENT OUTLINE

I. LIFE CARE PLANNING

A. Definition and Principles

1. Purpose
2. Standards of Practice
3. Ethical Considerations
 - a. Confidentiality
 - b. Informed Consent
 - c. Accountability
4. Nursing Process
 - a. Assessment
 - b. Diagnosis
 - c. Planning
 - d. Implementation
 - e. Evaluation

B. Life Care Plan

1. Components
2. Roles and Responsibilities of Nurse Life Care Planner
 - a. Assessment
 1. Interviewing
 2. Data Collection and Supportive Documentation
 3. Collaboration with Providers and Experts
 - b. Nursing Diagnosis
 - c. Outcome Estimation
 - d. Planning and Implementation
 1. Cost Estimation
 2. Case Management of Life Care Plan
 - e. Evaluation
3. Life Expectancy

C. Litigation Process

1. Legal Issues
 - a. Concepts
 - b. Tort Law
2. Expert Testimony
3. Trial/Deposition
 - a. Federal Rules of Evidence
 - b. Daubert Rule
 - c. Process

D. Related Legislation

1. Americans with Disabilities Act
2. Rehabilitation Acts
3. State and Federal Programs

E. Rehabilitation Principles

II. SPINAL CORD INJURIES

A. Anatomy and Physiology

1. Cervical Level
2. Thoracic Level
3. Lumbar and Sacral Levels
4. Clinical Syndromes (i.e., Cauda Equina, Central Cord, Brown-Sequard, Anterior Cord, Conus Medullaris)

B. Neurological and Functional Classifications

1. ASIA Impairment Scale
2. FIM-FAM Scale
3. Other

C. Functional Losses and Associated Needs

1. Medical Care
 - a. Evaluations
 - b. Therapy
 - c. Home Health Services
 - d. Bowel and Bladder
 - e. Sexuality Issues
 - f. Potential Complications
2. Living Environment
 - a. Adaptive Equipment
 - b. Community Reintegration
 1. Mobility and Transportation
 2. Housing
 3. Vocational Adjustments
 4. Community Resources

D. Psychosocial Aspects

1. Client
2. Family
3. Other Supportive Systems

III. BURNS AND AMPUTATIONS

A. Wounds

1. Depth and Size
2. Cellular and Vascular Responses
3. Healing
4. Treatment and Therapies
 - a. Grafting
 - b. Pressure Garments
 - c. Splinting

- d. Prostheses
- e. Specialized Therapies
- B. Equipment and Medical Supplies
- C. Complications
 - 1. Surgical
 - 2. Soft Tissue and Bone Injury
 - 3. Infection
 - 4. Neurologic
 - 5. Other
- D. Psychosocial Aspects
 - 1. Client
 - 2. Family
 - 3. Other Supportive Systems
- E. Anatomy and Physiology

IV. BRAIN INJURIES

- A. Pathophysiology
 - 1. Primary Injury
 - 2. Secondary Injury
 - 3. Complications
- B. Measures of Injury Severity
 - 1. Glasgow Coma Scale
 - 2. Duration of Coma
 - 3. Duration of Post-Traumatic Amnesia
 - 4. Levels of Cognitive Functioning
 - 5. Other
- C. Outcome Predictors
 - 1. Premorbid Characteristics
 - 2. Clinical Presentation
 - 3. Neurologic Imaging
- D. Outcomes
 - 1. Cognitive Losses
 - 2. Behavioral Changes
 - 3. Social Isolation
 - 4. Functional Losses
- E. Rehabilitation
 - 1. Medical Care
 - 2. Neuropsychological Evaluations
 - 3. Therapies
 - 4. Home Health Services
 - 5. Potential Complications
- F. Psychosocial Aspects

1. Client
2. Family
3. Other Supportive Systems

V. NEONATAL AND PEDIATRIC INJURIES/ILLNESSES

A. Types of Cerebral Palsy

1. Spastic
2. Dyskinetic
3. Hypotonic

B. Problems Associated with Cerebral Palsy

1. Neurologic
2. Musculoskeletal
3. Gastrointestinal
4. Communication Disorders
5. Behavioral and Emotional

C. Management

1. Medical Care

- a. Evaluations
- b. Therapies
- c. Home Health Services
- d. Medications
- e. Surgery

2. Growth and Developmental Considerations

3. Schooling and Education

D. Community Resources

1. Collateral Sources of Funding
2. Family

VI. CHRONIC PAIN

A. Pathophysiology

B. Assessment

C. Management

1. Medication

- a. Types
- b. Delivery Systems

2. Cognitive Behavioral Methods

3. Devices

- a. Implantable
- b. Noninvasive

4. Nerve Blocks

5. Neuroablation

D. Psychosocial Aspects

1. Client
2. Family
3. Other Supportive Systems

VII. LIFE CARE PLAN CONSTRUCTION

A. Assessment of Patient

1. Face-to-Face Versus Telephone or No Contact
2. Documentation of Demographics of the Injured Person
3. Family Dynamics (including financial profile, work history, guardianship/power of attorney, social profile)
4. Documentation of Daily Routine (functional capabilities, pre/post incident)
5. Current Medications
6. Assessment of Home/Environment
7. Collateral Interviews

B. Collaboration with Others

1. Identify Needs for Experts or Specialists
2. Consult with Experts or Specialists
3. Request Information from Treating Physicians/Ancillary Providers as Able
4. Consult Other Resources
 - a. Published Standards/Clinical Practice Guidelines
 - b. Provider or Expert Report
 - c. Depositions
 - d. Literature
 - e. Medical Records
 - f. Professional Education, Training and/or Experience

C. Life Care Plan Development

1. Review Records
 - a. Pre-Morbid
 - b. Post-Accident
2. Prepare Chronology
3. Identify/Request Missing Records
4. Review Depositions
5. Review Expert Reports
6. Determine Nursing Diagnoses
7. Assess Life Expectancy
8. Assess Need For
 - a. Medical Care
 - b. Therapeutic Care (including therapies, nutrition, health and strength maintenance)

- c. Diagnostic Tests
- d. Mobility Needs
- e. Home Care/Attendant Care/Facility Care
- f. Equipment (including assistive technology, recreational equipment, and orthotics/prosthetics)
- g. Home Furnishings
- h. Medications
- i. Supplies
- j. Transportation
- k. Home Modifications
- l. Case Management Services

D. Cost Research

- 1. Provider/Vendors
- 2. Internet
- 3. National Database with Geographic Adjustment
- 4. Recent Billing
- 5. Usual and Customary
- 6. Personal Experience
- 7. Patient/Family Preferences
- 8. Medical Coding

E. Reporting Writing

- 1. Projected Evaluations
- 2. Standardized Tables
- 3. Narrative Portion
- 4. Medical Provider
- 5. Resource List/Bibliography
- 6. Medical Diagnoses
- 7. Nursing Diagnoses
- 8. Rationale for Recommendations
- 9. Annual/Lifetime Costs

SAMPLE EXAMINATION QUESTIONS

1. Collateral funding is most likely to be available from
 1. religious organizations.
 2. state and federal agencies.
 3. managed care organizations.
 4. private health insurance companies.

2. According to the ASIA scale, which of the following best describes the degree of impairment for ASIA “A”?
 1. No sensory or motor function preserved in the sacral segment S4-5
 2. Motor function normal, but no sensory function preserved in the sacral segment S4-5
 3. Sensory, but no motor function preserved below neurological level of injury
 4. Motor function preserved below neurological level of injury and majority of key muscles below neurological level of injury have a grade less than 3

3. In legal terminology, the complaint is best described as
 1. evidence given by a competent witness.
 2. the formal process of obtaining information in preparation for litigation.
 3. a pleading filed with the court which initiates a legal action.
 4. a statement sworn to before an officer who has authority to administer an oath.

4. The life care plan should be written to achieve maximum
 1. client independence.
 2. client satisfaction.
 3. settlement for client.
 4. adherence to treatment.

5. The pons area of the brain controls
 1. vision.
 2. breathing.
 3. involuntary movement.
 4. sexual activity.

ANSWERS TO SAMPLE QUESTIONS:

1.2; 2.1; 3.3; 4.1; 5.2

REFERENCES

The Universal Life Care Planner Certification Board has prepared a suggested reference list to assist in preparing for the Certification Examination for Nurse Life Care Planners. These references contain journals and textbooks, which include information of significance to life care planning. This list does not attempt to include all acceptable references, nor is it suggested that the Certification Examination for Nurse Life Care Planners is necessarily based on these references.

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