



National Association for Practical Nurse Education & Service, Inc. Multi-Skilled Nursing Certification Company

## NAPNES CERTIFICATION IN LONG-TERM CARE

### **INTRODUCTION**

The National Association for Practical Nurse Education & Service, Inc. (NAPNES) is pleased to offer the NAPNES Long-Term Care Exam ONLINE. Since 1996, the NAPNES certification in Long-Term Care has offered LP/VNs the opportunity to measure their knowledge against a national exam focused on care of the chronically ill from through the life span. Subsequently helpin to provide age related competencies.

The NAPNES CLTC certification is nationally recognized and respected as an educational tool against which LP/VNs measure their knowledge, build skills, and demonstrate continued competency and employability.

### **Successful Candidates**

Successful candidates receive an AFFIDAVIT online to sign before a Notary Public attesting to adherence to the exam process. The certification process is NOT complete until the AFFIDAVIT is presented to NAPNES for a certification card that documents the LP/VN passed the exam(s).

### **Unsuccessful Candidates**

Unsuccessful candidates receive a computer analysis outlining areas of weakness for which more study is needed before re-taking the exam.

### **ADMINISTRATION**

To administer the exam on line, NAPNES has retained the services of CASTLE Worldwide, Inc., a company with over 14 years experience serving a multitude of major organizations and professions worldwide. CASTLE Worldwide, Inc., offers a variety of testing capabilities in more than 40 countries so when NAPNES needed innovative technology, to offer its exams on line for the very first time, CASTLE was an obvious choice!

The service of nursing is a national priority and NAPNES proudly offers certification opportunities to LP/VNs providing valuable nursing service to patients, clients and residents.

The information contained herein allows you to determine if you are eligible to take the NAPNES exams administered online by CASTLE Worldwide, Inc.

### **RECERTIFICATION**

Certification in Long-Term Care is for a period of three years from the date of initial certification. Unless re-certified, certification expires on the last day of the month three years after certification is initially earned. The options for re-certification for Long-Term Care are outlined in a separate information packet available from NAPNES. One option in NAPNES certification programs is to re-certify by examination.

LP/VNs who wish to re-certify by examination must meet the eligibility criteria in effect at the time they re-test.

## **LONG-TERM CARE CERTIFICATION ELIGIBILITY**

The Long-Term Care Certificate is available to any person who meets all the following:

- holds a current LP/VN license in good standing, AND
- documents 2000 hours of long-term care practice within the previous three years, AND
- receives a passing grade on the MSNC CO Long-Term Care Certification Examination

## **PREPARATION**

Preparation for this examination is incorporated in the curriculum of many LP/VN nursing schools across the country and is often taught as a separate course as well. Optional study materials are available from NAPNES (order form enclosed.) Candidates may either take the examination upon completion of their course work or may challenge the examination based on work experience and/or prior training. Certification equivalency through alternative Long-Term Care examinations is not recognized by NAPNES.

## **THE PROCESS**

Eligibility criteria are listed above.

### **Ethics and Security**

Giving or receiving help from persons or books and study materials during the exam is considered unethical and a breach of the AFFIDAVIT you must sign before a Notary to complete the Certification process. Your signature on the AFFIDAVIT attests to the fact that you followed the terms of the agreement and use of NAPNES copyrighted exam(s.) Distribution of NAPNES copyrighted material through any form of reproduction or through oral or written communication is strictly prohibited and punishable by law. Documented failure to adhere to the "acceptance of agreement and terms of use" may result in revocation of certification or denial of future approval to take the exam(s) at the discretion of the Pharmacology/Long-Term Care Certification Boards.

## **CANDIDATE REGISTRATION**

All candidates must receive an identification number (ID) and password from NAPNES to access the exam(s) online.

### **Application**

To start the certification process for the exam(s), fill out the application and mail it to: NAPNES at 1940 Duke St., Suite 200, Alexandria, VA 22313. Please be sure you are ready to take the exam(s) before you mail the application. The approval, ID number, and password are good for 60 days. The approval, ID number, and password expire 60 days after issued or when used. An additional fee is charged for re-application so do not send the application for processing unless you are ready to take the exam within the 60-day validity period. Refunds are not available once the ID number and password are issued. There are no exceptions to this policy.

Check your application carefully to see that you have filled in all the information required. Remember that you must sign and date your application. All applications must contain an original signature. Photocopies and faxes of completed, signed applications are NOT acceptable. Incomplete applications must be returned unprocessed, causing you unnecessary delay.

Include a copy of your old (expired) certification card if you are applying for re-certification by examination and a copy of your current LP/VN license.

Enclose the fee as outlined on the application. Be sure to include all items on the checklist included on the application.

### **Expiration of Application**

The additional candidate fee for those who do not take the appropriate examination within 60 days of receipt of approval letter, unique ID number, and password from NAPNES is \$20 per each re-application.

### **ONLINE EXAMINATION**

Once a candidate's application is approved by NAPNES, NAPNES will provide written instructions for online access at the time an individual ID number and password are issued. Once the ID number and password are issued by NAPNES, candidates will have 60 days in which to use the ID number and password to take the exam(s.) The ID number and password expire 60 days from issuance or when used.

### **Scoring**

The exam(s) is a multiple-choice examination delivered online. The exam(s) is timed. At the end of 2 hours and 30 minutes the exam automatically stops and is automatically submitted for grading whether complete or incomplete. The questions will appear one at a time on your screen and cannot be printed. Keystrokes are recorded and attempts to print the exam will result in the time expiration of the exam and failure is certain. The Long-Term Care exam consists of 150 multiple-choice questions.

### **Successful Candidates**

Successful candidates receive an AFFIDAVIT online to immediately print and then sign before a Notary Public attesting to the exam process. The certification process is NOT complete until the AFFIDAVIT is presented to NAPNES for a certification card that documents the LP/VN passed the exam(s). The AFFIDAVIT must be presented to NAPNES within 60 days of the test date. Failure to do so results in assessment of a \$20 excess processing fee.

Signature of the LP/VN on the AFFIDAVIT attests that the nurse abided by the examination rules as set forth in the "acceptance of agreement and terms of use" prior to accessing the exam online. Documented failure to adhere to the "acceptance of agreement and terms of use" may result in revocation of certification or denial of future approval to take the exam(s) at the discretion of the Long-Term Care Certification Board.

### **Unsuccessful Candidates**

Unsuccessful candidates receive a computer print out analysis from CASTLE outlining areas of weakness for which more study is needed before attempting the exam again.

Three attempts of exam are possible without documentation of further study and review. Candidates are not required to pay additional application fees for the second and third exam attempts to NAPNES but candidates must pay an additional exam fee online for each attempt online. (See FEES section for complete fee information.)

Candidates must wait at least 15 days between each of the three allowed attempts to pass the exam(s).

## **Technical Support**

CASTLE provides technical support to registered NAPNES candidates on a 24-hour basis. Candidates who encounter any difficulty during the test delivery process may contact CASTLE technical support staff at any time either through electronic message or toll-free telephone, provided prior to commencement of exam(s.) CASTLE support staff response will be immediate.

Any technical problem that cannot be resolved by the support staff will be reported to CASTLE's Level II technicians, who will address the problem within 24 hours.

If a candidate's testing session is interrupted due to technical problems that cannot be resolved immediately, CASTLE will issue a new user identification number and password free of charge so that the candidate may complete the test. In the unlikely event of technical difficulty, please use the provided number to call CASTLE. Do not waste precious time calling NAPNES. NAPNES cannot provide technical support for online testing.

## **FEES**

(Registration fees are paid to NAPNES – Testing fees are paid to CASTLE online.)

### **Registration with NAPNES**

Initial Application Fee payable to NAPNES

Initial application \$100.00

If not used in 60 days \$20.00 additional fee for each application renewal.

Registration and application can be made online at NAPNES website or using the application form that can be downloaded at the NAPNES website or requested by telephone.

Note: NAPNES accepts money orders, Visa or MasterCard, and personal checks. Applications paid by check require two additional weeks for processing. There is a non-refundable \$30 bank fee on all returned checks. NAPNES cannot accept checks made payable to CASTLE Worldwide, Inc.

Exam Fees payable online to CASTLE Worldwide, Inc. Must be paid via MasterCard or Visa through secure, e-commerce site online prior to accessing the exam(s.)

### **Online Testing Fee**

First Attempt \$60.00

Additional Attempts \$50.00 per attempt

## **CERTIFICATION CARDS**

LP/VNs who meet the criteria and pass the exam(s) complete the process by printing the AFFIDAVIT and signing it before a Notary Public and mailing it to NAPNES within 60 days of receipt. NAPNES will issue a certification card with expiration date three years from the date of receipt of the AFFIDAVIT. NAPNES requires re-certification every three years. NAPNES sends one re-certification notice approximately six to nine months prior to expiration of the certification card to the address on file. It is the responsibility of the LP/VN to notify NAPNES of change of name or address during the certification period. Re-certification packets are sent with the notice.

**Name Change**

NAPNES will issue duplicate certification cards for the fee of \$20 during the three-year certification period. Documentation in the form of court records (i.e., marriage certificate, divorce decree) must accompany application for name change cards.



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Multi-Skilled Nursing Care Certification Organization, Inc.**

**LONG-TERM CARE CERTIFICATION  
TESTING CONTENT OUTLINE**

**The NAPNES Long-Term Care Certification Examination allows the candidate to measure his/her knowledge against a national exam that is based on the following content outline:**

**CONTENT OUTLINE LONG-TERM CARE:**

**Physiologic Integrity:**

The LP/VN certified in long-term care meets the physiological integrity needs of residents with the goal of promoting quality of life. In order to accomplish this, the nurse must have the ability to identify potential problems, identify ongoing changes in the patient which could effect outcomes of treatment, respect the individuality of each resident, identify significant early cues to prevent complications, utilize alternate interventions, initiate and follow through with intended actions and use communication and organizational skills to work with others. The nursing process is incorporated in all aspects of meeting the physiological integrity needs of the patient.

**Psychosocial Integrity:**

The LP/VN certified in long-term care meets the psychosocial integrity needs of patients with the goal of promoting quality of life. Certified LP/VNs should have knowledge of growth and development, knowledge of family dynamics, respect for the individual patient and the ability to communicate. The nursing process is inherent in all aspects of meeting residents' needs related to psychosocial integrity.

**Specialty Practice Issues:**

The LP/VN certified in long-term care meets the specialty practice issues in order to improve the quality of life and serve as a resource to others. The certified LP/VN has knowledge of teaching and learning concepts, nursing processes, communication skills, respect for the uniqueness of the individual and knowledge of federal and state legislation, as well as policy issues affecting long-term care (chronically ill) patients.

**Leadership and Management**

The LP/VN certified in long-term care meets the leadership and management needs required in long-term care settings. The certified LP/VN utilizes the nursing process and communication and organization skills to work with others as a team leader, as well as a team member. Due to their extensive experience in the long-term care environment and current knowledge, they serve as a resource to others.

**Study materials available for purchase from NAPNES:**

NAPNES maintains a variety of study materials to help candidates prepare for the certification exam. To order study materials online or to printout an order form, please visit [www.napnes.org](http://www.napnes.org). (Please use order form)

***Note: Study materials are based on the content outline above. Use of the study materials purchased from NAPNES is up to each individual nurse. Sale of study materials by NAPNES does not guarantee a passing score to any candidate.***

The Certification Examination for Licensed Practical/Vocational Nurses in Long-Term Care promotes the development of skills and expertise in the long-term care of patients or clients of any age. LP/VNs that pass the Examination are issued a certification by NAPNES and authorized to use the initials CLTC to signify their certification status.



**National Association for Practical Nurse Education & Service, Inc.  
Multi-Skilled Nursing Care Certification Organization, Inc.  
Application For  
PHARMACOLOGY and/or LONG-TERM CARE CERTIFICATION**

- |   |                                       |   |
|---|---------------------------------------|---|
| <b>New Certification Application</b> (check all that apply)   | <input type="checkbox"/> Pharmacology | <input type="checkbox"/> Long-Term Care |
| <b>Re-Certification by Examination</b> (check all that apply) | <input type="checkbox"/> Pharmacology | <input type="checkbox"/> Long-Term Care |
| <b>Have you ever been certified by NAPNES?</b>                | <input type="checkbox"/> Yes          | <input type="checkbox"/> No             |
| (If yes, please check all that apply)                         | <input type="checkbox"/> Pharmacology | <input type="checkbox"/> Long-Term Care |

**Please complete each section by printing. Incomplete / illegible applications cannot be processed.**

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address (including Apt. # if applicable): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

LP/VN License Number: \_\_\_\_\_ State of Licensure: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Privacy Statement: Your e-mail address and other personal information will never be sold, rented, or released to any third parties.)

Do you presently have a Pharmacology Certificate?  Yes  No

Do you presently have a Long-Term Care Certificate?  Yes  No

(If yes to either question and your name has changed since it was issued, you must supply documentation of name change [e.g., marriage license, divorce decree, etc.]

Please read the following information carefully. Your signature on this form indicates your understanding and agreement with the following statements:

I understand that I will receive an identification number and password and that both will expire within 60 days or when used. I understand that if I am successful on the exam(s), my certification is not complete until: a) I sign the AFFIDAVIT (generated at the end of the exam online) before a Notary Public; b) send the signed AFFIDAVIT to NAPNES within 60 days after receiving it; and c) receipt of a certification card from NAPNES. I understand that the term of certification is for 3 years after which time I must re-certify if I wish to maintain certification by NAPNES. I understand that it is my professional responsibility to notify NAPNES in the event of a change in the information requested and supplied on this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NAPNES application / registration fee of \$100.00 is paid by: (Note: \$60.00 testing fee is paid online)

- Visa  MasterCard  Personal Check (allow 2 extra weeks for check to clear)

Credit Card Number: \_\_\_\_\_ Card Expiration Date: \_\_\_\_\_

**Application Checklist**

- |  |  |
|--|--|
| <input type="checkbox"/> Application Complete and Signed                 | <input type="checkbox"/> Copy of LP/VN License Attached                |
| <input type="checkbox"/> I am ready to take exam within the next 60 days | <input type="checkbox"/> Application fee of \$100.00 per exam enclosed |

Please mail completed form, documents, and payment to:

NAPNES Certification Board/Processing Center  
1940 Duke St., Suite 200  
Alexandria, VA 22314



National Association of Practical Nurse Education, and Services  
Multi-Skilled Nursing Care Certification Organization, Inc.

**CERTIFICATION REVIEW STUDY MATERIALS ORDER FORM**

**Completed Order Check List**

Use checklist below to assure your order is complete.

- All information on order form is complete
  - Mail to: NAPNES, 1940 Duke St. Suite 200, Alexandria, VA 22314
  - Fax Order Form (Credit Card Payment Only) to 703-940-4089
  - Payment Option (select one)
    - Check Enclosed (mail order form 4-6 weeks for delivery)
    - Credit Information Below (Fax or mail order form)
- Make sure information is legible allow 2-3 weeks delivery

**SHIPPING & CONTACT INFORMATION (please print legibly)**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone:( \_\_\_\_\_ ) Work Phone:( \_\_\_\_\_ ) Other Phone:( \_\_\_\_\_ )

**ORDER STUDY MATERIALS**

Indicate quantity and multiply by either member or non-member price and then place amount in each rows "Total" field.

PHARMACOLOGY STUDY MATERIALS				
Qty	Description	Member Price	Non-Member Price	Total
	Computer PC CD-ROM	\$30.00 each	\$45.00 each	\$
	DVD Review	\$30.00 each	\$45.00 each	\$
	Intensive Review Pharmacology Workbook	\$30.00 each	\$45.00 each	\$
	Computer PC CD-ROM & Workbook Combo	\$50.00 both	\$75.00 both	\$
	DVD & Workbook Combo	\$50.00 both	\$75.00 both	\$
LONG-TERM CARE CERTIFICATION MATERIALS				
Qty	Description	Member Price	Non-Member Price	Total
	<del>DVD Review</del>	<del>\$30.00 each</del>	<del>\$45.00 each</del>	<del>NOT AVAILABLE</del>
	<del>Long Term Care Review Book</del>	<del>\$25.00 each</del>	<del>\$40.00 each</del>	<del>NOT AVAILABLE</del>
	<del>DVD &amp; Review Book</del>	<del>\$45.00 both</del>	<del>\$75.00 both</del>	<del>NOT AVAILABLE</del>
<b>TOTAL ALL ITEMS HERE</b>				<b>\$</b>

**Please note, all prices include domestic shipping and handling. International orders please e-mail us for shipping and handling charges**

**PAYMENT INFORMATION**

- I am enclosing a check or money order for the amount indicated above.
- Charge the Credit Card I've listed below
  - VISA     MasterCard     American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature Required On Credit Card Order)