



Animal Hospice and Palliative Care (AHPC) Certification Program

Become a standout in your field and demonstrate dedication to your professional growth by becoming AHPC certified. Certification is a voluntary process by which a non-governmental organization grants recognition to an individual who has demonstrated a high level of knowledge, skills, and abilities. Certification means that one has met specific eligibility requirements including training, experience, and education, and passed a rigorous, comprehensive examination. Certification indicates a substantial professional commitment to the field and documents this expertise to employers, colleagues, and clients. Establish your credibility and gain the confidence of employers and clients by achieving AHPC certification.

Introduction

This handbook provides information about the application, program, and examination to become certified in Animal Hospice and Palliative Care. It outlines the design and content of the program and guides candidates through the entire process from application through examination. For your convenience, this handbook may also be downloaded from the IAAHPC website at www.iaahpc.org

About the International Association for Animal Hospice and Palliative Care (IAAHPC)

The International Association for Animal Hospice and Palliative Care (IAAHPC) is dedicated to promoting knowledge of, and developing guidelines for, comfort-oriented care to companion animals as they approach the end of life. The IAAHPC is the only national/international organization dedicated solely to the advancement of high quality AHPC services provided by interdisciplinary teams.

About AHPC Certification

The AHPC Certification Program will standardize and define the skills and knowledge required of individuals and organizations offering animal hospice and palliative care, and will establish a standard of care that will reflect a level of excellence achieved by those individuals who have obtained certification.

Eligibility Requirements

Program enrollment is limited to:

- Licensed veterinarians
- Credentialed veterinary technicians
- Applicants must be IAAHPC members in good standing.

Program Description

The AHPC CP is a 100-hour RACE-approved continuing education program that certifies its students in animal hospice and palliative care. The program begins with an overview of fundamental concepts and progresses to cover the unique challenges of veterinary medical, nursing, and caregiver care as related to the animal hospice model.

The AHPC certification program is presented in five modules; four online and one on-site, in a flexible format designed to allow students to create a curriculum timeline that best fits their busy schedule. Online modules are composed of streaming lectures and activities that students can complete and submit at their own pace, however each module has an established start and finish date.

The on-site module is offered once each year and is held in conjunction with the annual IAAHPC conference. Here students will partake in both an advanced communication skills workshop critical to animal hospice and palliative care and a laboratory that gives students the opportunity to learn advanced euthanasia techniques (cadaver use only). On-site sessions will allow for small group activities with individualized instruction from leaders in the field of animal hospice, and networking opportunities with hospice-minded colleagues will help facilitate learning well after the course is completed.

In order to be awarded the designation of Certified Hospice and Palliative Care Veterinarian (CHPV) and Certified Hospice and Palliative Care Technician (CHPT), participants must successfully complete the following:

Module 1: (25 hours, online) Introductory topics pertinent to offering hospice and palliative care.

Module 2: (onsite) Includes attendance at our annual conference, in addition to participation in a 1-day, interactive End-of-Life Communication Workshop and a half-day Euthanasia Technique Laboratory

Module 3: (25 hours, online) Advanced topics in hospice and palliative care

Module 4: (25 hours, online) Pain Management

Module 5: (7 hours, online) Advanced Euthanasia

Peer Reviewed Hospice Case Reports

Completion of two case reports will be required as part of certification requirements. Case reports should involve patient care delivered during the 4-year period preceding the date of case study submission. The cases must present different hospice scenarios and should employ a well-structured, balanced strategy. They should reflect a coherent, cogent thought process regarding patient assessment and management. The case reports should be of the caliber that they could be considered for publication in a peer-reviewed journal such as JAVMA or other peer-reviewed journals. Grammar, punctuation, and spelling should be on a level consistent with that of a professional journalist. Case reports must be submitted by May 15 to qualify for taking the exam, which is offered in October of the same year. Additional guidelines for writing Case Reports, as well as grading criteria, are included at the end of the handbook.

Online Exam

The AHPC certification exam is designed to test a well-defined body of knowledge representative of the current professional practice in animal hospice and palliative care. The online exam covers the breadth of current knowledge concerning animal hospice and palliative care and consists of a mix of multiple-choice and True/False questions. Participants must achieve a passing score of 80 percent. The exam portal will be open for a period of two consecutive weeks. This two-week time frame will begin 6-8 weeks prior to Conference. The exam will be an online/open book exam that must be completed in a single session within a 3-hour time frame (from the time of starting the exam). ***Students must have successfully completed all 5 modules and submitted their case studies to qualify for taking the certifying exam.***

Program Timeline

This is a professional program and students are expected to be mindful all deadlines. Plan your time accordingly and put all deadlines in your calendar at the start of the program.

There will be no extensions granted to this timeline and it is the student's responsibility to keep track of and meet all deadlines.

- **MODULE 1:**
 - Registration and module opens June 15
 - Open enrollment for the program closes August 15
 - After Aug 15th, students will **no longer** be able to enroll for the program and will need to wait for the next enrollment period the following year.
 - **MUST BE COMPLETED** by October 1
 - Module 1 must be completed by October 1. Prior to IAAHPC conference attendance. If the module is not completed by this time, students will need to re-enroll in the program the following year, including re-submitting your application and paying the re-enrollment fee.
- **MODULE 2: (onsite)**
 - Opens with general conference registration (typically around June 1st of every year with annual conference held in the fall)
 - Closes August 31
 - Students must be registered for conference by August 31
 - After August 31, students will **no longer** be able to enroll for Module 2, and will need to wait for the next enrollment period the following year, including re-submitting your application and paying the re-enrollment fee
 - Conference attendance, including the completion of the 2 required labs (Communication Workshop/Lab and Euthanasia Techniques Lab), will fulfill requirements
 - The 8-hour Communication Workshop and Euthanasia lab **are mandatory** for the Certification Program, **even if previously taken**
 - M2 is completed at conference
 - Students must complete Module 2 in the fall of their sign up year (e.g., if you sign up for Module 1 in 2019, you must attend conference in 2019)

- MODULE 3:
 - Opens November 15
 - Closes January 15
 - After January 15, students will no longer be able to enroll for Module 3, and will need to wait for the next enrollment period the following year, including re-submitting your application and paying the re-enrollment fee
 - **MUST BE COMPLETED by March 15**
 - If the module is not completed by March 15, students will need to re-enroll in the program the following year, including re-submitting your application and paying the re-enrollment fee.
- MODULE 4:
 - Can be taken any time but needs to be completed by June 15 of the testing year
 - **MUST BE COMPLETED BY June 15**
- MODULE 5:
 - Can be taken any time but needs to be completed by June 15 of the testing year
 - **MUST BE COMPLETED BY June 15**
- TWO CASE REPORTS:
 - **MUST BE SUBMITTED BY May 15 of the testing year**
- FINAL EXAMINATION:
 - Will be offered 6-8 weeks prior to the IAAHPC's annual conference; announcements will be made closer to the conference date
 - There will be a 2-week window of online availability for students to take the exam
 - The examination must be completed during a single session, and students will be allotted a 3-hour time frame to complete their examination
 - The examination will be "open-book" and you can use any of your course notes**

****Please be aware that you will only have access to the module notes and handouts one year from your registration date. We highly suggest, for ease of studying and for future reference to downloading the handouts for each module and keep a study guide.**

Exceptions to the Program Timeline:

The AHPC certification exam is designed to be completed during a 14-15 month timeframe, from June of any given year to July-Aug (depending on final exam dates) of the following year.

PLEASE NOTE:

There will be no extensions granted to this timeline and it is the student's responsibility to keep track of and meet all deadlines. Exceptions *may* be considered on a case-by-case basis and *only* in situations of serious personal illness, loss of a family member, or a natural disaster.

Should you decide to drop out of your IAAHPC Certification Program class, or if you are unable to meet any of the module deadlines (including completion of the case studies, full conference attendance and completion of the required labs), the following will apply:

- If you wish to re-enroll in the certification program, there is a \$600 re-enrollment fee
- Please note that re-enrollment is only offered for the following consecutive year!

- If you do re-enroll for the following consecutive year, you do not have to complete any modules that you have successfully completed that previous year
- However, if you are unable to re-enroll the following consecutive year, you will need to begin the certification program over, as if you were a new student, including re-submitting your application, paying for, and retaking all modules (even if they were previously completed)

Preparing for the Exam

Your primary objective is to pass the examination upon completion of the AHPC certification program. Learning new material and reviewing old material are critical to this objective. Develop a study plan that will allow you to learn the most while you study. Include setting goals. Review what you have learned as often as possible. The more you review, the more you will retain. Study materials include quizzes, recommended reading assignments, and group forum activities. All course materials will be available online for review.**

****Please be aware that you will only have access to the module notes and handouts one year from your registration date. We highly suggest, for ease of studying and for future reference to downloading the handouts for each module and keep a study guide.**

Fees

The total cost of tuition for certification will be \$3,980 for licensed veterinarians (V) and \$2,990 for licensed veterinary technicians (T). Tuition is paid per module. The fee structure is as follows:

Module 1- *Introductory Module*, 25 hours: \$695 (V); \$510 (T)

Module 2 - *Conference and Communication Module*: \$1,095 (V); \$810 (T)

Module 3 - *Advanced Module*, 25 hours: \$1,095 (V); \$835 (T)

Module 4 - *Pain Management Module*, 25 hours: \$500 (V); \$375 (T)

Module 5 - *Advanced Euthanasia*, 7 hours: \$300 (V); \$225 (T)

Case study review and exam administration: \$295 (V); \$210 (T)

TOTAL COST OF TUITION: \$3,980.00 (V); \$2,990 (T)

Application

Your completed application form and all necessary supporting documentation should be submitted to the IAAHPC, through the student portal, and will be evaluated to confirm that you meet or exceed the program entry requirements. If your application is rejected for any reason, including, without limitation, incomplete, inaccurate or unverifiable information, your application fee minus a \$200 administration fee will be refunded.

Refunds

Program fees are non-transferable. Candidates requesting to withdraw from the program after submitting an application will be charged an administrative fee of \$200.00. Credit card transactions that are declined may be subject to a \$25 handling fee.

Non-Discrimination Policy

The IAAHPC and Northeast Seminars do not discriminate among candidates on the basis of race, color, creed, gender, religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status.

Restrictions

Those students who have successfully completed the AHPC Certification Program will be allowed to incorporate the credentials of CHPV or CHPT after their name in recognition of their achievement. These credentials are unique to the field of animal hospice and palliative care and may not be used for any other medical field designation. Any person found using these credentials without successful completion of the program will be prosecuted.

Disclaimer

The field of animal hospice and palliative care is young and developing. Through research, case reviews, and collaborative analysis, we will undoubtedly continue to learn more each year. As new information comes forth, the program will be modified to share best practices with all participants. The IAAHPC encourages research in the areas of animal hospice, palliative care, and geriatric medicine to enhance the field and ever improve the AHPC certification program.

ADDITIONAL INFORMATION FOR STUDENTS

Guidelines for Case Reports

Applicants should follow the guidelines for patient criteria, technical requirements and content outlined below for preparing their case studies:

Case Report- Patient Criteria

1. Cases need to involve the care of patients within the last 4 years.
2. One case should include details on an acute event that resulted in hospice or palliative care (e.g., Hemangiosarcoma, CHF, pleural effusion, acute paralysis, acute on chronic renal failure). An “acute on chronic” event is acceptable for an acute case study.
3. Another case should include details on a chronic event that resulted in hospice or palliative care (e.g., Osteoarthritis, CKD, liver disease, degenerative myelopathy).
4. Case studies should represent situations where all aspects of the philosophy of hospice and palliative care have been applied.
5. For applicants who are not in active practice, please contact the program administrator for further instruction."

Case Report- Technical Requirements

1. Typed in 12-font, Times New Roman, double spaced
2. A cover page with: a) CASE TITLE b) YOUR NAME d) YOUR EMAIL e) YOUR PHONE NUMBER
3. Any laboratory data should be in table form
4. Minimum of 7 pages and a maximum of 15 pages which includes a title page, references and appendix. Acute event case studies may be shorter in length (e.g., 7 pages) than chronic case studies (e.g., 15 pages).
5. References should be listed by number as endnotes and include page numbers. Textbooks, online reference material, conference proceedings and peer-reviewed material is acceptable.
6. Document should be submitted in Word format.

Case Report- Content Criteria

The paper should be organized following this format:

1. *Abstract*. An abstract is a brief review of the contents of the case study.
2. *Clinical Report*. It is important that the case study include all aspects of care to make sure all of the physical, emotional and behavioral needs of the caretaker and patient are managed. (Use of the 5-Step Plan for Hospice and Palliative Care may be helpful.) The following should be included in the clinical report:
 - a. Signalment
 - b. Clinical history
 - c. Psychosocial perspectives and needs of caretakers
 - d. Subjective assessments- includes observations about the patient and family interactions or relationships.
 - e. Objective assessments- includes measurable physical observations and diagnostic findings.
 - f. Detailed description of the hospice/palliative care management plan including how you educated or shared information with the pet's caretaker and how you set up a personalized plan. Describe the use of the team approach that was used to care for the patient. All pharmaceuticals should include dosages (mg/kg). Behavior support or modification, nutritional support, physical medicine and the use of specialized equipment should be included in this section.
 - g. Emphasis should also be placed on how emotional support was provided to the caretaker(s).
3. *Clinical Outcome*. Subjective and objective observations about the details of outcome for the patient and the caretaker should be defined.
 - a. If applicable, the utilization of quality of life scales and pain management scales to assess patient response should be included.
 - b. Also included in the clinical outcome should be an observation on how the care affected the behavior or emotions of the caretakers. For example, noting if the family is experiencing profound anticipatory grief.
 - c. Observations about the dying process for both a hospice-supported natural death or from euthanasia.
4. *Discussion*.
 - a. The author's subjective critique of the case should include interactions and emotional reactions of caretakers from a veterinary professional's viewpoint.
 - b. The discussion should provide reasoning around choices and plans of care with regards to why certain choices were made
 - c. The discussion should include any changes the author would have made in the case based on known outcome (i.e. what would you change if you could go back in time?)
5. Summary or conclusion - provide a summary of the case.

6. References

Case Report Grading

1. The review criteria will be the same for all applicants.
2. Scoring will consist of Pass, Pass with Clarifications/Revisions, Submit New Case, or Fail.

Examples of case reports are available in the classroom portal.

Grading Criteria for Case Studies

Criteria	Check if completed	Comments	Potential Score	Actual Score
Abstract, clinical report, clinical outcome, discussion, summary and references have been completed			10	
Psychosocial needs identified and addressed			10	
Patient's needs addressed			10	
Caliber of medical management (good balance of care, nursing care, dosages of medications ...)			20	
Use of integrative care			10	
Caliber of communication with caretaker			10	
Emotional support of caretaker addressed			10	
Well written (grammar and spelling)			10	
Adequate and accurate references			10	
Total Score			100	

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