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 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 THE AHPC CERTIFICATION PROGRAM
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 with 2 years of clinical experience
- Credentialed veterinary technicians with 2 years of clinical experience
- Current license
- Applicants must be IAAHPC members in good standing

*If you have any question regarding meeting our clinical experience criteria please reach out to the AHPC Administrator Stephanie Jones at sjonesahpc@gmail.com

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 date and must be successfully completed before the following module.

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:
AHPC CANDIDATE HANDBOOK

PROGRAM DESCRIPTION (CON'T):

- 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 Report:
- Completion of one case report will be required as part of certification requirements. A case report should involve patient care delivered during the 4-year period preceding the date of case study submission. The case should employ a well-structured, balanced strategy. It should reflect a coherent, cogent thought process regarding patient assessment and management. The case report should be of the caliber that it 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 quality 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 the 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 study to qualify for taking the certifying exam.
AHPC CANDIDATE HANDBOOK

PROGRAM TIMELINE

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

CERTIFICATION TIMELINE- CLASS OF 2020-2021

- Please note this timeline may alter slightly with the ultimate goal of allowing our students to successfully complete the AHPC Veterinary Program during these unprecedented times. Students will be immediately notified of any changes via student emails and our online community.

- MODULE 1 (Introduction): Registration open June 15th- October 31st, 2020
  - Prerequisite: Program Acceptance
  - Module 1 conducted online

- MODULE 3 (Advanced Hospice): Registration opens August 15th, 2020
  - Prerequisite Module 1
  - Module 3 conducted online

- Virtual Conference- October 1-15th, 2020 (optional)

- MODULE 4 (Pain Management): Registration opens February 15th, 2021
  - Prerequisite Module 3
  - Module 4 is conducted online

- MODULE 5 (Advanced Euthanasia): Registration opens April 15th 2021
  - Prerequisite Module 4
  - Module 5 is conducted online

- CASE REPORT & FINAL EXAMINATION:
  - Prerequisite Module 5
  - One case study must be submitted by June 15, 2021
  - The final examination will be available online from July 15th-July 30th, 2021
    - The examination must be completed during a single session. Candidates will be allotted a 3-hour time frame to complete their exam. The exam will be “open-book” and you can use any of your course notes.

- MODULE 2 (Conference/Communication): Registration open June 15th- August 15th 2021
  - Prerequisite- Modules 1, 3, 4, 5, and successful case report/exam
  - Shaping the Future Together: September 9th-12th in Tampa, Florida
    - Includes 2 required labs (Communication Workshop/Lab and Euthanasia Techniques Lab)
    - Graduation will take place at conference
AHPC CANDIDATE HANDBOOK

EXCEPTION TO THE PROGRAM TIMELINE

The AHPC certification exam is designed to be completed within the designated program timeline.

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 EXAMINATION

The final examination is meant to reinforce the comprehensive learning of the certification program. The program goal is to elevate the level of care and skill providers offer the families they are assisting. With that in mind, the open-book examination will be conducted online. It is to be completed in a single session, with 3 hours allotted for each student. 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.
PROGRAM FEES

Licensed Veterinarian: The total cost of tuition for certification is $3,980 for licensed veterinarians. Tuition is paid per module as follows:

- Module 1 - Introductory Module, 25 hours: $695
- Module 2 - Conference and Communication Module: $1,095
- Module 3 - Advanced Module, 25 hours: $1,095
- Module 4 - Pain Management Module, 25 hours: $500
- Module 5 - Advanced Euthanasia, 7 hours: $300
- Case study review and exam administration: $295

TOTAL COST OF TUITION: $3,980.00

Licensed Veterinarian Technician: The total cost of tuition for certification is $2,990 for licensed veterinary technicians. Tuition is paid per module as follows:

- Module 1 - Introductory Module, 25 hours: $510
- Module 2 - Conference and Communication Module: $810
- Module 3 - Advanced Module, 25 hours: $835
- Module 4 - Pain Management Module, 25 hours: $375
- Module 5 - Advanced Euthanasia, 7 hours: $225
- Case study review and exam administration: $210

TOTAL COST OF TUITION: $2,990

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. Once logged in as a member in the member community site, register for the event: "AHPC Program Registration" to being your application. Proof of current licensure is required for a succesful applicaiton to the program.

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.

CREDENTIALS
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 continually improve the AHPC certification program.

WE LOOK FORWARD TO HAVING YOU JOIN OUR PROGRAM!