

## Recertification Instructions

### General Instructions:

Individuals will have two (2) options to achieve recertification .

- The first option is recertify by completing a 50 questions examination during their birth month.
- The second option is by paying the recertification fee during the birth month and registering for the CBRPA Recertification Seminar, which will be incorporated in the ARPE Educational Symposium held in October of each year. The recertification exam will then be administered at the ARPE Educational Symposium following the Recertification Seminar. The second option will require an individual to have a laptop with WiFi capabilities.

All candidates for the recertification examination must submit a Recertification Application **prior to** sitting for the examination. The application must be submitted at the same time as the examination fee is paid.

The recertification year will be determined by the last digit of the year graduated from the RPA program. Recertification will be required each decade based on this.

Example:

Year Registered	Recertification Year
2004	2014
2005	2015
2006	2016
2007	2017
1998 & 2008	2018
1999 & 2009	2019
2000 & 2010	2020
2001 & 2011	2021
2002 & 2012	2022
2003 & 2013	2023

### **The Examination:**

1. The examination will be administered via the internet and is an open book test. Each individual will be given three (3) hours to complete the examination. Timing begins when you log in to take the test and continues to countdown, *even if you log out*. Therefore, if you log in for one hour and then log out and try to log in the next day, you *will not* be able to complete the test. Set aside an ample block of time to complete the test.
2. The test questions will be taken from a test bank and scrambled for each test. You will need a password to enter the test. The password will change each month and for each time you attempt to log into the examination. The password will be given when the application for the test is received at the CBRPA office and the fee is paid.
3. Individuals will be given one initial and two additional attempts to pass the exam with a 75% raw score required to pass or 38 correct questions. The examination fee must be paid for each attempt. If the exam is not successfully passed in three attempts, the individual will be required to attend a CBRPA Recertification Seminar to ensure their ongoing competence.
4. Although the examination is an open book test, it will be challenging. To prepare for the exam, review the content specifications on the web site. Please note the content specification may have been updated since you became registered.

### **Options**

1. An individual may elect to complete the test during their birth month as outlined previously.
2. An individual may elect to complete the examination after attending a Recertification Seminar held in conjunction with the annual ARPE Educational Symposium and completing the test immediately following the seminar. The ARPE meeting is held in October of each year in Florida and continuing education credits will be awarded for the Recertification Seminar. By incorporating the Recertification Seminar into the ARPE Educational Symposium, an individual can obtain CE credits, not only for the Recertification Seminar, but also for additional presentations during the meeting and obtain ACLS certification, if needed.

Option 2...

The Recertification Seminar will provide comprehensive preparation for the examination and is based upon the content specifications listed on the web site. The seminar will be approximately four (4) hours in length.

- a. A laptop computer with WiFi capabilities is required to complete the exam.
- b. To qualify for the exam in October;
  - (1) The examination fee must be paid during your birth month.
  - (2) A recertification application must be submitted during your birth month.
  - (3) Preregistration to the CBRPA Recertification Seminar is required.
- c. If your birth month is prior to, or in October, registration to the CBRPA Recertification Seminar is required during your birth month. If your birth month is in November or December, you may also register for the CBRPA Recertification Seminar, attend the seminar and complete the test in October.
- d. *Following the examination at the Recertification Seminar, each exam question will be reviewed and all participants will be deemed competent.*
- e. You may register for the CBRPA Recertification Seminar by going to the ARPE web site at [www.rpeacademy.org](http://www.rpeacademy.org)

*The focus of the recertification process is education and competency.*