



Candidate Handbook

PICC Excellence, Inc.

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Neonatal PICC Inserter Certification Program

The Neonatal PICC Inserter Certification Program is intended to provide the Vascular Access clinician validation of a higher level of knowledge and practice in the field of neonatal vascular access specific to peripherally inserted central catheter (PICC) placement. The successful candidate will be granted the title Certified Neonatal PICC Inserter (CNPI). This certification is intended to be recognized throughout the health care community, establishing the clinician as a Neonatal PICC specialist.

The Certification is provided through PICC Excellence, a recognized leader in PICC education and training and a known credible source in setting PICC educational standards and expectations for PICC insertion training. The CNPI certification offers vascular access clinicians the opportunity to gain professional recognition in the field of Neonatal PICC insertions.

PICC Excellence has established eligibility requirements that apply to all Neonatal PICC inserters seeking to achieve CNPI designation. These requirements include the completion of the following forms:

- **Application for Neonatal PICC Certification Form:** This form requires applicant to submit personal information (name, address, phone, professional license number, employer, email, and type of practice currently working).
- **Supervised Insertion Competency Assessment Form:** This form is included in the applications and requires the applicant to perform supervised insertions allowing the preceptor to assess specific step-by-step procedures as determined on the form to ensure applicant is following current guidelines. The preceptor and the applicant must both sign the form at the completion of the assessment.
- **Verification of PICC Experience Form:** This form was established to verify that the applicant has successfully completed a Basic PICC training course from a Valid PICC Education company (CNE/CME certification required). In addition, the form verifies how many PICCs the applicant has inserted within the past twelve (12) months, total PICCs ever inserted as well as a listing of PICC courses and conferences applicant has attended in which CE credits were earned. This form requires the signature of an employer, manager or supervisor attesting to the validity of the information provided. The form must also be notarized. Notarization is required to validate registrant's identity and can generally be obtained from any bank.
- **Neonatal PICC Inserter Certification Exam:** The applicant must pass the one hundred (100) question certification exam established by PICC Excellence, Inc.

- **Checklist of Forms:** The applicant must submit this form showing that all of the above-mentioned forms have been submitted and attesting to the fact that the forms are valid, true, accurate, and are an honest representation of the information provided.

Once forms have been accepted and deemed valid and true and the course has been successfully completed, the Certification Administrator will notify applicant of eligibility to take the exam. Following the successful completion of the exam the Certification Administrator will issue the CNPI designation and certificate.

This rigorous process has been established to confirm applicant's compliance with the application and testing process, to validate recognition of the CNPI designation, and to maintain credibility of Certification Administrator.

GOAL OF THE PROGRAM

The goal of this program is to validate the knowledge and experience base of the Neonatal PICC clinician/applicant and to offer a process to designate achievement of an advanced level of preparation to be utilized as a measurement of excellence for the Neonatal PICC clinician.

Process:

PICC Excellence, Inc. recognizes the CNPI applicant as an individual who has significant experience in the Neonatal PICC field, successfully completed greater than six (6) independent neonatal PICC insertions, has proven competence through employer verified documentation, and is able to successfully achieve a passing score on the certification exam. PICC Excellence, Inc. requires triannual renewal of certification. Recertification requires proof of six (6) CEs, eighteen (18) successful insertions and current professional licensure.

Requirements for Application:

The applicant will demonstrate completion of a recognized initial PICC insertion-training program with documented proof of successful completion through a training certificate.

The applicant shall have documented proof of a minimum of 6 successful unsupervised Neonatal PICC patient placements in the previous twelve (12) months.

The applicant will provide proof and a copy of a current professional license issued from the State where she/he practices. Certification is available to all healthcare professionals who currently have a valid license issued by their state licensing authority.

The applicant will submit verification of a supervised competency skills checklist signed by an employer/supervisor or a licensed physician. This checklist verifies applicant is currently following best practice guidelines for Neonatal PICC insertion.

The applicant will demonstrate knowledge of Neonatal Peripherally Inserted Central Catheters through the successful completion of a one hundred (100) question examination. This examination shall measure the knowledge of all aspects of Neonatal PICCs including neonatal anatomy, vein assessment and patient selection, infection prevention and complications, insertion, legal and ethical, preparation, ultrasound, and care and maintenance.

Examination weighted values within domain:

Neonatal Anatomy	15%
Vein Assessment and Patient Selection	17%
Infection Prevention and Complications	13%
Insertion	18%
Legal and Ethical	6%
Preparation	10%
Ultrasound	9%
Care and Maintenance	12%

Should the applicant fail to achieve a passing score, he/she will be eligible to purchase and retake the exam after a three (3) month waiting period with a maximum of three (3) in a twelve (12) month period.

Implementation:

The applicant/candidate begins the certification process by verifying their eligibility by reviewing the CNPI Application and purchasing the Neonatal PICC Certification Program through the PICC Excellence website or via phone orders.

The applicant will complete all required forms and submit all completed forms to our Certification Processing Center in Hartwell, GA.

Once forms have been received, processed, and approved, applicant will receive an email and a letter stating they are now qualified to take the exam. Applicant will be granted access to Certification via the PICC Excellence website.

Once the applicant has been approved and issued access, the online exam must be completed within ninety (90) days.

The Certification Exam must be taken in one (1) sitting without the use of any study materials. PICC Excellence utilizes a Remote Proctor service for the examination. Detailed instructions in the Quick Start Guide QSG will be provided to allow the applicant to be sure they are able to access Remote Proctor. The candidate will be video recorded during the exam.

The applicant will be allotted three (3) hours to complete the exam. The one hundred (100) question exam must be completed without interruption during the three (3) hour period. A PICC Excellence contact number will be available during the exam in case the applicant has web-based

problems while accessing the exam. Failure to notify PICC Excellence in real time, when an anomaly occurs during the exam may result in disqualification of your exam.

Upon successful completion of the exam, PICC Excellence must wait for notification from the Remote Proctor to approve the exam. Remote Proctor notification can take up to two weeks.

The administrator will then issue, mail (original linen) and email (scanned copy) of the formal original certificate to the applicant indicating they have attained CNPI Certification. Applicant will be listed in the online PICC Excellence Certification Registry for as long as the Certification is maintained.

Candidates not successfully completing the exam will be issued a formal notice stating they failed to achieve a passing score. They will then have to wait three (3) months to retake the exam. Applicant may only attempt the exam three (3) times per year and must wait three (3) months between each testing attempt.

CNPI Recertification

Recertification provides ongoing recognition of the CNPI's level of expertise in the PICC field and requires documentation of the CNPI's continued experience with PICC placements. A CNPI may recertify by verification of experience and continuing education credits or by verification of experience and retaking the CNPI exam.

A CNPI may opt to retake the certification exam instead of maintaining the required number of continuing education credits.

An individual who has previously been certified, but whose certification has lapsed from failure to recertify, may become reinstated by taking and passing the triannual examination and submitting the triannual recertification application. The applicant will not have to submit all original documentation again as these forms will be maintained by PICC Excellence, Inc. for a period of three (3) years after expiration of original certificate. If applicant waits more than three (3) years to recertify, the applicant will have to apply as a new applicant.

Use of the CNPI designation is valid for three (3) years from the date of issue. Your CNPI Certification must be renewed every three (3) years with proof of six (6) hours of continuing education related to vascular access (two (2) hours per year) earned after the date the current CNPI credential became effective and proof of six (6) successful insertions per year performed for a total of eighteen (18) insertions in the three (3) year renewal period. A current professional license is required.

Refund Policy

No refunds will be offered to a candidate once the certification process has begun. Candidate is paying for the opportunity to take a certification exam. All requirements will be clearly stated on the orientation page so the candidate will clearly understand all requirements prior to purchasing the Certification Program.

Additional Information

Applicants are encouraged to make copies of their application forms for their records.

Applicants are required to sign a confidentiality statement of non-disclosure of program, exam questions, and testing materials prior to issuance of CNPI certificate.

Names of candidates who have successfully completed the process as outlined above and received their CNPI Certification will be posted on the PICC Excellence website in the Certification Registry.

Test Security

Candidates are required to sign a confidentiality statement prior to being granted examination access.

Candidates are required to have personal identification verified upon access to entry to examination.

Test security protocol will be maintained via all computer technology/ equipment in construction of examination and preservation of testing materials.

FREQUENTLY ASKED QUESTIONS:

What is certification?

Certification is the voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that the individual has met predetermined and standardized criteria. It is a mark of excellence that requires continued learning and skill development to maintain

What does CNPI stand for?

CNPI stands for Certified Neonatal PICC Inserter

Why CNPI?

In granting the CNPI, PICC Excellence is certifying that the candidate has met certain standards of knowledge and training specific to Neonatal PICC Insertion established as a credentialing process.

Is this a National Certification Program?

Yes, this is a National Certification program. As a provider of education for over twenty-eight (28) years, PICC Excellence, Inc. has established a national presence as a specialty organization dealing with issues related to PICCs. PICC Excellence is an approved provider of continuing nursing education by the Florida Board of Nursing, provider # FBN 2224 FL, and the California Board of Nursing, provider # CEP 15304.

What will the exam cover?

The CNPI examination consists of a one hundred (100) question multiple choice remote proctored exam, designed by subject matter experts to measure the knowledge of all aspects of Neonatal PICCs including: neonatal anatomy, vein assessment and patient selection, infection prevention and complications, insertion, legal and ethical, preparation, ultrasound, and care and maintenance.

Examination questions are distributed across the eight (8) domains as follows:

Neonatal Anatomy	15%
Vein Assessment and Patient Selection	17%
Infection Prevention and Complications	13%
Insertion	18%
Legal and Ethical	6%
Preparation	10%
Ultrasound	9%
Care and Maintenance	12%

How should I prepare for this exam?

Review your educational material obtained in the CEs submitted with your application. Consult the Resource and Review Guide. Resources such as NANN, INS, AVA, and others are listed. You will need to thoroughly read, research and study utilizing the recommended resources in the Resource and Review Guide sent in your certification package before attempting to take the CNPI Certification exam.

How long is the exam?

The test consists of one hundred (100) multiple choice questions. You will have three (3) hours to take the test. You may not exit out of the screen once you have started the exam. You will need to prepare yourself and allow three (3) hours of solid time to complete the exam.

When can I take the exam?

Once your application and forms have been received, accepted, and deemed valid and true, the Certification Administrator will activate your login, which will allow you access to the test. When the login is activated, you will have three (3) months to complete the exam. You can take the test online at your own convenience.

What are the rules of taking the exam?

The rules are the standard for any national certification program. They are:

- No access to any written materials
- No outside aides
- No assistance from other professionals during the test. Test answers should be based on your knowledge alone.
- Test takers may not have anyone else take the test for them
- Disclosure of confidential test materials or disclosure of any materials may disqualify a person or bar that person from future certification

What happens if I fail the exam?

You will receive an online notice stating that you have failed to meet the minimum requirements. Please study carefully to prepare for the exam a second time. You will need to wait ninety (90) days before accessing the exam again. You may take the test up to three (3) times in a twelve (12) month period. You will need to pay the full application fee again before accessing the exam each time.

How long is this certification valid?

PICC Certification is valid for three (3) years from the date of issuance. Re-certification requires renewal every three years. You will not be able to use the CNPI designation without recertification.

Why do I have to renew my certification every three years?

It is necessary for professionals to demonstrate active experience with Neonatal PICCs and to meet minimal insertion requirements of six (6) per year while updating your knowledge base in the formal vascular access educational process.

What do I have to do to renew my certification?

Use of the CNPI designation is valid for three (3) years from the date of issue. Your CNPI Certification must be renewed every three (3) years with proof of six (6) hours of education and proof of six (6) successful insertions per year performed for a total of eighteen (18) insertions in the three (3) year renewal period. Or you may retake the test.

I have been inserting Neonatal PICCs for years. Do I still have to perform a supervised insertion?

Yes, everyone needs to perform a supervised insertion so your procedure can be evaluated. We want to ascertain that, not only do you know how to perform the procedure, but also that you are doing so in the safest way possible based on current guidelines and standards.

Do I have to take the exam online? I don't have access to the internet.

Yes, you will need to take the exam online. It is one of our control features to limit access and circulation of the exam. If you do not have access to the internet, you can access through a local library, a family member, or a friend. We cannot mail out a paper copy of the exam.

I just started inserting Neonatal PICCs. Can I go ahead and get my CNPI now to validate my experience to my employer?

You cannot get your CNPI Certification until you have successfully inserted six (6) Neonatal PICCs independently. We are certifying that you have achieved a certain level of knowledge and experience. This experience cannot be gained with less than six (6) insertions. We will be glad to process your forms as soon as you meet ALL the qualifications.

Where can I get my forms notarized?

Most local banks offer a notary service. You may also try your place of employment

What is Your Refund Policy?

No refunds will be offered the applicant once they apply for CNPI Certification. As with any national testing board, we are unable to process refunds once purchased. All requirements for qualification are posted on our website and are available for your review prior to purchase.

SAMPLE QUESTIONS

1. Why is the basilic vein the first vein of choice for a PICC?
 - a. It is the largest, straightest vein
 - b. Provides the most direct route
 - c. Increases in size as it progresses toward the heart
 - d. All of the above

2. The most common size PICC catheters used in preterm babies are:
 - a. 1 - 2 FR
 - b. 2 - 3 FR
 - c. 3 – 4 FR
 - d. 4 – 5 FR

3. The five key elements of a central line bundle for prevention of CLABSIs are:
 - a. Daily CHG baths, daily linen change, use of CHG for skin antisepsis, maximum barrier precautions for insertion and hand hygiene
 - b. Daily CHG baths, hand hygiene, prompt removal of the central line when no longer needed, maximum barrier precautions for insertion, and limiting the number of staff members who insert lines
 - c. Hand hygiene, maximum barrier precautions for insertions, CHG skin antisepsis, optimal site selections, and daily assessment of line need with prompt removal when no longer needed
 - d. Daily linen change, maximum barrier precautions for insertion, hand hygiene, maintaining dressing integrity, and environmental cleaning

Study Resources:

AVA Website:

- AVA PediNeoSig PICC Course 2022
- AVA Position Paper
- AVA Competency Form
- <https://www.avainfo.org/>

INS Website:

- Gorski L, Hadaway L, Hagle M, et al. Infusion Therapy Standards of Practice 8th Edition 2021 (digital copy)
- <https://library.ins1.org/Infusion-Therapy-Standards-of-Practice-8th-Edition/>

Moureau N Vessel Health and Preservation: The Right Approach for Vascular Access 2019

- <https://link.springer.com/book/10.1007/978-3-030-03149-7>

NANN Website:

- Sharp E, Curry S, Wyckoff M Peripherally Inserted Central Catheters: Guideline for Practice 4th Edition.
- <http://nann.org/education/educational-products/clinical-practice-products/>

PICC Excellence Online Education:

- Foundations of Vascular Access
- Essentials of Infection Prevention
- Fundamentals of VAD Management
- Neonatal PICC Qualification Training Program
 - Neonatal Manual
 - Resource Documents
- Fundamentals of Ultrasound
 - Understanding the Basics of Ultrasound
 - Ultrasound - What Do I See On The Screen?

<https://www.piccexcellence.com/>