



## Welcome to the APHON Chemo/Bio Provider Program!

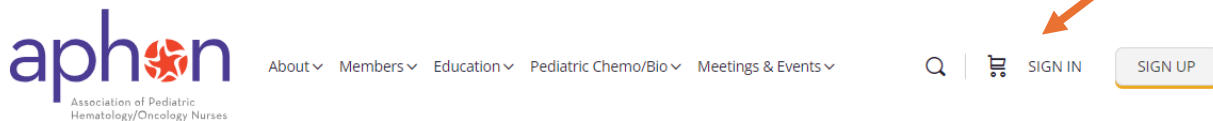
### APHON Account Creation

Before enrolling in your Chemo/Bio Provider Course, you will need to create an APHON account. If you do not already have an APHON account, you can get started by using this link: <https://www.aphon.org/registration/>

#### Tip for Registration

- ***Use a personal email for your account username and email*** rather than an email associated with your place of employment or associated institution.

After you have completed registration, log into your APHON account and move on to Course Enrollment. **We strongly encourage you to both register for an APHON account and for your provider course prior to day 1 of your course.**



If you experience any difficulties with email verification, check your spam/junk folder. Depending on the security features with your email, our notifications and verification checks might be misidentified as spam.

If after an hour, you have not received your email verification, reach out to [education@aphon.org](mailto:education@aphon.org) for further assistance. ***In the body of your email, provide us with the following:***

1. Your name
2. The email you are using to set up your account
3. The course name you plan to attend

## Course Enrollment and Pre-Test Information

Your course instructor will provide you with a registration link that is unique to the specific institution and course in which you are enrolling. ***NOTE: You must be logged into your APHON account to enroll in the course.***

### REGISTRATION PAGE EXAMPLE:

After clicking on the link provided by your instructor, you will be directed to a page that looks like this:

**MAY 2** **APHON – Chemotherapy-Biotherapy Provider Course**  
May 2 @ 12:00 am - May 3 @ 12:00 am EDT

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**APHON – Chicago**  
**APHON Chemo/Bio Provider Student Course Enrollment**

Form submission confirms that **bristocm** will be enrolled in this course.  
You will receive an email confirmation at: **bristocm@gmail.com**

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Do you require special accommodations? *(Required)*

This is some extra information

Yes  
 No

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**ENROLL**

[Add to calendar](#)

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**DETAILS**

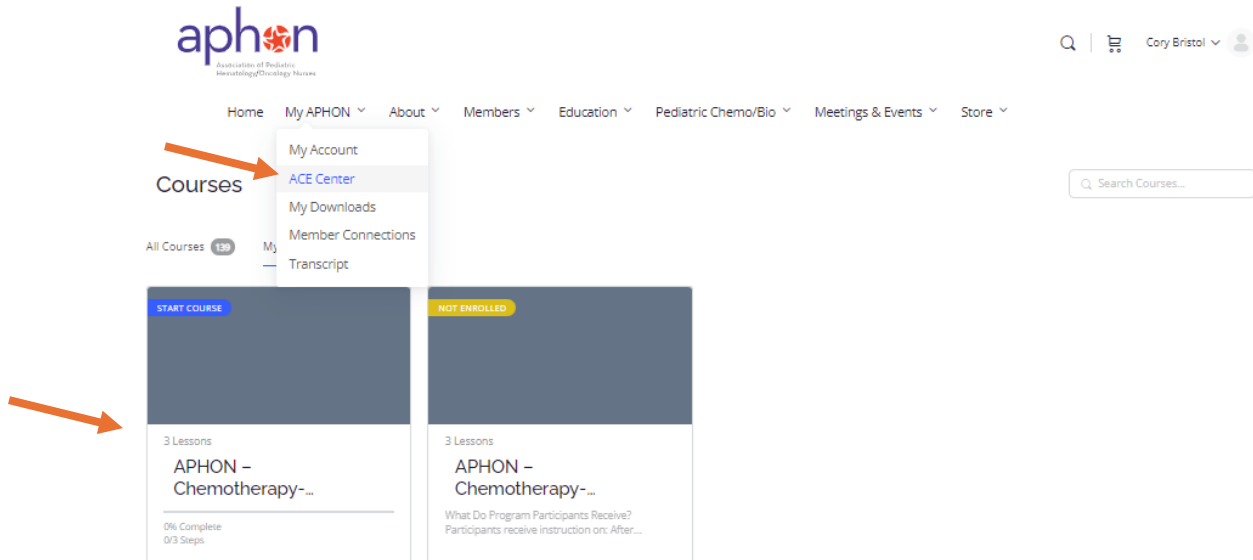
Start:  
May 2 @ 12:00 am EDT

End:  
May 3 @ 12:00 am EDT

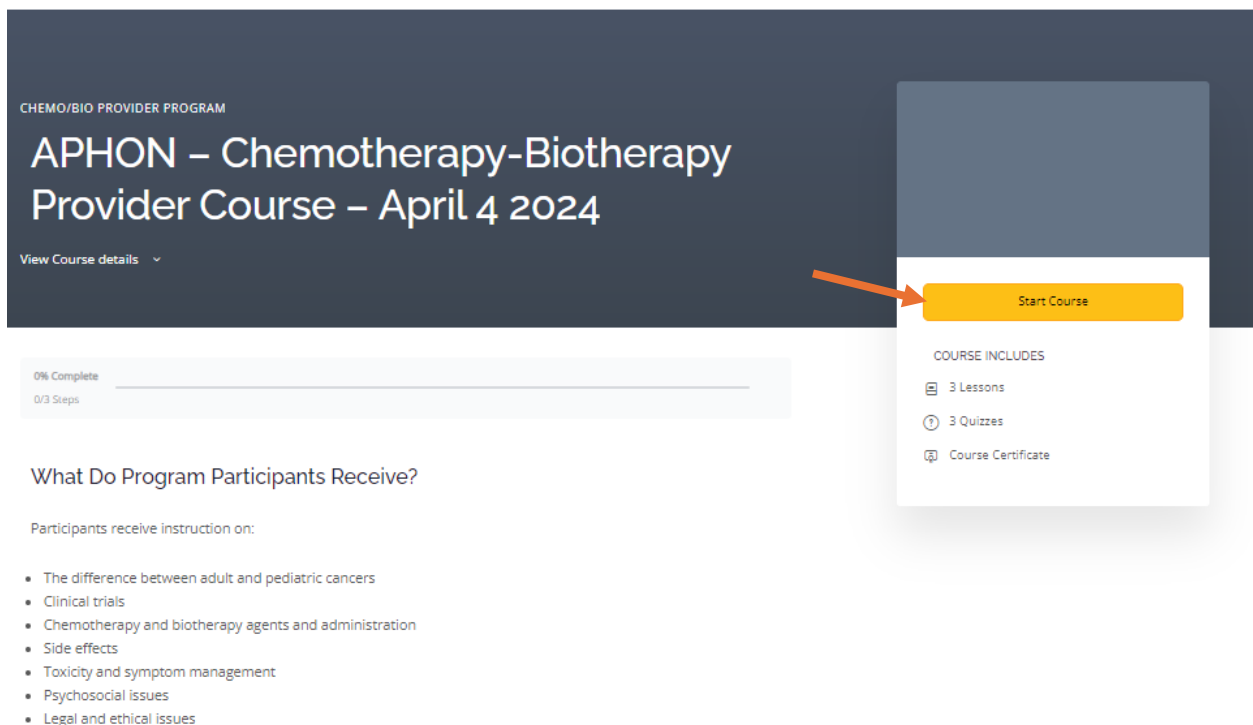
Event Category:  
Chemotherapy/Biotherapy Provider Courses

After filling out the form, you will be enrolled in the course!

Following enrollment, you can find your Provider Exam in your ACE Center under “My Courses”. Note that this course will not be accessible until Day 2 of your exam after you have completed the course at the time indicated by your instructor. You can access your ACE Center by going to My APHON → ACE Center from the Navigation Bar.



After completing your 2 Day Provider Class, enter the ACE Center course and click “Start Course” to access your exam:



You will be directed to a Terms and Conditions page that requires you to enter a valid exam code (*found in the front cover of your book or provided by the APHON Education Team via email in special cases*).

## APHON Initial Provider Exam – Code Validation / T&C Acceptance

"\*" indicates required fields

Exam Code \* 


You will then accept or decline the Terms and Conditions **after reaching the details carefully.**

THIS IS A LEGAL AND BINDING AGREEMENT BETWEEN YOU, THE END USER, AND THE ASSOCIATION OF PEDIATRIC HEMATOLOGY/ONCOLOGY NURSES. BY CLICKING ON THE "I ACCEPT" BUTTON BELOW, YOU ARE CONSENTING TO BE BOUND BY ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT, CLICK THE "I DECLINE" BUTTON AND YOU WILL FORFEIT YOUR ELIGIBILITY TO BECOME AN APHON CHEMOTHERAPY AND BIOTHERAPY PROVIDER.

Accept / Decline \*

I Accept


I Decline



After clicking "Submit," your exam will open. You can begin the exam at any time following the guidelines provided on the next page. **Note: Once you click on "APHON Initial Provider Exam" under Lesson Content, you will see "Start Quiz." If you click this button, your first quiz attempt will start.**

## Aphon Initial Provider Exam

APHON – Chemotherapy-Biotherapy Provider Course – April 4 2024 > APHON Initial Provider Exam > Aphon Initial Provider Exam





## Exam Information

*Please review the following information **carefully prior to taking the exam** to receive your certificate of NCPD credit and provider card.*

### General Provider Course FAQs

The Chemo/Bio Provider Course is a 90-minute, open book exam that can be taken at any time within five (5) business days following the completion of the two-day provider course. The exam will not be available until after the official ending time of day 2 that was indicated by the course instructor during course setup. If a participant fails to log in within five (5) business days of day 2 of the course, the participant will be required to retake the two-day provider course and purchase a new exam code.

Sample Timeline:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Course Day 1	Course Day 2				
		Business Day 1	Business Day 2	Business Day 3	Weekends don't count against 5 business days.	
Business Day 4	Business Day 5 (Last day to take first attempt)					

A passing score of 80% must be achieved on the exam to become an APHON Chemotherapy/Biotherapy Provider. Each participant will receive two attempts to take the exam.

If a participant does not achieve a passing score on their first attempt, they will be redirected to the beginning of the exam and given a new set of test questions. The second attempt may be started immediately, or it **can be taken within 30 calendar days**. If a participant fails to login within 30 calendar days after failing the first attempt or does not achieve a passing score on their second attempt, the provider will be required to retake the two-day provider course and purchase a new exam code.



After the initial 5 business day window has closed, the participant will need to email [education@aphon.org](mailto:education@aphon.org) to request their exam be reopened for a second attempt.

Upon successful completion of the provider exam, each participant is required to complete a post-exam evaluation to receive both their NCPD credits certificate and provider card. **You do not need to pass the exam to receive your NCPD credits.**

If you require time accommodations, please reach out to the Education Team at [education@aphon.org](mailto:education@aphon.org) at least three (5) business days prior to the second day of your course with the necessary documentation so we can accommodate your needs. Requests made after three (5) business days prior to day 2 of your course may not be accommodated.



## Post Exam Information

After completing your Provider Exam, you can immediately see your score, print your NCPD certificate, or restart your quiz if you need to retake it for either a higher score or due to not passing.

**IMPORTANT: You must then complete the post-evaluation by clicking “Click Here to Continue”.**

### Aphon Initial Provider Exam

APHON - Chemotherapy-Biotherapy Provider Course - April 4 2024 > APHON Initial Provider Exam > Aphon Initial Provider Exam

#### Results

49 of 50 Questions answered correctly

YOUR TIME:

00:33:39

You have reached 49 of 50 point(s), (98%)

PRINT YOUR CERTIFICATE

View Questions

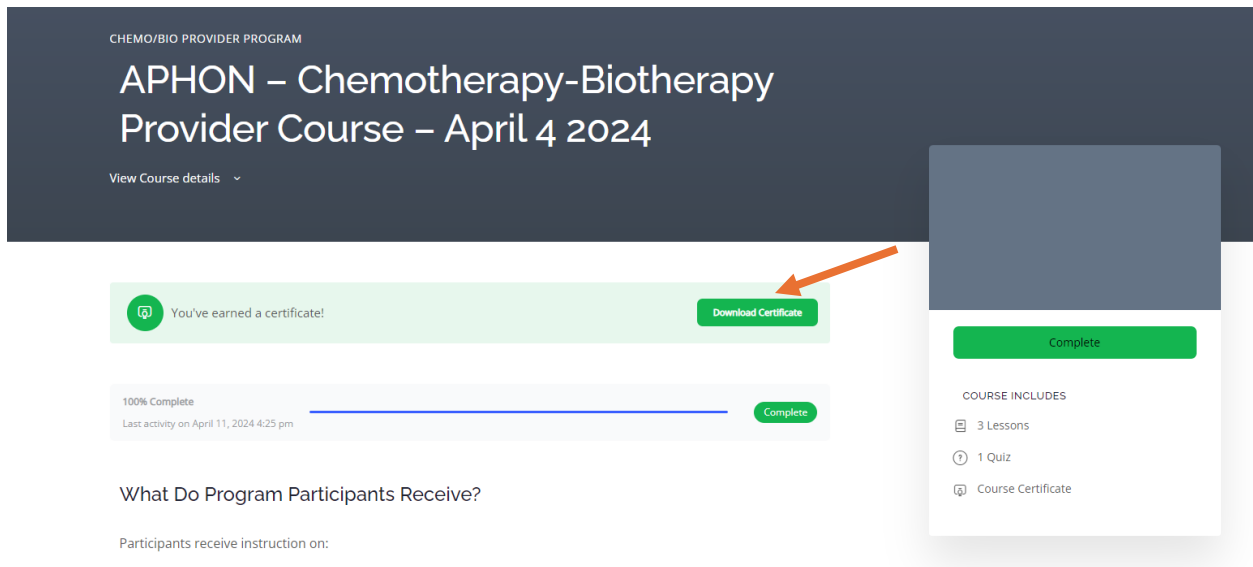
Restart Quiz

Click Here to Continue

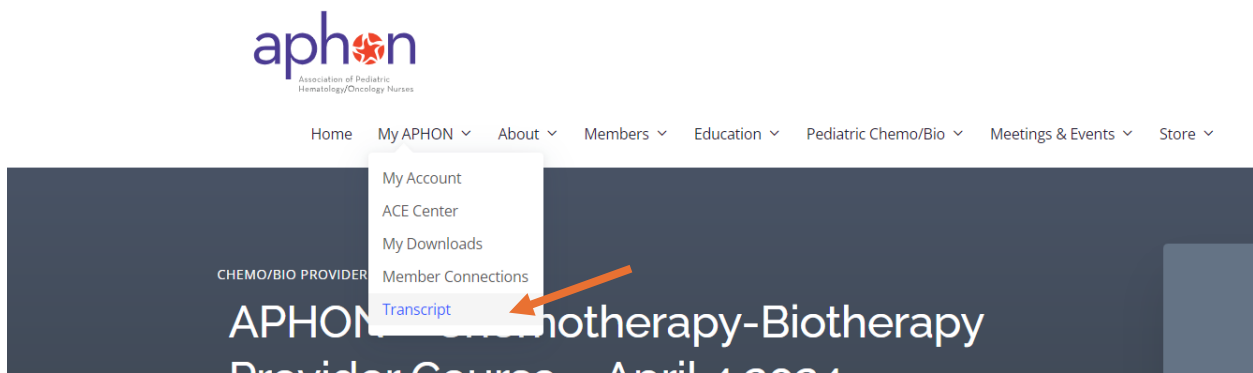
Your exam will not be complete until you complete the Post-Evaluation. This is Step 3 of the exam.

# How to Access your NCPD Certificate and Provider Card

After completing all three steps of the Provider Exam, your exam course will be marked as “Complete.” You can also download a copy of your NCPD certificate from this page, but it can also be accessed in your My APHON → Transcript.



“Transcript” can be found under “My APHON” on the navigation bar on the APHON.org home screen when you are logged into your APHON account.





Click on the ribbon icon to download a copy of your certificate:


PHIL

### Student Transcript


April 11, 2024

Student Name	Cory Bristol
Organization	APHON
Status	1 / 1 courses completed

Course	Status	Steps	CNEs	Certificate
APHON – Chemotherapy-Biotherapy Provider Course – April 4 2024	Completed on April 11, 2024	3 / 3	14	

14

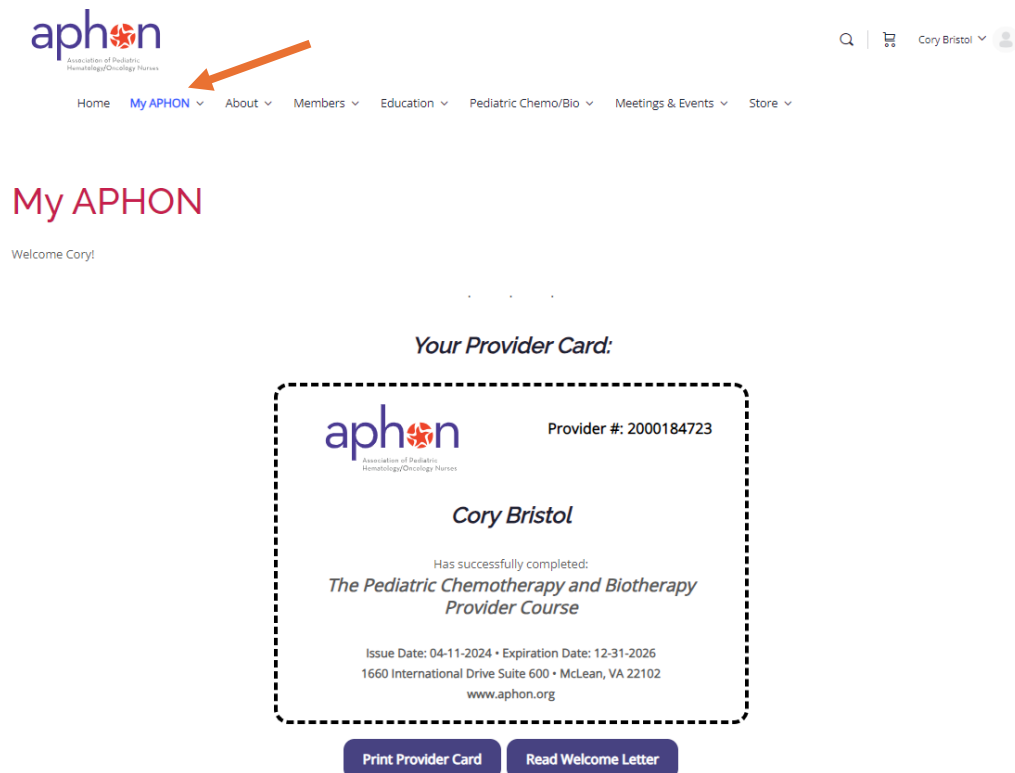


**\*\*Make sure to download a copy of your NCPD certificate and Provider card to your computer for your records.\*\***

**While APHON does have a record of active providers and can provide copies of provider cards and NCPD information, APHON is not responsible for the management and storage of Provider Cards, NCPDs, and other documentation. Individual providers are responsible for the management and storage of their information and documentation.**

## Accessing Your Provider Card

Finding your Provider Card is just as easy! Just click on “My APHON” (this is both a clickable button and drop-down menu). You just need to click on “My APHON” and your Provider Card is available for download.



The screenshot shows the APHON website interface. At the top left is the APHON logo. To the right of the logo is a search bar, a shopping cart icon, and a user profile icon labeled 'Cory Bristol'. Below the logo is a navigation menu with the following items: Home, My APHON (with a dropdown arrow), About (with a dropdown arrow), Members (with a dropdown arrow), Education (with a dropdown arrow), Pediatric Chemo/Bio (with a dropdown arrow), Meetings & Events (with a dropdown arrow), and Store (with a dropdown arrow). An orange arrow points to the 'My APHON' dropdown menu.

**My APHON**

Welcome Cory!

**Your Provider Card:**

**aphon** Provider #: 2000184723  
Association of Pediatric Hematology/Oncology Nurses

**Cory Bristol**

Has successfully completed:  
***The Pediatric Chemotherapy and Biotherapy  
Provider Course***

Issue Date: 04-11-2024 • Expiration Date: 12-31-2026  
1660 International Drive Suite 600 • McLean, VA 22102  
[www.aphon.org](http://www.aphon.org)

[Print Provider Card](#) [Read Welcome Letter](#)

If you have any questions or concerns, please feel free to contact the APHON Education Team at [education@aphon.org](mailto:education@aphon.org).



## Provider Exam Frequently Asked Questions

### Where is my exam after enrolling in my course? How can I verify my enrollment?

After enrolling in your course either via the course event page or through your instructor's enrollment link, you can verify your enrollment by completing the following steps:

1. Log in to your APHON provider status associated account
2. Go to your ACE Center – My Courses under My APHON
  - a. Here you will see the courses you are currently enrolled in

NOTE: The course will not appear live until Day 2 of your course.

### Where is my provider card?

After successfully completing your provider exam and post-exam evaluation, you can find your provider card by completing following these steps:

1. Log in to your APHON provider status associated account
2. Click on "My APHON" to access your Provider Card and account Dashboard (This is a both a clickable button and a drop-down menu. You need to just click "My APHON")
  - a. You will promptly see a copy of your card with expiration date available to print
  - b.

### Where can I find my course completion certificate/NCPD credits?

After successfully completing your provider exam, your course transcript can be found under your My APHON in Transcript. Here you will see your course listed and a ribbon icon. By clicking on the ribbon icon, a copy of your transcript will populate to save or print.

Please note that you will receive your course completion certificate even if you do not pass the provider exam as all attendees of the provider course are entitled to their NCPD credits.



## **Where is my exam code?**

Your exam code is located inside the front cover of your The Pediatric Chemotherapy and Biotherapy Curriculum, Fourth Ed (2019) book.

## **I require a time accommodation for my exam. What do I do?**

If you require a time accommodation and did not indicate when you enrolled in your course, please email the Education Team at [education@aphon.org](mailto:education@aphon.org) with the following information:

1. Full Name
2. Email associated with your APHON account
3. The institutional name of your provider course
4. Your need of accommodation

Once your accommodation has been requested, please allow 3-5 business days for the time to be applied to your exam.

## **I borrowed a book from a colleague, but I didn't realize I needed a new copy.**

### **How can I get a code?**

A new and unused copy of The Pediatric Chemotherapy and Biotherapy Curriculum, Fourth Ed (2019) is required for your exam and can be ordered from our store.

If you are retaking the provider course again due to a lapsed status or because you did not pass the first time, you may email the Education Team at [education@aphon.org](mailto:education@aphon.org) and they will provide next steps to purchase just a code.

## **I failed my first attempt. Can I check my answers to see what I missed before taking my second attempt?**

While you are unable to check your answers, the exam is open note and you can reference your textbook curriculum while taking the test. You are allowed to use that as a resource to aid in your testing experience.

## **I didn't pass my exam on my first attempt, but even though I am within 30 days to make my second attempt, my exam is closed. Why is my exam closed?**

For test security, all exams close after 5 business days. If you need your test reopened to make your second attempt, reach out to [education@aphon.org](mailto:education@aphon.org) with the following information in the body of your email and we will reopen your exam:

1. Full name
2. Email registered for APHON account
3. Institutional name and date of the course

## **I failed my second attempt by only one question, can I try the exam a third time?**

After a second failure, you are required to retake the 2-Day Provider Course again before making a third attempt.

## **Tips for Best Testing Experience**

1. Avoid using your browser's back arrows to toggle between questions. This might wipe your progress. *Only use the quiz navigation for the exam.*
2. Lock all answers before moving to the next question to save progress.
3. Close all additional browser tabs before starting your exam. If you accidentally close out of a browser during your test, you may lose progress.
4. Use a desktop (preferably within a Google browser). The exam is not optimized for mobile devices or tablets. While the exam will function, if an error occurs, it will count against your time and may lead to a failure.