



# PEDIATRIC CHEMOTHERAPY AND BIOTHERAPY Participation Guide

## **2025**

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*Updated November* **2025**

## Table of Contents

Program Overview.....	2
APHON Membership.....	3
Account Creation .....	4
Course Enrollment .....	5
Exam Information.....	6-7
Exam Administration.....	8-10
Post-Exam Administration.....	11-13
Provider Card .....	11-14
NCPD Certificate .....	14
Provider Renewal Program .....	13
Exam FAQs.....	15-17

## Program Overview

The Association of Pediatric Hematology/Oncology Nurses (APHON) is dedicated to promoting excellence in the care of children, adolescents, and young adults with cancer and other hematologic disorders, as well as supporting their families. APHON's activities aimed at improving the quality of nursing care for this population include defining practice standards, developing premier publications, and offering state-of-the-art conferences.

Safe and consistent administration of chemotherapy and biotherapy is a fundamental component of the care provided by pediatric oncology nurses. To promote uniformity in the practice of chemotherapy and biotherapy administration, APHON developed the Pediatric Chemotherapy and Biotherapy Provider Program.

The objectives of the program are:

- To establish education and practice standards for the administration of chemotherapy and biotherapy to children, adolescents, and young adults.
- To promote consistent practices in the administration, safe handling, and monitoring of side effects of chemotherapy and biotherapy for pediatric and adolescent and young adult (AYA) oncology patients.

This guide will provide initial providers with the necessary information to create an APHON account (required prior to course enrollment), enroll in a two-day course, and offer insights on how to approach the program to successfully complete and pass the required exam and post-evaluation to receive Provider Status with APHON.

**More information about the APHON Chemo/Bio Program can be found on the APHON website [here](#).**

## APHON Membership

Becoming a member of the Association of Pediatric Hematology/Oncology Nurses (APHON) offers numerous benefits that support professional development, networking, and access to valuable resources. Here are some key benefits:

- **Networking Opportunities:** APHON provides a Member Connections Community Forum for networking with nurses globally and healthcare professionals
- **Preferred Rates:** Members receive preferred rates on the APHON Annual Conference, Chemo/Bio Provider Renewals, and APHON courses and curriculum
- **Educational Content & Patient/Family Resources:** Members have complimentary access to Medication Fact Sheets (available in both English and Spanish) and JOPHON CNE/NCPD courses in the ACE Center
- **Latest research:** Members can access the Journal of Pediatric Hematology/Oncology Nurses (JOPHON), an award-winning journal featuring original, peer-reviewed research, and contribute as an author, reviewer, and/or editor
- **Leadership and Participation:** Members are eligible to vote in APHON elections, hold elected office positions, lead and serve on APHON committees, and participate within an APHON Chapter
- **Awards and Recognition:** Members are eligible for award nominations and can earn the Fellow of APHON (FAPHON) designation
- **Grant Funding & Scholarships:** Members are eligible to apply for grants and funding for Evidence-Based Practice Research
- **News and Updates:** Members receive the weekly APHON Week in Review and the monthly APHON Insights Member Newsletter

More information about becoming a member of APHON can be found on the website [here](#).

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## 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/>

Account Registration Tip!

***Use a personal email for your account username and email instead of one associated with your place of employment or institution. We notice many hospitals and institutions have higher securities which often misidentify our automated emails as spam.***

If you experience any other difficulties with email verification, check your spam/junk folder.

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

After you have completed Account Registration, log into your APHON account and move on to Course Enrollment.

**We strongly encourage you to both register for an APHON account and enroll in your provider course prior to day 1 of your course.**

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## Course Enrollment

There are two ways to enroll in a Chemo/Bio course:

- 1) Your course instructor will provide you with a direct link that is unique to the specific course in which you plan to attend
- 2) You can also enroll in any public course available through the APHON [Upcoming Provider Course Page](#)

After clicking on your enrollment link or locating a course on the public listing page, you will be directed to a page where you can indicate your need for a time accommodation. Complete your enrollment by clicking the yellow 'Enroll' button at the bottom of the page:

The screenshot shows a web form for enrolling in the 'APHON – Chemotherapy-Biotherapy Provider Course'. At the top, it says 'MAY 2' and 'APHON – Chemotherapy-Biotherapy Provider Course' with dates 'May 2 @ 12:00 am - May 3 @ 12:00 am EDT'. The main heading is 'APHON – Chicago' and 'APHON Chemo/Bio Provider Student Course Enrollment'. Below this, it states 'Form submission confirms that bristocm will be enrolled in this course.' and 'You will receive an email confirmation at: bristocm@gmail.com'. A section titled 'Do you require special accommodations? (Required)' has a subtext 'This is some extra information' and two radio buttons: 'Yes' and 'No'. A red arrow points from the 'No' radio button to the right. Below the radio buttons is a yellow 'ENROLL' button, with another red arrow pointing from the right towards it. At the bottom, there is a blue 'Add to calendar' button. A 'DETAILS' section at the bottom lists the start and end times and the event category.

For more information on the requirements for a time accommodation, please email the Education Team at [education@aphon.org](mailto:education@aphon.org).

After indicating your need for a time accommodation, click "enroll" to complete your course enrollment.

After completing course enrollment, your course can be found in your ACE Center under My Courses.

**Note: Your course will not open until Day 2 of your chemo/bio course.**

## Exam Information

*Review the following information carefully before taking the exam to receive your NCPD credit certificate and provider card.*

### **General Provider Course Information**

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 does not open until after the official ending time of Day 2 that was indicated by the course instructor during course setup.**

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. The first attempt must be taken with 5 business days of Day 2 of your course. Participants then have 30 days (starting the day you complete your first attempt) to complete a second attempt to pass your exam.

All course exams are automatically scheduled to close after 5 business days of your exam opening. Should you need your exam reopened to make your second attempt, please reach out to the Education Team at [education@aphon.org](mailto:education@aphon.org).

**100% attendance at your course is required to participate in your exam.**

Sample Timeline to Complete Your Initial Exam Attempt						
Mon	Tues	Wed	Thur	Fri	Sat	Sun
		Course Day 2 ▪ Start of Business Day 1	Business Day 2	Business Day 3	Weekends don't count towards your 5 business days	
Business Day 4	Business Day 5 (Last day to take first attempt)					



## Exam Information

***Do NOT refresh your browser or leave the exam page while taking your exam. APHON staff will not reset your attempt and you may lose your test progress.***

### **Failure to Pass**

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.

A new testing code may be purchased by any provider attempting to retake their Initial Provider Exam a third time or to retake the Initial Provider Course due to a lapsed status. A [current edition of the curriculum](#) text is required before purchase. Reach out to the APHON Education Team for purchasing instructions at [education@aphon.org](mailto:education@aphon.org).

Upon successful completion of the provider exam, all **participants are 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.

### **Time Accommodations**

If you require time accommodations, please reach out to the Education Team at [education@aphon.org](mailto:education@aphon.org) at least three (3) business days prior to Day 2 of your course with the necessary documentation, so we can accommodate your needs. Requests made after this time may not be accommodated.

### **APHON Artificial Intelligence (AI) Statement**

The Chemotherapy Biotherapy Provider Course/Exam and Provider Renewal Exam are a demonstration that the nursing professional has gained the knowledge needed to safely and effectively administer chemotherapy to children and adolescents with cancer. The use of Artificial Intelligence (AI) tools (such as, but not limited to ChatGPT, Curipod, Gamma, Global Goals, Jungle, Perplexity, or Quizlet) used to gain exam knowledge and complete the Chemotherapy Biotherapy examinations is not permitted.



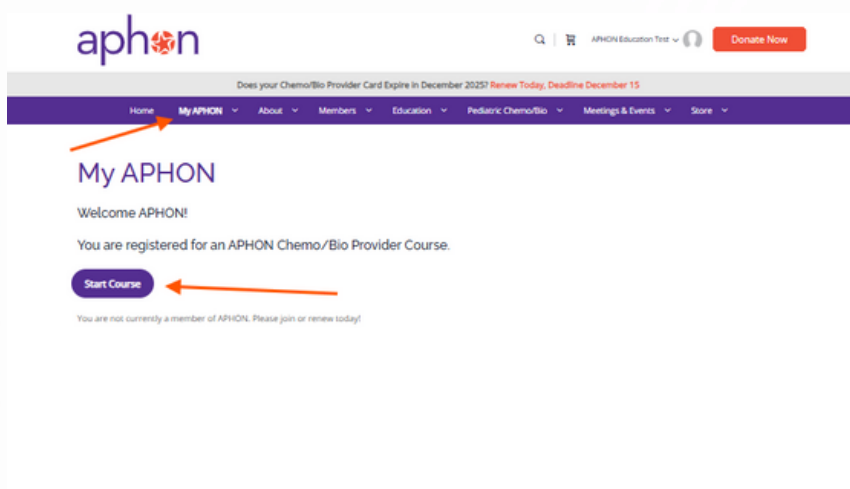
# Exam Administration

## Tips for Best Testing Experience

1. Only use the quiz navigation for the exam to move between questions.
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 designed 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.**

## Starting the Exam

After completing your 2 Day Provider Class, you can access your exam under “My APHON” or “My Cards” under the “My APHON” drop down menu:

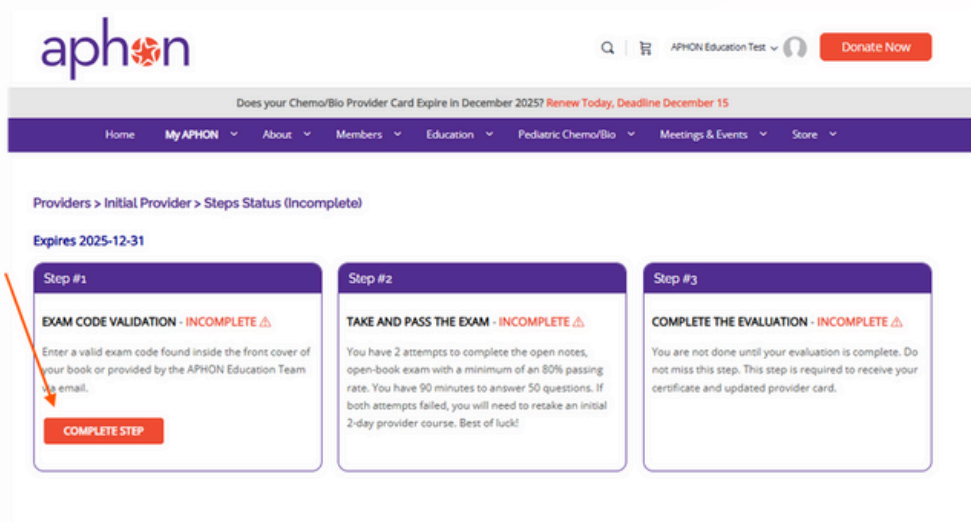


Please note you can only access your Provider Exam after you have completed Day 2 of the course. After the course’s schedule end date has passed, you can enter the exam.

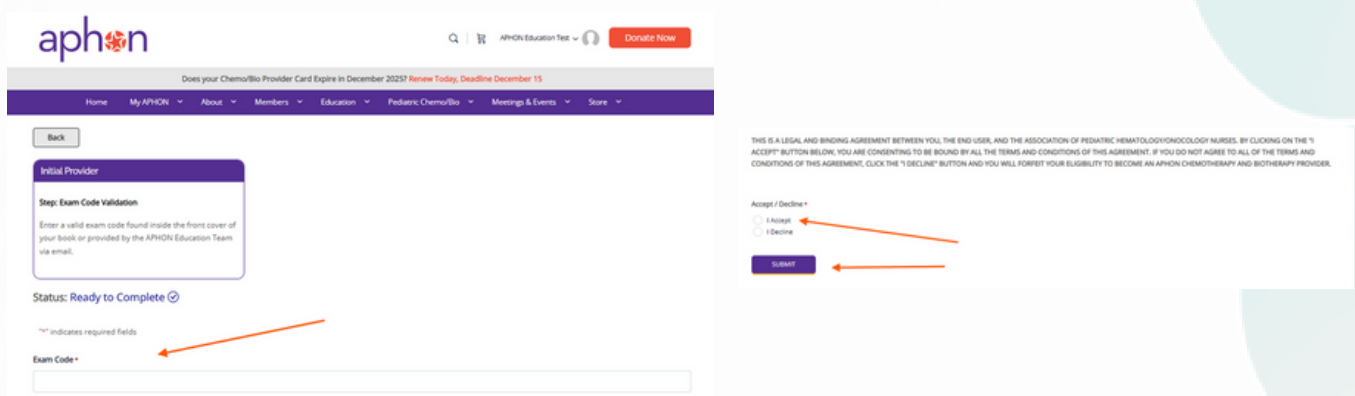
If after navigating to your “My APHON” or “My Cards” in the “My APHON” navigation tab and your exam does not appear, then you have yet to complete your course enrollment. Please see the Course Enrollment section of this guide for more information. Course enrollment can be completed at any time as long as you are still within your 5 business days to complete your first attempt.

# Exam Administration

Click "Complete Step" under "Step #1: Exam Code Validation":



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**).



To complete "Step #2," Please accept or decline the Terms and Conditions **after reading the details carefully**.

After you'll be directed to a series of screens that will take you to your exam. You may also reenter "Step #2" from your main "My APHON" screen. Once you've entered "Step #2" click "Access Course," then "Start Course" followed by "APHON Initial Provider Exam" in the greyed box, then "Start Quiz" following screens to begin your exam.

## Exam Administration

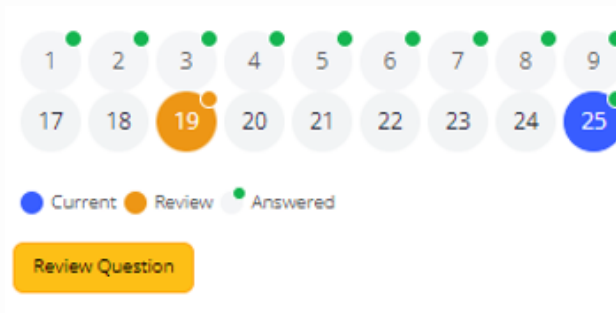
**Do NOT refresh your browser while taking your exam and avoid leaving the exam page. You will lose all progress, and your test timer will continue. APHON staff will not reset your timer.**

During the exam, you can mark questions for "review," which will highlight them in orange until you lock in your answer by clicking "Next." Questions that have been locked will appear green.

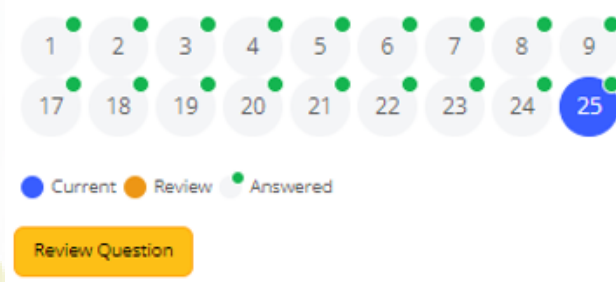
You can also click on each individual numbered circle for easy question navigation. If you have multiple questions marked for review, their circles will turn orange, while finalized answers will display with a green dot. You can navigate back to the reviewed questions with your cursor to submit a final and locked answer.

**All questions must be highlighted in green before you can complete the exam on question 50.** Any unlocked questions will not be scored. If you run out of time, unlocked questions will not be scored.

Example of an exam In-Progress:



Example of an exam ready to submit for completion/scoring:



## Post-Exam Administration

After completing the exam, your score will be reviewed immediately. If you achieve a passing score of 80%, **click the purple "Click Here to Continue" button to complete the mandatory exam evaluation.** If you print your completion certificate prior to completing your evaluation, your NCPD credits will not be scored. A completed evaluation is also required to receive your Provider Card.

Your exam will not be complete until you complete the Post-Evaluation. This is Step 3 of the exam. **Failure to complete the evaluation will prevent you from finalizing your course and accessing your Provider Card.**

If you do not complete your evaluation and your exam while your exam is open, email the Education Team at [education@aphon.org](mailto:education@aphon.org) with the following information included in the body of your message for better assistance:

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

### 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

## Accessing Your Provider Card

You must be logged into the APHON account associated with your Provider Status to access your Provider Card.

**If you do not know your login credentials, reach out to the Education Team at [education@aphon.org](mailto:education@aphon.org) for assistance.** Do not create a new account. Your account information and associated Provider Card will not automatically transfer. Should you need to update your account email, the Education Team can assist you.

After logging into your Provider Status associated APHON account, you can navigate to your Provider Card by following the instructions below:

1. Click on "My Cards" under My APHON on the navigation bar to access your Provider Card and account Dashboard
  - a. You will promptly see a copy of your card with expiration date available to print

**If your card does not appear, you need to still complete your exam evaluation.** You can also look up your expiration by using the [Provider Directory](#). Please note only active providers are searchable with this feature.

***It is the Provider's responsibility to monitor the expiration date of their Provider Status. Logging into your Provider account and checking your expiration date frequently and maintaining your profile information is the best way to maintain your status with APHON.***

# Maintaining Your Provider Status

## Provider Renewal Program

The APHON Pediatric Chemotherapy-Biotherapy Provider Renewal Program provides ongoing education for current APHON Chemotherapy and Biotherapy Providers as they gain specific knowledge, according to national standards, that is needed to safely and consistently administer chemotherapy and biotherapy to children and adolescents.

All providers must renew their status every (2) years to maintain their status with APHON.

***Please be aware that, although APHON makes efforts to notify providers of their expiring status, it remains the responsibility of providers to maintain and renew their status promptly.***

***Keeping your information up-to-date and regularly reviewing your provider card is the best way to prevent your status from lapsing. Additionally, we strongly recommend storing a copy of your NCPD certificates and provider card on a hard drive or a cloud-based storage system. Individual providers are responsible for the maintenance and storage of NCPD documentation and completion records.***

The Renewal Exam is a 90-minute, open-note, online assessment comprising 25 questions, and it is accessible at any point during the renewal season. Participants are granted two attempts to successfully pass the exam, thereby renewing their status for a two-year duration. In the event that a participant is unable to pass the exam after two attempts, it will be necessary for them to retake the initial 2-day provider course.

The Renewal Exam is available for purchase and completion between October 1st and December 15th (or the next business day if December 15th falls on a Saturday or Sunday).

Only FMLA and military leave will be considered for Renewal extensions. All other providers must purchase and complete their Renewal exam during the October 1st through December 15th window. Failure to do so will result in the expiration of your status upon the date indicated on your provider status card.

**Additional information about renewing your Provider Status can be found [here](#).**

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# Accessing Your Completion Certificate

You must be logged into the APHON account associated with your Provider Status to access your completion certificate.

Following completion of your Chemo/Bio course and exam, you can either print a copy of your completion certificate immediately, or you can access it again via the Transcript section of your My APHON on the navigation bar.

The screenshot shows the APHON website's 'My APHON' section. A red arrow points to the 'Transcript' link in the left-hand navigation menu. The main content area displays the 'aphon' logo and the title 'Student Transcript' with the date 'November 3, 2025'. Below this, there are three input fields for 'Student Name' (APHON Education Test), 'Organization' (APHON), and 'Status' (1 / 1 courses completed). A 'Print' button is located in the top right corner. At the bottom, a table lists the completed course.

Course	Status	Steps	NCPDs	Certificate
APHON Initial Chemo/Bio Provider Course	Completed on November 3, 2025	1 / 1	14	



## Provider Exam FAQs

### **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

**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
  - a. Click on "My APHON" to access your Provider Card and account Dashboard or locate "My Cards" under the My APHON drop down.
  - i. You will promptly see a copy of your card with expiration date available to print

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

After successfully completing your provider exam, your completion certificate 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.

## Provider Exam FAQs

### 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 contact 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 approved, 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.

A new testing code may be purchased by any provider attempting to retake their Initial Provider Exam a third time or to retake the Initial Provider Course due to a lapsed status. A current edition of the curriculum text is required before purchase. Reach out to the APHON Education Team for purchasing instructions at [education@aphon.org](mailto:education@aphon.org).

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

Due to test integrity, you are unable to check your answers. You are encouraged to reference your textbook curriculum while taking the test. You are allowed to use that as a resource to aid in your testing experience.

## Provider Exam FAQs

**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.

**Can I use an AI tools to take my exam?**

The Chemotherapy Biotherapy Provider Course/Exam and Provider Renewal Exam are a demonstration that the nursing professional has gained the knowledge needed to safely and effectively administer chemotherapy to children and adolescents with cancer.

***The use of Artificial Intelligence (AI) tools (such as, but not limited to ChatGPT, Curipod, Gamma, Global Goals, Jungle, Perplexity, or Quizlet) used to gain exam knowledge and complete the Chemotherapy Biotherapy examinations is not permitted.***

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***For any additional questions, please reach out to the APHON Education Team at [education@aphon.org](mailto:education@aphon.org).***