



# PEDIATRIC CHEMOTHERAPY AND BIOTHERAPY Renewal Guide

**2025**

# PEDIATRIC CHEMOTHERAPY AND BIOTHERAPY Renewal Guide

*Updated June* **2025**

## Table of Contents

Program Overview.....	2
APHON Membership.....	3
Provider Renewal Exam Overview.....	4-5
Purchasing the Exam.....	6
Taking the Renewal Exam.....	7-9
Accessing Your Provider Card.....	10
Renewal Exam FAQs.....	11-13

## 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 renewing providers with the necessary information to purchase and complete their Provider Renewal Exam to maintain their Provider Status with APHON.

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

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## 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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# Provider Renewal Exam Overview

The 2025 Chemotherapy-Biotherapy Renewal exam will open on October 1, 2025. The last day to complete the renewal exam is December 15, 2025.

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 (2) two attempts to successfully pass the exam with an 80% score, 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 to reinstate their status.***

*Note: Staff support will not be available to provide assistance with technical issues on weekend days. We strongly encourage all providers to initiate the renewal process during normal business hours when staff will be available to provide support.*

## **APHON Hours of Operations**

Monday – Friday

9:30 am to 4:00 pm EST

*Emails and voicemails will be returned during hours of operation.*

**You will not be permitted to take the exam after 11:59pm US Eastern Time (UTC -5 hours) on December 15, 2025, regardless if payment was submitted.**

**Refunds will not be given. Additionally, no refunds will be given for failure to complete the exam by December 15, 2024 or failure to achieve a passing score on the exam.**

**We do not accept exam extension requests. Only FMLA or military deployment situations that occur during the renewal period are considered.**

# Provider Renewal Exam Overview

**You must be logged into your APHON Provider Status associated account to access the Renewal Exam. If you do not know your log in credentials, DO NOT create a new account. Reach out to the APHON Education Team at [education@aphon.org](mailto:education@aphon.org) with your name and account email and our team will assist you.**

To prepare for your exam, please review the [2024-2026 Updated Information Packet](#) which contains new contents not included in your initial Provider Course.

Questions on the Renewal Exam will be pulled from both your [Curriculum Book](#) and the [Review Packet](#).

## 2025 Renewal Exam Cost

Renewal Month	APHON Member	Non-APHON Member
October 1st-31st	\$75	\$100
November 1st-December 15th	\$95	\$120

If you need to purchase multiple renewal exams on behalf of nurses at your hospital or institution, the APHON Education Team can assist.

Please email us at [education@aphon.org](mailto:education@aphon.org) and we'll arrange an invoice for bulk renewals. **Kindly note that invoice requests for the renewal exam will only be accepted through December 1st and payment must be received by December 10th.** After that date, all renewal exams must be purchased individually by nurses to meet the December 15 renewal exam deadline.

Please be aware that if an exam is purchased on behalf of a nurse and they either do not complete the renewal by December 15th or do not achieve a passing score, no refunds will be issued.

## Purchasing the Exam

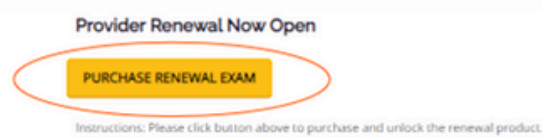
### **\*\*IMPORTANT\*\***

You must be logged into the APHON account associated with your Provider Status to access the Renewal Exam. If you do not know your login credentials, do not create a new account, as it will not be linked to your Provider Status, and we will be unable to transfer your previous account details. For assistance, please contact the Education Team at [education@aphon.org](mailto:education@aphon.org).

After logging into your Provider Status associated APHON account, click on "My APHON" on the navigation bar or "My Cards" in the "My APHON."



Within "My APHON," you can access your APHON membership card (if you are a member), your Provider Card, and, for active Chemo/Bio Instructors, your Instructor Card and Dashboard. At the bottom of this page, you can access the Renewal Exam product to purchase by clicking "Purchase Renewal Exam."

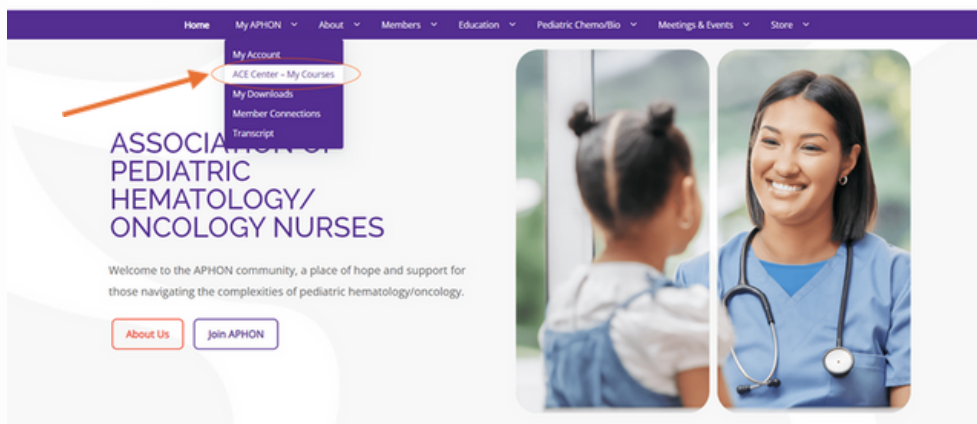


**If you do not see the button but your Provider Card shows an expiration date of 12/31/25, please contact the Education Team immediately at [education@aphon.org](mailto:education@aphon.org).**



# Taking the Renewal Exam

After purchase, your 2024 Provider Renewal Exam is accessible through your ACE Center under "My Courses."



After locating your Renewal Exam, click "Start Course" to activate and begin.

Once you start the exam, the timer will begin, and your first attempt will be counted. **You will not be able to review the questions before starting, and once the exam begins, APHON cannot reset the timer.** Therefore, please ensure you are fully prepared to start and have set aside the 90 minutes needed to complete the exam.

We strongly recommend using a PC rather than a tablet or phone, as the exam is not optimized for mobile devices.

**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.**

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

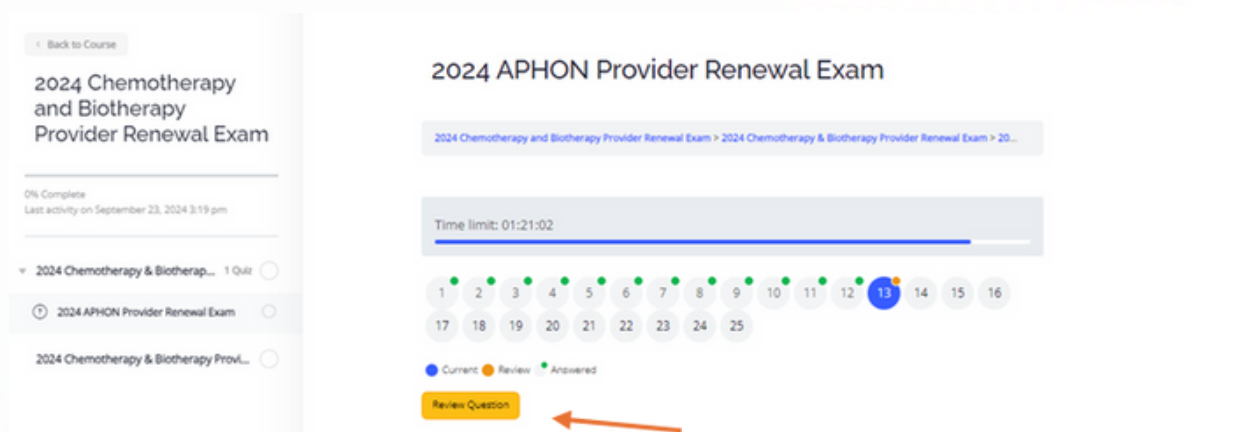
The Chemotherapy Biotherapy Provider Course/Exam and Provider Renewal Exam are a demonstration that the nursing professional has gained the knowledge needed to safely and effectively administer chemotherapy to children and adolescents with cancer. The use of Artificial Intelligence (AI) tools (such as, 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.



## Taking the Renewal Exam

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.

All questions must be highlighted in green before you can complete the exam on question 25. Your exam will only score questions marked green.



After selecting a question for review, its question number will display an orange dot instead of a green one. To move to the next question, click on the corresponding question circle with your cursor.

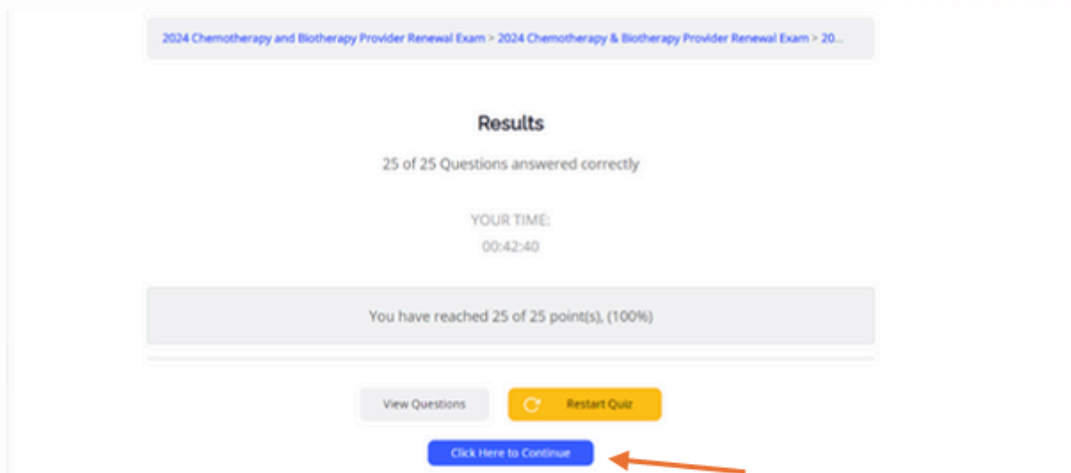
If you have multiple questions marked for review, their circles will turn orange, while finalized answers will display with a green dot. You can navigate back to the reviewed questions with your cursor to submit a final answer.

When all questions are marked as green, or have been finalized, you can then complete your exam after question 25.

After completing the exam, your score will be reviewed immediately, and you will know whether you have passed or failed. If you achieve a passing score of 80%, click the blue "Click Here to Continue" button to complete the mandatory exam evaluation.



# Taking the Renewal Exam

Failure to complete the evaluation will prevent you from finalizing your renewal and accessing your updated Provider Card.



Upon completion and passing of your Renewal Exam and evaluation, you can download a copy of your completion certificate on the course page and will find your refreshed Provider Card in your "My Cards" under "My APHON."

You can also access a copy of your completion certificate from your Transcript on your My APHON. You just need to use the My APHON drop down menu on the navigator bar and click "Transcript." You can then click the ribbon icon next to your Renewal Exam to generate a copy.

Student Transcript				
September 26, 2024				
Student Name	Cory Bristol			
Organization	APHON			
Status	2 / 2 courses completed			
Course	Status	Steps	CNEs	Certificate
Fall 2024 Chemotherapy Biotherapy Instructor Course	Completed on September 6, 2024	1 / 1	6.5	
2024 Chemotherapy and Biotherapy Provider Renewal Exam	Completed on September 26, 2024	2 / 2	2	
			8.5	

## 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.***

## Renewal Exam FAQs

### **My status goes through December 31<sup>st</sup>, 2025, why do I have to renew by December 15<sup>th</sup>?**

APHON requires all renewing providers to complete their Renewal Exam by December 15<sup>th</sup> to ensure there is proper processing time for all exams prior to when statuses expire. APHON's offices are also closed December 22<sup>nd</sup>, 2025 through January 1<sup>st</sup>, 2026 and we are unable to provide customer service during that time.

### **When will I need to renew again?**

Your provider status expiration date is displayed on your Provider Card under "My Cards" in the "My APHON" drop-down menu on the main navigation bar. Successful completion and passing of the Renewal Exam refreshes your Provider Status with APHON for (2) two calendar years.

*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 most effective 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.*

## Provider Exam FAQs

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

If you require a time accommodation and did not indicate when you purchased your exam. 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.

### **Can I use my curriculum book and [Renewal Packet](#) information while I'm taking the exam?**

Yes! The Renewal Exam is open note and you are welcome to use

### **Where is my provider card?**

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

- Log in to your APHON provider status associated account
  - Click on "My APHON" to access your Provider Card and account Dashboard or locate "My Cards" under the My APHON drop down.
    - 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 Renewal 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

### **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.

### **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.***