



PEDIATRIC CHEMOTHERAPY AND BIOTHERAPY Participation Guide

2026

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Updated August **2026**

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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](#).

Course Registration

Course registration is performed by the instructor. Once the instructor registers you for the course, a registration confirmation will be email to you from APHON. If you do not receive this confirmation within 24 hours, please contact your instructor.

There are two required steps for registration confirmation in a Chemo/Bio course:

- Course registration by the instructor
- Create an APHON Account

Once the email confirmation is received, create an APHON account to gain access to the course and exam.

If you already have an APHON Account, your course can be found in your ACE Center Course Catalog in the Chemo/Bio Courses section.

REQUIREMENT: The email confirmation for course registration does not provide access to the Provider Course or exam. To gain access, an APHON account must be created and linked to the same email address used for course registration.

If after navigating to the ACE Center "Chemo/Bio Courses" and your provider course does not appear, then you have not been registered for the course. Please contact your instructor. Course registration must be completed before Day 1 of the course.

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

Account Creation

Once you are register for the provider course by the instructor, a confirmation email including an account creation invite will be sent directly to you. Access to the provider course and exam will not be available until an APHON account has been created and connected to the registered email address. If you do not already have an APHON account, go to www.aphon.org and select Sign In/Register to create an account.

*The email address the instructor uses to register you for a course must match the email address associated with your APHON account. Do not create multiple accounts with different email addresses. If you need to change an email address, please contact education@aphon.org for support.

Account Creation Tip!

We strongly recommend a personal email for your account username and email instead of one associated with your place of employment or institution. We notice that many hospitals and institutions have higher security which often misidentifies our automated emails as spam.

If you experience any difficulties with email verification, please check your spam or junk folder. If additional assistance is needed, please contact education@aphon.org.

After you have completed Account Creation, log into your APHON account and access the ACE Center to view course information.

Course Information

APHON Completion of Course Requirements

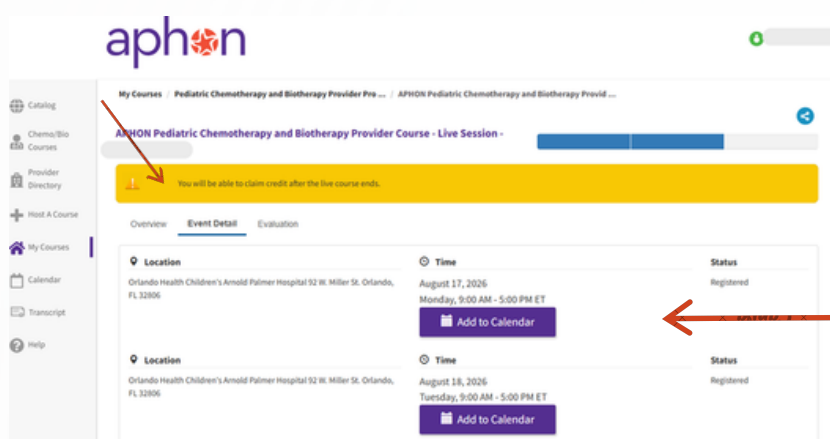
1. Two-day provider course completion (full attendance required)
2. Post- Evaluation
3. Provider Course Exam

Course Format

Courses may be held in-person, virtual, or both virtual and in-person.

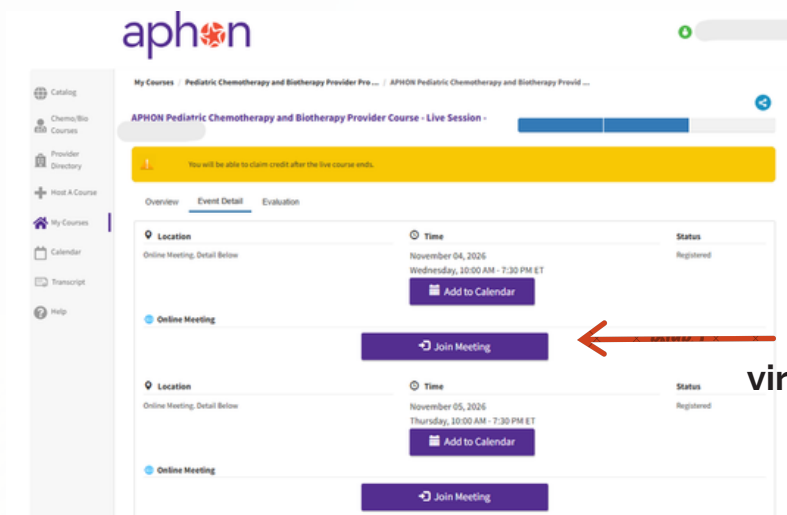
The location for the course can be found in the course details:

1. Go to **Chemo/Bio Courses**
2. Select **Pediatric Chemotherapy and Biotherapy Provider Program**
3. Click **APHON Pediatric Chemotherapy and Biotherapy Provider Course – Live Session**
4. Review the **Event Details** section to view the course date and time (be aware of the time zone)



In Person details

Course Information

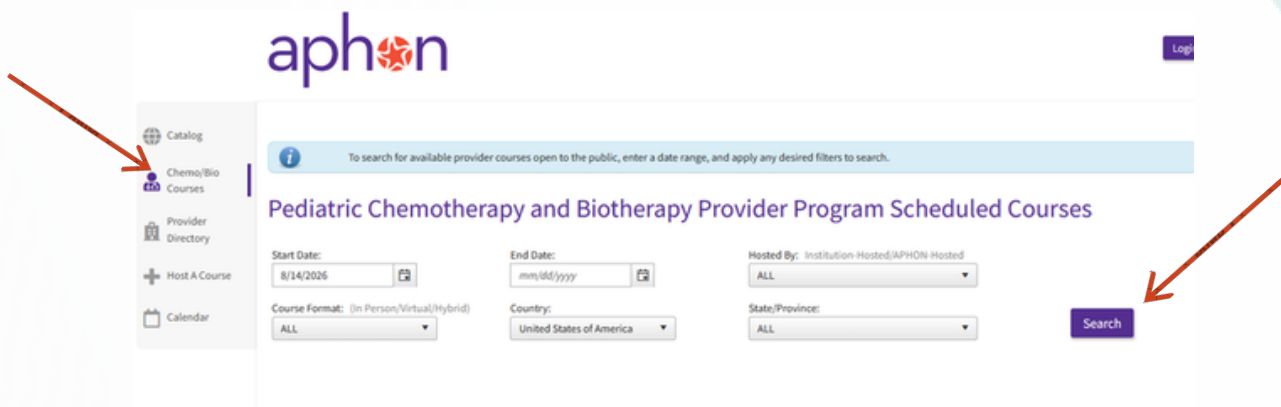


Virtual -access the
virtual course via the link

Public Hosted Provider Courses

A list of public institutionally hosted and APHON Sponsored Provider Courses are offered.

1. Go to the **ACE Center**
2. Select **Chemo/Bio Courses**
3. Click **Search** and view the full list of available courses.



You can send an email request to an instructor to register for any public course available in the Chemo/Bio Course Section - **Upcoming Provider Courses**.

Course Registration Cost

Some courses may require a registration fee. Please contact the instructor directly to confirm registration fees.

Evaluation Information

An evaluation must be completed before access to the exam is available. After successfully submitting the evaluation, your NCPD certificate will be available for download. You may then proceed to the exam.

Getting Started: Evaluation Access

After completion of your 2-Day Provider Course, take the following steps to access your evaluation.

1. Go to **Chemo/Bio Courses** (left side navigation bar)
2. Select **Pediatric Chemotherapy and Biotherapy Provider Program**
3. Click **APHON Pediatric Chemotherapy and Biotherapy Provider Course – Live Session**
4. Complete the evaluation in its entirety and **Submit**
5. Confirm your status is **completed**
6. Claim your **ILNA categories**- select the categories to allocate ILNA points for your certificate and confirm request
7. You can immediately **download** your NCPD certificate

You are not required to pass the exam to receive NCPD credit. NCPD credit is awarded upon completion of the required course and evaluation.

Claim ILNA Credit

After completing the evaluation, you can claim your ILNA categories for your certificate.



Click download certificate

Evaluation Information

My Courses / Pediatric Chemotherapy and Biotherapy Provider Pro ... / APHON Pediatric Chemotherapy and Biotherapy Provid ... / Request Credit

Request Credit for APHON Pediatric Chemotherapy and Biotherapy Provider Course - Live Session - 20260704C

If you wish to claim credits later, please click on **Request Later** to go back to the course dashboard.

Request Later

Claim Available Credits

You will be able to assign up to 14 points for ILNA Points when you click on "Claim NCPD"

NCPD

14

Claim NCPD

Maximum credit allowed to claim is 14



APHON Pediatric Chemotherapy and Biotherapy Provider Course - Live Session - 20260704C offers 14 NCPD, and you can allocate point(s) to each ILNA Points type within NCPD credits. Please note that, your total allocated points across all selected ILNA Points types must equal to 14.

Available ILNA Points for allocation

Total allocated: 0.00 / Required: 14.00 | **UNDER by 14.00**

☐ Coordination of Care	☐ Symptom Management
☐ Diagnosis and Staging	☐ Treatment
☐ Disease-Related Biology	☐ Basic Concepts for Transplantation
☐ End-of-Life	☐ Types of Transplants and Sources of Stem Cells
☐ Health Promotion/Screening and Early Detection	☐ Pre-Transplant Care
☐ Navigation	☐ Preparative Regimens
☐ Oncologic Emergencies	☐ Post-Transplant Issues
☐ Palliative Care	☐ Early Post-Transplant Management
☐ Professional Practice	☐ Graft-versus-Host Disease Prevention and Management

Select the categories to allocate ILNA points

My Courses / Pediatric Chemotherapy and Biotherapy Provider Pro ... / APHON Pediatric Chemotherapy and Biotherapy Provid ... / Request Credit

Request Credit for APHON Pediatric Chemotherapy and Biotherapy Provider Course - Live Session - 20260704C

You have requested all available credits.

Continue

You have requested 14 NCPD Credits

Credit and sub credit request submitted

You have requested 1 Palliative Care
You have requested 1 Symptom Management
You have requested 2 Treatment
You have requested 4 Types of Transplants and Sources of Stem Cells
You have requested 3 Post-Transplant Issues

Exam Information

Review the following information carefully before taking the exam to receive your 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 made within 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.

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

Sample Timeline to Complete Your Initial Exam Attempt						
Mon	Tues		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.

****Please refrain from testing between 1am - 2am Central Time. Additionally, please adhere to any warning messages displayed during late-night testing hours.***

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.

Time Accommodations

If you require time accommodations, please reach out to the Education Team at 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. Close all additional browser tabs before starting your exam. If you accidentally close out of a browser during your test, you may lose progress.
2. 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.**
3. Submit all answers before moving to the next question to save progress.

Getting Started: Exam Access

After completing your 2-Day Provider class, take the following steps to access your exam.

1. In the ACE Center, select **Chemo/Bio Courses** from the left navigation bar. On the next page click Continue.
2. Click the **Pediatric Chemotherapy and Biotherapy Provider Course Exam**



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.

Exam Administration

Exam Access

The Pediatric Chemotherapy and Biotherapy Provider Course Exam

What Do Program Participants Receive?

- The difference between adult and pediatric cancers
- Chemotherapy
- Chemotherapy and biotherapy agents and administration
- Side effects
- Toxicity and symptom management
- Psychological issues
- Legal and ethical issues

Get Started

Exam Code

If you are unsure what exam code to use, please contact admini...

Enroll

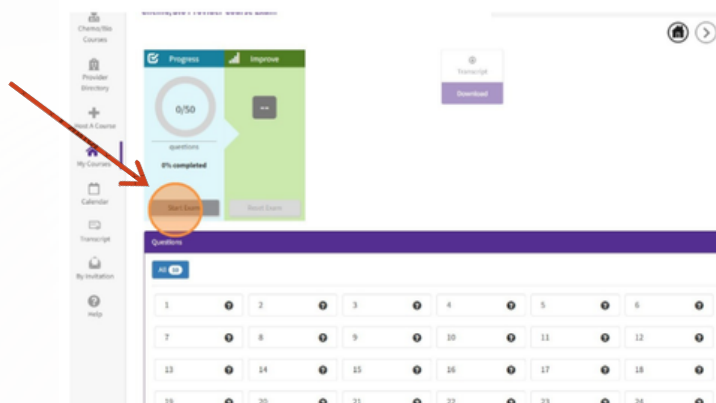
The exam code can be found in the front cover of your book or provided by the APHON Education Team via email.

- Click **"Get Started"** to begin the exam.
- Select the **Language**
- Click the **"Chemo/Bio Provider Course Exam"** link to access the exam terms.
- Review the course terms, acknowledge the agreement by selecting the checkbox, and then click **Start**.

Exam Administration

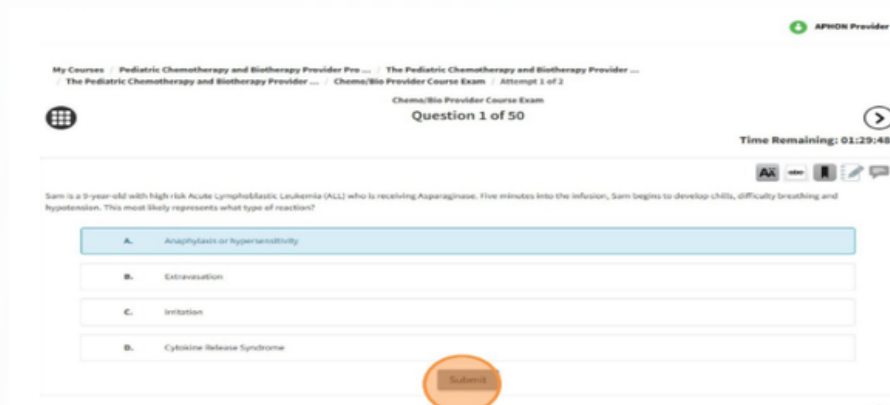
Start Exam

Your exam main page will appear; at the top you will see the progress panel and below the Exam Questions box. There is a Time Remaining indicator in the lower-top corner of the page displaying the amount of time remaining to complete the exam.



Go to the first top panel labeled "Progress" and click the purple **Continue Exam** button and begin your first exam question.

Sample Question



- You are required to click Submit after selecting an answer for each question.
- Above the question box is a countdown timer showing the amount of time remaining to complete the exam.
- The circle with the black grid in the (upper-left side) provides access to all questions. You may return to any question and change your answer before completing the exam.

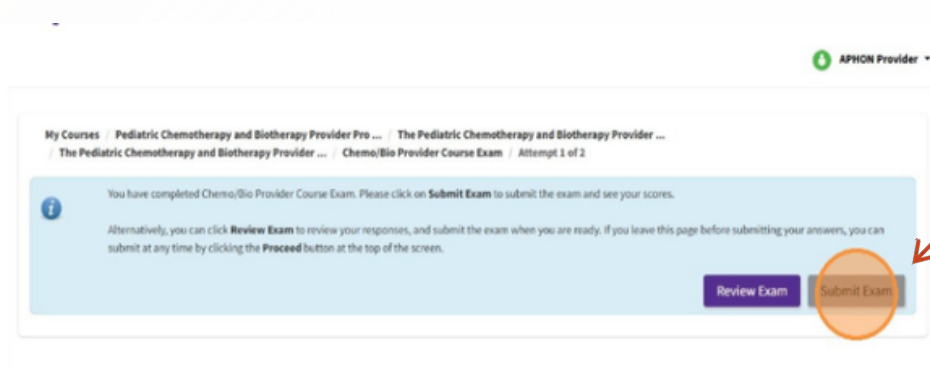
Exam Administration

Submit Exam

After completing the exam, you will be redirected to the main exam page. The Progress Panel will display your completion progress. Go to the Progress block and click **Continue** Exam, an exam completed box will appear, read and click **Proceed**.

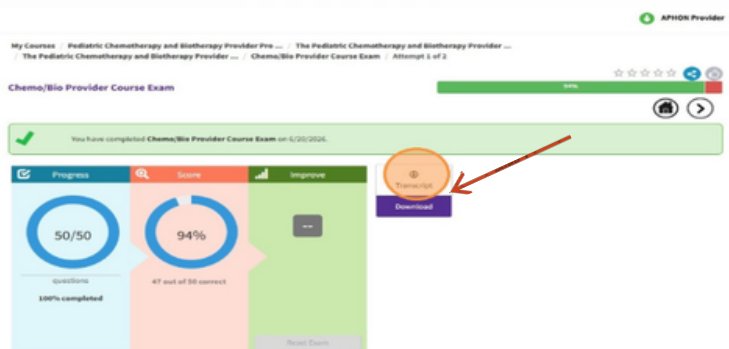
Next, select **Submit Exam**. You will be redirected to the main exam page and the Progress Panel will display your progress and score. If you achieve a passing score of 80% or higher, you can move on to the next step and download your provider card. If you fail and retake, the panel will show your progress, score, and improvement.

You must submit your exam to generate your score.



After completing the exam, your score will be reviewed immediately. If you achieve a passing score, proceed to download your provider card.

Under **Transcript**, click **Download**. Your provider card will download to your device.



Accessing Your Provider Card

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

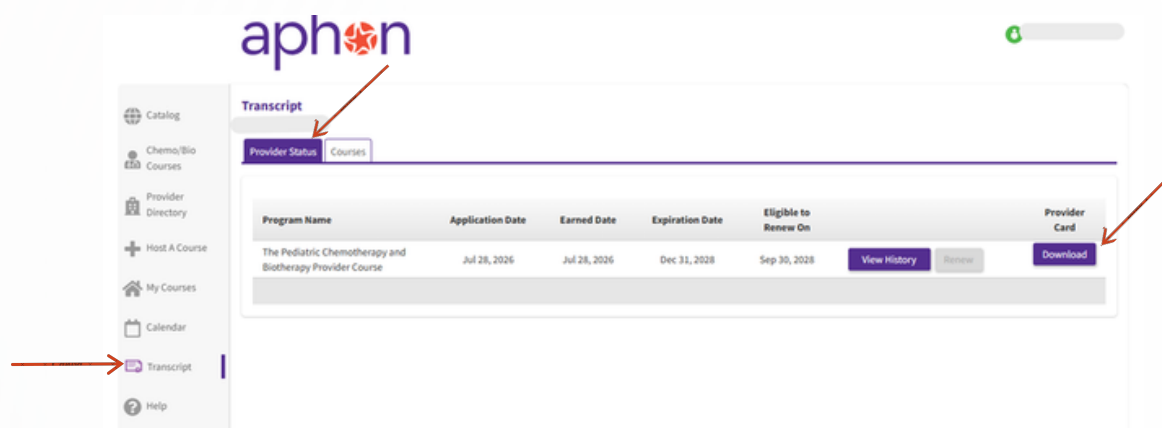
If you do not know your login credentials, reach out to the Education Team at education@aphon.org for assistance. Do not create a new account.

After completing and passing your exam. Your provider card will immediately be available to download by clicking **Download** next to the Progress panel.

You can download your provider card at any time. Go to the **ACE Center**.

TRANSCRIPT

1. Select **Transcript** from the left navigation menu.
2. Under the **Provider Status** tab
3. Locate the program name and confirm the dates are accurate
4. Select **Download** next to the course.
5. The card will automatically download to your device.



If the card does not download, check your browser's Downloads folder or pop-up blocker settings. You can also look up your expiration by using the [Provider Directory](#). Please note only active providers are searchable with this feature.

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](#).

Accessing Your Completion Certificate

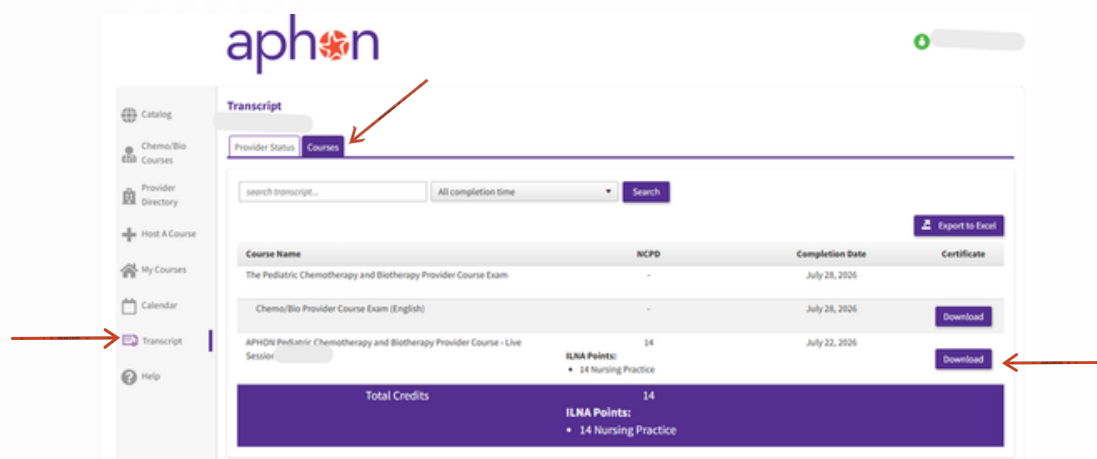
You must be logged into the APHON account associated with your Provider Status to access your completion certificate.

Following completion of your Chemo/Bio two-day course and evaluation, you can either print a copy of your completion certificate immediately, or you can access it again via the Transcript section of the ACE Center.

You can download your provider course certificate at any time. Go to the **ACE Center**.

TRANSCRIPT

1. Select **Transcript** from the left navigation menu.
2. Click the **Course** tab.
3. Locate the course name.
4. Select **Download** next to the course.
5. The certificate will automatically download to your device.



If the certificate does not download, check your browser's Downloads folder or pop-up blocker settings.

Provider Exam FAQs

How do I register for a course?

The hosting institution instructor will register you for the course. If it is a course at your institution, please reach out to the instructor to add you to the course. If it is a public course, please reach out to the contact person listed in the course details to request course registration.

What steps do I need to take after I receive the confirmation registration email?

- If you do not have an APHON account, you will need to create an account. See the account creation section above.
- If you already have an APHON account, log into your account. Go to the ACE Center –Chemo/Bio Courses to view your course information

*When you create an APHON account, you must use the same email address the instructor used to register you to the course. The emails must match to ensure access to the course and exam.

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

Where is my provider card?

After successfully completing your post-exam evaluation and provider exam, you can find your provider card by following the steps provided above in the **Accessing Your Provider Card** section.

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

After successfully completing your two-day provider course and evaluation, your completion certificate can be found in the ACE Center. Please follow the steps provided above in the **Access Your Completion Certificate** section.

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 time accommodation for my exam. What do I do?

If you require a time accommodation, please contact the Education Team at education@aphon.org with the following information:

- Full Name
- Email associated with your APHON account
- The institutional name of your provider course
- Your need of accommodation

Please ensure that any requests are submitted 2 to 3 days before the first day of the course to allow adequate time for processing.

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.

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 with the following information in the body of your email and we will reopen your exam:

- Full name, Email registered for APHON account, 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.

Can I take the evaluation one day and return later to complete the exam?

Yes. Once the evaluation has been completed, you may return at a later time to take the exam. The evaluation and exam do not need to be completed on the same day. However, both must be completed within five (5) business days following the completion of the two-day provider course.

If I fail the first time, how long do I have to take the exam the second time?

You will have 30 days (starting the day you complete your first attempt) to complete a second attempt to pass your exam.

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.

For any additional questions, please reach out to the APHON Education Team at education@aphon.org.
