



## Pediatric Gastroenterology Nursing Assessment-Based Certificate Program Frequently Asked Questions

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### Registration & Access

- **How do I register and purchase the certificate program or individual modules?**
  - You will need to create a free SPN guest account to purchase and access the program. Visit this direct link to create a SPN guest account and purchase the certificate program: <https://spn.memberclicks.net/membership-form#!/>. Go under New Users and follow the instructions to create your password. After your profile is created, you may choose to become a member or select Non-member to complete your guest account. After you select finish, you will be logged in and routed to the home page.
  - From the home page, you can go to: [Events & Education>Learning Center>Dashboard](#) (or simply click this link). *Note: You must be logged into the website for the link to work.*
    - On your first time entering the SPN Education Center you will be asked to accept several terms and conditions. Please select Accept at the bottom.
    - You will arrive on a page called **My Dashboard**. Please select **Course Catalog** then look on the left column for the Pediatric GI Nursing Assessment-Based Certificate Program box, and select **Certificate Program**.
    - Here you can select individual modules or the full certificate program for 18.5 credit hours.
    - Upon future visits to the education center you can find your enrolled classes on the **My Dashboard** page.

### Already have an SPN Account?

- If you already have an account, go to [www.pedsnurse.org](http://www.pedsnurse.org) and login into the website.
  - Once logged in, look at the **Quick Links** buttons (*on right hand side of page*) and select **Learning Center**
  - On this page select the first purple circle (labeled **Online Courses** when you hover over it)
  - Here you can select individual modules or the full certificate program for 18.5 credit hours.
- **I've created a profile, paid for the module/certificate, but it's not showing up on my Dashboard. What should I do?**
  - Occasionally, SPN will need to manually add your new guest account to access the program. We apologize in advance if this occurs, and if so please email SPN directly for assistance ([info@pedsnurses.org](mailto:info@pedsnurses.org))
- **I've purchased a module and/or certificate program and am ready to start the program. How do I access the content?**
  - You can access the program by logging into your SPN account and entering the Learning Center. The content is accessed through the Dashboard listed on the righthand side.



- **How can I purchase the Clinical Handbook of Pediatric Gastroenterology?**
  - The Clinical Handbook of Pediatric Gastroenterology (3<sup>rd</sup> Ed.) is available at a discounted rate of \$30 plus shipping for all participants. You can buy this as part of the full certificate bundle or separately, [here](#).

## Membership and Organizational Discounts

- **Am I eligible for a discount on individual modules and/or the full certificate program?**
  - Members of APGNN, SPN, NASPGHAN, and CPNP are eligible for discounts for both individual modules and the full certificate program.
- **How do I access and apply my discount?**
  - Membership codes are available on the APGNN and SPN member sites. For CPNP and NASPGHAN members, please contact your organization's representative or email the APGNN Clinical Practice Chair- [JShotwell@luriechildrens.org](mailto:JShotwell@luriechildrens.org)
- **My discount is not being reflected at check-out. What should I do?**
  - If your discount code is not working, please try to remove the item from your cart. Re-add the item to checkout and reapply the discount code. If you are still having issues, please email SPN for assistance ([info@pedsnurses.org](mailto:info@pedsnurses.org)).
- **What organizational discounts are offered?**
  - Discounts are offered to organizations/institutions interested in purchasing multiple full certificate program bundles. Individual modules are not offered in bulk discounts.
  - The following discounts are offered for the full certificate program:
    - 3-5 bundles: 5% discount
    - 6-9 bundles: 10% discount
    - 10-14 bundles: 15% discount
    - 15+ bundles: 20% discount
- **My organization wants to purchase multiple bundles for staff. How do I begin?**
  - Please email SPN ([info@pedsnurses.org](mailto:info@pedsnurses.org)) and APGNN Clinical Practice Chair- Julie Shotwell ([JShotwell@luriechildrens.org](mailto:JShotwell@luriechildrens.org)) indicating how many bundles you are interested in purchasing. Please include the name of **one individual** and their associated membership status if applicable (APGNN, SPN, NASPGHAN, CPNP). We will honor this price for all participants in the bundle.
  - The purchasing individual (Ex: Division Administrator) will be instructed to create a free SPN guest-account where we can process the invoice for the multiple bundles.
  - SPN will provide a specific code that will be valid for the number of bundles purchased. This code should be shared with each individual participant to access the certificate program. Please instruct the participants to not share the code, as it is only valid for the number of modules purchased.
  - Follow this link to read [more about the program here](#) and to create a SPN guest account.
- **My organization wants to purchase several bundles but has not yet identified the staff members who will take the certificate program. Can we still utilize the discount?**
  - Yes. Even if your organization has not yet identified all participants, you can still purchase multiple bundles and receive a code that is valid for the number of bundles purchased. Once



the individual is identified, you can give them this code and have them sign up through SPN's guest account.

- Please note that the base price of the modules will still be based on the member status or the individual purchasing the multiple bundles (such as a nurse manager who is an APGNN member vs. non-member). If you do not have any participants identified at the time of purchase, the base price will reflect the non-member rate.

## Certificate & Continuing Education Information

- **How many CEs and Pharmacology hours are awarded?**
  - The full certificate awards 18.5 CE credits accredited by the American Nurses Credentialing Center (ANCC) of which 1.75 credits can be applied as Pharmacology Hours per Amedco
  - Each individual module has specific CEs and pharmacology hours and is outlined on the [information page](#).
- **How do I view my CE Credit?**
  - Enter the Learning Center and navigate to the Dashboard. You can pull your certificate by opening the program/module in question and selecting the 'Certificate' option.
- **Do I have to take a posttest to gain credit?**
  - Yes. The Pediatric Gastroenterology Nursing Assessment-Based Certificate program requires a passing grade of 80% or higher for each learning module to receive credit. This ensures comprehension of key concepts. A participant is able to review content again and retake the posttest if they do not pass initially. After 3 attempts if you want to re-take the quiz again, contact [info@pedsnurses.org](mailto:info@pedsnurses.org).
- **When will I receive my certificate?**
  - Individual CEs will be awarded at the completion of each module and available for viewing on the Dashboard. After all thirteen modules are completed, you will see completion of the program in the learning center.
  - On a monthly basis, SPN emails awardees the physical Certificate of Pediatric Gastroenterology, Hepatology, and Nutrition Nursing
- **How long is the certificate valid?**
  - The Certificate of Pediatric Gastroenterology, Hepatology, and Nutrition Nursing is valid for five years in keeping with medical updates. There will be a process to renew and maintain your certificate at the 5-year-mark.
- **How long will I have to complete the certificate?**
  - Once purchased, you have 9 months to complete the certificate program.
- **What if I buy individual modules but complete all 13; can this be applied to receive the Certificate of Pediatric Gastroenterology, Hepatology, and Nutrition Nursing?**
  - If you choose to purchase the modules individually compared to as a one-time bundle, you have one year to complete all 13 modules for them to be applied to the certificate.
- **How long can I access content?**



- After completion, you will have 1 full year to access the module and review the content. You can also download a PDF of the Required Reading List with links for future reference.

• **Does APGNN or SPN share my information with anyone and if so, how is this done?**

○ Neither APGNN nor SPN share your information with anyone. It is our top priority to protect the privacy of our participants.

○ If someone, such as an employer, is requesting information, we will require the participant/certificate holder to follow the process outlined below.

- A request to share information must be sent through the “contact us” link on the APGNN website.
- You will be contacted within 5 business days by the APGNN Clinical Practice Chairperson and given the email address to send a formal written request.
- The written request must be completed by the participant outlining exactly what information is to be shared and to whom the information should be sent.
- For verification of identity, the participant must provide their full name and email address used to sign up for the Assessment-based Certificate Program. If this information matches, we will consider this verification of identity and provide the information you have requested

**For further questions, please email Society of Pediatric Nurses ([info@pedsnurses.org](mailto:info@pedsnurses.org)) and copy APGNN Clinical Practice Chair- [JShotwell@luriechildrens.org](mailto:JShotwell@luriechildrens.org)**