



Certified Professional Patient Navigation (CPPN) Exam

CPPN Application Steps

1. **Gather information needed for submission:**
 - a) Evidence of degrees, related licenses and certifications, and related training
 - b) A current resume
 - c) Arrange to have an online “Reference” submitted by two persons – one professional and one colleague/personal (*submit on-line through the [web link](#)).
 - d) Arrange to have an online “Experience Verification” completed by your current and previous employers or agencies where you served in a patient navigation role (*submit on-line through the [web link](#)).
2. **Complete the online [CPPN Application](#) and submit.**
3. **Materials will be assessed by PCERI within 72 hours once all items arrive.**
4. **Admitted students will be directed to submit an online payment.**
5. **You will receive an email invitation to take the Emotional Intelligence MEIQ from Arch Profile, our testing agent. Log-in and complete the MEIQ.**
6. **You will receive an invitation from Canvas to take the CPPN Competency Tests. Copy and save your log-in information and complete the tests.**
7. **Complete and submit both portions of the CPPN Exam within seven days.**
8. **When successful, receive a Certified Professional Patient Navigator (CPPN) designation and entry to the national registry.**

Electronic Submission: Submit materials through the online application and payment links at <https://patient-institute.org/certification>.