

CHCP Recertification and Maintenance of Certification Policy

Purpose

The purpose of recertification is to ensure that CHCP professionals maintain and enhance the knowledge, skills, and professional engagement required for competent practice in healthcare continuing professional development (CPD).

Recertification promotes ongoing professional development, continued competence, and alignment with current industry standards and practices.

Recertification Cycle

CHCP professionals must meet all recertification requirements within this three (3)-year period to maintain active certification status.

Rationale for Recertification Period

The three (3)-year recertification cycle is based on the recognition that:

- The healthcare CPD enterprise is dynamic and continuously evolving due to changes in accreditation requirements, educational methodologies, and healthcare regulations.
- Knowledge and skills may degrade over time without continued engagement.
- A three (3)-year interval provides a reasonable balance between ensuring continued competence and minimizing unnecessary burden on CHCP professionals.

This timeframe aligns with common industry practices and supports ongoing professional development without creating barriers to maintenance of certification.

Recertification Requirements

To maintain the CHCP certification, CHCP professionals must complete requirements in both of the following areas during each three (3)-year cycle:

CPD Education or Professional Engagement

CHCP Professionals must complete one (1) of the following:

Option A: Formal or Informal Education

CHCP Professionals must complete:

- A minimum of twenty (20) hours of education related to healthcare CPD

The following do not qualify toward this requirement:

- Job-related functions
- Clinical education

Option B: Professional Engagement

CHCP Professionals must demonstrate engagement in activities that support CPD for healthcare professions. Engagement may include:

- Volunteering: Participation in organizations dedicated to healthcare CPD, professional associations, accrediting bodies, or peer review activities
 - A minimum of twelve (12) hours of volunteer service satisfies this requirement
- Professional Membership:
At least one (1) year of membership in a professional organization related to healthcare CPD (e.g., ACEHP, GAME, NAMEC, AMEE, MAACME, GACME, IACME, SACME, or similar organizations)
- Publishing or Presenting:
Authorship or presentation of CPD-related content (e.g., journal articles, newsletters, books, or presentations)
- Other Engagement: Additional activities demonstrating meaningful contributions to the CPD field

Work Experience

CHCP Professionals must demonstrate:

- A minimum of three (3) years of part-time or full-time employment or contracted professional experience in healthcare CPD within the recertification cycle

Relevant unpaid or volunteer experience may be considered if it demonstrates substantive CPD responsibilities.

Rationale for Recertification Requirements

The CHCP recertification model is designed to evaluate continuing competence through multiple dimensions:

- **Education/Engagement** - ensures CHCP professionals remain current with evolving practices and actively contribute to the profession
- **Work Experience** - ensures continued application of knowledge in real-world settings

Requiring both components ensures that CHCP professionals are not only learning, but also actively practicing and contributing within the field.

Application and Fees

To maintain certification, CHCP professionals must:

- Submit a completed recertification application
- Pay all required recertification fees as established by the certification program

Recertification will not be approved until all fees are paid.

Verification of Recertification Compliance

CHCP professionals must attest to completion of all recertification requirements at the time of renewal.

The program employs verification methods that may include:

- Documentation review (e.g., CE records, certificates, CVs)
- Random audit of recertification applications
- Requests for additional supporting documentation

Failure to provide sufficient documentation may result in:

- Denial of recertification
- Revocation of certification status

Recertification Application and Review Process

- CHCP professionals must submit a recertification application prior to the expiration of their certification.
- Applications are reviewed by the Eligibility Committee and/or designated staff.
- CHCP professionals will be notified of their status upon completion of the review process.

Failure to Recertify

CHCP professionals who do not meet recertification requirements by the expiration date will:

- Lose the right to use the CHCP designation
- Have their certification status changed to expired

If certification expires, individuals must:

- Reapply for certification
- Meet current eligibility requirements
- Successfully pass the CHCP certification examination

Appeals

CHCP professionals may appeal adverse recertification decisions in accordance with the program's Appeals Policy.

Public Availability

All recertification requirements, processes, and policies are made publicly available via:

- The CHCP Candidate Handbook
- The Alliance website

Policy Review

This policy shall be reviewed at least annually and updated as needed to ensure continued alignment with professional practice and certification standards.

Version	Date	Description of Change	Approved By
1.0	May 2026	Initial policy development	Certification Commission

This policy is reviewed at least annually and revised as needed to ensure alignment with current professional practice and certification program requirements.