

## Certification Renewal Process to Change in 2011

Although the requirements for retaining the AHA-Certification Center (AHA-CC) designation remain unchanged, the process for submitting the application has changed. ***Effective for all certificants with a certification expiration date of March 31, 2011*** or later, the changes are highlighted below:

- Certificants electing to renew through completion of continuing professional education activities are no longer required to submit proof of completion of the activities with the Certification Renewal Application, unless their application has been selected by the AHA-CC to be audited.
- The AHA-CC will audit approximately 33% of all certificants due to renew for each renewal period, although reserves the right to change this number.
  - Certificants selected to be audited will receive advance notice to allow adequate time to gather the required documentation and submit evidence of completing activities reported on the Certification Renewal Application. Such documentation becomes property of the AHA-CC and will not be returned.
  - Certificants who cannot provide such evidence will not be granted credit for that activity toward the renewal requirements and will be required to submit another eligible activity.
  - The AHA-CC reserves the right to audit applications for up to one year past a certificant's renewal date. Certificants should retain proof of completion for one year past the certification expiration date.
- While certificants are still required to submit their Certification Renewal Application 30 days in advance of the expiration date, certificants may now pay a late fee and submit the renewal application less than 30 days prior and up to 30 days past the expiration date. Applications submitted past that will be considered delinquent and the former certificant will be required to retake and pass the certification exam to regain the designation.

For a comparison of the old to the new certification renewal practices, refer to the following chart.

For questions about the certification renewal process, contact the AHA-CC at 312.422.3711, 312.422.3715, or [certification@aha.org](mailto:certification@aha.org).



## AHA Certification Center Certification Renewal Process Changes - 2011

	CURRENT RENEWAL PROCESS	NEW RENEWAL PROCESS <i>for certifiants with expiration dates March 31, 2011 or later</i>
<b>Renewal period</b>	3 years, with expiration on the last day of the month in which certification expires	Same
<b>Renewal reminders</b>	AHA-CC sends e-mail reminder 3, 6 and 9 months prior to expiration date. <i>Certifiants are responsible for keeping current contact information in their record. The AHA-CC is <b>not</b> responsible for undeliverable notices due to incorrect contact information.</i>	Same
<b>How to renew</b>	<b>Alternative I.</b> Earn 45 hours of eligible continuing professional education during 3-year renewal period. <b>Alternative II</b> – Successful re-examination within one year prior to expiration of certification. <i>(Subject to usual exam fees)</i>	Same
<b>Required renewal fee</b>	<b>Alternative I.</b> \$135 members; \$225 members <b>Alternative II.</b> Renewal fee not required. Exam fee applies.	Same and if appropriate, late fee. See “ <i>Deadline for Renewal Application.</i> ”
<b>Documentation required with Application</b>	<b>Alternative I:</b> Proof of completion of continuing professional education activities as described in the Renewal Application. <b>Alternative II.</b> <i>Copy of passing score report for an AHA-CC certification program exam completed within one year prior to certification expiration date.</i>	<b>Alternative I</b> <ul style="list-style-type: none"> <li>• Documentation not required unless AHA-CC audits certifiants and requests evidence of completion for any reported activity.</li> <li>• Candidates must retain supporting documentation for one year past the date of Renewal Application submission.</li> <li>• The AHA-CC reserves the right to audit a certifiants’ Renewal Application up to one year after an Application is received.</li> <li>• Documentation requested for an audit will not be returned.</li> </ul> <b>Alternative II</b> – Same.
<b>When to submit application</b>	When the renewal requirements have been met or within 30 days prior to certification expiration date, as printed on the certificate	Same
<b>Deadline for Renewal Application</b>	Renewal Application must be postmarked 30 days prior to expiration date.	Same <b>and</b> for a \$50 late fee, a Renewal Application may be postmarked less than 30 days prior to and up to 30 days after the certifiants’ expiration date
<b>How to submit application</b>	Mail completed Application and fees to address on Certification Renewal Application. Faxes will NOT be accepted.	Same and if appropriate, include late fee.
<b>Waiver requests</b>	Consideration given to candidates submitting waiver request with \$100 fee, as described in the Candidate Handbook.  Waiver requests must be submitted prior to the expiration date.	Candidates meeting criteria for situations of unemployment, deployment or serious illness are not required to submit a waiver request when a completed <i>Renewal Exception Application</i> is submitted ( <i>form available upon request</i> ). Other circumstances require a waiver request to be submitted.  <i>Approval is at the discretion of the AHA-CC and its Board of Directors.</i>