



Certified Healthcare Protection Administrator (CHPA)

Certification Policies

Initial CHPA Application Submission & Approval Process

- I. Applicants must access the current CHPA application from the IAHSS website and submit completed application along with fees and all required documentation to the IAHSS office according to the instructions stated on the application.
 - a. The IAHSS office will process and notify applicants via email of application approval or denial within forty-five (45) days.
 - b. Once an application is approved and the fees are received, they are non-refundable.
- II. Approved CHPA candidates must access the current CHPA Exam Candidate and Proctor Guidelines from the IAHSS website and submit the completed CHPA Proctor Agreement Form in order to test.
 - a. The chosen proctor must be approved in advance by the IAHSS Commission on Certification.
 - b. A twenty-four (24) hour notice is required to reschedule or cancel a scheduled test.
 - c. Failure to test on the scheduled date will result in a \$100 change fee.

Initial CHPA Applicant Term

- I. Approved CHPA applicants are allowed one (1) attempt to take the exam within a year from the approval date. If a candidate fails the first attempt, he/she will have one (1) year in which to retake it, and the candidate must pay an additional \$100 USD fee to retake the exam.
- II. If the one (1) year CHPA applicant eligibility period passes and the candidate has not tested, that candidate would need to re-apply and pay all application fees again before becoming eligible to take the CHPA exam. An email notification will be sent by the IAHSS staff at ten (10) months after initial CHPA approval as the only formal reminder that the eligibility period in which to test will expire in two (2) months. It is the candidate's responsibility to ensure that they are scheduled to take the exam before reaching the applicant eligibility period end date.
- III. Candidates who have not taken the exam within the one (1) year eligibility period will have to reapply for the exam and pay the CHPA application fees again. IAHSS does not grant extensions of the CHPA applicant eligibility period for most hardships

(i.e., job demands, company budgets, employment status, personal finances, changes in marital status, mailing address, or any other personal or professional reasons). Extensions may be considered on rare occasion if there is a severe hardship (i.e. death of an immediate family member or military deployment, which does not apply to military contractors.) If a hardship exists, the candidate must submit reasons to IAHS Commission on Certification in writing in advance of the end of the eligibility period. Severe hardship must be documented to IAHS satisfaction and be verifiable.

Retest Policy for CHPA Examinations

- I. If the candidate fails the first examination, IAHS staff will notify the candidate in writing and provide information about retesting. The candidate will not be required to meet any additional eligibility requirements that may have been imposed since the original application date; however the candidate will be required to pay an additional \$100 USD fee to retake the exam. The second exam must be completed within one year of the initial unsuccessful exam.
- II. If the candidate either does not complete the retest within the specified time limit or fails the retest, he/she must complete the entire initial CHPA application process again, including the following requirements:
 - a. Submit a new CHPA application
 - b. Meet current eligibility requirements
 - c. Pay the full application fee

CHPA Recertification Process

- I. CHPAs are required to recertify every three (3) years by the credential expiration date. Recertification applicants must complete a current CHPA Recertification Application available from the IAHS website at under the Certifications tab.
- II. Applications must meet the following requirements in order to be processed by IAHS staff:
 - a. Applications must be complete, dated, signed, and include all required documentation.
 - b. Applications must be scanned, faxed or mailed to the IAHS office at the address listed along with complete supporting documentation.
 - c. Application fee must be submitted with application.
 - d. Incomplete applications will be returned to candidates, and an administrative fee of \$50 USD will be assessed.

- e. Recertification candidates will be notified of successful credential renewal within 45 days of receipt of their complete and paid application.

Lapsed Credentials

- I. CHPAs must renew their credentials prior to the credential expiration date. Recertification candidates will be notified via the email address listed in the IAHS database within the last six (6) months prior to their expiration date. Within one (1) month after their expiration date has passed, they will receive a final written notification stating they are expired and the individual is to stop using the CHPA credential immediately.
- II. Credentials will be considered lapsed and unable to be renewed via the regular recertification process if not renewed within one (1) year of the credential expiration date. However, the following is the process to renew Lapsed Credentials for up to one (1) year after the credential expiration date:
 - a. Within ninety (90) days post credential expiration date, CHPA candidates may submit the regular CHPA Recertification Application and pay the regular renewal rate. They will not be asked to submit proof of additional credits beyond the fifteen (15) credits required of on-time renewal candidates.
 - b. From ninety-one (91) days through twelve (12) months post credential expiration date, CHPA candidates must submit the following in order to renew their CHPA credential:
 - i. Current Recertification Application documenting eighteen (18) credits [vs fifteen (15) credits required for on-time renewals].
 - 1. Additional credits may be earned under any section, as long as the section maximum credits are not exceeded.
 - ii. Renewal candidates must submit a \$100 penalty fee in addition to the regular renewal fee with their application.
 - iii. Late renewals will not extend the recertification term; the next renewal date will be exactly three (3) years from the date of expiration of the last certification term.
 - d. If a CHPA does not successfully renew within twelve (12) months of the credential expiration date, the candidate must begin the CHPA application process all over again in order to reinstate their CHPA via the process below:
 - i. Submit a new CHPA application
 - ii. Meet current eligibility requirements
 - iii. Pay the full application fee
 - iv. Successfully pass the CHPA certification examination

Appeals for Declined Applications

- I. CHPA Applications/Recertification Applications are approved or declined by the Commission Chair. If applicant disagrees with Commission Chair's decision, then an appeal may be filed within thirty (30) days of the date applicant was originally notified of denial.
 - a. A hand-signed letter explaining the reason for the appeal must be submitted to the IAHSS office electronically, via fax or US mail.
 - b. Any new or additional documentation for consideration must be submitted at this time.
- II. Commission Review and Consideration
 - a. The IAHSS Commission on Certification shall review and consider a properly filed appeal via special teleconference or during its regular monthly meeting. The Commission may decide to appoint a task force to investigate the appeal.
 - b. When necessary, the IAHSS Commission on Certification has the authority to seek legal advice regarding any aspect of the Applicant's appeal.
 - c. The IAHSS staff will notify the Applicant of the Commission's decision, and the reasons therefore, as specified in the appeals time frame.
 - i. An initial response will be provided within thirty (30) days, acknowledging receipt of the complaint.
 - ii. There will be a sixty (60) day investigative review period, renewable for another sixty (60) day period based on findings.
 - d. The decision of the IAHSS Commission on Certification will be considered final.