



# CHHR RENEWAL INSTRUCTIONS



The renewal cycle for the Certified in Healthcare Human Resources (CHHR) credential is three (3) years, with expiration on the last day of the month in which certification expires. Renewal may be achieved by completing eligible continuing education activities or retaking and passing the CHHR Examination. The issued CHHR certificate indicates the date certification was earned and expires. **While ASHHRA sends reminders about pending certification renewal, the certificant is fully responsible for keeping current the certification. ASHHRA is not responsible for missed communications due to the certificant's negligence to keep current the contact information in their record.**

**Renewal Applications may be submitted to ASHHRA up to one (1) year prior to the expiration date.** For an additional nonrefundable fee of \$50.00, certificants may submit a Renewal Application **up to 30 days** past their expiration date.

Applications postmarked/faxed **more than 30 days** past the expiration date will not be accepted. *Certification may be regained only by re-taking and passing the CHHR Examination.*

A certificant who fails to meet the provisions is no longer considered certified and must cease using the certification credential and merchandise representative of having achieved certification. *Certification may be regained only through re-taking and passing the CHHR Examination.*

## A. Certificant Information

- Provide all requested information. Only your first name and last name will be printed on your certificate. Titles or designations will not be included.
- ASHHRA uses the contact information in the certificant's customer record to send communications to certificants. Certificants are responsible for keeping current contact information in their record.

## B. Method of Certification Renewal

*Identify method of renewal. A certificant can renew their certification by one of the following methods:*

### **Alternative I. Participation in eligible continuing education activities.**

Renewal by this method requires the certificant to complete at least 45 contact hours of eligible continuing professional education within three (3) years prior to the certification expiration date. When planning CPE activities, certificants may use the Examination score report to identify areas of study that may be beneficial.

- All completed education activities must be reported fully on page two of the Renewal Application.
- Certification renewal processing fees apply. (See Section 5 of the Renewal Application)

### **Alternative II. Successful CHHR Re-examination.**

Renewal by this method requires taking and passing the CHHR Examination no more than one (1) year prior to certification expiration date. CHHR Examinations taken more than one (1) year prior to the expiration date will not be eligible toward the renewal requirements.

*For re-examination information, contact [ASHHRA@ashhra.org](mailto:ASHHRA@ashhra.org).*

## C. Reporting Eligible Activity for CHHR Certification Renewal

*ASHHRA does not review, pre-approve, or endorse education programs as being eligible toward CHHR certification renewal requirements. Reported activities are reviewed only when the completed Certification Renewal Application is submitted in fulfillment of the CHHR certification renewal requirements.*

### **1. Activities eligible for certification renewal requirements must meet the following criteria:**

- Relate to one or more of the categories of the **CHHR Examination Content Outline** below. Specific

tasks related to each category are listed in the CHHR Candidate Handbook and Application. For an activity that covers multiple Content Codes, enter the activity once and list all applicable Content Codes. It is not necessary to list sessions of a single education program separately.

Content Code	CHHR Content Outline Category
1	HR Delivery
2	Healthcare Business Knowledge
3	Community Citizenship
4	People Strategies
5	Personal Leadership

- Be categorized as one of the eligible **Education Types** of activities as listed on the next page.
  - Be **at least 30 minutes in duration** and be reported in a minimum of 0.5 contact hour increments.
  - **Not exceed the maximum number of hours allowed for a type of activity.** Hours reported in excess of the maximum allowed for a given education type will not be eligible toward the certification renewal requirements, as listed on the next page.
  - **Be completed during the current certification renewal period.**
2. **A minimum of 45 contact hours of eligible activities must be fully reported on the Continuing Professional Education Reporting Form (see Page 6). If additional space is needed, make copies of the form. Include your name on each page.**
- Education Program Title. List the name of the education event, e.g., conference, workshop, webinar, etc. Individual education sessions/presentations at an event/conference do not need to be listed. List the full title of the education event only.
  - Education Provider. List who sponsored the event. If it is a provider other than ASHHRA, please list the full name of that provider. Do not use acronyms.
  - Date of Education. List the start and the end date of the program, including month, date, and year.
  - Content Code. (See table above) Use the code in the table above to identify how the content covered in the education links to the content domains covered on the exam, i.e., the CHHR Examination Content Outline. If a session/event covered multiple content areas, list all that were covered.
  - Type code. Is the type of eligible education activity as defined in the table on the following page.
  - Contact hours. Report in a minimum of 0.5 contact hour increments. Round up/down as appropriate.
    - One (1) contact hour is one (1) clock hour (60 minutes) of structured education less meals, networking activities, etc.

You are **NOT** required to submit proof of completion documentation for each activity unless your application is audited and you are requested by ASHHRA to do so at that time. **Please retain all supporting documentation/ proof of completion for one (1) year past the date of submission of this Certification Renewal Application.** ASHHRA reserves the right, but is not obligated, to audit a certificant's Renewal Application during that time. Documented proof of completion, content covered, etc., that is requested for an audit will not be returned.

Education Type	Type Code	Education Description	Proof of Completion	3-Year Maximum
Educational program	1	Participation in lecture, workshop, educational session, or case presentation provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. Participation in the same course more than once may be reported only once.	Certificate of attendance/ certificate of completion with contact hours earned	No limit
Academic coursework	2	From an accredited college or university <ul style="list-style-type: none"> <li>· One (1) semester credit = 15 contact hours</li> <li>· One (1) quarter credit = 10 contact hours</li> </ul> Includes in-person and online.	Grade report or copy of transcript	15 contact hours
Self-study program	3	Program provided by a professional healthcare association, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. Provider must award contact hours or a similar unit of continuing education. Includes audio conferences and online education.	Certificate of completion with contact hours earned	No limit
Professional presentation	4	Presentation at an educational program or a meeting of a national, regional, state, or local professional association or society. Hours may be reported for the first time only of a presentation, for twice the length of the educational program, for the speaker's portion of that presentation.	Copy of program	15 contact hours
Academic teaching	5	Teaching at an accredited college or university (permitted only if this is not your full-time job) <ul style="list-style-type: none"> <li>· One semester credit = 15 contact hours</li> <li>· One quarter credit = 10 contact hours</li> </ul>	Letter from academic institution	15 contact hours
Test item writing	6	Writing test items for an ASHHRA Examination 0.5 contact hours is awarded for each accepted test item.	Letter from ASHHRA	15 contact hours
Authoring/ Publishing	7	Authoring a book chapter or at least two articles published in professional journals or periodicals with documented circulation that exceeds 1,000 readers earns five (5) contact hours. Publications must meet the following criteria: <ul style="list-style-type: none"> <li>· Be published within the three (3)-year certification cycle for which the professional education credit is being sought</li> <li>· Relate to one or more content domain/task listed in the corresponding Examination content outline</li> <li>· Bear the author's name, publication's name, and date of publication</li> <li>· Be published outside of the certificant's facility or place of business.</li> </ul>	Copy of the book chapter or articles	15 contact hours
ASHHRA Board of Directors or ASHHRA Committees	8	Participation in ASHHRA scheduled meetings or working sessions including but not limited to job analysis survey development and results review, test item development, exam key verification, or SAE development. One (1) contact hour per hour of participation.	Letter from ASHHRA	No limit

## D. Professional Standards of Conduct

ASHHRA is responsible to its candidates, certificants, employers, the profession, and the public for ensuring the integrity of all processes and products of its Certification Programs. As such, ASHHRA requires adherence to these Professional Standards of Conduct by all who have achieved certification through successful completion of its programs. Certificants are required to sign this section and indicate that they agree to abide by the following Professional Standards of Conduct.

**Professional Standards of Conduct:** A certificant who is awarded certification by ASHHRA agrees to conduct himself/herself in an ethical and professional manner. This includes demonstrating practice-related behavior that is indicative of professional integrity. By accepting certification, the certificant agrees to:

- Maintain professional competence;
- Demonstrate work behavior that exemplifies ability to perform safely, competently, and with good judgment;
- Conduct professional activities with honesty and integrity;
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability, or marital status;
- Avoid conflicts of interest;
- Abide by the laws, rules, and regulations of duly-authorized agencies regulating the profession;
- Abide by rules and regulations governing programs conducted by ASHHRA.
- Not misrepresent the credential and to adhere to the Guidelines for use of the Certification Marks as posted on the ASHHRA website.

Infraction of the *Professional Standards of Conduct* is misconduct for which granting of a certification or renewal of a certification may be delayed or denied, or for which a certification may be revoked by ASHHRA.

**Reporting Violations:** To protect the national credentials and to ensure responsible practice by its certificants, ASHHRA depends upon its candidates and certificants, professionals, employers, regulatory agencies, and the public to report incidents that may be in violation of the *Professional Standards of Conduct*. A certificant who has violated these *Standards* should voluntarily surrender his/her certification.

Written notification regarding infractions of these *Standards* may be sent to: ASHHRA, 233 S. Wacker Drive, Suite 4400, Chicago, IL 60606. Only signed, written communication will be considered.

ASHHRA will become involved only in matters that can be factually determined and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, ASHHRA will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a professional and legally defensible manner, in accordance with policies established by ASHHRA.

## E. CHHR Certification Renewal Fee Payment

Members of ASHHRA are entitled to the member discount rate. To learn more about the benefits of ASHHRA membership, contact ASHHRA at [ASHHRA@ashhra.org](mailto:ASHHRA@ashhra.org).

- Applications submitted up to one (1) year **prior** to certification expiration date:

**ASHHRA Member Fee: \$135.00 | ASHHRA Non-Member Fee: \$225.00**

- Applications postmarked up to 30 days **past** the expiration date incur the late renewal fee.

**Late Renewal Fee: \$50.00** Additional fee applies if renewing by Alternative I or Alternative II.

- Indicate amount and method of payment. The application will not be processed by ASHHRA until payment is processed. For payment by check, allow two to three weeks for payment processing. Certification renewal fees are nonrefundable.
- Submit completed application and payment to ASHHRA. (*Submission instructions can be found under steps 3 – 5.*)

**Application processing time** is generally about two weeks from receipt of application. Certificants submitting incomplete applications or with ineligible renewal activities will be contacted and provided an opportunity to resolve the issue. Certificants meeting all renewal requirements will be issued a new certificate of achievement listing the new certification expiration date. The certificate will be mailed to the address in the certificant's member record.

**For questions about the certification renewal process or certificate for education programs completed through ASHHRA,** contact [ASHHRA@ashhra.org](mailto:ASHHRA@ashhra.org).

# CHHR Certification Renewal Application

## Method: Continuing Education



### **STEP 1: Complete certificant information**

Customer ID # \_\_\_\_\_

CHHR Certificate # \_\_\_\_\_ Certification Expiration Date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Current Mailing Address\*: \_\_\_\_\_ Business Home

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ Business Home

*\* Your record will be updated and your certificate will be mailed to the address above.*

### **STEP 2: Acknowledge agreement to Professional Standards of Conduct**

I certify that I agree to abide by the *Professional Standards of Conduct* as presented on Page 4 of this Renewal Application Instructions found on the ASHHRA website of ASHHRA.org. Furthermore, I certify that I agree to abide by regulations for CHHR certification renewal requirement contained therein. The information I have submitted in this application is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or processing of it delayed or voided.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **STEP 3: Complete payment**

Visit the ASHHRA online store at <https://connected.ashhra.org/onlinestore/merchandise> and select "ASHHRA CHHR Renewal Fee" to process payment.

#### **Certification Renewal Application Nonrefundable Processing Fees**

*Applications submitted up to one (1) year prior to certification expiration date:*

- ASHHRA Member Fee: \$135.00
- ASHHRA Non-Member Fee: \$225.00

***Applications postmarked up to 30 days past the expiration date incur the late renewal fee of \$50.00***

### **STEP 4: Record your CE Activities**

Use the **CE Activities Tracker** on the following page to help you keep track of your CEUs. Make additional copies of the sheet as needed.

### **STEP 5: Submit completed renewal application**

Email to: [ASHHRA@ashhra.org](mailto:ASHHRA@ashhra.org), Subject: CHHR Certification Renewal

*Total processing time is generally about two (2) weeks from receipt of application.*

**CE Activities Tracker**

**Name:** \_\_\_\_\_

*Make copies of this form as needed.*

<b>Education Program Title</b>	<b>Education Provider</b>	<b>Date(s) of Education (MM/DD/YY)</b>	<b>Content Code(s)</b>	<b>Type Code</b>	<b>Contact Hours</b>
<b>TOTAL CONTACT HOURS</b>					