

ABOUT CONTINUING PROFESSIONAL EDUCATION

To be accepted for renewal of the CHESP, continuing professional education must relate to the categories identified in the CHESP Examination Content Outline. A list of these categories with Content Codes follows. A Content Code must be identified for each activity reported. Tasks that relate to each category are identified in the *CHESP Candidate Handbook and Application* (available from www.aha.org/certification).

Content Code	Content Category
1	Regulatory Compliance
2	Planning, Design, and Construction
3	Operations Related to Environmental Sanitation
4	Operations Related to Waste Management
5	Operations Related to Textile Management
6	Financial Stewardship
7	Administration

When selecting continuing professional education activities, you are encouraged to refer to your Examination score report to identify subscore areas where additional study may be beneficial.

Contact hours are used for renewal of the CHESP credential. A contact hour is defined as 50-60 minutes of educational experience. **Activities must be of at least 30 minutes' duration to qualify for renewal credit, and all activities must be reported in 30-minute increments.**

The following table provides acceptable types of continuing education, Type Codes, documentation required for each activity, and maximum number of contact hours accepted per type over the three-year period. A Type Code must be identified for each activity reported.

Type	Type Code	Description	Documentation	3-Year Maximum
Educational program	1	Participation in lecture, workshop, educational session, or case presentation provided by a professional healthcare association/society, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. Multiple participations in the same course may be counted only once.	Certificate of attendance/ certificate of completion with CPE hours earned	No limit
Academic coursework (In person or online)	2	From an accredited college or university. One semester credit = 15 contact hours. One quarter credit = 10 contact hours	Grade report or copy of transcript	15 contact hours

Self-study, including audio conference, or online educational program	3	Provided by a professional healthcare association/society, healthcare facility or provider of services to a healthcare facility, or an industry-recognized provider of education. The provider must award contact hours or a similar measure of continuing education. . Online academic coursework is considered Type Code 2.	Certificate of completion with CPE hours earned	No limit
Professional speaking/teaching	4	At an educational program or a meeting of a national, regional, state or local professional association/society. Credit may be declared for twice the length of the educational program or speech.	Copy of program	15 contact hours
Academic teaching	5	In an accredited college or university. One semester credit = 15 contact hours. One quarter credit = 10 contact hours	Letter from academic institution	15 contact hours
Test item writing	6	For an AHA Examination. 0.5 contact hours are awarded for each accepted test item.	Letter from AHA Certification Ctr.	15 contact hours
Self-Assessment Examination	7	Completion of the Self-Assessment Examination provided by the AHA Certification Center earns 5 contact hours	Individual Mastery Report emailed from AMP	15 contact hours
Authoring / Publishing	8	Authoring a book chapter or at least two articles published in professional journals or periodicals with documented circulation that exceeds 1,000 readers earns 5 contact hours. Publications must have been published within the three-year certification cycle for which continuing professional education credit is being sought. Relate to a cognitive domain or domains and concomitant tasks included in the appropriate Examination content outline. Bear the author's name, the publication's name, and the date of publication; and have been published outside of the certificant's facility or place of business.	Copy of the book chapter or articles	15 contact hours

Please be sure to keep track of all CPE credits earned in order to submit as verification of continuing education for CHESP renewal. Note that AHE **does not** keep track of credits earned by educational program participants.

You also have the option of retaking the CHESP Exam in order to renew your certification. Please visit <http://www.aha.org/aha/Certification-Center/index.html> for more information on renewal requirements.

For questions about the CHESP certification eligibility requirements, certification process or renewal requirements, please contact the American Hospital Association Certification Center (AHA-CC) at certification@aha.org, 312-422-3711, or 312-422-3715. Many of your questions may be addressed in the CHESP Candidate Handbook.

For questions about review courses or other exam preparation materials, please contact AHE at AHE@aha.org or at 312-422-3860.