**CVAHP Certification Eligibility, Renewal, and Reinstatement**

**Purpose**

This policy exists to provide a description and guidelines for eligibility to apply for Certified Value Analysis Healthcare Professional (CVAHP) and requirements for certification Renewal.

**Applicant Eligibility**

1. Applicants must have two (2) years formal post-secondary education or higher and three (3) years cumulative experience in a Value Analysis (VA) role. Cumulative experience is defined as the total length of time employed with responsibility for participation in the value analysis process. The experience does not have to be consecutive or with a single employer.
2. Experience will be verified by one (1) of two (2) methods:
3. Submission of a letter of reference from the applicant’s manager/director/supervisor verifying that the candidate performs the job functions of a value analysis professional and meets the requirements to sit for certification and confirmation from the applicant’s human resources department of tenure in the role (may include documentation from more than one organization in the event they changed employers).
4. Submission of a copy of their job description that specifies responsibility for the job functions of a value analysis professional and confirmation from their human resources department of their tenure in this role (may include documentation from more than one organization in the event they changed employers).
5. Examples of job functions within a letter of reference or job descriptions include but are not limited to:
	* Evaluating product or service requests to include clear financial and evidence based criteria
	* Coordinating or facilitating stakeholder teams that provide input into decisions
	* Coordinating product or service conversion or additions
	* Developing and implementing standardization, utilization and cost reduction activities related to products and services
	* Monitoring and reporting program metrics to leaders and associates
	* Coordinating post conversion follow up activities and measures

**Certification**

Certification will be awarded to candidates who achieve a passing score on the Certification of Value Analysis for Healthcare Professionals examination.

**Certification Renewal**

The certification term is three (3) years. Unless renewed, certification expires three years from the date referenced on the Certification certificate. To be eligible for renewal applicants must submit a record of their required educational credits and the renewal fee prior to the expiration of their certification.

* 1. Renewal reminders will be sent 90 days, 60 days and 30 days prior to the certification expiration date.
	2. Applicants are required to submit a record of completion of forty-five (45) hours of educational credits related to the value analysis field and/or professional development.
	3. Qualifying educational credits must be awarded by a professional organization.
	4. Credits may be earned through course work, conference attendance and other professional activities as listed in the grid below.

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| **Education Activity Type** | **Education Description** | **Maximum Credits eligible to be applied per renewal period** | **Proof of completion required for audit** |
| Attendance to CEEvent/program | Attendees must be inattendance at least 50 minutes of a 60-minute or 25 minutes of a 30 minute webinar/lecture to receive credit for the session | 45 CE | Proof of attendance |
| Educational Program/Professional Presentation/ Podcast | Preparation andpresentation of an educational session will recognize 10 hours of educational credit for each one-hour presentation and 5 hours for a one-half hour presentation | No more than 20educational credits | Submit date, time,location and title of presentation and presenter name(s) |
| Authoring/Publishing | Professional publication toinclude state and national organization publications | 5 educational credits foreach article with maximum of 15 educational credits | an e-link to the article orinclude a copy of the article. |
| Academic Coursework | From an accredited collegeor university• One (1) semester credit= 15 contact hours• One (1) quarter credit =10 contact hoursIncludes in-person and online | 15 contact Hours | Grade report orcopy of transcript |
| Self-study program | Program provided by aprofessional healthcare Association. Provider must award contact hours• Includes audio conferences and online education | Maximum 9 contact hours | Certificate of completionwith contact hours earned |
| Poster Presentation(national meeting) | Subject: value analysis | Maximum 6 contact hours3 different posters2 contact hours each | Electronic copy of poster |
| Blog or other Social Mediacontributions | Research and evidence-based information related to value analysis. Opinion pieces | Contactinfo@AHVAP.org to discuss | e-link to posting |

* Proof of completion must be submitted only if you receive notice your educational entry is being audited.
* Sessions must be at least 30 minutes in duration and be reported in a minimum of 0.5 contact hour increments
* Attendees must be in attendance at least 50 minutes of a 60 minute webinar/lecture to receive credit for the session. Hours reported in excess of the maximum allowed for an Education type will not be eligible toward certification renewal requirements.
* Educational credits must be completed during the current certification renewal period.  Excess credits do not carry over to the next period.

**REINSTATEMENT OF AN EXPIRED CERTIFICATION**When certification is not renewed by the expiration date, certification may be reinstated up to 12 months following the expiration date by:

* Submitting a record of completion of 45 hours of educational credits related to the four pillars of Healthcare Value Analysis: Governance and Structure, Healthcare Value Analysis Methodology, Professionalism and Business Ethics, and Finance.
* CE’s must be completed in the three year period preceding the date the application is submitted.
* Educational credit hours must be logged in the SMT Candidate Processing system ([smttest.com)](https://urldefense.proofpoint.com/v2/url?u=http-3A__smttest.com&d=DwMFaQ&c=2Nw3fMGo2X8W9N0cgJ8QEE6dJUdSW43Zo0sycqQq3H0&r=xwIbJuF4k9ArXuoFdUqNqtatxBgAZTTuAbIZZtp2uc8&m=4DXOIVZ-LGFhNJuylV5a2nidT85wNp48CbOm6E7J07g&s=WefhaCXIAtuS825RIo6s5zu5l1V1efB4ELSCyKZU5pI&e=) before the renewal can be processed and may be subject to a random audit.
* The applicant must submit the renewal fee AND a $50.00 administrative fee with the request for reinstatement.
* The new 3 year certification period begins the date the application is approved.

**Note:** For certifications that have expired more than 12 months beyond the expiration date, certification may be reinstated by registering for and successfully completing the CVAHP Certification exam.

For detailed application requirements, testing and renewal information please see the CVAHP
 Handbook at [CVAHP Handbook](http://www.ahvap.org/?page=CVAHP_home&hhSearchTerms=%22CVAHP+and+handbook%22).

**Appeals**

The Purpose of the Appeals Committee is to review and recommend action for requests for exceptions to Requirements and Fees. Applicants may request a review by an Appeals Committee for exceptions. The committee will consider exceptions for extenuating circumstances on a case-by-case basis and advise the AHVAP Board of their decision prior to notifying the requester of their ruling.

09/2021 (MM/YYYY)

Review Date

10/2016 (MM/YYYY)Date approved by AHVAP Board of Directors