**CVAHP Certification Eligibility and Certification Renewal**

**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 be 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 CE Event/program | Attendees must be in attendance at least 50 minutes of a 60-minute webinar/lecture to receive credit for the session | 45 educational credits | Proof of attendance |
| Educational Program/ Professional Presentation/ Podcast | Preparation and presentation of an educational session will recognize 10 hours of educational credit for each one-hour presentation | No more than 20 educational credits | Submit date, time, location and title of presentation and presenter names |
| Authoring/Publishing | Professional publication to include state and national organization publications | 5 educational credits for each article with maximum of 15 educational credits | An e-link to the article or include a copy of the article. |
| Academic Coursework | Attendance at an accredited college or university  Includes in-person and online   * One (1) semester credit = 15 contact hours * One (1) quarter credit = 10 contact hours | 15 educational credits | Grade report or copy of transcript |
| Self-study program | Program provided by a professional healthcare Association. Provider must award contact hours   * Includes audio conferences and online education | 9 educational credits  1 contact hour =  1 educational credit | Certificate of completion with contact hours earned |
| Poster Presentation (national meeting) | Subject: value analysis | 6 educational credits  3 different posters  2 educational credits each | Electronic copy of poster |
| Blog or other Social Media contributions | Research and evidenced based information related to value analysis. Opinion pieces | Contact [info@AHVAP.org](mailto:info@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.

**Failure to Renew by the date of expiration – Reinstatement of Certification**

* 1. When certification is not renewed by the expiration date, certification may be reinstated during the thirty (30) day period following the date of expiration by:
* Submitting record of the required 45 CE credits. CE’s completed during the 30 day grace period may be used to satisfy the CE requirement for renewal and cannot be used for a subsequent renewal.
* The applicant must submit the renewal fee AND a $50.00 late fee
  1. Once a certification has expired, and the 30 day grace period has passed, certification can be achieved by passing the certification exam.

**NOTE**: 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.

03/2021 (MM/YYYY)

Review Date

10/2016 (MM/YYYY)

Date approved by AHVAP Board of Directors