



AACVPR Professional Certification Commission

Certification Renewal Policy

Policy Statement

Certification shall be renewed every three years. The PCC will continually assess and revise, as necessary, the criteria, time interval and methods to ensure current relevance, validity and reliability of the evaluation process.

Purpose

The purpose of renewal of certification is to assure a level of continued competence through the ongoing enhancement of knowledge and skills in the field of cardiac rehabilitation. A three-year certification cycle has been established to maintain current knowledge with the ever-changing aspects of cardiac rehabilitation.

The PCC will determine the process and criteria for assessing individuals who apply to renew the CCRP certification. The assessment will be based on the current body of required knowledge and skills determined by the PCC to be essential for continued certification.

Certification Renewal Cycle

A three-year certification cycle has been established as appropriate given current national standards for renewal of certification. The three year cycle provides certificants a sufficient time frame to obtain continuing education from a diverse subject matter in the field of cardiac rehab.

An individual's certification will expire for failing to complete the certification renewal process. Individuals whose certification has expired or who fail to complete the certification renewal process may no longer use the CCRP credential.

All CCRP Certifications will expire on December 31 three years after the candidate passes the exam. Due to planned holiday office closures, all candidates will have until January 5 after their expiration date to submit their recertification applications. All certificants will be held to the January 5 deadline for submission of their recertification application, regardless of his/her initial certification date. For example, a certificant who achieves certification on April 30, 2023 will have an expiration date of December 31, 2026 and would need to submit their recertification application by January 5, 2027. The subsequent recertification application deadline would be three years following that date on January 5, 2030.

CE Requirements for Certification Renewal

It is of the utmost importance that the continuing education required for certification renewal reflects the diversity of subject matter in the field of cardiac rehab over, therefore, the Professional Certification Commission has established the following requirements for certification renewal:

- 60 hours of continuing education credits every three years
- 25 hours of which must be AACVPR-approved coursework

Requiring a portion of the credits to be AACVPR approved further ensures that certificants are engaging in educational activities that are directly related to the current competencies of cardiac rehab.

Reporting Credits

- CEs should be reported to AACVPR Headquarters by the stated January 5 deadline every three years.
- PCC staff will maintain a list of those who are to recertify in the current year on the certification page on the AACVPR website.
- It is the certificants responsibility to notify AACVPR of address, e-mail and fax number changes. Failure to notify AACVPR of change of address, email, fax or other contact information and the resulting failure to receive reminder notices of the deadlines associated with the certification renewal process will not serve as grounds for appeal to expiration.
- The certificant is responsible for knowing when his/her certification expires and notices should be considered a courtesy.
- The non-receipt of a renewal notice does not waive the requirement and will not serve as basis for an appeal to expirations.
- A CCRP certification renewal application must be completed and returned to the AACVPR Headquarters between September 1 and January 5.
- Any programs attended by the certificant prior to earning certification will not qualify for certification renewal credits, with **one** exception. Certificants who take and pass the CCRP exam at the AACVPR Annual Meeting or an AACVPR affiliate meeting will be allowed to count the credits earned at that meeting towards their recertification, should the date of the exam occur within two (2) calendar days of the official meeting end date.
- The PCC reserves the right to audit any certificants' records. Any credits which cannot be verified during the audit process will be disqualified.
- It is the responsibility of each certificant to maintain records documenting CEs.

Qualifying Activities

Completion of 60 continuing education credits within a three-year certification cycle is required. A minimum of 25 credits must be AACVPR-approved coursework. The remaining CEs can from non-AACVPR programs that are credible industry-related CEs directly related to the core competencies of cardiac rehab.

AACVPR-approved credits are defined as programs that have been submitted through AACVPR's application process. Examples of credits that would count towards this requirement include:

- Participation in [AACVPR Annual Meetings](#)
- Participation in any [live](#) or [recorded](#) AACVPR Webinars
- Participation in any [AACVPR Learning Center](#) course or course bundle
- Participation in AACVPR-Approved affiliate events. Please contact education@aacvpr.org for a list of approved events.

Non-AACVPR approved programs are defined as other industry related activities such as conferences, seminars, workshops, training sessions, teleconferences, webinars, or online coursework. One credit will be awarded for each 50 minutes of attendance.

Other activities that qualify for non AACVPR-approved credits are as follows:

- **Teaching or Speaking:** Credit will be granted for development/delivery of each unique presentation directly related to the core competencies of cardiac rehab at the rate of 1 credit per hour with a maximum of 10 credits per renewal cycle may be used.*
 - *Presentations given at AACVPR-accredited programs may be used for AACVPR credits.
- **Published Peer Reviewed Articles or Books:** Credit will be granted for first and second authors on peer reviewed articles published in journals or books on a cardiac rehab industry related topic. Five (5) credits will be awarded for each published article or book with a maximum of 20 credits per renewal cycle may be used. *
 - *Articles published in JCRP may be used for AACVPR credits at a maximum of one (1) article (5 credits) per renewal period.
 - Certain *News & Views* articles that relate directly to the CCRP domains may also be eligible to be used for continuing education purposes at a rate of one (1) credit awarded per article published. Authors must submit a review request to the PCC to determine if their article can be used for continuing education purposes, with a maximum of 5 credits per renewal cycle may be used. If you are interested in requesting credits for a *News & Views* article that you have authored, please reach out to certification@aacvpr.org for assistance.
- **College Courses:** Credit will be granted for successful completion of a college or university course directly related to the core competencies of cardiac rehab. Credit will also be granted for teaching college/university courses directly related to the core competencies. Credit will be awarded at the rate of five (5) credits per one (1) college course credit with a maximum of 20 credits per renewal cycle may be used.
- **Volunteer Service:** Credit will be granted for volunteer service to a state or national healthcare organization as a Committee Chair, Committee Vice Chair, or an Executive Board Member. Credit will be awarded at the rate of three (3) credits per year served, up to a maximum of nine (9) credit hours per renewal cycle.
 - Service as a Committee Chair or Executive Board Member for AACVPR or an AACVPR Affiliate Society may be used for AACVPR credits at a rate of three (3) credits per year served, up to a maximum of nine (9) credit hours per renewal cycle.

Activities that do not qualify for continuing education credits are as follows:

- Attendance at department, medical staff, or other work-related meetings
- Attendance at product-specific training courses
- Viewing equipment at trade shows/exhibits
- Developing and writing policies and procedures related to work or other professional responsibilities

Alternatively, a certificant may sit for the certification exam in lieu of submitting CEs. This will be allowed as often as the certificant wishes. The cost for this option will be the same as a candidate sitting for the exam for the first time. See the Candidate Handbook for current cost information.

Should the certificant fail the exam, his/her certification will expire immediately upon receiving the exam results. Certification will not continue to the end of the certification cycle, as not passing the exam reflects that a certificant has not maintained his/her minimum competence to hold certification.

Notification of Certification Renewal

PCC staff will notify certificants about ensuing certification expiration during the final year of the certification cycle. Each certificant due for renewal will be sent information outlining the certification renewal process and deadlines for submission of the renewal application. Any notice sent from AACVPR is considered a courtesy; it is the certificants' responsibility to understand when certification is due for renewal. Certificants are solely responsible for ensuring that current contact information is on file at the AACVPR Headquarters and for meeting stated deadlines. Failure to maintain current contact information with the AACVPR Headquarters will not be deemed sufficient grounds for appeal of certification expiration.

Documentation and Requirements for Certification

The certificant must submit the application, fee and documentation of CEs; or retake the exam and receive a passing score. The standard deadline for submission is January 5. Applications submitted after January 5 will be subject to a \$30 late fee and will be accepted until February 5.

Applications not submitted by February 5 will move to "inactive status." Certificants with inactive status will have an additional six (6) months to submit proof of credits earned during the certificant's designated three year renewal cycle and subject to an additional \$60 late fee. Credits earned after the three-year renewal cycle can only be utilized in the event that an extension has been requested by the February 5 deadline (reference "Request for Extension of Time Frame to Earn CE Credits" section on page 4).

Certificants in inactive status will be removed from the Good Standing Report on the AACVPR website and their CCRP credential will be considered temporarily suspended. Upon submission of completed application and applicable fees, the certificant's inactive status will be removed.

Any applications not received by June 30th of the year following renewal of certification will expire.

PCC Staff at the AACVPR Headquarters will review each application submitted for compliance with requirements to include confirmation that the CEs submitted are appropriate for the time-period, content and status (ie. AACVPR-approved). Upon determination of compliance with the certification renewal requirements, each certificant will be sent a letter and certificate indicating his/her renewed status.

Certification Renewal Audit

A random audit, of a minimum of 10% of the certification renewal applications, will take place each year. If selected for audit, the certificant will be notified of the audit and will be required to submit documentation to validate their application (e.g. attendance certificates). Any continuing education documentation submitted for audit may be verified with the sponsoring organization. PCC staff will determine compliance with CE criteria. Any questions regarding audit results of CE documentation received will be forwarded to the PCC for consideration. Certification will expire for failure to meet certification renewal criteria if the certificant is unable to submit evidence of the required number of CEs requested during the random audit process.

If the audit determines that the minimum number of required CEs has not been met, the candidate shall have 90 days from the notice of the results of the audit to complete the required continuing education, and the candidate shall be subject to the late fees to earn CEs. CEs earned during this 90 day period shall not be applied to the candidate's subsequent certification renewal cycle, and the candidate shall be subject to an automatic audit for the next cycle.

The PCC reserves the right to audit any individual's certification renewal application.

Request for Extension of Time Frame to Earn CE Credits

A candidate may request an extension in the event they have not obtained the required number of CEs for certification renewal. The extension request must be submitted in writing no later than February 5. Any requests for extensions received after the February 5 deadline will not be considered under any circumstances.

A candidate applying for an extension must submit the following documentation along with the written request for an extension: certification renewal application, at least half of the required credits earned within the current certification cycle, remit the appropriate application fee and additional late fee (see below section) for additional administrative services to monitor the extension.

Extensions will be granted for a maximum of six months commencing on the day after the current certification expires. Only one extension per certification cycle may be requested.

Late Fees:

- Application submitted after January 5 with all requisite credits earned by February 5: \$30
- Application submitted with a request for a six-month extension through June 30 to earn additional credits: \$60

Non-Renewal of Certification

An individual's certification will expire for failing to meet continuing education requirements or for failing to complete the renewal of certification process as outlined in this policy.

Individuals whose certification has expired or who fail to complete the certification renewal process may no longer use the CCRP credential.