

## HEM Certification Program Recertification Requirements

### Introduction

ECRI Institute's Center for Healthcare Environmental Management (CHEM) has updated the recertification requirements for the Healthcare Environmental Manager (HEM) certification program. Research, evaluation, and feedback from Healthcare Environmental Managers (HEMs) indicates strong support for recertification based on continuing education as a means for HEMs to maintain a satisfactory level of competence, and keep abreast of changes in pertinent regulations and best practices to develop effective policies, procedures, and training programs.

### Recertification Process

A HEM will be responsible for documenting the professional activities that they have been involved in during the three-years of their current certification cycle.<sup>1</sup> The HEM must submit a **synopsis** of those achievements as proof of their certification maintenance. Each HEM will receive several periodic recertification notices within the last year of their submittal deadline. It is the responsibility of the HEM to ensure that a current postal and email address is maintained in the ECRI Institute-CHEM file. If a letter or email is found to be "undeliverable", ECRI Institute-CHEM will attempt to contact the HEM using the most recent telephone number record. If ECRI Institute-CHEM still cannot locate the HEM, the HEM will be placed on inactive status until they have met all the necessary recertification requirements. (See Item #8 below)

### *General Requirements:*

1. **Certification cycle.** The certification period is three (3) years. That means over a three (3) year period you will need to compile your materials and submit them by the assigned due date of the third (anniversary) year.
2. **Background Materials.** Recertification will include submitting an updated curriculum vitae/resume (including a short biography and list of publications and presentations, if applicable), current contact information, and a list of your areas of expertise.
3. **Fees.** A fee of \$175.00 (USD) must accompany all recertification documentation. Acceptable payment methods include (a) check made payable to CHEM; (2) company purchase order (copy required); or (c) VISA, or Master Card credit charge.
4. **Certification Maintenance Points.** Successful recertification is achieved by compiling and submitting proof of an accumulation of 18 certification maintenance points (CMPs) during the three-year period. A list of "activities" that garner CMPs is listed on the last page of this document.
5. **Submittal Deadlines.** HEMs certified<sup>2</sup> from January 1 to June 30 of a particular calendar year must recertify by the June 30 of their third anniversary. HEMs certified from July 1 to December 31 of a particular calendar year must recertify by the December 31 of their three-year anniversary. The deadline for subsequent three-year recertification cycles will remain the same unless active certification is revoked and/or reinstatement is achieved. (see #7 below)
6. **Grace Period.** A *grace period* of no more than six (6) months after your recertification deadline can be granted for completing recertification. Requests for extension must be submitted in writing to the ECRI Institute-CHEM's Director before the recertification deadline.

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<sup>1</sup> All recertification submittals due in calendar year 2014 are subject to the requirements outlined in this document.

<sup>2</sup> Certified means the date on which you first passed the HEM certification examination.

7. **Revocation.** Failure to recertify over the three-year period, including the additional six-month grace period, will result in revocation of the HEM's active certification.

8. **Reinstatement.** Reinstatement of a HEM after revocation can only be achieved after all CMPs due in each certification period, have been submitted. Reinstatement also requires the individual to successfully pass<sup>3</sup> the current version of the HEM examination<sup>4</sup>.

9. **Carryover Points** In the event, a HEM accumulates more than the required 18 CMPs over the three-year period, the HEM may carryover a maximum of nine (9) CMPs towards their next recertification cycle. Regardless of the amount of points a HEM is "carrying over," he/she must still include those events, their description, and points on the CMP form for their next recertification cycle submittal.

*In all cases, a payment of \$175.00 U.S.D. must accompany your recertification submission. Please use the HEM Recertification Form to submit your CMPs.*

### **Certification Maintenance Point (CMP) Sources**

1. Active practice as an environmental manager, safety and/or security professional, industrial hygienist, risk manager, patient safety officer, infection control practitioner, hazardous materials manager, emergency management professional, in a healthcare setting or providing consulting services to the healthcare industry. **2 CMPs per year of service.**
2. Participation as a speaker and/or moderator in an audio and/or web conference. **3 CMPs**
3. Show proof<sup>5</sup> of publication of an article in a peer-reviewed journal or trade publication. **3 CMPs**
4. Show proof<sup>6</sup> of publication of a newsletter/interview article in a peer-reviewed journal or trade publication. **2 CMPs**
5. Show proof<sup>7</sup> of lecturing at seminar, conference, college/university or other similar function. **3 CMPs**
6. Actively participate in an advisory committee, research group, or task force. **3 CMPs**
7. Show proof<sup>8</sup> of attendance at a conference, certificate/certification course, seminar/workshop, or other similar sanctioned event. **1 CEU/CE = 1 CMP**
8. Show proof of completion of classroom or distance learning course offered through a regionally accredited college/university/technical school course. **1 CEU/CE = 1 CMP**
9. Attend one or more days of a HEM course as a refresher. **1 Day = 4 CMPs**
10. Show proof of successfully passing a certification, licensing examination, or recertification, and/or license upkeep. (e.g., CIH, CSP, CHMM, CHSP, CHCM, CPSO, CHPA). **6 CMPs**

<sup>3</sup> A passing grade is currently a score of 70 points out of 100.

<sup>4</sup> An additional fee of \$225.00 U.S.D. will be assessed to cover the administrative cost for the HEM examination.

<sup>5</sup> Acceptable "proof" would be a copy of the article with your byline or a letter from the publisher of the publication/journal.

<sup>6</sup> Same as footnote #5.

<sup>7</sup> Acceptable proof would be a letter acknowledging your participation in a professional or academic session, transcript, or faculty transcript.

<sup>8</sup> Acceptable proof would be a certificate of attendance.