Certified Value Analysis Healthcare Professional
(CVAHP™) Designation

Candidate and Recertification Handbook

Version 2.0

CONTENTS

ABOUT THE AHVAP CERTIFICATION CENTER

The AHVAP Certification Center is an independently governed and operated subsidiary of the Association of Healthcare Value Analysis Professionals, Inc. (AHVAP). The AHVAP Certification Center currently offers the industry's only Healthcare Value Analysis professional board certification, the Certified Value Analysis Healthcare Professional (CVAHP™) designation and has multiple micro-credentialing programs and/or certificate programs. To learn more about our offerings and become certified, please use the menu links to explore our revised [website](#). The AHVAP Certification Center is internationally recognized as an ISO 9001: 2015 Quality Management Systems Certified Organization by Skillfront.

CERTIFICATION FOR VALUE ANALYSIS HEALTHCARE PROFESSIONALS

The Association of Healthcare Value Analysis Professionals (AHVAP) Certification Center has established the industry's first and only healthcare value analysis credential – Certified Value Analysis Healthcare Professional (CVAHP™). The CVAHP™ designation was created to meet a growing need in the healthcare industry: the skill to apply healthcare value analysis principles to deliver outcome-driven, patient-centered care at the lowest cost.

AHVAP is nationally recognized as the preeminent authority in providing education, resources, and networking to promote value analysis in the healthcare community. The AHVAP Certification Center is an independent entity, separate from the membership Association of AHVAP, and is solely responsible for credentialing in healthcare value analysis. When effectively applied, healthcare value analysis delivers value for both organizations and suppliers by supporting collaboration between suppliers, supply chain leaders, physicians, clinicians, and other subject matter experts to make evidence-based decisions that result in optimal patient outcomes at the optimal economic value.

CERTIFICATION ELIGIBILITY REQUIREMENTS
To sit for the CVAHP™ examination, you must meet the following requirements:

EDUCATION AND EXPERIENCE
- Associate degree or higher equivalent from an accredited college or university *, and
- 3 years of cumulative experience participating in the VA process**
  *Education may be verified on request.
  **Cumulative experience is defined as the total length of time employed with responsibility for value analysis activities. The experience does not have to be consecutive or with a single employer.

Documentation to be submitted to the AHVAP Certification Center with the certification registration will include:

- Submission of the candidate's current resume and/or CV **AND at least one of the following:**
  - 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, **OR**
  - Submission of a copy of their current job description on organizational letterhead that specifies responsibility for the job functions of a value analysis professional.

Candidate supporting documentation should be submitted to the AHVAP Certification Center via email: certification@ahvap.org.

PREPARING FOR THE EXAMINATION

We have included a detailed content outline below of the topics and skills included in the exam. Try to be objective about your individual learning needs when deciding how best to study. Plan your study schedule well in advance. Once you are approved to take the certification examination, you have a total of 90 calendar days to sit for the certification examination, which is administered by our professional testing partner- SMT/Prometric. Candidates should not apply to take the exam until they are ready to schedule their exam appointment and take the exam before the expiration of their 90-day exam authorization period. There are no extensions to exam eligibility authorization periods. It is the candidate's responsibility to manage accordingly.

Be sure to answer each question, even the ones for which you are uncertain. Avoid leaving any questions unanswered as this will maximize your chances of passing. It is better to guess than to leave a question unanswered. There is no penalty for guessing.

The AHVAP Certification Center does not endorse, review, nor maintain affiliation with any exam preparation programs or resources. Candidates should thoroughly vet their preparation materials independently.

Content Area	# of Questions on Exam
Governance and Structure	30
Healthcare Value Analysis Methodology	30
Professionalism and Business Ethics	15
Finance	25
The total score is based on 100 scored items. The examination also includes 10 pretest items which are not counted in the scoring of the examination.	

CERTIFICATION EXAMINATION CONTENT OUTLINE

1. Governance and Structure   **30 Items**

  A. Design an evidence-based healthcare value analysis model
1. Advocate for a patient centered approach that includes quality, safety, and patient experience
2. Establish goals, objectives, charters, and education to support the model
3. Incorporates support from executive team to create an organizational structure that utilizes the AHVAP value analysis process
4. Assign the roles of participants / stakeholders in the healthcare value analysis process
5. Define metrics to evaluate robust clinical and financial outcomes

  B. Project management in healthcare value analysis
1. Initiate or reject a healthcare value analysis project
2. Plan a healthcare value analysis project
3. Execute a healthcare value analysis project
4. Monitor and evaluate a healthcare value analysis project
5. Conclude a healthcare value analysis project
6. Follow up after a healthcare value analysis project to determine results or check and adjust as needed

  C. Communication & collaboration
1. Communicate to an organization the value analysis purpose, goals, and metrics
2. Facilitate value analysis meetings
3. Tailor communication to diverse audiences
4. Establish and implement a barrier escalation process
5. Collaborate with physicians, clinicians healthcare providers and consumers to identify and evaluate opportunities for value through:
   a. standardization
   b. clinical quality outcomes
   c. cost effectiveness
   d. utilization management
   e. safety
   f. sustainable practices

2. Healthcare Value Analysis Methodology   **30 Items**

  A. Identification
1. Validate the need
   a. Define current problem
   b. Identify future requirements
2. Review GPO contract compliance and identify opportunities

3. Assess for standardization opportunity

4. Assess new regulations and new evidence-based practice

5. Address defective product/recalls

6. Review capital budget request

7. Identify savings opportunities

8. Respond to strategic initiatives

9. Examine quality/safety issues

B. Gather information

1. Collect usage data

2. Identify supplier's capacity

3. Obtain all pertinent costs and support data

4. Identify key clinical and non-clinical stakeholders to assess current practices related to utilization, supply, equipment, or purchased services

5. Conduct literature review

6. Obtain benchmarking data

7. Investigate community standards and list serves

8. Identify product specifications and compare to defined clinical requirements/outcomes

9. Analyze reimbursement information when applicable

10. Utilize information from regulatory agencies

11. Review policy/procedures/guidelines

12. Identify sustainable opportunities

C. Analysis

1. Complete cost analysis

2. Conduct negotiation

3. Identify purchase versus lease benefits, if applicable

4. Evaluate consignment or supplier-managed opportunities

5. Determine if evaluation is necessary

6. Establish evaluation parameters

   a. Identify a champion

   b. Identify which units or which hospitals

   c. Identify timeframe versus number of patients

   d. Obtain product samples

   e. Provide training for clinicians participating in the product/equipment evaluation

   f. Develop objective evaluation form based on quality, safety, outcomes, and effectiveness

7. Determine final financial, clinical, safety, quality, and potential outcomes impact

8. Explore educational needs and opportunities

9. Establish committee decision

D. Implementation

1. Determine inventory management strategy
2. Identify logistical plan
3. Build item master and charge master if applicable
4. Develop and execute education plan
5. Design communication plan
6. Collaborate to ensure policy/procedure/guidelines are updated

E. Monitoring
   1. Review compliance metrics to evaluate the success of a project (clinical, financial, safety, quality, outcomes, and impact)

3. Professionalism and Business Ethics   15 Items

A. Adhere to organization compliance guidelines
B. Define key legal and ethical considerations
C. Develop supplier relationship strategies
D. Comply with disclosure and confidentiality policies
E. Serve as a resource to internal and external customers

4. Finance   25 Items

A. Value analysis definition
B. Integrate financial principles into value analysis
C. Goal setting
   1. Financial
   2. Non-financial
D. Finance definitions
   1. Savings
   2. Return on investment
   3. Payback
   4. Costs
      a. total cost
      b. fixed and variable costs
      c. direct and indirect costs
      d. activity based cost
      e. life cycle cost
      f. utilization cost
E. Integrate financial strategy into value analysis
F. Metrics for the value analysis program
G. Monitor effectiveness of value analysis program
H. Gap analysis

I. Coordinate with stakeholders
   1. Internal stakeholders
   2. External stakeholders
J. Perform cost analysis
   1. Use benchmarks
   2. Complete cost analysis process
   3. Verify cost analysis
K. Understand contract principles with respect to the value analysis process
   1. Supply chain, contracts, and value analysis
   2. Compare contract management and the value analysis process
   3. Contracting compliance
   4. Contracting strategies
      a. general principles
      b. bulk buys
      c. rebates
      d. capitated pricing
      e. committed pricing

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[1] Each examination form will include 10-items which are pretest exam questions. These items do not count for or against candidates. The exam time limit is 2 hours.

TESTING AGENCY

SMT/Prometric assists the AHVAP Certification Center in the development, administration, scoring and analysis of the Certified Value Analysis Healthcare Professional (CVAHP™) examination. SMT/Prometric has more than 70 years of experience providing worldwide testing solutions to corporations, federal and state government agencies, professional associations, certifying bodies and leading academic institutions. SMT/Prometric is solely responsible for all testing activities, which includes both in-person testing centers and the remote proctoring option. All exam candidates are required to comply with SMT/Prometric's testing security requirements to ensure exam integrity. Failure to comply with all examination policies will result in the immediate voiding of the examination session and potential disciplinary action including permanent revocation of testing authorization.

NONDISCRIMINATION POLICY

Prometric does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, sexual orientation, disability, marital status, or any other protected characteristic.

COMPLETING YOUR APPLICATION

1. Access the Candidate Processing System using the link provided on the AHVAP Certification Center website within the Initial CVAHP™ Certification menu.

2. On the Welcome page, click the Create New User ID record.

Welcome to Candidate Processing System

an application and certification management system

Login

User ID: _____ * required

Password: _____ * required

[Login]

If you do not have a User ID, click Create New User ID.
If you have misplaced your ID, please ~~call~~ ISO Quality Testing at 866-773-1114
~~tten~~ ~~password~~ please click Forgot Password.

Select the Create New
User ID option.

~~p~~assword must be entered with the correct case.

~~2~~020 Schroeder Measurement Technologies, LLC

Exit

SMT

As a new user, fill in the profile information.

SMT

⇒ Exit

First Name [ ] *
Middle Name [ ]   Home Phone [ ]
Last Name [ ] *   Work Phone [ ]
Address1 [ ] *E-mail Address [ ]
Address2 [ ]
                        *
City [ ]   **Candidate Profile Information**

> Once you have entered all of the requested information, click the Next button.

* This information is provided to your organization and may be used for official correspondence and certificates.

* This information must also exactly match the identification you will be required to show the test center administrator prior to testing.

*
...e make sure the
...n is   * = Required
Next.   [Next]

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3. Once you have entered your profile information and clicked on the next button you will receive your SMT/Prometric User ID and Password. You must register your name exactly as it appears on your government issued ID. Please keep your User ID and Password somewhere safe, as you will need this to schedule your exam, update your Continuing Education credits, and renew your certification.

CANDIDATE PROCESSING SYSTEM

This is your UserID and Password for Candidate Processing System.

User ID: sean@smt_
Password: ZpNbM

...has also been emailed to you. You should record your UserID and Password, and keep it secure.

> Once you have recorded your User ID and Password, click the Continue button.

[Continue]

ISO-QUALITY TESTING, INC

IQT Home   Contact
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ISO Quality Testing, Inc. - An SMT 'Sister' Company

4. Enter your User ID and Password in designated spaces of Login page.

Enter your User ID and Passcode in the designated spaces and click the Log-In button.

Welcome to Candidate Processing System
an application and certification management system

Login

User ID: _____ * required
Password: _____ * required

Login

If you do not have a User ID, click Create New User ID.
...u have misplaced your ID, please call ISO Quality Testing at 866-773-1114
If you have forgotten your password please click Forgot Password.

Note that your password must be entered with the correct case.

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REGISTERING FOR AN EXAMINATION

Step 1. Once the AHVAP Certification Center staff has approved and pre-registered a candidate to sit for an exam, the candidate will receive the following email from registrations@isoqualitytesting.com. The candidate will use this email to schedule their exam.

Friday, July 17, 2020
Dear Candidate,

You have now been approved by AHVAP Certification Center to schedule an appointment to sit for your examination. Please proceed as follows:

1 -- Go to our home page: www.IQTTesting.com
2 -- Using the option "Exam Registration"
3 -- Select the Organization: Association of Healthcare Value Analysis Professionals.
4 -- Select the exam: Certified Value Analysis Healthcare Professional Exam.

5 -- Enter your Username and Password to login. These are:

Username: ------------@------.---
Password: ********

After logging into the IQT website, please follow the on-screen instructions for scheduling an appointment. Please note that you must test within a 90-day date range: **/01/20-- to **/31/20--. There are no exceptions to this eligibility window, so please plan accordingly. Additionally, the AHVAP Certification Center has no control over the availability of test center or remote proctor appointments, so please plan accordingly and schedule your preferred exam appointment as soon as possible when receiving your exam eligibility approval via email.

Reschedule/Cancellation Policy: If you fail to show up for your examination at the scheduled time, do not have the proper identification, do not complete your exam within your established eligibility window, or do not have your admission document, you will not be allowed to sit for your exam. You will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. However, if an issue arises that prohibits you from making it to your scheduled exam, you may reschedule once prior to (5) calendar days before your scheduled exam date. **You may be required to pay a rescheduling fee to process your request**. If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless one of the following 4 situations have occurred:

- o **Death in the immediate family**
- o **Military Deployment**
- o **Sickness with Work Excuse accompanied by valid provider's note**
- o **Jury Duty**

If you experience any of the above issues, you **MUST** provide SMT/Prometric and the AHVAP Certification Center with proper documentation before being rescheduled to a new date. **If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your exam date, then you will not be allowed to reschedule or cancel your exam. Please also note that if you do not show up, you will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam. All documentation is subject to approval and verification by the AHVAP Certification Center. In a reasonable accommodation required by an exam candidate is not available at the time of an examination reschedule, a candidate may be rescheduled at no penalty to the candidate.**

Result Letter: Please note that you **MUST** receive a status letter after completing the exam. **Please do not leave the testing center until this has been given to you by the Proctor.**

Should you require assistance, please click on the "Contact Us" button on the home page to send a message to customer service, or you may call (toll-free in USA and Canada) 1-866-773-1114, or (other countries) +1 727-733-1110.

Sincerely,

Iso-Quality Testing, Inc.

Step 2. Once a candidate has received the above email, the candidate will be directed to the IQT website, www.iqttesting.com, to complete their registration.

Step 3. From the IQT welcome screen, candidates will select from the drop-down list Organization: Association of Healthcare Value Analysis Professionals and Exam: Certified Value Analysis Healthcare Professional Exam they have been pre-registered for. This information can be found in the pre-registration email they received earlier (Step 1).

In the first drop down, candidates will select AHVAP, Association of Healthcare Value Analysis Professionals.

EXAM REGISTRATION

Welcome to IQT Testing!

Organization:
IC&RC. . .International Certification & Reciprocity Consortium

Exam:
Alcohol and Drug Counselor (ADC) Examination (Formerly known as Alcohol & Other Drug Abuse Counselor)

> In the second drop down, candidates will select the Certified Value Analysis Healthcare Professional exam they have been pre-registered for.

Next

> Once both drop downs have been selected, candidates will click Next.

IQT Home
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...lity Testing, Inc. - An SMT 'Sister' Company

Step 4. Candidates will then be directed to the Login screen. It is important to note that a candidate will not be able to log in unless they have been pre-registered for an exam by the AHVAP office.

IQT EXAM

Login

User ID: sdc03@yahoo.com
...word: ●●●●●●●●

Login

> Candidates will enter the User ID and Password identified in their pre-registration email.

> Once a candidate has entered the User ID and Password identified in the pre-registration email, they will click the Login button.

...login, please contact IC&RC. . .International Certification &
...ortium.
...ced your login, please call ISO Quality Testing at 866-773-1114.
...ssword must be entered with the correct case.

Registration Home
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Step 5. Candidates will then be directed to the Candidate Profile screen. It is important that candidates verify all information on this page, as this information is used to populate the Admission Document and status letter. Security procedures do not allow candidates to change their name or

email address. This ensures that the candidate who was pre-registered for an exam is the candidate who sits for the exam.

Once a candidate has verified and/or corrected all information, the candidate will click the Next button.

It is imperative that all candidates verify and correct the information on this page.   If a candidate needs to change their name or email address, they should do so by contacting AHVAP office certification@ahvap.org where they were pre-registered.

Step 6. Candidates will then be directed to the Site Scheduling screen. The candidate will choose the location, date, and time of their exam. This is a real time scheduling system, so once a candidate has selected a location, date, and time for their exam and clicks the Next button, they are immediately confirmed for that location, date, and time.

The dialogue box in the middle of the screen displays any additional seating or availability open in the candidate's area.

Candidates will click the next button to continue to the Scheduling screen.

IQT EXAM

Exam - Alcohol and Drug Counselor (ADC) Examination (F...

Test Centers	21.1 miles - Volunteers of America Tampa FL
Exam Times	< select an exam time >

< select an exam time >
 5 Jan 2011 - Wed 9:00am - (Eastern Standard Time)
 6 Jan 2011 - Thu 9:00am - (Eastern Standard Time)
 7 Jan 2011 - Fri 9:00am - (Eastern Standard Time)
12 Jan 2011 - Wed 9:00am - (Eastern Standard Time)
13 Jan 2011 - Thu 9:00am - (Eastern Standard Time)
14 Jan 2011 - Fri 9:00am - (Eastern Standard Time)
19 Jan 2011 - Wed 9:00am - (Eastern Standard Time)
20 Jan 2011 - Thu 9:00am - (Eastern Standard Time)
21 Jan 2011 - Fri 9:00am - (Eastern Standard Time)
26 Jan 2011 - Wed 9:00am - (Eastern Standard Time)
27 Jan 2011 - Thu 9:00am - (Eastern Standard Time)
28 Jan 2011 - Fri 9:00am - (Eastern Standard Time)

> Candidates will use these two drop downs to identify a location and time for their exam. The closest location to the address in their profile will always display in the Test Center field.

IQT EXAM

Exam - Alcohol and Drug Counselor (ADC) Examinatio...

Test Centers	21.1 miles - Volunteers of America Tampa FL
Exam Times	< select an exam time >

Test Center Search Parameters

To select other test centers change the postal code(U.S. and Canada only), or location.
To select other exam times change the start date.
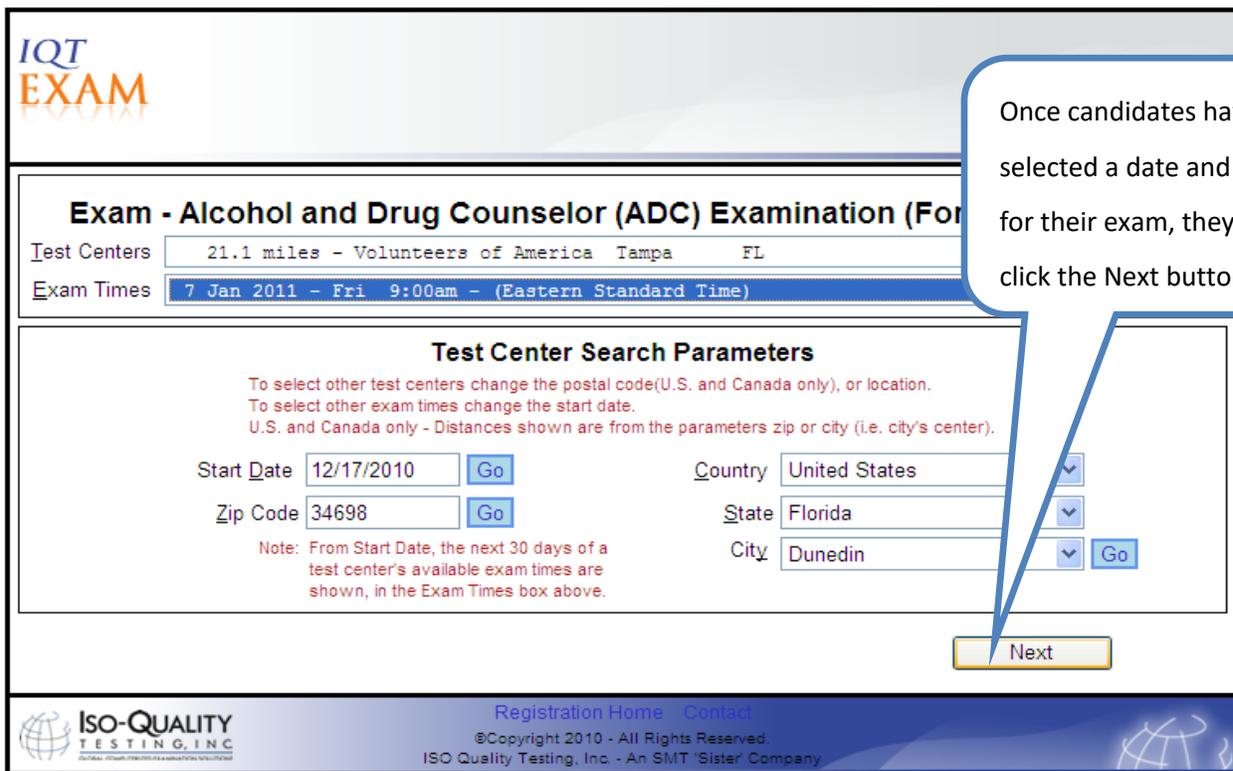U.S. and Canada only - Distances shown are from the parameters zip or city (i.e. city's center)

Start Date	12/17/2010 Go	Country	United States
Zip Code	34698 Go	State	Florida
		City	Dunedin

Note: From Start Date, the next 30 days of a test center's available exam times are shown, in the Exam Times box above.

> If a candidate will be traveling or working in a city or state other than the one listed in their profile and would like to take their exam in that location, they can change the search parameters in this section, after which, the test center field above will display the test centers closest to the new location.

Exam - Alcohol and Drug Counselor (ADC) Examination (For

| Test Centers | 21.1 miles - Volunteers of America   Tampa   FL |
| Exam Times | 7 Jan 2011 - Fri 9:00am - (Eastern Standard Time) |

Test Center Search Parameters

To select other test centers change the postal code(U.S. and Canada only), or location.
To select other exam times change the start date.
U.S. and Canada only - Distances shown are from the parameters zip or city (i.e. city's center).

Start Date 12/17/2010   Go   Country United States
Zip Code 34698   Go   State Florida
Note: From Start Date, the next 30 days of a   City Dunedin   Go
test center's available exam times are
shown, in the Exam Times box above.

Next

Once candidates have selected a date and time for their exam, they will click the Next button.

Registration Home   Contact
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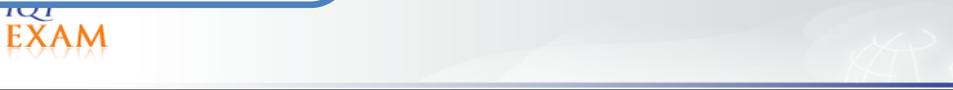
Step 7. Once a candidate has selected the location, date, and time of their exam and clicked the Next button, they will be directed to the Confirmation screen. The candidate must agree to the IQT Examination agreement prior to confirming their exam scheduling choice. Once a candidate clicks the Submit button, their scheduled exam is confirmed and cannot be changed without contacting the AHVAP office where they submitted their application.

Candidates can view the IQT Examination Agreement by clicking on the blue link.

Candidates will then click the box affirming they agree with the IQT Examination Agreement.

Candidates will need to check this box prior to proceeding with the confirmation.

Candidates will click submit and be directed to their Admission Document.

Step 8. Once a candidate has clicked the Submit button on the Confirmation screen, they will be presented with their Receipt and Admission Document. The candidate will be immediately prompted to <u>print this document as they will not be permitted entry to the testing center without this document and one form of ID</u>. **The ID must be a valid government issued photo ID with signature**. If the candidate loses or misplaces the Admission Document, they may log back into their account and print this document as many times as they deem necessary.

> **EXAM REGISTRATION RECEIPT**

> Candidates will click print to print the document they will need to bring to their scheduled exam. Candidates will not be permitted to take the exam if they do not bring this document with them.
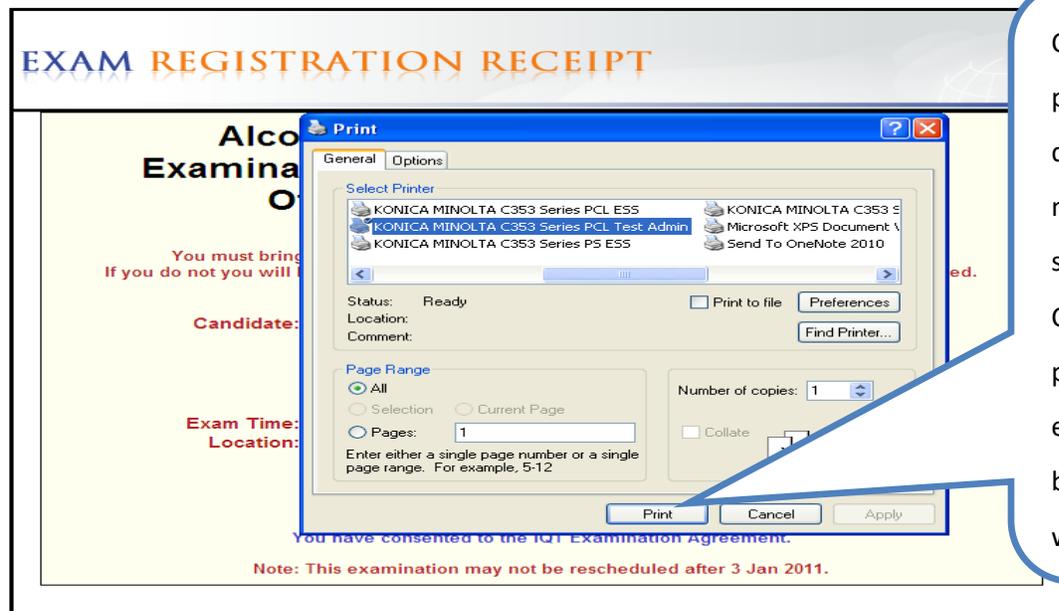
This completes the scheduling process. Candidates should read the Admission Document, as it contains all pertinent information relating to their scheduled exam.

APPLICATION AND TESTING FEES

- Member: $300
- Non-Member: $450
- Payment may be made by credit card (VISA, MasterCard or American Express). Examination registration fees are not refundable or transferrable and expire in one year.
- Credit card transactions that are declined will be subject to a $25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to Prometric to cover declined credit card transactions.
- If an applicant does not appear for the test, all fees are forfeited; the applicant must resubmit a new, complete application and full examination fee.

In the event you are found ineligible to test, $100 of the fee is non-refundable to cover costs of processing. If a candidate is unsure regarding your eligibility, candidates are advised to contact the AHVAP Certification Center Team for assistance prior to registering for the examination.

APPEALS

There are no appeals to the exam eligibility requirements. Other appeals can be made to the Judicial, Ethics, and Disciplinary Committee. To make an appeal, submit your detailed appeal in writing to: certification@ahvap.org.

EXAMINATION ADMINISTRATION

Examinations are delivered by computer at approximately 672 Prometric Test Centers located throughout the United States and Canada. Computer examinations are administered by appointment only. Available dates will be indicated when scheduling your examination. Appointment starting times may vary by location. Candidates are scheduled on a first-come, first-served basis. Examinations may also be administered via the remote proctoring option, which is available from Prometric. The AHVAP Certification Center reserves the right to discontinue the use of remote examination options at any time.

TEST CENTER LOCATIONS

Prometric Test Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of Prometric Test Centers, including addresses and driving directions, may be viewed at www.isoqualitytesting.com. Specific address information will be provided when you schedule an examination appointment.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

Prometric and the AHVAP Certification Center comply with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment is deprived of the opportunity to take the examination solely by reason of that disability.

Prometric will provide reasonable accommodations for candidates with disabilities. Candidates must request special accommodations when completing their application. A Prometric Accommodations Specialist will reach out to the candidate to assist with scheduling their exam.

- Wheelchair access is available at all established Test Centers. Candidates must advise Prometric at the time of scheduling that wheelchair access is necessary.
- Candidates with visual, sensory, physical, or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to Prometric at least 45 calendar days prior to your desired examination. Prometric will review the submitted forms and will contact you regarding the decision for accommodations.

RESCHEDULING AN EXAMINATION

If an issue arises that prohibits you from making it to your scheduled exam, you may reschedule prior to (5) calendar days before your scheduled exam date. **You may be required to pay a rescheduling fee to process your request**. If it is less than (5) calendar days, you will not be allowed to cancel or reschedule your exam unless one of the following 4 situations have occurred:

- **Death in the immediate family**
- **Military Deployment**
- **Sickness with Work Excuse accompanied by valid provider's note**
- **Jury Duty**

If you experience any of the above issues, you **MUST** provide SMT/Prometric and the AHVAP Certification Center with proper documentation before being rescheduled to a new date. **If none of the above are the reason for wanting to reschedule or cancel your exam less than 5 days prior to your exam date, then you will not be allowed to reschedule or cancel your exam. Please also note that if you do not show up, you will be considered a 'No-Show', your examination fees will be forfeited, and you will be required to re-register and pay all fees prior to sitting for the exam.**
There is no waiting period to re-schedule. **All documentation is subject to approval and verification by the AHVAP Certification Center.**

MISSED APPOINTMENTS AND FORFEITURES

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances. You will need to login into the Prometric Scheduling System, schedule a new exam date, pay the exam fee, and print your new admission document.

- You wish to reschedule an examination but fail to contact Prometric at least five business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, Prometric will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center. You may contact Prometric, 866-773-1114, prior to the examination to determine if Prometric has been advised that any Test Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at a Test Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, and you will be able to continue right where you left off.

TAKING THE EXAMINATION

Your examination will be given via computer at a Prometric Test Center or via a secure remote proctoring option. You do not need any computer experience or typing skills to take the computer or remote proctored examination. On the day of your examination appointment, report to the Test Center or your proctored appointment **15 minutes** prior to your scheduled testing time. If you arrive more than **15 minutes** after the scheduled testing time, you may not be admitted.

IDENTIFICATION

- To gain admission to the Test Center, you must present your admission letter and one form of identification. The form must be government issued, current and include your name, signature, and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.
- Examples of acceptable identifications are driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- **The name on the Identification must match the name on the Admission Letter** and your acceptable form of identification.
- Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

SECURITY

Prometric administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Test Center is continuously monitored by audio and video surveillance equipment for security purposes.

The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- Only silent, non-programmable calculators without alpha keys or printing capabilities are allowed in the testing room.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

PERSONAL BELONGINGS

No personal items, valuables or weapons should be brought to the Test Center. Only wallets, keys and non-programmable calculators are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- Watches
- Hats
- Wallets
- Keys
- Cell Phones

Once you have placed your personal belongings into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store or be responsible for your personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed, and the administration will be forfeited.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking, or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported, and examination fees will not be refunded. Examples of misconduct are when you:

- Create a disturbance, are abusive or otherwise uncooperative;
- Display and/or use electronic communications devices such as pagers, cellular/smart phones;
- Talk or participate in conversation with other examination candidates;
- Give or receive help or are suspected of doing so;
- Leave the Test Center during the administration;
- Attempt to record examination questions or make notes;
- Attempt to take the examination for someone else;
- Are observed with personal belongings, or
- Are observed with unauthorized notes, books or other aids not listed on the roster.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are copyrighted to the AHVAP Certification Center. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

COMPUTER LOGIN

After your identification has been confirmed, you will be directed to a testing station. You will be instructed on-screen to enter your unique User ID and Passcode.

PRACTICE EXAMINATION

Prior to attempting the examination, you will be given the opportunity to get familiar with the exam software by taking the Demo Exam on the computer.

Prior to starting the certification exam at the test center, you will have access to an exam tutorial that will highlight the system features and functionality.   The time you use for in the tutorial is NOT counted as part of your examination time or score.

When you are comfortable with the computer testing process, you may quit the tutorial session and begin the timed examination.

TIMED EXAMINATION

Following the tutorial, you will begin the timed examination. There are 110 items (100 scored and 10 pre-test) on the examination. You will have two (2) hours to complete the examination.

The computer monitors the time you spend in the examination. The examination will terminate if you exceed the time allowed. The Time feature may be turned off during the examination.

Only one examination question is presented at a time. Choices of answers to the examination question are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward button or arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question(s), you can select the specific question in the navigation grid or click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by clicking in the yellow square under the navigation grid.

CANDIDATE COMMENTS

During the examination, you may make comments on any question by clicking on the Comment on the Question button under the navigation grid. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

After completing the examination, you are asked to answer a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive an examination completion report. If you are contesting the testing center environment, it is the candidate's responsibility to notify the testing site proctor <u>immediately</u> upon experiencing this issue BEFORE submitting your examination for scoring or leaving the testing site. Once the candidate leaves the testing site, the testing score is final and not contestable.

HOW SCORES ARE DETERMINED

The minimum score required to pass the examination is determined by a process known as the Angoff method, in which subject-matter experts estimate the difficulty of each item on the examination. Estimations are averaged to determine the minimum passing score, which represents the amount of knowledge a Certified Value Analysis Healthcare Professional would likely demonstrate on the examination.

IF YOU PASS THE EXAMINATION

> Candidates who are successful in passing the examination will receive a congratulatory email, digital certificate, and badge from Credly, and a digital certificate suitable for framing from the AHVAP Certification Center approximately 5 business days after the examination. Additional tools to promote your certification are available for sale on the AHVAP Certification Center website. **You may NOT use the CVAHP™ credential until you have been officially awarded your digital badge from the AHVAP Certification Center**.

IF YOU FAIL THE EXAMINATION

> Candidates may retake the examination a total of one (1) additional time within twenty-four (24) months, and there is a 30-day-wait period between retakes. A candidate's eligibility window remains 90 days from the date of initial approval by the AHVAP Certification Center, so candidates are encouraged to take the examination as early in their examination window as possible in case a retake is necessary. Candidates that fail the examination a second time during an eligibility period must wait

twenty-four (24) months to retake the exam after the second failed examination attempt. Once you receive your new preregistration email, please visit www.iqttesting.com to schedule your exam. You will be required to pay a new examination fee.

SCORE CANCELLATION

SMT/Prometric is responsible for the validity and integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. SMT/Prometric reserves the right to void or withhold examination results if, upon investigation, violation of its regulations is discovered.

FAILING TO REPORT FOR AN EXAMINATION

If you fail to report for an examination, you will forfeit the registration and all fees paid to take the examination. A completed application form and examination fee is required to reapply for examination.

CONFIDENTIALITY

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.

DUPLICATE SCORE REPORT

You can log into your certification record and reprint the result letter as you deem appropriate.

CERTIFICATION RENEWAL
- Recertification Fee
    - Member: $175
    - Non-Member: $300
- The Recertification Term is 3 years
- Applicant is required to submit 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. Credit hours must be logged in the SMT/Prometric Candidate Processing system. The following information is required to log your education: Provider type (select the type of education hours earned from the drop-down list), Provider name, Domain (select the CVAHP™ pillar from the drop-down list), Quantity (number of educational hours earned for the activity), and date earned. Click on "Saved" at the top left of the screen to add the

entry. The log keeps a running tally of your credit hours. For details on the approved programs for continuing education, please refer to the AHVAP Certification Center CVAHP™ Continuing Education Matrix for additional information.

Add CEU

Click Save to save changes, cancel to cancel changes.

Select CEU provider from provider list, enter the quantity (occurrence, years, etc.) and the date earned.

- Educational Credits Required for renewal based on the Education Type, Maximum Credits and Proof of Completion per recertification continuing education policy on the following page. All submitted continuing education activities MUST be related to the four domains of the CVAHP examination blueprint.
- Proof of completion must be submitted for all continuing education activities.
- Educational credits must be completed during the current certification renewal period. Excess credits do not carry over to the next period.
- Falsification of continuing education submissions or certification applications will result in possible renovation of certification and additional disciplinary actions.

CVAHP™ Recertification Activities Guideline for Acceptable Continuing Education (CE) Credits

Updated January 2024

Education Activity Type	Education Description	Maximum CE Credits eligible to be applied per renewal Cycle (3 Year)	Proof of completion required for audit
Attendance to Continuing Education (CE) **Event/Program that is nationally accredited* (includes in-person, virtual, or enduring programs)**	Attendees must be in attendance at least 50 minutes of a 60-minute or 25 minutes of a 30-minute webinar/lecture to receive credit for the session	30 Minute Sessions: 0.5 CE Credits 60 Minute Sessions: 1.0 CE Credits	Proof of attendance in form of certificate or other official record with provider name, accreditation body, date of activity, title, and # of hours of continuing education activity
Educational Program/ **Professional Presentation/ Podcast**	Preparation and presentation 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	10 CE Credits for each presentation **Maximum:** 20 CE Credits	Submit date, time, Location, and title of presentation and presenter name(s) via program record or copy of presentation slides

Authoring/Publishing in Trade Publication	Professional publication to include state and national organization or trade publications that are NOT peer-reviewed	5 CE Credits for each article **Maximum:** 15 CE Credits	an e-link to the article or include a copy of the article.
Authoring/Publication in Peer Reviewed Publication	Professional publication in national, peer-reviewed journal/publication	15 CE Credits for each article **Maximum:** 15 CE Credits	Include link to article or copy of published article
Academic Coursework from Regionally Accredited Academic Institution with courses directly related to healthcare value analysis and the CVAHP examination content outline	From an accredited college or university Includes in-person and online educational programs	One (1) semester course= 15 CE Credits One (1) quarter course=10 CE Credits	Grade report or copy of official or unofficial transcript
Poster Presentation **(National or Regional meeting)**	On any Value Analysis-related topic found in the CVAHP™ exam content outline	2 CE Credits each **Maximum:** 6 CE Credits	Electronic copy of poster
AHVAP Certification Center Volunteer	Board of Directors, Test Committee, or another Officially Appointed Committee	5 CE Credits Per Year Served **Maximum:** 10 CE Credits	Proof of participation from AHVAP Certification Center office via official Letter
Formal Mentoring of Value Analysis Colleague	Participation in the AHVAP Mentorship Program as a recognized mentor	5 CE Credits **Maximum:** 5 CE Credits	Completion of AHVAP Mentorship Report with minimum duration of at least 90 days of mentorship

Additional Recertification Requirements (Enforcement Begins January 1, 2025):

- Continuing education submissions for any of the above activities must be directly relevant to the CVAHP™ exam content outline domains (Value Analysis Methodology, Finance, Professionalism & Business Ethics, and Governance and Structure), which are available in the exam content outline. If a candidate would like clarification on whether a specific continuing education activity would be acceptable for recertification purposes, the candidate should submit the activity and the request in writing to the AHVAP Certification Center: certification@ahvap.org. Continuing education submissions that are not relevant to the CVAHP™ exam content outline will be rejected by the AHVAP Certification Center staff.

- The AHVAP Certification Center reserves the right to audit any certificant's continuing education submissions/records at any time. All continuing education submissions must be accompanied by the relevant supporting documentation.

- Programs that are offered by AHVAP are **pre-approved** for CVAHP™ recertification credits. All official AHVAP education programs will be marked with the official seal of approval.

- Certificants **MUST** earn their continuing education credits from at **LEAST two (2) different sources** listed in the above table and may not earn their entire recertification from any single source identified above. This may include the same organization's conference if the events take place in different calendar years.

- Certificants **MUST** earn their continuing education credits over at **LEAST two different (2) calendar years** during the recertification cycle of three years.

- Certificants **MUST** retain supporting documentation for all continuing education credits for a period of the entire recertification cycle plus thirty days to allow for audits. Certificant's certification records may be audited at any time.

- All continuing education credits must be earned during the certificant's current recertification cycle.

- Certificants are **solely** responsible for ensuring that their certification profile on the SMT/Prometric website is maintained with current contact information to ensure uninterrupted access to email communications from the AHVAP Certification Center. Failure to maintain correct contact information may result in missed critical communications regarding recertification and other certification-related matters.

- Please note that there are **NO extensions** to CVAHP™ certifications. It is the certificant's responsibility to maintain certification.

*_Continuing education credits submitted must be accredited by nationally recognized educational providers (i.e. State Board of Nursing, AHVAP, ANCC, AARC, ACHE, etc.). Non-accredited continuing education credits are not eligible for CVAHP ™ recertification credits. Candidates that are unsure if their continuing education credits are acceptable should submit a request for review in writing to certification@ahvap.org._