



**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 Maximum: 45 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in Trade Publication	Professional publication to include state and national organization or trade publications that are NOT peer-reviewed	5 CE Credits for each article Maximum: 15 CE Credits	an e-link to the article or include a copy of the article.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 Maximum: 15 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.*

Approved: January 9, 2024

Effective Date for Enforcement: January 1, 2025