



CHEST Renewal Application Form

The renewal cycle for the Certified Healthcare Environmental Services Technician (CHEST) credential is three (3) years, with expiration on the last day of the month certification expires.

Renewal may be achieved by completing continuing education activities or retaking and passing the CHEST Examination. Your CHEST certificate indicates the date certification was earned and expires.

While the American Hospital Association Certification Center (AHA-CC) sends reminders about pending certification renewal, the certificant is fully responsible for keeping the certification current. The AHA-CC is not responsible for missed communications due to the certificant's negligence to keep current the contact information in their record.

Renewal Applications may be submitted to the AHA-CC up to one (1) year before the expiration date. The renewal application fee is \$35.00.

For an additional fee of \$25.00, certificants may submit a Renewal Application up to 30 days past their expiration date.

Applications postmarked/faxed more than 30 days past the expiration date will not be accepted. Certification may be regained only by re-taking and passing the CHEST Examination.

A certificant who fails to meet these guidelines is no longer considered certified and must stop using the certification credential. In this case certification may be regained only through re-taking and passing the CHEST Examination.

Certification Renewal Options

A certificant can renew their certification by one of the following options:

Option One: Participation in eligible continuing education activities.

Complete at least 15 contact hours of eligible continuing education within three (3) years prior to the certification expiration date.

Note that you will not have to list your continuing education courses at this time. The Association for the Health Care Environment reserves the right to ask for a listing of continuing education classes for audit purposes, if desired.

Option Two: Successful CHEST Re-examination.

Re-take and pass the CHEST Examination no more than one (1) year before certification expires.

Complete this Renewal Application and submit it, along with your payment, before your certification expires. Then schedule the CHEST Examination with your facility's trainer (T-CHEST) and take the exam. Your exam score will automatically be sent to AHE and passing scores will generate a new certificate in 4-6 weeks.

If your certification has already expired, you MUST take the CHEST Exam in order to renew your certification. Late fees apply. Please schedule the exam directly with your facility's trainer.

Professional Standards of Conduct

The Association for the Health Care Environment is responsible to its candidates, certificants, employers, the profession, and the public for ensuring the integrity of all processes and products of its CHEST program. As such, the AHE requires adherence to these Professional Standards of Conduct by all who have achieved certification through successful completion of the

program.

Certificants are required to sign this section and indicate that they agree to abide by the following Professional Standards of Conduct.

Professional Standards of Conduct: A certificant who is awarded certification by the AHE agrees to conduct himself/herself in an ethical and professional manner. By accepting certification, the certificant agrees to:

- Maintain competence;
- Demonstrate work behavior that exemplifies ability to perform safely, competently, and with good judgment;
- Conduct technician activities with honesty and integrity;
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability, or marital status;
- Abide by rules and regulations governing programs conducted by the AHE.
- Not misrepresent the credential and to adhere to the guidelines for use of the Certification Marks as posted on the AHE website.

Violation of the *Professional Standards of Conduct* is misconduct for which granting of a certification or renewal of a certification may be delayed or denied, or for which a certification may be revoked by the AHE.

CHEST Certification Renewal Fee Payment

Renewal applications can be submitted up to one (1) year before certification expiration date. The renewal fee is \$35.00.

Applications postmarked/faxed up to 30 days past the expiration date incur the additional late renewal fee of \$25.00.

- Indicate amount and method of payment. The application will not be processed until payment is processed. Allow three (3) to four (4) weeks for payment processing. Allow four (4) to six (6) weeks to receive your new certificate.
- Certification renewal fees are nonrefundable.
 - Mail completed application and payment to: AHA Certification Center, CHEST Certification Renewal, P.O. Box 75315, Chicago, IL 60675-5315
 - Fax to: 312.422.3609 (secure fax line; for applications with credit card payment only)
Emailed applications will not be accepted at this time.

Application processing time is generally about two (2) weeks from receipt of application. Certificants submitting incomplete applications or with ineligible renewal activities will be contacted and provided an opportunity to resolve the issue. Certificants meeting all renewal requirements will be issued a new certificate of achievement listing the new certification expiration date. The certificate will be mailed to the address in the certificant's member record.

For questions about the certification renewal process, contact the Certification Center at certification@aha.org or 312.422.3702.



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Renewal Options:

Option One: I have completed 15 or more continuing education classes. You do not have to list your continuing education courses.

Option Two: I have not completed 15 continuing education classes and will renew by retaking the exam

Certificant Information

AHA ID Number

Certification Expiration Date (month/day/year)

Name

Email

Title

Organization

Mailing Address

City State Zip

Phone

* Your record will be updated and your certificate will be mailed to the address above.

Standards of Conduct Acknowledgment

I agree to abide by the *Professional Standards of Conduct* as presented on page 2 of this Renewal Application. I agree to abide by the regulations for CHEST certification renewal contained here. The information I have submitted in this application is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or processing of it delayed or voided.

Signature

Date

Payment Information

\$35 Renewal Fee

\$25 Late Fee*

TOTAL PAYMENT

*** All fees are nonrefundable.** Renewal fees may be submitted up to one (1) year **before** certification expiration date. Applications postmarked/faxed up to 30 days **past** the expiration date incur a \$25 late fee:

Payment Method

Payment is processed before the application is processed.

Check/money order (payable to the AHE) Allow 2-3 weeks for payment processing.

Visa

MasterCard

American Express

Credit Card Number

Exp. Date

Name as it appears on card

Signature

Submit Completed Application to:
EMAILED APPLICATIONS WILL NOT BE ACCEPTED

Mail
AHA Certification Center
CHEST Certification Renewal
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Chicago, IL 60675-5315

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