



CHEST Renewal Application Form

Instructions For Renewing Your Certified Healthcare Environmental Services Technician Certification

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 eligible continuing education activities or retaking and passing the CHEST Examination. The issued CHEST certificate indicates the date certification was earned and expires. While the Association for the Health Care Environment sends reminders about pending certification renewal, the certificant is fully responsible for keeping the certification current. The AHE 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 AHE up to one (1) year prior to the expiration date. The renewal application fee is \$35.00.

For an additional nonrefundable late 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 the provisions is no longer considered certified and must cease using the credential and merchandise representative of having achieved certification. Certification may be regained only through re-taking and passing the CHEST Examination.

Certificant Information

- Provide all requested information.
- The AHE uses the contact information in the certificant's customer record to send communications to certificants. Certificants are responsible for keeping current contact information in their record.

Method of Certification Renewal

Identify method of renewal. A certificant can renew their certification by one of the following methods:

Option One: Participation in eligible continuing education activities.

Renewal by this method requires the certificant to complete at least 15 contact hours of eligible continuing education within three (3) years prior to the current certification expiration date.

All completed education activities must be reported fully on page two of the Renewal Application.

Certification renewal processing fees apply.

Option Two: Successful CHEST Re-examination.

Renewal by this method requires re-taking and passing the CHEST Examination no more than one (1) year prior to certification expiration date. CHEST Examinations taken more than one (1) year prior to the expiration date will not be eligible toward the renewal requirements.

- 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 will automatically be sent to AHE, and passing scores will generate a new certificate in 6-8 weeks.
- Certification Renewal Application processing fee of \$35.00 applies when renewing by re-examination. Late fee also applies if the application is postmarked/faxed up to 30 days past the certification expiration date.

Reporting Eligible Activity for CHEST Certification Renewal

The AHE does not review, pre-approve, or endorse education programs as being eligible toward CHEST certification renewal requirements. Reported activities are reviewed only when the completed Certification Renewal Application is submitted in fulfillment of the CHEST certification renewal requirements.

Requirement 1:

Activities eligible for certification renewal requirements must meet the following criteria:

- Relate to one or more of the categories of the Content Codes below. Specific tasks related to each category are listed in the CHEST Candidate Handbook and Application. For an activity that covers multiple Content Codes, enter the activity once and list all applicable Content Codes. It is not necessary to list sessions of a single education program separately.
 - **Content Code 1:** Cleaning and Disinfection
 - **Content Code 2:** Waste Handling
 - **Content Code 3:** Floor Care
 - **Content Code 4:** Linen Handling
 - **Content Code 5:** Infection Prevention
 - **Content Code 6:** Safety
 - **Content Code 7:** Communications
- Be categorized as one of the eligible Education Types of activities as listed on the next page.
- Be at least 30 minutes in duration and be reported in a minimum of 0.5 contact hour increments.
- Not exceed the maximum number of hours allowed for a type of activity. Hours reported in excess of the maximum allowed for a given education type will not be eligible toward the certification renewal requirements, as listed on the next page.
- Be completed during the current certification renewal period.

Requirement 2:

A minimum of 15 contact hours of eligible activities must be fully reported on the Continuing Education Reporting Form. If additional space is needed, make copies of the form. Include your name on each page.

- **Education Program Title.** List the name of the education event, e.g., in-service meeting, workshop, webinar, etc.
- **Education Provider.** List who presented the session or event. If it is an organization other than the AHE or an AHA Personal Membership Group (PMG), please list the full name of that organization. Do not use acronyms.
- **Date of Education.** List the start and the end date of the program, including month, date, and year.
- **Content Code.** (See adjacent bulleted list) Use the code to identify how the content covered in the education links to the content domains covered on the exam. If a session/event covered multiple content areas, list all that were covered.
- **Type Code List.** Is the type of eligible education activity as shown in the table on the following page.
- **Contact hours.** Report in a minimum of 0.5 contact hour increments. Round up/down as appropriate.
 - One (1) contact hour is one (1) clock hour (60 minutes) of structured education less meals, networking activities, etc.

You are NOT required to submit proof of completion documentation unless you are requested to do so.

Please keep all supporting documentation/proof of completion for one (1) year past the date of submission of this Certification Renewal Application. The AHE reserves the right, but is not obligated, to audit a certificant's Renewal Application during that time. Documented proof of completion, content covered, etc., that is requested for an audit will not be returned.

Professional Standards of Conduct

The AHE is responsible to its candidates, certificants, employers, the profession, and the public for ensuring the integrity of all processes and products of its Certification Programs. As such, the AHE requires adherence to these Professional Standards of Conduct by all who have achieved certification through successful completion of its programs. 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. This includes demonstrating practice-related behavior that is indicative of Professional integrity. By accepting certification, the certificant agrees to:

- Maintain Technician competence;
- Demonstrate work behavior that exemplifies ability to perform safely, competently, and with good judgment;
- Conduct Professional activities with honesty and integrity;
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability, or marital status;
- Avoid conflicts of interest;
- Abide by the laws, rules, and regulations of duly-authorized agencies regulating the profession; and
- 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.
- Infraction 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.

Reporting Violations: To protect the national credentials and to ensure responsible practice by its certificants, the AHE depends upon its candidates and certificants, Technicians, employers, regulatory agencies, and the public to report incidents that may be in violation of the Professional

Standards of Conduct: A certificant who has violated these Standards should voluntarily surrender his/her certification.

- Written notification regarding infractions of these Standards may be sent to: AHE, 155 N. Wacker Drive, Suite 400, Chicago, IL 60606. Only signed, written communication will be considered.

The AHE will become involved only in matters that can be factually determined, and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, the AHE will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a Technician and legally defensible manner, in accordance with policies established by the AHE.

CHEST Certification Renewal Fee Payment

Applications can be submitted up to one (1) year prior to certification expiration date.

Applications postmarked/faxed up to 30 days past the expiration date incur the late renewal fee:

Late Renewal Fee \$25.00 (Additional fee applies if renewing by Option I or Option II.)

- Indicate amount and method of payment. The application will not be processed by the AHE until payment is processed. For payment by check, allow two (2) to three (3) weeks for payment processing. Certification renewal fees are nonrefundable.
- Submit completed application and payment to:
 - Association for the Health Care Environment
CHEST Certification Renewal
155 Wacker Drive, Suite 400
Chicago, IL 60606 Fax to: **312.276.8015**
(secure fax line; for application with credit card payment only)
 - Emailed applications will not be accepted.

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. Allow six to eight weeks to receive your certificate.

For questions about certification renewal process, contact the AHE at CHEST@aha.org, 312.422.3860.

