

Want to Become Certified in Health Care Compliance?

Be recognized for your experience and knowledge in health care compliance!

Step 1) QUALIFY

CHC candidates must meet two eligibility requirements before sitting for the exam: Work Experience and Continuing Education.

- **Work Experience:** candidates must fit into one of the two work experience categories:
 - Active Compliance Professional: Persons with one year of full-time compliance experience
 - Allied Compliance Professional: Persons with at least 1,500 hours/two years of compliance-related experience (candidates who fit this category may hold positions such as Coder, Auditor, RN, Consultant, etc.)
- **Student Option:** Students completing a certificate program at an HCCA-accredited university are eligible for the exam upon completion, waiving the work experience requirement
- **Continuing Education:** Candidates must obtain 20 CCB Continuing Education Units (CEUs) in the 12 months prior to sitting for the exam

Step 2) PREPARE

How can you prepare for the CHC exam? HCCA faculty suggest the following:

- Review the *CHC Candidate Handbook*, focusing on the detailed content outline (found at www.hcca-info.org under "CHC Certification")
- Read *Compliance 101, The Healthcare Compliance Professional's Manual, The HCCA HIPAA Training Handbook, and Monitoring & Auditing Practices for Effective Compliance* (all available for purchase at www.hcca-info.org)
- Take the CHC practice exam (available at www.hcca-info.org under "CHC Certification")
- Attend an HCCA Academy: designed to complement your work experience and help you do well on the exam, this week-long conference fulfills the 20 CCB CEUs requirement, reviews the basics of healthcare compliance, and offers the CHC exam on-site
- Review the Federal Sentencing Guidelines

Step 3) TEST

Candidates who have met the eligibility requirements may schedule their exam. The CHC exam is offered on-site at many HCCA conferences, as well as at local H&R Block locations.

Step 4) MAINTAIN

Candidates who pass the CHC exam can maintain their certification by obtaining 40 CCB Continuing Education Units (CEUs) in the two-year certification period following their test date. Suggested methods for maintaining your certification include:

- Attend one of many educational HCCA events ranging from one to four days—earn CEUs and network with your peers
- Publication review: CEUs are available for *Compliance Today, The Report on Medicare Compliance, and Medicaid Compliance News* (please note: a maximum of 50% of your CEUs may come from this source)
- Attend a CCB-accredited event (see www.hcca-info.org for a roster of approved accredited events)
- Submit non-HCCA events for accreditation consideration
- Submit presentations or published articles

QUESTIONS?

Contact Liz Hergert, Certification Coordinator, at ccb@hcca-info.org or 888-580-8373



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