

# Society for Simulation in Healthcare Council for Certification

Handbook for the Renewal and Recertification Process from the SSH Council for Certification



## SSH CERTIFIED HEALTHCARE SIMULATION EDUCATOR® RENEWAL AND RECERTIFICATION HANDBOOK

Certification as a Healthcare Simulation Educator promotes excellence and professionalism, and demonstrates a commitment to the use of simulation as a tool for professional development.

Certification as a Healthcare Simulation Educator (CHSE®) is reserved for professionals who demonstrate they have acquired a body of knowledge and expertise in this field by passing a written examination. The CHSE® credential assures employers, learners, and the public that certificants possess the necessary skills, knowledge, and experience in simulation-based education to perform competently. Following successful completion of the CHSE® examination, the certificant is expected to maintain certification, which must be renewed every three years. There are currently two paths to maintain certification after successful completion of the CHSE® exam.

**Path I (RENEWAL) includes:**

1. Obtaining and maintaining documentation of 45 continuing professional development units over the 3-year recertification cycle
2. Payment of a recertification fee.

**Path II (RECERTIFICATION) includes:**

1. Sitting for and passing the CHSE® Examination within one year prior to the original CHSE® expiration date.
2. Payment of a recertification fee (same as the original certification fee)

All CPD must relate to areas covered in the most current examination content outline. Applicants for recertification or renewal as a CHSE® must still meet the initial CHSE® eligibility requirements in order to be eligible for recertification or renewal.

ALL continuing professional development documentation should be kept on file by the individual applying for recertification for a period of at least 3 years. A random audit of continuing professional development units may be performed at any time during the recertification cycle. If audited, supporting materials must match the items provided by the candidate. Self-study items will be audited by asking the candidate's supervisor to verify the information provided.

### Renewal/Recertification Cycle:

Each renewal/recertification cycle is 3 years in length, beginning on the date of initial certification. Certificants should apply for renewal or recertification no later than 30 days prior to the date they initially received certification (i.e. an individual certified on April 15, 2013, should reapply by March 15, 2016).

**Renewal:** (maintaining certification through submission of CPD, no examination required) During each 3-year cycle, 45 continuing professional development (CPD) units are required. The CPD shall be entered into the online candidate management system.

A minimum of 1 unit in each Domain is required. Domains include:

I: Professional Values and Capabilities
II: Healthcare and Simulation Knowledge/Principles
III: Educational Principles Applied to Simulation
IV: Simulation Resources and Environments

All continuing professional development that follows the CHSE® Content Outline is accepted. Content related to healthcare simulation and also education, including but not limited to debriefing, education theory, assessment, adult learning, patient safety, healthcare quality, teamwork and/or communication principles will generally be accepted.

Clinical content will NOT be accepted. Credit for hours worked in simulation that are part of regular employment do not apply unless specifically described in the content categories below listed in the table.

The following items are some examples of, but not limited to, continuing professional development for CHSE® recertification (see full list in table following):

**Seminar/Webinar Attendance:** Participation in a lecture, workshop, or professional development session provided by a professional healthcare simulation or professional development association/society, healthcare facility, or an industry-recognized provider of professional development. Multiple participations in the same course may be counted only once. The provider must either award continuing professional development units, or be able to demonstrate that appropriate educational design methods were used for content.

**Self-Study:** Online professional developmental programs, article summarization.

**Professional Speaking/Teaching:** Examples include presentation/abstracts made by you at an international, national, regional, or local professional/society.

**Formal Publication of Articles of Books:** Authoring a chapter in a published book or a peer-reviewed journal.

**Recertification:** (maintaining certification through successfully retaking the examination, no CPD submission is required)

The certificant must submit a new examination request through the online candidate management system. This will include the submission of a new application and references, identical to the initial application for certification. This is necessary in order to verify the ongoing eligibility of the candidate.

Recertification can be completed, including submission of the fee, during any time during the last year the certificant is certified (last year prior to expiration of certification).

# Continuing Professional Development Units

This table is provided as a tool to help the certificant who is maintaining CHSE® certification through renewal to enter CPD information into the online candidate management system. Each of the types of activities listed will help the candidate to understand what is being entered. Please note that the type of activity is not typically restricted to any one Domain, and the candidate must assign the Domain.

**A minimum of 1 CPD per Domain must be entered to be eligible for renewal.**

Type	Code	Description	Documentation	Equivalence
<b>Seminar/Webinar/Conference Attendance</b>	S	Participation in a lecture, workshop, or professional development session provided by a professional healthcare simulation or professional development association/society, healthcare facility, or an industry-recognized provider of professional development. Multiple participations in the same course may be counted only once. The provider must award continuing professional developmental units.	Certificate of attendance/certificate of completion with continuing professional development units earned.	60 minutes of professional development equals 1 continuing professional development unit.
<b>Course Development or Re-Design</b>	CD	Creation of a simulation-based professional development program.	Copy of the curriculum outline, CE approval letter, or other documentation demonstrating the course was developed and implemented during the certification cycle.	60 minutes equals 1 unit. (i.e. a 2 hour (120 min) program/ presentation equals 2 units)
<b>Professional Service</b>	PS	Complete 1 or more years of volunteer service during certification period with an international, national, state, or local simulation or	The official description of your volunteer duties (e.g., copy of an official letter or other documents from the organization attesting to your service and dates of	Earns 4 continuing professional development units per year of service

		professional development organization in which your certification specialty expertise is required. Accepted volunteer activities include serving on boards of directors, committees, editorial boards, review boards, and task forces.	service).	
<b>Professional Speaking/Teaching</b>	T	Speaking/Presenting at an educational program or a meeting of an international, national, regional, or state professional association or society. Multiple presentations of the same speech/program may be counted only once.	Letter from the organization to which you spoke or copy of conference book indicating session.	Credit may be declared for twice the length of the professional developmental program or speech.  Ex. 60 minutes equals 2 units. (i.e. a 2 hour (120 min) presentation equals 4 units).
<b>Authoring/Publishing</b>	P	Publications must:  - Have been published or accepted for publication within the 3-year certification cycle for which continuing professional development is being sought.  - Relate to a domain included in the examination content outline.  - Bear the author's name, the publication's name and the date of publication.	Copy of the publication.  Copy of the decision letter from the publisher indicating acceptance.	Authoring a chapter in a published book earns 10 units  Authoring an article published in a peer reviewed journal or periodical earns 5 units

		- Have been published outside of the certificant's facility or place of business.		
<b>Poster Presentation</b>	PP	Presentation of original research via a poster at a local, regional, national, or international conference.	Evidence of the poster presentation (copy of the poster, copy of the conference program).  Each poster may be claimed once for each recertification cycle.  The same poster presented at more than one conference cannot be counted twice.	3 units per poster.
<b>Academic Coursework</b>	AC	From an accredited college or university with a focus in simulation, education, patient safety, healthcare quality or other applicable topic.	Grade report or copy of transcript. Minimum grade of C+ must be earned.	(1 semester credit = 15 units; 1 quarter credit = 10 units)
<b>Simulation Fellowship</b>	SF	A fellowship in simulation from an approved organization (i.e. medical school, hospital, nursing school, etc that is recognized by the country or state educational system).	Documentation of meeting the competencies necessary to complete fellowship.	5 units per year of fellowship.
<b>Academic course development</b>	ACD	Academic course developed and accepted as part of an accredited academic curriculum (medical school, nursing school, etc). Content relates to an area of simulation, education, patient safety, healthcare quality or other applicable topic.	Documentation from the academic institution in which the course has been presented.	(1 semester credit = 15 units; 1 quarter credit = 10 units)

<b>Mentoring</b>	M	Serve as a mentor for a student or professional related to simulation or professional development.	Letter or other documents attesting to your service and dates of service.	2 units per student mentored per 6 month period.
<b>Simulation Advocate</b>	A	Demonstration of being an advocate for the use of simulation in healthcare. Examples include media interviews, reports, or work with government officials (not related to your job).	Media examples; letter to/from elected official.	1 unit per activity.
<b>Self-Study</b>	SS	Any journal, book, or magazine with appropriate content not older than 3 years may be used. Read the article, list the title of each article, and write a summary.	Copies of the article summaries.	Each article summarized is worth 2 continuing professional development units toward recertification. A maximum of 10 units can be earned this way.
<b>Other</b>	O	Please provide a written description of the activity and why it should count for credit. Examples may include, implementation of a new policy to limit risk, identification of a gap in resources and how it was closed, etc.		Up to 4 credits per submission.



<b>Domain Code</b>	<b>Domain</b>
<b>1</b>	Professional Values and Capabilities
<b>2</b>	Healthcare and Simulation Knowledge/Principles
<b>3</b>	Educational Principles Applied to Simulation
<b>4</b>	Simulation Resources and Environments

The detailed description of items in each Domain can be found by downloading the CHSE® Examination Blueprint.