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 OPERATIONS SPECIALIST® RENEWAL AND RECERTIFICATION HANDBOOK

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

Certification as a Healthcare Simulation Operations Specialist (CHSOS®) is reserved for professionals who demonstrate they have an acquired body of knowledge and expertise in this field by passing a written examination. The CHSOS® credential assures employers, learners, and the public that certificants possess the necessary skills, knowledge, and experience in simulation-based activities to perform competently. Following successful completion of the CHSOS® 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 CHSOS® exam.

Path I (RENEWAL) includes:
1. Obtaining and maintaining documentation of 45 continuing professional development (CPD) credits over the 3-year recertification cycle
2. Payment of a renewal fee.

Path II (RECERTIFICATION) includes:
1. Taking and passing the CHSOS® examination again. The completion of the exam must be during the 365 days prior to the expiration to prevent a lapse in certification.
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 CHSOS® must still meet the initial CHSOS® eligibility requirements 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 before the expiration of the current 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 (CPD) credits 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: Concepts in Healthcare as Applied to Simulation
II: Simulation Technology Operations
III: Healthcare Simulation Practices/Principles/Procedures
IV: Professional Role: Behavior and Capabilities
V: Concepts in Instructional Design as Applied to Simulation

All continuing professional development that follows the CHSOS® Examination Blueprint is accepted. Content related to healthcare simulation operations *and* also healthcare simulation operations, including but not limited to healthcare concepts, simulation concepts, simulator techniques, AV, IT, and other similar equipment, troubleshooting and maintenance of simulators and simulation equipment, inventory practices, software and hardware content related to simulation, patient safety, healthcare quality, or teamwork and/or communication principles will generally be accepted.

Clinical content will NOT be accepted.

The following items are some examples of, but not limited to, continuing professional development for CHSOS® 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.
- Self-study: Taking online professional developmental programs, or reading an article related to simulation operations and creating a written summary.
- 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.

CPD items can be submitted/entered at ANY time during the certificants period of certification.

Certificants can ONLY submit payment to complete the renewal during the last 90 days of their certified period (90 days prior to expiration). The option to renew will appear at that time.

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 Credits(?)

This table is provided as a tool to help the certificant who is maintaining CHSOS® 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
Seminar/Webinar Attendance	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.
Course Development or Re-Design for operations content	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 credits)
Professional Service	PS	Complete 1 or more years of volunteer service during certification period with an international, national, state, or local simulation or professional	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 service).	Earns 4 continuing professional development units per year of service

		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.		
Professional Speaking/Teaching	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. 60 minutes equals 2 units. (i.e. a 2 hour (120 min) presentation equals 4 units)
Authoring/Publishing	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; and - Have been published	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

		outside of the certificant's facility or place of business		
Poster Presentation (primary presenter)	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.
Academic Coursework	AC	From an accredited college or university with a focus in simulation, education, patient safety, or healthcare quality or other applicable topic in operations.	Grade report or copy of transcript. Minimum grade of C+ must be earned.	(1 semester credit = 15 units; 1 quarter credit = 10 units)
Simulation, Academic, or Corporate Fellowship	SF	A fellowship in simulation from an approved organization.	Documentation of meeting the competencies necessary to complete fellowship	5 units per year of fellowship
Higher Education Academic course development	ACD	Accredited Higher Education Academic course developed and accepted as part of an accredited academic Curriculum (for OS related degrees etc). Content relates to areas of simulation, or other applicable topic in operations.	Documentation from the academic institution in whichthe course has been presented	(1 semester credit = 15 units; 1 quarter credit = 10 units)
Mentoring	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
Simulation Advocate	A	Demonstration of being an advocate for the use of simulation	Media examples Letter to/from elected	1 unit per activity.

		in healthcare. Examples include media interviews, reports, or work with government officials (not related to your job)	official	
Self-Study	SS	Any journal, book, or magazine with appropriate content that addresses simulation operations not older than 3 years may be used. Read the article/chapter, list the title of each article/chapter, and write a summary, focusing on its relevance to the role of the operations specialist	Copies of the article summaries; citation listing; copies of chapters	Each article summarized is worth 2 continuing professional development units toward recertification. A maximum of 10 units can be earned this way.
Other	O	Please provide a written description of the activity and why it should count for credit		Varies
Product Innovation	PI	New product; new use of product; new use of technology etc. to improve simulation operations	White Paper with appropriate images, and instructions to replicate process (unless protected by IP)	10 credits per new product
Process Innovation	PI	Change in processes; new processes	Letter from Supervisor	1 credit per improvement
Industry Certification	IC	Certificate of course completion from vendor specific course (A+, simulator specific courses, Moulage courses etc)	Copy of completion certificate or certification	One credit/unit per hour of instruction received, or participation in activity

Domain Code	Domain
1	Concepts in Healthcare as Applied to Simulation
2	Simulation Technology Operations
3	Healthcare Simulation Practices/Principles/Procedures
4	Professional Role: Behavior and Capabilities
5	Concepts in Instructional Design as Applied to Simulation

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