

AHEPP Recertification Process

The Association of Healthcare Emergency Preparedness Professionals (AHEPP) is committed to maintaining high standards in healthcare emergency management. Our recertification process ensures that certified professionals continue to demonstrate expertise and commitment to the field. This document outlines the recertification process in a professional and structured format.

Recertification Overview

Certified professionals must undergo recertification every two years to maintain their Healthcare Emergency Management Certification (HcEM).

Eligibility and Requirements

Applicants must meet the following requirements:

- a) Hold a current HcEM certification (Basic, Professional, or Master level).
- b) Accumulate the required Continuing Education (CE) Points every 2 years:
 - i) HcEM-Basic: 20 CE Points
 - ii) HcEM-Professional: 40 CE Points
 - iii) HcEM-Master: 60 CE Points
 - iv) 1 hour of continuing education = 1 CE Point.
 - v) There are 2 types of CEPs. Continuing education/Professional Development and Professional Contribution to the field. The maximum number of Continuing Education/Professional Development CEPs is 20 at each level of certification. If you are applying for an HcEM-B Recertification, ALL of your CEPs can be from Continuing Education/Professional Development.
 - vi) Refer to Appendix A for a listing of CE activity options.
- b) Non-listed CE activities require a justification letter aligning with AHEPP Professional Standards and Competencies.
- c) All CE documentation for conference/training attendance must include agenda (subject/title, location, presenter credentials, institution), certificate of attendance, and proof of participation.

Application Submission Process

1. Complete the recertification application for your certification level.
2. Submit all materials electronically via the AHEPP certification portal.
3. Pay the recertification fee.
4. Allow up to 6 weeks for review and decision by the Certification Committee.
5. If accepted, certification will be renewed and updated on the [AHEPP HcEM Certified site](#).

6. If denied, applicants have 3 weeks to resubmit documents for appeal.

Upgrade Applications

Applicants seeking an upgrade must meet additional requirements for the new certification level.

- Refer to [certification requirements](#) on the AHEPP website.
- Submit a justification letter detailing qualifications for the upgrade.
- Provide any additional documentation not included in the previous application. (part of the application for upgraded HcEM-P or HcEM_M)
- Renewal CE Points must correspond to the current certification level.

Contact Information

For questions or assistance with the recertification process, please contact AHEPP at hcemcertification@ahupp.org.

Appendix A: Continuing Education Activities

Below are lists of Conferences, Webinars, Courses, Trainings and professional contributions in the field of healthcare emergency management that may be approved if sufficient documentation is submitted alongside a justification letter. Guidelines for documentation are as followed:

- a. 1-hour session = 1 Continuing Education Point (CEP)
- b. Approval may vary due to the session subject matter. All subject matter must be related to the AHEPP Professional Standards Core Competencies.
- c. Must attach Agenda
 - This includes subject/title, location, presenter credentials, and name of institution/sponsoring organization.
- d. Applicants must be able to prove attendance of each session
 - Certificate of attendance or signed letter
- e. The hours spent at a conference, but not in session, do not count.
- f. Each CE can only be counted 1 time (i.e., attending the same session twice will only count as 1 time)
- g. **All sessions at the AHEPP Annual Conference are approved, and attendance will be logged into your AHEPP member account. The AHEPP Annual Conference is approved for 13 CEPs. AHEPP Conference attendance does not count toward the maximum learning/training points annually. The Annual AHEPP Conference is a unique combination of learning, networking, and collaboration. AHEPP Annual Attendance CEPs can be included in your continuing education bucket OR your field contribution bucket.**

Training (Learning/Training points capped for all levels at 10 points maximum annually or 20 points per renewal period.)	
Attendance at Live AHEPP Webinars	1 CEP per session
Training and Webinars not- affiliated with AHEPP	1 CEP per session
FEMA In Person Courses	1 CEP for each education hour, maximum of 10 per year
FEMA Independent Study Courses	1 CEP for each education hour, maximum of 3 per year
Attend other healthcare emergency management training	1 CEP per hour
College/University Courses directly related to healthcare emergency management	1 Academic Semester Credit = 15 CEPs 1 Academic Quarter Credit = 12 CEPs
Conference Attendance	1 CEP per hour related to AHEPP Professional Standards Core Competencies

Professional Contribution to the Field of Healthcare Preparedness (all additional points earned will come from this category)	
Teaching Healthcare Emergency Management Courses (1 per year per course)	1 point per hour
College/University Courses directly related to healthcare emergency management	1 Academic Semester Credit = 15 CEPs 1 Academic Quarter Credit = 12 CEPs
Creating a new healthcare EM training/college course	2 points per class hour
Presentation at the AHEPP Conference or Pre-Conference Workshop, or live webinars	3 points per hour of presentation (only presenter) 1 point per hour of presentation (part of a panel or shared presenters)
Providing/conducting training on a healthcare EM topic	1 point per hour (can submit each unique presentation once per re-certification cycle)
Healthcare Emergency Management Presentation at a Non-AHEPP Conference	1 point per hour (can submit each unique presentation once per recertification cycle)
Mentoring through the AHEPP MyMentor Program (if qualified)	3 points per person per year (must be registered within the AHEPP program)
Certification Application Reviews (if HcEM-M level certified)	Mastery – 1 point per review Professional – 1 point per 2 reviews Basic – 1 point per 3 reviews
Participation on an AHEPP Committee	10 points per annual assignment (must prove attendance at 80% of meetings)

Additional Conference attendance/Training/and professional contributions will be considered on a case-by-case basis by the recertification review committee and/or individual reviewer recommendations. These items should have a clear connection to an AHEPP Core Competency. The applicant should submit a paragraph describing this link along with the other required documentation.