



## Certification Maintenance and Renewal

### What is the difference between certification maintenance and renewal?

#### Annual Certification Maintenance:

As with most other professional licensures and certifications, the CSPHA, CSPHC and CSPHP certifications are subject to an annual certification maintenance fee. Fees are established by the Certification Executive Team. Please refer to the *Fee Schedule* for payment information.

#### Certification Renewal:

The renewal cycle for all certificants is 3 years. Certificants must receive Professional Development Hours (PDH) during each three-year renewal cycle:

- CSPHA – fifteen(15) hours
- CSPHC – twenty four (24) hours
- CSPHP – thirty-six (36) hours

Certificants are only required to pay a fee if an extension is requested. This fee is not the same as the annual maintenance fee.

Please track your required Professional Development Hours (PDH) as you earn them so that if you are selected for audit at the end of your three-year cycle, you have your Professional Development information available. Those certificants selected for audit must submit all PDH on our *Professional Development Tracking Tool* along with accompanying verification documentation within 45 days. If a certificant is unable to produce their Professional Development documentation within that time frame, they will have the option of paying for a six-month extension to acquire the missing Professional Development hours. Rates for the extension are determined annually by the Certification Executive Team.

During the extension period, the certification will be considered suspended until all requirements have been met. If the certificant fails to meet the Professional Development requirements within the 6-month extension period, their certification will be terminated and they will have to reapply through the regular certification process to re-acquire their SPHM certification. **\*Please Note:** The time to count hours is reset every three years for all certificants, regardless of being selected for audit or not.

Any appeals for denial of Professional Development Hours (PDH) will be addressed through the ASPHP Appeals Process. If you have any questions about certification renewal or maintenance, please do not hesitate to contact us via email at [info@asphp.org](mailto:info@asphp.org) or at (610) 248-9911.