

**New HFMA Certification Requirements - Effective June 1, 2004**

*(Subject to change)*

**CHFP Requirements**

	<b>Current 2004</b>	<b>New – effective June 1, 2004</b>
<b>Exams</b>	Successfully complete the Core and one Specialty exam within two years of completing the first exam	Same
<b>HFMA Membership</b>	Minimum of two years HFMA membership. (These do not need to be consecutive.) and current active member in good standing.	Same
<b>Professional experience</b>	Two years of professional experience in healthcare and/or financial management	Same
<b>Education</b>	60-semester hours coursework at an accredited college or university Or Alternative education activities that total 960 points based on defined criteria.  Transcript or copy of diploma required.	60-semester hours coursework at an accredited college or university OR 60 hours of relevant professional development as measured in contact hours.  Transcript or copy of diploma required.  Proof of attendance for professional development activities.
<b>Career Development</b>	40 career development points within a continuous three-year period prior to are after passing the certification exams, with at least 20 points being Founders Points.	NONE
<b>References</b>	One from local chapter President and one from immediate supervisor or if a CEO or self employed, one from a client or additional HFMA chapter officer	Same
<b>Application</b>	Submit original, notarized application with required documentation	Same AND \$25 fee to cover administrative/processing costs including the certificate and folder given to candidate

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**FHFMA Requirements**

	<b>Current 2004</b>	<b>New – Effective June 1, 2004</b>
<b>Certification</b>	Be a CHFP in good standing	Same
<b>Exams</b>	No exam required in addition to those required to become a CHFP	Same
<b>HFMA Membership</b>	Minimum of five years HFMA membership. (These do not need to be consecutive.) and current active member in good standing.	Same
<b>Education</b>	Bachelor degree from an accredited college or university  Transcript or copy of diploma required.	Bachelor degree from an accredited college or university OR 120 semester hours from an accredited college or university  Transcript or copy of diploma required if not on file.
<b>Career Development</b>	200 career development points comprised of Founders Points, Parallel Points, and points earned for level of college degree or additional specialties, of which parallel Points are limited to no more than the total of Founders Points submitted toward	There are three options related specifically to <u>volunteer</u> activity in HFMA and/or the industry. To meet this requirement, a Fellowship candidate must do one of the following: 1) Have earned the Follmer Bronze award 2) Volunteer in the chapter. Fulfillment of the service requirement would be determined as follows: Using the revised Founders points criteria, earn a minimum of two points per year in two consecutive years. 3) Volunteer service for two years in a healthcare industry organization such as a state hospital organization, ACHE, AHIMA, etc. A written report of the activities and verification are required.
<b>References</b>	One from a Fellow in HFMA or from a current officer of the local chapter	Same
<b>Application</b>	Submit original, notarized application with required documentation and one-time \$100 fee to cover processing expenses and cost of certificate and folder.	Same

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### Certification Maintenance Requirements

	<b>Current 2004</b>	<b>New –Effective June 1, 2004</b>
<b>Cycle</b>	Begins the third year after becoming certified and is required every third year thereafter to maintain designation	Same
<b>Notification</b>	E-mail notification sent on March 1 & May 1 to certified members for whose year it is to maintain and maintenance is required by June 1. Confirmation of status sent	Same
<b>Career Development Points</b>	<b>40 education points</b> every three years comprised of Founders and Parallel Points for each three-year cycle	<b>90 contact hours</b> (based on 50-minute contact hour) for a three-year cycle, with a minimum of 20 contact hours per year and a minimum of 45 contact hours per reporting period in the field of healthcare finance.  Contact hour based on participation in 50 continuous minutes of an educational activity covering topics in healthcare, finance, management skills, and professional development.  Only structured education activities count toward the maintenance requirement.  Founders and Parallel Points are no longer part of the maintenance requirement.
<b>Application and due date</b>	Submit <b>paper application</b> with signature and required documentation by June 1 of year in which maintenance is required	Certified member responsible for meeting maintenance requirements and updating <b>on-line</b> education record by June 1 of year maintenance is required
<b>Fees</b>	\$25 fee for applications submitted after June 1 of year in which is maintenance is required	\$25 processing/administrative fee if deficit in hours needed by June 1 in which maintenance is required and follow-up is required by HFMA National
<b>Removal of designation</b>	Maintenance requirements not met by <b>June 1</b> of year in which maintenance was required results in removal of designation. After non-compliance within 1-year grace period, candidate is required to retake exams, submit new CHFP and/or FHFMA application, and pay all appropriate fees.	Maintenance requirements not met by <b>December 1</b> of year in which maintenance is required results in removal of designation. Candidate will be required to retake exams, submit new CHFP and/or FHFMA applications, and pay all appropriate fees.
<b>Retired members</b>	Exempt from maintenance if HFMA is notified in writing of retired status	Same