



## **Change of Scope Policy**

### **Purpose**

The purpose of this policy is to define the method by which the International Board of Heart Rhythm Examiners may change the scope of any of its present or future certifications.

### **Policy**

The International Board of Heart Rhythm Examiners may choose to expand, reduce or change the scope of a certification scheme or change/modify the measurement tool by which the certification scheme evaluates competency in the event that sufficient, corroborated evidence (indicating the necessity of the change) supports the basis for the decision. Any motion to change the scope of certification must be passed by a vote of two-thirds of the full IBHRE Board of Directors.

### **Approval Process**

1. Prior to making a motion to change the scope or measurement tool of an IBHRE certification program, the interested party must submit an action request to the IBHRE Board of Directors. The action request must clearly state the recommended change as it pertains to the certification program, explain a reasonable basis for the proposed change and document any evidence that supports the basis for the change. Applicable sources include without being limited to a Job/Task Analysis, published field study, certificant surveys or a documented gap analysis.
2. Upon receipt of the action request, the Board of Directors must consult the opinion of any *IBHRE Test Writing Committee* that may be affected by the change. The Test Writing Committee(s) as a whole shall be notified of the entire proposed change and be given reasonable opportunity to provide feedback to the Board of Directors.
3. Prior to a vote, IBHRE staff will draft an implementation plan outlining the timeline and general process by which the change in scope will be implemented through the certification and re-certification processes.
4. After due consideration based on the information provided, the Board of Directors will vote on the proposed change after a motion has been made and seconded. A two-thirds majority of the full Board of Directors is required for the motion to pass. The final decision must be recorded in the official meeting minutes.

### **Changes to Individual Certification**

Any expansion or reduction to the scope of an IBHRE certification program and any change in the measurement tool will apply to both current and future IBHRE certificants. Individuals who were previously certified under an old version of the scheme will be required to prove their compliance to the new requirement(s) during their next recertification period following the implementation of the change. Certificants who do not meet the new requirements following the expiration of their certification period may not be recertified.

## **Implementation**

In order to implement a change in scope, IBHRE staff will identify the affected components of the certification scheme and propose a reasonable timeline and process for instituting the change.

### *Examination:*

In the event that a change in scope significantly alters the competency profile of an IBHRE examination (*e.g.* one or more topic areas is removed or added to the exam blueprint), the Test Writing Committee will work with psychometric consultants to change content, format or delivery of an exam to match the new competency profile. As soon as the newly revised examination has been developed, the change in scope will take effect for all certificants.

### *Education, Training & Previous Experience:*

In the event that a change in scope affects the amount of education, training or previous experience required for a candidate to qualify for certification, IBHRE staff will implement the change by adding the new requirement(s) to any examination applications, brochures and relevant documents for the next available certification year. IBHRE staff will be responsible for publicizing the change in a reasonable timeframe to allow prospective certificants to become aware of the new requirements.

### *Recertification:*

In the event that a change in scope permanently affects requirements for recertification, the *IBHRE Recertification Policy* must be updated and approved by the Board of Directors. IBHRE staff will implement the changes by adding the new requirement(s) to any recertification applications, brochures and relevant documents for the next available re-certification year. Certificants will be given a reasonable period of time to meet the revised recertification plan.

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