

## **IBHRE CLAUSES AND EXEMPTIONS**

### **Incomplete Applications**

Filing forms that do not meet the required number of contact hours will be considered incomplete until the certified individual addresses the deficiency by completing or providing additional contact hours. Candidates will be duly notified of deficiencies on their applications. Applicants must address the deficiency by the application due date. Applications that remain incomplete by the application due date will be considered 'Not Approved' until corrective action is taken by the applicant.

### **Extensions**

Recertification candidates who notify IBHRE of any reasonable circumstances, which may prevent them from meeting their recertification filing deadline, may request one (1) one-year extension of their recertification. Candidates seeking an extension must make this request in writing (by mail, fax or e-mail) at least 30 days prior to the deadline. Candidates with extensions may continue to use their IBHRE credential until their extension due-date. If a candidate has not yet filed a Verification of Continuing Education Credits form or re-taken the exam when the extension expires, the candidate will lose their credential indefinitely.

### **Consequences for Not Recertifying**

Candidates who choose not to recertify or do not pass the examination will no longer be permitted to use the IBHRE credential or designation. The names of candidates who lapse in their certification will be removed from the IBHRE website.

Thirty (30) days following the final recertification deadline, any candidate who has not met the requirements and submitted their recertification form will be notified in writing that they may no longer use their IBHRE designation. Any former certified individual found to be inappropriately utilizing the IBHRE credential may be prevented from reinstating their credential in the future at the discretion of the Board.

### **Reinstatement**

Certified individuals who wish to reinstate their credential after lapsing must retake the examination to reinstate their certification. Candidates who seek reinstatement after lapsing must still file a Verification of Continuing Education Credits form and pay a reinstatement fee of \$100 in addition to passing the exam. Candidates who successfully reinstate their credential within one year of being lapsed will be required to recertify 10 years from the date their former certification

lapsed. Candidates who successfully reinstate their credential after one year will be issued a new recertification due date ten years from the date of their reinstatement.

## **Exemption of Test Writing Committee Members**

*Certified professionals who serve on an IBHRE Test Writing Committee shall not be required to retake the IBHRE certification exam. Committee members who currently serve or have recently served on a committee within the last five years may submit their test writing experience through Verification of Continuing Education Credits in lieu of taking the exam. Former committee members, who have been removed from the committee for a cumulative minimum of five years during any ten year recertification period, will not be exempt from taking the exam to recertify.*

## **Audit**

All eligibility requirements for initial certification and recertification are verified by IBHRE staff. Applicants must submit the required eligibility documentation – refer to IBHRE’s *Certification Handbook*.

When reviewing applications, IBHRE does not, under any circumstances, determine an individual’s eligibility based on affiliation or membership with any particular organization(s). Members of the Heart Rhythm Society are benefited only through discounted exam fees and are given no special consideration when determining eligibility.

IBHRE staff randomly audits approximately 5% of the VCE applications for review. An individual selected for review will be required to submit verifiable documentation for each activity listed in the application. If credit for any program, CE activity, or other professional activity is denied as a result of the review, the applicant will be given 60 days to report additional information to cure the deficiency. The individual will remain authorized to use the designation during this 60-day period. If the deficiency is not cured within the 60-day period, a deficiency notice will be sent by IBHRE’s Executive Director. If the necessary information remains unreported, the individual will no longer be certified and will not be authorized to use the designation. Final notification will be sent to the individual by IBHRE’s Executive Director.

Acceptable documentation includes but is not limited to the following:

- Original certificates of completion with the organization’s logo
- Official transcripts
- Official rosters of participation
- Correspondence (must be printed on official letterhead; electronic communication must include the origin’s email address)
- Diplomas

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