



### **Audit Process – Verification of Continuing Education Credits (VCE)**

IBHRE may randomly audit VCE applications for review as necessary. IBHRE does not, under any circumstances, determine an individual's eligibility based on the 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.

Applications are audited by IBHRE staff. 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 individuals 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