

AHIA's Professional Certification Program has been developed to acknowledge a healthcare internal audit practitioner's proficiency and excellence in internal audit as it specifically applies to the healthcare industry. We have compiled this preliminary set of responses to **Frequently Asked Questions:**

Q: Where do I go to apply for certification?

A: There will be an online system available through the AHIA website where applicants document evidence of meeting the eligibility requirements, which are:

- *Education and Professional Work Experience*
 - Bachelor's Degree, with at least 2 years of experience working in the internal audit profession, within the prior 10 years, and at least 2 years of experience working in a healthcare setting, within the prior 5 years, or
 - Associate's Degree, with at least 5 years of experience working in the internal audit profession, within the prior 10 years, and at least 2 years of experience working in a healthcare setting, within the prior 5 years
- *Employment*, applicant will be required to upload verification letters from current and/or prior employers at the time of application
- *Code Of Ethics*, attest that you will abide by the AHIA Code of Ethics and agree to the Statement of Understanding

This system will also be used for tracking ongoing education credits for renewal of the certification.

Q: Will there be a grandfathering option?

A: A one-time only Grandfathering option will be available late Spring/early Summer 2019 to applicants who are AHIA members in good standing and meet the Grandfathering eligibility requirements established for education and professional work experience and designation, which are:

- *Education*, possess an Associate's or Bachelor's Degree
- *Professional Work Experience*, possess at least 12 years of total healthcare internal auditing professional experience within the prior 20 years as of 12/31/2018
- *Professional Designation*, hold at least 1 of the following recognized professional designations: Certified Internal Auditor (CIA), Certified Public Accountant (CPA), Certified in Healthcare Compliance (CHC), Certified Healthcare Financial Professional (CHFP), Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified in Risk and Information Systems Control (CRISC)
- *Professional Recommendation*, submit 2 professional recommendations
- *Code of Ethics*, attest that you will abide by the AHIA Code of Ethics and agree to the Statement of Understanding

Q: When and where will the first exam be available?

A: The 175 question exam will be available in late Spring/early Summer 2019. Our exam vendor, PSI Services, LLC has more than 250 test centers across the United States, as well as international sites. A complete list of testing locations will be made available.

Q: How do I study for the exam?

A: The primary and most important preparation for the certification exam is healthcare internal auditing experience. AHIA is in the process of developing a Body of Knowledge that will be available through a Learning Management System on the AHIA website in early 2019, concurrent with the opening of the certification program, which will provide a library of content aligned with the fundamental concepts and skills expected of a healthcare internal auditor. Note however, that the study materials will not address everything a healthcare internal auditor needs to know. The exam is not limited simply to material covered in study materials.

Q: How much does it cost to get certified?

A: While the cost to apply for and take the exam has not been officially approved, there will be separate fees for members and non-members. The grandfathering fee will be a lesser fee as it will cover only the cost to apply for the certification. An administrative fee will be established for certification renewal, as well as an examination retake fee. A complete fee schedule will be published in the Candidate Handbook.

Q: What will the certification program require for continuing professional education (CPE)?

A: The policy regarding CPE requirements to renew certification is still being developed by our Certification Committee with thoughts that it will most likely require 40 credits over 2 years in eligible education programs (approved by NASBA or AHIA), including 2 credits in ethics, with at least 10 credits earned per year.

Q: What will the certification be called?

A: Our Certification Committee has carefully vetted over 20 potential names and have selected their top 5 choices for review by a trademark and patent attorney. An announcement will be made as soon as a name and acronym are approved for publication by the Trademark and Patent Office.

Q: Where can I get more information?

A: A Candidate Handbook is in development and will be available on the AHIA website in Fall 2018. You can direct any certification related questions to certification@ahia.org.