CRCST certification is designed to recognize entry level and existing technicians who have demonstrated the experience, knowledge, and skills necessary to provide competent services as a sterile processing technician. CRCST’s are integral members of the healthcare team who are responsible for decontaminating, inspecting, assembling, disassembling, packaging, and sterilizing reusable surgical instruments or devices in a healthcare facility which are essential for patient safety.

To earn CRCST certification, candidates are required to successfully demonstrate skills through the completion of hands-on work experience in a Central Service/Sterile Processing department, as well as the successful completion of an examination developed to measure the understanding of general sterile processing and infection prevention topics. Those certified as a CRCST are required to renew their credentials annually through the completion of continuing education requirements.

Please read and complete each section fully and accurately in clear, legible handwriting or type. The completed application and full payment must be received for processing.

Submitted applications will be processed in approximately three to four weeks. By submitting, you agree to a $25 non-refundable processing fee. Information on how to schedule your exam, as well as your window of eligibility, will be sent to the email provided. (Scheduling information cannot be provided by phone.) Once your application is approved, it is your responsibility to schedule your exam within the 120-day window provided.

Additional information on certification requirements, policies, and procedures is available in the HSPA Handbook and at myhspa.org/certification. For further assistance, contact HSPA at 312.440.0078 or certification@myhspa.org.

Please complete each page and mail, fax, or email your completed application to:

Mail:       HSPA
            55 West Wacker Drive, Suite 501
            Chicago, IL 60601
Fax:        312.440.9474
Email:      certification@myhspa.org

APPLICATION CHECKLIST

☒ I am ready to sit for the CRCST exam within the next 4 months, once my application is approved.

☒ Section 1: Certification Type
  Select full or provisional.

☒ Section 2: Applicant Information
  I have completed the applicant information.

☒ Section 3: Standards of Conduct, Disclosure, and Attestations
  I have signed and dated the Statement of Understanding.

☒ Section 4: Application Fee
  I have included a signed check/money order or credit card information with the application.

☒ Section 5: Hands-On Experience
  My Manager/Supervisor has completed and signed the Hands-On Experience. Please complete ONLY if applying for Full Certification.

HSPA complies with the Americans with Disabilities Act (ADA) and is interested in ensuring that no disabled individual is deprived of the opportunity to take an examination solely by reason of that disability. HSPA will arrange to provide special testing accommodations for those individuals with a condition or disability as defined under the ADA. Accommodations will be provided at a designated testing center at no additional cost to the applicant.

HSPA’s “Americans with Disabilities Policy Statement” can be found in full at myhspa.org and in the Certification Handbook. If you believe that you qualify for an accommodation pursuant to the ADA, we ask that you contact HSPA to request a Special Accommodations form, to be completed and submitted with your application.
SECTION 1: **CERTIFICATION TYPE**

Please let us know if you are applying for Full Certification or Provisional Certification.

- **Full Certification:** I have completed the required 400 hours of hands-on experience, as outlined by Section 5 of this application, in a Central Service/Sterile Processing department. **My Manager/Supervisor has completed Section 5 and I am submitting it with my application to test.**

- **Provisional Certification:** I will complete the required 400 hours of hands-on experience within 6 months of passing the certification exam. My hours will be accumulated in the categories, as outlined by Section 5 of this application. I understand that if I fail to complete and submit documentation of these hours to HSPA prior to the deadline, my certification will be revoked and I will be required to re-apply for certification.

SECTION 2: **APPLICANT INFORMATION**

Please enter your first and last name as they appear on your primary government issued photo ID.

- Mr.  Mrs.  Ms.  Dr.

Applicant First Name: ________________________________________________________________

Applicant Last Name(s): ______________________________________________________________

HSPA ID# (Optional): ________________________________________________________________

**Personal Information**

Home Address: ____________________________________________________________________  Apt/Floor/Unit: ____________________________

City, State/Province, Zip/Postal Code: ______________________________________________________________________________________________

Country (if outside the USA): _________________________________________________________________________________________________

Home Telephone: __________________________________________  Personal Email: __________________________________________________________________

**Employment Information (if available)**

Organization Name: ________________________________________________________________________________________________

Current Position Title: ______________________________________________________________________________________________

Business City and State/Province: ______________________________________________________________________________________

Country (if outside the USA): _________________________________________________________________________________________

Business Telephone: __________________________  Business Email: __________________________________________________________________

An email is required. Confirmation and scheduling information will be sent by email. Please check which email you would like to be used for correspondence:  ☐ personal  ☐ business

Please check which address you would like to be used for any mailed correspondence:  ☐ personal  ☐ business
SECTION 3: STANDARDS OF CONDUCT, DISCLOSURE AND ATTESTATIONS

APPLICATION STATEMENT OF UNDERSTANDING

I hereby apply to take the CRCST exam. By signing below and submitting an exam application and fee, I attest that I have read and understand the HSPA Certification Handbook (available online at myhspa.org) and agree to abide by the certification program’s policies and procedures, and adhere to the Association’s code of conduct. I agree to inform HSPA, without delay, of any matter that affects my ability to fulfill the certification requirements.

I further certify that the information provided by and about me on this form (and any other subsequent documentation submitted in relation to my certification) is accurate and correct. I understand that the information I provide to HSPA may be audited for verification. I agree to provide any information necessary to verify my experience and authorize HSPA to make any necessary inquiries in this regard. I understand that providing information on this or any document relating to my certification which is determined to be false or purposefully misleading, or in violation of any portion of the Code of Conduct and/or other policies and procedures, may result in disciplinary action, including the possible denial or revocation of certification, as outlined in the disciplinary policy.

Release of Exam Results
I understand that I will receive an individual score report containing a notification of “pass” or “fail” for the overall examination on screen at the testing center upon completion of the exam, and that HSPA will only release my pass/fail results directly to me, in written format, at the preferred address provided herein. Result reports containing an indication of my performance in each of the content domains are not available orally or electronically, and can take up to two weeks to be delivered. Pass/fail notifications will not be provided to 3rd parties without my prior express written consent. Upon request, HSPA will verify an individuals’ current certification status (including their certification effective and expiration dates) to any inquiring party, but will not release the details of an individual’s examination(s), including exam scores and the number of exam attempts.

Use of Personal Information
The information provided to HSPA on this form, and in regard to my certification exam, will be used in accordance with HSPA’s Confidentiality Policy, included in the Certification Handbook and available online at myhspa.org. If I request and am granted special testing accommodations, HSPA may disclose personal information to third parties as necessary to administer my examination. This may include such information as my disability status, medical condition, or any political, religious, or philosophical beliefs which require accommodation. If HSPA is required by law to disclose confidential information, the individual(s) whose information is released will be notified to the extent permitted by law.

Non-Disclosure Agreement
This examination is confidential and proprietary. It is made available to me, the examinee, solely for the purpose of becoming certified in the technical area referenced in the title of this exam. I am expressly prohibited from recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

Printed Name: ____________________________________________

Signature (must be handwritten): ____________________________

Date: ____________________________________________________

SECTION 4: APPLICATION FEE IS $140 USD

Payment must be submitted with the application for processing. We cannot accept purchase orders or payments by phone. The application fee includes the cost to take the exam one time, as well as a $25 non-refundable processing fee. Subsequent examinations and testing are subject to additional testing fees.

☐ Check or Money Order enclosed (payable to HSPA)  ☐ VISA  ☐ MasterCard  ☐ American Express  ☐ Discover

Cardholder Name: _________________________________________

Credit Card Number: _______________________________________

CVV (found on back of card): _________________________________

Expiry Date: ______________________________________________

Zip Code of Billing Address: _________________________________

Signature (must be handwritten): ____________________________
SECTION 5: HANDS-ON EXPERIENCE

All information on this page must be completed in full by the Manager/Supervisor who oversaw the applicant’s work/volunteer experience. If the applicant completes any portion of this page, the application will be rejected.

- The information must be verified by a person in a position higher than the applicant (Lead Tech, Coordinator, Supervisor, Manager, Director, Chief, Administrator or Hospital-Based Educator/Trainer).
- Each of the six areas below are mandatory for completion, and the hours must be completed in full, in a Central Service/Sterile Processing department.
- If the applicant completed their experience in more than one facility, additional copies of this page must be completed by each Manager/Supervisor, indicating the specific number of hours completed in each area.
- Manager/Supervisor must provide work contact information. No personal contact information will be accepted.

PLEASE INITIAL EACH AREA OF EXPERIENCE COMPLETED BELOW (Typed Initials will not be accepted):

1. Decontamination (120 Hours)
   INITIAL: Blood-Borne Pathogens, Soiled Item Transport, Safety (e.g. Chemical Handling, Sharps), Manual Instrument Cleaning, Mechanical Cleaning (e.g. Washers, Ultrasonic Cleaners), Decontamination Area Disinfection Processes, Interpreting Manufacturer’s IFUs (e.g. Device Cleaning, Equipment Operation, Chemical, Enzymatics/Detergents, Current Measurements/Concentration, Soak Time), Item Receiving & Traceability

2. Preparing & Packaging Instruments (120 Hours)
   INITIAL: Identification, Inspection/Testing of Instruments, Inspection/Testing of Containers & Wrapping Material, Assembly, Packaging Techniques (e.g. Pouches, Flat Wraps, Rigid Containers), Labeling

3. Sterilization & Disinfection (96 Hours)
   INITIAL: High Temperature Sterilization Processes, Low Temperature Sterilization Processes, Logging & Record Keeping (e.g. Sterilization/HLD, Biologicals/Incubation), Handling & Putting Away of Sterile Supplies, Automated/Manual Disinfection, Trouble Shooting (e.g. Aborted/Failed Cycles, Wet Loads, Repairs)

4. Storage & Distribution (24 Hours)
   INITIAL: Clean & Sterile, Handling & Putting Away of Sterile Supplies, Rotating Supplies, Inventory & Restocking Carts/Shelves (e.g. Inventory Systems, Par Levels), Event Related Shelf Life/Expiration Dating, Cleaning Storage Shelves, Case Carts (e.g. Assembly, Pick Lists & Locator Systems)

5. Quality Assurance Processes (24 Hours)
   INITIAL: Interpreting Manufacturer’s IFUs (e.g. Device Inspection & Testing, Sterilizers), Standards, Regulations, Policies & Procedures, Documentation & Record Keeping (e.g. Management, Area Cleaning), Quality/Functionality Testing Processes (e.g. Sterilizer, Washer Testing, HLD)

6. Equipment (16 Hours)
   INITIAL: Cleaning, Inspection and/or Preparation of Patient Care Equipment, Equipment Functionality Check (e.g. Autoclaves, Sterilizers, Washers), Familiarity with Routine Maintenance Guides for Equipment, Equipment Tracking

Printed Name of Applicant: ____________________________________________________________

Dates of Experience (must have occurred within the past 5 years):

from (month/date/year) _________/_________/_________ to (month/date/year) _________/_________/_________

Name of Facility Where Experience Was Obtained: ________________________________________________

Facility Address: ________________________________________________________________

City, State/Province, Zip/Postal Code: ____________________________________________________

Is the Applicant a Current Employee of the Facility: □ Yes □ No

Printed Name of Manager/Supervisor: ___________________________________________________________

Current Position of Manager/Supervisor: _______________________________________________________

Select one: □ Lead Tech □ Coordinator □ Supervisor □ Manager □ Director □ Chief □ Administrator □ Other

Work Phone (with extension): ___________________________________ Work Email: ____________________________

I attest that the applicant listed above has completed the minimum 400 hours of hands-on experience required for the Certified Registered Central Service Technician (CRCST) certification. I further understand that I may be called upon to verify this information in further detail.

Signature (must be handwritten): ___________________________________________________ Date: ____________________________