

Certified Healthcare Leader (CHL) Exam

Revised June 2024



CHL certification is designed to recognize individuals who have demonstrated the management and supervisory skills necessary to provide effective leadership in the Sterile Processing department. CHL's are indispensable members of the healthcare team who are responsible for managing the daily operations of the Sterile Processing department including standards and regulation compliance, finance, reporting, staffing, human resource management, and inter- and intra-departmental communications.

To earn CHL certification, candidates are required to demonstrate skills through the successful completion of an examination developed to measure the understanding of general sterile processing, infection prevention, and management topics. Those certified as a CHL are required to recertify annually through 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 submission 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**

If you're paying by credit/debit card, we ask that you submit your application online. For video help with applying online, please use this QR code:

If you are unable to apply online, please submit this application by fax or email and indicate that you will need a payment link sent by email (see Section 4).



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.

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APPLICATION CHECKLIST

- I am ready to sit for the CHL exam within the next 4 months, once my application is approved.
- Section 1: Certification Prerequisites - I hold a full CRCST certification in good standing.
- 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 in the amount of \$140 USD.

SECTION 1: CERTIFICATION PREREQUISITES

Please verify that you hold a current, full CRCST certification. A CRCST certification with HSPA is required before applying for the CHL examination.

- I hold a current, full CRCST certification through HSPA.

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. HSPA ID# (Optional): _____

Applicant First Name: _____

Applicant Last Name(s): _____

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

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SECTION 3: **STANDARDS OF CONDUCT, DISCLOSURE AND ATTESTATIONS**

APPLICATION STATEMENT OF UNDERSTANDING

I hereby apply to take the CHL 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 individual's 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 \$140 application fee includes the cost to take the exam one time, as well as a \$25 non-refundable submission fee.** Subsequent examinations and testing are subject to additional testing fees.

I have enclosed a Check or Money Order (payable to HSPA) in the amount of \$140.

If you are unable to apply with a credit card online, please submit this application by fax or email and indicate that you will need a payment link sent by email.