

Certified Healthcare Leader (CHL) Eligibility Requirements

Revised April 2026



OPTION C: EDUCATIONAL REQUIREMENT

Please Note: *This page is intended for those qualifying for the CHL examination through a **minimum of an associate's degree (or higher)**. The associate's degree may be in any field of study; it does not need to be related to Sterile Processing or healthcare specific. **If you are qualifying with Option A or B, you do not need to submit this documentation.***

Instructions

To qualify for CHL Certification, applicants may meet eligibility through one of several pathways. This list of acceptable documentation below is provided for applicants who are qualifying through the **Educational Requirement**. Applicants will need to provide the appropriate documentation to satisfy they meet the requirement of a minimum of an associate's degree (or higher).

Please submit one (1) of the following as proof of your degree:

- Official college transcript (mailed directly from the institution or submitted in a sealed envelope)
- Unofficial transcript (must clearly display your name, institution, degree awarded, and graduation date)
- Copy of diploma (must include your name, institution name, and degree earned)
- Copy of eTranscript from the issuing institution
- Degree verification letter from the college or university registrar's office

Please indicate how you will be submitting your documentation:

- Online:** <https://dashboard.myhspa.org/certification>
- Email:** certification@myhspa.org
- Mail:** HSPA 55 West Wacker Drive, Suite 501, Chicago, IL 60601
 - Direct from institution
 - Included with application (attached)