

# CHL Certification: Documentation Requirement Update

## Frequently Asked Questions for those who hold a CHL

Updated May 2026 | [certification@myhspa.org](mailto:certification@myhspa.org) | [dashboard.myhspa.org](https://dashboard.myhspa.org)

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### About the Update

#### Q: Are the CHL eligibility requirements changing?

No. The eligibility requirements for the Certified Healthcare Leader (CHL) certification are not changing from what was announced in January, 2026. The three pathways remain exactly the same. You must hold a current CRCST through HSPA and meet at least one of the following:

- Option 1: A minimum of 12 months of full-time experience in sterile processing (accumulated throughout your career) **OR**
- Option 2: A minimum of 12 months of leadership experience (supervising, delegating, educating, etc., from any setting) **OR**
- Option 3: An associate's degree or higher

You only need to meet one of these three options.

#### Q: What is changing?

We are now requiring one form of supporting documentation to accompany your attestation. Previously, self-declaration (attestation alone) was sufficient. Going forward, documentation must be submitted along with your attestation to verify that you meet one of the three eligibility options.

#### Q: Why is documentation now required?

Our CHL certification is accredited under ANAB to ISO 17024, the international standard for personnel certification bodies. ISO 17024 is undergoing a revision to its 2026 edition. The revised standard specifies that "activities supported only by a self-declaration do not constitute an impartial assessment." To remain in good standing with our accreditation and ensure the CHL credential remains valid and strong, we must collect supporting documentation alongside attestations.

#### Q: What is ISO 17024 and why does it matter?

ISO 17024 is the internationally recognized standard for organizations that certify individuals. HSPA's CHL certification is accredited under ANAB to this standard. Compliance with ISO 17024 ensures the CHL is a credible, recognized, and valid credential. The upcoming 2026 revision requires that competency assessments be supported by more than self-declaration alone.

### Documentation Requirements

### **Q: What kind of documentation do I need to submit?**

You need to submit one form of documentation that corresponds to the eligibility option you are claiming:

- For Option 1 (Sterile Processing Experience): HSPA has a pre-built form for you to have your manager/supervisor/educator/HR representative (or another qualified individual) complete for you. Documentation could also include employment verification, pay stubs, or similar records confirming your sterile processing work history.
- For Option 2 (Leadership Experience): HSPA has a pre-built form for you to have your manager/supervisor/educator/HR representative (or another qualified individual) complete for you. Documentation could also include employment records, military records, or other verification of your leadership role.
- For Option 3 (Associate's Degree or Higher): A copy of your diploma, transcript, or degree verification.

If you are unsure what documentation is acceptable for your specific situation, please contact us — we are happy to help.

### **Q: Do I need to submit documentation for all three options?**

No. You only need to submit documentation for the one option you are claiming. Since you only need to meet one of the three pathways, you only need to provide documentation for that one pathway.

### **Q: Do I need to submit documentation each year to maintain my CHL?**

No. HSPA is working to ensure that all current CHL holders meet the same requirements as new CHL applicants. Once we receive your documentation (prior to October 2027), the renewal process will remain the same.

### **Q: How do I submit my attestation and documentation?**

Visit [dashboard.myhspa.org](https://dashboard.myhspa.org) and sign in to your account. If you hold a current CHL with HSPA, you will see the attestation pop-up, along with the options for submitting your supporting documentation. The process is completed entirely online.

## **Current CHL Holders**

### **Q: I am a current CHL holder. Does this apply to me?**

Yes. All current CHL holders are being asked to complete the attestation and submit one form of supporting documentation. We are very confident that most current CHL holders already meet at least one of the three options — particularly through their sterile processing experience. This is simply a matter of documenting what you likely already qualify for.

### **Q: What if I don't yet meet one of the three eligibility options?**

If you do not yet meet one of the three options, you have until October 2027 to do so — nearly two years. The eligibility requirements are designed to be flexible and

accommodating of the diverse backgrounds of professionals in our field. If you believe you will not meet one of the three requirements by October 2027, please contact us at your earliest convenience so that we can look at options with you.

**Q: Is this meant to take away my CHL certification?**

Absolutely not. The goal of this update is to strengthen and protect the CHL credential, not to take it away from anyone. We want to ensure the certification remains valid, credible, and recognized — for the benefit of every CHL holder.

**Q: Why can't I just attest without submitting documentation?**

Per the updated ISO 17024 standard, attestation (self-declaration) alone no longer constitutes an impartial assessment. To maintain our ANAB accreditation and uphold the integrity of the CHL credential, we are required to collect documentation that supports your attestation.

**Contact & Resources**

**Q: Who can I contact if I have questions or need help with my documentation?**

Our team is here to help! You can reach us:

- By phone or chat: Monday – Friday, 9:00 AM – 4:30 PM Central time at
- By email (anytime): [certification@myhspa.org](mailto:certification@myhspa.org)

We are happy to answer questions about what documentation is acceptable, walk you through the submission process, or address any concerns you may have.

**Q: Where can I learn more about this update?**

We encourage you to watch our short video announcement, which explains this update in full detail. You can also find the attestation form and documentation submission options by signing in at **[dashboard.myhspa.org](https://dashboard.myhspa.org)**.

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*For additional questions, contact us at [certification@myhspa.org](mailto:certification@myhspa.org) or visit [dashboard.myhspa.org](https://dashboard.myhspa.org). Staff are available Monday – Friday, 9:00 AM – 4:30 PM Central time.*