

Certified Administrator Renal Healthcare (CARH)

Policy 1.1- Eligibility

Eligibility Requirements

The eligibility requirements ensure that the certification application process is fair and impartial. Membership in any organization is not a prerequisite for the CARH program.

All individuals who seek certification must meet the established eligibility requirements in effect at the time of application.

There are two eligibility pathways:

Requirement	Option 1	Option 2
Education	Bachelor's degree granted by a U.S. regionally accredited college/university or foreign equivalent	High school diploma or equivalent
Work Experience*	Three (3) years of experience in a Dialysis Administrator Role, such that the Role includes experience in Regulatory, Business, Patient Care, and Leadership responsibilities Experience must be within the previous five (5) years of application submission.	Five (5) years of experience in a Dialysis Administrator Role, such that the Role includes experience in Regulatory, Business, Patient Care, and Leadership responsibilities Experience must be within the previous seven (7) years of application submission.
Practice Hours*	Minimum 3,000 practice hours within the previous five (5) years in a Dialysis Administrator role	Minimum 5,000 practice hours within the previous seven (7) years in a Dialysis Administrator role
Code of Ethics and Application Attestation	Attestation to comply with the RHA Code of Ethics. Applicants and certificants must abide to practice the renal healthcare administrator role in a manner consistent with the standards and responsibilities set forth in the RHA Code of Ethics. Applicants must attest to the accuracy of information reported within the application and to abide by the RHCC certification policies.	
Examination	Passing score on the CARH examination.	

Dialysis Administrator Experience Requirement Interpretation*

The experience and practice hour requirements include time spent working in a variety of capacities. Eligible work experience and practice hours include leadership in regulatory, business/financial, patient care, and operational roles within the renal healthcare administrator role.

Experience may be full or part time so long as the minimum practice hours requirement is met.

Eligibility Rationale

Each eligibility requirement has been established to ensure that certified individuals have an acceptable level of knowledge, as evidenced by the examination and education requirements, and skill, as evidenced by the experience requirement, needed to provide dialysis administrator services at an intermediate level.

A rationale for each eligibility requirement has been established as follows:

1. **Education:** The level of education required for CARH certification is consistent with the level of education required to practice as a renal healthcare administrator role. Individuals may work in the role with a minimum of a high school diploma or equivalent; however, the RHCC has determined that additional work experience is required if a bachelor's degree has not been earned. A bachelor's degree granted by a U.S. regionally accredited college/university or foreign equivalent is a basic measure of the quality of the professional's education.
2. **Work Experience:** The work experience requirement is necessary to ensure that applicants have an adequate and reasonable base from which they should be able to pass the CARH exam. The RHCC has determined that applicants who have attained a bachelor's degree have gained knowledge through their education to replace two years of practice experience compared to those who have not achieved a bachelor's degree. The minimum experience requirement ensures that all candidates will have worked through a Medicare facility recertification period.
3. **Practice Hours:** The practice hours requirement is necessary to ensure that applicants have adequate work experience and to give applicants a reasonable base from which they should be able to pass the CARH exam. Practice hours are based on accruing approximately 1,000 hours per year of work experience in the role, noting that an applicant may work in the role on a part time basis. Practice hours must be within the designated most recent five- or seven-year period to ensure currency of practice.
4. **Code of Conduct and Application Attestation:** The requirement for adherence to the Code of Conduct provides increased awareness of expected ethical behaviors as well as increased public protection through a process that provides a reporting and investigation mechanism for Code of Conduct violations. Further, the application attestation requires individuals to pledge adherence to RHCC policies and accurately report eligibility information.
5. **Examination:** Applicants are required to pass the CARH examination to demonstrate that their education, experience, and training have resulted in sufficient understanding of the knowledge, skills, and abilities required to provide competent renal healthcare administrator services as determined by the job analysis studies and represented on the examination content outline.

Eligibility Verification

Only complete certification applications will be accepted. Applicants must document their highest degree, work experience, and practice hours as part of the application process. Incomplete applications will be returned to the applicant who may address the deficiencies and resubmit the application for review, adhering to established application deadlines. Applicants will attest to the Code of Conduct and to the accuracy of information submitted as part of the application process.

A percentage of candidates will be selected randomly for audit of the eligibility requirements. If selected for audit, verification of the eligibility requirements will be conducted by certification staff as follows:

1. Education: Audited candidates must provide a copy of the degree, diploma, or transcript.
2. Work Experience and Practice Hours: The primary employer contact provided on the application will be contacted by RHA to confirm work experience and practice hours claimed on the application. A supervisor or HR professional must complete the verification form provided by RHA.

RHCC reserves the right to verify any information provided on the application and/or as part of the application process.

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