

## **Certified Administrator Renal Healthcare (CARH)**

### **Policy 1.2- Recertification**

#### **Purpose**

The RHCC supports the ongoing professional development of certificants. The process required for recertification provides certificants with the opportunity to create an individualized professional development plan, demonstrate the reinforcement and expansion of their knowledge and skills, and retain their knowledge of current practice.

#### **Rationale**

The RHCC requires periodic recertification to promote professional development for certificants and ensure they maintain an ongoing commitment to learning to strengthen their knowledge and skills in their area(s) of practice.

Recertification provides encouragement to, and acknowledgement for, participation in ongoing professional development activities. To support this purpose, the recertification requirements require earning continuing education points through participation in activities that enhance ongoing professional development, encourage opportunities for new learning, and provide a process for both planning and recording professional development achievements. A total of 75 points must be attained during the 5-year period. Certified individuals are required to earn professional development points in the proportions detailed in the candidate handbook to ensure they are completing professional development activities across the content specifications and staying current in practice. The content allocations are based on the relative weight of the content domains as listed in the current exam specifications.

Recertification requirements include the option to take and pass the current certification examination which aligns with the requirements of the test specifications. Passing the certification exam demonstrates that certified individuals are knowledgeable of current practice.

The five (5) year period established for recertification is based on both the scope of issues that face the field and the RHCC's acknowledgement that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely so that certificants remain up to date with both current best practices and emerging knowledge.

#### **Recertification Requirements**

Certification is valid for a five (5) year period, and the certification expiration date is indicated on the individual's certificate. To maintain an active CARH certification status all certificants must complete the recertification application with all required documentation and fees by the published deadline to document completion of the recertification requirements. As part of the application process, certificants will attest to continue to abide by the RHA Code of Ethics.

## Recertification Options

### **1). Recertification by professional development points**

Certified individuals who select recertification by professional development points are required to earn 75 professional development points to maintain the CARH certification. Points may be earned through a combination of continuing education activities related to the renal healthcare administrator scope of practice and the CARH exam specifications. General knowledge and ethics-related activities that are not related to the CARH exam specifications will not be accepted. Applicants may accrue points from a variety of sources including:

- Accredited CE activities
- Non-accredited CE activities
- Conference attendance
- Validated research/project involvement
- Higher education coursework

See [Appendix C](#) for a description of activity categories and point allowances.

According to generally accepted standards, 50 minutes of training will equal one (1) professional development point.

All professional development activities are subject to review and approval by the RHCC. Credit is only granted after the activity has been completed and documented.

### **2). Recertification by Exam**

Certified individuals may recertify by exam by taking and passing the current certification exam within the last year of their certification period. The re-take policy applies to certificants wishing to recertify by exam, and therefore certificants are authorized to take the exam twice during the 12-month period that precedes their credential expiration. Certified individuals who have participated in exam development activities within the previous 5 years are not eligible to recertify by exam in accordance with the Confidentiality policy.

If an individual selects recertification by exam and does not pass within the maximum allowed attempts in the 12-month period prior to expiration of their credential, recertification by points will not be an option. The individual must meet all initial eligibility requirements, complete an initial exam application, and take and pass the current certification exam to regain certification.

## Recertification Application Verification

Only complete recertification applications, including payment of the application fee, will be accepted. Applicants attest to the accuracy of the information provided in the recertification application.

To maintain the credibility and integrity of the certification process, RHCC reserves the right to verify any information provided on recertification applications. Requests for verification of recertification requirements may be made prior to the application due date for the recertification cycle.

Certification staff will randomly audit a percentage of applications submitted for recertification to verify the recertification requirements are met. If audited, candidates for recertification will be responsible for submitting proof of satisfactory activity completion, such as certificates of completion, transcripts, or attendance verification. Failure of an applicant to provide complete and/or accurate information to satisfy the audit may result in consequences including, but not limited to, revocation of certification.

## Recertification Acceptance

Once all recertification requirements have been met, certificants will receive a renewal notice and updated certificate the month after the certification expiration date.

Recertification applications will not be accepted from individuals whose certification is in a state of suspension, has lapsed or has been revoked.

## Failure to Recertify

Recertification is mandatory for all certificants. If certification is not renewed, it will expire on the last day of the month five years after the certification was last earned. Individuals whose certification has expired or been suspended or revoked may not represent him/herself as certified and may not use the credential until they receive official notice that the recertification requirements have been satisfied or that certification status has been reinstated.

Certificants who fail to renew the credential will be removed from the online verification list of active certificants.

## Reinstatement

If the recertification application is received after the credential expiration date, there is a one-month grace period in which it will be accepted.

Certificants can request an additional 60-day grace period for a fee (see Application Deadlines, Fees, and Refunds). If the application is not received, the credential expires.

There will be no extension of the certification period. If the grace period is utilized, the certificant's next expiration date will remain the same as if the recertification was completed on time.

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