

**JOB DESCRIPTION**

**CERTIFICATION COMMITTEE**

**General Description:**

The chapter certification chairman is the chapter’s primary point of contact for certification information. He/she is responsible for ensuring that the chapter makes information about certification available in a convenient form. Ideally, the certification chairman would be a certified member or someone who is interested in becoming certified.

**Term:**

One year

**Time Commitment:**

72 hours/year average or 6 hours/month average

**Goals, Objectives, and Responsibilities:**

1. Develops and maintains processes to encourage members to become certified, to encourage them to maintain their certifications once they are earned.
2. Work with chapter members and HFMA National to ensure that members submit complete testing information so they can be properly registered to test.
3. Work within the chapter to offer appropriate resources in support of certification for the chapter. Such resources can include study groups and group overviews of certification requirements and ways to prepare for certification.
4. Understand and explain the current certification programs offered by HFMA National and the certification process to potential certification candidates.
5. Promote current certified members within the Chapter.
6. Develop a certification practicum for members, either independently or in conjunction with other chapters within Region X.