

# Certification Commission of NAMSS Policies and Procedures

## Recertification, Expiration, and Revocation of Certification

Number: 300.30

Effective Date: March 2003

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### POLICY STATEMENT:

Certification must be renewed every three years. The Certification Commission of NAMSS (CCN) will continuously evaluate and, as necessary, revise the recertification criteria, renewal interval, and assessment methods to ensure the process remains current, valid, and reliable

Certification will expire for failure to meet continuing education requirements or for failure to complete the recertification process. A certification may also be revoked for violation of the Standards of Conduct and Ethics of the CCN.

### PURPOSE:

The purpose of recertification is to ensure a level of continued competence through the ongoing enhancement of knowledge and skills in the field of provider credentialing, provider enrollment, and medical services management. A three-year recertification cycle has been established to maintain current knowledge with the ever-changing aspects of healthcare administration, credentialing, accreditation standards and advancements in technology.

The CCN will determine the process and criteria for assessing individuals who apply to renew CPCS, CPMSM, or CPES certification. The assessment will be based on the current body of required knowledge and skills determined by the CCN to be essential for continued certification.

### PROCEDURE:

#### DEFINITION(S):

CCN = Certification Commission of NAMSS

CEU or CEs = Continuing Education Units

Candidate = A Medical Services Professional who is registered to sit for exam

Certificant = Medical Services Professional who holds current NAMSS certification(s)

CPCS = Certified Provider Credentialing Specialist

CPMSM = Certified Professional Medical Services Management

CPES = Certified Provider Enrollment Specialist

MSP = Medical Services Profession/Professional

NAMSS = National Association of Medical Staff Services

## **PROCEDURES:**

Annually, the CCN will review the established criteria for recertification. The CCN will consult as necessary all available resources (e.g., certification industry standards, recent job analysis reports, NAMSS Board and Education Committee, etc.) to determine that the criteria are appropriate.

The essential element of recertification criteria is the completion of a minimum number of qualified (CE) units. The NAMSS Education Committee will determine those activities that qualify for CEs via Education Committee policy 1000.40 "Granting Continuing Education Credits". All such activities must be related to the MSP industry.

## **RECERTIFICATION CYCLE:**

A three-year certification cycle has been established in alignment with current national standards for recertification

An individual's certification will expire for failing to meet continuing education requirements or for failing to complete the recertification process.

Individuals whose certification has expired or who have failed to complete the recertification process may no longer use the CPCS, CPMSM, and/or CPES credential. The certification cycle will begin at the time of notification of passing the certification examination and continue through December 1<sup>st</sup>, three years later, and every three years thereafter. Subsequent certification cycles for those holding dual or triple certifications will be based on the initial certification cycle. Requirements for recertification will be made known to the certificant at the time of successful completion of the certification examination and subsequently upon revision of the requirements.

### Recertification Fees

#### *Single certification*

Member	\$200.00
Non-member	\$375.00

#### *Dual certification*

Member	\$225.00
Non-member	\$400.00

#### *Triple Certification*

Member	\$250.00
Non-Member	\$425.00

## **CE REQUIREMENTS & QUALIFYING ACTIVITIES FOR RECERTIFICATION**

To ensure that continuing education for recertification reflects the diversity of subject matter within the field of credentialing and medical services management, the CCN has established the following recertification requirements for certificants:

Single certified individuals who hold either a CPMSM, CPCS, or CPES certification must earn a total of 30 hours of CEs within the three-year recertification cycle. Fifteen of the 30 CEs must be NAMSS approved CEs.

Dual certificants who hold two of the following: CPMSM, CPCS, or CPES certifications must earn a total of 45 hours of CEs within the three-year recertification cycle. Twenty of the 45 CE's must be NAMSS approved CEs. The requirements for dual certification become effective upon

the first complete three-year cycle in which the candidate is dual certified throughout the entire cycle.

Triple certificants who hold CPMSM, CPCS, and CPES certifications must earn a total of 55 hours of CEs within the three-year recertification cycle. Twenty-five of the 55 CEs must be NAMSS approved CEs. The requirements for triple certification become effective upon the first complete three-year cycle in which the candidate is triple certified throughout the entire cycle.

Total CE Hours Required for Recertification within a three-year recertification cycle	Single Certificants	30 hours of CEs
	Dual Certificants	45 hours of CEs
	Triple Certificants	55 hours of CE's
NAMSS Approved: Requiring a portion of the credits to be NAMSS approved further ensures that certificants are engaging in activities that are related to the current roles of Medical Services Professionals.	Single Certificants	A minimum of 15 credits must be NAMSS-approved activities.
	Dual Certificants	A minimum of 20 credits must be NAMSS-approved activities.
	Triple Certificants	A minimum of 25 credits must be NAMSS-approved activities.
Non-NAMSS Approved Credits: Credits must be industry related CEs as described in the Education Committee via its policy 1000.40 "Granting Continuing Education Credits."	Single Certificants	Up to 15 credits may be non-NAMSS Approved
	Dual Certificants	Up to 25 credits may be non-NAMSS Approved
	Triple Certificants	Up to 30 credits may be non-NAMSS approved

Any programs attended by a certificant prior to earning a certification will not qualify for recertification CE credits

## **NOTIFICATION OF RECERTIFICATION**

The CCN will implement a process to notify certificants about their ensuing certification expiration during the final year of the certification cycle. The CCN will maintain a list of those who are due to recertify in the current year on the certification page on the NAMSS Web site. Each certificant due for recertification will be sent information outlining the recertification process and deadlines for submission of the recertification application based upon the certificants information on file with NAMSS.

Any notice sent by the CCN is considered a courtesy; it is the certificant's responsibility to monitor when their certification(s) will expire. Certificants are solely responsible for ensuring that current contact information is on file with the NAMSS Executive Office and for meeting stated deadlines. Failure to maintain current contact information with the NAMSS office –or non-receipt of a recertification notice does not waive the requirement and will not be deemed sufficient grounds for appeal of certification expiration.

## **DOCUMENTATION AND REQUIREMENTS FOR RECERTIFICATION**

The certificant must submit the application, fee, and documentation of appropriate CEs in effect at the time of the recertification; or retake an exam and receive a passing score. The deadline for submission is December 1<sup>st</sup>. Applications submitted between December 1<sup>st</sup> and December 31<sup>st</sup> will be subject to a \$75 late fee. Any applications submitted after December 31 will not be approved for an extension and will be subject to the reinstatement policy.

The NAMSS Executive Office will review each application submitted for compliance with the recertification policy to confirm that the CE's are appropriate for the time-period, content, and meet the NAMSS or Non-NAMSS approved requirements. Upon determination of compliance with the recertification requirements, each certificant will receive an updated digital badge and certificate via the email on file with NAMSS.

## **REPORTING CREDITS AND RECERTIFICATION APPLICATION SUBMISSION**

CEs should be reported by certificants to the NAMSS Recertification portal as they are obtained and will be reviewed every three years to prevent a certificant's certification(s) from expiring.

Applications for recertification will not be accepted before the recertification window is open.

## **SITTING FOR THE EXAM IN LIEU OF SUBMITTING CE'S**

At any time, a certificant may opt to sit for a certification exam in lieu of submitting CEs. A certificant will be permitted to take the exam that corresponds with the previously awarded certification. The cost for this option will be the same as for a first-time candidate sitting for the exam. See the Candidate Handbook for current rates. If a certificant holds more than one certification, they must take each corresponding certification exam.

Should the candidate fail an exam, their certification will expire immediately upon receiving the exam results. Certification will not continue until the end of the recertification cycle, as not passing the exam reflects that a certificant has not maintained their minimum competence to hold certification.

## **RECERTIFICATION AUDITS**

A random audit of a minimum of 10% of the recertification applications will take place each year. If a certificant is selected for an audit, they will be notified, and additional documentation may be requested. Any continuing education documentation submitted to the CCN via the NAMSS Recertification portal will be included in this audit and may be verified with the sponsoring organization. Certification staff will determine compliance with CE criteria. Any questions regarding audit results or CE documentation will be forwarded to the CCN for consideration.

If the audit determines that the minimum number of required CEs has not been met, the candidate shall have 90 days from the notice of the audit results to complete the required continuing education. The candidate shall be subject to the late fees and documentation associated with an extension of recertifications. CEs earned during this 90-day period shall not be applied to the candidate's subsequent recertification cycle, and the candidate shall be subject to an automatic audit. Certification will expire for failure to meet recertification criteria if the certificant is unable to submit evidence of the required number of CE's requested during the random audit process.

The CCN reserves the right to audit any individual's application for recertification.

Any certificant serving as a member of the CCN will automatically be audited during their scheduled recertification year.

## **INCOMPLETE RECERTIFICATIONS FOR EXPIRING CERTIFICATIONS**

Certificants who fail to reapply within the prescribed time will be sent a "Notice of Pending Expiration of Certification" at least ten business days prior to the December 1<sup>st</sup> deadline. Recertification notices should be considered a courtesy, and the non-receipt of a recertification notice does not waive the requirement and will not serve as basis for an appeal to expirations. Individuals whose certification has expired may no longer use the CPCS, CPMSM, and/or CPES credential(s).

## **REQUEST FOR TIME EXTENSION TO EARN CE's**

A candidate may request an extension in the event they have not obtained the required number of CEs for recertification. The extension request must be submitted in writing no later than December 1<sup>st</sup> of the year in which recertification is due. Any requests for extensions received after the December 1<sup>st</sup> deadline will not be considered under any circumstances.

A candidate applying for an extension must submit the following documentation within the NAMSS Recertification portal along with the written request for an extension: recertification application, at least half of the required credits earned within the current recertification cycle, remit the appropriate recertification fee and a \$125 extension fee for additional administrative services to monitor the extension. Approved extensions commence on December 2nd of the individual's recertification year and conclude with a final application deadline of May 31st in the subsequent year. A maximum of two extensions may be requested over the life of the certification.

Candidates granted an extension will be subject to an audit of their application and will be automatically audited during the next recertification cycle. CEs applied during the extension may not be used toward recertification in the following three-year cycle.

### **LATE RECERTIFICATION**

Candidates for recertification must complete their recertification or request an extension by December 1<sup>st</sup> of their recertification year to be considered an on-time application. Late applications will be accepted through December 31<sup>st</sup> and will be subject to a \$75 late fee to be paid with the submission of CEs.

### **EXPIRATION OF CERTIFICATION**

As of January 1<sup>st</sup> of the year following the recertification date, a certificants status will be considered to have lapsed if the CEs and recertification payment have not been received. All expired certificants will receive correspondence noting that they are no longer certified and may no longer use the CPCS, CPMSM, and/or CPES designation(s).

A grace period for expired certificants begins on December 2 of their recertification year and concludes with a final deadline of May 31 in the subsequent year. To reinstate a certification, the candidate must have earned the required number of CEs during their recertification period or during the grace window. To request a reinstatement, candidates must reach out to the NAMSS Executive Office. Candidates for reinstatement will be required to provide documentation of all CEs within the NAMSS Recertification portal, pay the recertification fee, and a \$175 reinstatement fee.

For reinstatement after six months past the initial expiration date, a candidate must apply as a new candidate and pass the exam.

### **RETIRED STATUS**

Effective January 1, 2010, the CCN will no longer offer certificants the option of retiring their certification status.

Former certificants granted retired status prior to January 1, 2010 will be allowed to continue using the credential CPMSM-R and/or CPCS-R **only** if they are no longer working in the medical services profession.

The holder of the retired certification is no longer required to meet recertification requirements.

No individual with an approved retired certification status will be permitted to use the credential CPMSM, CPCS, and/or CPES.

Any individual with an approved retired certification who is returning to the Medical Services Profession must meet all other eligibility criteria and sit for the certification exam to resume using the credential CPMSM, CPCS, and/or CPES. The individual will be permitted to take the exam that corresponds with their previously awarded certification(s). The cost for this option will be the same as a candidate sitting for the exam for the first time. See the Candidate Handbook for current cost information. In the case of a dual or triple certificant, a candidate must take each corresponding exam (i.e. CPCS, CPMSM, CPES) to remove all certifications from retired status.

## GOVERNANCE OF THE RECERTIFICATION PROGRAM

All policies, procedures and decisions regarding the certification program are approved by the Certification Commission of NAMSS (CCN). The CCN provides ongoing oversight to the program and periodically reviews and revises these policies to ensure the practical and equitable application of the recertification procedures.

Address all inquiries to:

CCN

NAMSS

Ph: (202) 367-1196

[certification@NAMSS.org](mailto:certification@NAMSS.org)

Originating Work Group and/or Committee	Certification Commission
Bylaws And Other References	N/A
NAMSS Bylaws	N/A
Pertinent documents or other policy/procedure	<ul style="list-style-type: none"><li>• CCN Code of Ethics,</li><li>• Candidate Handbook,</li><li>• Education Committee Policy #2 Granting Continuing Education Credits</li></ul>
Communication Methodology	<ul style="list-style-type: none"><li>• To be sent to certification exam applicants,</li><li>• To be linked with the certification handbook,</li><li>• To be posted on the NAMSS website in the policy repository,</li><li>• To be made available to certificants upon request</li></ul>

Amended Date	Bylaws Committee Review Date	Board Approval Date
8/2003, 1/2004, 1/2005, 8/2006, 6/2008, 12/2009, 6/2010, 11/2011, 2/2012, 5/2013, 4/2014, 6/2015, 4/2018, 4/2020, 8/2021, 6/2022, 11/2022, 01/2024, 06/2025	6/20/2006	