CERTIFICATION PROGRAM	EXAM COMMITTEE
POLICY TITLE:	QUESTION DEVELOPMENT: CONTACT HOURS
EFFECTIVE DATE:	JUNE 28, 2012
REVISION DATE:	

Policy:

In acknowledgement of the development and submission of quality exam questions, the Certification Program will approve and grant a defined number of contact hours that can be utilized toward fulfilling ASPHP certification requirements. Any current ASPHP member is eligible to submit questions. One contact hour will be awarded for each approved and accepted question.

Procedure:

All submissions must be submitted on the formal Certification Exam Question Template. Questions submitted in any other fashion will not be considered.

The Exam Committee will examine and evaluate all submitted exam questions and corresponding responses.

The Question (stem), Answers, and Source will be evaluated individually and as a whole.

The Exam Committee reserves the right to accept, revise, and/or deny any question submitted that does/does not meet the applicable validity standards.

The Exam Committee will complete the evaluation and approval process within thirty (30) days of submission.

The Exam Committee will report all awarded contact hours to ASPHP staff so that they can be recorded appropriately in awardee accounts.

The number of contact hours awarded per individual will be determined and reviewed on an annual basis by the Exam Committee.   Current details of contact hour rewards recorded in schedule below:

	July 1, 2012-July 1, 2013 Contact Hours	July 2, 2013 forward Contact Hours
CSPHPs	12 Maximum	6 per year/ Maximum
CSPHAs and Membership	6 Maximum	3 per year/Maximum