



ASPHP Certification Program

MAINTENANCE AND RENEWAL

What is the difference between **Maintenance** and **Renewal**? (Reference: Post Certification Schedule)

Maintenance: For all levels types of Certificants, Professional (CSPHP), Clinician (CSPHC) and Associate (CSPHA), there is an annual maintenance fee to “maintain” your certification. Fees are established by the Certification Executive Team and posted on the Certification [webpage](#).

Renewal: Every three (3) years after you are certified, it is necessary for you to document the appropriate number of Professional Development hours to “renew” your certification; 15 for Associates, 24 for Clinician and 36 for Professionals. Certificants will be selected at random and asked to produce documentation of the Professional Development hours that they have acquired within the last 36 months. Only those hours acquired after the initial certification or the most recent renewal of your certification will be accepted.

Those selected will have *30 days* to send in the appropriate documentation on the excel spreadsheet that the ASPHP has provided for tracking your hours (Reference: Track Professional Development). If an individual is unable to produce the documentation within that time frame, they will have the option of paying for an extension that will allow them 6 months to acquire the missing Professional Development hours. Rates for the extension are determined annually by the Certification Executive Team. During the extension period, the certification will be considered suspended. If the individual does not meet these requirements within the extended period of time, their certification will be terminated and they will have to reapply through the regular process to re-acquire their certification. Any appeals because of denial of Professional Development hours will be addressed through the appeals process. (Reference: Appeals)

We strongly encourage all Certificants to keep an accurate record of their hours to make sure they are prepared if their names are selected for review. The time to count hours is reset every three years for all Certificants regardless if you are selected or not for the review.

If you have any questions about the renewal or maintenance, do not hesitate to contact us at 610-248-9911 or email info@asphp.org.