



**HEC-C Renewal Handbook  
for HEC-Cs with December 31, 2023  
Certification Expiration Date**

## Contents

Introduction .....	3
Statement of Purpose for HEC-C Renewal.....	3
HEC-C Renewal Requirements .....	3
Fees .....	4
Definitions.....	4
Grace period and late fee .....	5
Denial of Certification Renewal .....	5
Audits .....	6
Disclaimer.....	6
Examination Policies and Procedure.....	7
Notice to Schedule.....	7
How to Schedule the Examination.....	7
Testing Options .....	8
Rescheduling a Testing Appointment (within the current testing window).....	9
Cancelling a Testing Appointment.....	9
Transferring Testing Windows (you have already scheduled a testing appointment).....	9
No Show/Missed Testing Appointment.....	10
Withdrawing Your Application.....	10
Scantron Testing Centers .....	11
Arriving at the Test Center.....	11
Remote Proctoring.....	11
Disqualification .....	11
Examination Rules.....	12
Examination Scoring.....	12
Scaled Scores.....	13
Diagnostic Reporting.....	13
Comparative Review .....	13
Reasonable Accommodations.....	13
Appendix: Policies Related to HEC-C Certification Renewal .....	15
HEC-C Renewal Requirements Policy.....	16
Audit Policy and Procedure for HEC-C Renewal .....	18
Refund of Renewal Application Fee Policy .....	20
Use and Misuse of the HEC-C Credential Policy.....	20
Reconsideration and Appeal Procedure for HEC-C Renewal .....	22

## Introduction

The HEC-C Certification Renewal Handbook contains the instructions, policies, and procedures you will need to know to renew your HEC-C credential. You may choose one of three paths for renewal. Each of the path options is described in this handbook. The application forms for paths 1, 2, and 3 may be downloaded from <https://apps.asbh.org/myaccount>.

This system is designed to encourage continual learning and allows HEC-Cs to select the renewal path that meets their individual needs. Please take a few minutes to review the instructions and forms. If you have any questions, please contact the HCEC Certification Commission at 847.375.4745 or [cert@asbh.org](mailto:cert@asbh.org).

## Statement of Purpose for HEC-C Renewal

In order to demonstrate continuing professional development and maintain certification, the certificant must renew the credential using a method determined by the HCEC Certification Commission.

## HEC-C Renewal Requirements

Any HEC-C interested in maintaining certified status must demonstrate specified levels of knowledge, skills, and ability not only at the time of initial certification but throughout their professional career. Therefore, certification must be renewed every five years. The three options for renewal include the following:

**Path 1:** Complete 200 hours of healthcare ethics experience within the 5-year certification period and pass the examination within one year prior to the certification expiration date. Submit the following documentation:

- Examination Application for HEC-C Certification Renewal
- Completed Experience Tracking Form

**Path 2:** Complete 40 hours of specified professional activities within the 5-year certification period and pass the examination within one year prior to the certification expiration date. Submit the following documentation:

- Examination Application for HEC-C Certification Renewal
- Completed Activity Tracking Form

### *Application deadline for Path 1 and 2.*

HEC-Cs have the option of taking the examination in May or November 2023 and the examination application deadline is based on the examination window. **The completed Experience Tracking form (Path 1) or Activity Tracking Form (Path 2) must be submitted with the Examination Application for HEC-C Certification Renewal.** The application fee must be submitted at the time of application. The application deadlines are:

- May 2023 examination administration
  - March 10, 2023, or March 25, 2023 (with a late fee)
- November 2023 examination administration
  - September 10, 2023, or September 25, 2023 (with a late fee)

**Path 3:** Complete 200 hours of healthcare ethics experience and complete 40 hours of specified professional activities within the 5-year certification period. Submit the following documentation:

- Completed Experience Tracking Form
- Completed Activity Tracking Form

### *Application deadline*

The deadline to submit the completed Experience Tracking Form and completed Activity Tracking Form with the application fee is November 1, 2023; or November 15 with a late fee.

### **Fees**

Fees are set by the HCEC Certification Commission.

ASBH member: \$495

Non-member: \$695

Late fee: \$100

### **Definitions**

#### ***Healthcare Ethics Experience***

Professional healthcare ethics work you have performed throughout the 5-year certification period that relates to the major domains of the HEC-C Content Outline.

#### ***Specified Professional Activities***

Specified professional activities include - 1) **qualifying continuing professional education** and 2) **other specified professional activities** as defined by the HCEC Certification Commission.

##### **1) *Qualifying Continuing Professional Education***

Applicants must earn qualified continuing professional education credit hours. The earned credit hours must address content related to the domains and tasks outlined in the HEC-C Content Outline. These hours may be offered by any professional entity; however, the credit hours must be approved or provided by an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE). Proof of having earned these credit hours must be presented in the form of a certificate specifying the number of credit hours that the applicant earned and a statement from the accredited sponsor. Attendance at meetings that offer qualified credit hours, but not earning those credit hours, is not sufficient.

##### **2) *Other Specified Professional Activities***

The following list of specified professional activities must contribute to the practice of Healthcare Ethics Consulting and the majority of the content must be related to the domains and tasks in the HEC-C Content Outline. Each method has specific criteria, and, in each case, the majority content must map to domains and tasks on the HEC-C exam content outline:

- ***Academic course work***: work for which one receives postsecondary academic credit that addresses at least one domain of the HEC-C exam content outline (auditing of a course does not qualify). Coursework can be at the graduate or undergraduate level. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per course.
- ***Academic instruction***: lead instruction for a class or course offered for academic credit at the post-secondary level that addresses at least one domain of the HEC-C

exam content outline. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per original course.

- **Professional presentation:** an original presentation that addresses at least one domain of the HEC-C exam content outline, given upon acceptance after a peer-review process at a meeting or conference of a professional organization. Applicants may claim a minimum of 0.25 hours and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.
- **Institutional-based presentation:** an original presentation that addresses at least one domain of the HEC-C exam content outline, given within an institution or medical center and has been approved for continuing education credit from an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE). Examples include Grand Rounds, critical care conferences, and institutional lectures. Applicants may claim a minimum of 0.25 hours and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.
- **Publication activities:** an original manuscript published or accepted for publication that addresses at least one domain of the HEC-C exam content outline. To qualify, a manuscript must be a journal article or textbook chapter. Applicants may claim a maximum of 5 hours of time per unique publication.
- **Editorial Services:** service as an editor, editorial board member, or peer reviewer for a journal or textbook that addresses at least one domain of the HEC-C exam content outline. Applicants may claim up to 10 hours per year for service as an editor or editorial board member based on actual time served, and up to 1 hour per article or textbook chapter peer reviewed.

Applicants may not count individual qualifying activities as both healthcare ethics consulting experience and specified professional activity hours.

#### **Grace period and late fee**

Certificants who miss the deadline may submit an application for pathway 3 (200 hours of healthcare ethics consultation experience and 40 hours of professional development activities), along with the appropriate renewal form and fee up to one month after the certification renewal deadline expiration date (e.g., June 1 or December 1). Note that certification may lapse but would be reinstated pending acceptance of application.

Certificants who selected pathway 1 or 2 but do not pass the exam during the year prior to the expiration date will not be granted any extensions.

#### **Denial of Certification Renewal**

If you select paths 1 or 2 and fail the examination on your first attempt, you may take the examination again, provided your certification is still valid (i.e., your second attempt must be prior to the certification

expiration date). The full fee will apply for each attempt. If you are unsuccessful on your second attempt, your certification will expire and you will need to take and pass the certification exam, meeting the same [eligibility criteria](#) as initial certification, if you wish to regain HEC-C Certification.

If your certification renewal is denied due to failure to document 200 hours of healthcare ethics experience within the 5-year certification period (paths 1 and 3) or failure to document 40 hours of specified professional activities within the 5-year certification period (paths 2 and 3), you will be required to take the exam, meeting the same [eligibility criteria](#) as initial certification, if you wish to regain HEC-C Certification.

Please refer to the *Reconsideration and Appeal Procedure for HEC-C Renewal Policy* for additional information.

### **Audits**

A percentage of renewal applications will be randomly selected for audit each renewal cycle. In the event of an audit, you will be required to provide supporting documentation specific to the type of activity. Each section on the Activity Tracking Form includes specific instructions.

Please see *Audit Policy and Procedure for HEC-C Renewal* for additional information.

### **Disclaimer**

Policies and fees are subject to change without notice.

## Examination Policies and Procedure Paths 1 and 2

### Notice to Schedule

The HCEC Certification Commission contracts with Scantron for testing examination administration. You will receive the notice to schedule (NTS) your examination via email from Scantron based on the timeframe in which you applied. You can expect to receive the NTS in the following timeframes:

#### *May 2023 examination*

- Applications submitted between December 7, 2022, and March 10, 2023: March 20, 2023
- Applications submitted between March 11, 2023, and March 25, 2023: April 4, 2023

#### *November 2023 examination*

- Applications submitted between June 7, 2023, and September 10, 2023: September 20, 2023
- Applications submitted between September 11, 2023, and September 25, 2023: October 5, 2023

During the time you expect to receive email correspondence from Scantron please be aware that some email programs have spam filters that may intercept email from an unknown address. To prevent this from occurring, please add [testing@scantronassessment.com](mailto:testing@scantronassessment.com) to your list of acceptable addresses and contact [cert@asbh.org](mailto:cert@asbh.org) if you do not receive the NTS within the anticipated timeframe.

When you receive the notice to schedule an examination date, please select a date for the examination. Candidates will have a choice of

- In-person at a local testing center; or
- At home using a personal computer with live remote proctoring

### How to Schedule the Examination

The examination scheduling process will begin approximately 45 days prior to the start of the examination window. A notice to schedule the examination will be sent to the email address on file with ASBH. **It is very important that you check your email for the notice.** This notice will contain a link to the scheduling website as well as a username and password. At this site, you will have the option to select a time and date for in-person testing center or live remote proctoring.

If you select in-person testing, you must submit your scheduling request at least 2 calendar days prior to your preferred test date. You will receive a confirmation email from Scantron with the date, time, location, and other details. Be sure to save that email and carefully follow the instructions. You must print the confirmation notice and bring it with you to the testing center.

If you select remote proctoring, you will be directed to Examity where you will set up a profile and schedule your examination. You must submit your scheduling request at least 24 hours prior to your preferred test date. Once you have completed scheduling, you will receive two emails: a confirmation email from Scantron which includes the password you will need to access the examination and a confirmation email from Examity which includes a link to initiate the testing appointment at the appropriate time. Be sure you read all the instructions and save both emails so you can access the examination at the appropriate time.

It is your responsibility to schedule an examination date. Once you submit your scheduling request, you will receive a confirmation notice within 48 hours. It is your responsibility to call Scantron at 919.572.6880 if you do not receive the Notice to Schedule email for your examination.

Once you submit a complete scheduling request, you should schedule the examination for the next available testing window. If you submit an application but find that you are unable to schedule an examination date during the next available testing window, you may transfer the application to the following testing window. **Please note: the application may be transferred only once to the next testing window.** If you do not take the examination during the next available testing window, your application will be closed and the examination fee will be forfeited. The candidate's certification status will expire and initial certification application policies will apply if you choose to pursue certification.

## Testing Options

### *In-person Testing Center*

Testing centers are located in the U.S. and Canada, each maintaining its own schedule based on overall demand and scheduling constraints. Some centers have a limited schedule or limited seating. You may check the [Scantron website](#) to see where your nearest testing center is located.

### *Remote Proctoring*

Live remote proctoring allows a candidate to connect to and interact with a live proctor via your computer's webcam and microphone. The examination is given using the same platform as an in-person testing center and the security requirements are the same. The proctor will complete the "check in" and help you access the examination and will monitor the candidate throughout the examination.

### Physical requirements

Before the start of the examination, you will be asked to scan the room with your webcam to show that you are alone and the area around you is clear. The webcam and microphone must remain on for the duration of the examination. You should make arrangements to be in a private, quiet area and remain uninterrupted throughout the examination. (If another person enters the area or there appears to be a disruption or other irregularity, the examination will end.)

### Technical requirements

When you select remote proctoring, you will have the option of running a system check to confirm your computer meets these technical requirements. You may also check your system's readiness at <https://prod.examity.com/systemcheck/check.aspx>.

### Browser:

- Browsers supported are Microsoft Internet Explorer (version 11), and the latest available versions of Microsoft Edge, Mozilla Firefox, Safari, or Google Chrome
- Please disable any pop-up blockers
- Please enable JavaScript

### Equipment:

- Desktop or laptop computer (tablets, smartphone, and Chromebooks are not supported)
- Built-in or external webcam
- Built-in or external microphone
- Built-in or external speakers



Internet: An upload or download speed of 2Mbps

## **Rescheduling a Testing Appointment (within the current testing window)**

### *In-person test center*

You may reschedule a testing appointment **up to 2 calendar days prior** to your testing appointment. To reschedule, follow the link you received in the original “notice to schedule” email. (This is the link you used to schedule your original test date.) You will be required to pay a \$50 non-refundable administrative fee directly to Scantron when signing into the scheduling system to reschedule your test. **Please note: Testing appointments may not be rescheduled less than 2 calendar days in advance of the testing appointment.**

### *Remote proctoring*

Rescheduling and cancellation requests must be submitted **no less than 24 hours** in advance of your scheduled testing appointment. To reschedule, follow the link you received in the original “notice to schedule” email. (This is the link you used to schedule your original test date.) **Please note: Testing appointments may not be rescheduled less than 24 hours in advance of the testing appointment.**

Not appearing for your testing appointment or rescheduling your examination outside the timeframes above will count as your original testing appointment. You will be marked as a no-show candidate and your entire examination fee will be forfeited. Your certification will not be renewed.

## **Cancelling a Testing Appointment**

### *In-person test center*

Scheduled testing appointments may be cancelled **up to 2 calendar days prior** to the testing appointment. This will need to be completed by logging into your original “notice to schedule” email. You will be required to pay a \$50 non-refundable administrative fee directly to Scantron when signing into the scheduling system to cancel your appointment. **Testing appointments may not be cancelled less than 2 calendar days in advance of the testing appointment.**

### *Remote proctoring*

Scheduled testing appointments may be cancelled **no less than 24 hours prior** to the testing appointment. This will need to be completed by logging into your original “notice to schedule” email. **Testing appointments may not be cancelled less than 24 hours in advance of the testing appointment.**

## **Transferring Testing Windows (you have already scheduled a testing appointment)**

### *In-person test center*

You may reschedule your scheduled appointment **up to 2 calendar days prior** to the testing appointment. Rescheduling requests are not accepted within 2 calendar days of your scheduled testing appointment. **To reschedule to the next testing window, you must first cancel your current testing appointment.** The cancellation must be submitted through Scantron's online scheduling system; please log into your original “notice to schedule” (NTS) email. You will be required to pay a \$50 non-refundable administrative fee directly to Scantron online at the time of the request. If eligible, candidates may transfer only to the next available testing window. To complete the transfer to the next testing window, please contact the Commission at cert@asbh.org to request a transfer to the next testing window. If approved, you will receive the NTS approximately 40 days prior to the next testing window. **Please note:**

**the application may be transferred only once. If you have already transferred your application from a previous testing window, you may not transfer it again.** If you fail to schedule and take the examination during the next available testing window, your application will be closed, and the examination fee will be forfeited. Your certification will not be renewed.

#### *Remote proctoring*

You may reschedule your scheduled appointment **up to 24 hours prior** to the testing appointment. Rescheduling requests are not accepted within 24 hours of your scheduled testing appointment. **To reschedule to the next testing window, you must first cancel your current testing appointment.** The cancellation must be submitted through Scantron's online scheduling system; please log into your original "notice to schedule" (NTS) email. If eligible, candidates may transfer only to the next available testing window. To complete the transfer to the next testing window, please contact the Commission at cert@asbh.org to request a transfer to the next testing window. If approved, you will receive the NTS approximately 40 days prior to the next testing window. **Please note: the application may be transferred only once. If you have already transferred your application from a previous testing window, you may not transfer it again.** If you fail to schedule and take the examination during the next available testing window, your application will be closed, and the examination fee will be forfeited. Your certification will not be renewed.

#### **Transferring Testing Windows (you have not already scheduled a testing appointment)**

If you have not already scheduled a testing appointment, please contact the Commission at cert@asbh.org to request a transfer to the next testing window. If approved, you will receive the NTS approximately 40 days prior to the next testing window. **Please note: the application may be transferred only once. If you have already transferred your application from a previous testing window, you may not transfer it again.** If you fail to schedule and take the examination during the next available testing window, your application will be closed, and the examination fee will be forfeited and certification will not be renewed. Your certification will not be renewed.

#### **No Show/Missed Testing Appointment**

If you fail to appear for your testing appointment and have not contacted Scantron to cancel or reschedule within the timeframes outlined above, you will be considered a "no show" and you will forfeit the examination fee. Your certification will not be renewed.

#### **Withdrawing Your Application**

To withdraw your application, you must:

1. Submit a written request (email is sufficient) directly to the Commission, notifying us of your decision to withdraw your application. You may send the request to cert@asbh.org.
2. *In-person test center:* Log into the Notice to Schedule to cancel any scheduled testing appointment and pay the \$50 non-refundable cancellation fee to the testing company. Please follow the instructions above "Cancelling a Testing Appointment." **Testing appointments may not be cancelled less than 2 calendar days in advance of the testing appointment.**

*Remote proctoring:* Log into the Notice to Schedule to cancel any scheduled testing appointment. Please follow the instructions above "Cancelling a Testing Appointment." **Testing appointments may not be cancelled less than 24 hours prior to the testing appointment.**

The Commission will refund the candidate's examination fees minus a \$100 administrative fee. This fee is in addition to any non-refundable fees paid directly to Scantron. Any outstanding fees must be paid before a refund request will be processed. If you fail to cancel the testing appointment, you will be considered a

no-show and you will forfeit the examination fee. Refunds will not be processed until after the close of the testing window.

## **Scantron Testing Centers**

Each testing center maintains its own schedule, based on overall demand and scheduling constraints. Some centers have a limited schedule or limited seating. Testing appointments are filled on a first-come, first-served basis.

Scantron account managers will be available on Monday through Friday from 8:30 am to 5:30 pm EST to handle telephone, facsimile, and electronic mail requests from candidates, as well as to answer questions about testing centers. Scantron's voice mail system will accept calls outside of these business hours.

## **Arriving at the Test Center**

You must take the HEC-C examination during the testing appointment that was scheduled following the approval of your application. If it becomes necessary for Scantron to change the scheduled examination date, you will be notified of any changes as far in advance of the examination as possible. In the event of an emergency, you must reschedule your testing appointment by contacting Scantron at 919.572.6880. Exceptions will be made only for substantiated emergencies. Candidates who do not have substantiated emergencies and who miss their testing appointments must reapply and pay the examination fees again.

Please arrive at the testing site at least 15 minutes prior to the start of the examination. **You must bring your confirmation notice and your photo identification with signature to the examination site when you arrive for your scheduled testing appointment.** Acceptable forms of identification include state-issued driver's licenses and government-issued passports and identification cards. Unacceptable forms of identification include gym memberships, warehouse club memberships, school identification cards, credit cards, and identification with signature only (no photo).

You will have three (3) hours to complete the examination.

***You will not be admitted to the examination once the examination has begun. If you arrive late or not at all, you forfeit your testing appointment and your examination fee.***

## **Remote Proctoring**

You will need both confirmation emails you received previously to initiate the examination appointment. Once you have connected with the proctor, you will be required to show your ID and scan the room with your webcam to demonstrate you are alone and area around you is clear. The webcam and microphone must remain on for the duration of the test. The proctor will monitor you throughout the examination and has the ability to end the session if a disturbance or other irregularity occurs.

You will have three (3) hours to complete the examination. No breaks are permitted.

## **Disqualification**

Any candidate who gives or receives assistance on the examination during the testing appointment will be required to turn in his or her examination materials immediately and leave the testing room. The candidate's examination will not be scored, and the incident will be reported to Scantron and the Commission for further action.

## Examination Rules

Scantron follows industry standard testing rules as outlined below.

- No books, papers, or other reference materials may be taken into the testing room. An area will be provided for storage of such materials.
- No electronic devices, including telephones, cameras, signaling devices, pagers, alarms, and recording/playback devices of any kind may be taken into the testing room. An area will be provided for storage of such materials.
- You may not take examination materials, documents, or memoranda of any type from the testing room.
- The examination will be given only on the date and time noted on the examination admission ticket. If an emergency arises, and you are unable to take the examination as scheduled, please call Scantron at 919.572.6880.
- No questions concerning the content of the examination may be asked during the examination period. You should listen carefully to the directions given by the proctor and carefully read the directions shown on the computer monitor.
- Before the start of the test, you will be asked to scan the room with your webcam to show that you are alone and the area around you is clear. The webcam and microphone must remain on for the duration of the examination. (Remote proctoring)
- You should make arrangements to be in a private, quiet area and remain uninterrupted throughout the examination. (Remote proctoring)
- If another person enters the area or there appears to be a disruption or irregularity, the examination will end. (Remote proctoring)

## Examination Scoring

Examination scores will be available approximately 6-8 weeks after the close of the examination window. You will receive an email from Scantron with instructions on how to access the score report portal. Your score report will indicate whether you passed or failed the examination. Passing or failing is based on the number of items you answered correctly, and it is reported as a scaled score indicated on your score report. A scaled score of 500 is needed to pass the HEC-C examination

Score reports will provide information about subscore areas. Subscores represent content from specific areas of the content outline, and these scores are helpful as helpful for self-assessment. For each section listed on the score report, a subscore is calculated as the number of questions answered correctly. There is no penalty for guessing, and each incorrect or omitted answer is counted as one incorrect response. The total possible number of answers for each section is listed on the score report.

The cut score or passing point used in this examination is determined by a criterion-referenced approach called the Angoff Modified Technique. This technique is currently considered one of the most defensible criterion-referenced methods available for setting passing points. It relies on the pooled judgments of content experts. For example, in this approach, a group of experts is asked to judge each item on the test. The criterion used to judge each item is formed into a question: "What is the probability that a minimally competent candidate will answer this item correctly?" This question prompts the judges to consider a group of minimally competent candidates and what proportion of that group will answer each item correctly.

The average of the proportions, or probabilities, is multiplied by the total number of items on the test. The result then represents the score indicating minimal competence. The final passing score for the

examination is based on this pooled judgment and includes a statistical adjustment for measurement error.

## **Scaled Scores**

Because of the need for security, there are multiple forms of the examination, each containing a different combination of questions. The passing standard cannot be set as a specific raw score, or number of questions answered correctly, because some of these forms may be slightly easier or more difficult than others. Therefore, requiring the same raw score to pass the different forms would not be fair to all examinees. A statistical procedure called equating is used to adjust for any differences in the level of difficulty among examination forms.

Once the examination forms have been equated, a procedure called scaling is used to convert the actual number of correct answers, or raw scores, to a uniform scale. These converted scores are called scaled scores.

## **Diagnostic Reporting**

A diagnostic report is a performance report on a particular portion of the certification examination. It breaks down the individual's total score into the areas tested to describe strengths and weaknesses.

You may request a diagnostic report by completing the request for diagnostic reports and/or comparative review form available at [www.scantronassessment.com/forms/](http://www.scantronassessment.com/forms/). Scantron will prepare a diagnostic report and mail the report to you for a fee of \$50 per report.

## **Comparative Review**

A comparative review verifies that the candidate's answers were scored against the correct examination answer key in order to confirm the candidate's examination was scored properly. Please note that the Internet-based testing scoring process is very accurate and that the scoring process already includes several quality assurance steps.

You may request a comparative review by completing the request for diagnostic reports and/or comparative review form available at [www.scantronassessment.com/forms/](http://www.scantronassessment.com/forms/). Scantron will complete a comparative review and mail the report to you for a fee of \$50 a report.

## **Reasonable Accommodations**

The Commission complies with the provisions of the Americans and Disabilities Act (42 U.S.C. §12101 et seq.) and Title VII of the Civil Rights Act, as amended (42 U.S.C. §2000e et seq.) in providing reasonable accommodation to take the exam to individuals who need them.

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being measured by the examination. Reasonable accommodations are approved or denied based upon the individual's specific request, disability, documentation submitted, and appropriateness of the request.

Accommodations may include but are not limited to: additional time, private room, a reader, use of compensatory equipment, and untimed breaks. Other requested accommodations may be provided with submission of appropriate supporting documents from qualified practitioners. The testing modality (e.g., in-person at a testing center or remote proctoring) may influence the accommodations provided,

including presenting the examination in multiple secure sections to allow breaks during remote proctoring. In no case will the granted accommodation(s) alter the fundamental nature of the examination, provide an unfair advantage to the individual over other candidates, or result in an undue burden to the Commission.

If the candidate requests accommodation(s) not supported by the original documentation, then additional documentation from a qualified professional is required.

If a candidate with accommodations does not achieve a passing score and requires accommodations when retesting (as eligible), the candidate must request accommodations and provide up-to-date supporting documentation for each retest.

Requests for accommodation with supporting documentation must be received by the Commission no less than 45 days prior to the testing date. Supporting documentation may include 1) a letter (on the professional's letterhead) from an appropriate licensed professional or certified specialist who diagnosed the disability and is recommending reasonable accommodations; 2) evidence of receiving accommodations during school on the school's letterhead; or 3) an individualized education plan (IEP). The confidentiality of all documentation submitted by the candidate is protected. The documentation must include the candidate's name and address; the diagnosis of the disability; and specific recommendations for accommodation.

All requests will be reviewed by Commission staff in consultation with testing company staff and other appropriate parties, who will determine whether to approve or deny the request. The candidate will be notified of the decision and approval of the reasonable accommodation will be forwarded to the testing company. The testing company will work directly with the candidate in making the arrangements. The Commission is responsible for expenses related to the provision of reasonable accommodations.

# **Appendix: Policies Related to HEC-C Certification Renewal**

## HEC-C Renewal Requirements Policy

### Statement of Purpose for HEC-C Renewal

In order to demonstrate continuing professional development and maintain certification, the certificant must renew the credential using a method determined by the HCEC Certification Commission.

### HEC-C Renewal Requirements

Any HEC-C interested in maintaining certified status must demonstrate specified levels of knowledge, skills, and ability not only at the time of initial certification but throughout your professional career. Therefore, certification must be renewed every five years. The three options for renewal include the following:

**Path 1:** Complete 200 hours of healthcare ethics experience within the 5-year certification period and pass the exam within one year prior to the certification expiration date.

**Path 2:** Complete 40 hours of specified professional activities within the 5-year certification period and pass the exam within one year prior to the certification expiration date.

**Path 3:** Complete 200 hours of healthcare ethics experience and complete 40 hours of specified professional activities within the 5-year certification period.

All healthcare ethics experience and specified professional activity hours must relate to the major domains of the HEC-C Content Outline. Each renewal path also requires completion of an application and payment of a renewal fee. The renewal fees will be commensurate with certification application fees. All applicants must show proof of healthcare ethics experience and/or specified professional activities upon request.

### Definitions

#### ***Healthcare Ethics Experience***

Professional healthcare ethics work you have performed throughout the 5-year certification period that relates to the major domains of the HEC-C Content Outline.

#### ***Specified Professional Activities***

Specified professional activities include - 1) **qualifying continuing professional education** and 2) **other specified professional activities** as defined by the HCEC Certification Commission.

##### **1) *Qualifying Continuing Professional Education***

Applicants must earn qualified continuing professional education credit hours. The earned credit hours must address content related to the domains and tasks outlined in the HEC-C Content Outline. These hours may be offered by any professional entity; however, the credit hours must be approved or provided by an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE). Proof of having earned these credit hours must be presented in the form of a certificate specifying the number of credit hours that the applicant earned and a statement from the accredited sponsor. Attendance at meetings that offer qualified credit hours, but not earning those credit hours, is not sufficient.



## 2) *Other Specified Professional Activities*

The following list of specified professional activities must contribute to the practice of Healthcare Ethics Consulting and the majority of the content must be related to the domains and tasks in the HEC-C Content Outline. Each method has specific criteria, and in each case, the majority content must map to domains and tasks on the HEC-C exam content outline:

- **Academic course work:** work for which one receives postsecondary academic credit that addresses at least one domain of the HEC-C exam content outline (auditing of a course does not qualify). Coursework can be at the graduate or undergraduate level. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per course.
- **Academic instruction:** lead instruction for a class or course offered for academic credit at the post-secondary level that addresses at least one domain of the HEC-C exam content outline. Applicants may claim up to 1 hour per classroom hour up to a maximum of 10 hours per original course.
- **Professional presentation:** an original presentation that addresses at least one domain of the HEC-C exam content outline, given upon acceptance after a peer-review process at a meeting or conference of a professional organization. Applicants may claim a minimum of 0.25 hours and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.
- **Institutional-based presentation:** an original presentation that addresses at least one domain of the HEC-C exam content outline, given within an institution or medical center and has been approved for continuing education credit from an accredited sponsor (e.g. ACCME, ANCC, NASW, ACPE). Examples include Grand Rounds, critical care conferences, and institutional lectures. Applicants may claim a minimum of 0.25 hours and a maximum of 2 hours per unique presentation, including the time to prepare for the presentation and the actual presentation delivery. Hours claimed must each represent presentation of unique content and not a repeat presentation of previously presented content.
- **Publication activities:** original manuscript published or accepted for publication that addresses at least one domain of the HEC-C exam content outline. To qualify, a manuscript must be a journal article or textbook chapter. Applicants may claim a maximum of 5 hours of time per unique publication.
- **Editorial Services:** service as an editor, editorial board member, or peer reviewer for a journal or textbook that addresses at least one domain of the HEC-C exam content outline. Applicants may claim up to 10 hours per year for service as an editor or editorial board member based on actual time served, and up to 1 hour per article or textbook chapter peer reviewed.

Applicants may not count individual qualifying activities as both healthcare ethics consulting experience and specified professional activity hours.

## **Audit Policy and Procedure for HEC-C Renewal**

### **Policy**

To maintain the integrity of the program and ensure compliance with the renewal requirements, 10% of renewal candidates will be selected for audit during each renewal cycle to verify the accuracy of the information submitted by the certificants.

### **Procedure**

Applications are selected for audit at the time of receipt. For HEC-Cs applying by renewal paths 1 or 2, the audit will not be completed until after the close of the testing window and the exam scores are released.

Path 1: Complete 200 hours of healthcare ethics experience within the 5-year certification period and pass the exam within one year prior to the certification expiration date.

- Certificants will be required to provide the name and contact information for a colleague who is able to generally attest to the certificant's healthcare ethics consulting experience. Staff will contact the colleague to affirm the certificant's healthcare ethics consulting experience. Staff will attempt to contact the colleague up to 3 times via email. If the colleague does not respond, the certificant will be notified and given the option of providing alternative contact information.
- The certificant must apply for and take the HEC-C examination. Staff will confirm that the certificant passed following the test administration.

Path 2: Complete 40 hours of specified professional activities within the 5-year certification period and pass the exam within one year prior to the certification expiration date.

- Certificants will be required to provide documentation of 40 hours of specified professional development activities. The documentation must include evidence that the activity meets the renewal requirements.
- The certificant must apply for and take the HEC-C examination. Staff will confirm that the certificant passed following the test administration.

Path 3: Complete 200 hours of healthcare ethics experience and complete 40 hours of specified professional activities within the 5-year certification period.

- Certificants will be required to provide the name and contact information for a colleague who is able to generally attest to the certificant's healthcare ethics consulting experience. Staff will contact the colleague to affirm the certificant's healthcare ethics consulting experience. Staff will attempt to contact the colleague up to 3 times via email. If the colleague does not respond, the certificant will be notified and given the option of providing alternative contact information.
- Certificants will be required to provide documentation of 40 hours of specified professional development activities. The documentation must include evidence that the activity meets the renewal requirements.

An audit will be considered failed for any of the following reasons:

1. Staff is unable to affirm the certificant's healthcare ethics consulting experience.
2. The certificant fails the examination.
3. The certificant fails to provide documentation of 40 hours of specified professional activities, which meet the renewal requirements, within the 5-year certification period.

## **Reconsideration and Appeal Policy and Procedure for HEC-C Renewal**

The reconsideration and appeal procedure is a two-step process available to individual certificants who wish to contest a decision made by the HCEC Certification Commission (“the Commission”). All requests must first go through reconsideration prior to the second stage of appeal. A certificant who does not file a request for reconsideration and appeal within the required time limit shall waive the right to reconsideration and appeal.

### **A. Reconsideration**

1. A request for reconsideration shall be filed in writing by the certificant with the Commission within 30 days following the date on which the adverse decision was mailed to the certificant. The request for reconsideration shall state the reasons why the decision is being contested. No oral argument shall be permitted before the Commission.
2. As soon as practicable following receipt of a request for reconsideration, the Commission shall review the request at a meeting or, at the option of the Commission, by telephone conference call, or other means. The Commission may decide to uphold its original decision or it may take such action as it deems appropriate with regard to the request for reconsideration.
3. The certificant shall be notified in writing of the decision of the Commission by letter postmarked no later than 14 days following the date of the review. If an earlier denial or revocation decision is reversed, certification shall be reinstated retroactive to the immediate past expiration date. The notice shall include a statement of the Commission's findings and the rationale for the decision.

### **B. Appeal**

1. An appeal shall be filed in writing by the certificant to the Commission within 30 days following the date on which the adverse decision on the request for reconsideration was mailed to the certificant. The appeal shall state the reasons why the decision is being contested.
2. Following receipt of an appeal, the Commission shall appoint the Appeals Panel and shall submit a written statement to the appeals panel, setting forth its position with regard to the appeal including reasons why the decision of the Commission should be sustained.
3. The appeals panel shall be appointed as needed by the Commission and shall consist of not less than three nor more than five healthcare ethics consultants, none of whom currently serve on the Commission. One member shall be a former ASBH board member and one member shall be a non-HEC-C. When possible, one member shall be a former Commission member. Appointed panel members will have been vetted to eliminate conflicts of interest with the certificant (e.g., members of the panel will not have any past or current affiliation with the certificant or the certificant’s institution(s)). The appeals panel has full and final authority to deny, revoke, or reinstate HEC-C certification. Within 60 days following receipt of the appeal, the appeals panel shall treat the appeal at a meeting, telephone conference call, or other means. The certificant will have the opportunity to present his or her case at the appeals panel meeting. The certificant and the Commission shall be notified in writing of the decision of the appeals panel by letter postmarked no later than 14 days following the date on which the appeal was treated.

### **C. Expenses**

Any expenses incurred by the certificant for appeal shall be the responsibility of the individual certificant, even in the event that the appeal is successful and certification is earned/reinstated.

### **D. Limitations to the right of reconsideration or appeal**

The candidate does not have the right to challenge the following

1. What constitutes a passing point set by the Commission.
2. A candidate's failure to submit a completed application by the published deadline.
3. A candidate's failure to comply with the audit requirements.

**E. Denial or revocation**

Applications for certification may be denied or certification revoked for any of the following reasons:

1. Failure to submit a completed application by the deadline
2. Failure to supply additional requested information by the established deadline
3. Falsification of application materials
4. Misrepresentation by a certificant
5. Misuse of the HEC-C credential

## **Refund of Renewal Application Fee Policy**

Application fees for certification renewal will be refunded for those individuals whose application has been denied minus a processing fee as established by the Commission.

## **Use and Misuse of the HEC-C Credential Policy**

### **1. Use of HEC-C credential**

The Healthcare Ethics Consultant Certified (HEC-C) credential may be used during the specified certification period by a healthcare ethics consultant who has successfully completed the requirements of the program for certification, or renewal of certification, as applicable.

### **2. Misuse of the HEC-C credential**

In the interest of protecting the integrity of the certification credential, the Commission may investigate any allegation of one or more of the following concerning an individual holding an HEC-C credential:

- A Cheating or Deception
  - i. Giving or receiving of assistance in the exam as evidenced by observation and/or statistical analysis of a candidate's answers;
  - ii. Unauthorized possession, reproduction, or disclosure of any Commission examination-related materials before, during, or after the examination;
  - iii. Offering of a benefit to a Commission representative in exchange for a benefit not typically granted by the Commission to candidates or HEC-Cs;
  - iv. Possession of notes or other exam aids at any time during the examination, including breaks; or
  - v. Engaging in any other irregular behavior in connection with the application process or examination, whether the behavior occurred before or after the issuance of certification.
- B Falsification of an application for the exam or any other material information requested by the Commission.
- C Misrepresentation of certified status or other misuse of the HEC-C credential as identified by the Commission.
- D Conviction by a court of competent jurisdiction of a felony or misdemeanor, which, in the Commission's opinion, has a material relationship to healthcare practice.
- E Adverse action taken with respect to the individual's right to practice his or her licensed profession (*e.g.*, medicine, law, nursing, social work), if applicable, in any state, province, or country, including, without limitation, license revocation or suspension; the imposition of any

requirement of probation, surveillance, supervision, or review; or voluntary surrender in lieu of disciplinary action.

### **3. Preliminary determination**

Upon receipt of sufficient evidence, the Commission must determine whether a warning or adverse action regarding an individual holding an HEC-C credential is warranted.

- A If, after investigation, the Commission determines that a warning or adverse action is not warranted, then the matter shall be dismissed and a record of the dismissal, along with the reason therefore, will be retained in accordance with Section 9 below.
- B If an adverse action regarding an HEC-C appears to be warranted, then the Commission will send written notice to the individual by certified, registered, or overnight mail not less than thirty (30) days prior to the meeting of the Commission at which the matter will be heard:
  - i. setting forth the date, time, and location of the meeting (Note: the meeting may be conducted by audio or video conference or in person);
  - ii. informing the individual that the Commission will consider whether to take an adverse action with respect to his or her credential at the meeting and including a statement regarding the basis for the action; and
  - iii. inviting the individual to attend the meeting in person or by representative or to submit written evidence regarding the matter being considered; and to set forth why adverse action with respect to his or her credential should not be taken.

### **4. Hearing**

A hearing will be held before the Commission, at which only impartial members participate. The Commission's chair will preside over the hearing. In appropriate circumstances, the Commission's legal counsel may present the Commission's position with respect to the proposed adverse action.

### **5. Adverse action**

After the hearing, the Commission may take adverse action against an individual holding an HEC-C credential for any of the causes set forth in Section 2 above and upon the approval of a majority of its members who are entitled to vote. Such adverse action will involve revocation of an individual's HEC-C credential.

### **6. Notice**

The individual will receive prompt written notice of the Commission's decision and will be informed of his or her right to appeal any adverse action.

### **7. Appeal**

Any decision by the Commission to take adverse action with respect to an individual's HEC-C credential may be appealed by him or her in accordance with the Commission's reconsideration and appeal procedures.

### **8. Records**

The Commission will keep a record of the disposition of all adverse actions initiated and the stated reasons therefor for the greater of seven (7) years following the date on which the final disposition occurs or the period during which the individual is not certified.

### **9. Confidentiality**

All information considered in adverse action proceedings, including the initial evidence, regardless of whether such proceedings result in adverse action, will be confidential and will not be subject to publication, discovery, or public dissemination except:

- A in accordance with these policies and procedures;
- B by the Commission, in defense of a cause of action asserted against the American Society for Bioethics and Humanities, the Commission, the Certification Appeals Panel, and/or their respective members, the subject matter of which involves, directly or indirectly, an adverse action proceeding; or
- C as otherwise may be required by law.

#### **10. Impartiality**

Only impartial members of the Commission and the Certification Appeals Panel will participate in deliberations regarding adverse actions against any individual. An impartial member will not have a relationship with the individual or a facility with which he or she is affiliated.

#### **11. Reapplication**

Once a certificate issued by the Commission has been revoked, that certificate ceases to exist. The Commission or, in the case of an appeal, the Certification Appeals Panel will determine the requirements for reapplication of certification on a case-by-case basis depending on the type and severity of the original misuse of the credential. In no event will an individual be permitted to reapply during the first five years following revocation of a certificate. Those permitted to reapply will be required to repeat the initial certification process and complete all then-current certification requirements.

### **Reconsideration and Appeal Procedure for HEC-C Renewal**

The reconsideration and appeal procedure is a two-step process available to individual certificants who wish to contest a decision made by the HCEC Certification Commission (“the Commission”). All requests must first go through reconsideration prior to the second stage of appeal. A certificant who does not file a request for reconsideration and appeal within the required time limit shall waive the right to reconsideration and appeal.

#### **A. Reconsideration**

1. A request for reconsideration shall be filed in writing by the certificant with the Commission within 30 days following the date on which the adverse decision was mailed to the certificant. The request for reconsideration shall state the reasons why the decision is being contested. No oral argument shall be permitted before the Commission.
2. As soon as practicable following receipt of a request for reconsideration, the Commission shall review the request at a meeting or, at the option of the Commission, by telephone conference call, or other means. The Commission may decide to uphold its original decision or it may take such action as it deems appropriate with regard to the request for reconsideration.
3. The certificant shall be notified in writing of the decision of the Commission by letter postmarked no later than 14 days following the date of the review. If an earlier denial or revocation decision is reversed, certification shall be reinstated retroactive to the immediate past expiration date. The notice shall include a statement of the Commission's findings and the rationale for the decision.

**B. Appeal**

1. An appeal shall be filed in writing by the certificant to the Commission within 30 days following the date on which the adverse decision on the request for reconsideration was mailed to the certificant. The appeal shall state the reasons why the decision is being contested.
2. Following receipt of an appeal, the Commission shall appoint the Appeals Panel and shall submit a written statement to the appeals panel, setting forth its position with regard to the appeal including reasons why the decision of the Commission should be sustained.
3. The appeals panel shall be appointed as needed by the Commission and shall consist of not less than three nor more than five healthcare ethics consultants, none of whom currently serve on the Commission. One member shall be a former ASBH board member and one member shall be a non-HEC-C. When possible, one member shall be a former Commission member. Appointed panel members will have been vetted to eliminate conflicts of interest with the certificant (e.g. members of the panel will not have any past or current affiliation with certificant's institution(s). The appeals panel has full and final authority to deny, revoke, or reinstate HEC-C certification. Within 60 days following receipt of the appeal, the appeals panel shall treat the appeal at a meeting, telephone conference call, or other means. The certificant will have the opportunity to present his or her case at the appeals panel meeting. The certificant and the Commission shall be notified in writing of the decision of the appeals panel by letter postmarked no later than 14 days following the date on which the appeal was treated.

**C. Expenses**

Any expenses incurred by the certificant for appeal shall be the responsibility of the individual certificant, even in the event that the appeal is successful and certification is earned/reinstated.

**D. Limitations to the right of reconsideration or appeal**

The candidate does not have the right to challenge the following

1. What constitutes a passing point set by the Commission.
2. A candidate's failure to submit a completed application by the published deadline.
3. A candidate's failure to comply with the audit requirements.

**E. Denial or revocation**

Applications for certification may be denied or certification revoked for any of the following reasons:

1. Failure to submit a completed application by the deadline
2. Failure to supply additional requested information by the established deadline
3. Falsification of application materials
4. Misrepresentation by a certificant
5. Misuse of the HEC-C credential