

Day 1

Congratulations on your new position!

Welcome to your role as a hospital board member/CEO/administrator. Let's get you certified! If you haven't already, register ASAP for one of our live, monthly webinars covering the first two hours of required training to get you started.

Year 1

6 hours of training

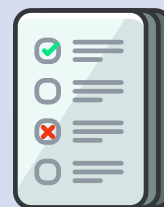
Complete the remaining 6 hours of training by one year from the date of starting your position (8 total hours in the first year.)



Way to go! You're certified for 2 years!



In the meantime, you need to complete **Recertification.**



1st year and 2nd year of recertification

During the first and second years of recertification, you must complete 8 total hours of training. (The second year is 1 year from your original certification date.)

Please spread the hours out: Don't complete more than 4 hours of training in the first of the two years (year 2.)

Your options:

1st Year

Complete up to 4 hours of training.

2nd Year

Complete the remaining hours of training.

To complete the recertification, you'll follow one of 3 Pathways:



- ▶ **Pathway 1** Repeat original training in its entirety.
- ▶ **Pathway 2** Complete a 1-hour review course and 7 hours of new content.
- ▶ **Pathway 3** Hybrid of 1 and 2.