

## MISSION

The AHIA Certification Committee (CC) has been established by the Association of Healthcare Internal Auditors (AHIA) Board of Directors to provide content and program guidance/recommendations as specifically related to the Certified Healthcare Internal Audit Professional (CHIAP) Certification Program of the AHIA. As the certification process matures and strategic objectives are operationalized, the CC will evolve to strategic, oversight, and reporting.

## Duties

**It is the duty of the CC to carry out the purposes and objectives in accordance with this charter:**

- ▲ Provide strategic guidance and input into developing, reviewing, evaluating, and approving all policies and procedures related to the AHIA certification program eligibility requirements, standards for certification and recertification; exam content, development, and administration; examination scores and passing determinations; ethics and disciplinary processes; CC governance rules, including agenda, frequency and related procedures; appointments and work assignments.

*NOTE: Grievance and Appeal processes are overseen and ruled upon by the AHIA Appeals Committee.*

- ▲ Recommend and select exam evaluators (psychometricians).
- ▲ Select questions for the exam item bank.
- ▲ Develop the CHIAP certification exam.
- ▲ Operationalize the certification exam and program.
- ▲ Review exam questions annually and modify as needed.
- ▲ Propose and validate exam delivery mechanisms and approach.
- ▲ Approve pass/fail scores.
- ▲ Facilitate a continuous improvement model.
- ▲ Provide recommendations to the Board of Directors.

## Meetings

The CC will conduct business through an ongoing schedule of conference calls and/or Zoom meetings and electronic communications. The CC and any Sub-Committee or Task Force will utilize a consensus decision making process when possible. When consensus decisions are not possible, decisions will be made by a simple majority of a roll call vote.

## Membership

### Committee Leadership:

- ▲ **Chairperson**, an experienced AHIA member as appointed by the Chair of the Board of Directors, serving a term for three (3) years or until a successor is chosen by the Chair of the Board of Directors. The Chairperson can be reappointed for an additional 3 year term.

### Other Committee members shall include:

- ▲ The Association's Executive Director as an Ex Officio member, or his/her designee.
- ▲ A member of the Board of Directors to serve as a liaison between the CC and the Board.
- ▲ Other members in good standing of AHIA as appointed by the CC Chairperson.
- ▲ Other Committee and Sub-Committee members shall serve a term of three (3) years, and may be appointed for an additional three (3) year term. Each member shall serve until his/her successor is appointed.
- ▲ Total membership should be a minimum of six (6), but not to exceed ten (10) voting members.

## Responsibilities

### The CC authority and decision making:

- ▲ Accountable to and directed by the AHIA Board of Directors.
- ▲ The Certification Committee may not enter into legal or binding agreements on behalf of AHIA without approval by the AHIA Board.
- ▲ The CC nor any members have authority over AHIA contracted management, resources or staff.
- ▲ CC members shall not receive compensation, or other tangible or financial benefit for service in this capacity; however, the AHIA Board may authorize payment to members of actual reasonable expenses incurred regarding attendance at committee meetings and other approved activities.

### The Chairperson is responsible for:

- ▲ Chairing all meetings of the CC.
- ▲ Appointing the Chairperson of any subcommittee or task force needed to deliver the certification program, for review and approval of the CC.
- ▲ Coordinating appointment of subcommittee and taskforce members with the Chairperson of the respective subcommittee/taskforce.
- ▲ Coordinating development of subcommittee/taskforce goals and objectives with the respective subcommittee/task force Chairperson, for review and approval by the CC.
- ▲ Coordinating ongoing activities of subcommittees and taskforces with those of the CC.
- ▲ Appointing a member of the CC to chair meetings in his/her absence.
- ▲ Reporting certification program activities to the Board of Directors.

### The Association's Executive Director, or their designee, shall be responsible for:

- ▲ Producing minutes of all meetings of the CC.
- ▲ Maintaining the roster of CC members.
- ▲ Coordinating and scheduling CC meetings.

### All Other Committee Members shall be responsible for:

- ▲ Attending and actively participating in a majority of the CC meetings
- ▲ Supporting the strategic initiatives of the Board of Directors
- ▲ Volunteering for additional responsibilities or special projects as required

*Approved by the Certification Committee 3/10/2022*

*Approved by the AHIA Board of Directors 3/23/2022*