

MISSION

To develop the policies and procedures and oversee the administration of the candidate application review program in the designated cycles using the established eligibility criteria for the AHIA Certified Healthcare Internal Audit Professional (CHIAP) certification program.

ROLE

The Candidate Application Review Sub-Committee (CAR) is responsible for:

- ▲ Providing strategic guidance and input to ensure policies and procedures related to the candidate application process for AHIA's certification and credential programs are developed, reviewed, periodically evaluated, and approved
- ▲ Applying the defined candidate eligibility requirements to evaluate whether candidates submitting an application to sit for the healthcare internal auditor certification program are qualified
- ▲ Issuing a timely response to each applicant on eligibility determination
- ▲ Routinely reporting metrics on the status of applications to the Certification Committee (CC)

Meetings

The CAR will conduct business of the Sub-Committee through an ongoing schedule of conference calls and/or Zoom meetings and electronic communications. The Sub-Committee 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

Sub-Committee Leadership:

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

Other Sub-Committee members shall include:

- ▲ The Association's Executive Director as an Ex Officio member, or his/her designee
- ▲ Other members in good standing of the Association as appointed by the CC Chairperson
- ▲ Other Sub-Committee members shall serve a term of three (3) years, and may be appointed for an additional three (3) year term
- ▲ Total membership should be a minimum of four (4) but not to exceed eight (8) voting members

Responsibilities

The Chairperson is responsible for:

- ▲ Chairing all meetings of CAR
- ▲ Coordinating and communicating with the CC Chairperson on actions carried out, challenges and/or issues identified by the Sub-Committee, and recommendations on policies and procedures (new and updated) related to Sub-Committee responsibilities towards achieving the Board of Directors strategic direction
- ▲ Assuring meeting records are maintained
- ▲ Appointing a member of the CAR to chair meetings in his/her absence

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

- ▲ Producing minutes of all meetings of the CAR
- ▲ Maintaining the roster of CAR members
- ▲ Coordinating and scheduling Sub-Committee meetings

All Other Committee Members shall be responsible for:

- ▲ Attending and actively participating in a majority of the CAR meetings
- ▲ Supporting the strategic initiatives of the Board of Directors and the on-going review of candidate applications
- ▲ Volunteering for additional responsibilities or special projects, as required