

Certification Applicant Review Process Handbook

Last updated: 6/4/2010

Applicant Computer Requirements

In order to review documents submitted by an applicant you will need to be able to open the following types of files:


- .doc (Microsoft Word file)
- .docx (Microsoft Word 2007 files; Word 2003 can open these files)
- .xls (Microsoft Excel)
- .xlsx (Microsoft Excel 2007 files; Excel 2003 can open these files)
- .pdf (You will need a recent version of Adobe Reader to open these files)
- .txt (text file)
- .tif (Tagged Image File; commonly used Mac user file)

Review Timeline

The Review period is from June 3 – August 1, 2010. During the Review process you may receive requests for additional document and/or clarification from your Reviewer. Since the process is entirely electronic, you will receive an email noting that your Reviewer has requested additional information and to please check your dashboard to respond to the Reviewer's request. The 2010 Certification cycle closes on August 31, 2010 and notice of your Certification disposition will be forthcoming in September.

Logging into the AACVPR Certification Center

All applicants will access the Certification Center via the link provided in the additional information request email.

1. Click the dashboard link in the additional information request email
2. Login to the AACVPR Web site with your AACVPR username and password
3. Click on pages where additional information has been requested denoted with an 

Applicant Dashboard

The applicant dashboard serves as the “home base” for your application and provides next steps and notes where additional information has been requested by your Reviewer.

Welcome to Your
DASHBOARD

YOUR EMAILS 5

Your Application

**Cardiovascular Rehabilitation
Recertification 2010**

- Page 1: Program Profile
- Page 2: Staff Competency Skills
- Page 3: Written Policies/Procedures
- Page 4: Physician Referral
- Page 5: Exercise Prescription
- Page 6: Medical Emergencies
- Page 7: Outcomes Assessment/Pro...
- Page 8: Individual Treatment Plan
- Page 9: Physician Feedback
- Payment: Completed
- Submission: Submitted

Your Next Steps...

Welcome, this is your program dashboard. This is where you will come to work on, and submit your application.

All pages in the Certification Center will timeout in 1 hour. Please make sure to navigate to any different page to save your work and reset the 1 hour timeout clock.

Your Application ID is 1533.

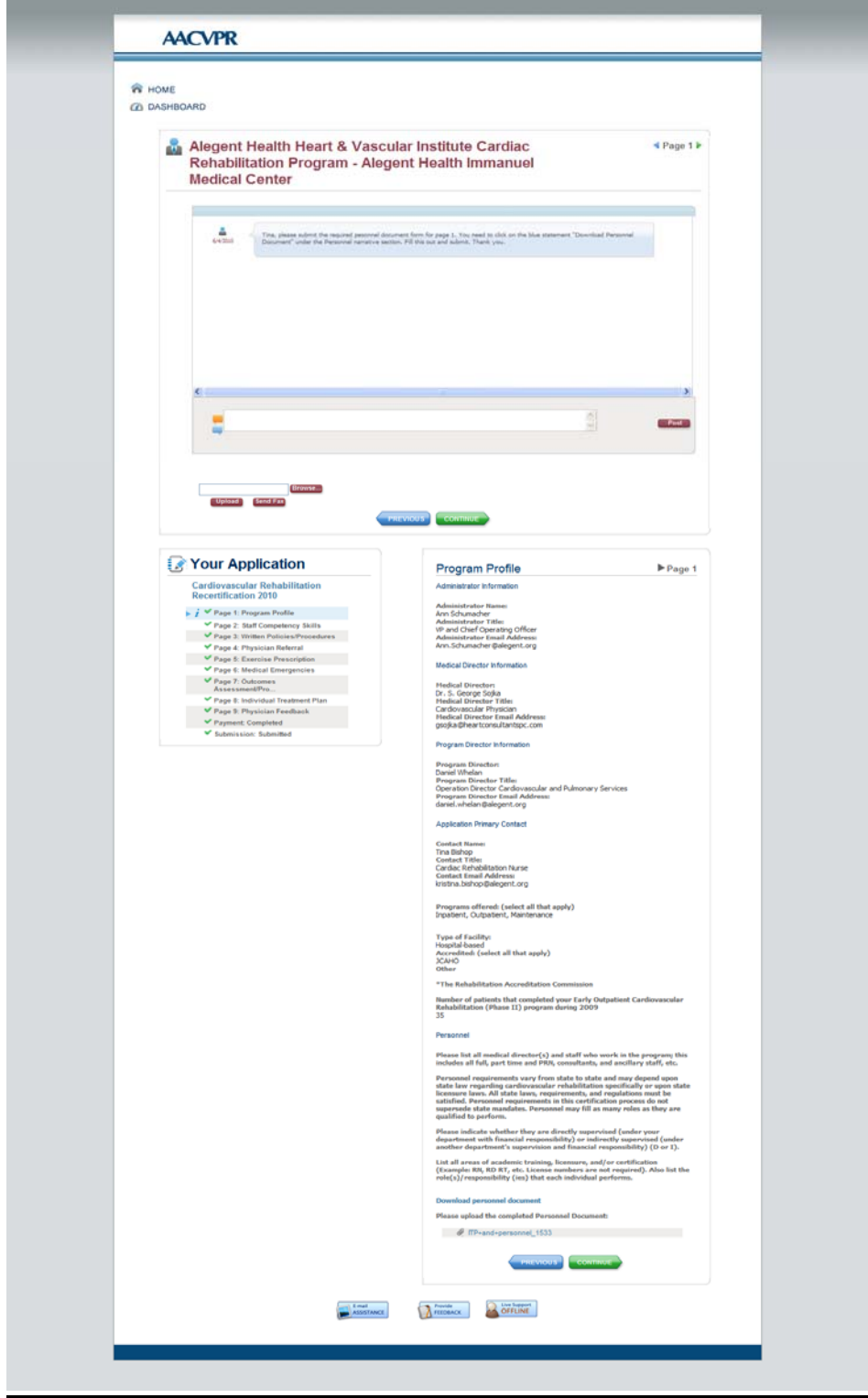
Your application has been submitted and is in review.

DONT WORRY! We just need a little more information before we can make a decision on your audit.

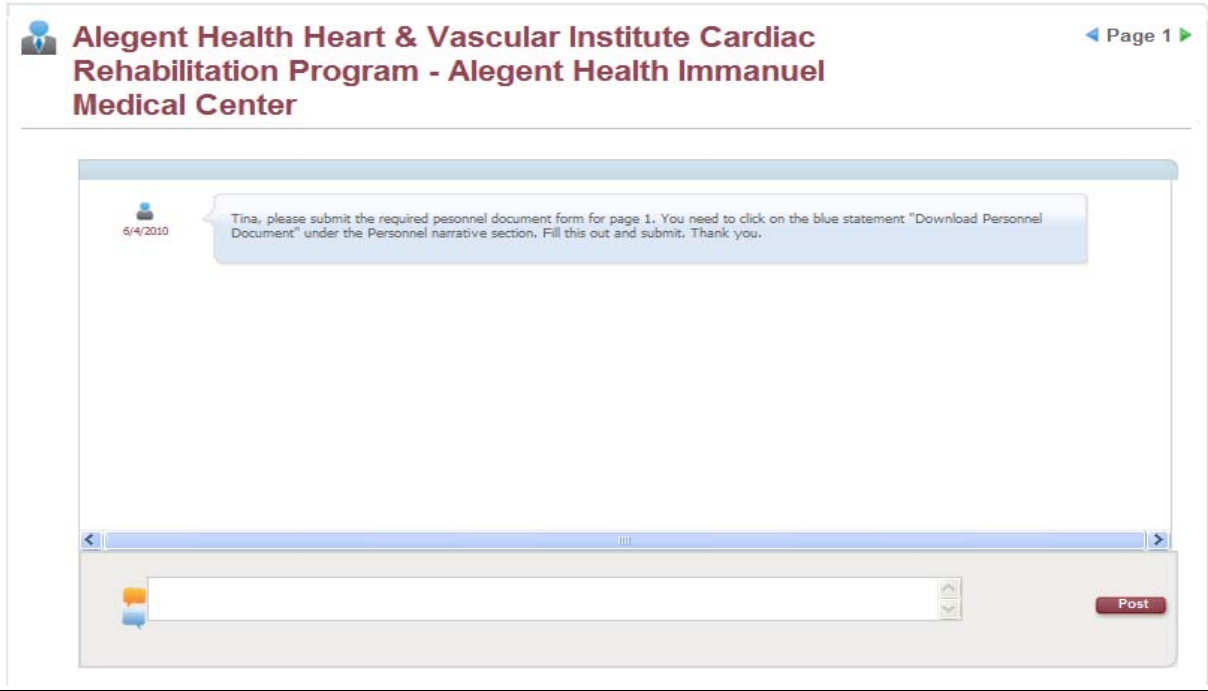
Finish those pages that need more information, then submit.

We received your application payment. Click here for a receipt.

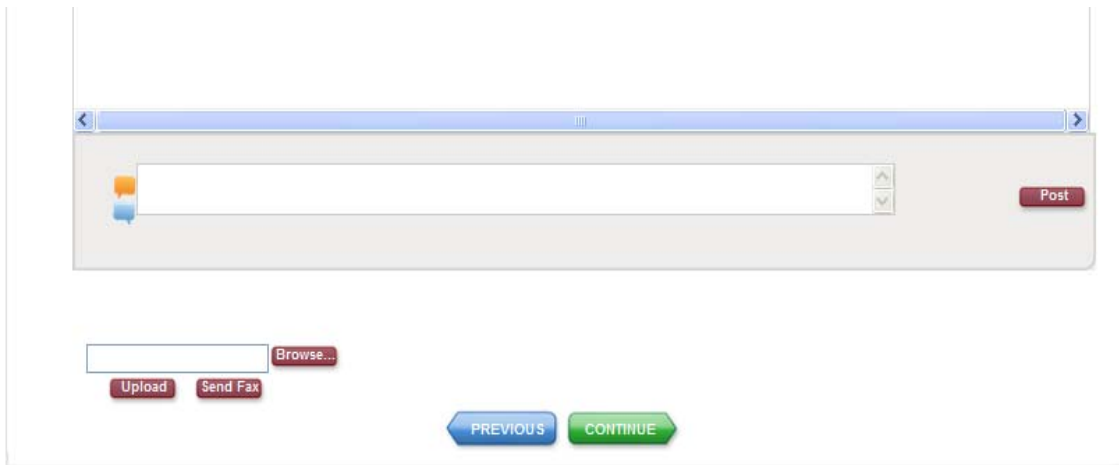
Reviewer Feedback Screen



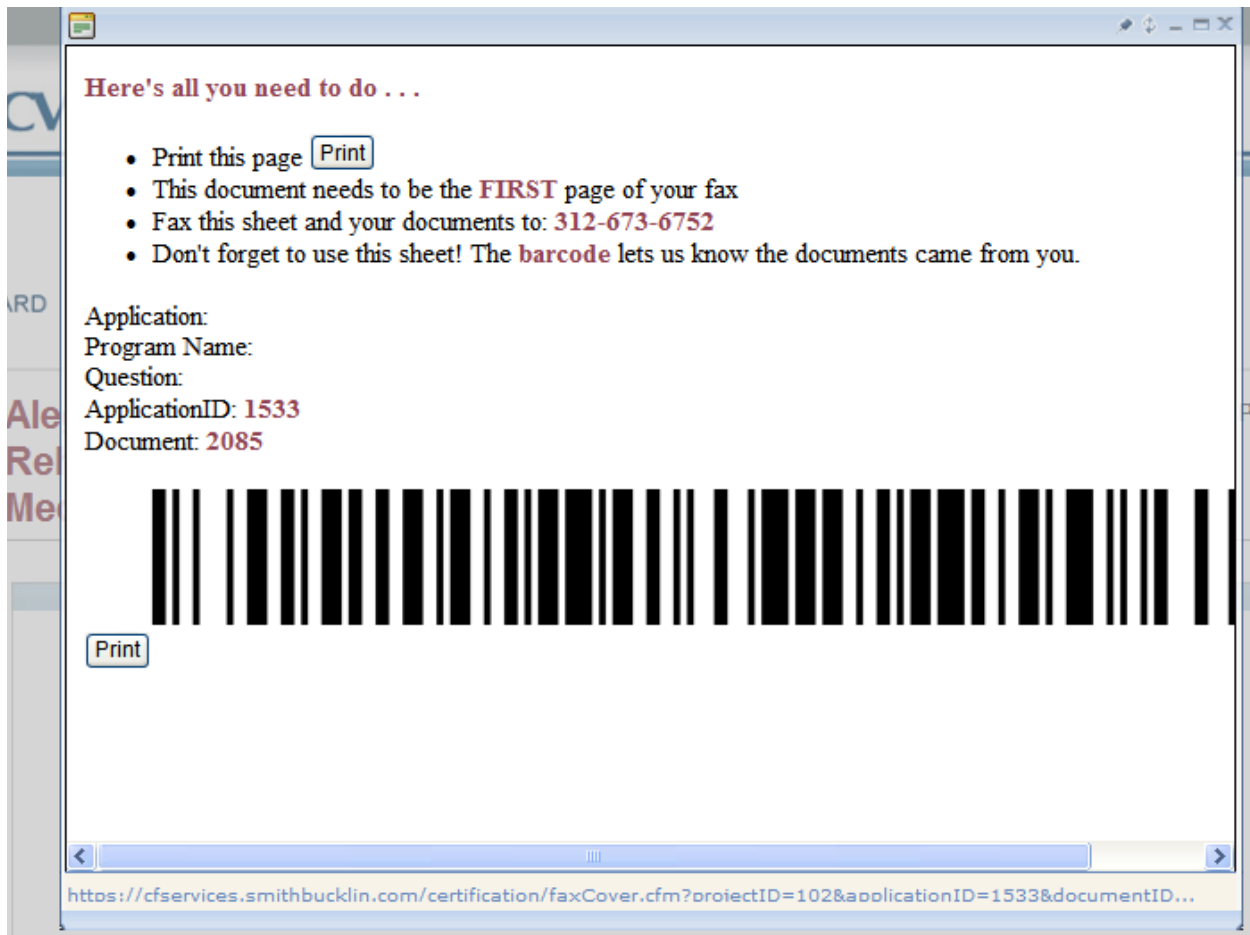
Reviewer feedback can be found in the chat feature at the top of the screen. Your original submission can be found at the bottom of screen.



Chat Feature: The top of the page offers a “chat” feature to enable communication between the reviewer and the applicant. This dialogue may be clarification on some aspect of the page, or detail about program specifics. All communications throughout the review period will occur via the chat feature. When you access each page where additional information has been requested you will see a request from your reviewer in the chat box. When responding or communicating to your reviewer, type your comments in the box at the bottom of the chat feature and click the red post button on the right side of the screen.



Document Upload Feature: If your reviewer requests a document to be uploaded on a particular page, it may be uploaded at the bottom of the chat feature. Just save the document on your hard drive, browse to locate the file and click upload.



Fax Feature: You may also fax your document to be appended to a page in your application. Click the red Send Fax button, print the fax cover sheet and follow the easy steps. Please remember that the Fax cover sheet MUST be the FIRST page of your fax or it will not be appended to your application.

Applicant Expectations

Appropriate Applicant Response Time:

When clarification or documentation is requested from a reviewer during the review period applicants should respond to the request within two business days. If this timeline is not feasible please communicate with your reviewer within two business days that the request has been received and provide a timeframe as to when the request will be fulfilled.

Request for Information (formerly known as the remediation period):

During the review period AACVPR Certification and Recertification committee members may request additional information from applicants to determine whether or not a program meets the minimum standards set for an AACVPR Certified Program. This process is different, and separate from the ongoing **AACVPR Certified Program Audit Process**.

Process Change: AACVPR Certified Program Audit Process:

The audit process will be conducted over the three-year certification lifecycle. The purpose of an audit is to ensure that certified programs continue to meet the minimum standards required by AACVPR. A randomized process will be used to conduct a program audit. A program audit may include a request for information, a conference call or possible site visit from a representative of AACVPR to discuss program operations. Not all programs will be audited, however, all programs should assume that they may be audited over the three- year life span and be prepared to provide information in a timely manner. Certified programs will also need to implement changes in AACVPR Cardiovascular and Pulmonary Rehabilitation Guidelines and reimbursement updates as they are released during the three-year certification lifecycle as programs will need to demonstrate compliance in order to recertify when their status as an AACVPR Certified Program expires.

Certified programs not demonstrating ongoing compliance with the minimum standards required by AACVPR may be subject to revocation of their AACVPR Certified Program status.

While an application may meet the minimum requirements needed to be approved, the reviewer may feel that that is a “suspicious” aspect(s) to the proposal. Reviewers should “flag” an application for potential audit in the review cycle. Flagging an application ensures that the Chairs will review and assess an application through audit.

Certification Applicant Resources

Certification Resources can be found on the AACVPR Web site under the Certification tab (<http://www.aacvpr.org/Certification/CertificationResources/tabid/103/Default.aspx>)

Questions during Review Process

If you have questions related to content requested by a reviewer, please work with your reviewer to remediate your application via the functionality available in the reviewer module.

Should you encounter any technical issues select the “Email Assistance,” “Provide Feedback,” or “Live Support” option listed at the bottom of every page in the module.

