AACVPR PROGRAM CERTIFICATION APPLICATION
POLICIES AND PROCEDURES

1. General Guidelines for Program Certification Application
   a. Certification is granted for Early Outpatient (Phase 2) Cardiac and Pulmonary
      Rehabilitation programs only.
   b. To apply for certification, a Cardiac or Pulmonary Rehabilitation program must have
      been in operation for a minimum of one year.
   c. Programs must have at least one current staff member who is an AACVPR member at
      the time certification/recertification application is made.
   d. Program Certification is granted for a period of three years. To recertify, programs must
      re-apply and meet all updated requirements in place at that time.

2. Maintenance of AACVPR Certified Program Status
   a. At least one member of the program staff must maintain an active AACVPR membership
      throughout the 3-year term of certification. (The qualifying member may change during
      this period.)
   b. Certified programs are expected to have designated Primary and Secondary Contacts for
      Program Certification throughout the certification term and to maintain up-to-date
      contact information with AACVPR.
   c. Certified programs are expected to maintain the practices documented during the
      Program Certification process throughout the certification term. Programs are strongly
      encouraged to review the annual changes to requirements and continuously update
      their program’s processes accordingly.
   d. Certified programs are required to maintain current program and facility name and
      address information at all times. Programs must notify AACVPR when changing names,
      changing location, or going through a merger or acquisition. Submission of additional
      information or recertification may be required in some circumstances.
   e. AACVPR may conduct periodic audits at any time during the certification period to
      ensure that the above requirements are being met. This may include a site visit or a
      request for submission of materials related to certification requirements.

3. Application Content
   a. Application content and requirements will be determined annually by the AACVPR
      Program Certification committee leadership based on current evidence-based standards
      and practice guidelines.
   b. Certification requirements for each application page will include a detailed list of
      required elements and an explanation of what will result in automatic denial of the
      page.
4. Application Fees
   a. Application fees for certification and recertification will be set annually by the AACVPR Board of Directors.
   b. All application fees must be paid in full by the final application submission deadline.
   c. Payment of fees is accepted by credit card or check.

5. Application Deadlines
   a. Submission deadlines will be determined annually by the Program Certification committee leadership and approved by the AACVPR Board of Directors.
   b. Submission deadlines will be widely published on the AACVPR website and in AACVPR publications.
   c. All applications must be received by the application submission deadline.
   d. It is the program’s responsibility to be aware of their certification expiration date and meet the application deadline for recertification, regardless of whether expiration reminders from AACVPR have been received.

6. Application Submission Requirements
   a. All certification and recertification applications must be submitted online via the AACVPR Certification Center.
   b. For the purposes of certification, a program must comply with the current standards, guidelines, and application requirements, as approved by the AACVPR Board of Directors.
   c. Additional documentation will not be accepted once an application has been submitted and the submission deadline has passed.
   d. Applicants will be asked to attest that all material and information submitted with the application is true and accurately represents operation at that facility.
   e. At submission, applicants must consent to an onsite facility visit by Program Certification reviewers if requested.

7. Documentation Submission
   a. All submitted documentation must be HIPAA compliant with all patient identifiable information blacked out or removed, including patient name, date of birth, medical record number, admission number, address, phone number, etc.
   b. All submitted documentation must be actual patient and/or program documentation. Blank sample forms will not be accepted.
   c. Submitted documentation should be neat and legible, with correct spelling and grammar.
   d. Requested documentation must be submitted electronically.
   e. It is the program’s responsibility to review all submitted documentation following electronic upload to confirm that the documents are complete and readable prior to submitting their application.
8. Application Resources and Assistance
   a. Printable versions of the current year’s application will be available on the AACVPR website.
   b. Access to a variety of certification resources will be available on the Program Certification pages of the AACVPR website.
   c. When a required table or form format is required, there will be a link in the application to obtain the form.
   d. Certification Specialists are available Monday through Friday during business hours to assist applicants by email or phone.
      i. Certification Specialists can do the following to help applicants:
         1. Help applicants understand the online application process, fees, timelines, and technical expectations.
         2. Help applicants access AACVPR membership information or application resources.
         3. Troubleshoot technical problems with applicants.
         4. Forward applicant’s name, contact information, and questions to subject matter experts when needed.
      ii. Certification Specialists cannot do the following for applicants:
          1. Complete the application for an applicant.
          2. Assist applicant in accessing someone else’s membership information.
          3. Notify applicant of application approval or denial.
          4. Fill out required forms for applicant.
          5. Resolve problems applicants may be having with their computer, organization’s internet service, or firewall/security issues.
          6. Provide name and contact information for an applicant’s reviewer.
          7. Answer in-depth questions regarding program eligibility for program certification or certification requirements.
   e. A variety of educational resources will be made available to interested programs prior to opening of the Certification Center each year. Resources may include but not be limited to recorded webcasts, FAQs, sample documents, etc.