A close up of a sign

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**CHSE-A® Application Worksheet**

This worksheet has been created to assist the applicant in compiling the information that will be submitted in the online application or in the Dropbox (or arranged method). *Italicized* text is for the applicant to complete.

**ITEM 1**

*Enter the following information:*

* Name
* Email
* Current Title
* Current Organization
* CHSE Expiration Date
* Month and year starting in an educator role in healthcare simulation

*Read the* [*Healthcare Simulationist Code of Ethics*](http://www.ssih.org/Code-of-Ethics)*.*

*Confirm that you meet all of the CHSE-A® eligibility criteria*

I am currently certified as a CHSE®.

I participate in healthcare simulation in an educational role.

I possess a master’s degree (or higher) or have been granted an equivalency.

I have five (5) or more years of experience in healthcare simulation.

I have focused simulation educator expertise in healthcare simulation

NOTE: if your CHSE® expires prior to the CHSE-A® notification deadline as posted on the website, you should renew your CHSE®. CHSE-A® assumes your CHSE® expiration date, no matter what it is. Awarding of CHSE-A® is a separate process from the renewal of your certification.

**ITEM 2**

*Reflect on the following and compose your answers. Utilize the guiding questions listed in the Application Information document to guide your responses.*

Question 1: Please provide insight into your professional values and capabilities. (maximum of 5250 characters—roughly 750 words, insert answer below)

Question 2: Please provide insight into your scholarship & spirit of inquiry. (maximum of 3500 characters—roughly 500 words, insert answer below)

Question 3: Please provide insight into how you design and develop simulation activities. (maximum of 3500 characters—roughly 500 words, insert answer below; *be sure to cross reference to your exemplar activity as appropriate*)

Question 4: Please provide insight into how you implement and evaluate educational activities. (maximum of 3500 characters—roughly 500 words, insert answer below; *be sure to cross reference to your exemplar activity as appropriate*)

**ITEM 3**

*Select an exemplar simulation activity for which you were the primary author. This activity should have many of the elements described in the various published standards (e.g. objectives, instructions, briefing tools, debriefing tools and questions, assessment tools, evaluation tools, etc). Remember that your responses above for Questions 3 and 4 should reference this simulation activity as appropriate.*

*In addition, prepare your answers to the following and insert after each:*

* Briefly describe the submitted exemplar simulation activity. (750 characters max)
* Describe how the simulation activity supports the overall needs/curriculum of your institution. (750 characters max)
* Describe how the needs assessment was performed. (750 characters max)
* For any assessment and evaluation tools used, describe how were they selected/created. (750 characters max)
* Provide a summary/overview of outcomes data and evaluations. (750 characters max)
* Describe how the outcomes data and evaluations were used to improve the simulation activity. (750 characters max)

**ITEM 4**

*Create a simulation-specific CV/Resume for submission. This can be a modification of a current CV/Resume or you can create one. The overall format of the CV/Resume submitted should be clear and concise for the reviewers. If needed, insert notes or other information below to help guide creation of the simulation-specific CV/Resume.*

1. Name, contact info, positions held, titles, brief description of key roles and responsibilities for each position held.
2. Education completed (institution, location, degrees, dates).
3. Professional Development activities (courses attended, certifications, fellowships, etc).
4. Simulation contributions:
   1. Presentations at conferences (location, scope, etc).
   2. Publications in journals or other formats (e.g. peer-reviewed journal, electronic formats, social media, etc).
   3. Research activities in healthcare simulation.
5. Professional simulation activities, including committee work, service to simulation organizations, etc.
6. Awards, recognitions, or other highlights of your simulation activities

**ITEM 5**

*Reflect on who would be the best choices for your references. When selecting the two (2) individuals, consider who can who can speak to the depth and breadth of your simulation skills, leadership capabilities, and reach beyond the home institution. Try to include individuals who will speak to different aspects of your simulation career.*

*Send the following link to the two individuals you have selected:*

<https://www.formdesk.com/societyforsimulationinhealthca/CHSE-A_Reference>

*IMPORTANT: Please ensure that your references have completed the form. Both reference forms MUST be completed and submitted by the deadline for your application to be considered complete and ready for review.*

**ITEM 6**

*Submit your application fee. This can be completed by going to the link at the bottom of this webpage:*

<https://www.ssih.org/Credentialing/Certification/CHSE-A/Apply>

**HOW TO SUBMIT YOUR APPLICATION:**

*Go to* <https://www.formdesk.com/societyforsimulationinhealthca/CHSE-A_Application>

*Submit your responses to Item 1, Item 2, and the overview portion of Item 3*

*Email* [*director@simcertification.com*](mailto:director@simcertification.com) *to request a Dropbox link or to arrange an alternative method to submit the exemplar activity in Item 3, and Item 4 (simulation-specific CV/Resume)*