	CREATION DATE February 15, 2012	DATE REVISED July 26, 2024
SSH Society for Simulation in Healthcare **CERTIFICATION**	POLICY AREA / CATEGORY	DATE APPROVED /EFFECTIVE DATE March 01, 2012
POLICY TITLE EQUIVALENCIES	VERSION	DATE REVIEWED July 26, 2024

SUMMARY & PURPOSE:
Not all applicants desiring to become certified will have had the opportunity to achieve a bachelor's degree. This policy is intended to describe the equivalency process for individuals who have not achieved a bachelor's degree as understood in U.S. higher education.

DEFINITIONS:
Equivalency: this is a recognition of the individual's combined education, experience, and other related factors that can be construed to be of similar content and expertise as an established and recognized item (in this case a degree).

POLICY:
The Certification Council has established eligibility criteria for the certifications that have been deemed as appropriate for the certifications. These criteria are based on knowledge of the healthcare simulation community, supported by the findings of the practice analysis, and agreed by the subject matter experts (SMEs) as appropriate.

It is recognized that there are many paths that applicants have taken to become healthcare simulationists, and that this may not include achieving a bachelor's degree but can be considered as equivalent to having pursued and achieved a bachelor's degree. Therefore, it is reasonable and fair to have an equivalency process for inclusiveness for all applicants. As such, the following statements are applicable:

- A bachelor's degree as an eligibility requirement implies that an individual who has successfully completed a bachelor's degree has demonstrated: professional growth; development of thought (e.g., critical thinking skills); meeting performance criteria over time; ability to complete lengthy and complex projects; achieving externally established criteria that have been generally accepted.
- The Certification Council shall accordingly accept requests for an equivalency of a bachelor's degree from those individuals who do not hold this level of degree or higher. The petitioner shall have their collective work experience, completed education (in whatever venue), and other pertinent information reviewed for determination if the collective materials and information submitted meets the essence of what a bachelor's degree is implied to indicate as documented in this policy.

SCOPE/APPLICABILITY:
This shall apply to all individuals who do not have a bachelor's degree (e.g. BS, BA, BFA) as understood in U.S. higher education, and are seeking to take the CHSE and/or CHSOS examination.

PROCEDURES TO ENSURE COMPLIANCE:
- Individuals seeking an equivalency shall complete the online Equivalency Request Form and submit all required documentation that is associated with this form.
- SSH staff shall forward the request to the Equivalency Subcommittee.
- The Equivalency Subcommittee shall review the submitted information to determine if the combined education, work and other experience, and any other related factors submitted shall suffice to meet what has been described as meaningful regarding having achieved a bachelor's degree.
- The approval process shall be as follows:
  o A minimum of three votes by the subcommittee is required.
  o The majority of votes shall determine the outcome of granting or non-granting of equivalency to meet the eligibility criteria.
  o In the case of a tie vote, or any situation where further guidance is needed, Certification Council leadership shall be included in the deliberation.

- SSH staff shall coordinate the communication of appropriate information between all parties involved in this process.

SUPPORTING/REFERENCE DOCUMENTATION:
- CHSE Candidate Handbook
- CHSOS Candidate Handbook
- Equivalency Guidelines

RELATED POLICIES & PROCEDURES AND ASSOCIATED FORMS:
- Equivalency request form

ASSOCIATED NCCA STANDARD(S):
- 7B

POSTED PUBLICLY: YES