Society for Simulation in Healthcare
Council for Certification

Handbook for the Certification Process from the SSH Council for Certification

CHSE
Certified Healthcare Simulation Educator®

SSH CERTIFIED HEALTHCARE SIMULATION EDUCATOR® HANDBOOK

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SECTION 1: ABOUT CHSE®

Purpose of this Handbook
This handbook is to be used as a resource to individuals who are applying to become a Certified Healthcare Simulation Educator® (CHSE®). It has information that is useful, items that help the individual prepare their application, and background information that describes the certification program. The information contained in the Handbook expands on the information posted at https://ssih.org/

This handbook is solely intended for use by individuals in order to prepare to become a CHSE® or to learn about CHSE®. It may not be duplicated, replicated, or used in for any other purpose without the express written consent of the Society for Simulation in Healthcare (SSH).

Disclaimer
This handbook gives general guidance only and should not be regarded as a complete and authoritative statement on the certification of healthcare simulation educators. Eligibility standards, exam content, exam standards, fees, and guidelines are subject to change. SSH will keep the most up-to-date version of this document posted at https://ssih.org/chse. Prior to participating in any available service through SSH, please check to ensure that you are viewing the most up-to-date information available.

Healthcare Simulation Certification Background
The Society for Simulation in Healthcare (SSH) was established in January 2004 to represent the rapidly growing group of educators, research scientists, and advocates who utilize a variety of simulation methodologies for education, testing, and research in healthcare. The membership of the Society is united by its desire to improve performance and reduce errors in patient care using multi-modal simulation methodologies including task trainers, patient simulators, virtual reality, screen-based simulators, and standardized patients. Recognizing that simulation represents a paradigm shift in health care education, SSH promotes improvements in simulation technology, educational methods, practitioner assessment, and patient safety that promote competent and excellent patient care, including continuous measurements and improvements in patient outcomes.

Consistent with its mission, the Society has developed a certification program for educators focused on healthcare simulation. The certification has been developed over a number of years and has included the input of many individuals. Importantly, these individuals represent a wide variety of backgrounds and experience in healthcare simulation. Further, they included representation from a number of other simulation societies, and also international representation.

Certification is a voluntary process of confirming the knowledge, skills, and abilities essential to qualified individuals who are instructors or managers of simulation educational interventions. Healthcare simulation certification has benefits for learners, educators, health administrators, and

funders to ensure standards in simulation educational delivery. The following principles are core to certification:

- Certification is a formal process that validates the knowledge, skills, abilities, and accomplishments essential for educators in the field of healthcare simulation.
- Certification indicates a level of competence and educational expertise in the area of healthcare simulation education.
- Certification is time-limited and renewable.
- The certification process is not static. It will evolve along with advancements of the field.

A successful applicant will demonstrate knowledge, skills, and abilities in the content areas listed in the CHSE® Examination Blueprint. The CHSE® Examination Blueprint is posted online and can be found in this document as well.

For purposes of this certification process, an individual seeking to become a CHSE® is defined as 1) an individual who is involved in delivering healthcare-related simulation education interventions or 2) an individual who directly oversees or administers healthcare-related simulation educational interventions.

Benefits of CHSE® Certification

The benefits of certification accrue value to the individual, their organization, the industry and the community. Benefits include, but are not limited to:

- improves healthcare simulation education through the standardization and identification of best practices
- strengthens patient safety efforts through support of simulation modalities
- provides external validation and recognition of individual educator knowledge, skills, and abilities
- strengthens organizational, community, and learner confidence in the quality of education
- garners local support, resources, and commitment
- fosters a feedback loop between education and practice
- encourages performance improvement and knowledge expansion of the individual educator
- provides a competitive edge in the community, program offerings, and grant funding
- recognizes expertise in simulation above and beyond domain expertise

Eligibility & Requirements

An individual may apply to become certified if they meet the following criteria:

- participate in healthcare simulation in an educational role.
- demonstrate focused simulation expertise with learners in undergraduate, graduate, allied health, or healthcare practitioners.
- possess a bachelor's degree or equivalent combination of education and experience.
- document two years continued use of simulation in healthcare education, research, or administration.

Any individual who meets these requirements is encouraged to apply to become a CHSE®. If there are any questions about whether the requirements are met, or to understand what any equivalency might entail, please email coordinator@simcertification.com for clarification.

Statement of Non-Discrimination

The Certification Council, Certification Subcommittees, SSH staff, and SSH Board do not discriminate based on individual characteristics such as, but not limited to race, religion, national origin, sex, sexual orientation, gender identity, age, genetics information, disability, or status as a protected veteran.

Statement on Fairness

All certifications shall be developed and administered in a manner that each eligible applicant, candidate, and certificant shall have a fair and equitable:

- review of their application.
- testing experience.
- renewal or recertification process.

Applicants and candidates may request a review of, and can appeal any decision or result, if they perceive unfair treatment or any condition that may have unfairly affected the results or decisions at any stage of the certification application, examination, or renewal/recertification process.

English as a Second Language

The Council recognizes that individuals from around the globe desire to take this examination. Many do not speak English as their primary language. SSH grants a 1-hour extension of examination time to all individuals for whom English is a second language (ESL). ESL applicants should, at the time they are completing their application, on the Accommodations tab, click on the box next to the "Second Language" request.

Accommodations for Disabilities

SSH complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a declared disability is precluded from availing themselves of the certification process solely by reason of the disability. This would include making reasonable accommodation for going through the examination process. Accordingly, through SSH's agents, SSH will accommodate reasonable and properly documented requests for special accommodations that do not fundamentally alter the nature of its examinations or jeopardize examination security.

A candidate with a declared disability may request special accommodations and arrangements provided such disability would prevent the applicant from taking the examination under standard conditions and; by fulfilling the special accommodation requirements set forth by SSH's designated testing vendor. SSH may submit information regarding the stated disability and requested accommodation to its own expert advisers and reserves the right to provide only those reasonable accommodations as required by law.

Disability Documentation Requirements

A request for accommodation must be submitted at the time the applicant completes their application. On the Accommodations tab in the application, click on the box next to the "Disability" section.

Upon receipt, SSH's Director of Certification or designee will review the request for accommodation. Further information or documentation may be requested, including about any specific accommodations that might be necessary or supportive.

In the event that the accommodation is granted, the applicant will be instructed to adhere to the accommodation's procedures set forth by the testing vendor.

Applicant understands and agrees that a request for accommodation may be denied if such request is found to not conform to SSH's ADA policy or the request is beyond what can be reasonably accommodated by SSH or the testing vendor.

Attestation

Conferring Certification upon a member goes beyond education, experience, and assessing ones' capabilities. Among the standards that underly certification, integrity and character makeup are considered significant factors in granting the certification designation.

In submitting the application for certification candidacy, the individual shall execute the following statement:

The information I have provided is accurate, true, and correct to the best of my knowledge. I agree to inform the Society for Simulation in Healthcare (SSH) of all changes to the information included in this application while I am an applicant and for as long as I am certified by SSH. I understand that SSH reserves the right to verify any and all information in this application or in connection with my certification, and I agree to cooperate with any requests for additional information.

I have read, understand, and agree to be bound by all policies, procedures, and rules promulgated by SSH. I understand and agree that my failure to abide by SSH's policies, procedures, or rules shall constitute grounds for rejection of my application or denial or revocation of my certification.

I attest that I have read the SSH Certified Healthcare Simulation Educator Handbook and understand its contents, and I attest that I agree to abide by its policies and procedures.

Hold Harmless and Waiver

The Certification Process, while an objective one in many respects, by design contains subjective elements that could lead to a contested decision on the part of an applicant. Since the entire certification process is largely dependent upon the good faith voluntary efforts of SSH Certification Committee members, it stands to reason that SSH staff, its agents and additionally

members of SSH contributing in varying ways to the Certification process be held harmless for the actions and decisions that are made in connection with granting or denying certification.

By executing the CHSE® application, applicant hereby waives and releases, and shall indemnify and hold harmless, SSH, its officers, directors, members, employees, volunteers and agents from and against all claims, losses, costs, and expenses (including attorney fees) that arise directly or indirectly out of any action in connection with this application, any examination conducted by SSH which applicant applies to take or takes, the score or scores given applicant on the examination, and, if applicable, the failure of SSH to grant certification to applicant or to renew a certification previously granted to applicant, SSH's revocation of any certification previously granted to applicant, or SSH's notification of legitimately interested persons of such actions taken by SSH. This release does not purport to and does not release SSH for any actions arising out of willful, wanton, or intentional misconduct.

SECTION 2: APPLYING FOR CHSE® AND PREPARING FOR THE EXAM

Application Process
The application process is as follows:
1. After determining you are eligible, go to https://ssih.org/chse/chse-application
2. Log in to your SSH profile (NOTE: applicants must create an SSH profile in order to log in; however, they are NOT required to be an SSH member)
3. Click over to the Candidate Management System
4. Navigate to the application tab and complete all information that is required on each of the application elements
5. Submit the application and payment

If errors or omissions are discovered after submission, please contact the Certification Coordinator (coordinator@simcertification.com) for assistance in correcting these errors. Do not create another profile or application in the system.

Prior to submission of the application, and through the application approval process, the individual submitting the application will be known as an applicant. Once the application and any supporting materials have been reviewed and the applicant has been approved to take the examination, the individual will then be known as a candidate. Upon passing the examination, the individual will be known as a CHSE®.

A flowchart of the CHSE® application and awarding process is provided in Appendix I.

Certification Process at a Glance
In order to be certified as a healthcare simulation educator, you must:
1. Meet all eligibility requirements.
2. Submit an application and application fee.
3. Prepare for the examination.
4. Take and pass a secure multiple-choice examination.
5. Be recognized for your achievement.
6. Maintain your certified status.

Application Deadlines
Applications are accepted throughout the year. There is no deadline for submission of a CHSE® application. Applicants should expect that the process will take up to four (4) weeks before being approved to sign up for an examination date and time. Applicants should plan accordingly. If it has been more than four (4) weeks since you submitted your application, please contact the Certification Coordinator (coordinator@simcertification.com).

Required Items
The items that are required to be submitted for an application to be considered complete are:
- Completed application form
  - This includes verification of eligibility and ethical conduct.
  - This includes <mark>accurate email contact information</mark> for references that are identified by the applicant. References must complete a Confidential Structured Report of Performance (CSRP) from the link that is emailed to them. Please confirm the email addresses you provide for your references are correct as you cannot edit them once the application is submitted. If, after submission, you notice an error, please contact the Certification Coordinator (coordinator@simcertification.com).
- Application fee

Cost of Certification
Applicants must submit the required fee with the complete CHSE® application. Payment may be made with credit card or check. The application fee is $395.00 (USD) for members of SSH or its supporting organizations (see https://ssih.org/partnering for a list of supporting organizations). If not a member of SSH or its supporting organizations, the application fee is $495.00 (USD). The fee covers the cost of the review of the application as well as one attempt at the CHSE® examination.

Application Review
It is the responsibility of the applicant to ensure that the application and any requested supporting documents are accurately submitted and that all deadlines are met. An application is considered complete only if all requested information is complete and accurate and if the required fee is submitted. Applications will be reviewed for completeness and verified that the initial requirements are met. The application and completed CSRPs will be then reviewed to determine if there is sufficient information to demonstrate the candidate's competency as a healthcare simulation educator. The CHSE® application process is now randomized and not all applications are fully reviewed. The applicant must be truthful in all items submitted.

Applicants can check on the status of their application at any time by logging in to the Candidate Management System.

Please allow four (4) weeks after submitting the application before contacting SSH Staff regarding the status of your application and CSRP review.

Eligibility Approval
An applicant will be approved to take the examination if the application and CSRP review determines that the applicant has met all eligibility requirements and has provided sufficient information to demonstrate competency. Once the applicant has been approved, they will be permitted to take the examination and will become a candidate to receive CHSE® status.

Eligibility Denial

If an application is found to be incomplete or the applicant does not meet the eligibility requirements, the applicant will be notified by email of the same. The candidate will have two (2) weeks to submit any information needed to modify the application and ensure that all requirements are met.

Should the applicant not resubmit any additional information, or should any resubmitted information not be sufficient to reverse the denial, the application fee will be refunded minus a $50.00 (US dollars) processing fee and any surcharges related to the refund.

Correcting Errors in the Application

Should the applicant realize, after submitting the application, that something submitted was in error, is incomplete, or needs to be updated, the applicant can correct the information prior to the notification of the decision to certify or not certify. To make any corrections, the applicant should email coordinator@simcertification.com with any corrections or modifications.

Signing Up for the Examination

Once the application is approved, candidates will receive an email from ISO-Quality Testing, Inc. with instructions for scheduling the examination. This will include information on setting up a User ID and password.

Register for an Exam: Using their User ID and Password, the Candidate may:
- Register for an examination
- Create and/or update their candidate profile
- Select a date, time and location (including selecting live remote proctoring) for an examination
- Print an Examination Receipt and Admission Letter (Admission Letter must be taken to the testing center on the day of the examination)
- Reschedule an Examination

Computer-Based Testing Sites

Examinations may be taken at an approved test site. Please go to https://ssih.org/chse/chse-exam for information on current test centers. There are hundreds of sites in the United States and around the world through the testing network available to SSH.

SSH will, at its discretion, set up additional testing sites that are deemed to be appropriate. These locations will be posted on the webpage and will be available for selection just like all testing sites (by following the instructions provided to sign up for testing).

Live Remote Proctoring

Candidates may also opt to test using the live remote proctoring option. This allows the candidate to take the CHSE® exam on a home or work computer (as allowable). Computers must meet minimum specifications for functionality and internet accessibility. Further details on using this option and determining if a computer meets requirements can be found on https://ssih.org/chse/chse-exam

It is strongly recommended candidates review the minimum system requirements and testing procedures before registering to take their exam via live remote proctoring. For more information on the specific software, information on how to schedule your exam online, and information on what to expect, please visit the ProProctor site using the link below. https://www.prometric.com/proproctorcandidate

Availability/Schedule for Testing

Examinations are scheduled on a space available basis. The candidate schedules the examination location, date, and time (not SSH).

Examination Window for Testing

Once a candidate is approved to schedule and take the examination, they will have 90 days in which to take the examination. Any candidate who does not schedule the examination within 90 days of being approved to take the examination will be considered disqualified and will forfeit the entire application fee. Requests for window extensions may be made due to unforeseen circumstances (i.e., injury/illness, bereavement, natural disasters) and accessibility concerns (i.e., military deployment, test site closures). Requests must be made before the expiration of your original testing window and can be sent to coordinator@simcertification.com.

Examination Description

The CHSE® Examination is designed to evaluate the candidate's knowledge and competency as a healthcare simulation educator. The test consists of 115 multiple-choice questions, of which 100 are counted towards determination of achieving a passing score. The remaining 15 questions are newly developed items that are not counted towards the candidate's score. The candidate will not know which items are the newly developed items. These are included in the examination in order to statistically validate them prior to their becoming an accepted item for scoring so it is important to answer all items to the best of one's ability. Candidates will have 2 hours (120 minutes) to complete their exam.

The examination was developed collaboratively between SSH and Schroeder Measurement Technologies Inc. (SMT – A Prometric company). Healthcare simulation experts from many locations, including internationally, and also from various simulation disciplines were included in this process. These individuals collectively worked to create and evaluate the blueprint and also the items on the examination.

Examination Blueprint (2024 Version)

The content of the CHSE® examination is based on the blueprint. This blueprint was completed as a result of the international Practice Analysis of healthcare simulation operations that occurred between November 2022 and July 2023. The results of this Practice Analysis are contained in this document that describes the knowledge, skills, and abilities (KSAs) that are expected of an individual functioning in this role.

Certified Healthcare Simulation Educator High-Level Examination Blueprint

Domain	Weight
I: Professional Values, Capabilities, and Leadership	20%
II: Healthcare and Simulation Knowledge and Practices	28%
III: Educational Principles Applied to Simulation	40%
IV: Simulation Resources and Environments	12%

Certified Healthcare Simulation Educator Detailed Examination Blueprint

DOMAIN I: PROFESSIONAL VALUES, CAPABILITIES, AND LEADERSHIP (20%)
- A. Advocate for simulation (e.g., faculty development, community involvement, outreach, institutional structure)
- B. Cultivate respectful relationships with participants, faculty, staff, and the community (e.g., cultural responsiveness, hierarchy)
- C. Facilitate collaboration and teamwork (e.g., closed-loop communication, role clarity, conflict resolution)
- D. Recognize legal, ethical, and regulatory principles as they apply to simulation (e.g., participant confidentiality, integrity, mutual respect)
- E. Distinguish among the roles of personnel involved in simulation (e.g., educator, facilitator, operations specialist)
- F. Integrate credible resources into simulation education
- G. Identify basic elements of conducting research (e.g., ethical review, informed consent, methodologies)
- H. Recognize principles of quality improvement
- I. Maintain a physically and psychologically safe environment (e.g., encouraging discussion, safe space for mistakes, infection control)
- J. Recognize principles of diversity, equity, and inclusion

DOMAIN II: HEALTHCARE AND SIMULATION KNOWLEDGE AND PRACTICES (28%)
- A. Manage factors that may affect participant engagement within a simulation activity
- B. Integrate simulation into education, assessment, research, and practice (e.g., curriculum design, certification)
- C. Differentiate among types of feedback
- D. Differentiate among elements and styles of debriefing
- E. Differentiate among simulation modalities
- F. Distinguish between various simulation activity settings

G. Differentiate among the dimensions of fidelity in an activity (e.g., physical, psychological, environmental)
H. Recognize the use of simulation for investigating systems issues and human factors
I. Identify role of simulation in improving patient safety
J. Identify role of simulation in improving patient outcomes
K. Identify role of simulation in educational systems and assessments

DOMAIN III: EDUCATIONAL PRINCIPLES APPLIED TO SIMULATION (40%)
A. Apply educational theories and frameworks to simulation activities
B. Apply instructional design concepts when developing simulation activities
C. Collaborate with Subject Matter Experts (e.g., operation specialists, content experts)
D. Plan and design simulation activities
    1. Needs assessment
    2. Goals, objectives, and outcomes
    3. Assessment and evaluation methods
    4. Reliability and validity
    5. Pre-briefing/briefing, debriefing, feedback
    6. Logistics (e.g., modality, location, resources)
    7. Scenario design
    8. Supplementary materials for team members and learners
    9. Pilot testing and modifications
    10. Realism
E. Implement simulation activity
    1. Pre-briefing/briefing
    2. Simulation activity
    3. Debriefing
    4. Facilitation techniques (e.g., Rapid Cycle Deliberate Practice (RCDP), pause-restart, continuous end, After Action Review AAR))
F. Review simulation activity evaluations
    1. Feedback from stakeholders (e.g., communities, board members, faculty, participants)
    2. Modifications
G. Evaluate impact of modifications to simulation activity (e.g., reliability and validity)
H. Recognize the special considerations for interprofessional/interdisciplinary simulation activities
I. Recognize the special considerations for distance/virtual simulation (e.g., remote learning)

DOMAIN IV: SIMULATION RESOURCES AND ENVIRONMENTS (12%)
A. Recommend modifications to a simulation environment and/or program
B. Manage resources to resolve technical and material problems
C. Recognize administrative factors that impact operations (e.g., personnel, resources, scheduling)
D. Manage risks in a simulation environment and/or program

E. Determine methods to optomize resource utilization and sustainability
F. Recognize innovations in simulation and their applications
G. Recognize factors that impact a budget

How to Prepare for the Exam

Candidates who are approved for the examination should strongly consider spending some time in preparing for the examination. Reviewing the literature and surveying the latest research is one way in which the candidate can refresh knowledge and review important concepts.

Preparation information is available on https://ssih.org/chse/chse-preparation

The Society for Simulation in Healthcare does not state or imply that the review methods, techniques, examination blueprint review courses, and/or preparatory materials are the best or only means for preparing adequately for the certification examination. Completing any or all of the suggestions, courses, resources, and other items listed here does not guarantee that any candidate will pass the certification exam.

The SSH Certification Council does have responsibility for the development and delivery of the practice exams that are administered through the vendor testing software. These questions are developed in the same manner and by the same individuals as the formal examinations. However, the practice exam is limited in scope and is defined as follows:

- The purpose of a practice examination is to minimize the impact of construct irrelevant test administration effects (e.g., test format, software, modality, or interface) on test performance by familiarizing candidates with the examination experience. The practice examinations provide a raw number or percentage correct score and offer a rationale for each of the questions to help candidates understand the examination experience. However, the practice examinations do not provide candidates with a pass/fail status, diagnostic information, or predictive interpretation of performance or success. There is only one active version of the practice test available at a time. Purchasing multiple tests will not result in having access to a different collection of practice test items.

SECTION 3: TESTING AND AFTER THE EXAMINATION

Exam Day Requirements

For extra security when taking the exam, candidates use their User ID and a unique Passcode. NOTE: The Candidate Password used to schedule the exam is different from the exam Passcode used to start the exam.

If the candidate does not have their admission letter or has forgotten their Candidate User ID and Candidate Passcode, the candidate will need to log into their profile on the testing vendor website and reprint their unique admission letter. Please note the exam will not be launched until the candidate presents their unique admission letter.

Candidates must leave testing area when they have completed the examination to avoid causing distractions to those who may still be testing.

Identification Requirements

The Candidate Admission Letter contains the Candidate User ID and Passcode needed by the candidate to login to their examination. The candidate will be allowed to retain the letter until they have successfully logged in. During the examination, the Candidate Admission Letter will be stowed in a secure location.

The candidate must present a government-issued photo ID, with signature, to be admitted to the examination. The proctor should contact the testing vendor if there are any questions regarding a candidate's identification.

THE NAME ON THE PHOTO ID MUST MATCH THE NAME ON THE ADMISSION LETTER. IF IT DOES NOT MATCH, THE CANDIDATE WILL NOT BE PERMITTED TO TAKE THE EXAM

Identification examples are listed below:

Acceptable ID's:
- Driver's License
- State issued ID card
- Passport
- Military ID

Non-Acceptable ID's:
- Library card
- School ID
- Credit card or department store card
- ID with signature only (no picture)
- Gym membership ID

IF THE CANDIDATE DOES NOT HAVE ACCEPTABLE PHOTO ID THAT INCLUDES A SIGNATURE, THE PROCTOR IS NOT ALLOWED TO ADMIT THE CANDIDATE INTO THE EXAMINATION ROOM. THE CANDIDATE WILL BE INSTRUCTED TO CONTACT PROMETRIC FOR RESCHEDULING INFORMATION.

Authorized Materials During Testing

There are restrictions on what the candidate may bring into the examination room at testing sites. The following has been prepared to guide the candidate on what is and is not allowed:
- The Proctor will ask the candidate to place all personal items (e.g,. cell phone, dictionaries, books, purse, coat, laptops, etc.,) in a secured location, preferably in their car.
- **All cell phones must be powered off.**
- Candidates are NOT allowed to use or possess any type of testing aid during the examination, unless specifically pre-approved by SSH and the testing vendor.
- If a candidate refuses to turn over aids while testing, the candidate will be dismissed.
- No personal items, valuables, or weapons should be brought to the testing center. Only keys and wallets may be taken into the testing room. Neither Prometric nor SSH are responsible for items left in the reception area.
- No food or beverages are allowed in examination room unless deemed medically necessary and have been pre-approved by SSH and the testing vendor.
- If permitted for an examination, testing vendor scratch paper will be provided to the candidates. *Candidate may not bring their own scratch paper into the exam room.*

Security

The testing vendor maintains administration and security standards that are designed to assure that all candidates are provided an equal opportunity to demonstrate their abilities. Some of their policies include:
- No individuals are allowed in the testing room other than candidates taking examinations and the Proctors.
- No cameras, cell phones, notes, recorders, or other devices are permitted into the testing room with the exception of medically necessary devices that have been pre-approved by SSH and the testing vendor.
- Only ONE candidate may leave the testing room at a time to go to the restroom. For such a break there will be no additional time added to the allotted examination time.
- The candidate must sign out on the *Examination Roster*, and then sign back in on the *Examination Roster*, to document departure from, and return to, the examination room during the testing session.
- The proctor must collect the candidate's scratch paper for shredding.

Examination Confidentiality

All content, specifically questions, answers, and diagrams of the certification and practice exams are the proprietary and confidential property of SSH. They may not be copied, reproduced, modified, published, uploaded, posted, transmitted, or distributed in any way without the express written authorization of SSH.

SSH and the testing vendor take the security, integrity, and confidentiality of the examination and candidate results very seriously. Any breach is considered a serious offense, and appropriate action will be taken against any individual who violates the security, integrity, and confidentiality of the examination and candidates, up to and including legal action and/or monetary compensation, depending on the severity of the violation.

The proctor will inform the candidate that discussing examination content with anyone is strictly prohibited and constitutes cheating on the examination. This includes discussion of any examination items with anyone else after the examination, including those who have previously successfully passed the examination.

Cheating

If a proctor observes a candidate cheating in any way or engaging in any inappropriate or suspicious conduct, the proctor will document the incident thoroughly and submit an incident report.

If the candidate is determined to have cheated on the examination in any way, they will not be granted CHSE® status, and will forfeit their application fee.

If a candidate is determined to have cheated after they have already become a CHSE®, then the certified status may be revoked at the discretion of SSH, and the application fee will be forfeited.

Misconduct During the Examination

Disruptive or inappropriate behavior by any candidate during an examination is grounds for the candidate's dismissal (e.g., rude or inappropriate language or behavior, disruptiveness to other candidates taking an examination, etc.). Any candidate engaging in this type of behavior will be asked to leave the examination room by the Proctor.

Further, any candidate who is asked to leave the examination center due to misconduct will not be granted CHSE® status at the discretion of SSH and will forfeit their application fee.

Confidentiality of Results

SSH and the testing vendor have policies and procedures in place to ensure that candidate examination results remain confidential. Results of the examination will only be shared with the candidate and any personnel with SSH and the testing vendor necessary to complete the granting of the certification and completion of any record keeping.

Candidates are reminded that SSH reserves the right to recognize publicly any candidate who has successfully completed the CHSE® certification examination and earned the certified healthcare simulation educator credential. Examples of this include, but are not restricted to, posting of the candidate's name on the SSH webpage, and public recognition at SSH events.

Emergencies and Inclement Weather

In the event of inclement weather or unforeseen emergencies on the day of the examination, the testing vendor will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. Candidates should contact the testing center before the examination to determine if the testing vendor has closed or delayed opening of a testing center. Every effort is made to administer examinations as scheduled. Should an exam be canceled by the testing vendor, candidates must contact the testing vendor to reschedule the examination for a later date. There are no additional costs for such reschedules.

Cancellations, Rescheduling and Missed Appointments

Candidates may reschedule the examination up to five (5) calendar days before the examination date (six days or more previous to the scheduled day). There is a $25 (USD) rescheduling fee to process the request. The candidate should contact the testing company directly to reschedule the examination and submit the rescheduling fee.

If the cancellation is within 5 calendar days or less, candidates will not be allowed to cancel or reschedule the exam unless one of the following four situations has occurred: death in the immediate family, military deployment, jury duty, or sickness. Documentation is required for any of these four situations. The $25 (USD) rescheduling fee would still apply in these situations.

Any candidate who misses a scheduled examination or does not follow the rescheduling guidelines above will forfeit the application fee and will be required to submit a new fee in order to schedule a new examination date.

Notification of Examination Results

Candidates normally are notified of their examination results at the time of the completion of the examination and also by email. In some cases, the examination results may not be available at the time of the completion of the examination (e.g., when an exam form is still in development to capture data to set the cut score or due to an unforeseen technical issue). Candidates will be made aware of these instances as possible and known.

Results Verification

Once the candidate has completed the examination, the results will be reported to SSH. All results will be verified. Once this is complete, the candidate shall receive an email with the final status of pass or fail.

Recognition

Certificants are recognized in a number of ways, this information can be found at
https://ssih.org/chse/chse-recognition

Within ~4-6 weeks, certificants will receive via U.S. Postal Service a certificate suitable for framing and notification of the granting of CHSE® status.
*Note: overseas mailing may create delays in receiving the mailed certificate.

Certification Credential

Upon successful completion of the certification process, the applicant will be awarded the CHSE® level of certification. The applicant will receive a paper certificate, and the certification is granted for a three (3) year period. The applicant can apply for recertification at that time.

Rules of Use of the CHSE®

Candidates who pass the Certified Healthcare Simulation Educator® (CHSE®) examination are allowed to use the designation "CHSE®" after their names upon receiving an official passing test score. This includes receiving an onsite score report at the testing center. Proper use of the credential is typically conveyed as highest degree earned, license, certification, and fellowship appointments. Candidates will receive a certificate from the Society for Simulation in Healthcare via U.S. postal mail.

SSH reserves the right to recognize publicly any candidate who has successfully completed the CHSE® certification examination and earned the Certified Healthcare Simulation Educator® credential.

Trademark

CHSE®, Certified Healthcare Simulation Educator®, and the CHSE® logo are registered trademarks of The Society for Simulation in Healthcare. No use of these trademarked items is permitted without the express authorization of The Society for Simulation in Healthcare. All rights are reserved. Any use of these marks must conform to the standards and rules set forth by SSH by only those certified by SSH and in good standing.

Rescheduling of Missed Exam

Candidates who are not present on the scheduled examination date/time, or who do not have an admission document, or who do not have proper identification will not be allowed to sit for the examination. Such candidates will be considered a "No-Show", the examination fee will be forfeited, and the candidate will be required to re-register and pay all fees ($395.00 USD member pricing) prior to sitting for the examination.

Reexamination

Candidates who do not pass the examination may resubmit their application and submit the retest fee ($175.00 USD member pricing, $275.00 USD non-member pricing) if they wish to pursue a reexamination. Please review rules of eligibility before submitting a new application and fee.

An individual may take the CHSE® examination a maximum of four times per year or once every 90 days and not more than once per quarter.

There is no limit to the number of times a candidate may take the examination during their lifetime.

SECTION 4: ADMINISTRATIVE ITEMS

Request for Duplicate Score Report
Candidates may obtain additional copies of their score. Requests must be submitted to coordinator@simcertification.com. There may be a fee for duplicate scores after 12 months have passed from the date of the examination.

Refunds
Should an applicant decide to withdraw their application at any time, they can request a cancellation of their application by emailing coordinator@simcertification.com. The application fee will be refunded minus a $50.00 (US dollars) processing fee and any surcharges related to the refund.

Should a candidate decide to withdraw their application prior to scheduling their examination, they can request a cancellation of their application by emailing coordinator@simcertification.com. The application fee will be refunded minus a $50.00 (US dollars) processing fee and any surcharges related to the refund.

If the candidate has already registered for the examination, the amount of refund will be dependent on the scheduled date of the examination. **If less than five (5) calendar days prior to the examination, all fees will be forfeited.** Prior to this time, the application fee will be refunded minus a $50.00 (USD) processing fee, any surcharges related to the refund, and any fees charged to SSH by the testing vendor.

Appeals
Individuals at any stage of the certification process shall be allowed to file an appeal following the process as described in the policy posted on https://ssih.org/governance.

An appeal will be considered in the following circumstances where the individual does not achieve or maintain certification:
- determination of ineligibility for certification.
- adverse testing conditions severe enough to cause a major disruption of the examination process.
- revocation decision (e.g., ethical or legal misconduct).
- determination of ineligibility for renewal or recertification.
- determination of non-renewal.

Submitted appeals shall not be considered for the following:
- review of individual examination items
- review of examination forms

In the event that applicant believes they have encountered discriminatory behavior of any kind, such instance should be brought to the attention of SSH's Director of Certification at the earliest opportunity.

Any such complaint shall be submitted in written form (email is acceptable) at director@simcertification.com.

After receiving an alleged complaint, SSH shall investigate and take corrective action, if warranted. SSH's Director of Certification may choose to contact the applicant for purposes of securing additional information or clarifying points of the complaint. This may be accomplished in either oral or written communication.

The SSH Director of Certification may make a determination or, as needed, appoint an Appeals Panel to investigate and determine certain matters. The Appeals Panel, in coordination with the SSH Certification Director, will independently review the appeal, and submit its findings and recommendations (see policy and procedure for Appeals posted online).

The individual shall be informed of the disposition of any such appeal in writing at the earliest possible date but in no event later than sixty calendar days from the date the appeal was submitted to SSH.

All decisions of the Appeals Panel will be considered final.

Misconduct
SSH subscribes to the definition of misconduct as meaning wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts. SSH is dedicated to advancing knowledge through the certification process and by engaging SSH members in the rigorous exchange of ideas. In furtherance of this goal, SSH members are expected to adhere to a standard of conduct which demonstrates respect for the organization and all of its members. The grounds for sanction by SSH include:
1. Conviction of a felony or other crime of moral turpitude under federal or state law in a matter related to the practice of, or qualifications for, professional activity.
2. Gross negligence or willful misconduct in the performance of professional services, or other unethical or unprofessional conduct based on demonstrable and serious violations of SSH's rules, policies, or procedures.
3. Fraud or misrepresentation in the application or maintenance of SSH membership, professional certification, or other professional recognition or credential.

The candidate understands and agrees that an allegation of misconduct may originate from within or outside of SSH, for example Prometric as SSH's agent. In the event that an allegation of misconduct is made against a candidate, it will be handled in accordance with disciplinary action procedures to ensure fairness and due process. SSH's disciplinary procedures can be accessed at https://ssih.org/governance.

Change of Information
It is the responsibility of the applicant, candidate, or certificant to ensure that their information is current. SSH is not responsible for any correspondence that is sent to electronic or postal

addresses that are not correct due to changes on the part of the applicant, candidate, or certificant.

Whenever an applicant, candidate, or previously certified educator has a change of address, email, or other contact information, those changes can be made to their SSH profile and CMS profile by:
- Go to www.ssih.org
- Log in to the system in the upper right-hand corner
- Edit your information in your profile
- Go to the a certification webpage, https://ssih.org/chse/chse-renewal
- Click on the "Candidate Management System" listed in the renewal steps
- The changes in the SSH system should automatically be transferred, they can be verified at this time

If you need additional assistance, contact coordinator@simcertification.com with your questions.

Change of Legal Name
Should the applicant, candidate, or certificant have a name change, this information can be entered into thy system as above (Change of Information) or can be sent to coordinator@simcertification.com. If emailed to SSH, formal documentation must be submitted that verifies the name change. This could be a marriage certificate, a legal name-change document, or similar. This is required to ensure that the name change meets all legal standards and to protect all educators. This should be scanned in and emailed as well.

SECTION 5: RECERTIFICATION

Renewal of Certification

CHSE® certification status is granted for a period of three years. The three-year renewal cycle is based on the need to maintain current practice in healthcare and changes associated with pedagogy (for example, increased focus on simulation). The purpose of requiring certification renewal is to ensure that the CHSE® has continued to expand knowledge relevant to the role of healthcare simulation educator.

The certification period begins on the day that the candidate successfully passes the examination and ends three years later. Use of the CHSE® credential is valid until the date indicated on the CHSE® certificate issued by the Society for Simulation in Healthcare's Certified Healthcare Simulation Educator Certification Program.

A CHSE® can obtain certification renewal by maintaining practice requirements and a) fulfilling professional development requirements or b) retaking the Certified Healthcare Simulation Educator (CHSE®) examination. The requirements are posted at https://ssih.org/chse/chse-renewal.

To ensure the integrity of the CHSE® certification renewal process, randomly selected renewal applications will be audited each year. Certificants who are selected for audit will be notified and will be required to provide supporting documentation. Therefore, it is required to keep documentation of certification renewal activities in the event of selection for audit. Certificants that are audited and are not able to provide the necessary supporting documentation will not be allowed to renew their CHSE®.

If the certification expires, the certificant will not be eligible to retake the examination unless they meet the then-current eligibility requirements. Persons who choose to renew by examination and do not achieve a passing score or who elect not to renew their certification are prohibited from continuing their use of the CHSE® designation upon its expiration.

It is the individual's professional responsibility to maintain certification dates, required documentation, and to keep abreast of changing certification requirements. It is also an individual's responsibility to keep the Certified Healthcare Simulation Educator Certification Program informed of any changes in address or other pertinent information.

Renewal of Certification by Submission of Continued Professional Development (CPD)

CHSE® certificants are expected to have entered their CPD into the online system no less than thirty (30) days prior the expiration date. Certificants can submit their renewal during the last 90 days of their certified period (last 90 days prior to expiration) and by submitting the appropriate

recertification fee. The certificant need only log in and select "Renew by CPD" in their online certification profile and submit the fee (after all CPD items are entered).

NOTE: renewal can ONLY be submitted during the last 90 days of the certified period. If the certification expires, the certificant will not be eligible to recertify unless they meet the then-current eligibility requirements.

Any certification that is over thirty (30) days past the date of expiration may not recertify.

Submission of Continued Professional Development:
- $350 (USD) for SSH members and other organizations that have made statements of support, $450 (USD) for all others.

Recertification by Examination
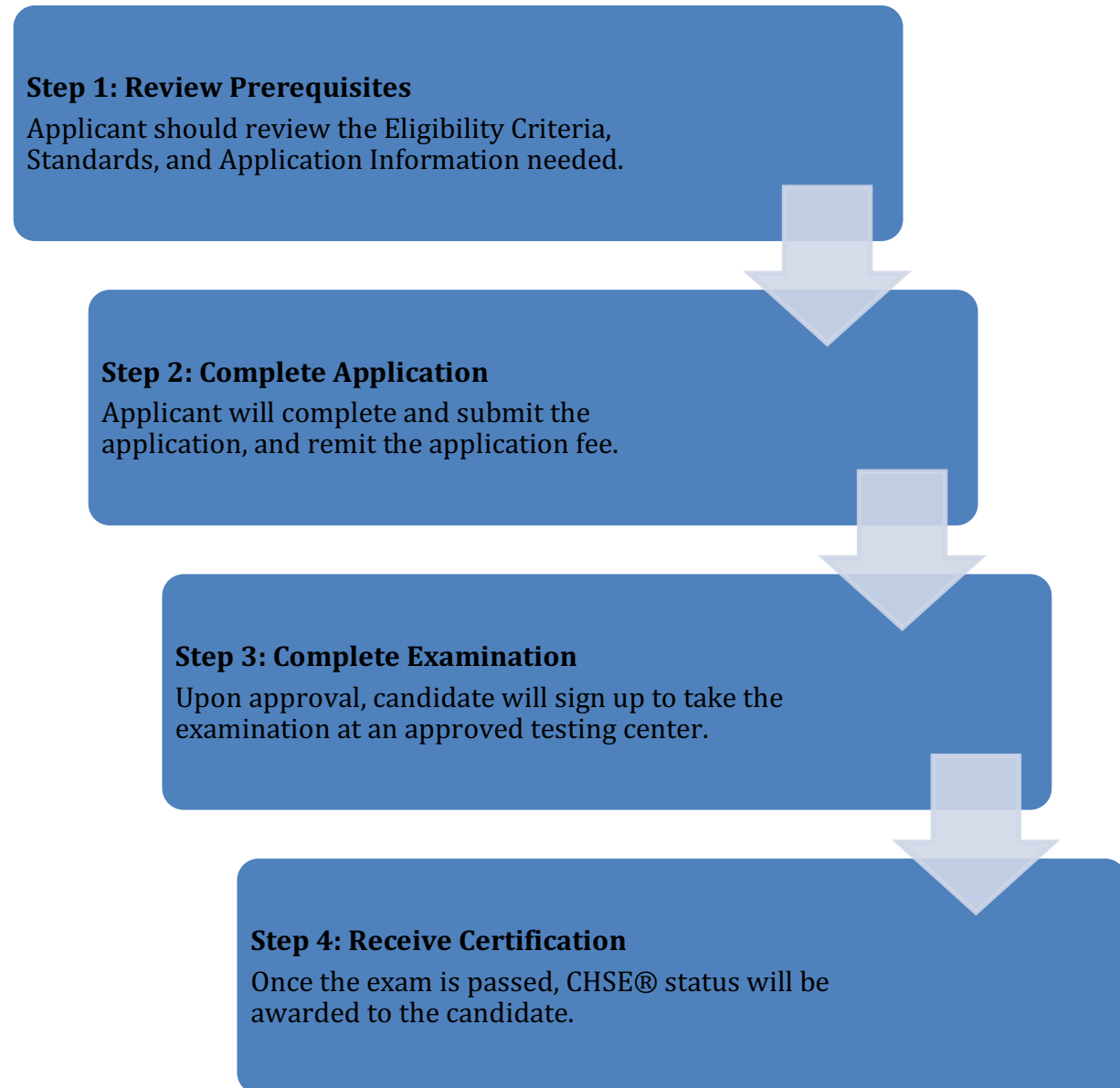Recertification by examination can be completed at any time during the last year of the certified period (last year prior to expiration). The certificant need only log in and select "Renew by Exam" in their online certification profile and submit the recertification fee.

Submission of Reexamination:
- $395 (USD) for SSH members and other organizations that have made statements of support, $495 (USD) for all others.

SECTION 6: APPENDICES

APPENDIX 1: Application process for CHSE® (flowchart)

Step 1: Review Prerequisites

Applicant should review the Eligibility Criteria, Standards, and Application Information needed.

Step 2: Complete Application

Applicant will complete and submit the application, and remit the application fee.

Step 3: Complete Examination

Upon approval, candidate will sign up to take the examination at an approved testing center.

Step 4: Receive Certification

Once the exam is passed, CHSE® status will be awarded to the candidate.

APPENDIX II: Frequently Asked Questions (FAQ)

The following list of questions and answers will help the applicant in understanding what is entailed in applying for and completing CHSE®. Should the applicant have any questions that are not included, please send an email to coordinator@simcertification.com with the question.

FAQ Sections
1. **Eligibility /Applying**
2. **Certification Information/Standards**
3. **Evaluating the Application/Application Items**
4. **Processes**
5. **Examination**
6. **Fiscal Items**
7. **Administrative Items**
8. **Recertification**

1. ELIGIBILITY/APPLYING

Q1.1: What would the minimum educational requirements be?

A1.1: The minimum educational requirements that must be met prior to submitting an application for certification are a bachelor's degree or equivalent experience and education.

Q1.2: Will new educators be able to obtain the certification?

A1.2: The minimum experience requirement to apply to become certified is to have two years of experience in simulation.

Q1.3: Do you have to be full time to obtain certification?

A1.3: Applicants are not expected to be full time in healthcare simulation education to become certified. However, the educator must demonstrate ongoing use of healthcare simulation education to meet the eligibility requirements.

Q 1.4: Is an educator with significant experience going to be granted CHSE® without applying?

A1.4: There is no granting of CHSE® without successful completion of the examination, regardless of experience.

Q1.5: Non-clinical/non-simulation educators—is there an option for these people to become certified?

A1.5: This certification does not exclude those that do not teach the clinical aspects in simulation. Many areas of simulation education in healthcare are not clinically oriented. However, it is not appropriate for educators who do not use simulation.

Q1.6: Do you have to be an SSH member?

A1.6: No. Those who apply to become a CHSE® do not need to be an SSH member. Applicants are encouraged to be SSH members however.

Q1.7: What is required of the narrative questions in the application?

A1.7: It is expected that you will write enough to demonstrate your abilities as it relates to each question. These are not expected to be lengthy answers.

Q1.8: Do I submit my CV or resume as part of the application?
A1.8: No. The required information is submitted in the application.

2. CERTIFICATION INFORMATION/STANDARDS

Q2.1: What will I receive if I am certified?
A2.1: You will receive a certificate stating the same. Further, you will have permission to use the credentials during the period that you are certified.
Q2.2: What credentials can I use if I am certified?
A2.2: You will be able to use the Certified Healthcare Simulation Educator® (CHSE®) credential.
Q2.3: How are the academic and testing pieces addressed in light of the diversity of simulation educators (types of simulation, backgrounds, etc.)?
A2.3: The Standards have been created, reviewed, and agreed upon by consensus of a broad cross section of the Simulation community. This includes not only those from academic settings, but also individuals from non-academic settings. Further, it included individuals from multiple disciplines and many countries. The Standards were built with a focus on elements that are common to simulation education in healthcare, regardless of setting, discipline, or country.
Q2.4: Will you be recognizing certification in other fields/cross-reference others to this certification?
A2.4: At this time, there are no reciprocity agreements in place. Any reciprocal certifications would have to be carefully reviewed since the CHSE® certification is very specific to simulation education in healthcare. As such, any reciprocity would have to be found to be significantly similar.
Q2.5: How long will I be certified?
A2.5: The certification is good for three years from the date the certification is granted (typically the date of the exam being completed successfully).
Q2.6: Is there more than one level of certification?
A2.7: There are two levels of certification for the educator, CHSE® and CHSE®-A (Advanced). To be eligible for the CHSE®-A credential, candidates must hold the CHSE® credential and submit a portfolio for review.
Q2.7: Will international requirements be any different?
A2.7: No. The Standards have been designed with the intent to be applicable globally.
Q2.8: Basic competencies and standards—what are the standards of practice for simulation-based educators?
A2.8: The CHSE® Examination Blueprint is compiled from a collection of the standards of practice and other items as part of the practice analysis. For the CHSE® certification, the candidate should focus on this examination blueprint (posted at https://ssih.org/chse/chse-preparation)

3. EVALUATING THE APPLICATION/APPLICATION ITEMS

Q3.1: What are the criteria used for evaluating my application?
A3.1: The applications and CSRP will be evaluated against the eligibility criteria and evaluated to ensure accuracy and ethical performance.
Q3.2: What is a Confidential Structure Report of Performance (CSRP)?
A3.2: The CSRP is a formatted letter of reference. It is collected via an online form as submitted by your references.
Q3.3: Do I get to see the submitted CSRP?
A3.3: The submitted information will not be sent to you. The only way you will see the form is if the reference remits it directly to you.

4. PROCESSES

Q4.1: Is there going to be a course as part of obtaining the certification? (e.g. ACLS, ATLS etc.)
A4.1: Any courses that will be offered will be optional for the applicant. They will likely be focused on preparing the applicant for the certification exam.
Q4.2: How do I complete my application?
A4.2: The application is a web-based form, and the link is located at https://ssih.org/chse/chse-application. Please select "Candidate Management System" to begin. Once started, the application can be saved and completed at a later time.
Q4.3: What do I do if I decide to withdraw my application?
A4.3: Submit an email to coordinator@simcertification.com and request to have your application withdrawn. There is a $50 (USD) processing fee (plus any fees to cover the refund process).
Q4.4: How will you ensure that someone doesn't just look good on paper (and thus would receive certification inappropriately)?
A4.4: The CHSE® has been set up to verify the knowledge, skills, and abilities of the applicant through triangulation of their application, CSRP, and the examination. It is intended that this should keep someone inappropriate from being certified.
Q4.5: How long does the application review process take?
A4.5: Once the application has been submitted, it is requested that a minimum of three (3) weeks be allowed for the review of the application and CSRP to be accomplished. The applicant should be sure to have the individuals who are completing the CSRP submit the form as soon as possible since the review cannot occur until three CSRP have been received.
Q4.6: What happens if my application is not approved?

A4.6: You will receive notification by email stating that you have not met the certification criteria. You will have the option to submit additional evidence for additional review.

Q4.7: Can my certification be revoked?

A4.7: It is possible that your certification can be revoked. While each circumstance would be different, the primary reason for this to occur would be if the application were found to be deliberately falsified or otherwise misrepresented the applicant in some significant way. Notification of revocation would be through certified mail.

Q4.8: Are their different standards or processes for international applicants?

A4.8: No. All applicants are held to the same standards. All processes are also identical.

5. EXAMINATION

Q5.1: How will I be notified that I can take the examination?

A5.1: The applicant will receive an email from the testing vendor with the information that is needed to sign up for the examination.

Q5.2: How do I sign up for the examination?

A5.2: The information that is sent to the candidate will contain the directions on how to sign up for the examination.

Q5.3: How long do I have to take the examination?

A5.3: Once approved to take the examination, the applicant will have ninety (90) calendar days in which to complete the examination.

Q5.4: Can I reschedule the examination?

A5.4: Yes. Rescheduling is done by contacting the testing vendor directly. There is a $25 (USD) rescheduling fee.

Q5.5: I passed the exam, but I don't see a score?

A5.5: Numeric scores for licensure and certification examinations are not provided for examinees who pass in order that these scores are not used for purposes other than the tests were intended for. For example, the numeric scores should not be used to decide who is hired or promoted, or who is eligible for advanced training, because the exams are not designed for these purposes.

Q5.6: What percentage of the test items do I need to answer correctly to pass the test?

A5.6: Because different forms are used, cut scores for the individual forms are not released. However, the different forms are equated to provide an equal chance to pass for every candidate.

6. FISCAL ITEMS

Q6.1: When is my certification fee due?

A6.1: The certification fee is due at the time the application is submitted. The application will not be processed until the application fee is received.

Q6.2: How much does the certification cost?

A6.2: The application fee for certification is $395 (USD) for SSH members and members of supporting organizations. The fee for all others is $495 (USD). This covers any fees required for the examination.

Q6.3: What is the fee if I did not pass the exam and want to retest?

A6.3: The reexamination fee is $175 (USD) for SSH members and members of supporting organizations. It is $275 (USD) for all others.

7. ADMINISTRATIVE ITEMS

Q6.1: Who do I contact if I have any questions?

A6.1: If you have any questions, you should contact SSH via email at
coordinator@simcertification.com

Q6.2: How do I notify SSH of any change in my address, email, etc.?

A6.2: These changes can be made by the individual in the system, the information is in this handbook.

Q6.3: How do I notify SSH of any name change?

A 6.3: This can be changed in the system by the individual, or an email can be sent to coordinator@simcertification.com. In addition, you will need to submit, via fax or email, the legal documentation (wedding certificate, court document) that indicates the name change. This is needed to verify the change.

8. RECERTIFICATION

Q7.1: How do I recertify?

A7.1: The CHSE® will have the option of either completing the same process as an initial application (including the examination) or submitting evidence of continued professional development.

Q7.2: What does the recertification look like? Is it another submission, or would it be a different subset?

A7.2: Recertification information can be found in the document located at
https://ssih.org/chse/chse-renewal

Descriptive Terminology for SSH Certification

The following list of terms is put together for the CHSE® applicant in order to help understand the terminology that is used throughout the CHSE® process (e.g. application). It is not intended to be an absolute list of definitions but rather a means of describing what is intended. This list should not be construed as the final definition of any of the given terms since many of these items have many definitions, and may be applied differently, in varying circumstances. Further, this is not an all-inclusive list of all terms related to simulation. Should the applicant have any questions about terms that are not listed here, please send an email to coordinator@simcertification.com.

Refer to the Healthcare Simulation Dictionary for common terminology used in healthcare simulation located at https://ssih.org/chse in the "Other Resources" section.

Refer to the Credentialing terminology reference document for commonly used credentialing terms located at https://ssih.org/chse in the "Other Resources" section.

1. **Accreditation** – a process whereby a professional organization grants recognition to a simulation program for demonstrated ability to meet pre-determined criteria for established standards.

2. **Applicant –** this refers to any individual who is compiling or has already submitted their application to become certified through the Certified Healthcare Simulation Educator and for whom eligibility has not yet been determined. See also Candidate, Certificant.

3. **Candidate** – this refers to any individual who has already submitted their application to become certified through the Certified Healthcare Simulation Educator and has been approved to take the examination and/or is awaiting the results of the examination. See also Applicant, Certificant.

4. **Candidate Management System –** this is the computerized record for applicants, candidates, and certificants that captures and stores information related to all aspects of the certification process (e.g. application, references, exam scores, and renewals).

5. **Certificant** – this refers to any individual who is currently certified as a CHSE®. This applies only when the individual is currently certified. See also Applicant, Candidate.

6. **Certification** – the process through which an organization grants recognition to an individual who meets certain established criteria and eligibility requirements.

7. **CHSE® –** stands for Certified Healthcare Simulation Educator®.

8. **CHSE-A® –** stands for Certified Healthcare Simulation Educator-Advanced®.

9. **CHSE® Program –** a term used throughout the various documents and resources of the SSH certifications. It is a general term used to encompass any and all activities related to the application, verification, certification granting, administrative, and other functions performed in the certification program.

10. **CHSOS® -** stands for Certified Healthcare Simulation Operations Specialist®.

11. **CHSOS-A™ -** stands for Certified Healthcare Simulation Operations Specialist-Advanced™

12. **Complaint** – a complaint, as defined for the purposes of certification, is any written or verbal complaint related (but not limited) to the application process, examination, or any remediation during the application and examination process. It may be related to conduct of individuals, program management, room design/comfort, and applicant-to-applicant misconduct. Any applicant can make a complaint at any time of the application and examination process. See the Handbook for procedure on how to submit a complaint.

13. **Complaint Resolution Process (for programs)** – a formal process designed to maintain open communication between applicants and the CHSE® program. The expression of satisfaction or dissatisfaction is an important opportunity to improve quality of a program. A complaint resolution process must include the procedure for investigating complaints, managing complaints, providing feedback, and implementation of measures for improvement.

14. **Compliance** – describes the goal that applicants seek to meet or maintain the standards and policies set forth by the SSH Certification Council.

15. **Confidential Structured Report of Performance (CSRP)** – this is a structured form that the references identified by applicants must complete. It requests the reference to provide insight and ratings for simulation-specific items pertinent to applying for the certification, and provides insight related to the applicant's capabilities in simulation. These are submitted directly to SSH, and are not made available to applicants.

16. **Core Standards** – the fundamental simulation education standards that have been developed by the SSH Certification Council as a cooperative effort with input from other simulation societies and groups. The high-level categories are a) Professional Values and Capabilities; b) Healthcare and Simulation Knowledge/Principles; c) Educational Principles Applied to Simulation; and d) Simulation Resources and Environments. See also Examination Blueprint.

17. **Curriculum Vitae (CV)** – a written description of one's work experience, education background, professional/organizational affiliations, and professional accomplishments. A CV is more comprehensive and detailed than a traditional resume.

18. **Educator** – a specialist in the theory and practice of simulation education who has the responsibility for developing, managing, and/or implementing educational activities. See also Instructor, Facilitator, and Faculty.

19. **Eligible for Certification (Eligibility)** – To be eligible for certification, the applicant must meet a set of requirements related to experience, licensure, and work history in education and/or simulation-based education. These requirements are detailed in the eligibility criteria posted on the webpage.

20. **Evidence-based** – Educational materials or methods that have been proven through rigorous evaluation and research. These may be in clinical or educational topics, and are, where appropriate, integrated into certification.

21. **Examination Blueprint** – The specific items that were used to create the examination for the CHSE® program. The blueprint was put together using a number of simulation SMEs from many countries. The process included their input, distribution of a survey, and use of psychometrics to validate the content. The examination blueprint is detailed earlier in the handbook.

22. **Instructor** – an individual who is tasked with conducting educational activities. This can include design and implementation of educational activities, interacting with learners, teaching knowledge, skills, abilities, and attitudes, and also other activities related to the educational activity such as setup and tear down. See also Educator and Faculty.

23. **KSA** – abbreviation for Knowledge, Skills, and Abilities (or Attitudes). This is often used to refer to the list of items in the examination blueprint.

24. **Metrics** – a standard of measurement used as part of an evaluation tool.

25. **Operations Specialist** – an individual who provides technological expertise and instructional support for a simulation program. This includes, but is not limited to, daily operations of the simulation lab, maintenance of equipment, management of lab supplies, management of simulators, program responsibility of simulators, and collaboration with faculty and staff.

26. **Simulation Program** – entity with dedicated infrastructure and personnel where simulation activities are conducted.

27. **SME –** stands for Subject Matter Expert. This is an individual who is considered to have a high level of knowledge in the particular field being discussed, as well as knowledge of associated fields as appropriate.

28. **SSH** – stands for the Society for Simulation in Healthcare. May also see SSiH (e.g. on the website address).