

## Central Ohio HFMA Certification Agreement & Reimbursement Program

Becoming certified distinguishes me as a leader and role model in the healthcare finance community. It reflects a deep personal commitment and sense of accountability that inspires credibility and confidence in my professional knowledge as well as shows my dedication to high standards in the industry.

I hereby enter into a Certification Agreement (Agreement) with myself and the Central Ohio Chapter of HFMA (the Chapter) in which I promise to pursue HFMA's Certified Healthcare Financial Professional credential (CHFP) by preparing for and taking the exam **prior to April 30, 2012**. The Chapter supports my commitment to Certification by offering a Reimbursement Program, under which the Chapter will reimburse \$100, or 50%, of the license fee to use HFMA's online Healthcare Finance Core Curriculum (the Curriculum) and the full price of the CHFP examination fee (\$400).

I understand and agree to the following provisions of the Certification Reimbursement Program:

- Current Curriculum fees are \$200 and the testing fee is \$400. CHFP candidates are required to pay these costs online to HFMA National. Total Central Ohio HFMA reimbursement to the applicant will be \$500.
- Reimbursement will be issued upon submission of proof of payment to the Chapter Treasurer, Dawn Stark ([dawn.stark@plantemoran.com](mailto:dawn.stark@plantemoran.com)). I may request to receive my reimbursement in two installments; once for the Curriculum fee, and once for the testing fee.
- Certification Agreements will be considered by the Chapter's Membership Committee on a first-come, first-served basis. Submission of this Agreement does not guarantee reimbursement. Applicants should await confirmation from the Membership Committee that your Agreement has been approved prior to purchasing the Curriculum.

In consideration of the Chapter's financial support, I agree to:

1. Read all of the materials pertaining to the CHFP Certification program on the HFMA website.
2. Comply with the requirements outlined by HFMA for becoming certified, which include being a member of HFMA, and having 3-5 years of financial management experience.
3. Self-assess my ability and willingness to commit sufficient time to prepare for the exam.
4. Take the sample CHFP certification exam so I can see what the exam is like and measure my existing knowledge.
5. Develop and then follow a study plan of 10-15 hours of rigorous study time, which includes time to complete the Curriculum (sample provided).
6. Hold myself accountable to Central Ohio HFMA by:
  - Completing items 1 thru 5 above prior to submitting this Agreement and purchasing the Curriculum.
  - Completing all of the modules of the Curriculum and earning 10 hours of CPE for my work.
  - Notify the Chapter Certification Contact, Brian Meinardi ([brianme@fmchealth.org](mailto:brianme@fmchealth.org)), once I have completed the Curriculum and submit proof of completion, if available, before I register to take the exam.
  - Plan to maintain my CHFP credential once received by meeting the 90 contact hour requirement every 3 years and maintaining active membership in HFMA.



My signature below represents my acceptance of the terms of the Central Ohio HFMA Certification Agreement & Reimbursement Program, and that I am fully aware of and understand the requirements of the CHFP Certification Program.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Member #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Central Ohio Certification Contact Countersignature

\_\_\_\_\_  
Member #

\_\_\_\_\_  
Date

***Please submit your signed Agreement to the Central Ohio Certification Contact for Countersignature:***

Brian Meinardi, FHFMA  
[brianme@fmchealth.org](mailto:brianme@fmchealth.org)  
 740-687-8048 (Phone)  
 740-687-8379 (Fax)

### Sample Study Plan

Plan (please complete before you begin studying)		Actual (to keep track of your progress)	
Activity	Date	Activity	Date
Read about certification on the HFMA website			
Take sample exam			
Create study plan			
<b>Submit Central Ohio Certification Agreement</b>			
Purchase online access to the Core Curriculum thru the HFMA website (hfma.org)			
Study Revenue Cycle 1			
Study Revenue Cycle 2			
Study Disbursements			
Study Budgeting & Forecasting			
Study Internal Control			
Study Financial Reporting			
Study Contract Management			
Take sample exam again (need to score >70% for CPE)			
<b>Submit Proof of Completion to Certification Contact</b>			
Register for CHFP exam			
Take CHFP exam			