

## CPCV Credential Requirements

### 1. INTRODUCTION TO THE CPCV CREDENTIAL

The Certified in Provider Compensation Valuation (CPCV) credential indicates that the credential holder has the appropriate experience and knowledge to provide credible valuation services within the healthcare marketplace. The credential holder's core knowledge competency is demonstrated by passing examinations for each of the knowledge modules that comprise the required body of knowledge for the CPCV. In addition, the credential holder is subject to ethical and professional standards governing the performance of analysis and review work as promulgated by the AAPCP.

The CPCV credential is intended for any individual working in areas related to provider compensation in the marketplace. Any individual may attain the credential, regardless of their current work situation or job position, as long as the candidate meets the requirements for the CPCV.

### 2. SUMMARY OF THE REQUIREMENTS TO OBTAIN THE CPCV CREDENTIAL

Candidates must meet the following requirements to obtain the CPCV credential.

- A. AAPCP membership: Maintain a membership with AAPCP, whether individually or through an organization.
- B. General education or background requirement: Bachelor's degree or 10 years of related healthcare experience.
- C. Specific experience requirement: 2 years of relevant experience in compensation valuation, administration, or analysis.
- D. Demonstrate core knowledge competency: Pass three exams with a score of 75% or more on each exam.
- E. Adherence to professional standards: Agreement to comply with the AAPCP's professional standards.

### 3. GENERAL EDUCATION OR BACKGROUND REQUIREMENT

To be admitted to the CPCV credential program, the candidate will have one of the following general educational or background qualifications:

- A. A bachelor's degree in any subject area.
- B. 10 years of experience in the healthcare industry related to operations, reimbursement, legal, compliance, recruitment, valuation, or finance.

### 4. SPECIFIC EXPERIENCE REQUIREMENT

To receive the CPCV credential, the credential candidate must have completed two years of experience relevant to the field of compensation valuation. Relevant experience includes the areas of physician

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practice operations, financial analysis, contract administration, legal work, recruitment, valuation, and compliance. The candidate does not need to meet this specific experience requirement to be enrolled as a candidate for the credential and to begin taking training courses and the module examinations.

### 5. CORE KNOWLEDGE COMPETENCY

The CPCV candidate demonstrates core knowledge competency by passing the required exams covering the knowledge modules with a score of 75% or more. There are three exams, with each exam covering two of the CPCV knowledge modules. The exams consist of questions that test the core knowledge competencies for each module. Examination questions are administered in the form of multiple choice or true/false.

Core knowledge competencies are outlined in the following documents:

- A. The *CPCV Credential Core Knowledge Competencies* document presents an overview of the core knowledge competencies the credential holder demonstrates through passing the module exams.
- B. The *CPCV Credential Knowledge Modules Overview* document presents the goals and principles guiding the knowledge modules offered for the credential, along with a discussion of the purpose and learning content of each module.
- C. The *CPCV Training Courses* document lists the individual courses offered in each knowledge module. Each training course includes a syllabus that details the learning topics for the course, along with recommended reading materials.

### 6. ADHERENCE TO AAPCP AND CPCV PROFESSIONAL STANDARDS

CPCV credential holders must comply with the professional standards for AAPCP members and the CPCV credential. The CPCV professional standards address various types of services and work performed by credential holders and include a code of ethics.

### 7. PROCESS FOR OBTAINING THE CPCV CREDENTIAL

The CPCV credential is awarded upon completion of the following process:

- A. Enrollment in the credential program through submission of a completed candidate application and payment of the required program fees.
- B. Approval of the candidate's application, including validation of the general education or background requirement.
- C. Passing the three examinations with a score of 75% or more. Candidates have a period of 14 months from the date of being accepted into the credential program to pass all three exams.
  - a. Exam 1 covers the knowledge content from Modules 1 and 2.
  - b. Exam 2 covers the knowledge content from Modules 3 and 4.

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- c. Exam 3 covers the knowledge content from Modules 5 and 6.
- D. Submission of a request for credentialing that includes documentation of the candidate meeting the specific experience requirement and an affirmation of intent to comply with the CPCV professional standards.
- E. Approval of the request for credentialing by AAPCP.

Candidates are issued a CPCV certificate upon approval of the request for credentialing.

### 8. CONTINUING PROFESSIONAL EDUCATION TO MAINTAIN THE CPCV CREDENTIAL

To maintain the CPCV designation, credential holders must complete an average of 16 continuing professional education (“CPE”) hours per year in courses related to compensation valuation, with a minimum of 12 hours completed per year and 32 hours completed per rolling two-year period. CPE courses must meet the following requirements:

- A. CPE courses can be in-person, recorded, webinars, or another medium.
- B. CPE course content and subject matter can include anything *related to and supportive of compensation valuation*, including:
  - 1. Compensation valuation courses (12 hours per two-year rolling period)
  - 2. General industry trends
  - 3. Topics related to provider services
  - 4. Topics related to data sources
  - 5. Topics related to revenue cycle and the costs of provider services
  - 6. Topics related to transactions and other arrangements for provider services
  - 7. Regulatory compliance issues
- C. In addition to AAPCP-sponsored courses, CPE hours may be earned from a variety of professional organizations and education providers, such as MGMA, AHLA, HFMA, BVR, NACVA, AICPA, ASA.
- D. Courses need not provide formal CPE hours or other types of education units for attendance. Credential holders can claim credit for attendance based on the standard of 1 CPE hour per 50 minutes of instruction time. Such credit is documented through a self-prepared CPCV CPE hours form.
- E. Presenters of courses can claim the presentation time plus an additional two times the presentation time for the first time a course is taught.
- F. Writers of published articles can receive up to 10 CPE hours per year for preparation time related to published articles.



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The CPE requirements do not take effect until the second year after the year in which the credential is awarded. For example, if a credential is awarded in 2026, the CPE requirements would begin in 2028 and the credential holder would need to earn at least 12 CPE hours in 2028 and complete 32 hours for the two-year period of 2028 to 2029.