



Guidelines for MSHA Recertification

Duration of Certification

The Multiple Sclerosis Healthcare Associate (MSHA) certification is recognized for five years. The expiration date of the MSHA certificate is the fifth year after certification. If the certification date was February then certification expires on June 30th. For those who certified in August the expiration date will be December 31st, therefore recertification will always expire on June 30th or December 31st of the 5th year after you took the exam and each 5 years after. Application for recertification must be submitted online at least 3 months prior to the expiration date. To renew certification, the applicant must have completed a healthcare associate program (e.g. medical assistant, physical therapy assistant, nursing assistant, personal training, health coach, etc.). Applicants must complete the MSHA online application, pay the fees, and choose **one** of the **two** options listed below. Eligible learning activities and practice hours must be obtained during the five-year certification period.

It is the responsibility of the MSHA to initiate the recertification process and to notify PTC or the Consortium of Multiple Sclerosis Centers of any name or address changes. The deadline for recertification submissions for each certified group will be identified in the MSHA Recertification Guidelines and website. Online applications received after the application deadline are subject to a \$75.00 late administration fee. Online applications received after the certification expiration date will be **denied** and candidates will need to rewrite and pass the certification examination to maintain their MSHA.

Renewal reminder notifications will be emailed to you two times prior to expiration.

- One year prior to expiration
- Three months prior to expiration

Lapsed Certification

If you do not recertify when the five-year term has ended, your MSHA certification is considered lapsed. To regain certification, you must meet the eligibility criteria. Submit application for initial certification and write and pass the certification examination.

Recertification Application Deadlines

Application for recertification by learning activities must be submitted at least 3 months prior to expiration date.

Application Deadlines:

**April 1st for June 30th certification expiration
September 30th for December 31st certification expiration**

Eligibility for Recertification

Completion of healthcare associate program (e.g. medical assistant, physical therapy assistant, exercise specialist, personal trainer, health coach, etc.).

- Completion and filing of the MSHA Recertification Application form with required payment.
- There are two options available to fulfill recertification requirements:
 - *Option 1:* Retaking and passing the certification exam or
 - *Option 2:* Having 1000 MS practice hours and 50 MS learning activity hours over the previous 5 years

What are MS Learning Activities

Multiple Sclerosis healthcare associate learning activities include MS-related courses, presentations, conferences; publications, independent study, and professional development (see guidelines for learning activities).

Definition of MS Practice Hours

Multiple Sclerosis practice hours include clinical practice, consultation, research, administration, or education related to the field of multiple sclerosis.

- Candidates for recertification who fail the examination cannot then recertify with learning activities or practice hours and learning activities.
- One learning activity hour equals one clock hour.

Guidelines for Learning Activities (LA)

All learning activities must be obtained during the 5-year certification period.

- **Educational Courses in field of MS**
 1. The course must be applicable to MS professional care or research.
 2. Allow one LA hour for every hour you spend attending the course (i.e., 2 hours/week x 10 weeks = 20 LA hours).
 3. Courses shall not exceed 20 LA hours over the 5-year certification period.
- **Conferences, Teleconferences, Videoconferences, Seminars, Workshops, and Internet Offerings**
 4. Must be related to MS care. One LA for 1 hour in attendance.
 5. Maximum 50 LA hours.
- **In-Service for Staff**
 6. Attendance at a staff MS-related education session (i.e., medical grand rounds or physiotherapy in-service on the benefits of stretching exercises for spasticity). One LA for 1 hour in attendance.
 7. Maximum 10 LA hours.
- **Participating in Certification Examination Development**
 8. Examples include translating exam, participating in item review, and item writing for the exam.
 9. Exam content must be MS-related.
 10. Five exam items are worth 3 LA hours.
 11. Item writing, and item review are worth 10 LA hour
 12. Maximum 10 LA hours.
- **MS Practice**
 13. Involved in the development, implementation, or publication of MS practice guidelines, pathways, or protocols.
 14. One LA for 1 hour of participation.
 15. Maximum 15 LA hours.

- **Independent Study**
 16. Completing the requirements for continuing education credits related to MS articles in professional journals, on-line journals, on-line MS education monographs. Follow the continuing education credit submission guidelines as outlined by the journal.
 17. Learning activities will equal credits allotted by the journal.
 18. Maximum 50 LA hours.
- **Research**
 19. Research activities must relate to MS professional care.
 20. Research activities are defined as conducting a study, participation in collaborative study, or utilizing of research in practice (critique of research article; implement evidence-based care).
 21. Each hour of research activity counts as one LA for maximum of 15 hours.
- **Publication**
 22. Publication of material relevant to MS care.
 23. LA hours allotted:
 - For authorship or co-authorship of a book, 20 LA hours.
 - For contribution to a book chapter, journal article, monograph, or patient education pamphlet, 10 LA hours.
 - Maximum 40 LA hours.
- **Poster Presentation**
 24. One poster equals 3 LA hours.
 25. Maximum 15 LA hours.
- **Presenter/Lecturer**
 26. Presentation or lectures to other health professionals or community groups on topics related to MS.
 27. Each presentation hour is worth one LA (e.g., 1-hour presentation + 2 hours preparation = 3 LA hours).
 28. Duplication of presentation cannot be counted toward LA unless the presentation was revised.
 29. Maximum 15 LA hours.
- **Professional Committee Membership/ Participation**
 30. The committee must be MS-related.
 31. Activities could include MS conference planning committee, community volunteer, board member or executive committee (e.g., IOMSN, CMSC, MS Society or national equivalent, MSNICB).
 32. Abstract Reviewer/ Judge for awards.
 33. Participation in committee activities per year is worth 5 LA hours.
 34. Maximum 15 LA hours

Keeping Track of Learning Activities

Professionally and ethically you are the best judge of which learning activities apply toward recertification.

- Keep a list of all learning activities identifying activity, sponsor or provider, date of activity and hours of activity. For example: attended CMSC 2021 annual conference, sponsored by the Consortium of MS Centers, May 28 to June 1, 5 hrs./day for 25 hours or 25 LA hours.
- Record your learning activity hours in the online recertification portal (secure.ptcny.com/recert/clients/msha)
- Maintain a file of all LA documentation (e.g., educational certificates, course outlines etc.).

Quality Assurance Audits

The MS Healthcare Associate Certification Project Committee will randomly audit 10% of the candidates applying for recertification by learning activities. If you are audited, you will be required to provide documented proof of learning activities so keep your file up to date. All learning activities must be obtained during the 5-year certification period. Professionally and ethically you are the best judge of which learning activities apply toward certification.

Contact Sources

* Professional Testing Corporation, 25 West 39th Street, 8th Floor New York, NY 10018 (www.ptcny.com)

** MSCS c/o CMSC, 3 University Plaza Drive, Suite 116, Hackensack, NJ 07601 USA
(www.mscares.org)

FEES

Application fee for Recertification of Multiple Sclerosis Healthcare Associate through Learning Activities:	\$250.00
Late administration fee for applications submitted after application deadline:	\$75.00

Note: There will be no refund of recertification application fees.

***PLEASE SUBMIT YOUR COMPLETED APPLICATION AND FEE BY THE FOLLOWING DATE:**

April 1st for June 30th certification expiration

September 30th for December 31st certification expiration

***Recertification application sent after application deadlines must include late administration fee in addition to the application fee.**

***Recertification applications received after expiration dates will be denied**

Online Recertification Portal: <https://secure.ptcny.com/recert/clients/msha>