

CERTIFIED HEALTH EXECUTIVE PROGRAM



MOC Overview

CANADIAN COLLEGE OF
HEALTH LEADERS



COLLÈGE CANADIEN DES
LEADERS EN SANTÉ

www.cchl-ccls.ca

MAINTENANCE OF CERTIFICATION (MOC) PROGRAM

Policy, Requirements, and FAQ

Philosophy

- The College's two professional designations represent a commitment to professional excellence through professional achievements characterized by a commitment to ethics, continuous learning, helping others develop through coaching and mentoring, networking, and advancing the field through active participation in health leadership and community affairs.
- The College's certified members are personally accountable for lifelong learning and its documentation.
- The College will do everything necessary to ensure that the education events it accredits and/or accepts for MOC follows appropriate adult education principles.
- The most important adult education principles are that the learner is engaged, the learning is applied, and that the learning has the potential to develop leadership capacity and change behaviour.

Guiding Principles

The MOC process aspires to:

- Be transparent, easy to understand, and well communicated
- Include high standards, few barriers, and a multidisciplinary focus
- Encourage continuous learning / professional development through different mediums
- Be easy to use by members
- Be sensitive to the needs of both urban and rural/remote members and to the various sectors within the health leadership profession (i.e., long term care, acute care, community care, mental health, Aboriginal health, physicians, nurses, government, industry etc.)
- Assure the continued competence of its members by maintaining systems to document their learning throughout their professional careers

Goal

The goal of the MOC program is to ensure that the MOC process maintains its rigour, thereby reflecting the significance of the professional designations as an indicator of professional excellence, competence, and commitment to lifelong learning.

All College members who are Certified Health Executives (CHEs) or Fellows (FCCHL) of the College are required to participate in the Maintenance of Certification (MOC) program, as defined by the governing regulations, in order to continue to use these professional designations.

Lifelong learning is one of the requirements for the CHE and Fellowship programs and as such, there is an obligation for certified members to earn a minimum of 7 MOC I and 33 MOC II credits during a five (5) year block (pre-determined by the College). Certified members working overseas during the five-year block, and who are unable to obtain MOC I credits, are required to obtain 66 MOC II credits and submit to the College a professional development record for that period.

Certified members are not allowed to carry over MOC credits from one block to another.

Background

The promotion of excellence in health leadership is at the core of all the College's work. Through its designation programs and the MOC program, the College and its Chapters have a long tradition of leadership development programs that encourage and foster lifelong learning for members. Lifelong professional development ensures that each individual will utilize optimized information sources for decision making. It is the basis for a strong and vibrant valuation of the health care leaders' profession in Canada and is also recognized through the College's various partners in the academic and the health care community sectors.

As is the case in virtually all professional associations, there is a requirement for the members to be engaged in lifelong learning. This is a condition of College membership for all members holding either their CHE or their Fellowship (FCCHL) designation. This applies to all membership categories except for retired and life-long members.

Once CHE candidates have earned their designation, they are required to earn MOC credits in keeping with the standard College MOC program to maintain the designation.

The College has opted for a two-category (Category I and Category II) MOC process, giving priority to College and chapter educational activities. All events will meet adult education principles as indicated in the philosophy.

MOC CATEGORY 1 CREDITS

Assessment of Credits

One (1) credit for every hour of activity or educational content.

List of Qualifying Events for Category I

These credits apply only to educational events organized or co-organized by the College or its Chapters. "Co-organized" is defined as any program presented in partnership with another organization, in which the College or Chapters assume an equal role in the development, planning and organization of the program. The program must meet the requirements for an MOC activity in that it will assist CHEs or Fellows to maintain their professional competency.

The number of MOC credits assigned to any program is to be printed in the program agenda, brochure, and/or webpage for that event along with the College logo and MOC Statement. Such programs include, but are not limited to the following:

Authoring

- Articles written for College publication

Educational Events

- Attendance at College/Chapter educational events
- Planning and managing of educational events offered by the College/Chapters
- Papers presented, or educational sessions delivered at, CNC, CWHLC, OHLS, CFLS or other College/Chapter events

Mentoring and Coaching

- Members serving as mentors/coaches or mentees in the College/Chapter programs

College Designation Programs

- Credits may be granted upon successful completion of the CHE and Fellowship program

CCHL Circle

- MOC I credits can be acquired through interactions and participation in the CCHL Circle. Circle accounts can be activated using this link <https://circle.cchl-ccls.ca/signup>

LEADS in a Caring Environment

Educational courses, workshops and seminars organized by Chapters, or by the College through the Professional and Leadership Development programs.

Formal Strategic Alliances and Partnerships

- Programs and events that are in partnership with the College

CCHL Tool

- The completion of this [Ethics Self-Evaluation tool](#)

MOC CATEGORY II CREDITS

Assessment of Credits

One (1) credit for every two (2) hours of activity or educational content. Events or activities eligible for MOC Category II may be self-assessed by the College certified member. **Pre-approval is not required by the CCHL.**

List of Qualifying Events for Category II

Category II credits apply to opportunities not organized or co-organized by the College or its Chapters, yet which provide CHEs or Fellows with appropriate professional development activities. These learning activities lead to enhanced leadership knowledge or skills, or directly contribute to the professional growth of other members of the profession. These activities must be outside of the learner's expected professional duties. The activities must also be properly documented as part of the self-reflection necessary to integrate the learning, and to allow a transparent trail for an auditing process.

CATEGORY II - EVENTS PRE-APPROVED BY CCHL

Pre-approved events by the CCHL are listed in the MOC portal, <https://cchl.hub.cloudgeneration.com/Achievements> (go to the 'Add Self-Reported MOC Credits', then the 'Program Name' drop down list). If you attended one of these events but did not complete the full session, add the MOC credits manually.

CATEGORY II - SDLP – SELF-DIRECTED LEARNING PROJECTS (SELF ASSESSED)

Self-directed learning provides topical, thorough, practical knowledge that may be better retained and be a stronger stimulus to change behaviour than is more traditional learning. A self-directed learning project (SDLP) will be awarded Category II MOC credits with the following documentation:

1. The stimulus that triggered professional development/learning to become important (what was the inspiration or motivation?)
2. A formal statement of the learning/development required (what will be needed?)
3. Listing specific resources used to satisfy the learning/development required (what was actually done?)
4. Identifying the specific learning/development achieved (lessons learned)
5. How this relates to the LEADS program/lifelong learning
6. How this will change the individual behaviour of the learner

Self-directed learning is also acknowledged to be better focused on the specific needs of the individual learner. It may cover activities or topics that more traditional learning does not. These activities are valid for credit, as long as the following conditions are met:

- The topics identified by the learner are important
- The learner remains engaged and active in the learning
- The documentation is completed

As well as seeking the answer to a specific question about one's professional practice, a non-traditional SDLP may be created around authoring, university/college-level courses, conferences, and programs offered by other organizations, formal mentoring and coaching, teaching, and tutoring, volunteering, and policy or governance activities. This list is not exhaustive, but these activities will qualify for SDLP Category II credits so long as the:

- Professional development is related to leadership
- Answers to the six documentation questions are completed
- Activity is not an expected component of one's employment

Recording Process

Every CHE and Fellow is responsible for the accurate entry of their MOC activities online in the CHE Resource page of the CCHL web site, <https://cchl.hub.cloudgeneration.com/Achievements>. Each activity will include:

- Program Name (Pre-approved activities are listed here)
- Type of Learning Experience (either MOC I or MOC II category)
- Name for the Learning Experience
- Link to the Description of the Learning Experience (not required)
- Company/Organization Issuing the MOC Credits
- Completed On (date)
- MOC Credits Earned Grade/Score (if applicable, not required)
- Attach Proof (if applicable, not required)

The individual CHE or Fellow is also required to keep a separate, auditable, record of all MOC events and any SDLP (self-directed learning projects). As well as the basic information in the preceding paragraph. Each record of an activity must contain information on the points numbered one through six outlined in the documentation paragraph of the SDLP section of MOC Category II credits (above).

Failure to Meet MOC Requirements

Should a certified member not be compliant by the end of the 5-year MOC period, they will be offered a 6-month extension to earn the outstanding MOC credits with an administration fee, see Appendix A.

Should they not be compliant by the end of the 6-month extension period, the CHE designation will be revoked, and the candidate may no longer use the CHE designation.

Re-Instatement Policy

This policy provides a process for members to regain certification if they have lost the designation. Certified members of the Canadian College of Health Leaders who lose their certification due to the following reasons:

- Maintenance of Certification (MOC) non-compliance
- Membership termination for three (3) consecutive years

College members who have lost their certification status with the College and the right to use the designation are eligible to apply for reinstatement. Members eligible for reinstatement will be required to apply for certification and pay the reinstatement fee. The Reinstatement form can be found [here](#) (note fees apply, see Appendix A). The College will review applications to assess eligibility for reinstatement.

Re-Instatement Application Process

There is a three-year window of opportunity to apply for reinstatement from the time that the certification designation was terminated. After expiration of the three-year window, members will be required to complete/repeat the full program.

1. Application Requirements

- Must be an individual member of the College in good standing
- Curriculum Vitae with job description
- Copies of degrees
- 1 Letter of Support
- Minimum of two consecutive years (for a CHE) or five consecutive years (for a Fellow) in a Canadian health management position
- Cite reasons for not obtaining the required MOC credits
- Submit a plan for obtaining MOC credits in 6-months

2. Review Process

2.1 Process for CHEs

A Panel appointed by the Professional Standards Council, in consultation with the College staff, will assess the former CHE candidate's file to determine eligibility for reinstatement.

Note: The application review may result in additional professional development requirements prior to eligibility to the designation.

2.2 Process for Fellows

The Fellows Council will assess the former Fellow candidate's file to determine eligibility for reinstatement.

Policy Variations

Retired and Life-Long CHEs or Fellows

Those certified members who are in the "Retired" and "Life-Long" membership categories are not required to participate in the MOC program. Should a retired CHE or Fellow again become an active member of the College, he/she will have to be compliant with the Maintenance of Certification Policy.

Appeal Process

Have an appeal process in regard to the requirement of MOC compliance to allow the College the flexibility to respond to unforeseen circumstances of its members.

APPENDIX A

MOC Associated Fees

Item	Fee
Failure to Meet MOC Requirements	\$250.00
Designation Reinstatement fee	\$400.00
MOC II Assessment Request Form fees:	
• Half day (max. 4 hours)	\$100.00
• 1 day (max. 8 hours)	\$165.00
• 2-3 days	\$235.00
• 5 days	\$300.00
• More than 5 days	\$365.00
• Certificate Program	\$525.00

Appendix B

List of events and number of credits – MOC I

1/1 = one credit for every hour of educational content

College/Chapter	Event/Activity	# MOC I credits
Authoring	<ul style="list-style-type: none"> Articles written for College publications 	1/1
Educational Events	<ul style="list-style-type: none"> International Learning Exchange Programs (Study Tours) Health Professionals Roundtable for Strategy™ (HPRS™) panel National Healthcare Leadership Conference (NHLC) LEADS Programs offered by the College 	25/Tour 1/1 12 Or 1/1 if not all sessions 1/1
Mentoring & Coaching	<ul style="list-style-type: none"> Roche/College Program Chapter Programs 	1/1 1/1
Volunteering	<ul style="list-style-type: none"> Review articles for FORUM Serve on College Board/Committees /Focus Groups/Task Forces Serve on Chapter executive Conduct research and develop policies for the College Activities directly related to the operation of the CHE or Fellowship programs (e.g., marker, reviewer, item writers) Assisting the Chapter in planning and organizing professional development activities 	1/1 1/1 1/1 1/1 1/1 1/1
CCHL Circle	<ul style="list-style-type: none"> Commenting on existing posts – 1 point Posting on a Live Feed or Forums = 1 point Attending Events & Webinars = 10 points Registering for Mentorship = 5 points 	1 MOC I credit = 10 engagement points
CCHL Tool	<ul style="list-style-type: none"> CCHL's Ethics Self-Assessment Tool 	1/1
College Designation Programs	<ul style="list-style-type: none"> Fellowship completion CHE completion 	25 7
Strategic Alliances/ Partnerships	<ul style="list-style-type: none"> Accreditation Canada surveys Accreditation Canada Focused visits Accreditation Canada Webcast (part 1-2) Conducting Effective Tracers Accreditation Canada Webcast Writing Clear and Effective Reports CCHL/ACHE Joint Programs CCHL/HCLABC Joint Programs CHA Learning Programs Educational Consultants Joint CMA/CCHL Physician Management Institute (PMI) CHSRF EXTRA/FORCE Program candidate Nursing Leadership Conference College Sessions held in conjunction with other provincial conferences College Sessions at OHA HealthAchieve 	7/survey 3/visit 1.75 1.5 1/1 1/1 7/academic year 1/1 25/year 12 or 1/1 if not all sessions 1/1 1/1

List of events and number of credits – MOC II

1/2= one credit for every two hours of educational content

Non College/Chapter	Event/Activity	# MOC II credits
Authoring	<ul style="list-style-type: none"> • Publication written on leadership 	1/2
Educational Events	<ul style="list-style-type: none"> • Leadership Conferences, Seminars, courses, etc. • Obtaining a PhD • Obtaining a Masters • Obtaining a Leadership Certificate • Self-Directed Learning Project 	1/2 33 25 Up to 10 Up to 8
Mentoring & Coaching	<ul style="list-style-type: none"> • Certified members serving as mentors/coaches/mentees in an organized fashion outside of their professional duties 	1/2
Volunteering	<ul style="list-style-type: none"> • Certified members serving on Boards/Committees/Focus Groups /Task Force, etc. outside of their professional duties 	1/2
Teaching & Tutoring	<ul style="list-style-type: none"> • Teaching/Tutoring experiences that are relevant to health leadership 	1/2

FREQUENTLY ASKED QUESTIONS (FAQ)

How do I enter my MOC Credits?

The MOC area of the CCHL website can be found using this link to the CHE Resource page:

<https://cchl.hub.cloudgeneration.com/Achievements> or navigate from your CCHL Account Page.

- To view or add MOC credits click on the **MOC tab** at the top of the page.
- You will see a green progress bar at the top of your screen indicating how many credits you've earned towards recertification in percentage.
- To view previous credits, click on **Progress** on the left side of the page.
- To add MOC credits, click on **Add Self-Reported MOC Credits**, and follow the on-screen instructions.
- Click the green CURRENT button in the right corner to see a breakdown of your MOC I and MOC II credits.

Do I need to have my Professional Development activities preapproved by the College before I enter my MOC credits?

No, preapproval is not required. MOC credits are self-reporting. The College may conduct random audits, so it is strongly recommended that you keep a separate record of this information.

There are several pre-approved events listed in the MOC portal,

<https://cchl.hub.cloudgeneration.com/Achievements>. The benefit of this list is that the MOC credits are already calculated.

To view the pre-approved list, click the 'ADD SELF-REPORTED MOC CREDITS' button (right side of screen), in the first box 'Program Name' click the down arrow for the full list. The list is updated on a regular basis. If you attended one of these events but did not complete the full session, add the MOC credits manually.

What is the process for pre-approval and why are these events pre-approved?

Organizations have the option to have events pre-approved by the College. The pre-approval process is straight forward. The completion of a MOC Assessment Request form is required along with detailed program objectives, expected outcomes, target audience, topics, speakers, and timelines. The MOC II Assessment Request Form can be requested from CHE team, che@cchl-ccls.ca (note fees apply, see Appendix A).

Are my MOC credits automatically entered?

No, your MOC credits are not logged automatically. You are responsible for tracking your credits and ensuring your compliance at the end of the 5-year block.

The individual CHE or Fellow is also required to keep a separate, auditable, record of any SDLP (self-directed learning projects). As well as the basic information in the preceding paragraph, each record of an activity must contain information on the points numbered one through six outlined in the documentation paragraph of the SDLP section of MOC Category II credits (see above).

Are MOC I and MOC II credits interchangeable?

Once you have earned the minimum required number of MOC I credits based on the year of certification (see # 7) any surplus MOC I credits **will** be counted towards the total credits required for compliance.

MOC Example: *A Certified member who requires 7 MOC I and 33 MOC II credits.*

The Certified member accrues 15 MOC I and 25 MOC II credits. This is converted as follows:

- 7 MOC I
- 8 excess MOC I are converted to MOC II credits.

The result is 7 MOC I and 33 MOC II credits. If you have obtained more than the required number of MOC II credits, any surplus will not be used towards your MOC I credits.

I don't remember which events I attended; does the college have a record of this?

No, if you are unsure which events you attended, review the events in the pre-approved list in the Add Self-Reported MOC Credits, Program Name drop down list.

I have not been certified for the entire five-year block. Am I expected to get 40 credits?

No, the five-year block that is coming to an end on December 31, 2024, runs from 2020-2024. The number of credits is pro-rated over the time you became certified within the current five-year block. Below is the number of credits required based on the year you obtained your certification:

Prior to 2020 MOC I = 7 and 33 MOC II

(2020) 6 MOC I and 27 MOC II

(2021) 5 MOC I and 22 MOC II

(2022) 4 MOC I and 17 MOC II

(2023) 3 MOC I and 12 MOC II

(2024) EXEMPT

Log into the CHE Resource page: <https://cchl.hub.cloudgeneration.com/Achievements>. Click the green CURRENT button in the right corner of the screen to see the number of credits you require.

I am a CHE/Fellows working internationally. Am I required to obtain all my MOC credits by the end of the five-year block?

Certified members working overseas during the five-year block, and who are unable to obtain MOC I credits, are required to obtain 66 MOC II credits, submit them online and to the College a professional development record for that period.

I am on Maternity leave or long-term disability. Am I required to obtain all my MOC credits by the end of the five-year block?

Yes. Maintenance of Certification (MOC) has long been seen by the Canadian College of Health Service Executives as an integral part of the certification process. Indeed, it is an activity through which Certified Health Executives and Fellows can demonstrate their commitment to lifelong learning and to remaining current in their chosen profession. At the end of this 5-year period, each CHE and Fellow is required to have earned a minimum number of MOC credits based on the year of their certification. Please see #7 for more details.

Ways to earn MOC I Credits while on Leave:

- Involvement with a [chapter](#)
- Take advantage of the Colleges increasing number of [events](#)

I am a member of the Canadian Forces and have been deployed or preparing for a deployment, am I required to obtain my MOC credits by the end of the five-year block?

Certified members working overseas during the five-year block, and who are unable to obtain MOC I credits, are required to obtain 66 MOC II credits and submit to the College a professional development record for that period.

I am currently working towards my PhD, can I use these studies towards MOC I credits?

No, your PhD studies **can only** be assessed for the maximum required 33 MOC II credits.

The best way to obtain MOC I credits is to be involved with the Chapter, to attend College events or to participate in College activities such as committees, working groups, marker or reviewer or participating as faculty with our strategic alliances.

- Take advantage of the Colleges increasing number of events. For a complete list please click [here](#):
- Another great way to get MOC I credits is to become involved with your [Chapter](#)

How do I become an evaluator with the College?

Becoming an evaluator with the college is a great way to earn MOC I credits. In order to be selected as an evaluator you must meet the criteria. To request more information please contact CHE@cchl-ccls.ca

I am a surveyor with Accreditation Canada. How many MOC credits do I get for each survey and focus visit?

Each completed survey is worth 7 MOC I credits and each focus visit is worth 3 MOC I

How do I become involved with my Chapter?

Our chapters are the local hub of the College, providing local professional development and networking opportunities. Members work tirelessly to provide expert advice and advocate for issues that are important to senior health leaders in the local community and across the country.

To see the Chapter Overview area of the website, visit: <https://cchl-ccls.ca/chapters-overview/>

To become involved with your chapter please contact your chapter chair. To find the name and contact

information for your chapter Chair please follow these steps:

1. Click [Chapter](#)
2. Select your chapter
3. On the left-hand side of the screen there is a chapter executive button. Clicking this button will bring you to a list of your chapter executives. Please contact the chapter chair in your area and ask how you can become involved.

If you are interested in attending chapter events a complete list can be found [here](#). Please keep in mind that this list is updated regularly, remember to check back often.

All educational activities as identified in the “Events / Chapter Events” section of their website. These include:

- Power breakfast / Luncheon programs
- Educational conferences / workshops sponsored or cosponsored by the Chapter
- Assisting the Chapter in planning and organizing activities as may contribute to professional development
- Speaking at Chapter events

If you require additional information, please contact CHE@cchl-ccls.ca

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1. Houle CO. *Continuing learning in the professions*. 1st ed. San Francisco, CA: Jossey-Bass Publishers; 1980.
 2. Guglielmino LM. Why self-directed learning. *International Journal of Self-Directed Learning*. 2008;1-14.
 3. Horsley T, Grimshaw J, Campbell C. How to create conditions for adapting physicians' skills to new needs and lifelong learning. *Copenhagen: WHO Regional Office for Europe, on behalf of the European Observatory on Health Systems and Policies*. 2010.
 4. Murad MH, Varkey P. Self-directed learning in health professions education. *Ann Acad Med Singapore*. 2008;37(7):580-590. Note that the corroborating literature descriptions and citations exist in the original article but were removed here for reasons of space. Also note that this was written with undergraduate SDL in mind – same components, but more reliance on teachers than Continuing Profession Development would have.