

What Next?

Final Steps to Initial Certification

The class work is done, competencies have been achieved...so what are the next steps to gain the professional designation of Certified Healthcare Transporter?

- **First and foremost, start this final leg of the CHT journey as soon as possible, preferably 1 month before the official graduation ceremony.**
- **For each prospective CHT, the *Applicant Summary* must be completed. This document, found on page 150 of the Instructor's Guide for Book III, verifies that the CHT candidate has satisfactorily completed all 3 courses toward certification.**
- **Each section of the Applicant Summary must be completed:**
 - ✓ **Prospective CHT information. Write CHT candidate's name as it is to appear on certificate**
 - ✓ **Beginning and ending dates for *Choices: Ethics for the Workplace, Strategic Skills Building for the Healthcare Transporter* and *Healthcare Transporter Technical Skills Training***
 - ✓ **Sign off by Certified Level I Instructor (Preceptor)**
 - ✓ **Sign off by Preceptor's Reporting Officer**
- **Email NAHTM CHT Chair, at debbie.cox@umassmemorial.org and indicate date desired on certificate and a list of prospective CHT's names as they are to appear on the certification.**
- **Make copies of the Applicant Summary per each CHT candidate and mail to:**

**Deborah Cox
Director of Patient Transportation
UMass Memorial Medical Center
119 Belmont St.
Worcester, MA 01605**
- **Make a copy of each certificate for each candidate's personnel file to facilitate Joint Commission should they check for it.**
- **Include a check, made out to NAHTM, INC, that reflects a 30.00 certification fee per CHT candidate. If a tax number/document is required before the check can be issued by your organization, please indicate that in the email to Deb or, contact the NAHTM Treasurer, Ed Marcel at marcele@oshu.edu for that information.**