

Section Four - Verification of a minimum of 400 hours of "Hands-on" experience (for transferring CRCST certification only)

These hours must be applied to the specific areas mentioned below, and each hour grouping must be initialed by a Central Service Supervisor/Manager. **If not initialed on each line, the application will be marked as incomplete and returned to sender, and certification will not be transferred.**

- I. Patient Care Equipment (32 Hours)**..... Initials _____
(Cleaning-Assembly/Testing Identification)
- II. General Cleaning (32 Hours)** Initials _____
(Instruments-utensils-specialty items, Operation of Mechanical Washers)
- III. Wrapping Packaging (36 Hours)** Initials _____
(Packaging Techniques; Pouches, Flat Wraps, and Rigid Containers; Label/Expiration Date, etc.)
- IV. Linen Folding (36 Hours)**..... Initials _____
(Inspection, Folding Drapes/Wrappers, Towels, etc.)
Note: If Facility does not have any reusable linen, these 36 hours will be divided in half (18 hours) and added to General Cleaning and Instrument/Procedure Trays
- V. Assemble Instrument/Procedure Trays (60 Hours)** Initials _____
(Assembly/Layout, Inspection, Identification, Use)
- VI. Sterilization (64 Hours)**..... Initials _____
(High Temperature and Low Temperature Sterilization Processes, Sterilization Quality Assurance Systems, Record Keeping, , Handling/Putting Away Sterile Supplies, Dust Covering)
- VII. Storage Clean & Sterile (36 Hours)** Initials _____
(Rotating Supplies, Inventory and Restocking Carts/Shelves, Outdates, Cleaning Storage Shelves)
- VIII. Case Carts (32 Hours)** Initials _____
(Assembly, Pick Sheets, Cover and Transport to OR)
Note: If Facility does not use case carts, these 32 hours will be divided in half (16 hours) and added to Wrapping/Packaging and Sterilization
- IX. Distribution (32 Hours)** Initials _____
(Par Levels, Point of Use Systems, Exchange Carts, Just In Time)
Note: If Facility does not use this procedure, these 32 hours will be divided in half (16 hours) and added to General Cleaning and Instrument/Procedure Trays
- X. Miscellaneous (40 Hours)** Initials _____
(Quality Assurance Processes, Blood Borne Pathogen Protocols, Soiled Equipment Pick-Up, Standards, Regulations, Policies and Procedures)

Section Five - Proof of 12 contact hours in the past 12 months (for transferring any certification)

You must submit 12 points to transfer CRCST, 6 points to transfer CIS and 6 points to transfer CHL (you may submit inservices/staff meetings separately on hospital letterhead, signed by your Supervisor or Manager)

You may also attach copies of certificates of achievement to indicate points accrued in the past year. **If contact hours are not properly reported, the application will be marked as incomplete and returned to sender, and certification will not be transferred.**

- I. IAHCSSM Lesson Plans**
(scores sent electronically to IAHCSSM for quizzes taken online at www.iahcssm.org) _____
- II. Seminars Attended** *(Attach copies of all certificates; 1 point per contact hour unless noted)*
Date _____ Hours Attended _____ Date _____ Hours Attended _____
Topic _____ Topic _____
- III. College Courses** *(Attach copy of validated transcript; 6 points per course with grade of C or better)*
Name of Course Pertaining to CS _____ Grade _____
- IV. Inservices/Staff Meetings** *(Must pertain to CS; 1 point per contact hour, use hospital letterhead if necessary for additional listings)*
Date _____ Hours Attended _____ Topic _____
Date _____ Hours Attended _____ Topic _____
Date _____ Hours Attended _____ Topic _____

Section Six – Verification of Additional 200 Hours Hands-On Experience (for transferring CIS certification only)

A minimum of 200 hours "Hands-On" experience must be documented prior to taking the IAHCSSM CIS Exam. These hours must be applied to the specific areas mentioned below and each checked off and initialed by an immediate Central Service Supervisor/Manager.

- I. Instrument Decontamination (92 Hours)** Initials _____
(Disassembly, Manual and Mechanical Cleaning Processes)
- II. Instrument Assembly (92 Hours)** Initials _____
(Identification, Inspection, Testing, Assembly, Packaging)
- III. Instrument Information System Management (12 Hours)** Initials _____
(Back Up Instrument System Maintenance, Form Maintenance, Change Notification Systems, Implant Replenishment, Loaner Instrument Processes)
- IV. Surgery Observation (4 Hours)** Initials _____
(Applicants should observe room set up, sterile field set up, handling of instruments during surgery, instrument request processes, and care of instruments at the end of procedures)