



### **Audit Process**

IBHRE reviews all applications including supporting documentation. IBHRE reserves the right to verify information supplied by, or on behalf of, an applicant for IBHRE certification. By submission of the application, IBHRE is authorized to conduct an independent verification of the information including but not limited to employment, education, certifications, and licensure.

IBHRE may randomly audit applications for review. If selected for a review, the individual will be asked to submit documentation substantiating eligibility as necessary. IBHRE does not, under any circumstances, determine an individual's eligibility based on affiliation or membership with any particular organization(s). Members of the Heart Rhythm Society are benefited only through discounted exam fees and are given no special consideration when determining eligibility.

Applications are audited by IBHRE staff. An individual selected for review will be required to submit verifiable documentation for each activity listed in the application. If credit for any program, CE activity, or other professional activity is denied as a result of the review, the applicant will be given 60 days to report additional information to cure the deficiency. If the deficiency is not cured within the 60-day period, a deficiency notice will be sent by IBHRE's Chief Executive Officer. If the necessary information remains unreported, the individual will be considered ineligible for certification and will not be allowed to sit for the IBHRE certification exam. Final notification will be sent to the individual by IBHRE's Chief Executive Officer. The individual may apply again for a future testing cycle by submitting a complete application along with the required documentation and application fees.

Acceptable documentation includes but is not limited to the following:

- Original certificates of completion with the organization's logo
- Official transcripts
- Official rosters of participation
- Correspondence (must be printed on official letterhead; electronic communication must include the origin's email address)
- Diplomas