



# CHAPCA CERTIFIED

## Leadership

### CHAPCA Certification Board Charter

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#### Current Status and Approval Path

CHAPCA previously approved its hospice leadership certification structure. This revised Charter formalizes the governance, curriculum, assessment, documentation, and certificate-integrity standards for the role-specific certification-program option in section 74880. The CHAPCA Board of Directors approved the Charter by unanimous written consent on July 22, 2026.

## 1. Status and Purpose

The CHAPCA Certification Board is an internal program-governance council of the California Hospice and Palliative Care Association. It is not a separate legal entity, a state licensing body, or a governmental certification authority. Its purpose is to protect the quality, consistency, fairness, currency, and integrity of CHAPCA CERTIFIED Leadership. The Certification Board administers standards approved by the CHAPCA Board of Directors for a role-specific hospice certification program under section 74880.

## 2. Corporate and Governance Authority

1. CHAPCA's Articles and Bylaws expressly authorize education and training for hospice, palliative care, and skilled home health personnel.
2. California Corporations Code section 5210 and Article 7, section 7.3 of the Bylaws place CHAPCA's activities under Board direction and permit delegation while the Board retains ultimate direction.
3. The Executive Committee provides oversight between Board meetings, subject to the Bylaws and full Board ratification.
4. The Leadership Development Committee provides advisory support regarding leadership content, instructors, nominees, and program improvement.
5. The President and CEO manages routine program administration under Board-approved policy and financial controls.

## 3. Regulatory Interpretation: Certified Training Provider

Section 74880(f) requires structured, formalized training methods and states that a program not provided by the employing hospice must be provided by a "certified or accredited training provider." The regulation does not define "certified training provider," identify a required external certifying entity, or establish a separate CDPH provider-approval process.

Based on CHAPCA's Board-authorized governance, curriculum, assessment, quality-control, documentation, and certificate-issuance structure, CHAPCA understands that it qualifies as a certified training provider for purposes of section 74880(f), subject to CDPH confirmation.

### Representation to the Department

CHAPCA does not represent that it is externally accredited, licensed by CDPH, or endorsed by the State of California. CHAPCA CERTIFIED Leadership is an association-governed education and certification program established under CHAPCA's corporate authority.

## 4. Program Scope and Regulatory Alignment

- Administrator and Administrator Designee under section 74880(a)(2).
- Medical Director and Medical Director Designee under section 74880(b)(2).
- Director of Patient Care Services and DPCS Designee under section 74880(c)(2).

Each pathway is mapped to the applicable role-specific subject matter. CHAPCA verifies successful completion of the program. CHAPCA does not determine whether an individual is licensed, qualified, appointed, employed, "first-time" management personnel, or otherwise authorized to hold the role.

## 5. Composition

The Certification Board shall consist of four voting members appointed by the CHAPCA Board of Directors. The membership shall provide balanced hospice leadership, clinical, regulatory, compliance, quality, or legal expertise.

- One experienced hospice Administrator or senior operational leader.

- One experienced Director of Patient Care Services or senior clinical leader.
- One hospice Medical Director or physician leader.
- One regulatory, compliance, quality, or legal subject-matter expert.

Certification Board members may also be current members of the CHAPCA Board of Directors. All members remain subject to CHAPCA's conflict-of-interest and recusal requirements.

The President and CEO ordinarily serves as an ex officio, nonvoting liaison and is not counted among the four voting members. When the President and CEO is separately appointed by the Board to one of the four voting seats, the individual serves only in that appointed voting capacity and is not counted as an additional ex officio member.

## Initial Certification Board Appointments

| Voting Seat                                        | Board-Appointed Member |
|----------------------------------------------------|------------------------|
| Administrator Representative                       | Cristi Darling         |
| Clinical Representative                            | Suzi Johnson           |
| Physician Representative                           | Alan Kaplan            |
| Regulatory, Compliance, and Quality Representative | Sheila Clark           |

*Appointments are effective July 22, 2026. Sheila Clark serves in the appointed voting seat and is not counted as a separate ex officio member while serving in that seat.*

## 6. Delegated Program Responsibilities

- Apply Board-approved role declaration, attendance, curriculum, assessment, passing-score, retest, accommodation, appeal, documentation, and certificate-use standards.
- Review the current curriculum framework, crosswalks, offering-specific instructional materials, learning objectives, instructor standards, and assessment controls.
- Confirm that each pathway addresses the applicable section 74880 requirements.
- Determine whether the participant has met the published CHAPCA program-completion requirements.
- Review appeals, scoring corrections, complaints, examination concerns, and alleged certificate misuse under approved procedures.
- Recommend material program changes to the Executive Committee and full Board.
- Continuously monitor federal and California developments and direct timely updates before each class, webinar, or other offering.

## 7. Limits on Program Determinations

- The Certification Board does not determine professional licensure, statutory qualifications, appointment, employment eligibility, first-time management status, or whether the individual may hold a hospice management position.
- The Certification Board does not replace the employing hospice's 20-hour orientation, annual education, policy review, personnel-file, or other agency-specific responsibilities.
- The Certification Board may determine only whether the participant completed CHAPCA's published role-specific program requirements.

## 8. Continuous Curriculum, Instructional-Material, and Assessment Standards

CHAPCA CERTIFIED lesson plans, instructional materials, legal and regulatory references, faculty guidance, and assessments are living program materials and are not static documents. CHAPCA continuously monitors applicable

federal and California laws, regulations, guidance, enforcement activity, survey interpretations, payment requirements, and hospice operational developments. Before each leadership class, webinar, or other program offering, CHAPCA reviews the materials and assessment questions applicable to that offering and updates, replaces, supplements, or retires content as needed to reflect the requirements and information in effect on the date of instruction.

CHAPCA documents currentness through offering dates, revision dates, update notes, or other reasonable document-control methods and retains prior versions as historical records. Routine corrections and updates needed to reflect current law, regulation, guidance, enforcement, or operations do not require separate Board approval. Material changes to program governance, scope, role pathways, certificate-completion requirements, or Board-approved passing standards remain subject to the Charter and program-policy approval process.

- Regulatory authority and required subject matter.
- Intended role pathway.
- Learning objectives and instructional content.
- Instructor qualifications and instructional method.
- Time allocation and participant materials.
- Assessment method and passing standard.
- Revision date, version control, and supporting references.

CHAPCA maintains a master training framework, current curriculum crosswalk, offering-specific instructional records, and assessment documentation, available to CDPH upon request.

## 9. Candidate Completion Standards

- Select and document the applicable role pathway.
- Complete all required instructional sessions and assigned materials.
- Meet attendance and participation requirements.
- Achieve the approved passing score on each required daily assessment.
- Complete required attestations and documentation.
- Comply with published testing, conduct, confidentiality, and certificate-use requirements.

## 10. Certificate Issuance and Status

Upon verification of successful completion, CHAPCA issues a CHAPCA CERTIFIED Leadership Certificate identifying the participant, role pathway, training dates and hours, completion status, certificate number, issue date, and authorized signature.

The certificate is a record of program completion. It is not a professional license, does not establish role qualification, and does not require professional renewal. CHAPCA may correct or withdraw the certificate only when the certificate is invalid because of administrative error, identity error, falsified attendance or records, cheating, fraud, alteration, or material misuse.

## 11. Appeals, Complaints, and Certificate Integrity

The Certification Board shall apply CHAPCA-CERT-002 and the candidate-facing policies. Review authority is limited to CHAPCA program decisions and certificate integrity. CHAPCA does not adjudicate employment performance, professional licensure, clinical practice, or hospice regulatory compliance outside the program.

## 12. Meetings, Conflicts, Records, and Reporting

- Align the Certification Board's review and reporting cadence with scheduled CHAPCA Executive Committee and Board of Directors meetings.
- Include CHAPCA CERTIFIED Leadership as a standing agenda item on Executive Committee and Board of Directors agendas.



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- Convene the Certification Board before or in connection with scheduled Executive Committee and Board meetings when review, recommendations, or action are needed. Additional meetings may be called for urgent regulatory, curriculum, assessment, appeal, complaint, or certificate-integrity matters.
- Maintain written minutes or action records for Certification Board meetings and recommendations.
- Require conflict disclosure and recusal when impartiality could reasonably be questioned.
- Protect candidate information, assessment materials, scores, appeals, complaints, and certificate-integrity records.
- Provide a program update through the standing agenda item at each scheduled Executive Committee and Board of Directors meeting. The update may be informational or may include recommendations or requested action and shall address program activity, regulatory and curriculum updates, completion performance, appeals, complaints, certificate integrity, and recommended improvements, as applicable.

### 13. Limits of Authority

- May not bind CHAPCA by contract, spend unapproved funds, amend the Bylaws, appoint its own members, or exercise powers reserved to the full Board.
- May not waive a required passing score except through an adopted accommodation, correction, retest, or appeal process.
- May not represent the program as State-issued or CDPH-endorsed without express written authorization.
- May not revoke a person's professional license, employment position, or legal ability to serve in a hospice role.

### 14. Approval and Effective Date

This Charter was approved by unanimous written consent of the CHAPCA Board of Directors on July 22, 2026, became effective that date, and authorizes the President and Chief Executive Officer to implement the program and make nonmaterial updates consistent with the Board-approved documents. Material changes remain subject to the applicable governance and approval requirements.

- Unanimous Written Consent of the CHAPCA Board of Directors approving CHAPCA CERTIFIED Leadership, dated July 22, 2026.

### Approval Record

| Item                     | Record                                                                                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Board Action             | Unanimous written consent                                                                                                                                                    |
| Approval                 | CHAPCA CERTIFIED Leadership documents and program                                                                                                                            |
| Approval Date            | July 22, 2026                                                                                                                                                                |
| Vote                     | Approved unanimously by all Directors                                                                                                                                        |
| Effective Date           | July 22, 2026                                                                                                                                                                |
| Authorized Certification | <br>Sheila Clark, President and Chief Executive Officer<br>Signature Date: July 23, 2026 |