



INTERNATIONAL COMMISSION
ON HEALTH CARE CERTIFICATION

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MBA, BSN, CLCP,
MSCC, CMCPs, LNCC**

**Heather Howe, PT,
CCLCP**

Dear CLCPs and CCLCPs;

Attached is information on the newly created Certification Support Program Professional (CSPP) program. The ICHCC CLCP and CCLCP Commissioners' have worked diligently to create and implement this innovative program.

The Certification Support Program (CSPP) is a mentoring program only for ICHCC Certified Life Care Planners (CLCP), Canadian Certified Life Care Planners (CCLCP) and Certified Medical Cost Projection Specialists (CMCPS), seeking additional training and professional advice regarding their respective certifications. The Certification Support Program Professional (CSPP) will provide advice, guidance, and instruction in areas pertinent to each certification. The training and instruction aim is to ensure a standardized and cohesive practice and methodology.

The CSPP will be paid a fee by the CLCP, CCLCP or CMCPS wishing to be mentored by a CSPP. The fee amount and payment is between the CSPP and the person being mentored. The CSPP must be approved by the ICHCC and when approved, their contact information and mentoring rates will be posted on the ICHCC.org website under CSPP Listings, for interested persons to review.

The CSPP does not provide legal or business advice or strategies. The CSPP does not offer information outside their purview (ICHCC Certification). The mentee is responsible for selecting a CSPP that meets their individual needs and budget. The mentee is responsible for verifying the standing and certification of the CSPP before the start of support through the ICHCC website CSPP Certified Listings. The ICHCC provides a list of all approved CSPP Board-approved professionals.

Please carefully review the entire information packet to read more about this program and to see if you might be interested in applying to become a CSPP. Each CSPP listing will be posted on the ICHCC.org website. Comments or general questions can be directed to the ICHCC by email or telephone. We ask that you review all the information prior to contacting the ICHCC.

Attached is an information packet which contains four documents:

CSPP Application Introduction Page
CSPP Application
CSPP Additional Information Sheet
CSPP Listing Information for the ICHCC.org website.

With best regards,
The ICHCC CLCP and CCLCP Commissioners and
ICHCC Administration



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Application Packet for Certified Support Program Professional (CSPP)



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Application for Certification Support Program Professional (CSPP)
**Certified Life Care Planner/Canadian Certified Life Care Planner &
Certified Medical Cost Projection Specialist**

The Certification Support Program (CSP) is a mentoring program for ICHCC Certified Life Care Planners, Canadian Certified Life Care Planners and Certified Medical Cost Projection Specialists, those seeking additional training and professional advice regarding their respective certifications. The Certification Support Program Professional (CSPP) will provide advice, guidance, and instruction in areas pertinent to each certificate. The training and instruction aim is to ensure a standardized and cohesive practice and methodology across each certification. This service is only offered to those individuals who hold either the CLCP, CCLCP or CMCPs certifications.

The ICHCC requires each CSPP to hold an ICHCC certification in their respective area of mentoring (CLCP/CCLCP/CMCPs). The applicant must be in good standing, with at least seven years of professional experience in Life Care Planning/Medical Cost Projection. The CSPP must be actively working in their respective fields and have completed a Life Care Plan or Medical Cost Projection in the last six months from the date of application for CSPP. A Life Care Planner must be certified in the area of Medical Cost Projection to provide mentoring for this certification and actively complete this type of reporting. Those holding only the CMCPs are not currently qualified to provide support services.

Once the applicant has provided a copy of the application form, sample of work (LCP/MCP), curriculum vitae/resume, and the review fee of \$250.00 (renewed annually), the ICHCC and Board will review the application and provide a decision on ICHCC letterhead. If approved, the applicant will be designated a Board Approved CSPP. The ICHCC reserves the right to revoke the designation at any time for cause.

Application with sanitized work sample, and curriculum vitae/resume may be faxed to (804) 378-7267, emailed to ichcc1@gmail.com or mailed to:

*International Commission on Health Care Certification
13801 Village Mill Drive, Ste. 103
Midlothian, VA 23114*

Payment outside the United States must be by money order or cashier's check in United States Dollars, payable to ICHCC. Credit card payments may be processed online at ichcc.org.

In the event the applicant is not approved for the CSPP designation, a \$25.00 processing fee will be assessed, and the balance of the review/renewal fee will be refunded.

Certification Support Program 2023-2024



Application for CSPP (complete all that apply):

Certification	Certificate #	# of Years Certified	Average # of Reports/Year
CLCP			
CCLCP			
CMCPS			

Applicant Contact Information:

Applicants Name/Business Name: _____

Address: _____

Business Phone: _____ Cell Phone/Other: _____

Email: _____ Website: _____

Preferred Method of Contact (for students): _____ Hours of Operation: _____

Preferred Medium for Contact (circle all that apply): Telephonic Video In Person Email Other _____

Hourly Rate: _____ Payment Accepted (check all that apply): Visa/Mastercard/Amer Express Other: _____

Other Information: _____

Please note: the ICHCC will publish a directory of all approved CSPPs. Your approval is required for publication: YES NO (circle one) applicant initials: _____. If you select "NO" your name **will not appear** in the directory.

Please provide a copy of this application, a work sample and curriculum vitae/resume with the review fee.

ICHCC Office Use Only

Certification Verification Date:	Verification of Experience Date:	Board Review Date:	Decision (circle): Approved/Denied Date:
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Signature ICHCC: _____ Signature CLCP/CCLCP Board Rep: _____

Signature ICHCC: _____ CMCPS Board Rep: _____

CSPP Decision Letter to Applicant (date): _____ Renewal Date for Application: _____

Revocation Date: _____ Reason for Revocation: _____

Reason for Denial (circle): lack of certification., lack of experience, complaints, report issues, other (below): _____

Certification Support Program
(Additional Information/Provided to Professional & Mentee)



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Certification Support Program

(Additional Information/Provided to Professional & Mentee)

Expectations

The Certification Support Program (CSP) assists in the form of advice, teaching, coaching, and tutoring services to certified CLCP, CCLCP, and CMCPs professionals to help with the development of advanced skills and to ensure standardized practices and methodologies across the International Commission on Healthcare Certification (ICHCC) certifications to include CLCP, CCLCP, and CMCPs. This support is limited to the standardized practices and methodologies published by the ICHCC for CLCP, CCLCP, and CMCPs, augmented by the professional's expertise and field experience. The support is provided by practicing CLCP, CCLCP, and CMCPs professionals with extensive field experience, education, and the appropriate certifications in good standing.

Limitations

The CSP was developed to assist certified CLCP, CCLCP, and CMCP mentees in developing practice skills, ensure they are aware of and follow standardized procedures, practices, and methodologies, and adhere to the ethical standards published by the ICHCC for each certification they hold. This support is limited to the standardized methods and procedures issued by the ICHCC for CLCP, CCLCP, and CMCPs, augmented by the professional's expertise and field experience.

The support program does not provide matching criteria for selecting a Certification Support Program Professional (CSPP). Selection is the responsibility of the mentee to determine if the professional they choose is a good match. The CSPP or ICHCC does not ensure that a desired outcome is reached. The CSPP and mentee by mutual agreement will decide what criteria are most important.

The format utilized to deliver the CSP (i.e., one-one, email, Zoom, telephone) is determined by mutual agreement. Defining the objectives, outcomes, schedule for learning, tools, and resources used, fees, and cut-off points for training is also by mutual agreement.

Disclaimer

The CSPP does not provide legal or business advice or strategies. The CSPP does not offer information outside their purview (ICHCC Certification). The mentee is responsible for selecting a CSPP that meets their individual needs and budget. The mentee is responsible for verifying the standing and certification of the CSPP before the start of support through the ICHCC website. The ICHCC provides a list of all approved CSPP Board-approved professionals. Comments or general questions can be directed to the ICHCC by email or telephone.



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**Certification Support Program Professional (CSPP)
CSPP Certified Listing Information**

All Certification Support Program Professionals (CSPP) will be listed on the ICHCC.org website under CSPP Certified Listings. Please complete this form exactly as you would like your information posted. If you would like additional information shared in a narrative form, please attach that information also.

Name and
Credentials: _____

Business/Title _____

Address: _____

Phone Number or
Numbers: _____

Email Address or
Addresses: _____

Fee Range
(optional): _____

Please email or fax this completed form to the ICHCC Administrative Office. As soon as the form is returned, your information will be posted on the CSPP Certified Listings.

PLEASE FAX OR EMAIL YOUR COMPLETED FORMS TO:

Kathleen K. May, M.S., Business Operations Administrator

ICHCC Office

Email: ichcc1@gmail.com OR mayrehab@aol.com

Fax: 1-804-378-7267