



2027 EDITION

CHT CANDIDATE HANDBOOK

*How to earn and keep the Certified Healthcare Transporter
credential: eligibility, assessment, fees, renewal, and appeals.*

CHT
Certified Healthcare
Transporter

START HERE

AT A GLANCE

The CHT in six numbers. Everything is handled digitally.

3

courses for the full credential: CHT-1, CHT-2, and CHT-3

80 + 18

CHT-1 competency items, plus an 18-checkpoint final transport

Proficient

the minimum rating on every item, in every course

\$30

certification fee, paid with each credential package

10 days

business days for ITC to issue a credential from a complete package

5 years

until renewal, by showing your skills again, for \$20

This handbook applies to every CHT candidate and holder. Submissions go by email, fees are paid online, and credentials are issued as digital badges. The one exception: a facility paying by purchase order may pay by check.

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1 ABOUT THE CHT CREDENTIAL

The CHT is the national professional credential for healthcare transporters, the people who move patients safely through the hospital. It is earned in your own hospital, through training and on-the-job validation by a Certified Healthcare Transporter Instructor (CHTI).

- **Managed by** Impact Training Company (Impact Training LLC), which reviews every application and issues every credential.
- **Endorsed by** the National Association of Healthcare Transport Management (NAHTM). NAHTM endorses the program but does not process applications. Never send credential paperwork to NAHTM.
- **Program history:** delivered in partnership with NAHTM since 2003.
- **What it is not:** the CHT is a national professional credential, not a state license.

2 WHO CAN EARN IT

You can earn the CHT if you work in an active healthcare transporter role and your facility has an active CHTI who will train and validate you.

- **Your role:** your job title and hire date go on your application, so you must be working as a transporter at the facility.
- **Your instructor:** only an active, unexpired CHTI can validate you and submit your application. Supervisors, trainers, preceptors, and charge transporters may help teach and observe, but the CHTI signs off.
- **Your pathway:** the full CHT requires all three courses. Your facility may also credential CHT-1 only or CHT-2 only.
- **No facility instructor yet?** Your hospital can send a leader through CHTI instructor training first. The CHT cannot be earned fully online.
- **Language:** all CHT courses, materials, and assessments are in English. An English version is the only one available at this time.

New to the field and on your own? The Healthcare Patient Transporter (HPT) Certificate is a separate, fully online program you can enroll in without an employer at [ImpactTrainingOnline.com](https://www.impacttrainingonline.com).

3 THE THREE COURSES

Each course has its own way of proving you meet the standard. Proficient is the minimum on every item.

COURSE	WHAT IT COVERS	WHAT YOU MUST SHOW
CHT-1 Technical Skills	11 topics, including infection control, BLS, equipment, safe patient handling, communication, and safety	All 80 competency items rated Proficient or Advanced, plus an 18-checkpoint final validation on one complete supervised transport, done without prompting
CHT-2 Choices: Ethics for the Workplace	9 modules, including professional values, courtesy, emotional maturity, trustworthiness, and safe job performance	A behavioral validation sheet for each module, with every behavior rated Proficient or Advanced over at least two weeks of on-the-floor observation
CHT-3 Strategic Skill Building	3 modules and 22 topics: Learning Your Self, Communicating Strategically, Solving Problems Strategically	A passing score (40 of 50) on all three mastery tests, plus a culminating performance assessment rated Proficient or Advanced on all five tasks

CHT-1 Topic 10, Oxygen Equipment, applies only if your facility authorizes transporters to manage oxygen. Your CHTI will tell you if it is part of your training.

How long it takes. Your instructor chooses the format. CHT-1 runs about 16 classroom hours, or one topic per shift over two to three weeks. CHT-2 runs about five days of classroom time or sessions spread across shifts, plus the two-week observation per module. CHT-3 runs about 19.5 core hours.

4 HOW YOU ARE ASSESSED

You are rated on what your CHTI sees you do on the job, not on a quiz score or a self-report. Every course uses the same four-level scale: Below Basic, Basic, Proficient (the minimum), and Advanced. A rating is never rounded up.

CHT-1 RUNS IN FOUR STAGES FOR EACH TOPIC

- 1 Knowledge.** You learn the topic and complete the self-quizzes in your participant book.
- 2 Demonstration.** Your CHTI shows each technique and confirms you understand it.
- 3 Applied practice.** You practice under supervision until you can do it without prompting.
- 4 Assessment.** Your CHTI rates each of the 80 items. Then you complete the final validation capstone: one full transport, from assignment to pickup to hand-off, with no prompting.

IF YOU DO NOT REACH PROFICIENT YET

You are not failed out. You get a reteach, then a fresh observation or test.

- **CHT-1:** reassessment at least five working days later, on a new patient or scenario. A second miss on the same item adds a second observer, and a third goes to ITC for review. A failed capstone is rescheduled at least five working days later, never the same day.
- **CHT-2:** module credit is held while you get a one-on-one reteach and a new observation period.
- **CHT-3:** a mastery test below 40 of 50 is retaken no sooner than two weeks later, after a remediation plan. A culminating assessment task below Proficient is re-attempted with a new scenario within 30 days.

5

GETTING CREDENTIALIALED

Your CHTI handles the application. ITC issues your credential within 10 business days of a complete package.

- 1 **Your CHTI completes the Applicant Summary**, with your information exactly as it should appear on your certificate, your training dates, and the CHTI's signed attestation.
- 2 **The \$30 certification fee is paid online** at ImpactTrainingCompany.com. A facility can also request an invoice against a purchase order by email and pay it by check; mailing instructions come with the invoice.
- 3 **Your CHTI emails the complete package** to credentialing@impacttrainingcompany.com: the Applicant Summary, your validation records for each course, and the fee receipt.
- 4 **ITC reviews the package** for completeness and valid CHTI signatures, and returns any package with an open item.
- 5 **You receive your credential** as a digital certificate and badge through Certifier, showing your credential number and an expiration date five years from issue.

Your facility keeps your full validation file, and ITC may inspect it.

6 FEES AT A GLANCE

Fees are paid online at ImpactTrainingCompany.com, or by check against a facility purchase order. Most facilities pay these on their transporters' behalf.

ITEM	FEE
Participant books for one course	\$125 <i>per course</i>
Participant books for all three courses	\$325 <i>a \$50 saving</i>
Certification fee, paid with each credential package	\$30 <i>per credential issued</i>
CHT renewal	\$20 <i>every five years</i>

Facilities buying 100 or more book sets get 10 percent off workbooks. Purchase orders are accepted. Prices are subject to shipping and taxes where applicable.

7 KEEPING YOUR CREDENTIAL

Your CHT renews every five years by showing your skills again. No continuing education is required. Submit in the 90 days before your expiration date.

- 1 Renewal capstone.** One observed, supervised transport on the same 18 checkpoints as your original final validation, done without prompting.
- 2 Renewal behavioral validation.** At least two weeks of observation on 10 high-stakes behaviors from the CHT-2 modules, each rated Proficient or Advanced. Holders of CHT-1 only skip this step.
- 3 Three attestations on the CHT Renewal Form:** yours, your supervisor's (confirming active practice and no significant adverse events), and your CHTI's.
- 4 The \$20 renewal fee,** paid online or by check against a purchase order, with a copy of your current credential.

Your CHTI emails the package to credentialing@impacttrainingcompany.com. ITC issues the renewed credential within two weeks of a complete package.

If you miss your date: a lapsed credential is not shown as active. After expiration, ITC may ask for a short re-attestation interview. A lapse of more than 12 months may require partial re-validation.

8 OPTIONAL CONTINUING EDUCATION

CE is optional for CHT holders, and it earns recognition: log 10 hours over your five-year cycle and your renewed credential carries a "CE Active" notation.

- **What counts:** ImpactTrainingOnline.com modules, CHTI-led in-services and safety huddles, the NAHTM annual conference, ITC or NAHTM credential-development work, assigned peer teaching, CHT endorsement courses, and other transport training your CHTI or supervisor approves.
- **How to log it:** keep the CHT CE Activity Log during your cycle and have the person who led each activity initial it. Your CHTI signs the log at renewal.
- **Audits:** ITC may audit a small sample of logs. If audited, you have 30 days to provide certificates or sign-in sheets.

CE supports your renewal preparation but does not replace the renewal validation.

9 RECORDS, VERIFICATION, AND PRIVACY

Your credential is a digital badge that anyone you share it with can verify in one click.

- **Verification:** share your badge link, or add it to LinkedIn under Licenses and Certifications. Employers can confirm a credential at HealthcareTransporter.com/verify or by emailing credentialing@impacttrainingcompany.com.
- **Your records:** your facility keeps your validation file, including competency checklists, behavioral sheets, test results, and any reassessment records, for at least five years.
- **Your CHT-3 self-assessment stays private.** It remains in your participant book, and your CHTI files a copy only if you choose to share it.
- **Keep your details current:** email ITC when your workplace, title, or email changes so renewal notices reach you.
- **Privacy:** how ITC handles your information is described in the [Privacy Policy](#).

10 CONDUCT, CONCERNS, AND APPEALS

The credential depends on honest, observed performance, and the program has a defined path when questions come up.

- **Reassessment after issue:** a holder may be reassessed after a significant change in equipment or procedure, a documented incident, a move to a facility with different policies, a return from leave of more than six months, a documented conduct violation, a pattern of patient or family complaints, a supervisor referral, or their own request. A reassessment does not reset the five-year renewal date.
- **Repeated misses:** after a third miss on the same CHT-1 item, or a second failed CHT-3 mastery test, your CHTI sends the record to ITC. ITC may advise more remediation, a different CHTI, formal retraining, or in rare cases removal from the credentialing pathway.
- **A No on your renewal self-attestation** starts a follow-up review by ITC. It is not an automatic denial.
- **Questions or concerns about your assessment:** email credentialing@impacttrainingcompany.com.

CODE OF CONDUCT

As a CHT holder, you agree to:

- Treat patients, families, and coworkers with courtesy and respect, and protect patient privacy.
- Follow your facility's safety, infection prevention, and transport policies.
- Represent your credential honestly: claim only the credential and level you hold, and only while it is active.
- Complete your own assessments without help, and never share or copy secure test material.

SUSPENSION OR REVOCATION

ITC may suspend or revoke a credential for falsified records or attestations, cheating on an assessment, misrepresenting the credential, or a serious conduct violation documented by the employer. A revoked credential is removed from verification. Before acting, ITC notifies the holder and the CHTI by email and allows 14 days for a response.

APPEALS

You may appeal an assessment decision, a denied application or renewal, or a suspension or revocation within 30 days. Email credentialing@impacttrainingcompany.com with the decision, why you disagree, and any supporting records. A reviewer who was not part of the original decision answers in writing within 30 days. That decision is final.

11 CONTACT

FOR	REACH
Credential applications and renewals	credentialing@impacttrainingcompany.com
General questions and orders	info@ImpactTrainingCompany.com · ImpactTrainingCompany.com
Program overview	CertifiedHealthcareTransporter.com

This handbook reflects the 2027 Edition of the CHT program. Impact Training Company may update it; the current version is always posted at ImpactTrainingCompany.com. CHT® is a registered trademark. © 2026 Impact Training LLC, doing business as Impact Training Company.