



KCMCA Credentialing Process Guidance

Effective February 4, 2022

- Candidate must be an active participant in the decision to apply for KCMCA Credentialing Promotion.
- Bi-weekly evaluations must be provided bi-weekly upon completion for review by KCMCA throughout training process.
- Complete credentialing packets must be presented to KCMCA for review prior to candidate scheduling interview.
- Application packet must contain all documents outlined within KCMCA Credentialing Protocol.
- All required KCMCA Moodle courses must be completed prior to scheduling process.
- A letter of recommendation must be presented by both the agency and the candidate's PFI at time of application.
- Once credentialing packet and Moodle compliance are reviewed, KCMCA will contact agency to begin scheduling process. Interviews will be scheduled/conducted at first available date and time.
- If candidate is applying prior to meeting stated minimum patient case exposure outlined in KCMCA Credentialing Protocol, the host agency must identify the need as well as provide support for early promotion.
- All candidates are expected to arrive prepared to successfully complete the interview process for the credentialing level applied for. Mock interviews conducted by the agency prior to arrival are recommended.