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COUNCIL FOR
HOMEOPATHIC
CERTIFICATION

Certification Handbook

for the credential
Certified Classical Homeopath (CCH)



The CHC is a member of the Institute for Credentialing Excellence (ICE) and
the CHC Certification Program is accredited by
the National Commission for Certifying Agencies (NCCA).



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About the CHC

The Council for Homeopathic Certification (CHC) was formed in 1991 and incorporated in 1992 as a non-profit 501(c)(6) organization with the vision of a healthcare system that encompasses certified classical homeopathic practitioners accessible by all. Acting as an autonomous governing board, the CHC maintains oversight and responsibility for all certification and recertification policy decisions, including governance, eligibility standards, appeals and disciplinary actions, and the development, administration, scoring, and reporting of assessment instruments.

In July 2017, the CHC was accredited by the National Commission for Certifying Agencies (NCCA), designating it as the only accredited homeopathic certification organization in the industry. NCCA standards require that certifying exams meet psychometric content validity, reliability, and scoring standards and that certification processes adhere to best practices for certification organizations. The CHC is also an organizational member of the Institute for Credentialing Excellence (ICE). ICE is a private and voluntary membership organization that provides educational, networking, and other resources for organizations like the CHC that serve the credentialing industry.

CHC Mission

The CHC Mission is...To advance the homeopathic profession by certifying individuals who meet and maintain a recognized standard of professional and ethical competence in classical homeopathy and to assist the general public in choosing appropriately qualified homeopaths.

CHC VISION

We envision a healthcare system that encompasses certified classical homeopathic practitioners accessible by all.

Non-Discrimination Policy

The CHC does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital status, national origin, or ancestry.

Confidentiality Policy

Confidential information (non-public information including, but not limited to, name, address, social security number, bank or credit account numbers, financial or medical information, certification numbers, (etc.)) is protected by federal and state statutes. To protect privacy, CHC's database of personal information is accessible only by designated staff and contractors operating under a nondisclosure agreement. This database may also be used in aggregate (such as pass rates, number of certificants, score trends) for the purpose of research reports and published data.

All information related to certification remains confidential, with the exclusion of whether a certificant is current and in good standing. Unless required by law, written authorization by an applicant or candidate is needed to release information. Test score or pass/fail status will not be provided by phone.

A verification system is available to any member of the public who would like to find a homeopath who is certified and in good standing. This functionality is accessible on the CHC website at "Find a Homeopath" and requires input of the homeopath's last name. The system will return a positive confirmation for any homeopath who holds a current certification. Members of the public may verify that a CHC-certified homeopath is in good standing by visiting the [CHC Registry](#).



Benefits of CHC Certification

CHC certification equates homeopathy with other certified healthcare professions.

The CCH credential provides greater legal and public recognition of homeopathy.

The CCH credential promotes homeopathy as a recognized profession.

Promote your practice on the CHC website, “Find a Homeopath.”

Continue to build professional knowledge through recertification.

CCH-eligible benefits offered by homeopathy organizations, homeopathic pharmacies, and professional liability insurance strengthens the community.

- Eligible to apply for a registered membership with the North American Society of Homeopaths (homeopathy.org), which grants the RSHom(NA) designation
- Eligible to receive 50% discount on a Professional Membership in The National Center for Homeopathy (valid for one year only, only those with no previous NCH membership are eligible) Contact info@homeopathycenter.org for details. Professional Memberships includes:
 - Complimentary business listing in our popular [Find a Homeopath](#) directory of practitioners
 - Quarterly issues of NCH's *Homeopathy Today* magazine – [VIEW SAMPLE](#)
 - Access to NCH homeopathy education and information archives
 - Coupon for 20% off entire Boiron cart at shop.boironusa.com
 - Coupon for 10% off all Washington Homeopathic Products orders at homeopathyworks.com
 - Coupon code for \$50 off next OHMPharma purchase at OHMPharma.com/products for eligible professionals. (Note: Credentials verified by OHM upon establishment of professional account.)
 - Coupons for free remedy tube and 20% off Professional Member phone orders (one coupon per order and Professional must be enrolled in Wholesale Program) at OLLOIS.com
 - Coupon code for 20% off Beginning, Everyday or Advanced Practitioner RadarOpus package at RadarOpus.us/packages
 - Access to *Learn How to Use a Homeopathic Medicine Kit* e-course by Dana Ullman, MPH, CCH of HomeopathicFamilyMedicine.com
 - Limited time access to [Homeopathic Housecall](#), an acute-care and first-aid remedy app donated by Whole Health Now
- Eligible for a complimentary two-month membership to Trinity Health Hub (trinityhealthhub.com). (New certificants only)
- Eligible to receive practitioner discounts on homeopathy pharmacy products from homeopathy pharmacies.
- Eligible to receive practitioner discounts on Miranda Castro's Compass homeopathic practice organization software. (castrocompass.com)
- Eligible to purchase professional liability insurance through the Westminster Group. (westminster.global/i/CHC)



Support the profession by participating in examination development activities, task forces, or CHC committees

Be considered for nomination to the CHC Board of Director

Certification Process Overview

Certification Requirements

1. Meet eligibility requirements for the CHC exam
2. Pass the CHC exam
3. Participate in CHC Orientation
4. Receive CCH credential

Exam Specifics

- Exam Content
 - Foundations and Theory of Classical Homeopath
 - [Materia Medica](#)
 - Repertory
 - [Health Sciences](#)
 - [Ethics](#) and [Professional Practice](#)
 - Homeopathic Case Analysis
 - Posology
 - Follow-up and Case Management
- Test format includes:
 - Multiple Choice-only ONE best answer
 - Case Studies
 - Repertory Graphs and Charts
 - Questions: 200-220
 - Duration: Four hours (240 minutes)
 - Computerized
 - Designated test sites or Remote Proctoring in the US and Canada
 - No outside materials

Certification requirements are based on the Standards for Homeopathic Education and Competencies for the Professional Homeopathic Practitioner, 2013 (S&C) as developed by key US and Canadian homeopathy stakeholders.

The S&C represents a consensus on the standards and competencies required for the professional practice of homeopathy in the United States and Canada.

Exam Scoring

For Exam in October 2021, To Be Determined Post Exam)

- Standardized score (similar to SAT scoring)
- Score range: 100 – 300
- Passing score: To Be Determined Post Exam
- Provided 6-8 weeks after the end of October 2021 exam cycle

Exam Day Policies*

- No outside materials or references inside exam room
- No electronic devices (phones, computers, etc.) inside exam room
- No eating or drinking during exam
- No test misconduct during exam

***Requests for reasonable modifications must be submitted and approved BEFORE applying for exam.**



Exam Process*

Complete two general actions to apply for and take the CHC exam:

1. **Enter application information, pay application fee, and submit required documentation.** After documentation is verified and approved, applicants may pay the exam fee (\$350 October 2021 exam only, \$250 October 2021 retake exam only) and schedule the exam date and time. **Please note, this fee is a reduced rate for the October 2021 exam. Exam scores will be available 6 weeks after the close of the exam cycle.** Exams are scheduled Monday through Friday throughout each exam month. Exams are not offered on U.S. holidays. Click [here](#) to see testing center locations.
2. **Receive CHC Webassessor Assessment Purchase Confirmation email.** Bring CHC Webassessor Assessment Purchase Confirmation email *and* two (2) forms of photo ID to the testing center on the day of the exam. The email and ID's are required for admission to the test center.

Limited Time Pre-Qualifying Eligibility for October 2021 exam

*Candidates who graduated in 2019 and prior who did not attend ACHENA or CHO programs, can submit their transcripts and supporting documentation to a newly formed Candidate Evaluation Committee for review. Apply [here](#). Based on specific criteria this committee conducts a review of the submitted documentation to determine pre-qualification for exam eligibility. Qualified applicants would then complete the 2 steps outlined above

Certification

After an applicant passes the exam and a CCH practitioner conducts an Orientation Discussion by phone or web-based service with the candidate, the CCH credential is awarded. Once certified, annual recertification (beginning the calendar year after the candidate is certified) is necessary to maintain good standing. For more information see the [Recertification Resources](#) page on the CHC website.

CHC Exam Eligibility Requirements

English Proficiency

CHC exam applicants must be proficient in oral and written English. No additional time accommodations are granted on the basis of limited English proficiency. An English language proficiency test is NOT required.

Homeopathy Education

- **500 foundational/classroom hours and 500 clinical training hours in classical homeopathy** completed through programs accredited by ACHENA (achena.org), through schools that have completed Step 3 or greater in the ACHENA accreditation process, through programs approved and/or eligible for registration with the College of Homeopaths of Ontario (collegeofhomeopaths.on.ca), or through programs outside of North America*. Transcripts from programs outside of North America must be officially evaluated by an outside transcript evaluation service such as American Association of Collegiate Registrars and Admissions Officers (aacrao.org), Educational Credential Evaluators (ece.org), or World Educational Services (wes.org) **and** determined equivalent by the CHC. Individuals whose transcripts are not determined equivalent are asked to complete additional training. Note: if equivocating evaluation services are unable to evaluate a transcript, contact chcinfo@homeopathicdirectory.com for more information.

All applicants trained outside of the US or Canada must meet all CHC exam eligibility requirements. At a minimum, the classical homeopathy curriculum must include 500 hours of study in the foundations of homeopathy (Historical and Theoretical Aspects of Classical Homeopathy, Materia Medica, Repertory, Health Science, Homeopathic Case Taking, Initial Homeopathic Case Analysis, Posology, Follow-up and Case Management) and 500 hours of supervised clinical training completed at a homeopathy school or supervised by CCH or equivalent. The CHC does not have reciprocal agreements with any homeopathic certifying, licensing, or registering organizations outside of the United States or Canada.

- **One college-level-equivalent course in Anatomy/Physiology**
- **One college-level-equivalent course in Human Pathology**

NOTE: If a homeopathy program is not ACHENA-accredited or CHO-approved when an applicant graduates, education obtained there will qualify toward meeting exam eligibility requirements if the program becomes ACHENA-accredited or CHO-approved (or completes Step 3 or greater in the ACHENA accreditation process) within 5 years of the date the exam applicant completed his/her education.

Limited Time Pre-Qualifying Eligibility for October 2021 exam

*Candidates who graduated in 2019 and prior who did not attend ACHENA or CHO programs, can submit their transcripts and supporting documentation to a newly formed Candidate Evaluation Committee for review. Apply [here](#). Based on specific criteria this committee conducts a review of the submitted documentation to determine pre-qualification for exam eligibility.

Work/Study Visas

The CHC is unable to provide referrals, information, or assistance for questions about work or study visas. Please do not contact the CHC with inquiries about these topics.



CHC Exam Readiness Worksheet

Use this worksheet to determine your eligibility to take the CHC Certification Exam. **ALL** pre-requisites must be met before you submit the exam application. Check off ONE box in sections 1 & 2 of the form and both check boxes in sections 3.

NOTE: If you are a graduate from non-ACHENA school in 2019 or prior, refer to the Limited Time Pre-Qualifying Eligibility for October 2021 exam section above.

Name:

Exam Date:

1. Homeopathy Education 500 Hours	<input type="checkbox"/> 500 hours of classical homeopathy education from an ACHENA-accredited or program approved and/or eligible for registration with CHO documented by official school transcripts. -OR- <input type="checkbox"/> 500 hours of classical homeopathy education from a homeopathy program outside of the US or Canada documented by official school transcripts and transcript evaluation reports (in English) from aacrao.org, ece.org, wes.org, or other similar education evaluation service.
2. Clinical Training 500 Hours	<input type="checkbox"/> 500 hours of clinical training from an ACHENA-accredited or program approved and/or eligible for registration with CHO documented by official school transcripts. -OR- <input type="checkbox"/> 500 hours of clinical training from a homeopathy program outside of the US or Canada documented by official school transcripts and transcript evaluation reports (in English) from aacrao.org, ece.org, wes.org, or other similar education evaluation service.
3. College-Level Anatomy/Physiology and Human Pathology Courses	<input type="checkbox"/> One college-level-equivalent Anatomy/Physiology class documented by official school transcript. -AND- <input type="checkbox"/> One college-level-equivalent Human Pathology class documented by official school transcript.

Compliance Attestations

Compliance with professional ethics, client/patient rights, and Fitness to Practice reporting is paramount to obtaining and retaining the CCH credential. Truthful answers to compliance questions are required during CHC application, candidate and recertification processes.

The CHC exam application process contains questions about an applicant's fitness to practice. Applicants must truthfully and fully respond to all health and legal questions and provide additional information if necessary. Applicants, candidates, and certificants must notify the CHC in writing **within thirty days** about any changes related to Fitness to Practice information. Failure to report changes could result in disciplinary action including denial of application.

Legal or health issues do not necessarily disqualify candidates from obtaining CHC certification, if the circumstances do not appear to compromise the individual's ability to practice and if proper supporting documentation is provided. The CHC Exam Committee (EC) conducts the eligibility review process, and the CHC Standards and Ethics Committee (SEC) conducts further review if necessary. Individual applicants are notified if their application is under review by the SEC and about the SEC's decision. All responses to the compliance attestations maintained by the CHC are confidential and will only be released by written request or as required by law.

Ethics

Each CHC certificant represents the homeopathic profession in the eyes of the public and is expected to uphold the highest standards of professional conduct as described in the [CHC Code of Professional Ethics](#) and [CHC Client/Patient Healthcare Rights](#). Applicants for certification and fully-certified practitioners pledge to uphold these standards in practice and in all interactions with clients.

Ethics Attestations:

- ☐ I have reviewed the CHC Code of Professional Ethics and continue to practice in a manner consistent with the criteria set forth by the CHC.
- ☐ I have reviewed the CHC Client/Patient Healthcare Rights and continue to practice in a manner consistent with the criteria set forth by the CHC.
- ☐ I acknowledge that I am prohibited from transmitting information about CHC examination questions or content in any form to any person or entity and that my failure to comply with this prohibition, or my failure to report any information about suspected violations of such prohibitions or otherwise about any possible examination irregularities by myself or others, may result in my scores being cancelled or my certification being revoked in accordance with CHC policies and procedures and/or legal action, up to and including criminal prosecution.

Fitness to Practice

[Fitness to Practice](#) requires the necessary physical, mental, and legal capacity to practice competently and ethically, with a primary duty to the client to ensure safety.

Fitness to Practice Attestations:

- ☐ I will report to the CHC any health-related impairments and/or disciplinary or criminal matters of any kind that I may be involved in within thirty days of onset. I will release to the CHC all pertinent information related to such reporting throughout the application and candidacy process and, if applicable, for as long as I hold the CCH credential. I understand that failure to meet Fitness to

Practice reporting requirements could result in disciplinary action including denial/revocation of application or certification.

Health Status Questions	
Has your physical or psychological health status interfered with your ability to practice a health-related profession or otherwise interrupted your professional or academic activities for more than three months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been, or are you currently, impaired because of substance abuse, including alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answer “yes” to any Health Status question, you must submit a personal written statement addressing the history and current status of any physical, psychological, or substance abuse-related impairments, written documentation from a healthcare professional who has treated you addressing the impairment and your fitness to practice, and attestations that:

- You are no longer impaired (or are currently under treatment for the impairment).
- The impairment and/or treatment for such does not interfere with your ability to practice.

Legal Status Questions	
Have you been a defendant in litigation related to the practice of a health-related profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a judgment been entered against you or have you been a party to a settlement in any legal proceeding related to the practice of a healthcare profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of any type of felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of any other crime or are you on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had any disciplinary or administrative actions taken against you by any licensing board or health-related professional association or school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been denied or voluntarily surrendered a license to practice in any health-related profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answer “yes” to any of the Legal Status questions, you must submit official copies of legal documents related to the charges or claims that supports a personal written statement(s) that include:

- An explanation of the charges or claims
- A statement that the case is still pending in any legal jurisdiction and/or with any state/provincial agency, healthcare professional board, association, or with the CHC **OR** an explanation of how the charges or claims were resolved

□ Acknowledgement of Understanding

I attest that I understand all of the statements and questions above, have answered each truthfully and accurately to the best of my knowledge, and agree to be fully bound thereby. By adding my name and date below, I attest that I am the person whose name is on this application.

Exam Registration and Application Process

The CHC uses an online program called Webassessor to administer, score, and report examinations. The instructions in this section will help you register with both the CHC and Webassessor so that you can apply for, pay, schedule and take the CHC exam.

Application verification and exam scheduling must be completed prior to midnight Eastern Time on the last day of exam registration to be eligible to take the exam. See the CHC website (homeopathicdirectory.com) for current deadline information. Incomplete or late applications will not be processed. Applicants will be notified about application status within 2 weeks after the application and supporting documentation are submitted. Please confirm that you meet all CHC Exam Eligibility Requirements **BEFORE** registering for the exam. Also, requests for reasonable accommodations for testing must be submitted to the CHC (chcinfo@homeopathicdirectory.com) and approved **BEFORE** applying for the exam.

CHC Exam Registration Steps

1. Complete application and pay application fee.
2. Pay exam fee, if exam eligibility approved.
3. Create WebAssessor profile.
4. Schedule exam for a Testing Center or Proctored Online. See Testing Center options [here](#).

STEP 1: Complete Application and Pay Application Fee

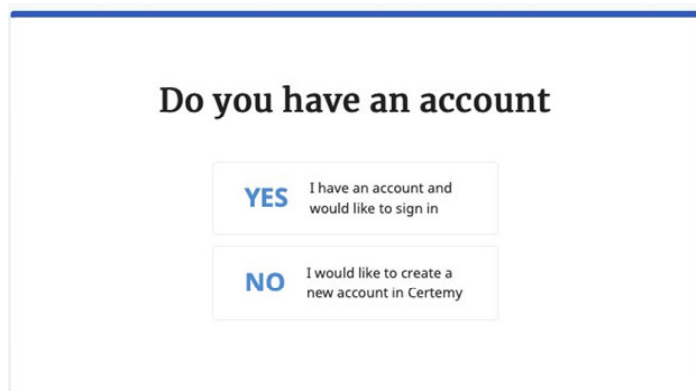
1. First-Time Exam applicants:

Paste <https://app.certemy.com/entry/self-enrollments/CCH-Application/9a14a71a-4f13-4e28-8593-86f428ae0fb7> into your browser to navigate to the MyCHC system.

Retake Exam applicants:

Contact the CHC Office (chcinfo@homeopathicdirectory.com) to be assigned Retake Exam entry into the MyCHC system. You will receive log in credentials via email. Next, skip to #5.

2. First-Time Exam applicants, tap NO to create an account in MyCHC.



Do you have an account

YES

I have an account and would like to sign in

NO

I would like to create a new account in Certemy

3. Enter your name, email, password and confirm password to CREATE ACCOUNT.

Note: Password must be at least **8 characters** and include an **uppercase letter**, a **lowercase letter**, a **number** and a **special character**.

Complete Registration

First Name:

Last Name:

Email:

Password:

Confirm Password:

[CREATE ACCOUNT](#)

4. Verify your email with the link sent to your email account.

5. Log in to MyCHC account. Retake applicants, skip to #16 after logging in.

Log in to your account

Enter email and password to enter


Email:

Password:

[LOG IN](#) [Forgot password](#)
[Reset password](#)

6. On left side of screen, **ACCEPT** the application credential and then select **PROCEED**.

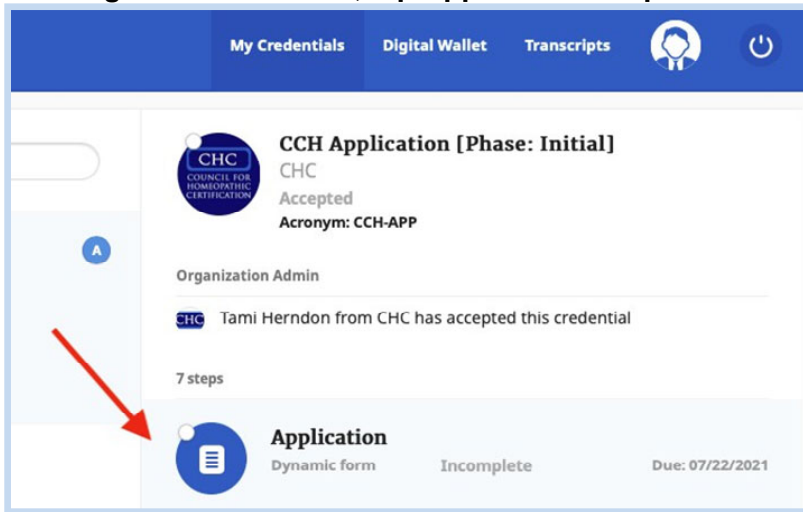
My Credentials



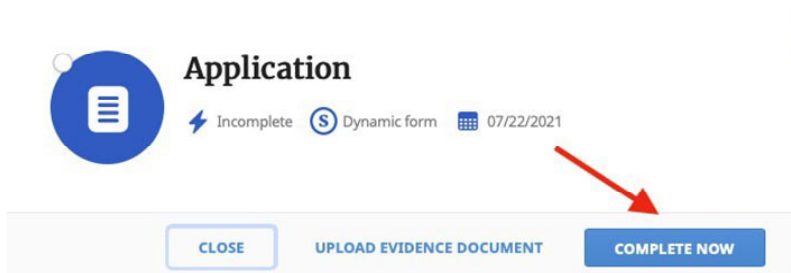
CCH Application [Phase: Initial]
CHC
7 steps ☐ ☐ ☐ ☐ ☐ ☐ ☐
Acronym: CCH-APP
Application for CHC Exam

[ACCEPT](#) [REJECT](#)

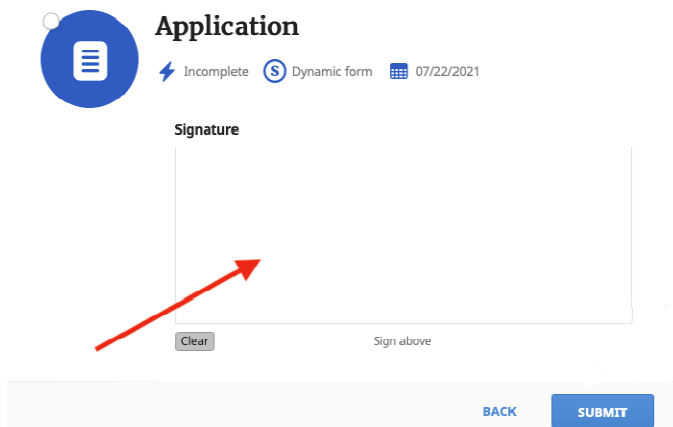
7. On right side of screen, tap Application to open form.



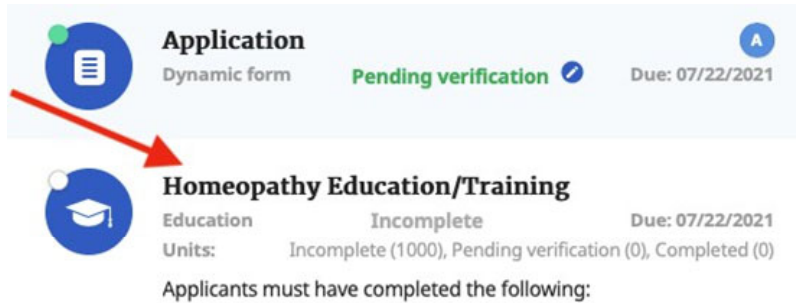
8. Tap COMPLETE NOW to enter contact information, education and license data and then CONTINUE.



9. Sign with touchpad or mouse and tap SUBMIT and then CONFIRM.



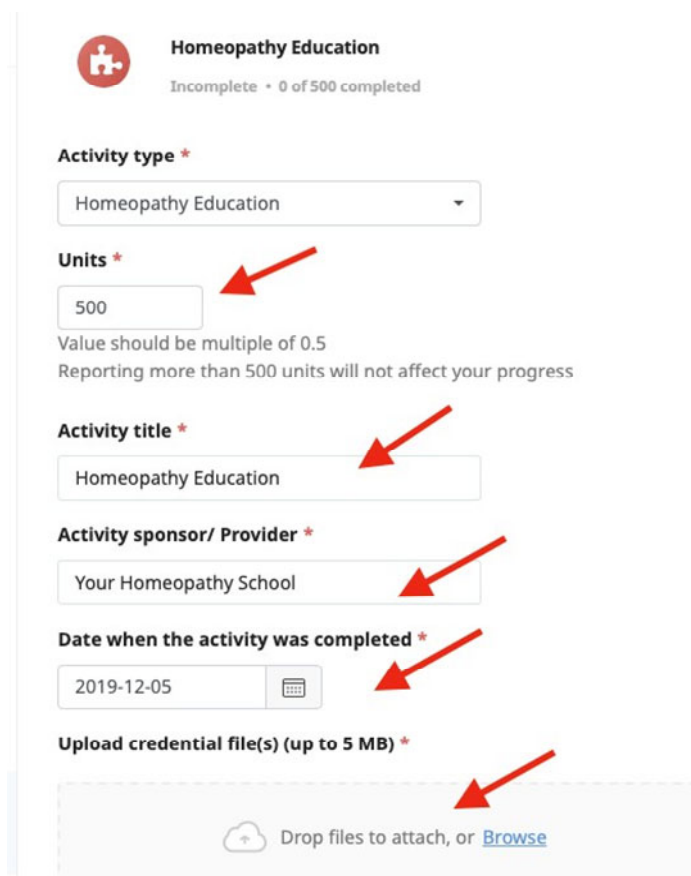
10. On right side of screen, tap Homeopathy Education/Training to enter hours and upload transcripts.



Application
Dynamic form **Pending verification** Due: 07/22/2021

Homeopathy Education/Training
Education **Incomplete** Due: 07/22/2021
Units: Incomplete (1000), Pending verification (0), Completed (0)
Applicants must have completed the following:

11. Enter '500' for Units, 'Homeopathy Education' for Activity Type, the name of your homeopathy school for Activity Sponsor and the date you graduated. Next, upload your homeopathy education transcript and CONTINUE.



Homeopathy Education
Incomplete • 0 of 500 completed

Activity type *
Homeopathy Education

Units *
500
Value should be multiple of 0.5
Reporting more than 500 units will not affect your progress

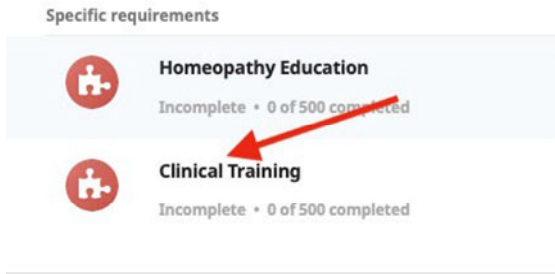
Activity title *
Homeopathy Education

Activity sponsor/ Provider *
Your Homeopathy School

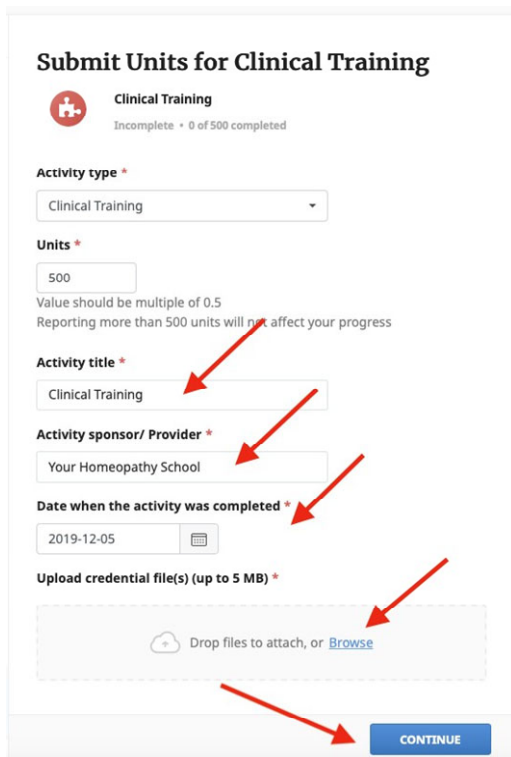
Date when the activity was completed *
2019-12-05

Upload credential file(s) (up to 5 MB) *
Drop files to attach, or [Browse](#)

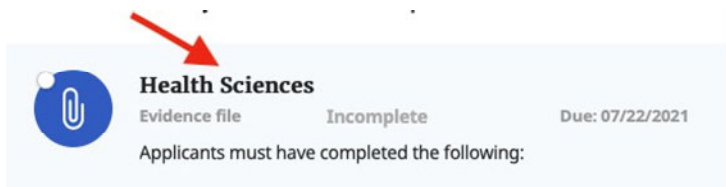
12. At the bottom left screen tap Clinical Training to enter hours and upload transcript.



13. Enter '500' for Units, 'Clinical Training' for Activity Type, the name of your homeopathy school for Activity Sponsor and the date you graduated. Next, upload your clinical training transcript or re-upload your education transcript if it also included clinical training. Tap CONTINUE.

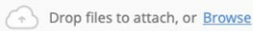


14. Tap BACK TO MY CREDENTIALS at top left screen and select Health Sciences to proceed.



15. Upload Health Sciences transcript(s) and select UPLOAD and CONFIRM. NOTE: If Health Sciences is documented on Homeopathy Education transcript, please re-upload the transcript again.

Please upload
Anatomy/Physiology
course transcript
Please upload Human
Pathology course
transcript
Upload document(s)



CLOSE UPLOAD

16. Select Ethics and COMPLETE NOW.



Ethics

Dynamic form Incomplete Due: 07/22/2021

Please review the [CHC Code of Professional Ethics](#) and the [Client/Patient Healthcare Rights](#) and answer the questions.

17. Read Code of Ethics and Client Rights, answer Yes to both statements and CONTINUE.

Ethics Attestations:


I have reviewed the CHC Code of Professional Ethics and continue to practice in a manner consistent with the criteria set forth by the CHC. *

☒ Yes

I have reviewed the CHC Client/Patient Healthcare Rights and continue to practice in a manner consistent with the criteria set forth by the CHC. *

☒ Yes

18. Sign with touchpad or mouse, tap SUBMIT, then CONFIRM.

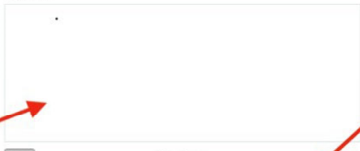


Ethics

Incomplete Dynamic form 07/22/2021

Please review the [CHC Code of Professional Ethics](#) and the [Client/Patient Healthcare Rights](#) and answer the questions.

Signature



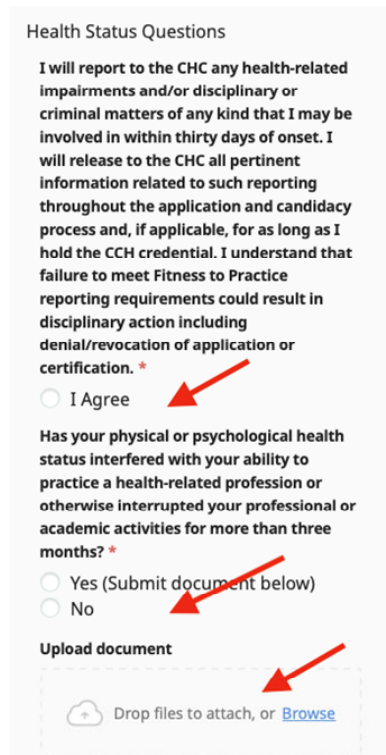
Clear
Sign above

BACK SUBMIT

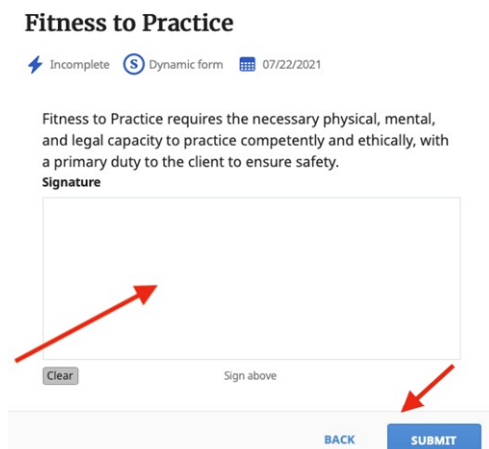
19. Select Fitness to Practice and COMPLETE NOW.



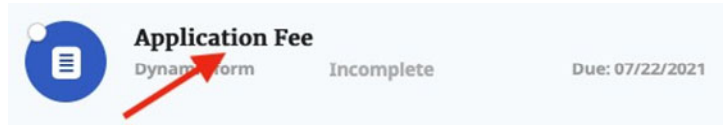
20. Answer each Health and Legal question and CONTINUE. NOTE: If any question is answered with 'Yes', a supporting document as described at the top of the screen must be uploaded.



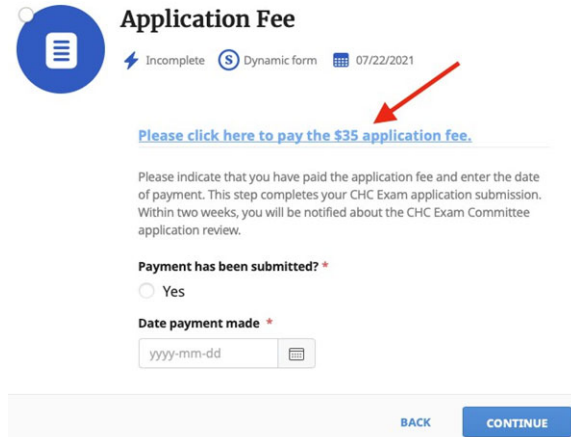
21. Sign with touchpad or mouse, tap SUBMIT, then CONFIRM. Retake applicants: skip to Step 2: #1 after signing.



22. Select Application Fee and COMPLETE NOW.

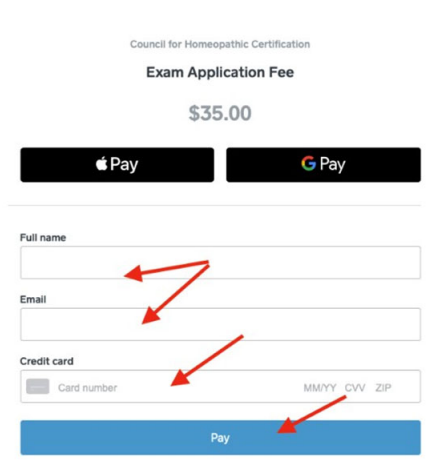


23. Click “Please click here to pay the \$35 application fee”.



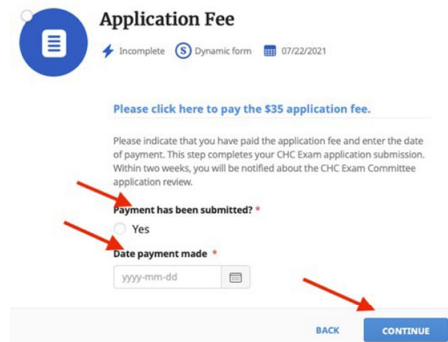
The screenshot shows the 'Application Fee' page with a status of 'Incomplete'. A red arrow points to the link 'Please click here to pay the \$35 application fee'. Below the link, there is a text box for 'Payment has been submitted?' with a 'Yes' radio button, and a 'Date payment made' field with a date picker.

24. Land on Square payment page in another window, enter name and credit card info and select Pay.



The screenshot shows the 'Exam Application Fee' page with a total of '\$35.00'. It features 'Apple Pay' and 'Google Pay' buttons. Below these are input fields for 'Full name', 'Email', and 'Credit card' (with sub-fields for Card number, MM/YY, CVV, and ZIP). A red arrow points to the 'Pay' button at the bottom.

25. Go back the CHC window, COMPLETE NOW, select Yes, enter payment date, CONTINUE AND CONFIRM.



26. The application fee payment completes the application. Within two weeks, the CHC Exam Committee will review the application and verify or reject exam eligibility.

STEP 2: Pay Exam Fee.

1. If approved to take the exam, an applicant will receive an email stating they have been assigned a new Certification credential. Please follow the link to **ACCEPT** the credential (see #6-#7 for instructions) and pay the exam fee (see #24 above for payment instructions).

If rejected, the applicant will be asked to submit additional supporting documents or answer questions about the application submission.

STEP 3: Create Webassessor Profile.

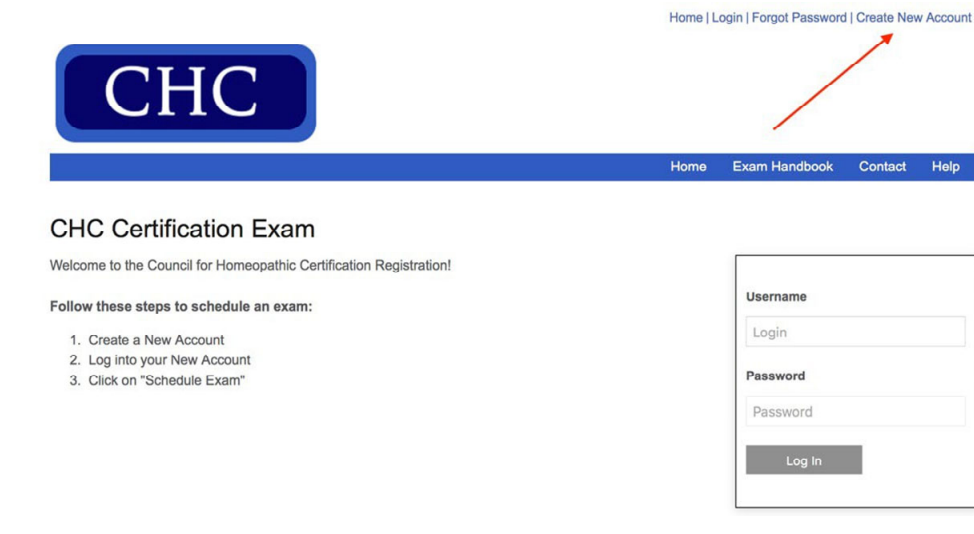
1. Within 48 business hours after your exam fee payment is processed, you will receive a **Schedule Exam** email from chcinfo@homeopathicdirectory.com that instructs you to navigate to the CHC Webassessor site and schedule your exam.

The Schedule Exam email contains two important exam scheduling items:

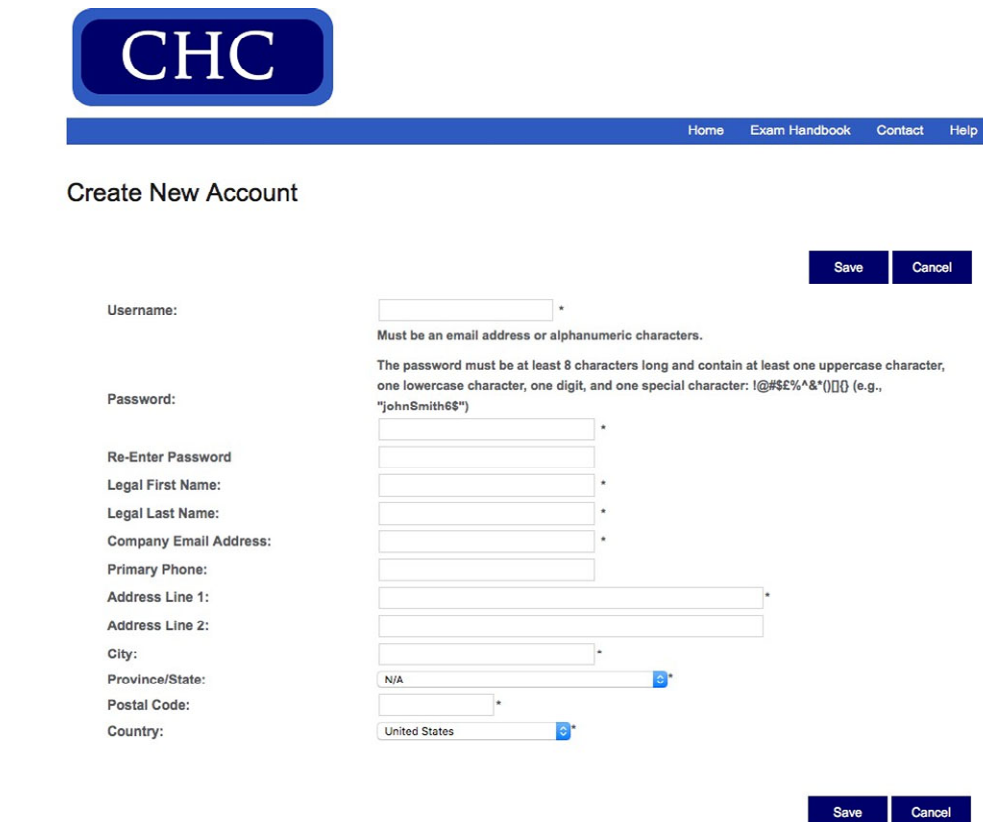
- Link to the CHC Webassessor site where you enter contact information, select a date and time for your exam, and pay for the exam with a voucher code.
- Voucher code to use to pay for the exam.

The CHC Webassessor link provided in your Schedule Exam email links to the CHC Certification Exam home page. (Or paste www.webassessor.com/chc/index.html into your browser.)

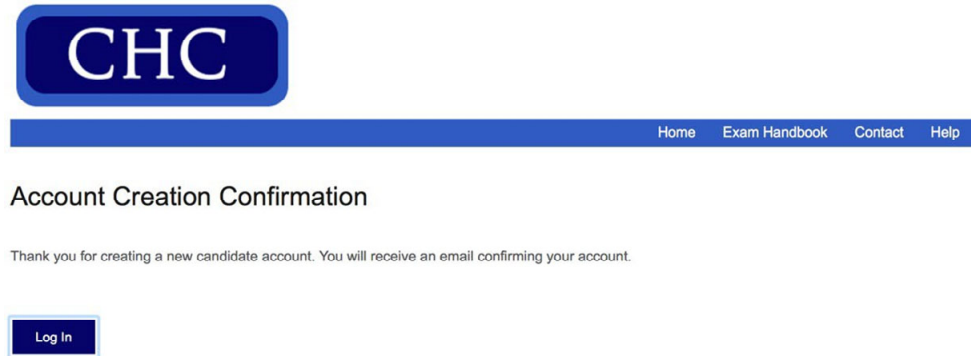
1. To begin, click **Create New Account** in the upper right corner. Retake applicants, please log in.



2. Create a Username and a Password, enter contact information, and click **Save**.

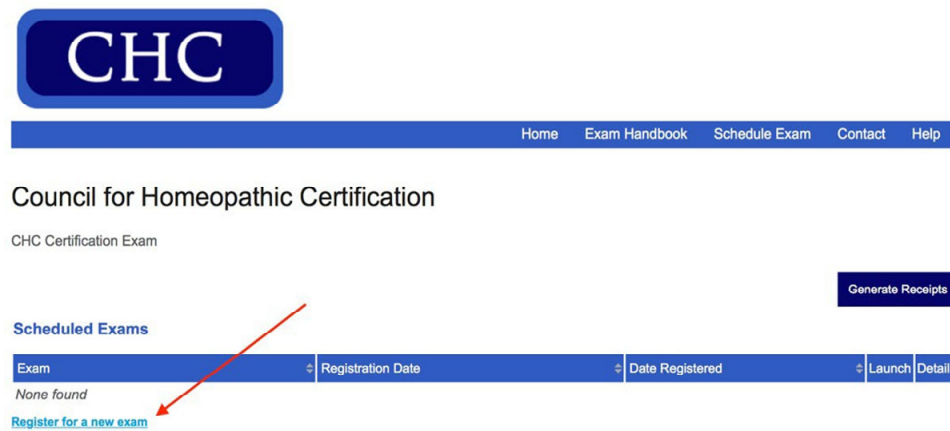


3. After creating your new account, log in to your new account.

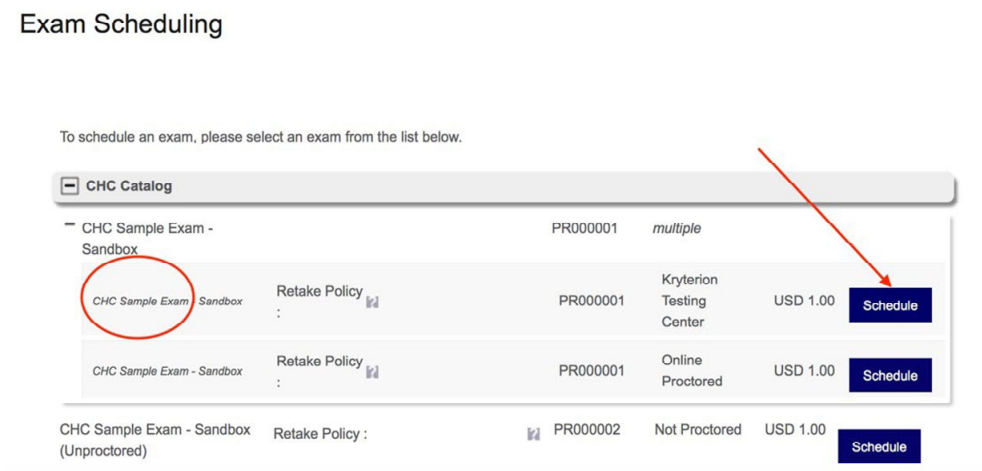


STEP 4: Schedule Exam.

1. On the Scheduled Exams page, click on *Register for a New Exam* in the lower left corner.



2. On the Exam Scheduling page, select *CHC Exam* and click Schedule.



3. You will be given the option to choose CHC Exam Online or CHC Exam Testing Center. On the Select Testing Center page, the list of testing centers is based on the post code you entered when you created your account. To refine the testing center search, use search



Select Testing Center

Choose options below to narrow down the list of testing centers displayed.

Country: Province/State: City: OR
Postal Code: Range:

filter options at the top of the page and click Find.

4. Click your preferred testing center and click Select.

Select the Testing Center where you wish to take the test.

Available Testing Centers

<input type="checkbox"/>	Testing Location Name	Address	City	Province/State	Country	Map	Important Location Information
<input checked="" type="checkbox"/>	Northwest Arkansas Community College	One College Drive, Room 306 , Student Center	Bentonville	Arkansas	United States	Map	
<input type="checkbox"/>	University of Central Arkansas	Office of Testing, Torreyson West 315 , 201 Donaghey Avenue	Conway	Arkansas	United States	Map	
<input type="checkbox"/>	South Arkansas Community College	300 South West Avenue , The Learning Center, 2nd Floor	El Dorado	Arkansas	United States	Map	
<input type="checkbox"/>	University of Arkansas - Testing Services	97 N. Razorback Road, 1 University of Arkansas	Fayetteville	Arkansas	United States	Map	
<input type="checkbox"/>	Univ of Arkansas Community College at Morrilton	1537 University Boulevard	Morrilton	Arkansas	United States	Map	
<input type="checkbox"/>	Northwest Technical Institute	610 E. Emma Avenue, Suite 200	Springdale	Arkansas	United States	Map	

5. On the Date and Time Selection page, select an available date and time, read the Important notes text box, click the Acknowledgement, and click Select. Please note the following information:

- Exams are only offered Monday through Friday, even if other days are available in Webassessor.
- Exam times are listed in the time zone associated with the Webassessor profile you created.
- Exams are NOT offered on US holidays.

If you are unable to see an available day/time; it is likely there are none available at this location for the time period you are viewing. Please expand your view by selecting another month or adjust your mileage/kilometers to view the next closest location's schedule. Thank you.

Select Testing Center

Northwest Arkansas Community College
One College Drive, Room 306
Bentonville, Arkansas 72712

Select Date

April, 2019						
?	<	Today	>	>>		
wk	Sun	Mon	Tue	Wed	Thu	Fri
13		1	2	3	4	5
14	7	8	9	10	11	12
15	14	15	16	17	18	19
16	21	22	23	24	25	26
17	28	29	30			

Select date

Select Start Time

- 9:00 AM
- 9:15 AM
- 9:30 AM
- 9:45 AM
- 10:00 AM
- 10:15 AM
- 10:30 AM
- 10:45 AM
- 11:00 AM
- 11:15 AM
- 11:30 AM

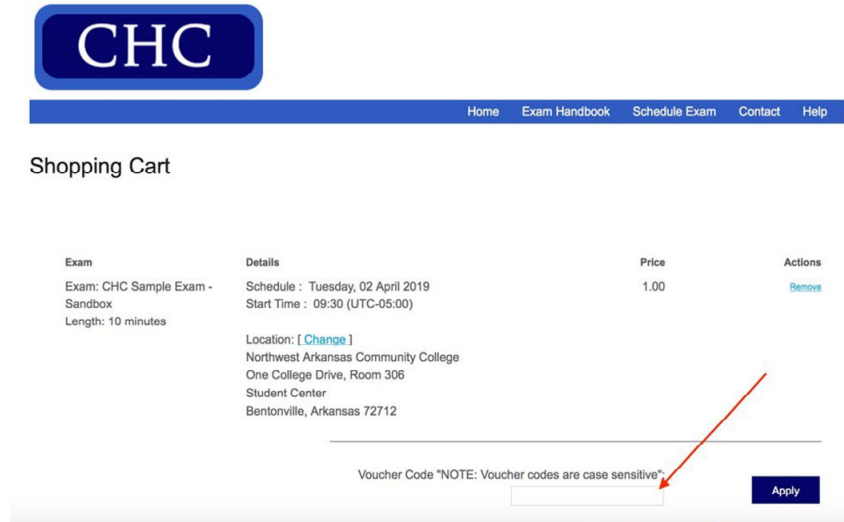
Important note: Start Times are based on the time zone associated with the Webassessor account profile you created. Please select an available date (**Monday through Friday only**) and select an available time between **9A and 3P Eastern Time** even if other options are available. The CHC Exam is not offered on US holidays.

Please arrive at the Testing Center up to 15 minutes early and provide the proctor with the Test Taker Authorization Code. **You must bring your Test Taker Authorization Code or the proctor will not be able to load your assessment.**

You will be required to provide the Exam Proctor two (2) forms of identification (one must be a Government issued photo ID).

☒ I acknowledge that I have read and understood all the information stated in the above text box and agree to abide by these terms

6. On the Shopping Cart page, enter the voucher code provided to you in the Schedule Exam email from the CHC and then click Apply. After the page refreshes to reflect the voucher credit, click Check Out.

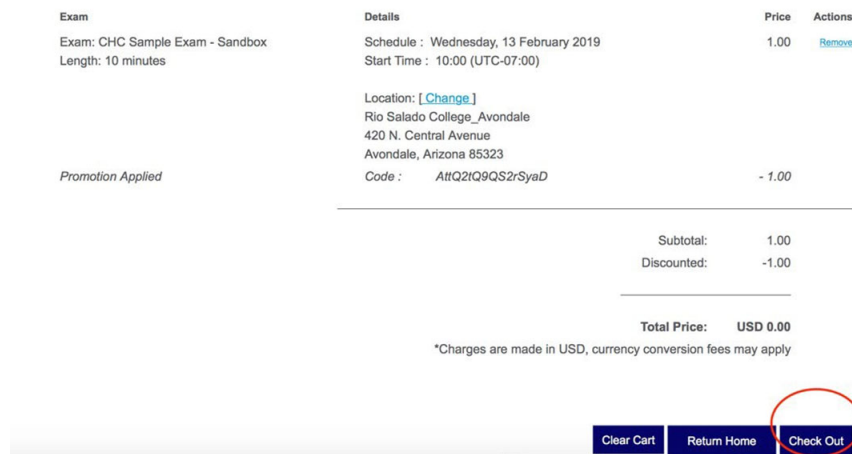


Shopping Cart

Exam	Details	Price	Actions
Exam: CHC Sample Exam - Sandbox Length: 10 minutes	Schedule : Tuesday, 02 April 2019 Start Time : 09:30 (UTC-05:00) Location: [Change] Northwest Arkansas Community College One College Drive, Room 306 Student Center Bentonville, Arkansas 72712	1.00	Remove

Voucher Code "NOTE: Voucher codes are case sensitive"

Shopping Cart



Exam	Details	Price	Actions
Exam: CHC Sample Exam - Sandbox Length: 10 minutes	Schedule : Wednesday, 13 February 2019 Start Time : 10:00 (UTC-07:00) Location: [Change] Rio Salado College_Avondale 420 N. Central Avenue Avondale, Arizona 85323	1.00	Remove
Promotion Applied	Code : AttQ2tQ9QS2rSyaD	- 1.00	

Subtotal: 1.00
Discounted: -1.00

Total Price: USD 0.00

*Charges are made in USD, currency conversion fees may apply

7. On the Purchase Confirmation Screen you may print a receipt. You will also receive an Assessment Purchase Confirmation email that will contain the Test Taker Authorization Code. Please print this email and take it with you to the testing center on your exam date.

Congratulations! You are now registered to take the CHC exam!



Council for Homeopathic Certification

Exam Day at a Testing Center

Please arrive at the testing center fifteen (15) minutes before your scheduled exam start time. When you arrive, please identify yourself to the staff as a Kryterion test taker. You will need to bring the following items to check in for your exam:

1. One form of a **CURRENT** (not expired) government-issued photo identification, such as:
 - Government-issued driver's license or identification card (local, state, province or country)
 - Passport
 - Military identification
 - National identification card
2. One additional form of **CURRENT** (not expired) identification, such as:
 - Any of the above options not already used
 - Student identification from an accredited school
 - Credit card
 - Check-cashing card
 - Bank debit card
 - Employee identification card

Note: A social security card is NOT an acceptable form of ID.

3. The Test Taker authorization code that was provided to you in your Assessment Purchase Confirmation email.

*The name on your two forms of identification **must exactly match** your name in your Webassessor test-taker profile.*

Exam Day Policies

The CHC Exam is only administered by trained proctors at sites registered through Kryterion. The exam must be completed within a single, continuous 4-hour session. Applicants may **NOT** stop the exam and return later. If you will require a short water/snack/restroom break during the exam, please let the proctor know PRIOR to the start of the exam. Note: The exam time clock will NOT stop during your break.

During the Exam

- No outside materials or references allowed in exam room. This includes cell phones, computers, pagers, radios, watches, translators, dictionaries, and all other electronic devices and paper material.
- No eating or drinking in exam room unless deemed necessary due to a documented medical condition and approved **prior to the exam date**.
- No test misconduct tolerated. Examples of possible misconduct include, but are not limited to, accessing textbooks or notes, discussing exam items with others, and talking to other applicants during the exam. The proctor is authorized to stop the exam if he/she suspects anyone of misconduct during the exam.
- The proctor will not answer any questions about exam content.
- If needed, ask the proctor for assistance with screen brightness or font size PRIOR to the start of the exam.

- For each exam question, there will be a small on-screen box to check if you would like to return to the question later to review your answer.
- At the end of the exam, click Submit. For the October 2021 exam only, scores will be calculated and sent via email approximately 6 weeks after the close of the exam cycle. Please do not call the office as CHC policy prohibits communicating exam results by phone.

After the Exam

- If you pass the exam, you will be fully certified once the Orientation Discussion is completed.

Note: For the October 2021 exam, scores will be received via email approximately 6 weeks after the close of the exam cycle.

- If you fail the exam, you will receive follow-up information about your standardized score.
- Applicants who fail the exam may retake the exam once during each of the next two exam cycles. The exam may not be retaken within the same cycle (month). If an applicant fails the exam three times, he/she must wait one full year before retaking the exam again.

If there are any irregularities or adverse events during the exam, please email chcinfo@homeopathicdirectory.com within 24 hours.

Online, Live-Proctored Exam Instructions

An online, live-proctored format means that you, the test taker, will take the exam at home on your personal computer while being observed by a live, remote-view proctor. The CHC Certification Exam content and structure is the same for both the online format and test center format. The exam duration is 240 minutes or four hours.

Kryterion, the CHC's contracted third-party test administrator, will facilitate the online exam process. It is important to be set up **before** Exam Day to ensure that there are no technical issues. Set up is a 4-step process outlined below.

- **Part I-Kryterion Online Proctoring Hardware/Software Requirements and Set-Up** includes information about hardware and software requirements for the online exam. Please read the information and test your device to ensure that an online, live-proctored exam format is a good fit for you.
- **Part II-Online Exam Scheduling** provides step-by-step instructions for registering for the online exam.
- **Part III-Exam Room Environment** helps test takers create positive test taking settings and comply with online proctored exam conditions.
- **Part IV Exam Day Policies** lists actions to avoid during the test taking session.

Please contact chcinfo@homeopathicdirectory.com with questions or use the Help buttons throughout the Webassessor site for technical support.

I. Kryterion Online Proctoring Hardware/Software Requirements and Set-Up

Exam Computer Readiness Process

PLEASE NOTE THAT VIRTUAL MACHINES ARE NOT SUPPORTED. Plan to use personal computers and networks as many office networks and systems have unknown security measures set in place and may not allow the Sentinel software to open or the camera feed to work. Alternative options for work systems/connections include unsecured public networks or mobile hotspots.

Kryterion highly recommends disabling all hardware and software with the capability to interrupt, intercept or interfere with your proctored exam during your test session. This includes, but is not limited to, pop-up blockers, anti-virus software, firewall (3rd party), VMWare/Bootcamp, Skype, Photobooth and TeamViewer. **After you have exited the required Sentinel application after the exam (detailed later), you must re-enable these programs.**

The following information details the hardware and software specifications required by Kryterion's online, live-proctored exam format. Each specification includes steps to determine if your computer meets the minimum requirements. Specs for Windows have red headings and specs for Mac OS X have green headings.

Windows

Hardware:

- **Minimum available space:** 50MB available space (In **Windows 8.1**, click 'Start', choose PC & Devices, click Disk Space for C drive. In **Windows 10**, right-click 'Start' menu, choose 'Settings', select 'Storage', choose the C drive or hard drive)
- **Screen Resolution:** 1024 x 768 or greater (In **Windows 8.1**, click 'Start', choose PC & Devices, choose Display, view Resolution on right side of screen. In **Windows 10**, right-click 'Start' menu, choose 'Settings', click 'Ease of Access', click 'Display', click 'Additional display settings', find screen resolution under 'Scale and Layout'. Use dropdown menu to change if needed.)
- **Webcam and Microphone:** Internal webcams and microphones acceptable; external webcams must be USB connected, not wireless
- **Keyboard:** English
- **Internet Speed:** Minimum 1.0 Mbps upload /1.0 Mbps download (Speed test detailed later)
- **Ping Test:** Results should be below 200ms (Type cmd in Search, choose Command Prompt, add 'ping 73.25.223.63' to the C:\Users\kbadm> line without adding a space after ...adm>, press Enter to see a list of ms numbers)
- **Operating Systems:**
 - o **Windows 8.1- only 8.1, no other 8 series versions** (Touch screens require the use of a mouse and keyboard)
 - o **Windows 10** (Touch screens require the use of a mouse and keyboard)

Software:

- **C++Redistributable2015 from Microsoft:**
 - <https://www.microsoft.com/en-us/download/details.aspx?id=48145>
 - Choose vc_redist.x86.exe
 - Download and Install
- **Internet Explorer 11, Google Chrome or Firefox**
- **.Net Framework version 4.6.2:** In **Windows 8.1** and **Windows 10**, the .Net Framework version is displayed as an installed product under Installed Updates in the Control Panel.
- **Ports open - 80 and 443:** To see a list of open ports in **Windows 8.1** and **Windows 10**, click Start, type 'cmd', right-click 'Command Prompt', click 'Run as Administrator', add 'netstat -ab' to the C:\WINDOWS\system32> line without adding a space after...32> and click enter.
- **Administrator Rights:** In **Windows 8.1**, open Quick Access Menu with Window+X hotkeys and select 'Computer Management'; open 'Users' folder by clicking System Tools then Local Users and Groups then Users; right click 'Administrator' (built-in) and choose 'Properties'. In the General tab uncheck 'Account Is Disabled' and click 'OK'. In **Windows 10**, open 'Start', type 'cmd', right-click 'Command Prompt', click 'Run as Administrator', add 'net user administrator /active:yes to the I:\Windows\system32> line without adding a space after...32> and click enter.

Mac OS X

Hardware

- **Minimum available space:** 50MB (to check storage, click Apple icon in upper left corner of screen, choose 'About this Mac', choose Storage tab)
- **Screen Resolution:** 1024 x 768 or greater (to check screen resolution, click Apple icon in upper left corner of screen, choose 'About this Mac', choose Displays tab)
- **Webcam and Microphone:** Internal webcams and microphones acceptable; external webcams must be USB connected, not wireless
- **Keyboard:** English
- **Internet Speed:** Minimum 1 Mbps upload / 1 Mbps download (Speed test detailed later)
- **Ping Test:** Results must be below 200ms. (Simultaneously tap Command Key and Spacebar to open Spotlight, type 'Network Utility', hit return, select Ping tab, enter www.example.com or 73.25.223.63 in the network address field, choose 'Send only 10 pings', click blue 'Ping' button to see a list of pings and the resulting ms numbers)
- **Operating System OS X:** 10.13 High Sierra, 10.14 Mojave or 10.15 Catalina are all acceptable (to check OS X, click the Apple symbol in the upper left corner of the screen, choose 'About this Mac', choose Overview tab)

Software

- **Safari:** Latest version (to check version, click Safari on toolbar and choose 'About Safari', update if needed)
- **Ports open - 80 & 443** (Simultaneously tap Command Key and Spacebar to open Spotlight,

type 'Network Utility', hit return, select 'Port Scan' tab, enter www.google.com in the Internet address field, check 'Only test ports between ___ and ___', enter 80 in both blanks, click 'Scan' to see if 80 Port is open. Repeat the process and enter 443 in both blanks to see if 443 Port is open.)

- Administrator Rights (Click Apple icon in upper left corner of screen, select System Preferences, click Users & Groups icon, locate your name in the left-side menu to determine if 'Admin' is present under your name.)

Exam Computer Readiness Test

Windows and Mac OS X

After all hardware and software minimum requirements are set, navigate to <http://test.kryteriononline.com/webcam-checker/> to test the hardware and software. First, click the Get Started button to check audio and video readiness. Please review audio and video requirements located below the **SPEEDTEST** box on your screen.

Next, use the **SPEEDTEST** box to test your Internet speed. Below the GO circle button, click the drop down list (the downward facing chevron) and select any Portland, OR (USA) area server, then click GO. When the test is complete, compare the results to the Minimum Required Speeds-1 Mbps upload /1 Mbps download. (Download speeds should always be higher than upload. ***If the upload is higher than the download, it means that there is packet loss.*** If you are experiencing packet loss you can attempt to fix this by rebooting your modem and router.)

Camera Requirements

While an external web camera is preferred, the CHC will allow the use of internal computer cameras due to current supply-chain issues with obtaining external cameras. If you do choose to use an external web camera, please adhere to the following guidelines:

- Heavy base and flexible neck
- Minimum Video Resolution of 720p with a frame rate of 30 fps
- High Speed USB 2.0 connection - Plug and Play preferred
- Cord length of 6 ft (2 m) or more
- Manual focus ring
- No auto zoom or auto focus allowed. **These features must be turned off.**
- Built-in microphone

The following are *not* acceptable as camera alternatives:

- Digital cameras/camcorders
- Smartphones
- GoPros
- Tablets or additional laptops/computers
- Playstation Eye/Camera
- Eye Toy
- Kinect

Please Note: Driver issues with **Internet Explorer and the Logitech C920 and C270 cameras** have caused delayed video loading for other test takers, which may negatively impact your exam experience. *It may be beneficial to [download](#) the latest webcam drivers prior to launching your exam.*

Proper External Web Camera Placement

If using an external web camera, the proctor will need to see all of the following items at the same time, from a side-profile view:

The entire keyboard and mouse, a few inches on each side of the keyboard and mouse, tester's entire head and torso, as well as 6-12 inches behind tester's back. Please see Image 1 that shows what the proctor should see if you are using an external camera.

(Image 1. KryterionOnline.com)



Sentinel Security Software Installation

Please schedule online exam in Webassessor before installing Sentinel Security.

Also, before Installing Sentinel, uninstall any previous Sentinel applications (also referred to as "Web Sentinel", "Sentinel Secure", "Kryterion Sentinel", or "Sentinel") you may already have on your computer as follows:

- **Windows** - click on Start/Windows, go to Control Panel, select 'Uninstall a Program' under 'Programs, right-click on Sentinel program name as listed above and select 'Uninstall'.
- **Mac** - click on the Apple icon at the top left of screen, go to Finder, locate Applications folder, scroll down Applications list to find a Sentinel program name as listed above, click and drag the program to the trash bin and right-click and choose 'Empty Trash Bin'.

Step 1: Close all open applications, including all applications or webpages that may be using your camera/microphone/video, and log in to <https://www.webassessor.com/chc>.

Step 2: Install Sentinel Secure

Windows

- Click "Install Sentinel" from your My Assessments homepage
- Depending on your browser:
 - **Internet Explorer** - Click "Run"
 - **Chrome** - Click "Download setup.exe file"
 - **Firefox** - Click "Save" and after the file has downloaded, double click setup.exe file
- Click "Next" after the Sentinel Secure Setup appears
- Read and accept the terms of the End-User License Agreement and click "Next"
- Click Install and Finish

Mac

- Click "Install Sentinel" from your My Assessments homepage.
- Depending on your browser:
 - **Safari** - The field should automatically begin the installation. If not, double click the Sentinel Secure package
 - **Chrome** - Click "Download SentinelSecure.pkg" for Chrome
 - **Firefox** - Select "Save" and once downloaded, double click "SentinelSecure.pkg"
- Click "Continue" when the "Welcome to the Sentinel Installer" dialog box appears
- Click "Install"
- You may need to make changes to your computer by entering the Administrator's password and clicking "Install Sentinel," then click "Close"

Biometrics Software Installation

Biometrics are distinctive and measurable identifiers used to confirm that people are who they say they are. Examples can include fingerprint, facial recognition, DNA, palm print, hand geometry, iris recognition etc. In other words, these are an individual's unique identifiers. Kryterion uses several types of authentication methods: passwords, keystroke analytics, and facial recognition.

During this step, you will create a biometric profile that will include keystroke analytics and facial recognition.

Please ensure your web camera is not streaming video in any other webpage or application prior to attempting to create your biometric profile.

Keystroke Analytics

Your typing pattern develops a rhythm that is exclusive to you. Webassessor analyzes your typing pattern to verify that you are the person who should be taking the exam.

1. Go to www.webassessor.com and enter your User ID and Password.
2. Under the **My Assessments** tab, click "Enroll in Biometrics" and follow the onscreen prompts. If you do not see *Step 2: Enroll in Biometrics*, refer to the FAQ on the Support Page.
3. Read and accept the Terms of Service and click Agree.
4. Type your name, exactly as shown, into the text box. The software will record your typing pattern and speed. Please type at a consistent pace, just like you would normally type. Make sure to use the Shift key for capital letters. Do not use Caps Lock.
 - Type your name and press Enter
 - Please note that the online-proctored exam you are scheduled for is supported by Standard English keyboards only. Special characters (such as é) cannot be used in your Test Taker name when performing the biometric enrollment. If you are using a non-English standard keyboard, please go to Microsoft's Support Website for instructions on modifying your keyboard to ensure a successful test launch
5. Continue until the progress bar is solid green. When complete, the program will automatically move to the next screen.

Facial Recognition

Facial recognition is a biometric that captures your image. When taking your photo, please place the camera so that only your face is in view, similar to a driver's license or passport photo. Make sure the camera is in focus and the lighting is not too dark or too light. If you are wearing glasses or a hat, please remove them for the photo.

Hold perfectly still and click "Capture" - a green box will appear. If a red background appears, adjust your position by moving closer to the webcam. Check the lighting on your face and the background behind your head.

II. Online Exam Scheduling [\(Refer to Exam Registration Steps\)](#)

III. Exam Room Environment

At testing centers, exam conditions are prepared in advance of scheduled exam times to create positive test-taking experiences. Online test takers can do the same for themselves by making a few preparations ahead of time as follows:

- Choose a quiet space with a door that can be closed such as a bedroom or home office.
- Ensure the exam room has adequate lighting so the proctor can clearly see the test taker. Please remember to have artificial lighting turned on to offset room darkening during afternoon or evening exam sessions.
- Set the exam computer on a completely cleared desk or table, adding only the mouse, keyboard and external web camera as needed. No additional items are allowed.
- Remove all paper and electronic study materials and all electronic devices such as dual monitors, tablets, additional computers, cell phones, pagers, radios, translators, dictionaries, games, watches, calculators, etc. from the exam room. Test takers will be asked by the proctor to pan the room with the external web camera or the internal computer camera prior to starting the exam.
- Do not bring food or drink into the exam room.

IV. Exam Day Policies

The CHC Exam is only administered by trained online proctors registered through Kryterion. The exam must be completed within a single, continuous 4-hour session, and test takers will be recorded during the entire exam experience. Applicants may **NOT** stop the exam and return later. There are no bathroom breaks allowed during the online exam.

During the Exam

- All items on the test taker's head, neck and wrist, such as jewelry, lanyards/name badges, hats and watches, must be removed and left outside of the exam room.
- No outside materials or references allowed in exam room. This includes cell phones, computers, pagers, radios, watches, translators, dictionaries, and all other electronic devices and paper material.
- No eating or drinking in the exam room.
- No online test misconduct tolerated. The proctor is authorized to stop the exam if he/she suspects misconduct during the exam. Examples of possible misconduct include the following:
 - leaving the testing area
 - moving the camera or camera goes out of focus
 - leaning out of the camera's view
 - turning off the audio or video
 - non-test-related talking (please advise family members or housemates to not enter the exam room unless there is an emergency)
 - reading the test out loud
 - talking about the exam out loud
 - discussing exam items with others, and talking to other applicants during the exam. The proctor is authorized to stop the exam if he/she suspects misconduct during the exam.

- The proctor will not answer any questions about exam content.
- For each exam question, there will be a small on-screen box to check if you would like to return to the question later to review your answer.
- At the end of the exam, click Submit. A provisional score email is sent immediately following the exam. Exam score confirmations are sent by email within two weeks **after the end of the exam month**. CHC policy prohibits communicating exam results by phone.

IV. Launching the Online CHC Exam

The 'Launch' button for your exam will appear 10 minutes before your scheduled time, under the **My Assessments** tab. If it is not shown, hover over the question mark under 'Launch' for an explanation. After clicking the 'Launch' button, Sentinel will load and verify your biometrics. The authentication is similar to the Enrollment you completed earlier. Next the system will guide you through positioning your camera.

Biometric Authentication

Facial Recognition: Position yourself, just as you did for Biometric enrollment, and click 'Start'. If the box turns red, please adjust yourself or your camera until the box turns green and the next screen appears.

Keystroke Verification: Type your name at the same rhythm as the one you used with your biometric enrollment keystrokes. Once you have matched the rhythm and your keystrokes have been verified, the next screen appears.

Video Camera Preview Page and Camera Position

Once your biometrics have been authenticated, the 'Video Camera Preview' page will appear. Please use the video on the screen to adjust your camera position and verify your microphone is working. If you are using an external webcam, you must position your camera such that the Proctor can clearly see all required items, as shown earlier in Part I. *Note:* If the camera position is poor, microphone isn't working or the wrong camera was selected, you will be paused during your exam to adjust these settings.

Good luck, and if there are any irregularities or adverse events during the exam, please email chcinfo@homeopathicdirectory.com within 24 hours. Thank you!

Exam Reschedules, Cancellations, and Retakes

Reschedules and cancellations* 72 or more hours before your exam start time can be completed free of charge through your test-taker account in Webassessor. If you reschedule or cancel *within* 72 or less hours of your scheduled exam start time, you will be charged an additional fee (See Table 1).

Please Note: **72 hours is not three business days; it is 72 hours prior to the scheduled exam start time.**

*Applicants who cancel their scheduled exam may choose to defer (postpone) taking the exam until the next exam cycle. For example, an applicant who schedules an exam (initial or retake) in April may defer the exam to the following October. After you cancel the scheduled exam in Webassessor, submit your deferral request to chcinfo@homeopathicdirectory.com. Only one deferral is allowed; additional deferral requests are considered cancellations. **Deferred applicants must register again for the next exam cycle when exam registration opens.**

Table 1
Reschedule and Cancellation Policies and Fees

Action	Deadline (Calendar Days)	Refund	Fee
Reschedule	72 or more hours prior to the scheduled exam time	N/A	none
Reschedule	Within 72 hours of the scheduled exam time	N/A	\$110
Cancel to Defer	72 or more hours prior to the scheduled exam time	none (Exam Fee applied to next scheduled exam)	none
Cancel to Defer	Within 72 hours of the scheduled exam time	\$0 (Exam Fee applied to next scheduled exam)	\$110
Cancel	72 hours or more prior to the scheduled exam time	100%	none
Cancel	Within 72 hours of the scheduled exam time	100%	\$110
No Show	Exam date	\$0	\$110

How to Reschedule Your Exam

Complete the following four steps to reschedule your exam 72 or more hours prior to the scheduled exam start time. **To reschedule within 72 hours of your scheduled exam start time, contact chcinfo@homeopathicdirectory.com.**



1. Log in to your test-taker account in Webassessor.
2. On the Scheduled Exams page, click the Reschedule/Cancel button next to your scheduled exam.
3. Next, on the Exam Details page, click the Reschedule button.
4. Choose your testing center, click Select, and then choose a new exam date and/or time on the Date and Time Selection screen.

How to Cancel Your Exam

Complete the following four steps to cancel your exam 72 or more hours prior to the scheduled exam start time. To cancel within 72 hours of your scheduled exam start time, contact chcinfo@homeopathicdirectory.com.

1. Log in to your test-taker account in Webassessor.
2. On the Scheduled Exams page, click the Reschedule/Cancel button next to your scheduled exam.
3. Next, on the Exam Details page, click the Cancel button.
4. Receive an email confirmation of your cancellation.

The CHC understands that emergencies and extenuating circumstances sometimes occur. In these cases, applicants may appeal for refunds by emailing chcinfo@homeopathicdirectory.com within 30 business days of their scheduled exam date. Refund and fee appeal decisions are at the sole discretion of the CHC.

Exam Retakes

Applicants who do not achieve a passing score may apply to retake the exam once within each of the next two exam cycles. The exam may not be retaken within the same exam cycle month when the failed exam score occurred. If an applicant fails the exam the second and third times, the applicant must wait one full year before retaking the exam. Applicants are encouraged to pursue additional study before retaking an exam. The exam retake fee is \$325 per retake exam.

Request for Reasonable Accommodations for Testing

Applicants requesting reasonable accommodations for disabilities covered by applicable laws must complete the following steps and submit requests **BEFORE** applying for the exam:

- Provide documentation of an evaluation and/or diagnosis by a healthcare professional.
 - The documentation must have been completed within the last three (3) years.
 - The evaluation/diagnosis must be within the professional's scope of practice.
 - If testing was performed on the applicant, the results of those tests must be provided.
 - The documentation must be signed by the healthcare professional on official letterhead. The professional must be clearly identified by name and profession.
 - The documentation must clearly state the evaluation/diagnosis and specify the accommodations the candidate requires to experience fair administration of the exam. The accommodations must be presented as a requirement given the nature of the disability, not as a suggestion.
 - Documentation from a school psychologist is only acceptable if the applicant is still a student in that school system. IEPs and 504 Plans from an applicant's secondary education or earlier are not acceptable because they are not the evaluations of licensed professionals, and they are not assessments of the applicant as an adult.
- Provide a letter from his/her professional program attesting to the nature of the accommodations that were provided for testing throughout the course of study, **if the applicant has received accommodations from a school or course of study within the last three (3) years.**

Reasonable Accommodation Process

During the open exam registration cycle, the request form, letters from treating practitioners, and other supplemental supporting documentation must be submitted to chcinfo@homeopathicdirectory.com or 2701 N. 7th Street, Phoenix, AZ 85006. **The applicant should not proceed with the registration process for the exam without first hearing from the CHC regarding the accommodation.**

Within 2 weeks of receiving the request, the Examination Committee will determine whether the accommodation is valid under the ADA and whether accommodations requested can be met. If the CHC can accommodate the applicant, the applicant may apply for the exam.

The Reasonable Accommodation Request form is available on the [Exam Resources](#) page on the CHC website, by email: chcinfo@homeopathicdirectory.com or by phone: 866-242-3399.



Reasonable Accommodation Appeals

Applicants appealing a determination for reasonable accommodations, must submit written justification for reconsideration to the Appeals Committee within **5 business days** of being notified about the CHC's original decision. Appeals should include a copy of the original request, the CHC Exam Committee determination letter, and the reason for the appeal. Send appeals to chcinfo@homeopathicdirectory.com, fax to 866-245-6211, or mail to The Council for Homeopathic Certification, 2701 N. 7th Street, Phoenix, AZ 85006.

Request for Reasonable Accommodations for Testing Form

Name: _____ Date of Birth: _____
Address: _____
City State/Prov.: _____ Zip: _____ Country: _____
Phone: _____ Email: _____

Is this your initial application for certification or a retake? ☐ Initial ☐ Retake

If this is a retake, have you received accommodations on previous CHC exams? ☐ Yes ☐ No

Description of disability:

When was this disability first diagnosed?

What measures are used to mitigate its impact?

What accommodations have you received for past standardized testing or in your formal homeopathic education?

Accommodation(s) being requested:

- ☐ Additional testing time (select one) ☐ Time and a half ☐ Double time ☐ Other (explain)
☐ Reader
☐ Other accommodation (explain):

How will the accommodations requested reduce the impact of the disability?

I attest to the fact that the above information is accurate. I understand that the CHC reserves the right to withhold or cancel my scores if it is subsequently determined that, in the CHC's judgment, any information presented on this form, or supporting documentation is either questionable, inaccurate or used to obtain accommodations that are not necessary.

Signature: _____ Date: _____

Request for Exam Related Concerns and Reconsiderations

Applicants may submit concerns regarding denied exam eligibility, denied accommodations, and exam scoring or other perceived exam inconsistencies to the CHC at the address below within 5 business days of receipt of the determination. ***Failing an examination is not, in and of itself, sufficient grounds to submit a complaint.***

Written requests must include the candidate's name, address, email address, phone number, date of application submission, test date, test code from the confirmation email, test location, and a description of the specific issue or concern.

No information regarding specific questions will be discussed with applicants. ***The CHC never releases copies of examinations or examination questions,*** and it is a breach of test security and CHC policy to discuss the content of any portion of the examination with anyone other than CHC personnel.

Applicant concerns will be forwarded to the appropriate CHC Exam Committee for review and determination. The candidate will be notified in writing within 30 days of any action resulting from the inquiry. The determination of the Appeals Committee is final.

Written appeals regarding denied eligibility, exam results or accommodations must include the candidate's name, address, email address, telephone number, date of application submission and a rationale (with appropriate documentation if necessary) for reconsideration of the decision.. The determination of the Appeal's Committee is final.

Send requests to chcinfo@homeopathicdirectory.com, fax to 866-245-6211, or mail to The Council for Homeopathic Certification, 2701 N. 7th Street, Phoenix, AZ 85006.

Exam Development (Visit [Exam Resources](#) website page for documents)

CHC Job Analysis

To ensure the CHC certification exam is valid (e.g., the content of the exam accurately reflects what homeopathic practitioners do on the job), it is necessary to conduct surveys of practitioners to assess the tasks they are performing. This is called a Job Analysis (JA). The primary purpose of the JA is to ensure exam content reflects expectations of an entry-level practitioner in the profession of homeopathy. Since the field of homeopathy as practiced in the U.S. and Canada is evolving, it is extremely important to continually review and update the content of the CHC exam accordingly. Best practice in exam validation requires that a JA be performed a minimum of every five years. The CHC conducted its second JA in May 2019. Approximately 200 practicing homeopaths completed the survey and a summary of the report from this survey is available on the CHC website (homeopathicdirectory.com).

Exam Content Outline

As a result of the statistical analyses performed on JA survey responses, an exam content outline (a basic set of domains that included knowledge, skills, and abilities statements) was verified by the homeopathic community. The average rating for each statement evaluated by survey respondents indicated that each of the statements was “very important” or “critical” for entry-level practitioners to know and be able to perform. These domains and statements are listed in the following section. Exam questions (also referred to as “items”) address the statements listed in each domain.

Exam Score

The exam is designed to measure the entry level competence required to practice classical homeopathy. As part of the exam design process, determining the cut score (i.e., the score needed to pass) is undertaken by a panel of eight CCH-certified practitioners under the direction of Kryterion, an internationally recognized psychometric and testing consulting firm. The study sets a benchmark on an 180 scored items test (Up to 40 items on each test are pilot items that are incorporated into future exams; these items are not scored.) A modified Angoff methodology is used and, after reviewing data from the exam, a cut score on a scaled score of 100-300 is recommended by the panel to the CHC Board. The CHC Board ratified the recommendation. All versions of the test are statistically equated.

Study Guides

[Domains and Statements](#)

[Health Sciences/Human Pathology Study Guide](#)

[Suggested Study References](#)

[Remedy Study List](#)

[Sample Exam Questions](#)

Ethics Guidelines

Ethical standards and behavior for the profession of homeopathy are considered the bedrock of homeopathic care. Each CHC certificant represents the homeopathic profession in the eyes of the public and is expected to uphold the highest standards of professional conduct as described in the *CHC Code of Professional Ethics* and *Client/Patient Healthcare Rights*. Applicants for certification, candidates for certification and fully-certified practitioners pledge to uphold these standards in practice and in all interactions with clients.

[CHC Code of Professional Ethics](#)

[CHC Client/Patient Healthcare Rights](#)

Recertification

An Active certificant may use the initials CCH after their name during the period for which they are in good standing. Beginning the year after certification is earned, annual recertification is required to maintain the good standing of credential. See the [CHC Recertification Handbook](#) for requirements.

Purpose of Recertification

The purpose of recertification is to maintain and enhance skills and knowledge beyond the minimum competence achieved through initial certification. Through Continuing Professional Development (CPD), practitioners safeguard quality services for the general public and reinforce professional accountability to homeopathic and other healthcare communities. Continuing Professional Development includes:

- Appropriate options for continuing education, professional development, and personal growth
- A standardized process for submission and evaluation of recertification requirements

Recertification Process Overview

- The CHC requires annual credential recertification. Recertification is an online process and certificants are solely responsible for obtaining online access. Certificants should contact the CHC if issues arise with the online process. The recertification process includes the following:
 - Documentation of continuing professional development
 - Signed attestations for the CHC Code of Ethics, Client/Patient Healthcare Rights, and Fitness to Practice (see the CHC Compliance Attestations document)
 - Recertification fee payment
 - Online verification of contact information by certificant
- Contact information is maintained by the certificant via the My CHC page on the website and accessed by secure password. Certificants may opt out of having contact information listed in the directory by writing a request to the office.
- Submission of all certification requirements must be received by November 30th each year. The CHC will not begin review of recertification submissions until October 1st and will only review submissions for which all required elements are complete. Within approximately 4 to 6 weeks of successful submission of all recertification requirements, the CHC sends the certificant an electronic certificate listing effective dates and a Letter of Good Standing.

- A certificant who completes recertification requirements on or before the deadline each certification year (defined as January 1st - December 31st) shall be considered In Good Standing. Recertification is not required in the year that the CCH credential is first awarded. For example, someone awarded the CCH credential in 2020 need not submit recertification requirements for the November 30, 2021 deadline; instead, the November 30, 2022 deadline applies.