

COUNCIL FOR HOMEOPATHIC CERTIFICATION

PROMOTING HOMEOPATHIC EXCELLENCE THROUGH CERTIFICATION

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Recertification Handbook

for the credential

Certified Classical Homeopath (CCH)

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About the CHC

The *Council for Homeopathic Certification* (CHC), founded in 1992 as a non-profit 501c6 organization. The CHC sets policy for the Certified Classical Homeopath (CCH) credential and is widely accepted as the most influential leader in the field of certification for homeopathy. The CHC is an autonomous governing board and has oversight responsibility for all certification and recertification decisions, including governance, eligibility standards, appeals and disciplinary actions, and the development, administration, scoring and reporting of assessment instruments.

CHC Mission

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 to be accessible to all.

Non-Discrimination Policy

The CHC does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, 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.

Candidate information will remain confidential, with the exclusion of whether a candidate is current and in good standing. Unless required by law, written authorization by the candidate is needed to release test score information. Additionally, test score or pass/fail status will not be provided over the telephone.

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 or city/state. The system will return a positive confirmation for any homeopath who holds a current certification.

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's [Code of Professional Ethics](#) and [Client/Patient Healthcare Rights](#). Applicants for certification, candidates and fully certified practitioners, pledge to uphold these standards in practice and in all interactions with clients.

CHC Code of Professional Ethics

The Council for Homeopathic Certification (CHC) considers the following principles to be guides to the ethical practice of homeopathy, and to be morally binding on all homeopaths:

Ideals

The homeopath's high and only calling is to restore the sick to health—to heal, as it is termed—as defined by Samuel Hahnemann in the Organon.

Interactions with Clients

Conduct the homeopathic practice with vigilance, integrity, and freedom from prejudice, and treat all clients with respect and dignity. Make every appropriate effort to be available and accessible to ill clients requiring assistance. Never guarantee a cure, by spoken word or in writing.

Assist clients in weighing the possible benefits and risks of other (non-homeopathic) therapeutic options, helping them to consider conventional diagnostic procedures, routine screening tests, and therapies—acknowledging the usefulness of such procedures at appropriate times, even for those who may wish to avoid conventional treatment. A non-licensed homeopath shall not make a recommendation to discontinue current medications or treatments prescribed by a licensed healthcare practitioner. While the homeopath may freely educate his/her client concerning how homeopathic and pharmaceutical and other approaches diverge and even conflict, he/she must also leave no doubt that any and all responsibility for modification of the client's medication regime rests entirely with the client in consultation with the prescribing health care practitioner. The homeopath should ensure that any substantive discussions regarding prescribed medications and treatments are appropriately documented in the client's chart notes.

Render assistance to clients in emergency situations, to the greatest extent permitted by training and circumstances.

Practice within areas of competence. Consult with colleagues, or refer clients to other practitioners, in any situation involving conflict, inadequate training, or personal limitation—such as, but not limited to, any of the following:

- When any aspect of the client's case requires greater experience, training, or skill than the practitioner can offer.
- When there is a need for diagnostic tests or procedures beyond the capacity of the homeopath
- When the homeopath's care is not providing reasonable, timely resolutions of the client's health problems.
- When circumstances arise which create a conflict between the homeopath's personal and professional relationship with the client. If a homeopath's competence or judgment is impaired by physical or mental incapacity, or chemical dependency

Keep full and accurate records of all contacts with clients, including individual data such as name, address, phone number, date of birth, and case data such as medical history, dates and details of consultations, and summary of recommendations made.

Exercise appropriate discretion in the wording of any advertisements; practitioners who are not medically licensed with authority to diagnose and treat in the state/province where they practice should carefully avoid any reference to medical diagnoses or diagnostic tests, and focus on establishment of health rather than resolution of disease.

Unless you possess a healthcare license which precludes the need for disclosure/informed consent about homeopathy ---then use a disclosure/informed consent form which clearly and accurately identifies your training, credentials, skills and nature of your work; ensure that each client signs this form which becomes a part of the client documentation.

Interactions within the Profession

Honor the homeopathic profession, its history and traditions. Each practitioner's words and actions reflect upon the profession as a whole. Speak respectfully about fellow practitioners, both homeopathic and in other fields, acknowledging differences in styles of practice and training in a constructive way, whether in public or with clients.

Continue personal and professional development by undertaking further study, conferring with colleagues, and seeking greater understanding of homeopathic theory and practice, and supporting other homeopaths in that goal. Promote the art and science of homeopathy through appropriate research.

If conducting homeopathic research, give substances used in provings only to those individuals who have an understanding of the nature of the proving process, and who have volunteered, with written consent, to participate. Consider any person involved in experimental provings or other studies to be the researcher's client; be guided by the welfare of each person, and the moral imperative that the homeopath's only calling is to help make sick people well. Report research findings and clinical experience methodically, honestly, and without distortion. Identify any speculative theories clearly as such. Carefully honor the confidentiality of all clients whose cases are used in published articles, case conference presentations, or training lectures.

Download a copy of the [CHC Code of Professional Ethics](#) on the CHC Website

CHC Client/Patient Healthcare Rights

The Council for Homeopathic Certification (CHC) considers the following to be rights of the client in a healthcare setting, to be respected at all times in homeopathic practice:

Access

Each individual has a right to impartial access to homeopathic care, regardless of any personal belief, circumstance, or condition unless there is a valid legal reason that would prevent such access.

Confidentiality

The client has a right to confidentiality. The homeopath must not communicate in any form the contents of case records or personal information obtained within the practitioner/client relationship, as outlined in any governmental regulations for Canadian and US health care providers, except with the written permission of the client, in the case of emergency, or in response to a valid demand by government authorities. Appropriate safeguards should be taken with client records to prevent any unauthorized access to them. Case records or summaries should be provided promptly when properly requested in writing by a client.

Boundaries

The client has a right to expect the homeopath to keep appropriate professional boundaries in the client/practitioner relationship. The inherent nature of this type of relationship tends to place the practitioner in a position of influence, and the client in a position which may be, to some extent, dependent. The homeopath must therefore scrupulously avoid any exploitation of this relationship through inappropriate personal, sexual, or financial interaction always keeping in mind that the purpose of the relationship is to help improve the client's health.

Privacy

The client has a right to be interviewed and examined in surroundings that afford reasonable visual and auditory privacy. Individuals who are not directly involved with the client's care shall not be present without the client's permission, and shall not observe through remote audio/video access, or through video recordings without the client's express consent.

Advocacy

The client has a right to have another person present during any interviews or examinations. Physical examinations should only be performed by appropriate practitioners, and the client should remain disrobed only as long as is required for the examination. If the client is a minor, a parent or guardian has a right to be present during the examination and interview.

Self-Responsibility

The client has a right to actively participate in any and all decisions regarding his or her health care. This includes the right to refuse any recommendations (of homeopathic care or other kinds of health care) or referrals to other practitioners, to the extent permissible by law even after being informed of possible adverse consequences. If a client or a client's legally-authorized representative declines to follow recommendations in such a way that this prevents the homeopath from providing care in accord with professional standards, the homeopath may terminate the professional relationship with the patient/client upon reasonable notice, and in a professional manner.

Adjunct Therapies

The homeopath may offer, in addition to homeopathic care, any health-care skills that he or she is trained & competent to use, as long as such techniques or approaches are appropriate to the client's condition, and legal for the individual practitioner to practice. The homeopath must carefully explain such adjunct therapies, and make it possible for the clients to decline them if they wish. The homeopath shall make available documentation of his or her credentials and training for the practice of any type of therapy offered to the client, and must always allow the patient/client the freedom to accept or decline any type of therapy.

Download a copy of the [CHC Client/Patient Healthcare Rights](#) on the CHC Website

CHC Accreditation by NCCA

The CHC has been an organizational member of the Institute of Credentialing Excellence (ICE) for the past 5 years. ICE is a private and voluntary membership organization for entities such as the CHC. Seeking accreditation by the *National Commission for Certification Agencies* (NCCA), the private accreditation commission of ICE, has been part of the strategic vision since the inception of the CHC. In order for the CHC to become an accredited certification organization, the CHC must meet rigorous accreditation standards for organizational, certification program and examination development and administration. NCCA standards require that the certification exam has met psychometric content validity, reliability, and scoring standards.

Recertification

Purpose and Definition

The CHC has established a recertification process structured to maintain and expand the competencies of professional practice, 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

Benefits of Credential Recertification

The principal benefits of maintaining the CCH credential are as follows:

- Promotes a standard of practice for the homeopathic profession
- Facilitates client referrals expecting demonstrated professional competency
- Advertises the CCH holder's business on the CHC Online Directory of Certified Practitioners
- Qualifies the CCH holder for professional group liability insurance
- Qualifies the CCH holder for membership with the North American Society of Homeopaths (NASH), a professional membership organization
- Qualifies the CCH holder for leadership eligibility on the CHC Board of Directors and/or its task forces

Recertification Process Overview

The CHC requires annual credential recertification. Recertification is an online process and certifiants are solely responsible for obtaining online access. Certifiants 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

Note: Contact information is maintained by the certificant via the [My CHC](#) page on the website and accessed by secure password. It is the certificant's responsibility to update the contact information. Information is not updated by the CHC Office.

If the candidate does not want his/her name and/or contact information to appear on the CHC website directory, the candidate must make the request to have the information deleted from the website by emailing or by writing the CHC office. Allow 10 days for the request to be completed.

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 2016 need not submit recertification requirements for the November 30, 2016 deadline; instead, the November 30, 2017 deadline applies.

Required Continuing Education Units (CEUs) for Recertification

The CHC requires a total of 15 Continuing Education Units (CEUs) during each annual recertification cycle. A minimum of ten (10) of these must be Category I CEUs and up to a maximum of five (5) may include Category II CEUs, as defined below. NOTE: The CCH holder claims CEUs earned on the CHC website. Supporting documentation must be uploaded for all CEUs claimed. See the **Submitting CEU Documentation** section for more detailed information on what constitutes acceptable CEU documentation.

All activities submitted for consideration as CEUs are subject to review and acceptance by the CHC. In all cases, credit is granted only after the CE activity has been completed and documented for that annual period. The CHC reserves the right to evaluate, at its discretion, all CE activities on an individual basis, and to accept or deny credits claimed (in whole or in part) according to this policy and other CHC requirements. As part of this review, CHC may change the number of credits proposed for an activity or program providers.

All CEU claims and supporting documentation are subject to CHC audit. In addition, the CHC reserves the right to contact any appropriate information source, including individuals or organizations referred to in the documentation submission, when verifying CEU claims. The CCH holder will be notified by the CHC in writing explaining if CEUs are denied, with the reasons for denial. The CHC reserves the right to request additional information or clarification concerning a specific activity prior to final acceptance of CEUs.

Participation in any activity used for CEU credit must have taken place within the 12 months preceding the recertification deadline (Dec 1st through Nov 30th). An activity may only be applied to a single category (either Category I or Category II, not both).

CEUs in excess of what is needed for recertification may be transferred to apply for the next (and only the next) recertification cycle. The website will automatically carry over excess CEUs.

Category I - Homeopathic CEUs

CEUs are earned through attendance or completion of educational or other appropriate professional programs and activities that are considered relevant to the professional practice of classical homeopathy. Activities must include knowledge, methods of practice, or research in homeopathy and must be approved by an appropriate credentialing body, educational institution, licensing board, or other qualified organization or individual. **A minimum of 15 CEUs are required. A minimum of 10 CEUs are required if you are submitting a maximum of 5 Category II - Non-homeopathic CEUs.**

Note: Beginning with the Nov 30, 2018 recertification deadline (i.e., for CE activities completed between Dec 1, 2017 through Nov 30, 2018), activities such as homeopathic conferences, webinars, seminars, and other, similar homeopathic education-related CE activities **must be approved by ACHENA**.

Some Category I CEUs are earned at a per-hour (or per other applicable unit) rate for the activity; some activities earn a flat-rate, pre-specified number of CEUs. Though not comprehensive, following is a list for example purposes:

| Non-Flat Rate Activities | Unit | CEUs earned |
|--|-------------|--------------------|
| Attendance at a homeopathic conference or seminar | 1 hour | 1 |
| Post-graduate homeopathic education | 1 hour | 1 |
| Teaching homeopathy at a school, college, or study group | 1 hour | 2 |
| Presenting at a homeopathic conference or seminar | 1 hour | 3 |
| Supervising/mentoring homeopaths or homeopathic students | 1 hour | 2 |
| CHC Board or Committee work | Varies | Varies |

| Flat-Rate Activities | CEUs earned |
|---|--------------------|
| Poster session presentation | 3 |
| Presenting/teaching homeopathy to non-homeopathic community | 3 |
| Published review of a homeopathic book | 3 |
| Homeopathic course/curriculum development | 5 |
| Published homeopathic article in a professional journal | 6 |
| Conducting or supervising a homeopathic proving or other homeopathic research | 10 |
| Published homeopathic book/manual | 15 |

Category II – Non-homeopathic CEUs

Category II credit hours are earned through qualifying activities not necessarily related to homeopathic subjects but that are directly relevant to providing professional service to clients.

Submitting CEU Documentation

CEU documentation is submitted online via the CHC's website. The CHC reserves the right to request additional information or clarification concerning any documentation submitted. It is the responsibility of the CCH holder to retain original documentation for at least two (2) years, in case of audit.

Documentation submitted in support of CEU claims must contain:

- Name of the activity and, if applicable, the name of the sponsoring entity
- CCH holder name as a presenter, attendee, or writer (as applicable)
- Date the activity was completed (or published)
- Number of hours associated with the activity, for activities in which hourly CEUs are earned
- Number of CEUs awarded
- For article publications, a photocopy of the article

- For books or book chapters, photocopies of the title and copyright pages (and bibliography page if the title page does not show the CCH holder's name)

Recertification Deadline and Fees

To maintain the CCH credential in good standing, the CCH holder must submit all recertification requirements by November 30th each year. The recertification fee structure is as follows:

| If submitted by... | Recertification Fee | Late Fee | Total |
|---|----------------------------|-----------------|--------------|
| Recertification Deadline (November 30th) | \$145 | n/a | \$145 |
| Within 30 days past the November 30th deadline (Dec 1st- Dec 30th) | \$145 | \$25 | \$170 |
| Greater than 30 days but within 60 days of the November 30th deadline (Dec 31st - Jan 29th) | \$145 | \$50 | \$195 |
| Greater than 60 days but within 90 days of the November 30th deadline (Jan 30th - Feb 28th) | \$145 | \$75 | \$220 |

*Contact information will be removed from the CHC's online directory if recertification is not complete by Dec 31st. If/when recertification is approved, contact information will be reinstated in the online directory.

Recertification submission will not be accepted later than February 28th. If recertification requirements are not met, the CCH certificate is lapsed and the certificate holder may no longer use the CCH credential.

Reactivation of Lapsed Credential

If the recertification requirements are not met by 90 days past the November 30th deadline, the credential has lapsed.

Reactivation of a lapsed credential is possible, given the following: If the credential has been lapsed for two (2) years or less, the following must be submitted:

- Documentation of CEUs equaling the number needed for each lapsed year.
- Recertification Fee: \$145 per year lapsed
- Reactivation Fee: \$100

If the credential has been lapsed for more than two (2) years, the credential is expired and the certification process must be restarted as a new applicant.

Attestation Submission

Annual recertification requires that the certificate holders attest to upholding ethical standards of practice (as defined in the [CHC Code of Professional Ethics](#) and the [CHC Client/Patient Healthcare Rights](#) documents) and truthfully answer questions related to one's fitness to practice. If supporting documentation is required, it must be uploaded on the CHC website along with other recertification requirements.

Certificate holders are required to notify the CHC within thirty days of any changes related to Fitness to Practice information. Failure to report could result in disciplinary action including a denial of application, certification, or recertification. All information reported will be reviewed in accordance with CHC policies. See the [CHC Compliance Attestations](#) document for an example of the questions asked.

If you answer "yes" to either of the Health Status questions, you must

- Submit a **personal** written statement addressing the history and current status of any physical, psychological, or substance abuse-related impairments, attest that you are no longer impaired (or are currently under treatment for the impairment), and attest that the impairment, and/or treatment for such, does or does not interfere with your ability to practice.
- Submit written documentation **from a healthcare professional who has treated you** addressing the impairment and your fitness to practice.

If you answer "yes" to any of the Legal Status questions, you must:

- Submit a **personal** written statement that includes an explanation of the charges or claims and 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.
- Submit official copies of legal documents relating to the charges or claims that support your written statement(s).

Appeals

Certificants may submit an appeal regarding denied decisions for reconsideration by writing to the CHC within 5 business days of receiving notification of denial.

Written appeals regarding denied decisions for reconsideration must include name, address, email address, telephone number, CHC Certificate Number and a rationale (with appropriate documentation if necessary) for reconsideration of the denial. Decisions regarding appeals are final.

Written appeals can be forwarded by email to chcinfo@homeopathicdirectory.com or mailed to:

Council for Homeopathic Certification
PO Box 75
Chartley, MA 02712 USA

Retired Status

In recognition of the contributions certified homeopaths have made to homeopathic practice, education, and research throughout their careers, the CHC offers, at the time of retirement, the title of Retired Certified Homeopath. At the time of retirement, the certified homeopath may want to continue to use the designation of certified while indicating he/she has retired from practice. The designation is given to certificants who are no longer practicing, supervising or teaching homeopathy and have no plans to practice, supervise or teach homeopathy. With the designation CCH(Retired), retirees are not required to complete the annual recertification process.

An applicant for retired status attests to the following:

- I hereby apply for Retired Status as a CCH Homeopath. I understand that Retired Status depends upon meeting all eligibility criteria. I acknowledge that I have retired from active practice and am no longer practicing, supervising or teaching homeopathy and have no plans to practice, supervise or teach homeopathy.
- While holding the Retired Status, it will be my responsibility to remain in compliance with all CHC's ethical standards. The CHC has the right to revoke this status if I violate the applicable rules and regulations of the organization. Violation of CHC policy may also include sanctions, suspension and/or revocation of the original CCH credential.
- I agree that, should I resume homeopathic practice, supervision or teaching within two years, I will request the retired designation be removed. In order to recertify after obtaining retired status, I am required to submit a letter requesting Reinstatement to Active Status, submit the required number of CEUs required for recertification during the time the retired status was in effect and pay a reactivation fee of \$150. If reactivation is requested two years or more after Retirement Status is awarded, I must apply for certification under the current certification requirements which includes passing the exam.
- I understand that the information acquired in the application process may be used for statistical purposes and for the evaluation of the certification program.
- To the best of my knowledge, the information supplied in this Application for Retired Status is true, complete, correct, and is made in good faith.

Submission Requirements

All Forms need to be sent at the same time:

Council for Homeopathic Certification
ATTN: Retired Status
PO Box 75
Chartley, MA 02712

The designation, CCH(Retired) or CCH(Ret), may be used on documents such as business cards, curriculum vitae, or a resume.

Retirement Status Requirements

1. Certified in good standing with the CHC
2. Retired from homeopathic practice with no plans to return to active homeopathic practice or teaching
3. Submission of an application within one year after the expiration of your latest CHC recertification date.
4. A signed attestation affirming that the individual is longer practicing, supervising or teaching homeopathy and has no plans to practice, supervise or teach homeopathy.

Submission must include:

Retirement status application and the application fee, which must be submitted and postmarked within one year of the expiration of the current CHC recertification date. There is no grace period.

All applications must be complete to be processed. Missing information will delay the processing of the retired status application. The one-time fee to obtain retired status is \$75.00.