

COUNCIL FOR HOMEOPATHIC CERTIFICATION

PROMOTING HOMEOPATHIC EXCELLENCE THROUGH CERTIFICATION

PO Box 75
Chartley, MA 02712

Toll Free 1-866-242-3399
Fax 1-815-366-7622
www.homeopathicdirectory.com
chcinfo@homeopathicdirectory.com

Exam Registration and Application Submission Instructions

The CHC uses a web-based program called Certifior to process applications and administer exams. These instructions (also found in the [CHC Exam Handbook](#)) provide you with the necessary information to register with Certifior for the ability to schedule, pay, apply, and sit for the CHC exam. This process allows you to keep track of your progress as you move from one area to the next, streamlining communications through email.

To be considered for eligibility to take the exam, completed applications must be received by the application deadline. See the [CHC website](#) for current deadline information. You will be notified of application status within 2 weeks of the application deadline.

Incomplete applications and applications submitted after the application deadline will not be processed. **BE SURE YOU MEET ALL APPLICATION SUBMISSION ELIGIBILITY REQUIREMENTS BEFORE REGISTERING.** Payment in full will be required as part of the application submission process. If it is determined that you are not yet eligible (and rectification does not occur before the registration deadline) or if you choose to not proceed after submitting your application, it will be considered as a cancellation and a partial refund will be issued according to the Exam Postponement/Cancellation policy described in the [CHC Exam Handbook](#).

An application submission must include all of the following:

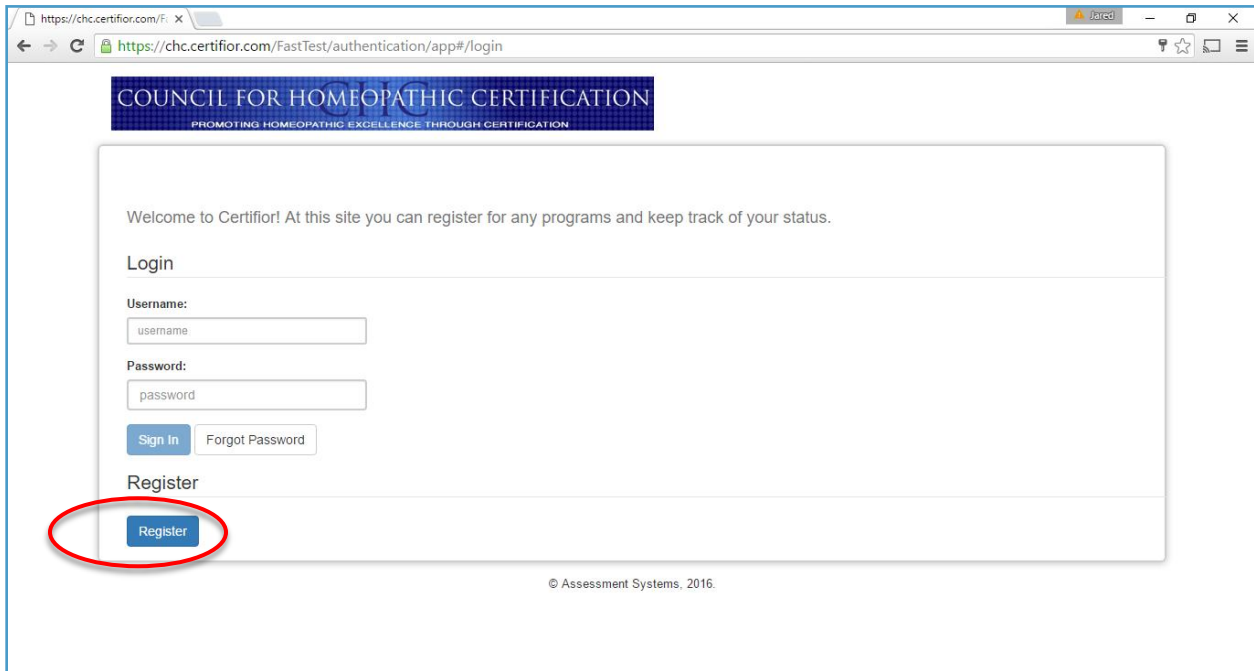
- A completed application form
- All required supporting documentation
- Exam fee payment in full (\$500 for initial; \$275 for retakes)
- Supplemental documentation (if applicable), ADA request forms, applicable copies of medical licenses, health or legal documentation, [clinical training log](#) (if submitting clinical hours with the application; see the Completing Certification section of the [CHC Exam Handbook](#)).

Step 1: Register as an Applicant

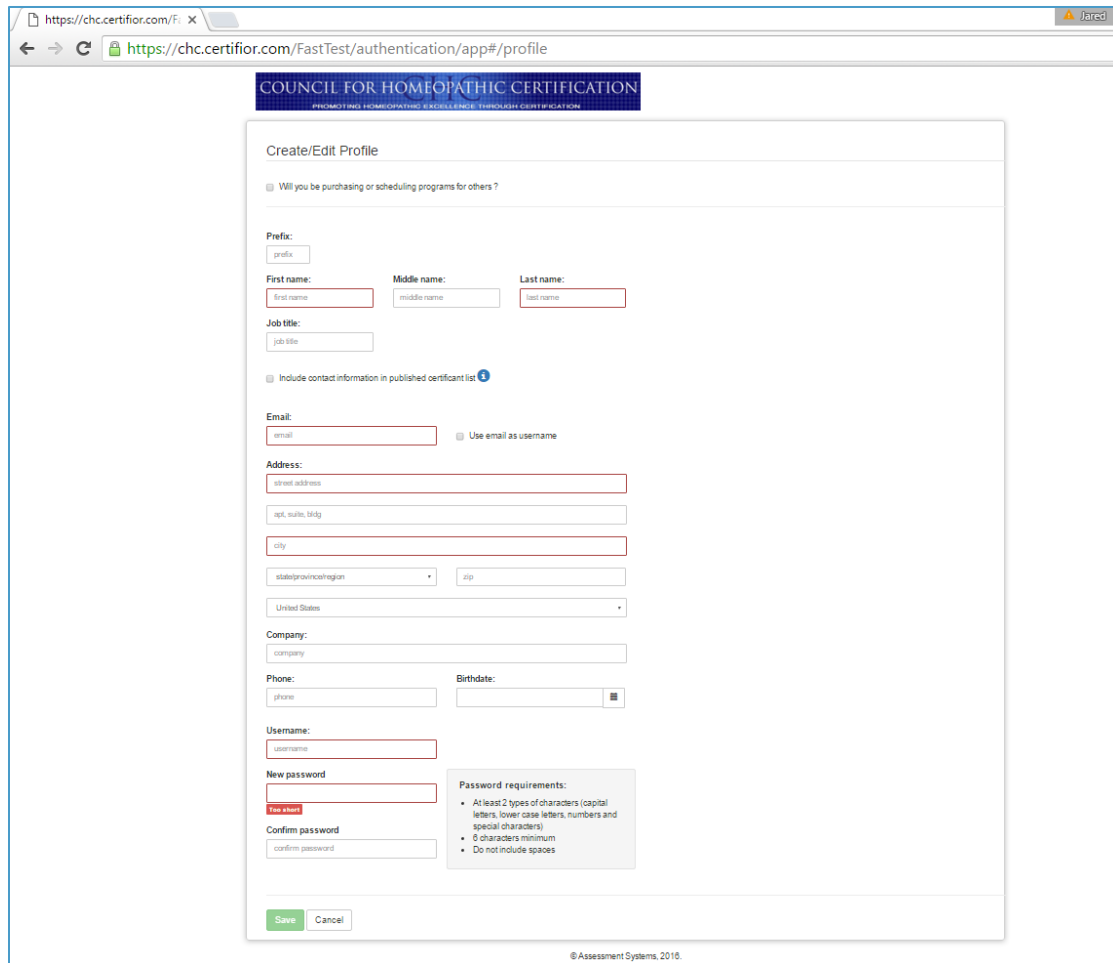
Access Certifior via this link: <https://chc.certifior.com/FastTest/authentication/app#/login> (click on the link or copy and paste it into your web browser). The most current version of your web browser is required for this link to work accurately. Google Chrome is suggested.

The steps are as follows with screenshots included:

1. Access Certifior through the link listed above and select the Register button (shown below).



2. Enter all information requested on the Create/Edit Profile screen (shown below) then select the Save button. Note that ALL required information fields MUST be answered to allow the Save button to become enabled.



- You will receive an email from Certifior asking you to verify your email address. An example email is shown below. Follow the instructions in the email.

From: Certifior [mailto:noreply@fasttestweb.com]
Sent: Wednesday, February 10, 2016 9:13 AM
To:
Subject: Please verify email address

Your Name

Please verify your email address by clicking on the link below.

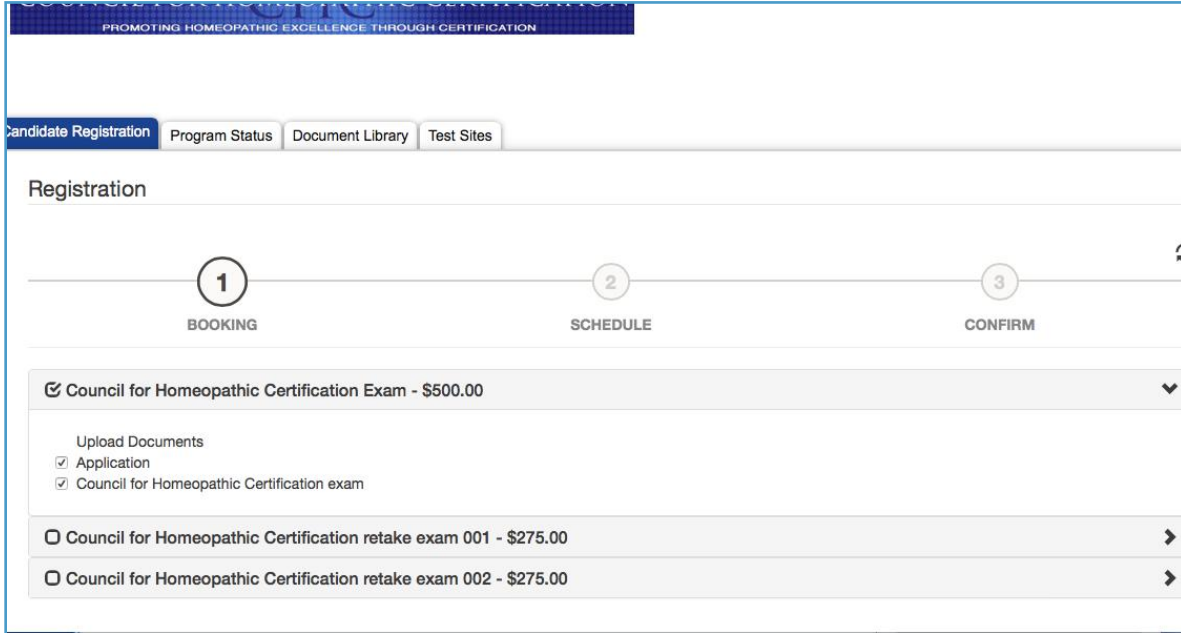
[CLICK HERE TO VERIFY YOUR EMAIL](#)

Your email verification is required in order for you to receive time critical information regarding the certification process.

- Once verification is completed, you will be able to apply for the exam. (See step-by-step instructions in the Step 2: Apply for the Exam section below.)

Step 2: Apply for the Exam

1. If not already logged in, sign into Certior and select (click on) the first option (Council for Homeopathic Certification Exam- \$500.00) on the Candidate Registration tab, then follow the instructions on the screen. Note: if you are retaking the exam you will select the second option and receive an email with further instructions. When done, click the Next button to continue to Scheduling.



PROMOTING HOMEOPATHIC EXCELLENCE THROUGH CERTIFICATION

Candidate Registration | Program Status | Document Library | Test Sites

Registration

1 BOOKING | 2 SCHEDULE | 3 CONFIRM

Council for Homeopathic Certification Exam - \$500.00

Upload Documents

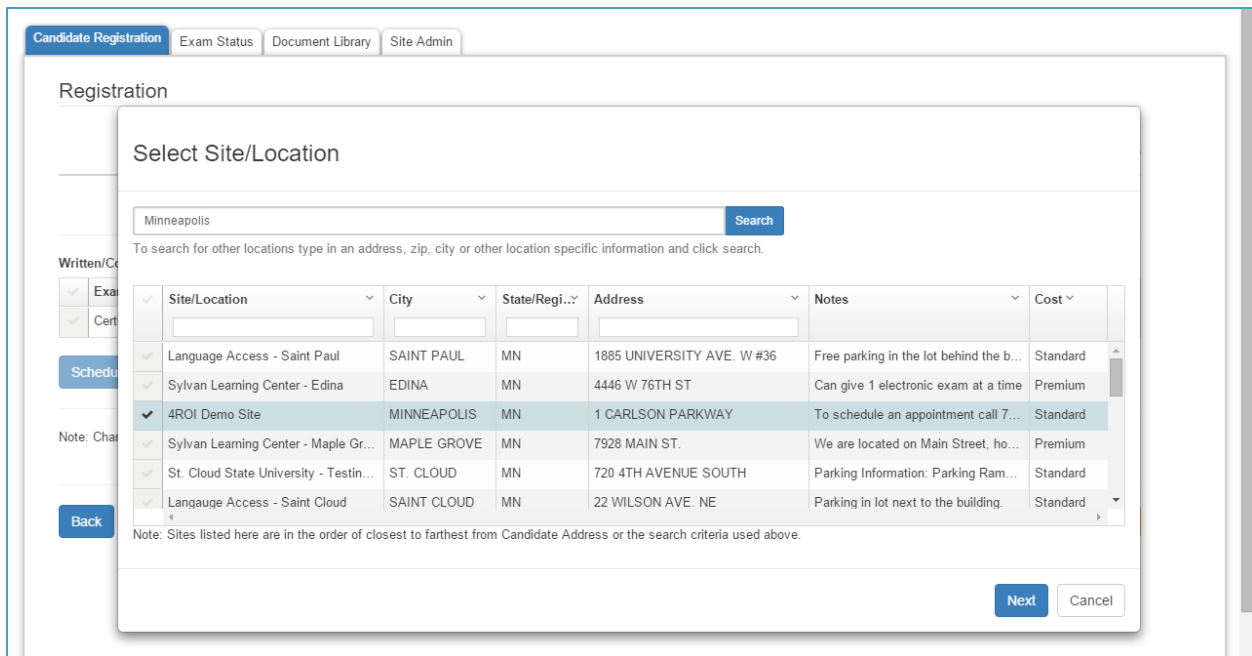
Application

Council for Homeopathic Certification exam

Council for Homeopathic Certification retake exam 001 - \$275.00

Council for Homeopathic Certification retake exam 002 - \$275.00

2. On the Select Site/Location screen, choose the location nearest you by clicking the box to the left of the site name (see example screen below).



Candidate Registration | Exam Status | Document Library | Site Admin

Registration

Select Site/Location

Minneapolis Search

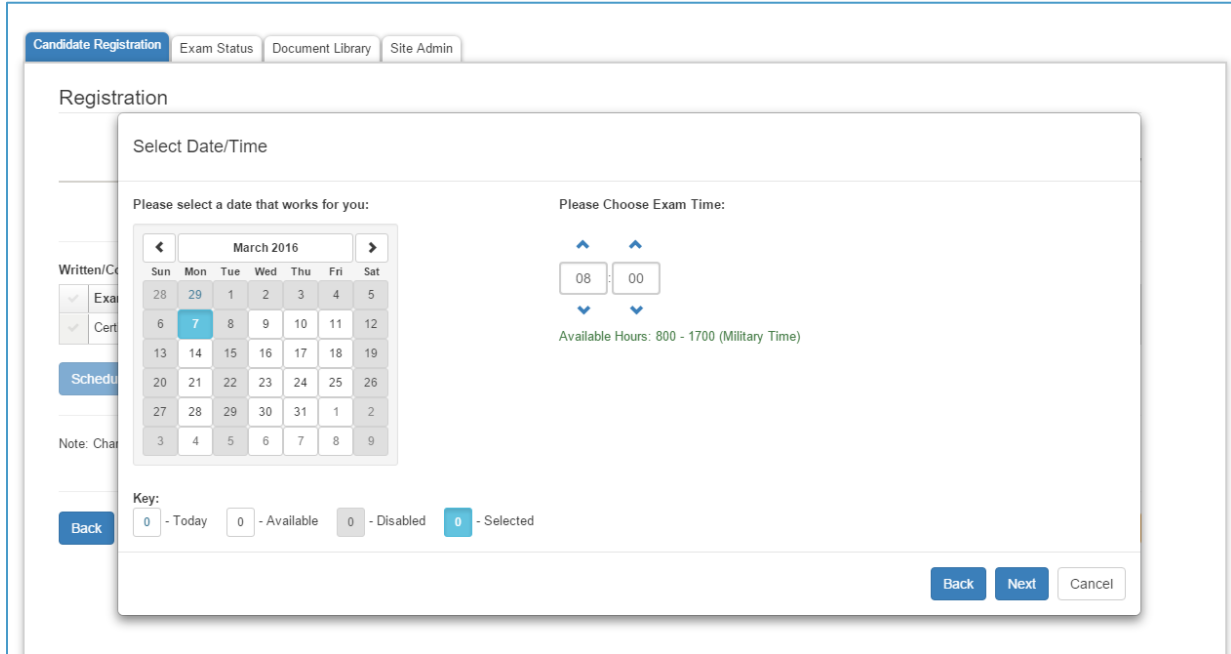
To search for other locations type in an address, zip, city or other location specific information and click search.

<input type="checkbox"/>	Site/Location	City	State/Regi...	Address	Notes	Cost
<input type="checkbox"/>	Language Access - Saint Paul	SAINT PAUL	MN	1885 UNIVERSITY AVE. W #36	Free parking in the lot behind the b...	Standard
<input type="checkbox"/>	Sylvan Learning Center - Edina	EDINA	MN	4446 W 76TH ST	Can give 1 electronic exam at a time	Premium
<input checked="" type="checkbox"/>	4ROI Demo Site	MINNEAPOLIS	MN	1 CARLSON PARKWAY	To schedule an appointment call 7...	Standard
<input type="checkbox"/>	Sylvan Learning Center - Maple Gr...	MAPLE GROVE	MN	7928 MAIN ST.	We are located on Main Street, ho...	Premium
<input type="checkbox"/>	St. Cloud State University - Testin...	ST. CLOUD	MN	720 4TH AVENUE SOUTH	Parking Information: Parking Ram...	Standard
<input type="checkbox"/>	Language Access - Saint Cloud	SAINT CLOUD	MN	22 WILSON AVE. NE	Parking in lot next to the building.	Standard

Note: Sites listed here are in the order of closest to farthest from Candidate Address or the search criteria used above.

Next Cancel

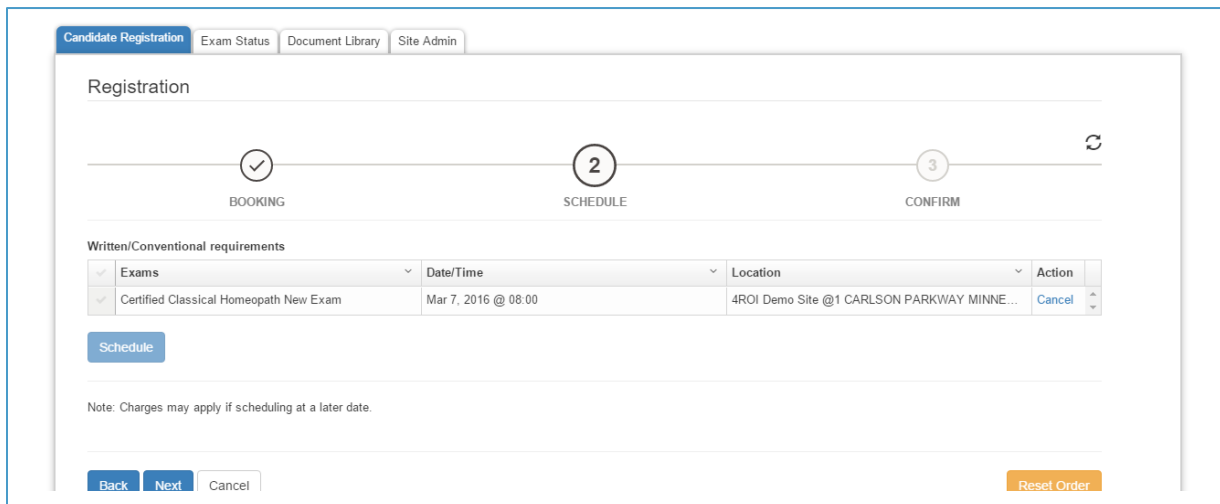
3. Click the Next button to continue with scheduling. A calendar will appear.



4. On the Select Date/Time screen, select the available date of your choice then, using a 24-hour clock, enter your preferred **start** time. Note the following **important** points:

- Exams must be scheduled Monday through Friday, irrespective of site availability. If you schedule your exam outside of this time frame you will be asked to reschedule. Examinations will not be offered on U.S. holiday dates. You should ensure the site you wish to choose is available on your preferred date and time.
- The scheduled time must occur within the time frame of open/close times of the testing center. You must enter a start time that allows for a 4-hour exam such that the total time does not go past the closing time of the site you have selected. If you choose an invalid start time, the Exam Time box will appear in red and you will not be able to continue with scheduling.
- If you need to choose another site, click the Back button to access the Select Site/Location screen.

5. Once scheduling is complete, click the Next button to return to the Candidate Registration screen.



6. Review the scheduled exam information. If incorrect, click the Schedule button and repeat the previous step. If correct, click the Next button to proceed to confirmation and payment.
7. Follow screen instructions for confirmation and payment. Note that only credit card payments are accepted. Ensure the billing address noted on the payment screen matches the address associated with the credit card being used.
8. When done with payment, you will be return to the Candidate Registration window. Click on the Exam Status tab and follow screen instructions to complete the application and upload required documents (which will need to be validated for eligibility to take the exam; see the Required Supporting Documentation section of the [CHC Exam Handbook](#)).
9. Once confirmed to be eligible, you will receive an eligibility confirmation email with all information needed to sit for the exam. **You MUST print this email and take it with you to the exam site along with a government issued, picture form of identification on exam day.**

Please also see the [CHC Exam Handbook](#) for more detailed information about the certification process

Thank you for your continued interest in advancing the homeopathic profession
by becoming a CCH-certified homeopath!