

## Council for Homeopathic Certification

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](mailto: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](mailto: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**

<b>Action</b>	<b>Deadline (Calendar Days)</b>	<b>Refund</b>	<b>Fee</b>
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

## Council for Homeopathic Certification

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](mailto: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.
1. 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](mailto: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](mailto: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 the next two exam cycles. The exam may not be retaken within the same cycle (month).

If an applicant fails the second time, the applicant must wait one full year before retaking the exam.

Additional study is encouraged before retaking an exam. If the applicant fails for the 3rd time, documentation of additional study of a minimum of 40 hours is required to retake the exam; options include a refresher course at a homeopathy school, CHC exam bootcamp or foundational training. Such additional *training must reflect the fundamental knowledge as outlined in the Domains and Statements of our Job Analysis.*