

PO Box 75
Chartley, MA 02712

Toll Free: 1-866-242-3399
www.homeopathicdirectory.com
chcinfo@homeopathicdirectory.com



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).

Table of Contents

The CHC Exam	3
About the CHC	3
Find a Homeopath	4
Benefits of CHC Certification	4
CHC Exam Eligibility Requirements	12
CHC Exam Readiness Worksheet	14
For ACHENA	14
Compliance Attestations	15
Exam Registration and Application Process	18
Exam Day at a Testing Center	33
Online, Live-Proctored Exam Instructions	35
Exam Reschedules, Cancellations, and Retakes	44
Request for Reasonable Accommodations for Testing	46
Request for Exam Related Concerns and Reconsiderations	48
Exam Development	49
Study Guides	49
Visit Exam Resources website page for Study Guides	49
Ethics Guidelines	50
Recertification	51

Council for Homeopathic Certification

The CHC Exam

The CHC Exam is a valid and reliable measure of an individual's knowledge and skill in classical homeopathy required for an entry-level certified practitioner of homeopathy. The CHC is accredited by the National Commission for Certifying Agencies (NCCA) and the only accredited certification organization in homeopathy. Individuals who have met the CHC Homeopathic Educational Requirements are eligible to take the exam.

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 to 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 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. The CHC was reaccredited in 2022 for the next 5 years.

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 to 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.

Council for Homeopathic Certification

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.

Find a Homeopath

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 provide 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 CHC credential promotes homeopathy as a recognized profession.
- Promote your practice on the CHC website, “Find a Homeopath.”
- Continue to build professional knowledge through recertification.
- Support the profession by participating in examination development activities, task forces, or CHC committees.
- Be considered for nomination to the CHC Board of Director.
- 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](#), which grants the RSHom(NA) designation
 - Eligible to receive 50% discount on a [Professional Membership](#) from 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.
 - Eligible for a complimentary two-month membership to [Trinity Health Hub](#) (new certificants only).
 - Eligible to receive practitioner discounts on homeopathic products from homeopathy pharmacies.

Council for Homeopathic Certification

- Eligible to purchase professional liability insurance through the Westminster Group

Certification Process Overview

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.

The certification steps has 3 phases:

1. **Phase 1: Submit an application**
2. **Phase 2: Verification and exam fee payment**
3. **Phase 3: Passing the exam**

Phase 1: Submit an Application

1. Create MyCHC Account
 - Go to <https://mychc.homeopathcertification.org/>
 - Click on Don't have an account.
 - Complete all fields with an asterisk (*)
 - For ROUTE, select your ROUTE based on the location of your educational program:
 - Formal Education: US is for graduates from ACHENA accredited programs in the US.
(Exception: Students from Canadian College of Homeopathic Medicine (CCHM) and The School of Homeopathy, should select US ROUTE and not the International ROUTE)
 - Formal Education: International is for graduates from programs outside of the US.
 - Select the School from the drop-down list or type in the name of the school attended internationally.
 - Create a password.
 - Click on Create Account.
 - Check the email address you entered to verify the email address.
 - Login
2. Complete the following Sections:
 - Address Information
 - Educational Information (including Program and any non-homeopathic education or other credentials)
 - Demographic Information If you need to request reasonable accommodation check the box in this section.

***Requests for reasonable accommodations must be submitted and approved 2-weeks BEFORE applying for the exam.**

Council for Homeopathic Certification

3. Complete the following Sections:
 - *Transcript or License*-Upload a single transcript that documents your foundational, clinical, and health sciences Training.
 - *Ethics*-Read and sign attestations related to Ethics, Client Rights
 - *Fitness to Practice*-Read and sign attestations related to Fitness to Practice and Legal Clearance.
 - *Confidentiality of Test Questions*-Read and sign attestations related to Confidentiality of Exam Questions.
 - *Pay application fee*.

Phase 2: Verification and Exam Fee Payment

- Verification of Application:
 - The PQE and/or Exam Committee will review your application for eligibility and verify it. This verification takes 2-3 weeks.
- Pay CHC Exam Fee:
 - After verification, pay the CHC Exam fee of US \$500.
- Receive Voucher for CHC Exam Registration:
 - Upon payment, receive a voucher to schedule the CHC Exam via WebAssessor.
 - Create a WebAssessor account to select your exam date, timing, and choose either Live Remote Proctoring or Testing Center options.

Phase 3: Passing the CHC Certification Exam

- Take the exam
- Successfully pass the exam to attain certification

Annual Recertification Requirement:

After certification, annual recertification is mandatory to maintain your credential.

Council for Homeopathic Certification

Exam Specifics

- Exam Content
 - Foundations and Theory of Classical Homeopath
 - Materia Medica
 - Repertory
 - Health Sciences
 - Ethics and Professional Practice
 - Homeopathic Case Taking
 - 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 Online Remote Proctoring in the US and Canada
 - No outside materials

Exam Scoring

- Standardized score (similar to SAT scoring)
- Score range: 100 – 300
- Passing score: 255
- A provisional score is given immediately upon completion of the exam.
- A final score is emailed two weeks after the close of the exam cycle.

During beta exam cycles, scores are provided within 6-8 weeks after the end of the exam cycle, or after the psychometric evaluation process has been completed.

Exam Day Policies*

- No outside materials or references inside exam room
- No electronic devices (phones, computers, etc.) inside exam room
- No eating or drinking is permitted at a testing Center during exam
- No test misconduct during exam

Fee Structures

1. All fees are in US dollars
2. A non-refundable \$35.00 fee is required as part of the application process.
3. A non-refundable \$110.00 fee is required as part of the PQE and exam committee verification for international graduates.
4. A \$500.00 exam fee is due prior to registration to take the exam.

Council for Homeopathic Certification

There are two pathways to apply for the CHC Certification Exam:

Pathway 1: Formal education in US: Graduates from ACHENA Accredited programs.

Fee Type	Fee Amount
Application Fee	\$35.00
Initial Exam Fee	\$500.00
Exam Retake Fee	\$325.00

Pathway 2: Formal education International: Graduates from programs outside of the US

Fee Type	Fee Amount
Pre-Qualification Evaluation Review (\$75) & Application Fee (\$35)	\$110.00
Initial Exam Fee	\$500.00
Exam Retake Fee	\$325.00

Council for Homeopathic Certification

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 (\$500 for initial exam or \$325 for retake exam) and schedule the exam date and time. Exams are scheduled Monday through Friday throughout each exam month. Exams are not offered on U.S. holidays. The exam can be taken only in the US and Canada.
- 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 IDs are required for admission to the test center.

Certification

After an applicant passes the exam, 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:
 - Proficiency in both oral and written English is required.
 - No extra time accommodations are provided for limited English proficiency.
 - An English language proficiency test is not mandatory.
- Requirements for U.S. Graduates:
 - Completion of a minimum of 500 hours of theory and foundations of homeopathy from an ACHENA accredited program.
 - 500 hours of clinical training from an ACHENA accredited program, including at least 10 independently managed chronic cases with two follow-ups each, supervised by a CCH, DHANP, or DHt Certified Supervisor.
 - Successful completion of college-level courses in Anatomy and Physiology and Human Pathology.
 - Compliance with required attestations, including Fitness to Practice and ethical standards detailed in the CHC's Code of Professional Ethics and CHC Client Healthcare Rights.
- Requirements for International Graduates:
 - Graduates from international homeopathy schools must be verified by the CHC Pre-Qualification Evaluation Committee (PQE) for eligibility.
 - Transcripts, homeopathic licenses, or supplemental documents must demonstrate:

Council for Homeopathic Certification

- 500 hours of classical homeopathic foundations.
- 500 hours of clinical work.
- Successful completion of college-level courses in Anatomy and Physiology and Human Pathology.
- The homeopathy school must be approved by a foreign government's Ministry of Education, Ministry of Health, or equivalent agency,
OR
Approved by a private accreditation agency with standards comparable to those of ACHENA and recognized by the respective government entity.
- Applicants may be asked to verify their education through evaluation services like AACRAO, ECE, or WES.
- Individuals whose education does not meet CHC eligibility requirements may be required to complete additional training.
- This revised presentation provides a clear and professional understanding of the CHC Certification Process and Eligibility Requirements.

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.

Council for Homeopathic Certification

Compliance Attestations

Compliance with professional ethics, client 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 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 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

Council for Homeopathic Certification

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

Council for Homeopathic Certification

<p>Have you had any disciplinary or administrative actions taken against you by any licensing board or health-related professional association or school?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Have you been denied or voluntarily surrendered a license to practice in any health-related profession?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

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.

Confidentiality of Test Questions

Each test taker must agree and electronically sign this attestation during registration and prior to taking the exam.

- I acknowledge that I will leave all bags, books, printed materials, electronic devices- including cell phones, computers other than the exam computer, tablets or other materials outside the examination room during the exam.
- I acknowledge that the CHC exam and exam questions are the valuable, copyrighted property of the CHC and as a condition of testing:
 - I agree to maintain the confidentiality of all test questions and cases.
 - I agree not to discuss the exam, specific exam questions and cases with anyone other than the CHC office. I will not duplicated, retain or keep any part of the exam materials in whole or in part, paper or digital, or in any other form.

Violation of this agreement, in whole or in part, may result in receiving a failing grade and/or subsequent disqualification from the certification process. If there are any irregularities or adverse events during the exam administration, please report by telephone, 866-242-3399, and email, chcinfo@homeopathicdirectory.com, within 24 hours.

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 EST or Eastern Standard 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 the application status within 2-3 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.

Step 1: Complete application and pay application fee

1. Complete the application and pay the application fee.
 - [Steps to apply for the US ROUTE.](#)
 - [Steps to apply for the International ROUTE with License.](#)
 - [Steps to apply for the International ROUTE without a License.](#)

Council for Homeopathic Certification

STEP 2: Pay exam fee

1. If approved to take the exam, an applicant will receive an email to pay for the CHC Exam and receive a voucher to register.
2. If rejected, the applicant will be asked to submit additional supporting documents or answer questions about the application submission.

STEP 3: Create WebAssessor Profile

Within 48 business hours after your exam fee payment is processed, you will receive a Schedule Exam email from chcinfo@homeopathicdirectory.com which will instruct 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.

Home | Login | Forgot Password | Create New Account

CHC

Home Exam Handbook Contact Help

CHC Certification Exam

Welcome to the Council for Homeopathic Certification Registration!

Follow these steps to schedule an exam:

1. Create a New Account
2. Log into your New Account
3. Click on "Schedule Exam"

Username

Login

Password

Password

Log In

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

CHC

Save Cancel

Username:

Must be an email address or alphanumeric characters.

Password:

The password must be at least 8 characters long and contain at least one uppercase character, one lowercase character, one digit, and one special character: !@#\$%^&*()[] (e.g., "John\$mith88")

Re-Enter Password:

Legal First Name:

When taking an exam at a testing center, the name on your two forms of identification must match exactly with your name as specified below. Additionally, all identification must be current. Expired identification will not be accepted.

Legal Last Name:

Company Email Address:

Primary Phone:

Address Line 1:

Address Line 2:

City:

Province/State:

Postal Code:

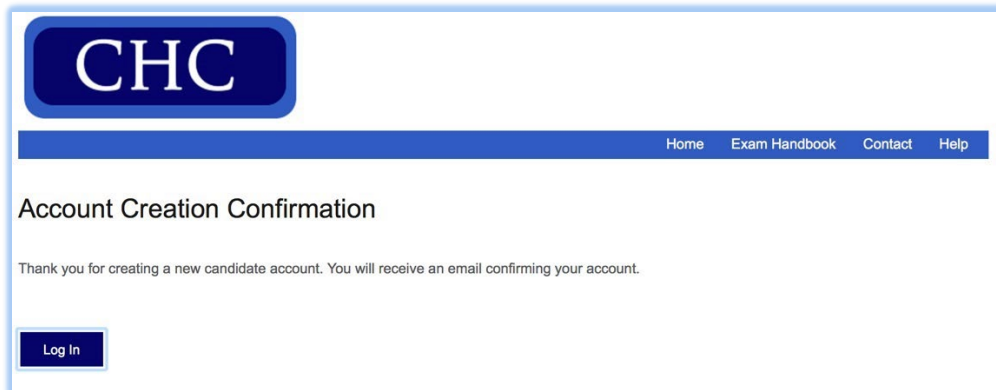
Country:

Client Specific Fields:

Education:

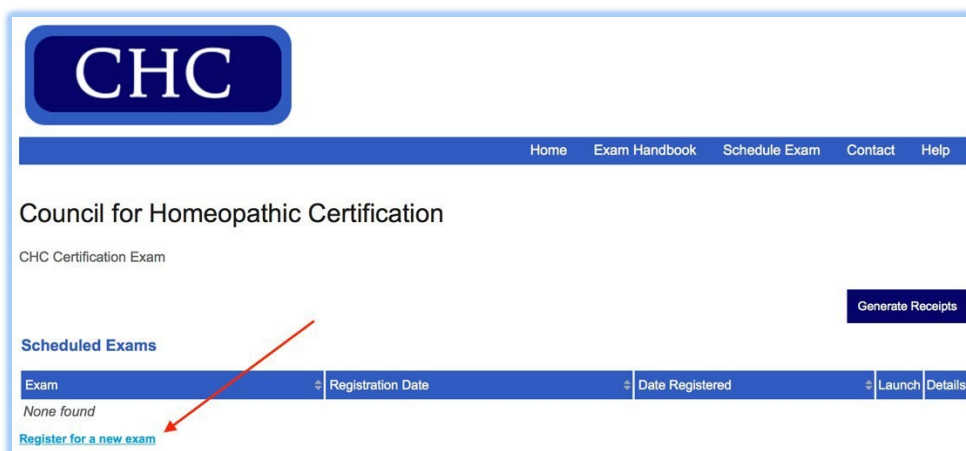
Save Cancel

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.

Exam Scheduling

To schedule an exam, please select an exam from the list below.

CHC Catalog

CHC Sample Exam - Sandbox		PR000001	multiple			
CHC Sample Exam - Sandbox	Retake Policy :	PR000001	Kryterion Testing Center	USD 1.00	Schedule	
CHC Sample Exam - Sandbox	Retake Policy :	PR000001	Online Proctored	USD 1.00	Schedule	
CHC Sample Exam - Sandbox (Unproctored)	Retake Policy :	PR000002	Not Proctored	USD 1.00	Schedule	

Council for Homeopathic Certification

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

4. Click your preferred testing center and click **Select**.

<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	

Council for Homeopathic Certification

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							
Friday							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
13		1	2	3	4	5	6
14	7	8	9	10	11	12	13
15	14	15	16	17	18	19	20
16	21	22	23	24	25	26	27
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.

The screenshot shows the CHC Shopping Cart interface. At the top, there is a navigation bar with links for Home, Exam Handbook, Schedule Exam, Contact, and Help. Below the navigation bar, the page title is "Shopping Cart". The main content area displays a table with columns for Exam, Details, Price, and Actions. The table contains one item: "CHC Sample Exam - Sandbox" with a price of 1.00 and a "Remove" link. Below the table, there is a section for "Voucher Code" with a note: "NOTE: Voucher codes are case sensitive". A red arrow points to the input field for the voucher code. To the right of the input field is an "Apply" button.

The screenshot shows the CHC Shopping Cart interface after a voucher code has been applied. The table now includes a "Promotion Applied" row with a code "AttQ2tQ9QS2-SyaD" and a value of -1.00. The "Total Price" is now "USD 0.00". A note at the bottom states: "*Charges are made in USD, currency conversion fees may apply". At the bottom of the page, there are three buttons: "Clear Cart", "Return Home", and "Check Out". The "Check Out" button is circled in red.

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.

1. 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 are allowed in the 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 unless deemed necessary due to a documented medical condition and approved **prior to the exam date**.
- No test misconduct is 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.



Council for Homeopathic Certification

- 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 will immediately appear. Please do not call the office as CHC policy prohibits communicating exam results by phone. Scores will be finalized and emailed 2 weeks after the end of the exam cycle.

After the Exam

- If you pass the exam, you will be fully certified.
- If you fail the exam, you will receive follow-up information about your standardized score.
 - 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.
 - Thereafter any failures require additional 40 HOURS of refresher training.
 - No limits on the number of retakes.

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

Exam Computer Readiness Test Windows and Mac OS X

After all hardware and software minimum requirements are set, navigate to <https://www.kryterion.com/systemcheck/> to test the hardware and software.

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)

Secure Browser Security Software Installation

Please schedule online exam in WebAssessor before installing Secure Browser Security.



Council for Homeopathic Certification

Also, before Installing Secure Browser, uninstall any previous Secure Browser applications (also referred to as "Web Secure Browser", "Secure Browser Secure", "Kryterion Secure Browser", or "Secure Browser") 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 Secure Browser 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 Secure Browser 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 Secure Browser Secure

Windows

- Click "Install Secure Browser" 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 Secure Browser Secure Setup appears
- Read and accept the terms of the End-User License Agreement and click "Next"
- Click Install and Finish

Mac

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



Council for Homeopathic Certification

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.

Council for Homeopathic Certification

- 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, Secure Browser 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



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 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

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.**

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.

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 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.*

Council for Homeopathic Certification

- Thereafter any failures require additional 40 HOURS of refresher training.
- No limits on the number of retakes.

Council for Homeopathic Certification

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 PO Box 75 Chartley, MA 02712. **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.

Council for Homeopathic Certification

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, PO Box 75, Chartley, MA 02712.

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: _____

Council for Homeopathic Certification

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.

If an irregularity or adverse event or situation occurs during the exam, the applicant must notify the proctor immediately and notify the CHC by phone or email within 24 hours of taking the examination (866-242-3399, chcinfo@homeopathicdirectory.com).

Send requests to chcinfo@homeopathicdirectory.com, fax to 866-245-6211, or mail to The Council for Homeopathic Certification, PO Box 75, Chartley, MA 02712.

Applicants concerns with redacted personal identification information are forwarded to the Exam Committee for review and determination.

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 CCH-certified practitioners under the direction of Kryterion, an internationally recognized psychometric and testing consulting firm. The study sets a benchmark on an 182 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 a panel of CHC certified Subject Matter Experts (SMEs) to the CHC Board. The CHC Board ratifies the recommendation. All versions of the test are statistically equated.

Study Guides

[Visit Exam Resources website page for Study Guides](#)

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 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 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 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.
- Certificants are able to recertify from July 1st each year. The CHC will not begin reviewing recertification submissions until September 1st and will only review submissions for which all required elements are complete.
- An updated digital CCH certificate valid through the upcoming year is automatically uploaded into the Digital Wallet in Certemy except for certificants that are under audit. Those who are under audit will receive an updated digital CCH certificate in their Digital Wallet within four to six weeks after submission.
- A certificant who completes recertification requirements on or before the deadline each certification year 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 April or October 2023 need not submit recertification requirements for the December 31st, 2023 deadline; instead, the December 31st, 2024 deadline applies.