



COUNCIL FOR
HOMEOPATHIC
CERTIFICATION

Recertification Handbook

for the credential
Certified Classical Homeopath (CCH)



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

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About the CHC

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

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

CHC Mission

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

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.

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

Members of the public may verify that a CHC-certified homeopath is in good standing by visiting the [CHC Registry](#).

Benefits of CHC Recertification

CCH practitioners in good-standing qualify for the following benefits:

CHC certification equates homeopathy with other certified healthcare professions.

CCH credential provides greater legal and public recognition of homeopathy.

CCH credential promotes homeopathy as a recognized profession.

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

Continue to build professional knowledge through recertification.

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.

Recertification

Active certificants in good standing may use the CCH credential. Beginning the year **AFTER** certification is earned, annual recertification is required to maintain a good-standing status.

Purpose of Recertification

The recertification process requires CHC-certified practitioners 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. Certificants who complete recertification requirements on or before the **November 30th** deadline each certification year maintain good standing status. CPD involves two important steps:

- Participation in ACHENA-approved continuing education events or other approved activities that support professional development and personal growth
- Submission and evaluation of recertification requirements within a standardized process

Recertification Process Overview

Recertification is an annual online process that relies on CHC-certified practitioners accessing their MyCHC accounts through the website and maintaining updated account information. Certemy is the database service used for the recertification process. The recertification process requires three main steps:

- Confirm contact information and answer and electronically sign Ethics, CHC Client Healthcare Rights and Fitness to Practice attestations.
- Enter CEU information.
- Pay fee and submit.

Contact information is maintained by the certificant via Certemy and accessed by secure password. Submission of all certification requirements must be received by November 30th each year.

Certificants are able recertify year-round. The CHC will not begin review of 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.

Certificants should contact the CHC chcinfo@homeopathicdirectory.com if issues arise with the online process.

Recertification CEU Requirements

For each annual recertification cycle, the CHC requires a total of 15 Continuing Education Units (CEUs):

- A minimum of ten (10) Category I CEUs
- Up to a maximum of five (5) Category II CEUs

Category I CEUs

Category I (Homeopathy) CEUs are earned through attendance at or by completion of educational or other approved professional programs and activities relevant to professional classical homeopathy practice. Homeopathy education-related conferences, seminars and post graduate courses must be [ACHENA](#)- or [CHO](#)-approved to qualify as Category I CEUs. Homeopathy teaching and presenting activities do not require ACHENA- or CHO-approval.

Category II CEUs (Non-Homeopathy)

Category II CEUs are earned through qualifying activities not directly related to classical homeopathy but directly relevant to providing professional service to clients as follows:

- Non-homeopathy college or university courses focused on topics not directly related to Classical Homeopathy
- Non-homeopathy seminars, workshops, conferences, or other educational programs or activities focused on topics not directly related to classical homeopathy that are taught by a certified practitioner in the topic's discipline.
- Non-homeopathy teaching which supports homeopathic practice taught by a CCH certified in the topic.

Please scroll forward to see the CHC Approved CEU Chart

CHC Approved CEU Activities

CEU ACTIVITIES	Unit	CEUs earned
CATEGORY I (Homeopathy) AT LEAST 10/year		
ACHENA/CHO-approved conference, seminar, post-grad course	1 hour	1
CHC Advocacy or Promotion	-	3
CHC Board Meeting	1 Meeting	1 (Max 4/year)
CHC Committee Chairperson	-	7.5
CHC Committee Work	3 hours	1 (Max 5/year)
Homeopathy article published in professional journal	-	6
Homeopathy book or manual published	-	15
Homeopathy book review, published	-	3
Homeopathy conference or seminar presentation	1 presentation	3
Homeopathy course or curriculum development	-	5
Homeopathy journal article review, published	-	1
Homeopathy movie screening event chairperson	-	5
Homeopathy organization board or committee work	-	(Max 5/year)
Homeopathy organization newsletter article writing	1 Article	1
Homeopathy organization newsletter editing	-	(Max 3/year)
Homeopathy presenting, teaching or advocacy to non-homeopaths	-	3
Homeopathy research/proving supervision or researching	-	10
Homeopathy school or study group instruction	1 hour	2
Homeopathy supervision or mentoring (homeopaths/students)	1 hour	2
Homeopathy video development	-	3
Homeopathy video presentation	-	3
Item Writing	5 approved items	2 (Max 10/year)
JAHc Conference Volunteer	-	5
Orientation Discussion	2 orientations	1 (Max 5/year)
Poster presentation	-	3
CATEGORY II (Non-homeopathy) MAX 5/year		
Non-homeopathy college courses	1 Hour	1
Non-homeopathy education taught by a practitioner certified in the topic	1 Hour	1
Non-homeopathy teaching or presenting by CCH who is also certified in the topic	1 Hour	2

CEU Documentation

All CEU activities entered into MyCHC are subject to review and acceptance by the CHC. In all cases, credit is granted only after the CEU activity has been completed. Certificants must maintain CEU documentation records in their personal files for at least two years following each annual recertification cycle.

EVERYONE must upload supporting documents to meet system requirements for this recertification submission step. Only certificants randomly selected for the annual 10% audit and those who recertify late, after the November 30th deadline, will have their documents verified by the CPD committee.

If you cannot obtain a supporting document for each CEU activity before you submit your recertification, please download this [CEU Placeholder File](#) to your device. Next, re-upload the file into the CEU document field(s) for which you have no supporting document(s). Specific instructions for this upload process located on page 16.

Documents submitted to support CEU claims must include:

- Name of activity and, if applicable, the name of 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 presentations to homeopaths or the general public sponsored by the CCH, a copy of the announcement flyer, email or social media post that clearly indicates the name and date of the presentation and shows the CCH holder as the presenter
- For article publications, a photo of the article that clearly indicates the name and date of the publication and shows the CCH holder as the author
- For books or book chapters, photos of the title and copyright pages (and bibliography page if the title page does not show the CCH holder's name)

CEU Time Limits

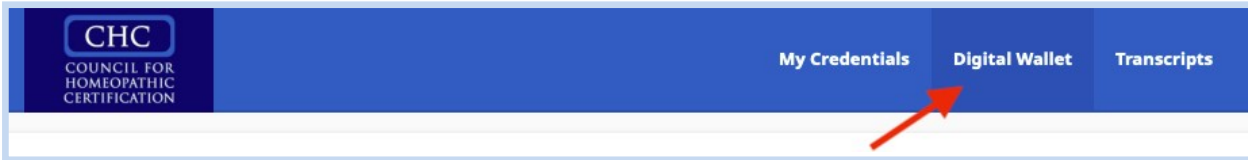
To count toward recertification, participation in a CEU activity must have taken place within the 12 months preceding the recertification deadline (i.e. 12/1/previous year through 11/30/current year). However, up to 15 CEUs earned in excess of the required 15 for a current recertification cycle may be carried forward and applied to the next year's recertification CEU requirements.

CEU Carry-Forwards

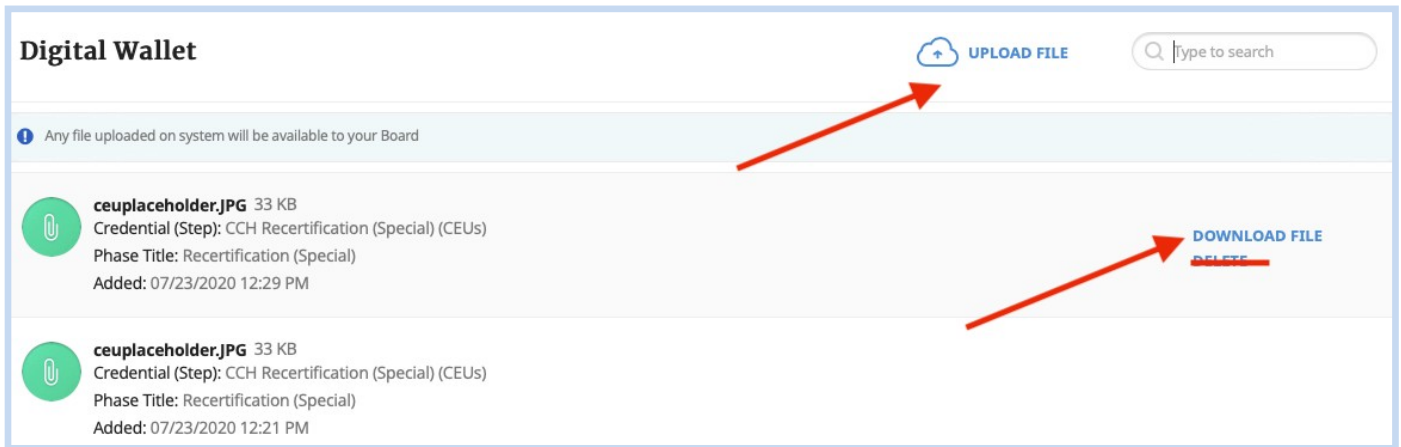
The MyCHC system now requires certificants to manually enter carry-forward CEUs each year. **CEUs will no longer be automatically carried forward by the system.** When 15 CEUs (at least 10 Category I and up to 5 Category II) have been entered into MyCHC, no more CEU entries are accepted for that recertification period. CEU documents uploaded for the current year that include extra/carry-forward CEUs will remain in the certificant's Digital Wallet. Read more about the digital wallet in **CEU Document Storage** on page 8.

CEU Document Storage

Each certificant has a Digital Wallet within their MyCHC account. To locate the Digital Wallet, log in and select Digital Wallet from the blue tool bar on the top right screen.



The Digital Wallet stores all documents uploaded on the CEU entry page during each recertification cycle. For convenient storage of CEU documents, certificants may also upload documents at any time throughout the year by selecting Upload File. Each entry is date-time stamped for easy identification. Also, the document can be downloaded from MyCHC to your device by hovering over the document and selecting Download. Note: Never delete documents from MyCHC as they are part of your permanent CHC record.



CEU Random Audit

The CHC recertification system randomly selects on-time recertification submissions to audit during the recertification cycle. Late recertification submissions are audited during the month in which they are submitted.

Certificants whose recertification submissions are randomly selected for audit will be notified by email and their CEU documentation in their Digital Wallet will be verified by the CPD committee.

Certificants selected for audit will have 21 days to upload any missing documentation into their Digital Wallet or submit additional documentation, and all documentation must reflect CEU activities completed during the recertification cycle (December 1 – November 30) or those carried forward from the previous year. See CEU Document Storage for upload instructions.

The CHC reserves the right to evaluate, at its discretion, all CEU 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, the CHC may change the number of credits proposed for an activity or program. In addition, the CHC reserves the right to contact any appropriate information source, including individuals or organizations referred to in the documentation submission during the annual randomly-selected CEU audit. The CHC reserves the right to request additional information or clarification about a specific activity prior to final acceptance. The CHC will notify the certificant in writing about any denied CEUs and the reasons for denial.

Falsifying Information

If, during the random audits, a certificant is unable to provide documentation for the CEUs entered into their account during the current recertification cycle, the certificant's CCH credential will automatically lapse. For more information about lapsed credentials, see the Lapsed and Expired section of this document on page 10.

Attestation Submission

Compliance with professional ethics, client/patient rights, and Fitness to Practice reporting is paramount to obtaining and retaining the CCH credential. Truthful answers to compliance questions are required during each recertification process. All records maintained by the CHC are confidential and will only be released by written request or as required by law.

Certificants must truthfully and fully respond to all health and legal questions and provide additional information if necessary. Certificants must also 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. All information is reviewed per CHC policies.

If you answer "yes" to any Health Status question, you must upload a personal 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.

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

Recertification Deadline and Fees

To maintain the CCH credential in good standing, CCH holders must submit all recertification requirements by November 30th each year. Past due submissions accrue late fees as detailed in Table 1.

Recertification Fees

If submitted by...	Recertification Fee	Late Fee	Total
Recertification Deadline (November 30 th)	\$170	n/a	\$170
Dec 1 st - Dec 30 th	\$170	\$25	\$195
Dec 31 st - Jan 29 th	\$170	\$50	\$220
Jan 30 th - Feb 28 th	\$170	\$75	\$245

Table 1. Recertification Fees.

*Contact information is removed from the CHC online directory for certificants not recertified by December 31st. If/when recertification is approved, contact information will be reinstated. Recertification submissions will not be accepted **after February 28th**. If recertification requirements are not met by this date, the CCH certification will be considered lapsed and the certificant may no longer use the CCH credential.

Lapsed and Expired Credentials

If recertification requirements are not met by February 28th, the CCH credential lapses, and the certificant may no longer use the CCH credential. Reactivation of a lapsed credential is possible if the credential has been lapsed for two (2) years or less. Reactivation of a lapsed credential requires four actions:

- Complete and submit the [CCH Credential Reactivation Form](#)
- Upload documentation of 15 CEUs per lapsed year (see Recertification CEU Requirements)
- Pay \$170 recertification per lapsed year(s)
- Pay \$100 reactivation fee

If the credential has been lapsed for more than two years, the credential is expired. Expired certificants may reactivate the credential by taking the CHC Exam at the Retake Fee.

Annual Recertification Submission Process

The CHC uses an online program called Certemy to manage data, accept exam applications and process recertifications. The instructions in this section will help you complete annual recertification in Certemy, referred to as MyCHC going forward.

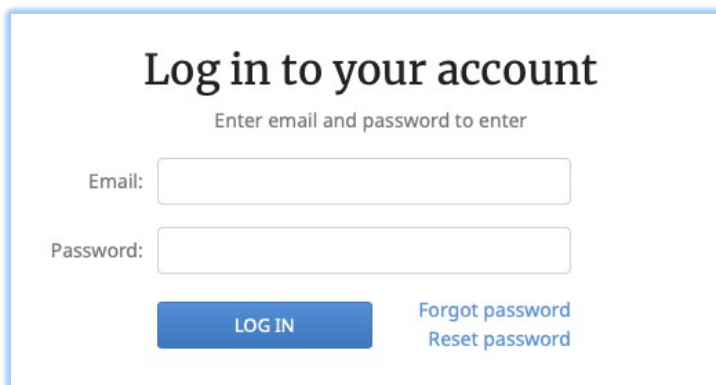
Recertification submissions and payments must be completed prior to midnight Eastern Time on November 30th each year. Late submissions will be assessed late fees as detailed earlier.

CHC Recertification Steps

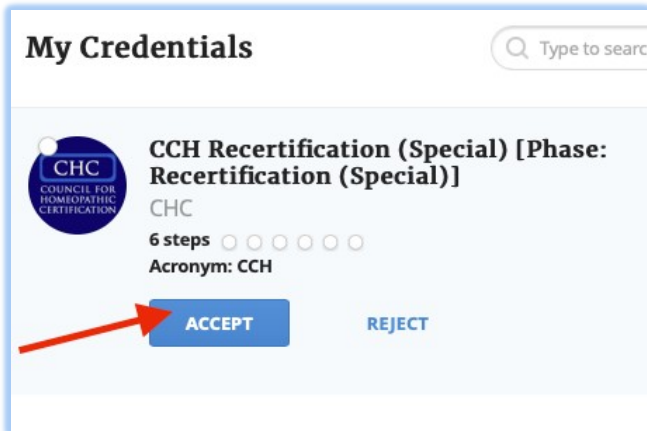
1. Confirm contact information and answer attestations.
2. Enter CEU information.
3. Pay fee and submit.

STEP 1: CONFIRM CONTACT INFORMATION AND ANSWER ATTESTATIONS

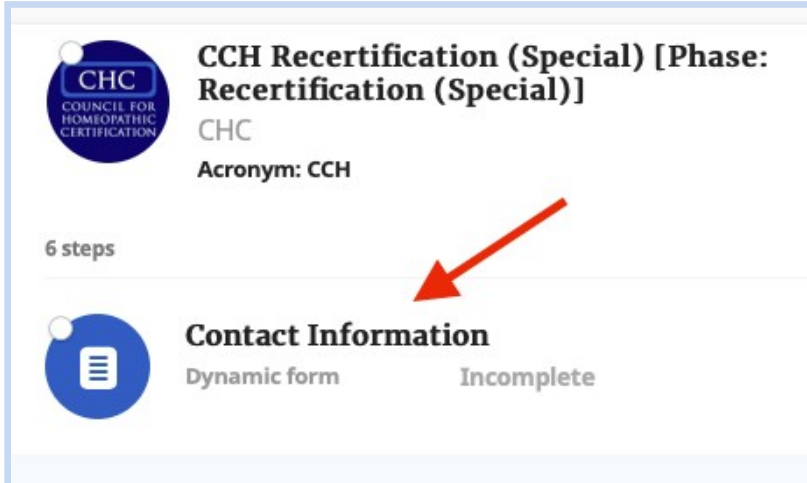
1. [Click here](#) or paste <https://chc.certemy.com/entry/login> to navigate to the MyCHC system.
2. Log in to your account.

A screenshot of the login page for the MyCHC system. The page has a light blue border. At the top, it says "Log in to your account" in a large, bold, black font. Below this, in a smaller font, it says "Enter email and password to enter". There are two input fields: "Email:" and "Password:". Below the "Email:" field is a blue button with the text "LOG IN" in white. To the right of the "LOG IN" button are two links: "Forgot password" and "Reset password", both in blue text.

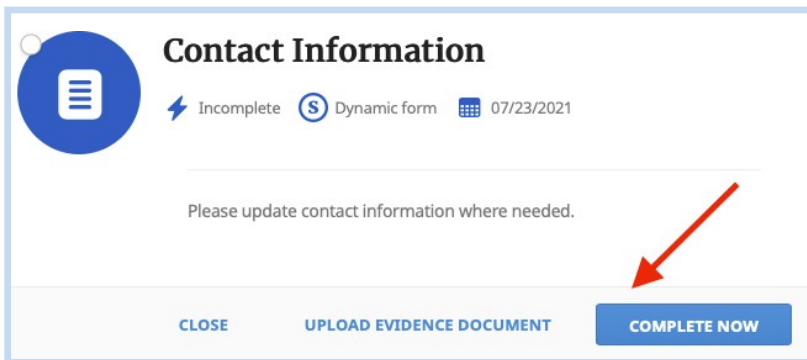
3. On left side of screen, **ACCEPT** the CCH Recertification credential and then **PROCEED**.

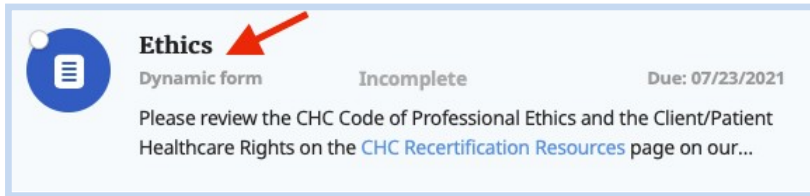



4. On right side of screen, tap **Contact Information** to open form.



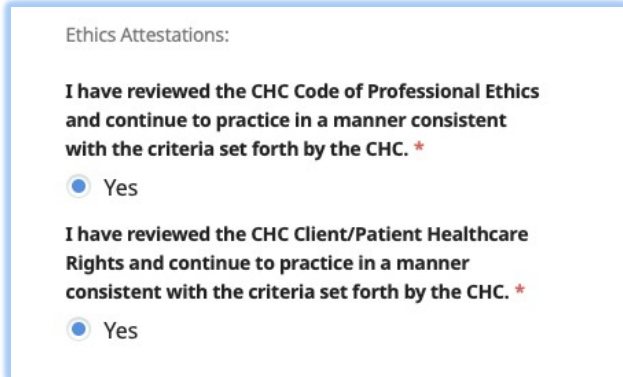
5. Tap **COMPLETE NOW** to confirm/modify contact information, select **CONTINUE** when done and **CONFIRM** to finish this section.



6. Select Ethics and COMPLETE NOW.

Ethics 
Dynamic form Incomplete Due: 07/23/2021

Please review the CHC Code of Professional Ethics and the Client/Patient Healthcare Rights on the [CHC Recertification Resources](#) page on our...

7. Read Code of Ethics and Client Rights, answer both statements and CONTINUE.

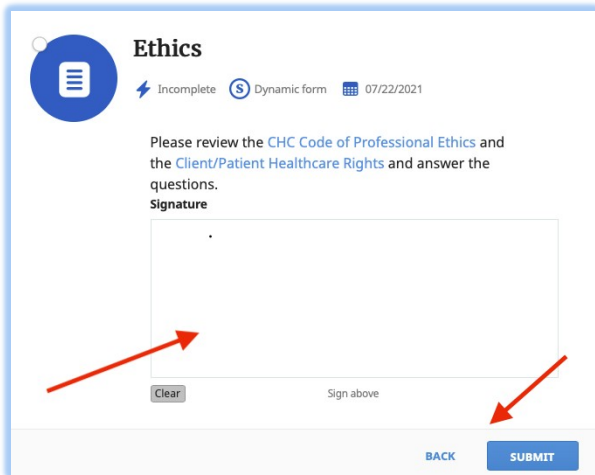
Ethics Attestations:

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

☒ Yes

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

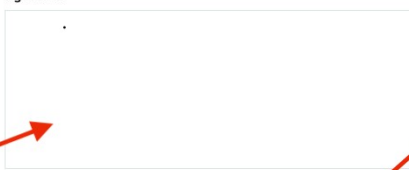
☒ Yes

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

Ethics
Incomplete Dynamic form 07/22/2021

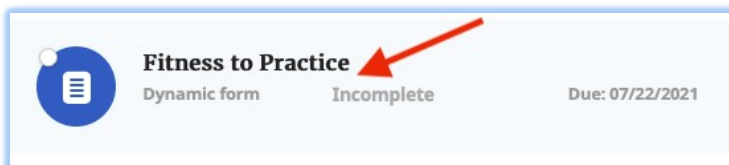
Please review the [CHC Code of Professional Ethics](#) and the [Client/Patient Healthcare Rights](#) and answer the questions.


Signature



Clear Sign above

BACK SUBMIT

9. Select Fitness to Practice and COMPLETE NOW.

Fitness to Practice 
Dynamic form Incomplete Due: 07/22/2021

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

Health Status Questions

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

☐ I Agree

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? *

☐ Yes (Submit document below)
☐ No

Upload document

Drop files to attach, or [Browse](#)

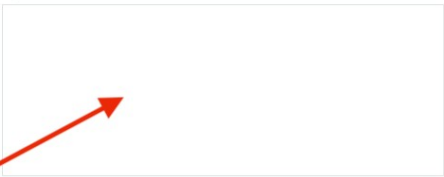
11. Sign with touchpad or mouse, tap SUBMIT, then CONFIRM.

Fitness to Practice

⚡ Incomplete ⓘ Dynamic form 📅 07/22/2021

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.

Signature



Sign above

[BACK](#)

STEP 2: ENTER CEU INFORMATION**1. Select CEUs and COMPLETE NOW.**



CEUs

Education


Incomplete

Due: 07/23/2021

NOTE: In support of CCHs adversely affected by the coronavirus, the CHC Board has approved a Gap-Filler CEU for this year's

2. First, enter Category I (homeopathy) CEUs: Select Activity Type from list (view all list choices in CEU Chart on page 5). Enter number of CEUs earned for the activity, the Activity Title (i.e. course name or volunteer activity), the Activity Sponsor and the date the activity was completed. Next, upload the supporting document for the activity and CONTINUE to enter next activity. If you do not have a supporting document, follow instructions in #3.

Submit Units for Category I



Category I

Min: 10 Max: 15 Submitted: -

Homeopathy

Incomplete

Activity type *

Please select ▼

Units * ⓘ

Value should be multiple of 0.5
Reporting more than 15 units will not affect your progress


Activity title *

Activity sponsor/ Provider *

Date when the activity was completed *

yyyy-mm-dd

Upload credential file(s) (up to 5 MB) *

 Drop files to attach, or [Browse](#)

3. For CEU activities with no supporting document, a file must be uploaded to meet system requirements. Scroll down left side of screen to find the CEU Placeholder link, The link automatically downloads a placeholder document to your device. Next, upload the placeholder document from your device into the MyCHC account and CONTINUE to enter next activity.

For this transition year only, enter CEU Carry-Forwards, as detailed in the CEU Carry-Forward email, by selecting CEU Carry-Forward Cat I or CEU Carry-Forward Cat II from the list of CEU Activities. It is not necessary to specify the exact activity as this information was previously recorded in your CHC record.

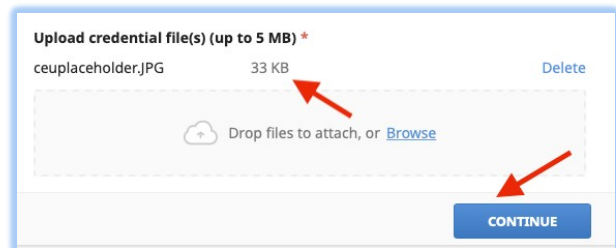
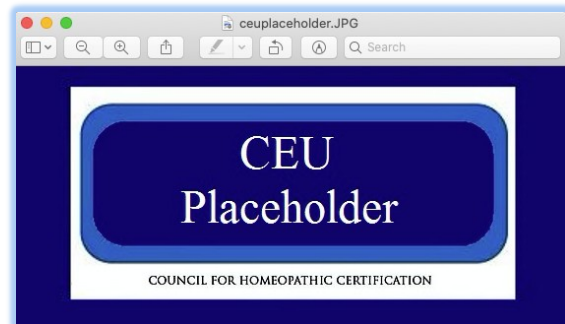
CEU Documentation

Only CCHs chosen for the 10% random audit are required to provide CEU supporting documents. **However, EVERYONE must upload a file to meet system requirements for this step.**

If you do not have a supporting document for each CEU activity you enter, please download this [CEU Placeholder File](#) to your computer/device and re-upload it into the CEU document field(s) for which you have no supporting document(s).

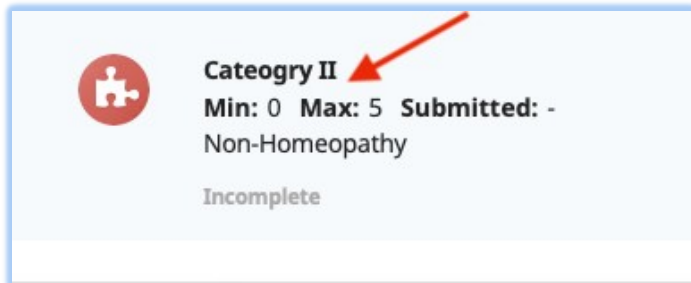
CEU supporting documents must include the following:

- Name of activity and, if applicable, the name of 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 CHC CEU-eligible activities



4. Repeat #2 and #3 until all Category I (homeopathy) CEUs have been entered.

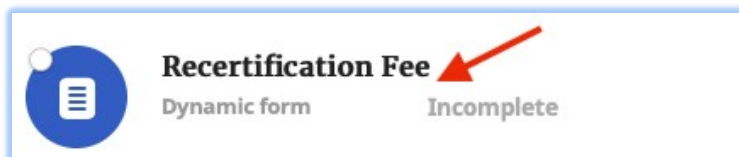
5. At the bottom left screen tap Category II to enter Category II (non-homeopathy) CEUs, if needed.



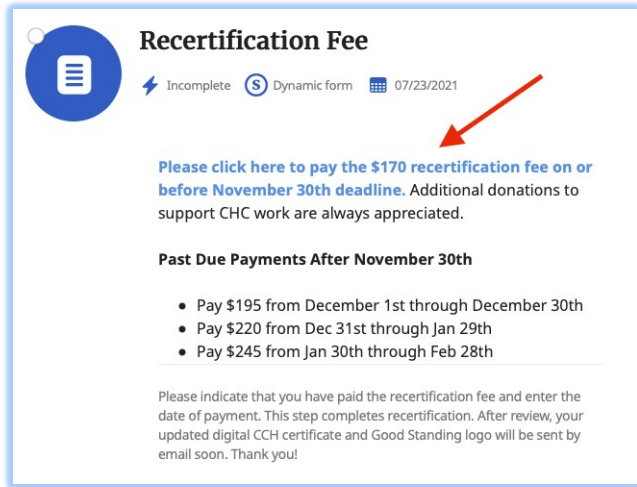
6. Repeat #2 and #3 until all Category II (non-homeopathy) CEUs have been entered.

STEP 3: PAY FEE AND SUBMIT




1. Tap BACK TO MY CREDENTIALS at top left screen and select Recertification Fee to proceed.



2. Click “Please click here to pay the \$170 recertification fee”.



Recertification Fee

 Incomplete  Dynamic form  07/23/2021

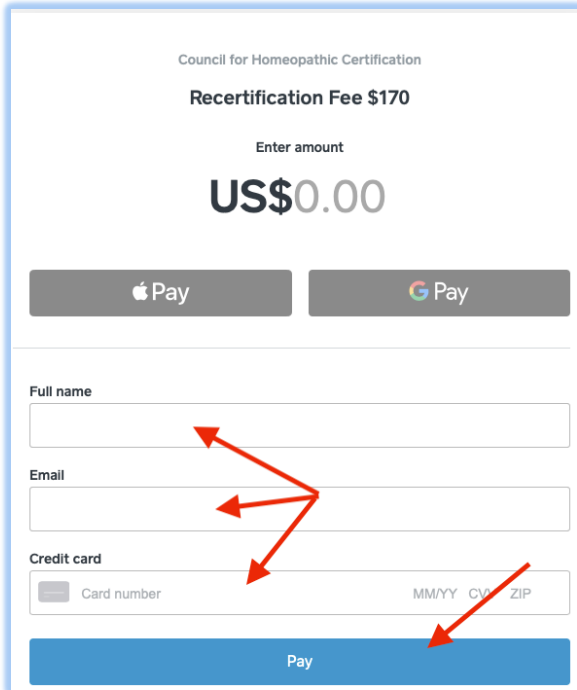
[Please click here to pay the \\$170 recertification fee on or before November 30th deadline.](#) Additional donations to support CHC work are always appreciated.

Past Due Payments After November 30th

- Pay \$195 from December 1st through December 30th
- Pay \$220 from Dec 31st through Jan 29th
- Pay \$245 from Jan 30th through Feb 28th

Please indicate that you have paid the recertification fee and enter the date of payment. This step completes recertification. After review, your updated digital CCH certificate and Good Standing logo will be sent by email soon. Thank you!

3. Land on payment page in another window, enter amount (\$170 + donation + late fees, if applicable), name, email and credit card info, then select Pay.





Council for Homeopathic Certification

Recertification Fee \$170

Enter amount

US\$0.00


 

Full name

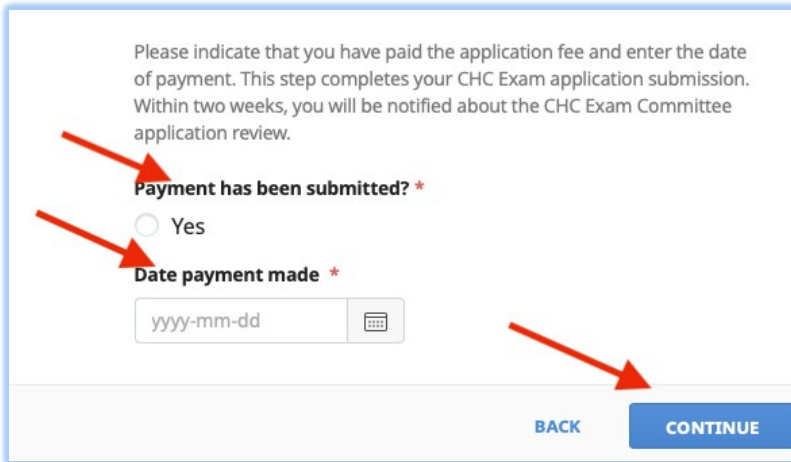
Email

Credit card

Card number MM/YY CVV ZIP



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




Please indicate that you have paid the application fee and enter the date of payment. This step completes your CHC Exam application submission. Within two weeks, you will be notified about the CHC Exam Committee application review.

Payment has been submitted? *

☐ Yes

Date payment made *

yyyy-mm-dd 

[BACK](#) [CONTINUE](#)

9. The recertification fee payment completes the recertification submission. Unless under audit, you should have a digital CCH certificate in your Digital Wallet.

Thank you for Recertifying!

Reconsideration Request

Reconsideration Request: A written request regarding denied recertification, reactivation or retired status must include the certificant's name, address, certificate number, and a description of the specific issue or concern(s).

Certificants may submit requests regarding denied recertification, reactivation or retired status by writing to the CHC at the address below or email (chcinfo@homeopathicdirectory.com) within 5 business days of receipt of the decision.

Certificants concerns will be forward to the Continuing Professional Development Committee (CPD) for a determination. The certificant will be notified in writing within 30 days of any action resulting from the inquiry.

Write to:

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

Appeals Request

Certificants may submit requests regarding denied recertification, reactivation or retired status by writing to the CHC at the address below or email (chcinfo@homeopathicdirectory.com) within 5 business days of receipt of the decision.

A written appeal request for reconsideration regarding denied recertification, reactivation or retired status must include the certificant's name, address, certificate number, and a description of the specific issue or concern(s).

Upon denial of reconsideration by the CPD Committee, an appeal may be submitted within 5 days of notification of the CHC's original decision.

The appeal must be made in writing and include all identifying information and supporting documentation relevant to the appeal. The Appeals Committee reviews the case for any potential inaccuracies and/or miscalculations in determining recertification status, reactivation or retired status. Decisions of the Appeals Committee are final. The applicant will be notified, in writing, within 30 days of the Appeals Committee's decision.

Write to:

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

CCH 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.

CCH Retired Designation

The designation, CCH(Retired) or CCH(Ret), may be used on documents such as business cards, curriculum vitae, or resumes. With the designation CCH(Retired), retirees are not required to complete the annual recertification process. The one-time fee to obtain retired status is \$75.00.

Retirement Status Requirements

Retirement eligibility requirements include:

- Be certified in good standing with the CHC
- Be retired from homeopathic practice with no plans to return to active homeopathic practice or teaching
- Submit an application within one year after the expiration of your latest CHC recertification date.
- Sign an attestation affirming that the individual is longer practicing, supervising or teaching homeopathy and has no plans to practice, supervise or teach homeopathy
- Sign the Retirement Status attestation:
 - ☐ 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.

Retirement Status Application

To submit the Retirement Status Application and \$75 fee, log in to the CHC account 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 application processing.



Council for Homeopathic Certification

Alternatively, mail the completed [Retired Status Application form](#) and payment to:
Council for Homeopathic Certification
ATTN: Retired Status
PO Box 75
Chartley, MA 02712

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. Homeopathic practitioners are hereinafter referred to as practitioners.

All practitioners who are certified by the CHC are expected to observe the highest standards of ethics and integrity and be morally bound by this code of professional ethics.

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*.

The practitioner shall be educated and trained to provide competent homeopathic care in partnership with the client. The practitioner shall limit his or her practice to those areas in which the practitioner has acquired competence within the scope of practice of the practitioner's certification.

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 homeopathic practitioner shall not make a recommendation to discontinue current medications or treatments prescribed by a licensed health care practitioner. While the practitioner 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 practitioner.
- When the practitioner's care is not providing reasonable and timely resolution of the client's health problems.

- When circumstances arise that create a conflict between the practitioner's personal and professional relationship with the client.
- If a practitioner's competence or judgment is impaired by physical or mental incapacity or chemical dependency.
- Practitioners seeking second opinions or another Practitioner's advice remain responsible for services and recommendations provided to the client.

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, 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.

The practitioner's staff shall be trained and educated in their duties regarding client confidentiality.

The practitioner may have in attendance in the consultation room a person who is not on the practitioner's staff, e.g., an intern, a visiting consultant or a student observer only with the consent of the client after the client has been fully informed of who the person is.

The practitioner shall also ensure that the visitor is fully informed of the duty of confidentiality concerning the identity of the client and any recommendations made during the course of the consultation.

Before entering into a relationship with a new client, the practitioner shall fully explain to the client, in writing, the fees expected for service and any payment policies, including when payment is expected, interest, if any, that will be charged for delayed payment and credit card possibilities. If the practitioner's fees change during the course of consultation, the practitioner or his or her office staff shall advise the client of that fact before rendering service under the new fee schedule.

In the course of consultation, the practitioner should make every effort within reason to respond to a client's attempts to contact the practitioner whether by calls or emails. If the practitioner decides to end the relationship with the client, he/she should notify the client as soon as possible.

The practitioner shall not discriminate in hiring staff or in accepting clients on the basis of race, religion, national origin, gender or sexual orientation and should always strive to provide the highest quality of care for each client. This rule does not prevent the practitioner from refusing to accept a client with whom the practitioner cannot communicate because of language differences. Also, practitioners may restrict their practice to specific age, gender groups or to specific conditions as long as this is consistent and not arbitrarily applied.

The practitioner shall not enter into romantic or sexual relations, of any type, with a client or a client's family member or "significant other" while the practitioner-client relationship continues. This rule applies for six months after the client-practitioner relationship has ended.

The practitioner shall engage a lifestyle of self-care that optimizes his or her ability to care for his or her clients. The practitioner will not practice under the influence of prescription medication, over-the-counter medication, alcohol, drugs or any other substances that can have the potential to impair his or her functioning.

Should the practitioner become impaired, physically or mentally, so as to threaten the safety of his or her clients, he or she shall terminate practice and notify the CHC within 30 days.

Interactions in Telehealth

Telehealth occurs when practitioners provide homeopathy services remotely by means of telecommunications technology.

Practitioners should obtain agreement or consent from their clients before providing telehealth services. Informed Consent requires that practitioners should fully explain to clients the distinctive features of telehealth consultations including, but not limited to, the following:

- How telehealth works
- How to schedule appointments
- How the practitioner and client will identify each other
- Privacy concerns
- Possible technological failures and potential confidentiality breaches
- Protocols during virtual visits

- Practitioners should ensure necessary measures to accomplish the following:
 - Processing sensitive data in a secure manner
 - Maintaining data security and confidentiality
 - Maintaining privacy
 - Responding to security threats or breaches

Practitioners should follow all applicable federal and state laws, rules and regulations in regard to telehealth practice.

Practitioners should exercise professional autonomy in determining whether telehealth, instead of face-to-face consultation, is appropriate.

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, whether in public or with clients, about fellow practitioners, both homeopathic and in other fields, acknowledging differences in styles of practice and training in a constructive way.

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

The practitioner, within the limitations of his or her ability and interest, should strive to aid in the compilation of clinical data in a meaningful manner and in the dissemination of that data.

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.

When requested by a relevant disciplinary authority concerning another practitioner or by another practitioner under investigation or charge, the practitioner shall cooperate honestly and to the best of his or her ability.

Interactions during Emergency Situations

An emergency situation includes any of the following experiences in the location of the practitioner's practice that disrupts normal manner of practice: epidemics, pandemics, natural disasters, martial law or other *force majeure* circumstances.

Responsible Awareness Specific to Emergency Situations

Each practitioner will make every reasonable effort to seek out and be fully informed of all public health directives issued by federal, state/province, county and municipal authorities during an emergency situation. Practitioners will make every reasonable effort to educate his/her clients about all applicable public health directives.

Appropriate Communication

Each practitioner will carefully ensure that he/she communicates accurately and responsibly to clients, the public and the homeopathic community. All applicable federal, state/province, county and municipal guidelines regarding statements about prevention or treatment of any condition using homeopathy will be carefully followed in all written, electronic or verbal communication to clients, public and colleagues.

Medicolegal Prudence

Each practitioner acknowledges that under emergency situations, clients may present unfamiliar or unknown pathology. Each practitioner will cooperate with and educate clients about mandatory disease reporting requirements during any epidemic or pandemic including how to report to the designated authorities.

Needful Selfcare

The specific nature of the emergency situation will require appropriate selfcare. Each practitioner will make every reasonable effort to seek out, be fully informed and implement the following:

- Recommended public health guidelines for cleaning, disinfection and disposal protocols appropriate for his/her specific office environment (if providing onsite homeopathic care for clients who might have been exposed to or contracted a communicable disease).
- Use of appropriate personal protective precautions commensurate with the assessed level of risk for his/her specific office environment in order to minimize personal risk of exposure to infection and further transmission of a disease.

CHC Client Healthcare Rights

The 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 and 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.