



COUNCIL FOR
HOMEOPATHIC
CERTIFICATION

CHC Candidate Handbook

(For Pre-2020 Exam Applicants Only)

for the credential
Certified Classical Homeopath (CCH)



The CHC is a member of the Institute of 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 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 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 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.

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.

Candidate information remains confidential, with the exclusion of whether a candidate is current and in good standing. Unless required by law, written authorization by the candidate is needed to release test score information. 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 Certification

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

- NCCA validation of expertise and standards equates homeopathy with other certified healthcare professions.
- Board-certified achievement designates CCH homeopaths as qualified practitioners.
- Profession-building credential promotes greater legal and public recognition of homeopathy.
- Established recertification process builds practitioner knowledge beyond entry-level.
- CHC committee volunteerism and board nomination support the homeopathy profession.
- 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 (<https://homeopathy.org>), which grants the RSHom(NA) designation
 - Eligible to receive practitioner discounts on homeopathy pharmacy products from homeopathy pharmacies.
 - Eligible to purchase professional liability insurance through the Westminster Group (<https://westminster.global/i/CHC/>)



CCH Candidate Status **(For Pre-2020 Exam Applicants Only)**

Upon passing the CHC exam, the CCH(Cand) designation is awarded, and this candidate status is used until all certification requirements are met. To achieve full CCH designation, documentation of an additional 250 clinical training hours in classical homeopathy is required within two years after passing the exam.

Candidate Process

1. Complete and submit documentation of Clinical Requirements within two years after passing the exam.
2. Pay semi-annual renewal fees to maintain Candidate status until fully certified.
3. Participate in a required CCH Orientation session.

Note: A maximum of two six-month candidate-status extensions may be requested. Extensions are granted for extenuating circumstances only.

Clinical Requirements: New Exam (Passed in or after January 2016)

A total of 500 clinical training hours in classical homeopathy is required to meet certification clinical requirements—250 hours completed before applying for the exam and 250 hours completed and documented within two years after passing the exam. Clinical training documentation must be submitted via transcripts or official curriculum reports from programs approved by ACHENA (achena.org) schools that have completed Step 3 or greater in the ACHENA accreditation process, programs approved and/or eligible for registration with the College of Homeopaths of Ontario (collegeofhomeopaths.on.ca), or through programs outside of North America. Transcripts from programs outside of the US or Canada must be officially evaluated by an outside transcript evaluation service such as American Association of Collegiate Registrars and Admissions Officers (aacrao.org), Educational Credential Evaluators (ece.org), or World Educational Services (wes.org) **and** determined equivalent by the CHC.

Clinical training completed outside of the aforementioned programs and under the supervision of CCH-, DHANP-, CHO, and DHT-certified practitioners must be documented on the Clinical Training Log found on the [Exam Resources](#) page of the CHC website.

The 500 clinical training hours completed through approved homeopathy education programs or supervised by CCH-, DHANP-, DHT, or CHO-certified supervisors must include:

- At least 140 hours (10 cases) of independently taken and written-up initial cases with two follow-ups
- Up to 360 hours of observation and analysis

The CHC credits 10 hours per initial case taking/analysis, 2 hours per follow-ups/analysis, and actual hours spent for observation and analysis.

Clinical Requirements: Legacy Exam (Passed prior to January 2016)

To achieve full certification, CCH Candidates who took the Legacy CHC certification exam prior to January 2016 must provide documentation of up to 250 hours of homeopathy clinical observation and analysis (O/A) and at least 140 hours of 10 supervised clinical cases and submit five independently-taken homeopathy cases within two years of passing the exam.



Total CCH certification clinical training requirements for Legacy candidates include:

- 250 hours of homeopathy clinical O/A
- 140 hours of supervised homeopathy casework including 10 independently-taken cases with two follow-ups each
- 5 independently-conducted, successful homeopathy cases

O/A hours and 10 independent cases must be supervised by CCH-, DHANP-, CHO-, or DHT-certified supervisors and documented on the Clinical Training Log. O/A and 10 independent case clinical training documentation must be submitted and approved before cases can be submitted.

While not completed under proctored conditions, the five cases are considered part of the exam process and consequently must be completed independently and without assistance from other homeopaths. Cases must be written up per the CHC Guidelines for Case Submission and submitted to chcinfo@homeopathicdirectory.com for transmission to the Case Review Committee.

CCH(Cand) Expiration

If a candidate fails to complete certification requirements within the allotted timeframe and/or does not submit renewal requirements as described above, candidacy for certification expires. If the candidacy for certification expires, the candidate is no longer allowed to use the CCH(Cand) credential. If the expired candidate wishes to become certified, he/she must restart the certification process as a new applicant.

CCH(Cand) Renewal Overview (For Pre-2020 Exam Applicants Only)

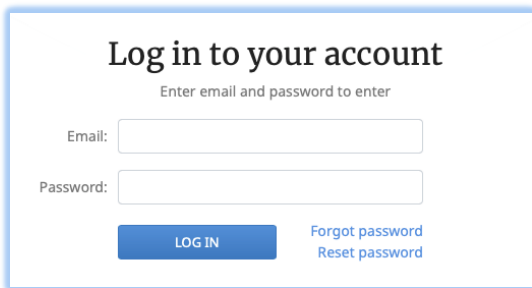
To achieve full CCH designation, documentation of an additional 250 clinical training hours in classical homeopathy is required within two years after passing the exam. During the candidacy time period, Candidates must pay semi-annual renewal fees in April and October to maintain Candidate status. Renewal fees are \$40 per six-month renewal period and 4 renewals are allowed. The first renewal is due six months after the exam month. For example, Candidates who pass the exam in April, pay their first renewal in October. Conversely, Candidates who pass the exam in October pay their first renewal in April.

The renewal process is performed by logging into the new My CHC account (<https://chc.certemy.com/entry/login>) and completing the required steps:

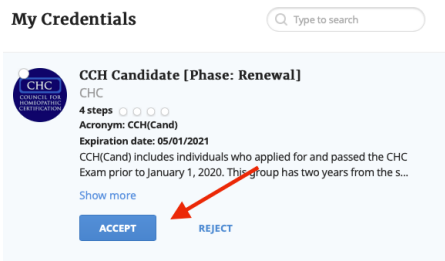
- Submit Compliance Attestations
- Pay \$40 semi-annual renewal fee
- Update contact information

Certemy Candidate Renewal Steps

1. Paste <https://chc.certemy.com/entry/login> into your browser.
2. Tap Reset Password, enter your email and follow the link sent to you.



3. Log in with your Email and New Password.
4. Accept the CCH Candidate credential.



5. Tap each of the steps on the right side of screen and follow prompts.
6. After processing the Candidate Renewal payment in Square, return to the open Certemy tab, enter date of



payment and Confirm to submit the Candidate Renewal.

CCH(Cand) Renewal Timeline and Fees

Candidate renewal submission deadlines occur on April 30th and October 31st. View Table I for applicable late fees for renewals submitted after the semi-annual deadlines. Note: Renewal submissions are not accepted later than 90 days past the deadline.

Renewal	Fee	Late Fee	Total
By the Apr 30/Oct 31 deadline	\$40	N/A	\$40
Within 30 days past the deadline	\$40	\$25	\$65
After 30 days but within 60 days	\$40	\$50	\$90
After 60 days but within 90 days	\$40	\$75	\$115

CCH(Cand) Extension

If personal or professional circumstances prevent Candidates from completing certification requirements within the two-year post-exam period, the CHC will consider up to two six-month extensions.

To request an extension, Candidates must email chcinfo@homeopathicdirectory.com and include an extension request explanation. Extension requests must be received at least one month prior to the renewal deadline (April 30th or Oct 31st) to allow time for committee review.

Approved extensions require two online processing steps:

- Complete Fitness to Practice and Ethics attestations
- Pay \$90 (\$40 renewal fee + \$50 extension fee)

Requests for Reconsideration

Written requests for reconsideration of a denied extension must be submitted to chcinfo@homeopathicdirectory.com within five (5) days of receiving the denied extension decision notice. Reconsideration requests must include candidate name, address, email, phone number, date exam was passed, and description of the specific issue or concerns. Reconsideration requests are reviewed by the Exam Committee, and the Exam Committee’s determination is provided in writing to the candidate within 30 days.

Appeals

Concerns regarding denied decisions must be sent to chcinfo@homeopathicdirectory.com within five (5) business days of receiving a request for reconsideration denial notification. Appeals must include candidate name, address, email, phone number, date exam was passed, and a rationale (with appropriate documentation) for reconsideration of the denial. Appeal Committee decisions are final.



CHC Code of Professional Ethics

Updates in Blue

(Visit [Exam Resources](#) website page for document)

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 which precludes the need for disclosure/informed consent about homeopathy, 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/Patient Healthcare Rights

(Visit [Exam Resources](#) website page for document)

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.