Alliance for
Continuing Education
in the Health Professions

Certified Healthcare CPD Professionals (CHCP) Examination

CANDIDATE HANDBOOK

Application and Registration Instructions

Revised November 2026

Alliance for Continuing Education in the Health Professions
2001 K Street NW, 3rd Floor North
Washington, DC 20006
(202) 367-1151 | acehp@acehp.org | acehp.org

© 2026 Alliance for Continuing Education in the Health Professions

Table Contents

Table Contents 2
About Alliance for Continuing Education in the Health Professions (Alliance) 3
Applying for CHCP Certification 3
- Step 1: Eligibility 3
  - Eligibility Requirements 3
  - Work Experience 4
- Step 2: Application 4
  - Application Requirements 5
  - Application Agreement 5
  - Application Review 6
  - Application Decision 6
- Step 3: Registration 6
- Important Certification Examination Application Processes 7
  - Privacy Policy 7
  - Application Demographics 7
  - Application Audits 7
  - Special Accommodations 8
  - Appeals Process 9

Sitting for the CHCP Certification 11
- Examination Administration Options 11
- Testing Center Locations 11
- Live Remote Proctoring (LRP) 11
- The Day of the Examination 11
- Examination Security 12
  - Candidate Identification Requirements 13
  - Prohibited Activities/Actions 14
  - Prohibited Items/Articles 15
  - Alliance Security Tip Line 15
  - Monitoring of Results 16
  - Authorized Materials 16
  - Examination Irregularities and Adverse Actions 17
- No-Shows, Cancellations, and Rescheduling 17

No-Shows 17
Cancellations with Required Notice 18
Cancellations without Required Notice 18
Cancellation of Scores 18
Candidate Certification and Acknowledgement 18
Notification of Examination Results 19
Rescoring the Examination 20
Retaking the Examination 20
The Examination 20
Examination Preparation 20
CBT Tutorial 20
Resources 21
Scoring the Examination 21
Confidentiality of Examination Results 21
Use of the CHCP Certification 21
Term of the Certification 22
Recertification Requirements 22
Eligibility Requirements 22
Application and Fees 23
Failure to Recertify 23
APPENDIX A 24
Special Accommodations Policy and Request Form 24
Required Documentation for Disability Accommodation Requests 24
Accommodations Policy 24
APPENDIX B 26
Abbreviations And Acronyms Used in the Exam 26

About Alliance for Continuing Education in the Health Professions (Alliance)

Incorporated in 1976, the Alliance is the recognized leader and trusted partner for the professional healthcare educators across healthcare professions who seek to develop, deliver and manage relevant, meaningful healthcare continuing education. The Alliance supports a community that creates and shares inter-professional best practices that empower them to succeed and add credibility to their role as professional continuing healthcare educators which includes physicians, nurses, nurse practitioners, physician assistants, pharmacists, among others. Members also include healthcare continuing education professionals who represent federal healthcare, healthcare education organizations, hospital health systems, industry, medical education companies, medical schools, medical specialty societies and state medical societies.

The mission of the Alliance is to connect healthcare education professionals to promote best practices that improve patient care.

The Alliance contracts with Prometric to provide psychometric, test development, examination administration, and related testing services for the CHCP certification program. Prometric supports the standardized processes used to develop, maintain, and administer a psychometrically sound and legally defensible certification examination. All online data collection will be handled by Prometric's secure servers, consistent with the published privacy policies at https://www.prometric.com/privacy-policy.

For more information, visit acehp.org.

Applying for CHCP Certification

Step 1: Eligibility

The CHCP Certification Commission (the Commission) determines eligibility via the CHCP Eligibility Form.

Once approved by the Alliance Eligibility Committee, you have one year (four testing windows) to take the CHCP examination. You should wait until you receive the approval letter with instructions to apply and register to sit for the CHCP exam.

Eligibility Requirements

To be eligible to sit for the CHCP certification examination, you must meet at least two (2) of the following three (3) criteria:

Formal Education

Applicants must possess:

- A high school diploma or equivalent (e.g., GED) at minimum

CPD Informal Education and/or Professional Development

Applicants must demonstrate either informal education or professional engagement related to healthcare CPD within the past five (5) years.

Option A: Informal Education

Applicants must complete:

- A minimum of twenty (20) hours of education pertaining to healthcare CPD.

The following do not qualify toward this requirement:

- Job-related functions
- Clinical education

Option B: Professional Engagement

Applicants must demonstrate engagement in activities that support CPD for healthcare professions. Engagement may be demonstrated through one (1) or more of the following:

- Volunteering:
  Participation in local, state, regional, national, or international organizations dedicated to healthcare CPD, medical societies, professional associations, accrediting bodies, or peer review activities
  - A minimum of twelve (12) hours of volunteer service satisfies this requirement
- Professional Membership:
  At least one (1) year of membership in a professional organization related to healthcare CPD (e.g., ACEHP, GAME, NAMEC, AMEE, MAACME, GACME, IACME, SACME, or similar organizations)
- Applicants may be required to describe how the membership supports CPD
- Publishing or Presenting:
  Authorship or presentation of CPD-related content (e.g., journal articles, newsletters, books, or presentations)
- Other Engagement
  Additional activities that demonstrate meaningful contributions to the CPD field, as documented in the application

Work Experience

Applicants must demonstrate:

- A minimum of three (3) years of part-time or full-time employment or contracted professional experience in healthcare CPD
- Experience must have occurred within the past five (5) years

Relevant unpaid or volunteer experience may be considered if it reflects substantive responsibilities in healthcare CPD.

Step 2: Application

Applications are evaluated in accordance with the published eligibility requirements and applicable program policies outlined in the Eligibility Policy and Step 1: Eligibility. Eligibility

determinations are made fairly, consistently, and without discrimination based on race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable law.

Membership with the Alliance is not required to apply for, obtain, or maintain the CHCP certification.

Application materials and supporting documentation are treated as confidential and maintained in accordance with the Records Retention and Access to Information Policy. Access to applicant information is limited to individuals with a legitimate business need to review or process certification applications.

If you are qualified and approved to sit for the CHCP exam, you will receive an email with a link to the **Certification Examination Application**.

- Complete the **Certification Examination Application.** During the Application process, you will select a window of time when you want to take the examination. During the Registration process, you may reserve a date, time and location only inside that window. Submit your credit card payment online. (See below Step 3 for Application details)
- After your online payment has cleared, you will receive an "Application Approval and Payment Receipt" via email (addressed to the email you used on the application form).
- When your Application is complete, you will receive a **confirmation number, user ID, and password** and will be advised to proceed to the Registration Site.

Application Requirements

You are responsible for submitting:

- A completed application;
- Documentation supporting eligibility, as required;
- Any additional information requested during the review process; and
- All applicable application and examination fees

Applications that are incomplete or lack required documentation may be placed on hold until all required information has been received.

Application Agreement

By submitting an application for certification, the applicant acknowledges and agrees that they:

- Have read and agree to comply with the policies, procedures, and requirements described in the Candidate Handbook and the Alliance Code of Conduct;
- Certify that all information provided in connection with the application is complete, accurate, and truthful;
- Understand that attainment of the CHCP credential does not constitute a license, registration, or legal authorization to practice;
- Agree to comply with all certification policies governing eligibility, examination, certification, recertification, and conduct; and
- Agree to be bound by certification decisions made in accordance with established

policies and procedures, including applicable appeal rights.

Application Review

Applications are reviewed by the Commission. Review may include verification of:

- Education;
- Professional engagement;
- Work experience; and
- Eligibility requirements established by the Commission

The Commission reserves the right to verify information submitted as part of any certification application.

Verification activities may include:

- Review of supporting documentation;
- Contact with employers, supervisors, or professional references;
- Verification of education or professional activities; and
- Random or targeted application audits.

Applicants found to have knowingly submitted false, misleading, or fraudulent information may be denied eligibility for certification.

Application Decision

Applicants who satisfy the published eligibility requirements will be approved to sit for the certification examination.

Applicants determined not to meet the eligibility requirements will be notified of the decision and provided information regarding the Non-Disciplinary Appeals Policy (see Appeals Process).

Step 3: Registration

After your Application has been approved, you will be given the URL of the Registration Site.

- Click on “Examination Registration” and select “CCHCP” from the organizations drop down menu; this will automatically populate the CCHCP Examination Registration site. Click “Next”.
- Log on to the Registration site with the **confirmation number, user ID, and password** that was emailed to you when your Application was completed.
- Verify your personal information. Click “Next”. You will be shown your five closest Test Centers, based on your ZIP code.
- Select a Test Center; then select a date and time. Click “Next”.
- Agree to the IQT Examination Agreement terms by checking the box. Click “Submit”.

Print and save the resulting admission letter, which you will need to take with you on the

day of the exam, along with your government issued photo ID.

NOTE: Registration is closed after midnight, ET, on the last day of the month prior to the applicable window. For example, registration for the December window is closed after midnight on November 30. This is an automated system and cannot be overridden.

Important Certification Examination Application Processes

Privacy Policy

- Candidate registration information and individual examination results are treated as confidential. Examination results are provided directly to candidates through the examination service provider in accordance with established score-reporting procedures. Results may be provided at the conclusion of testing or following additional review when required.
- Names of those who pass the examination are posted in the Registry of Certified Healthcare CPD Professionals. Names of those who do not pass are not disclosed except to the individual candidates. Inquiries about current CHCPs will be directed to the online Registry. Pass/fail information is not provided over the telephone.
- Candidates who do not wish their names to be listed publicly must inform the Alliance at acehp@acehp.org.
- Group data without individual identifying information may be used for research and study purposes and may be released to other groups with a specific interest in certification of Healthcare CPD professionals.

Application Demographics

- Your application data will assist in identifying characteristics of applicants and CHCPs as a group. This information is to be used only in aggregate form, for statistical analysis purposes only, and does not affect eligibility for certification. No names or personal information will be released; all information received will be kept confidential. This part of the application will be separated from other materials upon receipt and will not be used in decision about certification eligibility.
- The term Healthcare CPD professional is used to include persons who are employed in settings that may use terms such as CPD, CPPD, CPE, CE to designate units that provide continuing education for health professionals.
- All information provided is held in confidence and used only to establish profiles of the applicant group. These factors will be de-identified, grouped and analyzed as a part of a rigorous sample validation process.

Application Audits

Applications may be audited to verify employment information, and your employer may be asked to verify current licensure and/or experience. Other applications may be audited at the discretion of the Alliance. Failure to provide requested documentation for an audit will result in the denial of the candidate's application.

Special Accommodations

The Alliance does not discriminate against candidates for certification based on race, religion, gender, national origin, marital status, sexual orientation, age or disability.

In accordance with the Americans with Disabilities Act (ADA) and other applicable laws, the Alliance provides reasonable accommodations for applicants with documented disabilities and/or qualifying medical conditions that may affect their ability to take the CHCP Certification Examination. When accommodation is not readily available, applicants may provide their own approved assistive devices at their own costs.

It is the applicant's responsibility to notify the Alliance of the alternative arrangements needed to sit for examination, at the time of application.

Request for Special Accommodations

If you have a disability and/or qualifying medical condition for which you wish to request accommodation due to a functional limitation, you must provide the following information and return this form with required documentation along with your examination application. Attach additional pages as necessary. (See APPENDIX A: Special Accommodation Policy and Request Form)

Privacy Policy

Information submitted in connection with a request for examination accommodations will be treated as confidential. Documentation will be reviewed only by authorized individuals with a legitimate need to evaluate, approve, or implement the requested accommodations, including designated Alliance staff, examination service provider personnel, and qualified professional reviewers, as appropriate.

Required Documentation for Accommodations Requests

You are required to submit documentation from the healthcare provider or learning specialist who rendered a diagnosis. The costs of the verification are your responsibility. Verification must be submitted to the Alliance on the letterhead stationery of the healthcare provider or learning specialist, and must include the following:

- Specific description of the disability and limitations related to testing
- Specific recommended accommodation
- Name, title and telephone number of the health care provider or learning specialist
- Original signature of health care provider or learning specialist.

Accommodations Policy

- All accommodation requests for applicants with a documented disability and/or qualifying medical condition that may affect their ability to take the CHCP Examination will be reviewed in a manner that provides equitable access to the examination while preserving examination validity, reliability, fairness, security, and standardized administration. Approved accommodation may not fundamentally alter the purpose, content, competencies assessed, or passing standard of the examination.

- The Alliance may not provide the accommodation requested but may determine a reasonable alternative accommodation.
- The Alliance must approve, modify, or deny the accommodation and provide communication to each candidate. All accommodation outcomes must be communicated prior to issuing an admittance letter for the exam.
- Approval of one accommodation request does not establish precedent for future requests.
- The Alliance will not pay for any costs you may incur in obtaining the required documentation.
- When accommodation is not readily available, applicants may provide their own approved assistive devices at their own costs.
- Each accommodation request is reviewed on an individualized basis. Approval of accommodation for one candidate does not guarantee approval of the same accommodation for another candidate or for future examination administrations.
- It will be necessary for testing staff to speak and correspond with you regarding specific arrangements. Additional documentation or clarification may be requested; therefore, it is required that you provide your address and telephone number and keep the staff informed if either of these changes.
- Candidates may appeal accommodation decisions in accordance with the Non-Disciplinary Appeals Policy

Appeals Process

- The Commission is committed to providing a fair, impartial, and transparent process for the review of non-disciplinary appeals related to certification decisions. The appeals process is intended to ensure that certification policies and procedures are applied consistently and fairly while providing applicants, candidates, and CHCP professionals an opportunity to request reconsideration of eligible certification decisions.
- All appeals shall be reviewed by individuals designated by the Commission who were not involved in the original decision whenever practicable. Reviewers shall disclose any actual or potential conflicts of interest and recuse themselves when appropriate.
- Application to take the examination will be denied if the applicant is deemed ineligible for certification, or if documentation does not meet the requirements listed. Applicants denied application approval will receive a refund of the Examination Fee, minus a $100 Administrative Fee.
- Falsification of the application, including failure to provide material information, is grounds for denial of the application or for denial of certification. In such cases, the applicant will be notified in writing of the specific reason.
- Appeals are not available for:

    - Failure to achieve a passing score on the examination;
    - Failure to meet published application deadlines;
    - Challenges to examination content;
    - Challenges to individual examination questions;
    - The established passing standard; or

- The psychometric methods used to develop, score, or maintain the examination.

Privacy Policy

All appeal materials, deliberations, and decisions shall be treated as confidential. Information related to an appeal shall be disclosed only to individuals with a legitimate need to participate in the review or implementation of the appeal decision.

Grounds for Appeal

An appeal may be submitted when the appellant believes:

- Established certification policies or procedures were not correctly applied;
- A material administrative or procedural error affected the certification decision;
- Information submitted during the review process was not appropriately considered; or
- An examination administration irregularity materially affected the candidate's opportunity to test under standardized conditions.

Decisions eligible for appeal may include, but are not limited to:

- Denial of eligibility for certification;
- Denial of recertification;
- Denial or modification of accommodation requests; and
- Examination administration irregularities that may have materially affected the candidate's testing experience.

Request for Appeal

Applicants, candidates, and CHCP professionals may appeal certain non-disciplinary certification decisions when they believe established certification policies or procedures have not been appropriately applied. If you believe you have met the grounds of appeal as laid out above, you must submit in writing within thirty (30) calendar days of the Alliance decision.

Appeals must:

- Identify the decision being appealed;
- Clearly describe the basis for the appeal; and
- Include supporting documentation when applicable.

Appeals received after the established deadline may not be considered unless extraordinary circumstances are demonstrated.

Non-disciplinary Appeals Policy

- The appeal review may include consideration of application materials, examination records, relevant correspondence, testing vendor documentation, applicable certification policies, and any additional information necessary to evaluate the appeal.
- The review shall focus on whether established policies and procedures were followed fairly and consistently.
- Following review, the Commission or its designated reviewers may:

    - Uphold the original decision;
    - Modify the original decision; or
    - Overturn the original decision.
- The appellant shall be notified in writing of the appeal outcome.
- Decisions rendered through the non-disciplinary appeals process are final.

Sitting for the CHCP Certification

Examination Administration Options

The CHCP Certification Examination is administered as a computer-based examination. Candidates may take the examination at an authorized testing center or through live remote proctoring (LRP), subject to availability and applicable testing requirements. Candidates who select live remote proctoring must meet the testing vendor's technical, environmental, identification, and security requirements. Scheduling instructions and available administration options are provided to candidates following application approval and payment.

Testing Center Locations

Candidates who choose to take the examination at a testing center will use computer equipment provided by the testing center and may not use their personal computers or laptops. The examination is offered at more than 200 secure testing sites throughout the United States and Canada. Candidates may locate available testing centers using the **Testing Site Map** at http://www.isoqualitytesting.com/locations.aspx.

Live Remote Proctoring (LRP)

Candidates who choose live remote proctoring may take the examination remotely using a compatible personal computer in a private, secure testing environment. Candidates must meet the testing vendor’s technical, environmental, identification, and security requirements and complete all required system compatibility checks prior to testing.

Before the examination begins, candidates must complete identity verification and an environmental security check. The examination session is monitored by a live proctor, and candidates must comply with all instructions provided by the proctor throughout the examination.

The Day of the Examination

The CHCP certification examination is administered over a three-hour testing period and does not include scheduled breaks, regardless of whether the examination is taken at an authorized testing center or through live remote proctoring (LRP).

Candidates must comply with applicable examination administration and security requirements throughout the examination. Candidates testing through LRP must remain visible to the proctor and may not leave the approved testing environment without authorization.

Unauthorized departures from the testing area or camera view may be documented as potential examination irregularities and reviewed in accordance with established examination

administration and security policies. Such incidents do not automatically result in examination score invalidation.

- Arrive at the Testing Center at least 30 minutes prior to test time to allow time to park, locate the examination room, and visit the restroom. There are no scheduled breaks during the 3-hour examination period. Proctors will be available to escort testers to the restroom facilities, if necessary.
- Bring your examination admission letter.
- Bring a government-issued photo ID with signature; driver's license, passport, military ID are acceptable. Student IDs and bank cards are not acceptable.
- You are advised to bring a sweater or jacket in case the testing room is cold.
- Water will be available on site.
- Testers may leave the room as soon as they finish the examination.

Candidates testing at an authorized testing center should follow the examination proctor's instructions regarding the availability and delivery of examination results. Results may be delayed when additional review is required, as described under Notification of Examination Results.

Examination Security

Examination security protocols have been specifically developed to protect the examination content and administration of the Alliance certification program. By strictly enforcing these guidelines, the Alliance can provide a secure testing environment, a reliable certification examination and program.

Alliance examinations are the exclusive proprietary and intellectual property of the Alliance. They are protected by contract, intellectual property, proprietary, trade secret, and federal copyright laws. Sharing any information about Alliance examination materials or content violates these laws and is illegal. This includes sharing a recalled examination question or asking someone who has taken the examination to share such information. Sharing or soliciting information about Alliance examination questions is prohibited, breaches examination security, and is unethical.

All Alliance certification exams, including the questions, content and wording are considered confidential intellectual property, trade secrets, etc. and are protected by both state and federal law(s). The copying, reproduction, recording, distribution, possession, re-displaying, transmission, recounting, recitation, etc. of the Alliance examination materials and/or questions by any means, in whole or in part, without explicit written authorization from the Alliance is strictly prohibited, and is considered a breach of examination security, as well as violation governing state and federal laws.

Further, candidates are strictly prohibited and agree that they will not engage in any activity, either actively or passively, direct or indirect which would in any way jeopardize the integrity of, breach the examination security of, or compromise any examination content in whole or in part.

All candidates are required to follow all Alliance policies, procedures, rules, requirements and examination security protocols, including oral and/or written instructions given by examination administration staff. Further candidates are prohibited from engaging in any behavior which may be disruptive, non-compliant, obstructive, argumentative, etc. in accordance with established examination security procedures and certification policies, which could result in being removed from the examination room/facility. In addition, your examination may be considered void and may not be scored at the sole discretion of the Alliance.

It is the candidate's direct responsibility to obtain, read and be knowledgeable with all requirements associated with the Alliance certification and examination administration requirements.

Candidate Identification Requirements

All candidates, without exception, must present a valid government issued photo-identification (ID), which conforms to the specifications identified below to gain admission to the testing facility. All candidate identification presented is subject to digital validation prior to the candidate being permitted to enter the testing facility.

The primary form of identification must be a currently valid government-issued photo ID from a state/province/territory, or federal government. Examples of acceptable government-issued ID include a driver's license, passport, or other government issued photo identification. Further, any identification presented must have:

1. The name you used and indicated at the time of examination registration.
2. Your photograph
3. Your signature
4. Must be valid and not expired

Candidates **must have proper identification** to gain admission to the examination administration facility. Failure to provide appropriate identification at the time of the examination is considered a no-show. There will be no refund of the examination fee.

The name which a candidate used and registered as and which appears on the address section, at the beginning of this Candidate Admission Letter/Document, specifically your given name (first name) and surname (last name), must match exactly, the given name and surname on the government issued photo identification you are planning to use to gain admittance at the test facility. If the names do not match exactly, contact the Alliance Certification Services in writing IMMEDIATELY by e-mail. Upon notifying the Alliance Certification Services of any difference in your name, please provide a detailed explanation of why there is a discrepancy, and proof of your true and correct name. If you have been married or divorced, you will need to provide the Certification Services Department with a copy of your marriage license or divorce decree. If you notify the Alliance Certification Services of any differences in your name between the name you used to register for the examination and your "ID", the Alliance will provide you with written

verification that they have received your notification and are in the process of reviewing it. Once a determination has been made with regard to any discrepancy involving your name, you will be notified in writing by the Alliance Certifications Services Department.

Name differences between your registration record and your identification MUST be resolved by you no later than two weeks before your scheduled examination administration date, or you will not be permitted to take the examination you registered for and all fees will be forfeited.

It is required and your responsibility to print out copies of any name, change communication and have it with you at the time you check in at the testing facility on the day of the examination. Failure to have this documentation with you may result in you being prevented from taking the examination.

The identification presented must not exhibit any characteristics of being changed, altered, defaced, obliterated, modified or changed in any way.

Under no circumstances will any differences in your given or surname be resolved at the testing facility on the day of the examination and you will not be permitted sit for your examination and any examination fees will be forfeited.

Prohibited Activities/Actions

Candidates are prohibited from engaging in any activity that could compromise the security, integrity, confidentiality, fairness, or standardized administration of the examination before, during, or after the examination.

Only the registered candidate may check in for and take the examination. Candidates may not permit another individual to check in, register, or test on their behalf.

Examination security violations include, but are not limited to:

1. Copying, reproducing, recording, photographing, removing, transmitting, sharing, discussing, or otherwise disclosing examination content, in whole or in part, before, during, or after the examination.
2. Soliciting, receiving, or distributing examination questions, answers, or other confidential examination information.
3. Accessing or attempting to access unauthorized materials, resources, assistance, or communications during the examination or during any authorized or unauthorized break.
4. Possessing or using prohibited electronic devices or communication equipment in the testing area, including mobile phones, smart watches, cameras, audio-recording devices, or similar technology.
5. Providing false, misleading, altered, forged, or fraudulent information or documentation related to examination registration, eligibility, identity verification, accommodation, or examination administration.
6. Cheating, attempting to cheat, copying another candidate's responses, or permitting another candidate to copy responses.

7. Impersonating another individual or permitting another individual to take the examination on one's behalf.
8. Taking the examination for the purpose of obtaining, collecting, or distributing examination content rather than demonstrating competence.
9. Leaving the testing area without authorization or failing to comply with established sign-in and sign-out procedures.
10. Communicating or exchanging information or materials with other candidates during the examination process.
11. Engaging in disruptive, abusive, threatening, or noncompliant behavior that interferes with examination administration or the testing environment.
12. Assisting, encouraging, facilitating, or concealing any examination security violation.

Candidates are required to follow all examination policies, testing center rules, and instructions provided by examination administrators and proctors. Suspected violations may be investigated by the Alliance and its testing vendor. Confirmed violations may result in invalidation of examination results, denial or revocation of certification, suspension of examination eligibility, or other actions permitted under Alliance policies.

Prohibited Items/Articles

The following items are strictly prohibited and will NOT be permitted past the security checkpoint:

1. Electronic devices of any kind including but not limited to cell phones, PDAs, wireless e-mail devices, iPods, MP3 players, pagers, calculators, clocks, cameras, scanners, radios, recording devices, hand-held computers, programmable watches, transmitters or receiving devices, microphones, etc.
2. Jewelry i.e. wristwatch, bracelets, pendants, necklaces, broaches/pin, etc.
3. Headphones, headsets, earphones, ear buds, or Blue Tooth capable devices.
4. Notes, papers, books, examination review, or other study materials in any format or media (including CDs).
5. CDs, USB keys, DVDs or other electronic media.
6. Newspapers, magazines, dictionaries, prayer books, or any other written material.
7. Luggage, handbags, purses, backpacks, briefcases, tote bags, or bags of any kind.
8. Pens, pencils, markers, or highlighters of any kind.
9. Hats, baseball caps, or visors (religious apparel that does not contain a brim or obscure the applicant’s facial features is permitted).

Alliance Security Tip Line

The Alliance and Prometric work together to protect the integrity and security of the CHCP certification examination. Prometric has extensive experience in conducting investigations into the facts and circumstances surrounding known, suspected loss, or compromise of examination and/or secure materials.

Unauthorized possession, reproduction, publication or disclosure of any examination materials,

including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination is strictly prohibited. A violation of this type can result in civil prosecution, criminal prosecution, as well as the Alliance.

If you are aware of or have observed an attempt to compromise the integrity and security of the exam, please contact Prometric at Contact Us.

All contacts, emails and calls will be handled discreetly by highly experienced examination security professionals.

Monitoring of Results

To assure the validity of each individual examination, the Alliance and Prometric, its test development and test delivery contractor conduct continual systematic statistical reviews of examination scores, measurable candidate behaviors and patterns, etc. Passive and active data forensics are used to detect irregularities that raise questions about the validity of each score.

If there is any indication of irregularity, your official score report may be delayed pending further review and investigation. If further investigation finds evidence that your behavior during the examination was questionable or your test results are questionable, the Alliance reserves the right to invalidate your score, inform the appropriate authorities, as deemed necessary.

Authorized Materials

Examination administration staff, at your request, will provide you the authorized materials you are permitted to have with you and use during the examination administration. The Authorized materials you are permitted to have while sitting for the Alliance examination are specifically restricted to:

1. Scratch paper
2. Pencil

All authorized materials will be provided to you by the Proctor(s) at the examination administration facility at the time of your exam. You are strictly prohibited from possessing or bringing any personal materials and/or affects into the testing facility. All personal items and/or affects must be secured outside the examination administration room.

You are required to bring with you valid identification and this Candidate Admission Document Letter.

It is expressly understood by each candidate that the Alliance, and/or Prometric, and their respective staff, contractor(s), consultants, etc. hereby assume absolutely no liability of any nature whatsoever for any items of the candidate's personal property which may have been brought to, left at, or left outside the examination site. It is further understood that the candidate's admission to the examination shall hereby constitute the candidate's full, knowing,

and complete waiver of any and all such claims against the Alliance, and/or Prometric, and their respective staff, contractor(s), consultants, etc.

Examination Irregularities and Adverse Actions

The Alliance and the Commission are responsible for protecting the integrity, security, and validity of the certification program.

If the Commission determines that examination security may have been compromised, it may take appropriate actions to protect the integrity of examination results. Such actions may include score review, score invalidation, additional investigation, or requiring a candidate to retake all or part of the examination when supported by available evidence, even when there is no evidence that the candidate was personally involved in the security breach.

Grounds for adverse certification action, including denial, suspension, revocation, or other sanctions, may include, but are not limited to:

- Failure to meet or maintain published eligibility requirements for certification;
- Submission of false, misleading, incomplete, altered, or fraudulent information during the application, examination, certification, or recertification process;
- Violation of examination security policies or other certification program requirements;
- Misrepresentation of certification status;
- Conduct that materially compromises the integrity, security, or reputation of the certification program; or
- Disciplinary actions, restrictions, sanctions, or loss of professional privileges by a licensing, regulatory, credentialing, or governmental authority that are determined by the Commission to be relevant to certification eligibility or status.

Before an adverse certification action is finalized, the individual shall be:

- Notified in writing of the proposed action and the reasons supporting the action;
- Provided an opportunity to respond and submit relevant information for consideration within a specified timeframe; and
- Informed of any applicable appeal rights and procedures.

All adverse certification actions shall be reviewed and decided in accordance with established Commission policies and procedures. Individuals subject to adverse action shall be afforded due process consistent with the Commission's disciplinary and appeals policies.

No-Shows, Cancellations, and Rescheduling

The Alliance must pay in advance to reserve a seat for the Candidate, hire a Proctor at the testing site, respond to correspondence, and administer secure databases. After a candidate has registered, the Alliance is responsible for these costs.

No-Shows

- Candidates who do not show up for a scheduled examination date are “no-shows”;

their Registration will be cancelled and they will forfeit all fees previously paid. Candidates who do not show up for a scheduled examination date may register again for a future date, upon payment of all fees in effect for the future date; their Eligibility will remain valid for 1 year.

Cancellations with Required Notice

- With an approved excuse, which includes death of an immediate family member, active military orders, jury duty, or a doctor's excuse (on the medical facility letterhead), a candidate wishing to cancel or reschedule a scheduled examination five (5) or more calendar days prior to their scheduled examination date, excluding the date of the examination, will be charged $25.00.
- The candidate will be required to pay a $25.00 fee to IQT prior to Rescheduling/Cancelling an examination.
- Cancellation requests and other questions may be addressed to SMT-OperationsTeam@prometric.com.

Cancellations without Required Notice

- Candidates are not permitted to reschedule or cancel a scheduled examination less than five (5) calendar days prior to their scheduled examination, without an approved excuse. If a candidate fails to appear for their scheduled examination, comes to the test site without proper ID, and/or the proper admission letter, the candidate will forfeit the full applicable testing fee.
- All rescheduling requests can be accomplished online at the Registration site, https://www.iqttesting.com/Default.aspx.

Cancellation of Scores

The Alliance and Prometric are dedicated to reporting scores which accurately reflect the skill and performance of each candidate. Therefore, our standards and procedures for administering examinations are focused on: giving candidates comparable opportunities to demonstrate their abilities and preventing any candidate from gaining an unfair advantage over others. Therefore, we reserve the right to cancel or withhold any examination scores when, in our judgment, there has been a breach in examination security; a candidate failed or refused to adhere to examination security protocols; a candidate failed to follow instructions or directions provided by any member of the test administration staff; a testing irregularity is identified; unusual answer patterns; unusual score increases from one examination to another; inconsistent performance on different parts of the exam; there is an apparent discrepancy in, or falsification of a candidate's identification; a candidate engages in misconduct; the scores are believed to be invalid for any other reason.

The Alliance and/or their designee reserve the right in all cases to report the reason for a score cancellation. The Alliance also reserves the right to prohibit a candidate from taking an Alliance examination in the future, as well as perusing other remedies and/or actions available.

Candidate Certification and Acknowledgement

By participating in the Alliance certification program, registering and sitting for the certification exam, you acknowledge and agree, without exception to be bound by the terms and conditions established by the Alliance among which includes:

1. You have been provided, or afforded access to the Alliance Candidate Handbook, the Prometric Examination Agreement, and this Candidate Admission Letter. You acknowledge and agree that it is your sole responsibility to review, understand and have knowledge of the contents of the listed materials prior to my attempting to take the Alliance exam. Further, if you have any questions, or in any way am unable to understand any of the requirements and responsibilities stated therein, you must provide the Alliance written notice of any questions or seeking clarification no later than two weeks prior to your scheduled examination administration date.
2. You will adhere to all the terms and conditions, requirements, protocols, rules, instructions contained within the Alliance Candidate Handbook, the Prometric Examination Agreement, and this Candidate Admission Letter, as well as any and all verbal instruction or direction provided by test administration staff.
3. The Alliance examination material is considered to be confidential information, a trade secret and copyrighted materials protected by law. As such, you agree that you will not discuss the content of the examination with anyone. Further, you will not record, copy, or disclose any examination question or answer, in whole or in part, in any form or by any means, i.e. orally; in writing; in any internet "chat room," message board, or forum; or otherwise.
4. The content of the Alliance examination, including without limitation, questions, answers, or any communication, regarding or relating to the examination is confidential and a trade secret. As such, any disclosure of confidential information is a violation of examination security and may compromise the integrity and security of the Alliance certification program. The Alliance is making the examination available to you solely for the purpose of demonstrating competency. You are expressly prohibited from disclosing, publishing, reproducing, copying, selling, posting, downloading or transmitting any confidential or trade secret information, in whole or in part, in any form or by any means, oral or written, electronic or mechanical, for any purpose.
5. You agree to be personally and financially responsible, for any and all of your actions, direct or indirect which in anyway may cause a breach of examination security, which may jeopardize, or in any way compromise the content or integrity of the Alliance certification program, to include, but not limited to being financially responsible for any and all losses, fees, costs and expenses associated with any compromise of examination related materials, to include, but not limited to examination development or examination research and development; investigation(s), attorney fees and costs, court costs, etc.

Notification of Examination Results

The CHCP certification examination is electronically scored following completion of the examination. Candidates ordinarily receive notification of their examination results upon completion of testing, provided that the examination form has an established passing standard and no additional review is required.

In certain circumstances, examination results may be delayed. These include the initial administration of a new examination form when standard-setting activities must be completed, or situations involving examination irregularities, security concerns, or other circumstances requiring additional review. Candidates affected by delayed score reporting will be notified of the anticipated reporting timeframe.

Candidates who achieve the established passing standard will receive notification that they have passed the examination. Candidates who do not achieve the passing standard will receive notification of their unsuccessful result, along with diagnostic feedback showing their percentage of correct answers within each of the ten examination content domains.

Domain-level diagnostic feedback is provided to assist unsuccessful candidates in identifying areas for further study and professional development. These percentages are descriptive and should be interpreted cautiously, particularly for domains containing relatively few examination items. Domain-level results do not independently determine whether a candidate passes or fails the examination.

Rescoring the Examination

Requests to re-score the examination must be submitted in writing to and received by the Alliance within 30 days of the postmarked date on the formal letter of notification of test results. Upon receipt of such a request, the examination answers will be rescored and the results sent to the candidate within 6 weeks. The candidate will be assessed a $150 re-scoring fee if no error is found.

Retaking the Examination

Candidates who do not achieve a passing score on the CHCP certification examination may reapply to retake the examination during a subsequent testing window. There is no limit on the number of examination attempts, provided candidates continue to meet the applicable eligibility requirements and submit a new examination application and required fees for each attempt.

The Examination

Examination Preparation

The validated CHCP Examination Content Outline identifies the knowledge and skills assessed by the certification examination. The examination consists of ten content domains established through the most recent Job Task Analysis. Candidates are encouraged to review the Examination Content Outline to identify areas for examination preparation. Study groups and other professional development activities may also support preparation for the examination.

CBT Tutorial

Candidates for certification can take a tutorial to become familiar with the computer-based test (CBT) engine used at our testing centers. This demonstration is posted online, is free of charge,

and can be accessed 24/7 from your own computer.

Resources
A list of resources can be found on the Alliance website.

Scoring the Examination
The CHCP certification examination consists of 160 multiple-choice questions, including 150 scored examination items and 10 unscored pretest items. Pretest items are included to evaluate their performance for potential future use and do not contribute to a candidate's examination score.

Each scored examination item is evaluated as correct or incorrect. A candidate's raw score represents the total number of scored items answered correctly.

The passing standard for the CHCP certification examination was established through a systematic, criterion-referenced standard-setting process using the Modified Angoff method. The CHCP Certification Commission reviewed and approved the recommended passing standard of 119 correct answers out of 150 scored items.

Candidate results are reported using a scaled-score system ranging from 200 to 1,000, with a scaled passing score of 600. Candidates who meet or exceed the established passing standard receive a passing result, while candidates who do not meet the passing standard receive an unsuccessful result.

The current CHCP examination is administered using one operational examination form. As additional examination forms are developed and introduced, appropriate psychometric procedures will be used to evaluate form comparability and maintain the established passing standard.

Unsuccessful candidates receive diagnostic performance information across the ten examination content domains. This information is intended to support future examination preparation and does not affect the overall certification decision.

Confidentiality of Examination Results
Individual examination results are released only to the candidate. No pass/fail information will be provided over the telephone. In response to specific inquiries, and with permission of the individual candidate, confirmation of current CHCP status will be provided.

Use of the CHCP Certification

Upon receiving notification of having passed the certification exam, successful candidates may use the designation of “CHCP” after their names. Certified Healthcare CPD Professionals will receive a certificate. Their names will be posted in a Registry of Certified Healthcare CPD

Professionals unless they notify the Alliance in writing that they do not wish to be listed. There are continuing obligations to maintain the CHCP certification, which may include adhering to ethical standards.

Term of the Certification

The initial CHCP certification is valid for three (3) years; your certificate will tell you when your certification expires.

Recertification Requirements

To maintain the CHCP certification, CHCP professionals must complete requirements in both of the following areas during each three (3)-year cycle:

Eligibility Requirements

To maintain the CHCP certification, CHCP professionals must complete requirements in both of the following areas during each three (3)-year cycle:

CPD Informal Education and/or Professional Development

CHCP Professionals must complete one (1) of the following:

Option A: Formal or Informal Education

CHCP Professionals must complete:

- A minimum of twenty (20) hours of education pertaining to healthcare CPD.

The following do not qualify toward this requirement:

- Job-related functions
- Clinical education

Option B: Professional Engagement

CHCP Professionals must demonstrate engagement in activities that support CPD for healthcare professions. Engagement may include:

- Volunteering:
  Participation in local, state, regional, national, or international organizations dedicated to healthcare CPD, medical societies, professional associations, accrediting bodies, or peer review activities
  - A minimum of twelve (12) hours of volunteer service satisfies this requirement
- Professional Membership:
  At least one (1) year of membership in a professional organization related to healthcare CPD (e.g., ACEHP, GAME, NAMEC, AMEE, MAACME, GACME, IACME, SACME, or similar organizations)
- Publishing or Presenting:
  Authorship or presentation of CPD-related content (e.g., journal articles, newsletters, books, or presentations)
- Other Engagement

Additional activities that demonstrate meaningful contributions to the CPD field.

Work Experience

CHCP Professionals must demonstrate:

- A minimum of three (3) years of part-time or full-time employment or contracted professional experience in healthcare CPD

Relevant unpaid or volunteer experience may be considered if it reflects substantive responsibilities in healthcare CPD

Application and Fees

To maintain certification, you must:

- Submit a completed recertification application prior to the expiration of certification
- Pay all required recertification fees as established by the certification program

All applications are reviewed by the Eligibility Committee and/or designated staff. Recertification will not be approved until all fees are paid. You will be notified of your recertification status upon completion of the review process

Failure to Recertify

Failure to meet recertification requirements by the expiration date will result in the following:

- Loss of the right to use the CHCP designation
- Change in certification status to expired

If certification expires, individuals must:

- Reapply for certification
- Meet current eligibility requirements
- Successfully pass the CHCP certification examination

Recertification Appeal

Individuals may appeal adverse recertification decisions in accordance with the CHCP Non-Disciplinary Appeals Policy. Refer to the Appeals Process section of this Candidate Handbook for information regarding eligible decisions, grounds for appeal, submission requirements, and review procedures.

APPENDIX A

Special Accommodations Policy and Request Form

Submit this Form only if you have a documented disability, and after reading the disability accommodation policies below.

The Alliance for Continuing Education in the Health Professions (Alliance) does not discriminate against candidates for certification on the basis of race, religion, gender, national origin, marital status, sexual orientation, age or disability. The Alliance and its testing vendors make every effort to reasonably accommodate candidates with documented disabilities as defined by the Americans with Disabilities Act (ADA).

Required Documentation for Disability Accommodation Requests

If you have a disability as defined under the ADA, it is your responsibility to notify the Alliance of your disability and your recommendations for alternative arrangements at the time of applying to sit for the exam. You must notify the Alliance by emailing this form and the Disability Report described below to acehp@acehp.org at least one month prior to your requested testing date.

The Disability Report must be on the physician's or other qualified medical professional's letterhead; typed, dated and signed by the medical professional. The report must document the following information:

- A specific diagnosis and date of your diagnosis
- Specific and current findings that support your diagnosis: relevant medical history, tests administered, date of the most current evaluation (within the last 3 years)
- A description of your substantial functional limitations resulting from your stated disabilities
- Specific recommendations for your testing accommodation(s) including a detailed explanation of why the accommodation is needed. If the accommodation includes extra time, please indicate the amount of time needed.
- The medical professional's contact information.

Important note: Additional information may be requested after a review of your information.

Accommodations Policy

- All accommodation requests for applicants with a documented disability and/or qualifying medical condition that may affect their ability to take the CHCP Examination will be reviewed in a manner that provides equitable access to the examination while preserving examination validity, reliability, fairness, security, and standardized administration. Approved accommodation may not fundamentally alter the purpose, content, competencies assessed, or passing standard of the examination.
- The Alliance may not provide the accommodation requested but may determine a reasonable alternative accommodation.
- The Alliance must approve, modify, or deny the accommodation and provide

communication to each candidate. All accommodation outcomes must be communicated prior to issuing an admittance letter for the exam.

- Approval of one accommodation request does not establish precedent for future requests.
- The Alliance will not pay for any costs you may incur in obtaining the required documentation.
- When accommodation is not readily available, applicants may provide their own approved assistive devices at their own costs.
- Each accommodation request is reviewed on an individualized basis. Approval of an accommodation for one candidate does not guarantee approval of the same accommodation for another candidate or for future examination administrations.
- It will be necessary for testing staff to speak and correspond with you regarding specific arrangements. Additional documentation or clarification may be requested; therefore, it is required that you provide your address and telephone number and keep the staff informed if either of these changes.
- Candidates may appeal accommodation decisions in accordance with the Non-Disciplinary Appeals Policy
- You will receive written notification of your accommodation(s).
- You must notify the Alliance if you are unable to take the examination on the date you are scheduled.

To make the necessary arrangements to accommodate your needs, all requests and supporting documentation must be received electronically at least one month prior to your requested testing date at acehp@acehp.org.

By filling in the information below and emailing this form from my email account, I hereby grant permission for the Alliance staff to contact my health care professional if there are questions about the documentation provided:

Applicant	*First Name*	*Middle Initial*	*Last Name*

Street Address	*City*	*State*	*Zip Code*

Email	*Day Phone*	*Mobile*

APPENDIX B

Abbreviations And Acronyms Used in the Exam

AAFP	American Academy of Family Physicians
ABMS	American Board of Medical Specialties
ACCME	Accreditation Council for Continuing Medical Education
ACGME	Accreditation Council for Graduate Medical Education
ACEhp	Alliance for Continuing Education in the Health Professions
ACOG	American College of Obstetricians and Gynecologists
ACP	American College of Physicians
AdvaMed	Advanced Medical Technology Association
AHRQ	Agency for Healthcare Research and Quality
AMA	American Medical Association
AMA PRA	American Medical Association Physician's Recognition Award
AOA	American Osteopathic Association
APA	American Psychiatric Association AND American Psychological Association
CME	Continuing Medical Education
CMS	Center for Medicare and Medicaid Services
CMSS	Council of Medical Specialty Societies
CQI	Continuous Quality Improvement
EMR	Electronic Medical Record
FDA	Federal Food & Drug Administration
FSMB	Federation of State Medical Boards
HEDIS	Healthcare Effectiveness Data and Information Set
HHS	Department of Health & Human Services
HIPAA	Health Insurance Portability & Accountability Act
IOM	Institute of Medicine
JCEHP	Journal of Continuing Education in the Health Professions
KOL	Key Opinion Leader
MECC	Medical Education and Communication Company
NBME	National Board of Medical Examiners
NCQA	National Committee for Quality Assurance
OIG	Office of the Inspector General
PDA	Personal Digital Assistant
PhRMA	Pharmaceutical Research and Manufacturers of America
PI	Performance/Practice Improvement
POC	Point-of-Care
QA	Quality Assurance
QIO	Quality Improvement Organization
RFP	Request for Proposals
SACME	Society for Academic CME
SCS	Standards for Commercial Support



Alliance for
Continuing Education
in the Health Professions

Alliance for Continuing Education in the Health Professions
2001 K Street NW, 3rd Floor North
Washington, DC 20006
(202) 367-1151 | acehp@acehp.org | acehp.org