**Instructions for Completing Eligibility Forms for CHCP Exam or CHCP Recertification**

1. Please read all directions and guidance on the form; this will facilitate your review and approval process
2. For clarity, do not use acronyms for organizations on the form;
3. There are minimum points required and/or maximum points allowed for some sections; you **MUST** meet the minimum per section in order to be eligible, as well as the overall point total required
4. Informal education, as well as volunteer and engagement activities must be related to areas included in the Alliance *National Learning Competencies* , which can be found at: [http://www.acehp.org/p/cm/ld/fid=15](http://www.acehp.org/p/cm/ld/fid%3D15)
5. Each section of the form will automatically sum up your total points to not exceed the maximum and will also calculate your total points on the bottom purple line of the form
6. Complete the demographic information at the bottom of the form
7. Email the completed form to [acehp@acehp.org](file:///C%3A%5CUsers%5Cjschultz%5CDesktop%5CACEhp%20Certification%5Cform%20revision%5Cnew%20drafts%20for%20reveiw%5Cacehp%40acehp.org)

Your form will be reviewed by the Eligibility Committee. Please allow 2 to 3 weeks for review. The Alliance staff will email you with the results of the review, which may include the need for clarifying information from you.

Remember, if you are applying for CHCP recertification and have at least 8 points, you may choose to complete and submit up to 4 ***Performance Scenarios*** (for .5 point each, regardless of the category of points missing). These scenarios can be found at [http://www.acehp.org/p/cm/ld/fid=395](http://www.acehp.org/p/cm/ld/fid%3D395), clicking on the *Certification* link in the left column, and then clicking on the *link for recertification* in the middle of the page.

If you have questions, please contact [acehp@acehp.org](file:///C%3A%5CUsers%5Cjschultz%5CDesktop%5CACEhp%20Certification%5Cform%20revision%5Cnew%20drafts%20for%20reveiw%5Cacehp%40acehp.org)

The Alliance CHCP Commission