

Promo/message to registrants of the CHHR

Are you aware that the AHA Certification Center (AHA-CC) is partnering with ASHHRA to offer the first-time administration of the Certified in Healthcare Human Resources (CHHR) certification examination at the 2013 ASHHRA Annual conference in Washington, D.C.? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized CHHR credential. Register early to ensure a seat for the exam. *The exam will not be available to other candidates until early November.*

The CHHR certification examination is based on practical experience and knowledge that you may have gained academically as well as on the job. Candidates must meet eligibility requirements fully to complete the CHHR examination. Eligible candidates who receive a passing score on the CHHR certification exam earn the CHHR certification. For more information about the CHHR eligibility requirements, exam content outline and exam administration policy, refer to the CHHR Candidate Handbook at: <http://tinyurl.com/l6h3wh8>

Examination Date: Tuesday, October 1, 2013

Registration Deadline: *EXTENDED TO SEPTEMBER 10, 2013*

- AMP **must** receive the exam application and fees by the deadline of September 10, 2013.
- Late applications will not be accepted. There is no onsite registration for the exam.
- Registration cannot be guaranteed for applications deemed incomplete.

Location: ASHHRA Annual Conference in Washington, D.C.

Check-in time: 1:00 pm

Exam start time: 2:00 pm

NOTE: The exam administration begins after all registered candidates have checked in or 2:00, whichever occurs first. Candidates are allowed two (2) hours to complete the exam after administrative matters are completed. Schedule your travel arrangements accordingly.

Exam Fee

Exam registration and fees are *not* included with conference registration or any pre-conference sessions. *Exam application and fee must be submitted to AMP as directed on the exam application.*

Member fee for CHHR exam: \$295

Non-member fee for CHHR exam: \$425

Exam Application

- Applications cannot be submitted online for this special administration. They must be submitted to AMP by fax or mail.
- Obtain an exam application from the CHHR Candidate Handbook OR download the CHHR Examination application at: <http://tinyurl.com/l22zn6w>
- If you are using the exam application in the CHHR Candidate Handbook for **Examination Type**, check "*Special domestic administration*" and write in *October 1, 2013*.
- Include payment with the application. AMP does not accept personal checks.
- **Submit exam application and payment to AMP for receipt by AMP by September 10, 2013.** (AMP is the vendor with which the AHA-CC contracts for exam administration.) *By submitting the CHHR Examination, you certify that you meet the CHHR eligibility requirements as listed on the application and in the CHHR Candidate Handbook.*
 - Fax application with credit card information to (913) 895-4651.
 - Mail application with company or cashier's check payment to:
AMP, 18000 W. 105th St., Olathe, KS 66061-7543

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NOTE: To ensure that your application is processed correctly and in a timely manner, please do NOT send exam applications or payment to ASHHRA or the AHA-CC.

Exam Registration Confirmation

- Candidates are not registered for the exam until they have received a confirmation notice from AMP.
- AMP (not the AHA-CC or ASHHRA) sends confirmation of receipt of the exam application (via mail and e-mail. If you do not receive a confirmation by September 15, 2013, contact AMP at 1.888.519.9901 or info@goAMP.com)

Day of the Exam

All policies and procedures as listed in the CHHR Candidate Handbook apply.

- Only candidates who received an exam confirmation from AMP will be allowed to test. Candidates who did not advance register will NOT be allowed to test at the conference.
- Candidates must be on time. Registration/check in begins at 1:00 pm. Late arrivals will not be allowed to test.
- *Registered candidates who have not given AMP at least two business days advance notice that they will not be taking the exam at the conference forfeit all fees paid.*
- *Candidates must bring two forms of identification and their confirmation letter.* More information about the exam administration process is available in the CHHR Candidate Handbook
- Approved calculators are allowed but not supplied. Candidates must bring their own calculator.
- *The exam administration begins after all registered candidates have checked in or up to one hour later (2:00), whichever occurs first.*
 - Unless a candidate informs AMP in advance that they will not be taking the exam, they are a viable candidate and will be given until the end of the registration time to arrive.
 - Proctors provide exam administration information that will take approximately 15 minutes.
 - The two hours allotted to complete the exam then begins. Although allowed to leave the room for washroom breaks, the clock keeps running.
 - Candidates who do not show up for the exam and do not cancel with AMP in advance of the exam forfeit the exam fee.

Exam Results

- AMP will mail to candidates their exam results/score report about four weeks after the exam. The AHA-CC does not issue the score report.
- *Candidates who pass the exam will receive from the AHA-CC their certificate of achievement and other materials about six to eight weeks after the exam.*

For more information

- ... about the CHHR Examination Preparation Guide, contact ASHHRA at 312.422.3720 or ashhra@aha.org.
- ... about registering for the exam, submitting your application and confirmation of registration, contact AMP at 1.888.519.9901 or info@goAMP.com.
- ... about the CHHR Certification Program, contact the AHA Certification Center at 312.422.3702, or certification@aha.org.