

# Certified Materials & Resource Professional



## CANDIDATE HANDBOOK AND APPLICATION

Conducted by the American Hospital Association Certification Center  
Effective March 2012

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*This Candidate Handbook provides information about the Certified Materials and Resource Professional (CMRP) program, including the exam administration policy and process as well as the CMRP Examination Application. Keep this Handbook until after the examination is completed. Additional copies of this Handbook may be obtained by downloading a copy from [www.aha.org/certification](http://www.aha.org/certification). The most current version of the Candidate Handbook is posted here and supersedes any other version.*

## THE AHA-CC

The American Hospital Association Certification Center (AHA-CC) is a division of the American Hospital Association (AHA). Its mission is to create, facilitate and administer the healthcare industry's premier certification programs.

The AHA-CC Board of Directors is charged with governance of Certification Programs conducted by the AHA-CC. Board members are appointed to represent AHA's professional Certification Program stakeholders.

Each Certification Program in development or operation with the AHA-CC has a Certification Program Committee that serves as content expert, program resource, and consultant to the AHA-CC regarding program development, examination content, test development, test administration and evaluation. Members are appointed by the AHA-CC Board of Directors.

### **Statement of Nondiscrimination**

The AHA-CC does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability or marital status.

## AHA-CC CERTIFICATION PROGRAM EXAMINATIONS

The AHA-CC conducts certification examinations for programs in the following fields of health care:

- Facility Managers
- Constructors
- Environmental Services
- Materials and Resource Management
- Risk Management

The AHA-CC also provides contracted project management and quality assurance services to the American Organization of Nurse Executives (AONE) in support of its certification programs for nurse executives and nurse managers.

Each certification examination is designed to test a well-defined body of knowledge representative of professional practice in the discipline. Successful completion of a certification examination verifies broad-based knowledge in the discipline being tested. Certification examinations conducted by the AHA-CC are independent of each other. Each leads to a certification credential in a healthcare discipline. Content on each examination was defined by a body of experts.

Content of each examination was defined by a national role delineation study. The study involved surveying practitioners in the field to identify tasks that are performed routinely and considered important to competent practice. Each edition of a certification examination is developed through a combined effort of qualified subject matter experts and testing professionals, who construct the examination in accordance with the Examination Content Outline.

### **Testing Agency**

The AHA-CC contracts with Applied Measurement Professionals, Inc. (AMP) to assist in the development, administration, scoring, score reporting and analysis of its CMRP Examination.



## CMRP CERTIFICATION PROGRAM

The CMRP certification program promotes materials and resource management through certification of qualified individuals and the following program elements:

- Recognizing formally those individuals who meet the eligibility requirements of the AHA-CC and pass the examination
- Requiring certification renewal through continued personal and professional growth in the practice of materials and resource management
- Providing a national standard of requisite knowledge required for certification; thereby assisting employers, the public and members of health professions in assessing materials and resource professionals

### **CMRP Eligibility Requirements**

Candidates meeting eligibility requirements and passing the CMRP Examination attain the CMRP designation. The AHA-CC reserves the right to verify eligibility information supplied by or on behalf of a candidate.

To be eligible for the Certified Materials & Resource Professional (CMRP) Examination, a candidate must fulfill one of the following requirements for education/work experience.

- Baccalaureate degree from an accredited college or university plus three (3) years of associated healthcare resource and materials management\* experience.
- Associate degree or equivalent from an accredited college or university plus five (5) years of associated healthcare resource and materials management\* experience.
- High school diploma or equivalent plus seven (7) years of associated healthcare resource and materials management\* experience.

*\*Associated healthcare resource and materials management includes persons who are involved in the materials functions of healthcare facilities; or are active in the healthcare materials supply chain, including manufacturers, vendors, distributors, consultants and employees of group purchasing organizations.*

## CMRP EXAMINATION

The examination is structured as follows:

- Composed of 110 multiple-choice questions. A candidate's score is based on 100 of these questions. Ten (10) items are "trial" or "pretest" questions that are interspersed throughout the examination.
- A candidate is allowed two (2) hours in which to complete the examination.
- The examination is based on the five (5) major content areas listed in the Content Outline.
  - Each content area is further defined in the Content Outline by a list of tasks representative of that job responsibility.
  - The number of examination questions devoted to each major content area is included in the Content Outline.
- Each question on the examination is categorized by a cognitive level that a candidate would likely use to respond to that question. These categories include the following:
  - **Recall:** The ability to recall or recognize specific information
  - **Application:** The ability to comprehend, relate or apply knowledge to new or changing situations
  - **Analysis:** The ability to analyze and synthesize information, determine solutions and/or evaluate the usefulness of a solution

### **CMRP Examination Content Outline**

For the CMRP Examination Content Outline, refer to the following pages.



**1. Procurement/Product Value Analysis: 25 items (Recall - 5, Application - 15, Analysis - 5)**

- A. Direct the program to purchase materials, supplies, and capital equipment being mindful of:
  - 1) specific patient needs (e.g., pediatric, geriatric, bariatric).
  - 2) green initiatives (Leadership in Energy and Environmental Design (LEED)).
- B. Participate in the organization's purchasing process, including:
  - 1) budgeting.
  - 2) purchasing.
  - 3) receiving.
  - 4) inventorying.
- C. Participate in the organization's capital purchasing process, including:
  - 1) budgeting.
  - 2) evaluating/selecting.
  - 3) negotiating.
- D. Implement advanced purchasing and procurement techniques for:
  - 1) contract negotiation.
  - 2) competitive bidding.
  - 3) material use evaluation.
  - 4) comparative costing.
  - 5) product standardization.
- E. Evaluate purchase agreements for:
  - 1) product quality consistent with standards for patient care.
  - 2) lowest possible total procurement cost.
  - 3) cost protection for extended periods of time.
  - 4) cost increase ceilings.
  - 5) consignment agreements with competitive prices.
  - 6) stockless purchasing agreements.
- F. Develop systems and procedures that minimize the customer cost of ordering, storing, and using supplies, services, and equipment.
- G. Ensure that timely order placement, expediting and supplier performance analysis take place and are continuously reviewed for effectiveness.
- H. Direct audit activities, including the review of discrepancies, purchase orders, invoice price, payment terms, lost rebates, performance criteria, contract terms and conditions.
- I. Lead focus groups for review and analysis of products and supplier services.
- J. Prepare cost benefit analyses that support best product recommendations.
- K. Negotiate competitive pricing, terms, and service levels.
- L. Review contracts that optimize value to the organization considering standardization, utilization, and compliance.
- M. Develop supplier performance standards program to include the auditing and monitoring of:
  - 1) product quality.
  - 2) pricing.
  - 3) discounts.
  - 4) rebates.
  - 5) service charges.
  - 6) Invoicing.
  - 7) service levels.
  - 8) vendor competency.
- N. Develop supplier performance standards program to include the auditing and monitoring of The Joint Commission (TJC) standards for vendor tracking.
- O. Direct the value analysis process.
- P. Evaluate purchasing reports (e.g., cost savings, price index, order processing time, purchase order error rates, work load volume, freight expenditures).
- Q. Assure that catalogs, price lists, inventory records, purchase order files, and product/supplier files are updated and current.



- R. Participate and provide support to materials management standardization, consolidation and/or re-engineering processes.
- S. Interact with physicians and clinicians to coordinate and integrate products/services consistent with cost elements and quality management programs into existing departmental services by assisting with:
  - 1) program development.
  - 2) data collection and analysis.
  - 3) implementation.
  - 4) monitoring.
  - 5) measurement and evaluation.
- T. Collect and analyze data relating to the therapeutic efficacy and cost effectiveness of products, equipment, and technology.
- U. Coordinate service training for new products or equipment.
- V. Provide consultation to departments requiring assistance in resource allocation.
- W. Initiate and implement a product utilization review process.
- X. Identify opportunities for reduction in resource consumption.
- Y. Provide process review and physician resource analysis of various clinical applications.
- Z. Adhere to a code of ethics to ensure corporate compliance.

**2. Inventory Distribution Management: 20 items (Recall - 8, Application - 12, Analysis - 0)**

- A. Assure that the organization's acquisition and distribution strategies and practices improve the overall healthcare system supply chain.
- B. Develop strategies and procedures to integrate all resource functions of the overall healthcare system.
- C. Manage the following inventory and distribution programs and strategies:
  - 1) consignment strategy.
  - 2) just-in-time strategy.
  - 3) stockless strategy.
  - 4) consolidation strategy.
  - 5) Vendor Managed Inventory (VMI).
  - 6) electronic point of use systems.
  - 7) Periodic Automatic Replenishment (PAR).
  - 8) electronic requisitions.
  - 9) random requests and emergency requisitions.
  - 10) back-orders.
- D. Monitor and determine causes of inventory variance, and implement corrective strategies.
- E. Develop inventory reduction targets and process to achieve targets.
- F. Determine effective space for storage (e.g., on-site vs. offsite).
- G. Evaluate warehouse design factors related to:
  - 1) flexibility (e.g., ease of expansion and contraction).
  - 2) total, overall system rather than specific subsystems.
  - 3) automation of materials management function.
  - 4) back-up systems available.
- H. Monitor work flow for returned goods, product recalls and conversions, and arrange for pickup and/or exchanges.
- I. Determine effective receiving process (e.g., centralized, decentralized).
- J. Oversee distribution processes and accountability (e.g., accurate reporting of customer activity, discrepancies between receipts and supplier invoices).
- K. Determine an appropriate data management system (e.g., tracking of packing slips and purchase orders, set-up of filing systems, computer systems and receiving logs).
- L. Develop a Performance Improvement (PI) mechanism for monitoring performance of the receiving process.
- M. Resolve customer concerns by providing a central point of access, and serve as a liaison to customer departments and suppliers.





- N. Determine appropriate internal and external material transport devices and systems to use ((e.g., carts, pneumatic tube systems, automated guided vehicles (AGV)).
- O. Review and evaluate distribution system performance.
- P. Identify and calculate ratios for inventory management (e.g., inventory turn rates).
- Q. Understand implications of regulations and logistics pertinent to delivery and conveyance of freight to affiliated healthcare facilities (e.g., third party delivery, cross-docking, and courier services).

**3. Information Systems and Data Management: 15 items (Recall - 3, Application - 9, Analysis - 3)**

- A. Define functional requirements, specifications and interfaces for an automated materials management system.
- B. Assess existing Material Management Information System (MMIS) capabilities and gap analysis.
- C. Direct acquisition and implementation of an automated, system-wide materials management information system.
- D. Promote development of supply chain system standards.
- E. Apply supply chain data standards to organization MMIS (e.g., GLN, and GTIN).
- F. Employ ANSI X.12 EDI transaction sets.
- G. Establish guidelines and procedures in conjunction with MIS or external users for participation in the materials management system.
- H. Analyze and present data and analysis to task forces, departmental personnel, administration, and physicians.
- I. Collaborate with Information Technology and Health Information Management to facilitate records management storage, archival and retrieval including Health Insurance Portability and Accountability Act (HIPAA) compliance.
- J. Investigate software and hardware technologies integrating medical equipment data and the patient record (e.g., safety infusion pumps).

**4. Finance: 15 items (Recall - 3, Application - 9, Analysis - 3)**

- A. Review capital requests for compliance with standardization efforts and contract requirements.
- B. Ensure that the materials management system has comprehensive pricing information for instruments, supplies, and equipment for budgetary planning.
- C. Review and analyze supply expense and utilization trends to support both clinical and financial goals, and recommend appropriate budgetary adjustment.
- D. Prepare annual objective and budgetary recommendations including:
  - 1) analysis of budgetary data.
  - 2) coordination of departmental expenditures.
- E. Establish a purchasing and financial document retention and filing system in accordance with regulatory requirements.
- F. Manage non-labor budgetary expenses.
- G. Communicate with Accounts Payable to ensure the following best practices:
  - 1) Generally Accepted Accounting Principles (GAAP) adherence.
  - 2) invoice reconciliation.
  - 3) timely application of rebates and credits.
- H. Demonstrate knowledge of the impact that reimbursements have on the revenue cycle (e.g., capitation, diagnosis-related groups (DRG's), CMS, private payers, charity).
- I. Manage cost-saving programs, including:
  - 1) equipment maintenance.
  - 2) capital equipment selection.
  - 3) technology assessment.
  - 4) consumable product evaluation.
  - 5) procurement, inventory management, utilization, and selection of products and services.



- J. Develop an asset management program for:
  - 1) asset tracking.
  - 2) surplus/reallocation disposition.
- K. Apply standards from:
  - 1) Robinson-Patman Act.
  - 2) Uniform Commercial Code.
  - 3) Safe Harbor Regulations.
  - 4) Sarbanes-Oxley Act.

**5. Strategic Planning, Leadership, and Compliance: 25 items (Recall - 10, Application - 15, Analysis - 0)**

- A. Oversee tasks in cleaning and preventive maintenance to ensure a high level of sanitation and infection control.
- B. Manage policies and procedures for linen/laundry services.
- C. Manage hazardous waste disposal policies and procedures in accordance with regulatory requirements.
- D. Demonstrate knowledge of universal precaution guidelines.
- E. Integrate data findings of departmental performance into operational and strategic planning.
- F. Incorporate key principles of performance improvement in daily operation (e.g., customer driven, key player involvement, continuous improvement).
- G. Participate in Performance Improvement (PI) efforts (e.g., benchmarking, analysis of process flow, operational needs assessment).
- H. Participate in Performance Improvement and Environment of Care Committees, Corporate Compliance, space planning and construction programs.
- I. Develop position descriptions and employee responsibilities.
- J. Develop department goals and objectives in concert with the organization's mission and strategic plan.
- K. Manage staffing requirements and human resources issues (e.g., patient/customer focus, union compliance, staff training and development).
- L. Develop customer satisfaction plans, communication links, and measurement tools.
- M. Analyze market conditions and statistical data and interview suppliers and other sources to assist in the development of business plans and/or creation of new business ventures.
- N. Train employees regarding the procedures for product recall.
- O. Ensure compliance with legal, regulatory, guidance documents, and accreditation standards or codes to include:
  - 1) Environmental Protection Agency (EPA).
  - 2) Department of Transportation (DOT).
  - 3) Hazard Communication Standard (HCS) including Material Safety Data Sheet (MSDS).
  - 4) Association for the Advancement of Medical Instrumentation (AAMI).
  - 5) The Joint Commission (TJC).
  - 6) Health Insurance Portability and Accountability Act (HIPAA).
  - 7) Americans with Disabilities Act (ADA).
  - 8) National Fire Protection Association (NFPA).
  - 9) Occupational Safety and Health Administration (OSHA).
  - 10) Centers for Disease Control and Prevention (CDC).
  - 11) Centers for Medicare & Medicaid Services (CMS).
  - 12) National Incident Management System (NIMS).
  - 13) Hospital Emergency Incident Command Systems (HEICS).
- P. Participate with purchasing/materials management organizations, including GPO affiliations and local, state, and national purchasing/materials/sterile processing organizations (e.g., central sterile supply organizations).
- Q. Participate in supplier diversity procurement programs (e.g., Minority Business Enterprises (MBE) initiatives, women-owned businesses, small businesses).
- R. Ensure code compliance through inspections of specific areas (e.g., medical gasses).
- S. Comply with waste stream requirements including compliance with management of hazardous waste.
- T. Recognize the importance of MSDS and Employee Right to Know.
- U. Investigate vendor credentialing (e.g., OIG).



- V. Participate in emergency drills and training.
- W. Describe evacuation plans for the department/building.
- X. Describe primary components of the Emergency Preparedness Manual.
- Y. Coordinate emergency management with other healthcare facilities, suppliers and community partners.
- Z. Oversee the department's safety and emergency preparedness programs:
  - 1) mass casualty or disaster response.
  - 2) hazardous material and waste.
  - 3) life/fire safety.
  - 4) medical equipment.
  - 5) safety.
  - 6) security.
- AA. Develop business continuity plans in case of supply chain disruption.
- BB. Evaluate general disaster drills and security.



## Sample Examination Questions

1. The Joint Commission standards for Environment of Care require that the Materials Management department have which of the following?
  - A. a cost reduction plan
  - B. a value analysis program
  - C. an employee development plan
  - D. an emergency management plan
  
2. When a capital requisition has been generated, a buyer needs to take which of the following criteria into account to determine the best method of procurement?
  - A. shortages in the industry
  - B. lease or purchase decision
  - C. whether an item is in stock
  - D. economic events in the industry
  
3. What does FOB destination mean?
  - A. The buyer pays all freight charges.
  - B. The seller pays all freight charges.
  - C. The seller retains ownership in transit.
  - D. The buyer retains ownership in transit.
  
4. A basic stock out ratio is calculated by dividing the
  - A. reorder point by the lead time.
  - B. average usage by the monthly receipts.
  - C. number of lines out by the number of lines ordered.
  - D. number of stock outs by the number of receipts.
  
5. To maximize return on investment for a new MMIS system, implementation processes should do which of the following?
  - A. Encourage and act on user feedback.
  - B. Utilize the system's "best practices."
  - C. Incorporate customization of the system as part of the overall plan.
  - D. Map business processes to system processes immediately after activation.
  
6. Which of the following is the LEAST effective strategy for a hospital surviving a prospective payment system?
  - A. laying off staff
  - B. increasing efficiencies
  - C. reducing budgetary costs
  - D. maximizing payment from contractual payers
  
7. A hospital is considering developing a sterile custom pack program. To help offset initial start-up costs, the hospital may market its services to smaller facilities within a 50-mile radius. The hospital's Materials Management department should consider which of the following before making this decision?
  - 1 a market review of other facilities to determine if there is interest
  - 2 a cost analysis of equipment, supplies, and labor needed for the venture
  - 3 a comparative analysis of in-sourcing and out-sourcing to determine cost benefit ratio
  - 4 a report stating how much expansion would be possible for the Materials Management department
  - A. 1, 2, and 3 only
  - B. 1, 2, and 4 only
  - C. 1, 3, and 4 only
  - D. 2, 3, and 4 only

ANSWER KEY	
1. D	5. B
2. B	6. D
3. C	7. A
4. C	

## EXAMINATION PREPARATION

The method of preparation and amount of time spent preparing for the exams can be driven by the candidate's preferred study style, level of professional experience or academic background. Some methods of preparation may include but not be limited to the following ways.

### ***Review the Content***

Candidates who have passed AHA-CC certification examinations report that study should begin by reviewing the Examination Content Outline. Review the content categories and related tasks. Identify and focus review on tasks that you do not perform regularly or with which you are not familiar. Remember that all questions in the CMRP Examination are job-related/experience-based and test the application and analysis of information, not just the recall of isolated facts.

### ***Complete the Self-Assessment Examination (SAE)***

A Self-Assessment Examination (SAE) for the CMRP Examination is an online tool created by the AHA Certification Center to simulate the CMRP Examination. This tool is available for purchase at [www.aha.org/certification](http://www.aha.org/certification).

The 100-question online practice examination was developed using the same procedures as the examination, and conforms to examination specifications in content, cognitive levels, format and difficulty. Feedback reports from the SAE provide an opportunity to evaluate and remedy less-than-desirable performance before taking the CMRP Examination. The questions presented in the SAE are different from the questions contained on the certification examination.

### ***Use Other Study Resources***

The AHA-CC recommends that review for the CMRP Examination focus on references and programs that cover the information summarized in the CMRP Examination Content Outline. It should not be inferred that questions in the examination are selected from any single reference or set of references, or that study from specific references guarantees a passing score on the examination. For information about references, study guides and review sessions offered by the American Healthcare Resource & Materials Management (AHRMM), visit [www.AHRMM.org](http://www.AHRMM.org).

## EXAMINATION ADMINISTRATION

The CMRP Examination is administered in the following ways:

- On computers at AMP Assessment Centers
- During special administrations at conferences, meetings or other specially-arranged sessions
- Outside of the U.S. on request and for an additional fee

In accordance with the ADA, special arrangements can be made for candidates with disabilities.

### ***Computer Administration at AMP Assessment Centers***

The primary mode of delivery of the CMRP Examination is via computer at over 170 AMP Assessment Centers geographically distributed throughout the United States and typically located in H&R Block offices. For assessment Center locations, detailed maps and directions, go to [www.aha.org/certification](http://www.aha.org/certification), click on "CMRP" and then on "Testing Centers."

For computer administrations at AMP Assessment Centers, a candidate who meets eligibility requirements for the examination may submit an application and fee at any time. A candidate must make an appointment for testing and take the examination within ninety (90) days from confirmation of eligibility from AMP. The examination is administered by appointment only Monday through Saturday at 9:00 a.m. and 1:30 p.m. Candidates are scheduled on a first-come, first-served basis.



<i>If AMP is contacted by 3:00 p.m. CST Time on...</i>	<i>Depending upon availability, the examination may be scheduled as early as...</i>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

The examination is *not* offered on the following holidays.

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day (and the following Friday)
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

### ***Special Administration – Laptop or Paper/Pencil***

The CMRP Examination may be offered on laptop or in paper-and-pencil format during conferences or meetings. A candidate who meets eligibility requirements and submits an application and fee for receipt by the posted deadline is allowed to test. Online application is not available for special administrations. Dates of special administrations and deadlines for receipt of applications are posted on [www.aha.org/certification](http://www.aha.org/certification).

### ***International Testing***

Candidates who are eligible for the CMRP Examination and wish to take the test outside of the U.S. may be accommodated by submitting a *Request for International Examination Administration* form. To obtain the form, go to [www.aha.org/certification](http://www.aha.org/certification) at the bottom of page under What's New. Please note that an additional fee may apply.

### ***Special Arrangements for Candidates with Disabilities***

The AHA-CC complies with the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Through its agents, the AHA-CC will provide reasonable accommodation for a candidate with a disability who requests accommodation.

AMP Assessment Centers are equipped with **Telecommunication Devices for the Deaf (TDD)** to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (CST) Monday through Friday at 913/895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery. Additionally, **wheelchair access** is available at all AMP Assessment Centers.

A candidate with a visual, sensory or physical disability that prevents taking the examination under standard conditions may request special accommodations and arrangements. For either a computer or a special administration of an exam, complete the Request for Special Examination Accommodations form included in this Handbook and submit it with an application and fee at least 45 days prior to the examination date desired.



## ADHERING TO PROFESSIONAL STANDARDS OF CONDUCT

The AHA-CC is responsible to its candidates, certificants, employers, the profession and the public for ensuring the integrity of all processes and products of its Certification Programs. As such, the AHA-CC requires adherence to these *Professional Standards of Conduct* by all who have achieved certification through successful completion of its programs. A candidate's signature on an application for examination attests to ongoing agreement to adhere to the following *Professional Standards of Conduct*.

***Professional Standards of Conduct.*** A certificant who is awarded certification by the AHA Certification Center agrees to conduct himself/herself in an ethical and professional manner. This includes demonstrating practice-related behavior that is indicative of professional integrity. By accepting certification, the certificant agrees to the following:

- Maintain professional competence.
- Demonstrate work behavior that exemplifies ability to perform safely, competently and with good judgment.
- Conduct professional activities with honesty and integrity.
- Avoid discriminating against any individual based on age, gender, race, color, religion, national origin, disability or marital status.
- Avoid conflicts of interest.
- Abide by the laws, rules and regulations of duly authorized agencies regulating the profession.
- Abide by rules and regulations governing programs conducted by the AHA Certification Center.

***Infraction of the Professional Standards of Conduct*** is misconduct for which granting of a certification or renewal of a certification may be delayed or denied, or for which a certification may be revoked by the AHA Certification Center.

***Reporting Violations.*** To protect the national credentials and to ensure responsible practice by its certificants, the AHA Certification Center depends upon its candidates and certificants, professionals, employers, regulatory agencies and the public to report incidents that may be in violation of these *Professional Standards of Conduct*. A certificant who has violated these *Standards* should voluntarily surrender his/her certification.

Written reports of infraction of these *Standards* may be sent to: President, AHA Certification Center, 155 N. Wacker Drive, Suite 400, Chicago, IL 60606. Only signed, written communication will be considered.

The AHA Certification Center will become involved only in matters that can be factually determined, and commits to handling any situation as fairly and expeditiously as possible. During its investigation and decision, the AHA Certification Center will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded every opportunity to respond in a professional and legally defensible manner, in accord with policies established by the AHA Certification Center.



## EXAMINATION APPLICATION AND SCHEDULING PROCESS

### **Examination Application Fee Schedule**

After fulfilling the eligibility requirements, a candidate may apply to AMP for the CMRP Examination in one (1) of the following ways.

- Online Application (available at [www.goamp.com](http://www.goamp.com); requires credit card payment for fees.)
- Paper Application (included in this Handbook)

Documentation of eligibility does *not* need to be submitted with an Examination Application. The AHA-CC reserves the right to verify information supplied by or on behalf of a candidate. If selected for an audit, the candidate will be asked to submit documentation as proof of meeting the eligibility requirements.

To apply for the CMRP exam, a candidate must submit the appropriate fee (see below) with a complete Examination Application to AMP.

Member of AHRMM or other AHA Personal Membership Group....	\$275
Nonmember.....	\$425

- Payment may be made by credit card (VISA, MasterCard, American Express or Discover) or by company check, cashier's check or money order made payable to AMP. Cash and personal checks are not accepted.
- Exam-related fees are nonrefundable.
- Up to two (2) business days prior to a scheduled administration, the application may be transferred to a future exam date by requesting AMP to reschedule a new exam date. The exam date may be rescheduled *once* without incurring an additional fee. This date must be within 90 days of AMP confirming receipt of your exam application. Additional rescheduling of an exam date is subject to a \$100 rescheduling fee.
- Credit card transactions that are declined are subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be submitted to AMP to cover declined credit card transaction.
- Candidates who fail an exam and apply to retake the exam must pay the full exam fee as listed above.

### **Online Application and Scheduling**

#### **For computer administrations at AMP Assessment Centers only**

Complete the application and scheduling process in one online session. Visit [www.aha.org/certification](http://www.aha.org/certification), click on "CMRP," click on "Online Application and Scheduling", and then follow the online instructions.

If you are a current member of an AHA Personal Membership Group (PMG), you are eligible for the reduced AHA member rate for CMRP Examination fee. Click on "Member," and enter your membership number, name and address exactly as they appear in AHA's membership database. Your preferred mailing and email addresses designated in AHA's membership database are used for all records and communications. For information on your membership record, please contact AHRMM at 312/422-3840 or AHA's Member Service Center at 312/422-2765.

After completing the application and submitting credit card payment information (VISA, MasterCard, American Express, Discover), eligibility is confirmed or denied, and you are prompted to schedule an examination appointment or supply additional eligibility information, respectively. You must schedule an exam date that is within 90 days of AMP confirming receipt of your exam application.

### **Paper Application**

#### **For all administrations**

Complete and submit to AMP an application with the appropriate fee. You may complete the paper application included in this Handbook or obtained by one of the following ways:

- Downloading copy from [www.aha.org/certification](http://www.aha.org/certification)
- Contacting Applied Measurement Professionals, Inc. (AMP) at 888/519-9901

An incomplete Examination Application will be returned to the candidate along with any fee submitted minus a \$50 processing fee. An application is considered complete only if all of the following conditions are met:





- Information provided is legible and accurate
- All of the following required information is provided:
  - Personal Information
  - Examination Type. For a special domestic administration, list the scheduled date. Administration and application deadline dates are posted on [www.aha.org/certification](http://www.aha.org/certification).
  - Application Status
  - Membership Status. Eligibility for the Member rate of the Examination Application fee requires recording your membership number, name, and address exactly as they appear in AHA's membership database. For information on your member record, contact AHRMM at 312/422-3840 or AHA's Member Service Center at 312/422-2765.
  - Method of payment for the applicable fee
  - Demographic information
  - Signature
- The candidate is eligible for the examination and can provide evidence if requested to do so
- Appropriate fee accompanies the application (credit card, company check, cashier's check or money order)

If **special accommodations** are required, complete the *Request for Special Examination Accommodations* form included in this Handbook and submit with the exam application and fee to AMP at least 45 days prior to the desired testing date.

## **Application Processing and Examination Scheduling**

Within approximately two (2) weeks of receiving the application, AMP processes it, confirms the candidate's eligibility, and sends an e-mail and postcard confirmation notice with a toll-free phone number and website address at which a testing appointment can be scheduled. For **special administrations**, this notice reports the date, location and check-in time for the examination. **If a confirmation notice is not received within four (4) weeks of mailing your application, contact AMP at 888/519-9901.**

When scheduling an **examination at an AMP Assessment Center**, be prepared to confirm a location and a preferred date and time for testing. If you are an AHA Personal Membership Group (PMG) member, you must provide your member number to AMP. This will be your identification number. If you are not a member of an AHA PMG, please indicate such and AMP will assign a unique identification number.

For a computer administration at an AMP Assessment Center, a candidate's application is valid for 90 days from the date AMP confirms receipt of the application. The candidate must schedule an appointment and take the examination within this 90-day period. A candidate who fails to schedule an appointment within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and full examination fee are required to reapply for examination.

A candidate is allowed to take only the examination for which application is made and confirmation from AMP is received. Unscheduled candidates (walk-ins) are not allowed to take a test.

## **Rescheduling or Cancelling an Examination**

Although examination application fees are nonrefundable, a candidate who is unable to test has the following options to reschedule an examination:

- A candidate **may reschedule the examination once at no charge** by calling AMP at 888/519-9901 at least two (2) business days prior to a scheduled administration date. The exam must be rescheduled *within 90 days* of the originally scheduled exam date.
- A candidate may **reschedule a second time** by submitting to AMP a written request including their name, address, identification number and the **\$100 rescheduling fee**. A new application is not required. The exam must be rescheduled *within 90 days* of the originally scheduled exam date. For payment by credit card, the credit card number, and expiration date must be included. A new exam application is not required.
- A candidate who **reschedules an exam after the 90-day period** forfeits the application and all fees paid to take the exam. A new, complete application and *full* exam fee are required to reapply for exam.
- A candidate who **cancels an exam after confirmation of eligibility is received** from AMP forfeits the application and all fees paid to take the exam. A new, complete application and *full* exam fee are required to reapply for exam.

## ON THE DAY OF THE EXAMINATION

### ***Failing to Report for the Examination***

A candidate who fails to report for a scheduled examination has the following two (2) options:

- Reschedule the exam for a new date that is within 90 days from the originally scheduled testing date and remit the \$100 rescheduling fee. To schedule a new appointment for the exam, the candidate must submit to AMP a written request including their name, address, identification number and rescheduling fee. For payment by credit card, the credit card number, and expiration date must be included. A new examination application is not required.
- Reschedule the exam date for a date that is beyond the 90-day period and forfeit the application and all fees paid to take the exam. A complete application and full exam fee are required to reapply for the exam.

### ***Reporting for the Examination***

Bring with you the **confirmation notice** provided by AMP. It contains the unique identification number required to take the test and is required for admission to the testing room.

**For a computer administration**, report to the Assessment Center no later than the scheduled testing time. After entering the H&R Block office, follow the signs indicating AMP Assessment Center Check-In.

**For a special administration (laptop or paper and pencil)**, report to the designated testing room at the time indicated on the confirmation notice. The examination will begin after all scheduled candidates are checked-in and seated. Follow the signs provided in the hotel/convention center to locate the testing room.

A candidate who arrives more than fifteen (15) minutes after the scheduled testing time is not admitted.

- A candidate who is not admitted due to late arrival must schedule a new appointment for a computer administered examination at an AMP Assessment Center and remit a \$100 rescheduling fee. To reschedule, the candidate must call AMP at 888/519-9901, request a new exam date that is within 90 days of the originally scheduled examination session, and provide credit card information for the \$100 rescheduling fee payment. A new application is not required.
- A candidate who does not reschedule an examination session that falls within the 90-day period forfeits the application and all fees paid to take the examination. A complete application and full examination fee are required to reapply for examination.

### ***On-site Security***

The AHA-CC and AMP maintain exam administration and security standards that are designed to assure that all candidates are provided the same opportunity to demonstrate their abilities. The testing environment at AMP testing centers is continuously monitored by audio and video surveillance equipment or examination personnel.

### ***Identity Verification***

To gain admission to the Assessment Center or a testing room, the candidate must present two (2) forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate is required to sign a roster for verification of identity. A candidate without proper identification is not permitted to test.

- Acceptable forms of photo identification include a current driver's license with photograph, current state identification card with photograph, current passport, or current military identification card with photograph.
- Employment ID cards, student ID cards and temporary identification cards are *NOT* acceptable as primary identification, but may be used as secondary identification.
- Secondary identification must be current and verify the candidate's name and signature.

## ***Inclement Weather or Emergency***

In the event of inclement weather or unforeseen emergencies on the day of examination, the AHA-CC, in concert with AMP, will determine whether circumstances warrant the cancellation and subsequent rescheduling of an examination. If testing personnel are able to conduct business, the examination usually proceeds as scheduled.

Every attempt is made to administer an examination as scheduled; however, should an examination be canceled, the scheduled candidate will receive notification following the examination regarding a rescheduled examination date or reapplication procedures. In the case of cancellation, no additional fee is required to test.

For computer administrations at AMP Assessment Centers, candidates may visit AMP's website at [www.goAMP.com](http://www.goAMP.com) prior to the examination to determine if any Assessment Centers have been closed.

In the event of a personal emergency on the day of examination, a candidate may request consideration of rescheduling the examination without additional fee by contacting the AHA-CC in writing within 30 days of the scheduled testing session. A description of the emergency and supporting documentation are required. Rescheduling without additional fee will be considered on a case-by-case basis.

## **TAKING THE EXAMINATION**

After identity of the candidate has been verified, the candidate is directed to a testing carrel for a computer administration or an assigned seat for a special administration. For computer-based testing, including laptop administrations, each candidate is provided one (1) sheet of scratch paper for calculations that must be returned to the examination proctor at the completion of testing.

For a ***paper-and-pencil administration***, the candidate is provided oral and written instructions about the exam administration process.

For a ***computer administration at an AMP Assessment Center or a laptop administration***, the candidate is provided instructions on-screen. First, the candidate is instructed to enter his/her unique identification number. Then, the candidate's photograph is taken and remains on-screen throughout the examination session. Prior to attempting the examination, the candidate is provided a short tutorial on using the software to take the examination. Tutorial time is NOT counted as part of the two hours allowed for the examination. Only after a candidate is comfortable with the software does the examination begin.

The ***computer monitors the time spent on the examination***. The examination terminates at the two-hour mark. Clicking on the TIME button in the lower right portion of the screen or selecting the TIME key reveals a digital clock that indicates the time remaining. The time feature may also be turned off during the examination.

***Only one examination question is presented at a time***. The question number appears in the lower right portion of the screen. The entire examination question appears on-screen (stem and four options labeled A, B, C and D). Select an answer either by entering the letter of the option (A, B, C or D) or using the mouse to click on the option. The letter of the selected option appears in the window in the lower left portion of the screen. To change an answer, enter a different option by pressing the A, B, C or D key or by clicking on the option using the mouse. An answer may be changed multiple times.

***To move to the next question***, click on the forward arrow (>) in the lower right corner of the screen or select the NEXT key. This action allows the candidate to move forward through the examination question by question. To review a question or questions, click the backward arrow (<) or use the left arrow key to move backward through the examination.

***An examination question may be left unanswered for return later in the testing session***. Questions may also be bookmarked for later review by clicking in the blank square to the right of the Time button. Click on the hand icon or press the NEXT key to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered or bookmarked questions, repeatedly click on the hand icon or press the NEXT key.

When the examination is completed, the number of examination questions answered is reported. If fewer than 110 questions were answered and time remains, return to the examination and answer the remaining questions. Be sure to answer each examination question before ending the examination. There is no penalty for guessing.

**Candidates may provide comments about a test item.** Comments will be reviewed, but individual responses will not be provided.

- For a **computer administration**, online comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the TIME button. This opens a dialogue box where comments may be entered.
- For a **paper-and-pencil administration**, comments may be provided on the answer sheet on the day of the examination.

## **Rules for Examination**

All exam candidates must comply with the following rules during the exam administration:

1. No personal items (including watches, hats and coats), valuables or weapons should be brought into the testing room. Only keys, wallets and items required for medical needs are permitted. Books, computers, or other reference materials are strictly prohibited. If personal items are observed in the testing room after the examination is started, the exam administration will be forfeited. AMP is not responsible for items left in the reception area.
2. Pencils will be provided during check-in. No personal writing instruments are allowed in the testing room.
3. Examinations are proprietary. Exam questions may not be recorded or shared with any individual in any manner. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers, cellular phones or other recording devices are allowed in the testing room. Possession of a cellular phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
4. Eating, drinking and smoking will not be permitted in the testing room.
5. No documents or notes of any kind may be removed from the testing room. Each candidate will be provided one sheet of scratch paper that must be returned to the proctor at the completion of testing.
6. No questions concerning the content of the examination may be asked of anyone during the exam.
7. Permission from the exam proctor is required to leave the testing room during the exam. No additional time is granted to compensate for time lost.
8. No guests, visitors or family members are allowed in the testing room or reception areas.

Candidates observed engaging in any of the following conduct during the exam may be dismissed from the exam session, their score on the exam voided and the exam fees forfeited. Evidence of misconduct is reviewed by the Appeal Board of the AHA-CC to determine whether the candidate will be allowed to reapply for examination. If re-examination is granted, a complete exam application and full examination fee are required.

- Gaining unauthorized admission to the examination
- Creating a disturbance, being abusive or otherwise uncooperative
- Displaying and/or using electronic communications equipment including but not limited to pagers, cellular phones and PDAs
- Talking or participating in conversation with other examination candidates
- Giving or receiving help or being suspected of doing so
- Leaving the Assessment Center during the examination
- Attempting to record examination questions or making notes
- Attempting to take the examination for someone else
- Having possession of personal belongings
- Using notes, books or other aids without it being noted on the roster
- Attempting to remove examination materials or notes from the testing room

## **Copyrighted Examination Questions**

All examination questions are the copyrighted property of the AHA-CC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may result in severe civil and criminal penalties.

## FOLLOWING THE EXAMINATION

### **Score Reports**

Score reports are issued by AMP, on behalf of the AHA-CC. Scores are reported in written form only, in person or by U.S. mail. Scores are *not* reported over the telephone, by electronic mail or by facsimile.

- A candidate who takes the examination in **paper-and pencil format** receives his/her score report from AMP by mail approximately five (5) weeks after the examination.
- A candidate who takes the examination **on a computer at an AMP Assessment Center or on laptop** receives his/her score report before leaving the testing center except when the examination program is in a provisional score report mode.

The score report indicates a “Pass” or “Fail”, which is determined by the raw score on the total examination. The score report also includes raw scores for each of the major categories of the Examination Content Outline. A raw score is the number of questions answered correctly. Even though the examination consists of 110 questions, the score is based on 100 questions. Ten (10) questions are “pretest” questions and do not impact the candidate’s score. The minimum passing score for the examination is posted on [www.aha.org/certification](http://www.aha.org/certification).

Recognition of certification and information about certification renewal are issued from the AHA-CC within six (6) weeks of successfully completing the examination. This package is mailed to the address provided on the examination application.

### **How the passing score is set**

The methodology used to set the initial minimum passing score is the Angoff method in which expert judges estimate the passing probability of each question on the examination. These ratings are averaged to determine the preliminary minimum passing score (i.e., the number of correctly answered questions required to pass the examination). This method takes into account the difficulty of the examination. The preliminary minimum passing score is validated by the performance of candidates. The passing standard is applied consistently across all candidates who take the same form of the examination.

When new forms of the examination are introduced, a certain number of examination questions in the various content areas are replaced by new examination questions. These changes may cause one (1) form of the examination to be slightly easier or harder than another form. To adjust for these differences in difficulty, a procedure called “equating” is used. For equated examinations that have different passing scores, the equating process helps ensure that the levels of examinee knowledge are equivalent on the various examination forms.

### **Passing the Examination**

A candidate who passes the CMRP Examination is awarded the Certified Materials and Resource Professional (CMRP) credential. Approximately four (4) to six (6) weeks after the candidate passes an examination, the AHA-CC mails to the candidate a certificate of recognition, a pin and information about certification renewal requirements. The name on the certificate and the address to which the package is mailed is based on information the candidate’s membership record. It is the candidate’s responsibility to keep current this information.

The AHA-CC, in concert with the professional membership society, reserves the right to recognize publicly any candidate who has successfully completed the CMRP Examination. Recognition is awarded so as not to embarrass any candidate who is not successful in achieving certification.

Name, address, telephone number and email address of a candidate who passes the Examination will be shared with the professional membership society. *Scores are never reported.* If you do NOT wish to have your personal information shared, please opt out by contacting the AHA-CC in writing via e-mail at [certification@aha.org](mailto:certification@aha.org) or fax at 312/422-4575.



## ***Failing the Examination***

If a candidate does not pass an examination, the score report includes a shortened application form to apply for retaking the exam.

- To schedule a **retake of the examination**, a candidate may apply by using the online application and scheduling feature on [www.aha.org/certification](http://www.aha.org/certification) or by submitting the re-application form included with the score report. To use this shortened application form, the complete application and full examination fee must be submitted and an exam scheduled within the 90-day period following the failed exam.
- A candidate who applies to retake the examination after 90 days following the failed examination date must submit a complete application and full examination fee.

There is no limit to the number of times an individual may take the CMRP Examination. Every retake requires submitting an examination application and the full exam fee.

## ***Scores Cancelled by the AHA-CC***

The AHA-CC and AMP are responsible for maintaining the integrity of the scores reported. On occasion, occurrences such as computer malfunction or misconduct by a candidate may cause a score to be suspect. The AHA-CC is committed to rectifying such discrepancies as expeditiously as possible. The AHA-CC may void examination results if, upon investigation, violation of CMRP regulations is discovered.

## ***Score Confidentiality***

Information about a candidate for testing or renewal of certification and examination results is considered confidential; however, the AHA-CC reserves the right to use information supplied by or on behalf of a candidate in the conduct of research. Studies and reports concerning candidates contain no information identifiable with any candidate, unless authorized by the candidate.

Demographic information about a candidate is shared only when beneficial to the candidate. Scores are never reported to anyone other than the candidate, unless the candidate directs such a request in writing.

## ***Administrative Matters***

### ***Duplicate score report***

A candidate may purchase additional copies of the score report for a fee of \$25 per copy. The request must be submitted in writing to AMP within twelve (12) months after the examination is completed and must include the candidate's name, unique identification number, mailing address, telephone number, date of examination and examination taken, as well as the \$25 fee payable to AMP. After receipt of the request, the duplicate score report will be mailed within three (3) weeks.

### ***Name and address change***

Certificants are responsible for keeping current all contact information. The AHA-CC is not responsible for communication not received due to incorrect contact information. To update any contact information, please contact AHRMM at 312/422-3840 or the AHA Member Service Center at 312/422-2765.

## **RENEWAL OF CERTIFICATION**

Achieving certification is an indication of mastery of a well-defined body of knowledge at a point in time. Periodic renewal of the certification is required to maintain certified status and to demonstrate ongoing commitment to remain current in the field. Initial certification or renewal of certification is valid for three (3) years.

Candidates who successfully complete the examination are provided information about certification renewal requirements in a certification package sent by the AHA-CC. ***The Certification Renewal Application must be submitted 30 days prior to the expiration date*** listed on the certificate.

The AHA-CC e-mails notices to certificants of their pending certification expiration. Certificants are responsible for keeping their contact information accurate. The AHA-CC is not responsible for communications not received due to incorrect contact information in a certificant's record.

The current CMRP Certification Renewal Application and fees are available at [www.aha.org/certification](http://www.aha.org/certification).

A certificant may renew the CMRP credential through one (1) of the following two (2) ways:

- **Successful re-examination.** To renew this way, successfully pass the CMRP certification exam within one (1) year prior to expiration of your certification (subject to usual fees and provisions for testing) and submit with the Certification Renewal Application a copy of your passing CMRP score report. An additional Certification Renewal Application fee is not required if a candidate selects this way to renew the designation.
- **Completion of 45 contact hours of continuing professional education** over the three (3)-year period and payment of the renewal fee. To renew this way, submit a complete Certification Renewal Application with the appropriate fee and report all eligible continuing professional education activities that you completed during your renewal period. Eligible activities include attending or teaching academic courses, completing on-line course, attending professional organization conferences and completing AHA-CC Self Assessment Examinations, among other activities. Some activities have limitation on maximum allowable hours. Refer to the current Certification Renewal Application for a description of eligible activities and other provisions for renewing your certification.

Certification Renewal Application processing requires four (4) to six (6) weeks. Certificants who meet the renewal requirements receive in the mail (at the address in their membership record) a new certificate of recognition listing the new certification expiration date, as well as information about renewing the certification. Certificants are responsible for keeping current contact information their membership record.

## ***Failing to Renew***

A certificant who fails to renew his/her certification will receive written notification that he/she is no longer considered certified and may not use the CMRP credential in professional communications including but not limited to letterhead, stationery, business cards, directory listings and signatures. To regain certification, the individual must retake and pass the CMRP Examination (subject to the usual fees and provisions for testing).

## **APPEALS**

A candidate who believes he/she was unjustly denied eligibility for examination, who challenges results of an examination or who believes he/she was unjustly denied renewal of certification may request reconsideration of the decision by submitting a written appeal to the AHA Certification Center, 155 N. Wacker Drive, Suite 400, Chicago, IL 60606. The candidate for certification or renewal of certification must provide convincing evidence that a severe disadvantage was afforded the candidate during processing of an application for examination or renewal of certification or prior to or during administration of an examination. The appeal must be made within 45 days of receipt of a score report or any other official correspondence related to certification or renewal of certification from the AHA-CC or its agents. The written appeal must also indicate the specific relief requested. The appealing candidate is required to submit a \$100 fee (Payable to the AHA-CC) with the written appeal. The fee will be refunded to the candidate if deemed justified through action of the Appeal Board. For additional regulations related to the appeal process, contact the AHA-CC.

## ***Checklist for becoming certified***

- Read the CMRP Candidate Handbook. Use the Examination Content Outline to focus study efforts.
- Apply for the examination by one of the following two ways:
  - Mail or fax the complete Examination Application to AMP as directed on the form. Include the exam fee, sign the application, and submit both pages of the application. When confirmation of eligibility is received from AMP, make an appointment to take the examination.
  - Apply online for the examination and schedule an appointment to test on computer at an AMP Assessment Center. Visit [www.aha.org/certification](http://www.aha.org/certification), click on "CMRP," "Online Application and Scheduling", and then follow the online instructions.
- Appear on time for the examination on the date and at the time and location selected. Bring the confirmation notice provided by AMP and identification as described in this Handbook.





**AMERICAN HOSPITAL ASSOCIATION CERTIFICATION CENTER**  
**CERTIFIED MATERIALS AND RESOURCE PROFESSIONAL (CMRP)**  
 EXAMINATION APPLICATION



**To apply for the CMRP Examination, complete this application and return it with the examination fee to:**  
 Applied Measurement Professionals, Inc., AHA-CC Examination, 18000 W. 105th Street, Olathe, KS 66061-7543  
 FAX: 913/895-4651 PHONE: 888/519-9901

**CANDIDATE INFORMATION**

\_\_\_\_\_  
 (First Name) (Middle Initial) (Last Name)  
 List name as you wish to be printed on your certificate. Titles and designations will not be printed on the certificate.

\_\_\_\_\_  
 Former name if exam was taken previously under a different name.

\_\_\_\_\_  
 Name of Facility/Company Title

\_\_\_\_\_  
 Preferred Mailing Address (Street Address, City, State/Province, Zip/Postal Code, Country)

\_\_\_\_\_  
 Preferred Telephone Number E-mail Address

**EXAMINATION TYPE.** Place a checkmark next to the type of exam administration for which you are applying. Select only one.

- Computer administration at an AMP Assessment Center
- Special domestic administration (For scheduled dates, see [www.aha.org/certification](http://www.aha.org/certification).) Scheduled date: \_\_\_\_\_
- International administration (For Request for International Examination Administration form, see [www.aha.org/certification](http://www.aha.org/certification).)

**ELIGIBILITY REQUIREMENTS**

To be eligible for the Certified Materials and Resource Professional (CMRP) Examination, a candidate must fulfill one (1) of the following requirements for education/healthcare experience. Check the one that applies.

- Baccalaureate degree from an accredited college or university plus three (3) years of associated healthcare resource and materials management\* experience.
- Associate degree or equivalent from an accredited college or university plus five (5) years of associated healthcare resource and materials management\* experience.
- High school diploma or equivalent plus seven (7) years of associated healthcare resource and materials management\* experience.

\* Associated healthcare resource and materials management includes persons who are involved in the materials functions of healthcare facilities; or are active in the healthcare materials supply chain, including manufacturers, vendors, distributors, consultants and employees of group purchasing organizations.

**APPLICATION STATUS**

Check one of the following.

- I am applying as a new candidate.
- I am applying as a reapplicant, *i. e.*, retaking exam.
- I am applying for renewal of certification.

**MEMBERSHIP STATUS**

If you are a current member of AHRMM or other AHA Personal Membership Group (PMG), you are eligible for the reduced CMRP Examination fee. Please provide your 10-digit membership number below.

For information on joining the Association for Healthcare Resource & Materials Management (AHRMM), visit [www.AHRMM.org](http://www.AHRMM.org).) Membership must be obtained before application for examination at the reduced fee can be honored.

If you have applied for membership but have not yet received your membership number, enter NEW below.

Membership Number: \_\_\_\_\_

**EXAMINATION FEES**

Payment may be made by credit card, company check, cashier's check or money order made payable to AMP. Indicate the type and amount of fees enclosed:

- Member of AHRMM or other AHA PMG. ..\$275
- Nonmember:.....\$425
- Rescheduling Fee.....\$100

**For payment by credit card, complete the following.**

Select type of credit card being used:

- VISA  MasterCard  American Express  Discover

\_\_\_\_\_  
 Credit Card Number

\_\_\_\_\_  
 Expiration Date

\_\_\_\_\_  
 Your Name as it Appears on the Card

\_\_\_\_\_  
 Signature

AMERICAN HOSPITAL ASSOCIATION CERTIFICATION CENTER  
CERTIFIED MATERIALS AND RESOURCE PROFESSIONAL (CMRP)  
EXAMINATION APPLICATION



**SPECIAL ACCOMMODATIONS.** Do you require special disability related accommodations during testing?

- No       Yes

If yes, please complete the Request for Special Examination Accommodations form included in this Handbook and submit it with an application and fee at least 45 days prior to the desired testing date.

**DEMOGRAPHIC INFORMATION.** The following demographic information is requested.

1. How many years of experience do you have in resource and materials management?
  - 0-5 years
  - 6-10 years
  - 11-15 years
  - 16-20 years
  - 21-25 years
  - 26-30 years
  - More than 30 years
2. How many years have you worked in associated healthcare resource and materials management?
  - 0-5 years
  - 6-10 years
  - 11-15 years
  - 16-20 years
  - 21-25 years
  - 26-30 years
  - More than 30 years
3. What is the highest academic level you have attained?
  - High school diploma or equivalent
  - Some College
  - Associate's degree
  - Baccalaureate degree
  - Master's degree
  - Doctoral degree
4. What is your level of responsibility?
  - Vice President/Director (*responsible for multiple departments*)
  - Director/Manager (*responsible for a single department*)
  - Manager/Supervisor/Coordinator (*responsible for areas within the department*)
  - Other: \_\_\_\_\_

**SIGNATURE.** I certify that I have read all portions of the CMRP Candidate Handbook and agree to abide by regulations contained therein. I certify that the information I have submitted in this application is complete and correct to the best of my knowledge and belief. I understand that, if the information I have submitted is found to be incomplete or inaccurate, my application may be rejected or my examination results may be delayed or voided.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Name, address, telephone number and email address of candidates who pass the Examination will be shared with the professional membership society. Scores are never reported. If you do NOT wish to have your personal information shared, please opt out by contacting the AHA-CC in writing via e-mail at [certification@aha.org](mailto:certification@aha.org) or fax to 312/422-4575.

# REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS



If you have a disability covered by the Americans with Disabilities Act (ADA), please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality. Please return this form with your examination application and fee to AMP within 45 days of the desired testing date.

## CANDIDATE INFORMATION

\_\_\_\_\_  
First Name                      Middle Initial                      Last Name

\_\_\_\_\_  
Name of Facility/Company                      Title

\_\_\_\_\_  
Preferred Mailing Address (Street Address, City, State/Province, Zip/Postal Code, Country)

\_\_\_\_\_  
Preferred Telephone Number                      E-mail Address

AHRMM or other AHA Personal Membership Group Member Number \_\_\_\_\_

I am not a member of an AHA Personal Membership Group

### SPECIAL ACCOMMODATIONS

I request special accommodations for the \_\_\_\_\_ examination.

**Please provide** (Check all that apply.):

- \_\_\_\_\_ Reader
- \_\_\_\_\_ Extended testing time (time and a half)
- \_\_\_\_\_ Reduced distraction environment
- \_\_\_\_\_ Large print test (paper-and-pencil administration only)
- \_\_\_\_\_ Circle answers in test booklet (paper-and-pencil administration only)
- \_\_\_\_\_ Other special accommodations (Please specify.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ AND SIGN:** I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form with your examination application and fee to:**  
Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543

If you have questions, call AMP Examination Services at 888/519-9901 or fax to 913/895-4651.



# DOCUMENTATION OF DISABILITY-RELATED NEEDS



Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist, etc.) to ensure AMP is able to provide the required examination accommodations. The information provided will be treated with strict confidentiality. Return this form with the Request for Special Examination Accommodations form and your examination application and fee to AMP within 45 days of the desired testing date.

## PROFESSIONAL DOCUMENTATION

I have known \_\_\_\_\_ since \_\_\_\_/\_\_\_\_/\_\_\_\_ in my capacity as a  
Examination Candidate Date

\_\_\_\_\_  
Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she/ should be accommodated by providing the special arrangements as describe on the Request for Special Accommodations form.

**Description of disability:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

License Number (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Return this form with your examination application and fee to:**  
Examination Services, AMP, 18000 W. 105th Street, Olathe, KS 66061-7543

If you have questions, please call AMP Examination Services at 888/519-9901 or fax to 913/895-4651.

