Certified Healthcare Constructor

American Hospital Association

CERTIFIED CHC AMERICAN HOSPITAL ASSOCIATION TM

CANDIDATE HANDBOOK AND APPLICATION

Conducted by the American Hospital Association Certification Center
Effective July 2013

For questions regarding the certification programs, contact:

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For questions regarding the examination application and administration, contact:

Applied Measurement Professionals, Inc. (AMP)
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This Candidate Handbook provides information about the Certified Healthcare Constructor (CHC) program, including the exam administration policy and process as well as the CHC Examination Application. Keep this Candidate Handbook until after the examination is completed. Additional copies of this Candidate Handbook may be obtained by downloading a copy from www.aha.org/certifcenter. 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:

- Constructors
- Environmental Services
- Facility Managers
- Human Resources
- 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 is an indicator of 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. 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 CHC Examination.

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CHC CERTIFICATION PROGRAM

The CHC certification program promotes healthcare construction through certification of qualified individuals and the following program elements:

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

Definition of a Healthcare Constructor

Healthcare constructors have many different job responsibilities, such as the following:

- Business manager
- Marketing
- Estimator
- Planner
- Project superintendent or manager
- Construction manager
- Owner's representative
- Architect/engineer designer

Because construction typically occurs in close proximity to patient care activities, it presents multiple risks inherent to the patient that must be carefully assessed and managed. Healthcare construction requires knowledge of and experience in activities related to the following four (4) general areas:

- Healthcare industry fundamentals
- Planning, design and construction process
- Healthcare facility safety
- Financial stewardship

Specifically, these areas include but are not limited to the following:

- Business and organization of health care
- Regulations and guidelines for the built environment
- Special systems unique to health care
- Diagnostic and treatment equipment
- How organizations communicate internally
- Special scheduling considerations
- Sustainability
- Quality assurance
- Project close-out and occupancy

The healthcare constructor also needs to fully understand the impact renovation and modernization activities have on patient safety, such as infection control, fire and life safety, utility interruption planning and mitigation, project risk assessments, security, and workplace safety.

CHC Eligibility Requirements

Candidates meeting CHC eligibility requirements and passing the CHC Examination attain the CHC designation. The AHA-CC reserves the right, but is not obligated, to verify eligibility information supplied by or on behalf of a candidate. Eligibility for the CHC Examination requires fulfilling one (1) of the following requirements:

- Baccalaureate degree from an accredited college or university plus five (5) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, three (3) years of management/supervisory/administrative experience, and work experience on healthcare construction projects within the last three (3) years.
- Associate degree from an accredited college or university plus seven (7) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, three (3) years of management/supervisory/administrative experience, and work experience on healthcare construction projects within the last three (3) years.
- High school diploma or equivalent plus ten (10) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, three (3) years of management/supervisory/administrative experience, and work experience on healthcare construction projects within the last three (3) years.

**Associated construction experience refers to work experience in the following functional areas: Construction/project management, estimating, planning, marketing, project superintendent or foreman, architect/engineer design, or design and construction position within a healthcare organization.*

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CHC EXAMINATION

The CHC Examination is structured as follows:

- Composed of 115 multiple-choice questions. A candidate's score is based on 100 of these questions. Fifteen (15) items are "trial" or "pretest" questions that are interspersed throughout the examination and are not scored.
- A candidate is allowed two (2) hours in which to complete the CHC Examination.
- The CHC Examination is based on the four (4) major content areas listed in the CHC Examination Content Outline.
    - Each content area is further defined in the CHC Examination 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 CHC Examination Content Outline.
- Generally, the CHC Examination questions are categorized by the following cognitive levels:
    - 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

CHC Examination Content Outline

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

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I. *Healthcare Industry Fundamentals: 10 items* ***(Recall - 3, Application - 5, Analysis - 2)***

A. Organization of Healthcare: 7 items *(Recall - 2, Application - 4, Analysis - 1)*

1. Consider unique functions and occupants of healthcare facilities when scheduling and implementing construction work (e.g., medical office buildings, hospitals, outpatient facilities, nursing facilities).
2. Use appropriate healthcare terminology in communications.
3. Consider healthcare departmental relationships and functions when scheduling and implementing construction work.

B. Business of Healthcare: 3 items *(Recall - 1, Application - 1, Analysis - 1)*

1. Consider impact on organizational sources of revenue when planning and implementing construction work (e.g., Medicaid, Medicare, third-party payers).
2. Consider organizational expense categories when planning and implementing construction work.
3. Consider impact on hospital operation when planning and implementing construction work.
4. Maintain awareness of current healthcare trends.

II. Planning, Design and Construction Process: 50 items ***(Recall - 11, Application - 29, Analysis - 10)***

A. Healthcare Guidelines and Regulations for the Built Environment: *10 items* *(Recall - 2, Application - 6, Analysis - 2)*

1. Adhere to regulatory codes:
   a) NFPA.
   b) model building codes.
   c) CMS.
   d) accrediting organizations (i.e., deemed-status).
   e) state health codes.
   f) OSHA.
   g) EPA.
   h) HIPAA.
   i) ADA.
2. Adhere to guidelines and standards:
   a) FGI.
   b) CDC.
   c) USP 797.
   d) NRC.
   e) ASHRAE.
   f) LEED.
   g) UL.
3. Facilitate observation of work to ensure adherence to regulatory codes and guidelines.

B. Special Systems: 26 items *(Recall - 5, Application - 16, Analysis - 5)*

1. Recognize critical elements of special systems when planning and implementing construction work:
   a) medical gas:
      1) breaching.
      2) certification.
   b) essential electrical:
      1) separation of branches.
      2) emergency power.
   c) fire alarms:
      1) testing.
      2) maintaining operability.
   d) fire protection:
      1) testing.
      2) maintaining operability.

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***B. Special Systems* (continued)**

1. Recognize critical elements of special systems when planning and implementing construction work:
   e) HVAC:
      1) control system.
      2) filtration.
      3) pressure relationships.
      4) air changes.
      5) maintaining operability.
      6) testing and balancing.
      7) humidity controls.
   f) information technology:
      1) maintaining operability.
      2) component protection.
      3) security.
   g) low voltage:
      1) maintaining operability.
      2) component protection.
      3) security.
   h) building envelope.
   i) plumbing.
2. Recognize critical elements when working around and installing medical equipment:
   a) therapeutic (e.g., linear accelerators, interventional radiology, GI).
   b) diagnostic (e.g., imaging, laboratory).
   c) monitoring (e.g., telemetry, physiological monitoring).
   d) electronic medical records (e.g., PACS, EMAR).

C. Delivery Models: 2 items *(Recall - 1, Application - 1, Analysis - 0)*

1. Understand features and benefits of delivery models.
2. Advise the team on the appropriate model.

D. Internal Communication: 2 items *(Recall - 1, Application - 1, Analysis - 0)*

1. Notify organizational staff of all project activities.
2. Facilitate team communication during planning and implementation of construction work.
3. Follow communication hierarchy.
4. Ensure adherence with the organization's policies.

E. Schedules: 2 items *(Recall - 0, Application - 1, Analysis - 1)*

1. Develop an integrated construction schedule, including phasing.
2. Integrate construction schedule and non-construction activities into an overall project schedule.
3. Articulate short-term look-ahead.

F. Project Logistics: 2 items *(Recall - 0, Application - 1, Analysis - 1)*

1. Coordinate equipment and material deliveries.
2. Develop and implement a comprehensive site logistics plan.

G. Sustainability: 2 items *(Recall - 1, Application - 1, Analysis - 0)*

1. Implement basic elements of sustainable practices.
2. Utilize industry-accepted sustainable design score cards.
3. Assist project in documentation of sustainable design and construction activities.

H. Quality Assurance: 2 items *(Recall - 0, Application - 1, Analysis - 1)*

1. Facilitate and implement a quality assurance plan.
2. Support and participate in the commissioning process.
3. Facilitate and implement a post-occupancy evaluation.

I. Project Close-Out and Occupancy: 2 items *(Recall - 1, Application - 1, Analysis - 0)*

1. Facilitate and implement the project close-out and occupancy plans.
2. Coordinate project close-out training of owner's personnel.
3. Submit project close-out documentation to the owner.

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III. Healthcare Facility Safety -Additions and Renovations: 30 items (Recall - 7, Application - 15, Analysis - 8)

A. Infection Prevention: 5 items *(Recall - 1, Application - 2, Analysis - 2)*

1. Participate in infection control risk assessment.
2. Execute infection control site plan.
3. Inspect and monitor for compliance with infection control plan.
4. Provide training for infection control.

B. Life Safety: 9 items *(Recall - 2, Application - 5, Analysis - 2)*

1. Participate in life safety risk assessment.
2. Execute interim life safety plan.
3. Inspect and monitor for compliance with interim life safety plan.
4. Provide training for interim life safety.
5. Comply with the facility's barrier management plan.
6. Understand the defend-in-place concept.

C. Utility Interruption Planning and Mitigation: 4 items (*Recall - 1, Application - 2, Analysis - 1)*

1. Prepare, validate, and implement an approved utility interruption plan.
2. Ensure utilities are shut off by authorized personnel.

D. Emergency Planning and Mitigation: 4 items *(Recall - 1, Application - 2, Analysis - 1)*

1. Prepare, validate, and implement an approved emergency preparedness plan.
2. Mitigate impact of emergency event.

E. Project Risk Assessment and Mitigation: 4 items *(Recall - 1, Application - 2, Analysis - 1)*

1. Conduct a project risk assessment.
2. Obtain approval of risk assessment.
3. Prepare, validate, and implement a risk mitigation plan.
4. Obtain approval of risk mitigation plan.
5. Mitigate project risks.

F. Workplace Safety and Security: 4 items *(Recall - 1, Application - 2, Analysis - 1)*

1. Prepare, validate, and implement a site safety and security plan.
2. Mitigate site security breaches.
3. Ensure safety requirements related to clinical occupancies are met (e.g., sharps, medical waste, isolation rooms, MRI).

IV. Financial Stewardship: 10 items (Recall - 2, Application - 4, Analysis - 4)

A. Constructability, Value Analysis, and Life Cycle Costing: 8 items (Recall - 2, Application - *3, Analysis - 3)*

1. Provide constructability analysis to the team.
2. Provide value analysis to the team.
3. Provide life cycle costing analysis to the team.
4. Identify and evaluate alternative means, methods, systems, and materials.

B. Methods of Procurement: 2 items *(Recall - 0, Application - 1, Analysis - 1)*

1. Identify and evaluate alternative methods for procuring equipment, services, and materials.
2. Coordinate contractor procurement with organization policies.

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Sample Examination Questions

1. A general hospital is constructing a new emergency department and must relocate the entry of the existing emergency department during construction. Which of the following needs to be relocated to be near the temporary public entrance?

   A. waiting and triage
   B. exam rooms and triage
   C. nursing station and waiting
   D. nursing station and exam rooms

2. The accessible entrance at an acute care hospital is to be remodeled. In order to comply with the requirements of the Americans with Disabilities Act (ADA), the remodel of the entry must have

   A. a passenger loading zone and automatic doors.
   B. revolving doors and a canopy/overhang to protect from weather or other hazards.
   C. a passenger loading zone and a canopy/overhang to protect from weather.
   D. a passenger loading zone and hinged egress doors.

3. In a fully sprinklered building, the maximum travel distance from any point in a smoke compartment to a smoke barrier door is

   A. 50 feet.
   B. 100 feet.
   C. 200 feet.
   D. 250 feet.

4. In accordance with Interim Life Safety Measures, how many additional fire drills would need to be performed beyond the normal frequency?

   A. none
   B. double
   C. triple
   D. quadruple

5. During an infant abduction alarm, the construction team should follow procedures set forth by the

   A. general hospital.
   B. emergency response plan.
   C. general conditions of the specifications.
   D. construction manager.

6. The owner has requested that the project team complete an 11-month, post-occupancy evaluation (POE) and warranty review for their project. The project team determined that members of the POE team will include the architect, contractor, mechanical engineer, and electrical engineer. The team conducted their POE prior to meeting with the owner only to find that the information from the POE was of little value. After meeting with the owner, the best way for this project team to have approached the POE would have been to

   A. allow the owner to choose the members of the POE team.
   B. allow the owner to identify who needs the information.
   C. outline necessary information and how it will be used.
   D. outline the warranty and the warranty extension requirements.

7. A general hospital is planning a cosmetic upgrade of the PACU requiring the closing of some PACU beds. When completing the phasing plan, it is MOST important to plan around the ratio of PACU beds to

   A. birthing rooms.
   B. emergency exam rooms.
   C. medical surgical rooms.
   D. operating rooms.

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

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CHC EXAMINATION PREPARATION

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

Review the Content

Candidates who have passed AHA-CC CHC certification examination report that study should begin by reviewing the CHC 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 CHC Examination are job-related/experience-based and test the application and analysis of information, not just the recollection of isolated facts.

Complete the CHC Self Assessment Examination (SAE)

A Self Assessment Examination (SAE) for the CHC Examination is an online tool created by the AHA-CC to simulate the CHC Examination. This tool is available for purchase at www.aha.org/certifcenter .

The 100-question online practice test 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 CHC Examination. The questions presented in the CHC SAE are different from the questions contained on the CHC Certification Examination.

Use Other Study Resources

The AHA-CC recommends that study for the CHC Examination focus on references and programs that cover the information summarized in the CHC Examination Content Outline. It should not be inferred that questions in the CHC Examination are selected from any single reference or set of references, or that study from specific references guarantees a passing score on the CHC examination. For information about references, study guides and review sessions offered by the American Society for Healthcare Engineering (ASHE), visit www.ashe.org.

CHC EXAMINATION ADMINISTRATION

The CHC 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 Americans with Disabilities Act (ADA), special arrangements can be made for candidates with a disability.

Computer Administration at AMP Assessment Centers

The primary mode of delivery of the CHC Examination is via computer at over 190 AMP Assessment Centers geographically distributed throughout the United States and typically located in H&R Block offices. For AMP Assessment Center locations, detailed maps and directions, go to www.aha.org/certifcenter, click on "CHC" and then on "Testing Centers."

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

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

The CHC 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-and-Pencil

The CHC Examination may be offered on laptop or in paper-and-pencil format during conferences or meetings. A candidate who meets CHC Examination 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/certifcenter.

International Testing

Candidates who are eligible for the CHC Examination and wish to take the CHC Examination outside of the U.S. may be accommodated for an additional fee. For a *Request for International Examination Administration* form, go to www.aha.org/certifcenter .

Special Arrangements for Candidates with Disabilities

The AHA-CC complies with applicable provisions of the Americans with Disabilities Act (ADA) and strives to ensure that no individual with a disability is deprived of the opportunity to take the CHC Examination solely by reason of that disability. Through its agents, the AHA-CC will provide reasonable accommodation for a candidate with a disability who timely requests accommodation by completing and timely submitting the Request for Special Examination Accommodations form included in this Candidate Handbook to AMP.

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 CHC Examination under standard conditions may request special accommodations and arrangements. For either a computer or a special administration of a CHC Examination, complete the Request for Special Examination Accommodations form included in this Candidate Handbook and submit it with a CHC Examination Application and fee at least 45 days prior to the CHC Examination date desired.

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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 whose signature is 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 CHC certification by the AHA-CC 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-CC.

Reporting Violations. To protect the national credentials and to ensure responsible practice by its certificants, the AHA-CC 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: AHA Certification Center, 155 N. Wacker Drive, Suite 400, Chicago, IL 60606. Only signed, written communication will be considered.

The AHA-CC 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-CC will protect the confidentiality of those who provide information to every possible extent. The named individual will be afforded a reasonable opportunity to respond in a professional and legally defensible manner, in accordance with policies established by the AHA-CC.

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CHC EXAMINATION APPLICATION AND SCHEDULING PROCESS

CHC Examination Application Fee Schedule

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

- Online Application (available at www.goamp.com; requires credit card payment for fees.)
- Paper Application (included in this Candidate Handbook)

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

To apply for the CHC Certification Examination, an eligible candidate must submit the appropriate fee (see below) with a complete CHC Examination Application to AMP.

Member of ASHE or other AHA Personal Membership Group…. $400

Nonmember…….. $570

- 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 the 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/certifcenter, click on "CHC," 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 CHC 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 ASHE at 312-422-3800 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), AMP confirms the candidate's certification of eligibility, and the candidate is prompted to schedule a CHC Examination appointment or supply additional eligibility information. The candidate must schedule a CHC Examination date that is within 90 days of AMP confirming receipt of the candidate's complete CHC Examination Application and certification of eligibility.

Paper Application

For all administrations

Complete and submit to AMP an examination application with the appropriate fee. You may complete the paper application included in this Candidate Handbook or obtained by one (1) of the following ways:

- Downloading copy from www.aha.org/certifcenter
- Contacting Applied Measurement Professionals, Inc. (AMP) at 888-519-9901
-

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An incomplete CHC Examination Application will be returned to the candidate along with any fee submitted less a $50 processing fee. A CHC Examination 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/certifcenter.
  - Application Status
  - Membership Status. Eligibility for the Member rate of the CHC 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 ASHE at 312-422-3800 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 and submit to AMP the *Request for Special Examination Accommodations* form included in this Candidate Handbook, and submit with the CHC Examination Application and fee to AMP at least 45 days prior to the desired testing date.

CHC Examination Application Processing and CHC Examination Scheduling

Generally, in about two (2) weeks of receiving the CHC Examination Application, AMP processes it, confirms the candidate's certification of eligibility, and sends an Email and postcard confirmation notice with a toll-free phone number and website address at which the CHC Examination appointment can be scheduled. For ***special administrations***, this notice reports the date, location and check-in time for the CHC 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 CHC 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 CHC Examination. A complete application and full examination fee are required to reapply for the CHC Examination.

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

Rescheduling or Cancelling a CHC Examination

Although CHC Examination Application fees are nonrefundable, a candidate who is unable to take the CHC Examination has the following options to reschedule it:

- A candidate ***may reschedule the CHC 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 CHC Examination must be rescheduled *within 90 days* of the originally scheduled CHC Examination date.
- A candidate may ***reschedule a second or additional time*** by calling AMP at 888-519-9901 and paying *the* ***$100 rescheduling fee*** with a credit card***.*** A new CHC Examination application is not required. The CHC Examination must be rescheduled *within 90 days* of the originally scheduled CHC Examination date.

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- A candidate who ***reschedules an examination after the 90 day period*** forfeits the application and all fees paid to take the CHC Examination. A new, complete CHC Examination application and *full* examination fee are required to reapply for the CHC Examination.
- A candidate who ***cancels a CHC Examination after AMP receives and confirms the candidate's certification of eligibility,*** forfeits the application and all fees paid to take the CHC Examination. A new, complete application and *full* examination fee are required to reapply for the CHC Examination.

ON THE DAY OF THE CHC EXAMINATION

Failing to Report for the CHC Examination

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

- Reschedule the CHC Examination for a new date that is within 90 days from the originally scheduled CHC Examination date, remit the $100 rescheduling fee, and contact AMP to schedule a new appointment for the CHC Examination. The candidate is required to submit to AMP a written request including their name, address, identification number and rescheduling fee. If payment is by credit card, the credit card number, and expiration date must be included. A new CHC Examination Application is not required. Showing up late or not at all for an already rescheduled CHC Examination results in the candidate forfeiting all fees. A complete CHC Examination application and full CHC Examination fee are required to reapply for the CHC Examination.
- A candidate who does not reschedule the CHC Examination for a date that falls within the 90-day period forfeits the application and all fees paid to take the examination. A complete CHC Examination application and full CHC Examination fee are required to reapply for the CHC Examination.

Reporting for the CHC Examination

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

For a computer administration, report to the assigned AMP 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 CHC Examination will begin after all scheduled candidates are checked-in and seated, and no more than one hour after the published registration start time. Follow the signs provided in the hotel/convention center to locate the testing room.

A candidate who arrives more than 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 CHC 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 CHC Examination date that is within 90 days of the originally scheduled CHC 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 a CHC Examination session that falls within the 90-day period forfeits the application and all fees paid to take the CHC Examination. A complete CHC Examination application and full CHC Examination fee are required to reapply for the CHC 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 Assessment Centers is continuously monitored by audio and video surveillance equipment or examination personnel.

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Identity Verification

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

- Examples of valid primary forms of identification are current driver's license with photograph, current state identification card with photograph, current passport, or current military identification card with photograph.
- The secondary form of identification must display the candidate's name and signature for the candidate's signature verification. (e.g., credit card with signature, social security card with signature, employment/student ID card with signature, etc.)
- If the candidate's name on the registration list is different than it appears on the forms of identification, the candidate must bring proof of the name change (e.g., marriage license, divorce decree, or court order).

Use of Calculators

Some CHC Examination questions may require calculations. Use of a silent, nonprogrammable calculator without paper tape-printing capability or alpha keypad is permitted during testing. Use of a computer or a Personal Digital Assistant (PDA) is not permitted. Calculators will be checked for conformance with this regulation before candidates are allowed admission to the AMP Assessment Center or testing room. Calculators that do not comply with to these specifications are not permitted in the AMP Assessment Center or testing room.

Inclement Weather or Emergency

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

A good faith attempt is made to administer the CHC Examination as scheduled; however, should the CHC Examination be canceled, the scheduled candidate will receive notification following the CHC Examination date 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 prior to the CHC Examination to determine if any AMP Assessment Centers have been closed.

In the event of a personal emergency on the day of the CHC Examination, a candidate may request consideration of rescheduling the CHC 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 CHC EXAMINATION

After identity of the candidate has been verified and his/her calculator has been approved, 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 sheet of scratch paper for calculations that must be returned to the CHC Examination proctor at the completion of testing.

For a ***paper-and-pencil administration***, the candidate is provided oral and written instructions about the CHC Examination 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 CHC Examination session. Prior to attempting the exam, the candidate is provided a short tutorial on using the software to take the exam. Tutorial time is NOT counted as part of the two (2) hours allowed for the CHC Examination. Only after a candidate is comfortable with the testing software and chooses to start the exam will the CHC Examination begin.

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

Only one CHC Examination question is presented at a time. The question number appears in the lower right portion of the screen. The entire CHC 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. This action allows the candidate to move forward through the CHC 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 CHC Examination.

An exam 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 to advance to the next unanswered or bookmarked question on the CHC Examination. To identify all unanswered or bookmarked questions, repeatedly click on the hand icon.

When the CHC Examination is completed, the number of scored CHC Examination questions answered is reported. If fewer than 115 questions were answered and time remains, return to the CHC Examination and answer the remaining questions. Be sure to answer each CHC Examination question before ending the CHC Examination. There is no penalty for guessing.

Candidates may provide comments about a CHC Examination question. 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 CHC Examination.

Rules for CHC Examination

All exam candidates must comply with the following rules during the CHC Examination 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. CHC Examinations are proprietary. CHC Examination questions may not be recorded or shared with any individual in any manner. No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers, cellular/smart phones, or other recording devices are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the CHC Examination.
4. Eating, drinking, and smoking is not permitted in the testing room.
5. No documents or notes of any kind may be removed from the testing room. Each CHC candidate will be provided one sheet of scratch paper that must be returned to the CHC Examination proctor at the completion of testing.
6. No questions concerning the content of the CHC Examination may be asked of anyone during the CHC Examination.
7. Permission from the CHC Examination proctor is required to leave the testing room during the exam. No additional time is granted to compensate for time lost.

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

- Gaining unauthorized admission to the CHC Examination
- Creating a disturbance, being abusive or otherwise uncooperative
- Displaying and/or using electronic communications equipment including but not limited to pagers, cellular/smart phones, and PDAs
- Talking or participating in conversation with other CHC Examination candidates
- Giving or receiving help or being suspected of doing so
- Leaving the AMP Assessment Center or testing room during the CHC Examination
- Attempting to record CHC Examination questions in any manner or making notes
- Attempting to take the CHC 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 CHC Examination materials or notes from the AMP Assessment Center or the testing room

Copyrighted CHC Examination Questions

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

FOLLOWING THE CHC EXAMINATION

CHC 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 CHC Examination in ***paper-and pencil format*** receives his/her score report from AMP by mail generally five (5) weeks after the CHC Examination.
- A candidate who takes the CHC 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 CHC 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 CHC Examination. The score report also includes raw scores for each of the major categories of the CHC Examination Content Outline. A raw score is the number of questions answered correctly. Responses to individual CHC Examination questions will not be disclosed to the candidate. Even though the CHC Examination consists of 115 questions, the score is based on 100 questions. Fifteen (15) questions are “pretest” questions and do not impact the candidate’s score. The minimum passing score for the CHC Examination is posted on www.aha.org/certifcenter.

Recognition of certification and information about certification renewal are issued from the AHA-CC generallyfour (4) to six (6) weeks of successfully completing the CHC Examination. This package is mailed to the address provided on the CHC Examination application.

How the CHC Examination 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 CHC Examination. These ratings are averaged to determine the preliminary minimum passing score (i.e., the number of correctly answered questions required to pass the CHC Examination). This method takes into account the difficulty of the CHC 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 CHC Examination.

When new forms of the CHC Examination are introduced, a certain number of CHC Examination questions in the various content areas are replaced by new CHC Examination questions. These changes may cause one form of the CHC 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 CHC Examinations that have different passing scores, the equating process helps ensure that the levels of examinee knowledge are equivalent on the various CHC Examination forms.

Passing the CHC Examination

An eligible candidate who passes the CHC Examination is awarded the Certified Healthcare Constructor (CHC) credential. Generally, four (4) to six (6) weeks after the candidate passes the CHC 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 in 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 group, reserves the right to recognize publicly CHC candidates who has successfully completed the CHC 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 CHC Examination will be shared with the professional membership group. *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 Email at certification@aha.org or fax at 312-422-4575.

Failing the CHC Examination

If a candidate does not pass the CHC Examination, the score report includes a shortened application form to apply for retaking the CHC Examination.

- To schedule a ***retake of the CHC Examination***, a candidate may apply by using the online application and scheduling feature on www.aha.org/certifcenter or by submitting the re-application form included with the score report. To use this shortened application form, the complete application and *full* CHC Examination fee must be submitted and a CHC Examination scheduled within the 90-day period following the failed CHC Examination.
- A candidate who applies to retake the CHC Examination after 90 days following the failed CHC 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 CHC Examination. Every retake requires submitting a CHC Examination application and the *full* exam fee.

CHC Examination 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 CHC Examination results if, upon investigation, violation of CHC Examination regulations is discovered.

CHC Examination Score Confidentiality

Information about a candidate for testing or renewal of certification and CHC 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.

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Administrative Matters

Duplicate CHC Examination 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 and must include the candidate's name, unique identification number, mailing address, telephone number, and date the CHC Examination was completed, as well as the $25 fee payable to AMP. After receipt of the request, a duplicate score report is generally 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 ASHE at 312-422-3800 or the AHA Member Services Center at 312-422-2765.

RENEWAL OF CHC 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 CHC certification is valid for three (3) years.

Eligible candidates who successfully complete the CHC Examination are provided information about certification renewal requirements in a certification package sent by the AHA-CC. ***The CHC Certification Renewal Application must be submitted to the AHA-CC up to one (1) year and no less than 30 days prior to the expiration date as listed on the certificate of achievement.***

The AHA-CC Emails 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 CHC Certification Renewal Application and renewal fees are posted at www.aha.org/certifcenter .

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

- **Successful re-examination.** To renew this way, successfully pass the CHC Certification Examination no more than one (1) year prior to expiration of the CHC Certification (subject to usual fees and provisions for testing) and submit with the CHC Certification Renewal Application a copy of your passing CHC 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, you must 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 online 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 is generally 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 afforded an opportunity to remove deficiencies. Certificants are responsible for keeping current contact information in their membership record.

Failing to Renew CHC Examination

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 CHC 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 CHC Examination (subject to the usual fees and provisions for testing).

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APPEALS

A candidate who believes he or she was unjustly denied eligibility for CHC Examination, who challenges results of the CHC 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 evidence satisfactory to the Appeal Board that a severe disadvantage was afforded the candidate during processing of an application for CHC Examination or renewal of certification or prior to or during administration of the CHC 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 CHC Candidate Handbook. Use the CHC Examination Content Outline to focus study efforts.
- Apply for the CHC Examination by one of the following two ways:
  - Mail or fax the complete CHC 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 CHC Examination.
  - Apply online for the CHC Examination and schedule an appointment to test on computer at an AMP Assessment Center. Visit www.aha.org/certifcenter, click on “CHC,” “Online Application and Scheduling”, and then follow the online instructions.
- Appear on time for the CHC Examination on the date and at the time and location selected. Bring the confirmation notice provided by AMP and identification as described in this Candidate Handbook.

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AMERICAN HOSPITAL ASSOCIATION CERTIFICATION CENTER

CERTIFIED HEALTHCARE CONSTRUCTOR (CHC)

EXAMINATION APPLICATION

***To apply for the CHC Examination**, complete this CHC Examination Application and return it with the examination fee to:*

Applied Measurement Professionals, Inc., AHA-CC Examination, 18000 W. 105th St., Olathe, KS 66061-7543
FAX: 913-895-4651 PHONE: 888-519-9901

CANDIDATE INFORMATION

_____ _____ _____ _____
(First Name) (Middle Initial) (Last Name) Former name if exam was taken previously under a different name.
List name as you wish to be printed on your certificate. Titles and designations will not be printed on the certificate.

_____ _____
Name of Facility/Company/Organization Title

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

_____ _____
Daytime Telephone Number Preferred email 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/certifcenter.)* Scheduled date: _____

☐ International administration (*For Request for International Examination Administration form, see www.aha.org/certifcenter*.)

ELIGIBILITY REQUIREMENTS

To be eligible for the CHC Examination, a candidate must fulfill *one* of the following education and work experience requirements. By checking a box below, a candidate certifies to the AHA-CC that he or she satisfies the eligibility requirements. *Check the one that applies*.

☐ Baccalaureate degree from and accredited college or university plus five (5) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, three (3) years of management/supervisory/administrative experience, and work experience on healthcare construction projects within the last three (3) years.

☐ Associate degree from and accredited college or university plus seven (7) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, three (3) years of management/supervisory administrative experience, and work experience on healthcare construction projects within the last three (3) years.

☐ High school diploma or equivalent plus ten (10) years of associated construction experience*, five (5) years of which must have been working on healthcare construction projects, three (3) years of management/supervisory/ administrative experience, and work experience on health-care construction projects within the last three (3) years.

**Associated construction experience refers to work experience in the following functional areas: Construction/ project management, estimating, planning, marketing, project superintendent or foreman, architect/engineer design, or design and construction position within a healthcare organization.*

APPLICATION STATUS *Check one of the following.*

☐ I am applying as a new candidate.

☐ I am applying as a reapplicant, i.e., retaking the test.

☐ I am applying for renewal of certification.

MEMBERSHIP STATUS

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

For information on joining the American Society for Healthcare Engineering (ASHE), visit www.ashe.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 ASHE or other AHA PMG…….$400

☐ Nonmember:……...$570

☐ 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

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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 the Candidate Handbook. Submit it with this CHC Examination Application and fee at least 45 days prior to the desired testing date.

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

1. How years have you worked in the construction industry?

   ☐ 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 the healthcare construction industry?

   ☐ 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

   ☐ Technical degree

   ☐ Associate degree

   ☐ Baccalaureate degree

   ☐ Master's degree

4. Have you attended ASHE's Healthcare Construction Certificate (HCC) Workshop?

   ☐ Yes

   ☐ No

SIGNATURE. I certify that I am eligible to take the CHC Examination and that I have read all portions of the CHC 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 CHC Examination results may be delayed or voided.

Name (please print): _____ _____

Signature: _____ Date: _____

Name, address, telephone number and email address of candidates who pass the CHC Examination will be shared with ASHE. *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 Email at certification@aha.org or fax to 312-422-4575.

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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 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 CHC Examination Application and fee to AMP at least 45 days prior to 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)

_____ _____
Daytime Telephone Number Preferred email Address

ASHE or other AHA Personal Membership Group Member (PMG) Number __ __ __ __ __ __ __ __ __ __

☐ I am not a member of an AHA PMG.

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 CHC Examination Application and fee to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543

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

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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 CHC Examination accommodations. The information provided will be treated with strict confidentiality. Return this form with the Request for Special Examination Accommodations form and your AHC Examination Application and fee to AMP at least 45 days prior to 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: _____

Email: _____

Return this form with your CHC Examination Application and fee to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543

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

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