

**CHC and CHFM at ASHE Region 6 Conference
April 25, 2014 in Mankato, MN**

Are you aware that the AHA Certification Center is partnering with ASHE to offer a special administration of the Certified Healthcare Constructor (CHC) and Certified Healthcare Facility Manager (CHFM) certification examinations at the 2014 ASHE Region 6 conference in Mankato, MN? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized credentials. Register early to ensure a seat for the exam.

The CHC and CHFM certification exams are based on practical experience and knowledge you may have gained academically as well as on the job. The CHFM exam being administered at the conference will be the new version of the exam. Candidates must meet the program eligibility requirements to sit for the examination. Candidates who receive a passing score on the certification exam earn the CHC certification. For more information about the CHC and CHFM eligibility requirements, exam content outline and exam administration policy, refer to the CHC and CHFM Candidate Handbook, respectively.

Examination Date: Friday, April 25, 2014

Registration Deadline: *Extended to Thursday, April 3, 2014*

- AMP must receive the exam application and fees by the *extended deadline of April 3, 2014*.
- Late applications will not be accepted. There will be no onsite registration for the exam.

Location: Verizon Wireless Center, One Civic Center Plaza, Mankato, MN 56001

Check-in time: 1:00 pm

Exam start time: 2:00 pm

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

Exam Fee

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

Member fee for CHC exam: \$400

Member fee for CHFM exam: \$275

Non-member fee for CHC exam: \$570

Non-member fee for CHFM exam: \$425

Exam Application

- Applications cannot be submitted online for this special administration. Submit fax or mail.
- Download the exam application for the exam administration at the Region 6 conference and submit to AMP as directed on the application:
 - [CHC Examination Application](#)
 - [CHFM Examination Application](#)
- If you are using the exam application in the [CHC Candidate Handbook](#) or [the CHFM Candidate Handbook](#), for **Examination Type**, check “*Special domestic administration*” and write in *April 25, 2014 – Mankato*.
- Include payment with the application. AMP does not accept personal checks.
- **Submit exam application and payment to AMP for receipt by AMP by April 3, 2014.** (AMP is the vendor with which the AHA Certification Center contracts for exam administration.) *By submitting the exam application, you certify that you meet the eligibility requirements as listed on the application and in the Examination Candidate Handbook specific to the examination for which you are registering.*
 - Fax application with credit card information to AMP at (913) 895-4651, OR
 - Mail application with company or cashier’s check payment to AMP, 18000 W. 105th St., Olathe, KS 66061-7543

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

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Exam Registration Confirmation

- Candidates are not registered for the exam until they have received the AMP-issued confirmation letter .
- AMP (not the AHA Certification Center) sends confirmation of receipt of the exam application (via mail and e-mail). If you do not receive a confirmation by April 11, 2014 contact AMP at 1.888.519.9901 or info@goAMP.com

Day of the Exam

All policies and procedures as listed in the CHC and CHFM Candidate Handbooks apply.

- Only candidates who received an exam confirmation from AMP will be allowed to test. Candidates who did not advance register will NOT be allowed to test at the conference.
- Candidates must be on time. Registration/check in begins at 1:00 pm. Late arrivals will not be allowed to test.
- *The exam administration begins after all registered candidates have checked in or up to one hour later (2:00), whichever occurs first.*
 - Unless a candidate informs AMP in advance that they will not be taking the exam, they are a viable candidate and will be given until the end of the registration time to arrive.
 - Proctors provide exam administration information that will take approximately 15 minutes.
 - The two hours allotted to complete the exam then begins. Although allowed to leave the room for washroom breaks, the clock keeps running.
 - Candidates who do not show up for the exam and do not cancel with AMP in advance of the exam forfeit the exam fee.
- *Candidates must bring two forms of identification (one with a photo) and the AMP-issued confirmation letter.*
- Approved calculators are allowed but not supplied. Candidates must bring their own calculator. Cell Phones are not an acceptable form of calculator.
- Personal belongings brought into the testing room must be placed in a designated area of the room.

Exam Results

CHC

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

CHFM

- AMP will mail to CHFM candidates their exam results/score report about six weeks after the exam. The AHA Certification Center does not issue the score report.
- The results of candidates completing the new version of the CHFM Examination at the conference are being used to finalize the passing score of the CHFM Examination.
- *Candidates who pass the CHFM Examination will receive from the AHA Certification Center their certificate of achievement and other materials about four to six weeks after the score report is issued by AMP.*

For more information

- ... about the CHC or CHFM review course and registration for it or other exam preparation materials, contact ASHE at 1.312.422.3800 or ashe@aha.org .
- ... about registering for the exams, submitting your application and confirmation of registration, contact AMP at 1.888.519.9901 or info@goAMP.com
- ... about the CHC or CHFM Certification Program, contact the AHA Certification Center at 312.422.3702 or certification@aha.org