CHFM - WSSHE Special Administration
October 21, 2014

Are you aware that the AHA Certification Center is partnering with WSSHE to offer a special administration of the Certified Healthcare Facility Manager (CHFM) certification examination following the CHFM review course in Renton, WA? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized credential. Register early to ensure a seat for the exam.

The CHFM certification exam is based on practical experience and knowledge you may have gained academically as well as on the job. Candidates must meet fully the program eligibility requirements to sit for the examination. Eligible candidates who receive a passing score on the certification exam earn the CHFM certification. For more information about the CHFM eligibility requirements, exam content outline and exam administration policy, refer to the CHFM Candidate Handbook.

Examination Date: Tuesday, October 21, 2014

Registration Deadline: Tuesday, September 23, 2014

- AMP must receive the exam application and fees by the deadline of September 23, 2014.
- Late applications will not be accepted. There will be no onsite registration for the exam.
- Register early. Registration is on a first-come, first -served basis and will close when capacity is reached.

Location: Renton Technical College, 3000 NE Fourth Street, Renton, WA 98056

Check-in time: 7:00 a.m.

Exam start time: 8:00 a.m.

NOTE: The exam administration begins after all registered candidates have checked in or 8:00 a.m., 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 the review course. *Exam application and fee must be submitted to AMP* as directed on the exam application.

Member fee for CHFM exam: $275 ***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 being administered in conjunction with the ASHE Annual Conference. Submit the application and payment to AMP as directed on the application.
- If you are using the exam application in the CHFM Candidate Handbook, for **Examination Type**, check "*Special domestic administration*" and write in *October 21, 2014, Renton, WA.*
- Include payment with the application. AMP does not accept personal checks.
- ***Submit exam application and payment to AMP for receipt by AMP by September 23, 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 October 13, 2014 contact AMP at 1.888.519.9901 or info@goAMP.com

Day of the Exam

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

- Only candidates who received an exam confirmation from AMP will be allowed to test. Candidates who did not advance register will NOT be allowed to test at the conference.
- Candidates must be on time. Registration/check in begins at 7:00 a.m. 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 (8:00 a.m.), 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 at least two business days 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.
- AMP provides pencils.
- Personal belongings brought into the testing room must be placed in a designated area of the room.

Exam Results

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

For more information

- … about the CHFM review course or other exam preparation materials, contact WSSHE at 253.265.3042 or Katie@aminc.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 CHFM Certification Program, contact the AHA Certification Center at 312.422.3702 or certification@aha.org