CHHR Certification Examination at the VaSHHRA Annual Spring Conference
April 11, 2014 in Virginia Beach, VA

Are you aware that the AHA Certification Center is partnering with the Virginia Society of Healthcare Human Resources Administration (VaSHHRA) to offer a special administration of the Certified in Healthcare Human Resources (CHHR) certification examination at the VaSHHRA Annual Spring Conference in Virginia Beach? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized CHHR credential. Register early to ensure a seat for the exam.

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

Examination Date: April 11, 2014

Registration Deadline: ***Extended to March 21, 2014***

- AMP must receive the CHHR Examination application and fees by the ***extended deadline of March 21, 2014***.
- Late applications will not be accepted. There will be no onsite registration for the exam.

Location: Holiday Inn Oceanside in Virginia Beach

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* (Applied Measurement Professionals, Inc.) as directed on the exam application.

Member fee for CHHR exam: $295 ***Non-member fee for CHHR exam:*** $425

Exam Application

- Applications cannot be submitted online for this special administration. They must be submitted by fax or mail to AMP.
- Complete the CHHR Certification Examination application for this special offering
- If using the application in the Candidate Handbook, for **Examination Type**, check "*Special domestic administration*" and write in April 11, 2014 – Virginia Beach, VA.
- Include payment with the application. AMP does not accept personal checks.
- ***Submit exam application and payment to AMP for receipt by AMP by March 21, 2014.*** (AMP is the vendor with which the AHA Certification Center contracts for exam administration.) *By submitting the exam application, you are attesting that you meet the eligibility requirements as listed on the application and in the CHHR Candidate Handbook.*
  - Fax application with credit card information to (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 VaSHHRA, ASHHRA or the AHA Certification Center.*

Exam Registration Confirmation

- Candidates are not registered for the exam until they have received their AMP-issued confirmation letter.
- AMP (not the AHA Certification Center) sends confirmation of receipt of the exam application (via mail and e-mail) in late September. If you do not receive a confirmation by March 30, 2014, contact AMP at 1.888.519.9901 or info@goAMP.com

Day of the Exam

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

- Only candidates who received an exam confirmation from AMP will be allowed to test. Candidates who did not advance register will NOT be allowed to test at the conference.
- Candidates must be on time. Registration/check in begins at 1:00 pm.
- *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.
- Late arrivals will not be allowed to test.
- *Candidates must bring two forms of identification and their confirmation letter.*
- Pencils are provided.
- Approved calculators are allowed but not supplied. Candidates must bring their own calculator. Cell phones are not an acceptable form of calculator.
- Any personal belongings brought into the testing room must be placed in a designated area of the room.

Exam Results

- AMP will mail to 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 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 CHHR review course at this conference and registration for it contact, Katy Reeves, VP, HR for Fauquier Health at reevesk@fauquierhealth.org .
- … about other or other exam preparation materials, contact ASHHRA at 312.422.3720 or ashhra@aha.org
- … about registering for the exam, submitting your application and confirmation of registration, contact AMP at 1.888.519.9901 or info@goAMP.com
- … about the CHHR Certification Program, contact the AHA Certification Center at 312.422.3702 or certification@aha.org