

CPHRM Examination at the ASHRM Annual Conference in Austin

Are you aware that the AHA Certification Center (AHA-CC) is partnering with ASHRM to offer a special administration of the Certified Professional in Healthcare Risk Management (CPHRM) certification examination at the ASHRM Annual Conference in Austin? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized CPHRM credential.

The CPHRM certification exam is based on practical experience and knowledge gained academically and on the job. Candidates must meet the eligibility requirements fully to take the exam. Eligible candidates who earn a passing score on the CPHRM Examination earn the CPHRM certification. The CPHRM eligibility requirements, exam content outline and exam administration policy is contained in the CPHRM [Candidate Handbook](#).

Examination Date: Wednesday, October 30, 2013

Registration Deadline: *EXTENDED to October 9, 2013*

- AMP must receive the exam application and fees by the deadline of October 9, 2013. AMP is the vendor with which the AHA Certification Center contracts for exam administration.
- Late applications will not be accepted. There will be no onsite registration for the exam.

Location: Austin, Texas

Check-in time: 1:30 pm

Exam start time: 2:30 pm

NOTE: The exam administration begins after all registered candidates have checked in or 2:30, whichever occurs first. Candidates are allowed two hours to complete the exam after administrative matters are completed. Schedule your travel arrangements accordingly.

Examination 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 CPHRM exam: \$275

Non-member fee for CPHRM exam: \$425

Examination Application

- Obtain an exam application from the CPHRM Candidate Handbook OR download the [application](#).
- If using the exam application in the [CPHRM Candidate Handbook](#), for *Examination Type*, check “*Special domestic administration*” and write in *October 30, 2013*.
- Applications cannot be submitted to AMP online for this special administration. Submit application by fax (913- 895-4651) or mail (AMP, 18000 W. 105th St., Olathe, KS 66061-7543) to AMP.
- Include payment (credit card information or cashier’s check payable to AMP) with the application. AMP does not accept personal checks.
- **Submit exam application and payment to AMP for receipt by AMP by October 9, 2013.** *By submitting the exam application, you certify that you meet the eligibility requirements as listed on the application and in the CPHRM Candidate Handbook.*
- *To ensure that your application is processed correctly and in a timely manner, please do NOT send exam applications or payment to ASHRM or the AHA-CC.*

Exam Registration Confirmation

- Candidates are not registered for the exam until they have received their confirmation letter
- AMP (not the AHA-CC) sends confirmation of receipt of the exam application via mail and e-mail. If you do not receive a confirmation by October 16, 2013, contact AMP at 1.888.519.9901 or info@goAMP.com

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Day of the Exam

All policies and procedures as listed in the CPHRM 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 1:30 p.m. Late arrivals will not be allowed to test.
- *Candidates must bring two forms of identification and their confirmation letter.* More information about the exam administration process is available in the [CPHRM Candidate Handbook](#).
- Approved calculators are allowed but not supplied. Candidates must bring their own calculator.
- *The exam administration begins after all registered candidates have checked in or up to one hour later (i.e., 2:30 p.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.

Exam Results

- AMP (not the AHA-CC) will mail to candidates their exam results/score report about four to six weeks after the exam.
- *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 CPHRM review course and registration for it or other exam preparation materials, contact ASHRM at (312) 422-3980 or ashrm@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 CPHRM Certification Program, contact the AHA Certification Center at 312.422.3702, or certification@aha.org