

## **CPHRM Certification Examination at the ASHRM Academy May 8, 2014 in Oak Brook, IL**

Are you aware that the AHA Certification Center is partnering with ASHRM to offer a special administration of the Certified Professional in Healthcare Risk Management (CPHRM) certification examination at the ASHRM Academy in Oak Brook, IL? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized CPHRM credential. Register early to ensure a seat for the exam.

The CPHRM 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 CPHRM certification exam earn the CPHRM certification. For more information about the CPHRM eligibility requirements, exam content outline and exam administration policy, refer to the CPHRM Candidate Handbook.

**Examination Date:** Thursday, May 8, 2014

**Registration Deadline:** April 10, 2014

- AMP must receive the CPHRM [exam application](#) and fees by the deadline April 10, 2014.
- Late applications will not be accepted. There will be no onsite registration for the exam.

**Location:** Hyatt Lodge in Oak Brook, IL

**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 CPHRM exam:** \$275

**Non-member fee for CPHRM 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 [application](#) for this special offering.
- If using the exam application in the [CPHRM Candidate Handbook](#), for *Examination Type*, check “*Special domestic administration*” and write in *May 8, 2014 – Oak Brook, IL*.
- Include payment with the application. AMP does not accept personal checks.
- **Submit exam application and payment to AMP for receipt by AMP by April 10, 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 CPHRM 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. 105<sup>th</sup> 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 ASHRM 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 April 25, 2014., contact AMP at 1.888.519.9901 or [info@goAMP.com](mailto:info@goAMP.com)

### **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 1:00 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.* More information about the exam administration process is available in the CPHRM Candidate Handbook.
- 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 CPHRM review course and registration for it or other exam preparation materials, contact ASHRM at (312) 422-3980 or [ashrm@aha.org](mailto: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](mailto:info@goAMP.com)
- ... about the CPHRM Certification Program, contact the AHA Certification Center at 312.422.3702 or [certification@aha.org](mailto:certification@aha.org)