COUNCIL FOR HOMEOPATHIC CERTIFICATION

CERTIFICATION HANDBOOK

Certified Classical Homeopath (CCH) Credential

The Council for Homeopathic Certification
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The CHC is a member of the Institute for Credentialing Excellence (ICE), and its certification program is accredited by the National Commission for Certifying Agencies (NCCA).

Table of Contents

Section 1 | About the CHC **4**
The Purpose of Homeopathic Certification 4
The CHC Certification Exam 4
About the Council for Homeopathic Certification 4
CHC's Mission & Vision 4
Non-Discrimination & Confidentiality Policies 5
The Value of CHC Certification 5
The Benefits of CHC Certification 6
Section 2 | The CHC Certification Process **7**
CHC Certification Process Overview 7
ADA Test Accommodations 8
Step 1: Confirm Your Eligibility to Become Certified 8
Step 2: Apply to take the CHC Certification Exam 12
Step 3: Receive Verification of Your Application 13
Step 4: Schedule Your CHC Certification Exam 13
Step 5: Prepare for the CHC Exam 14
The CHC Exam/Recertification Calendar 16
CHC Fees 17
Refunds 18
Exam Rescheduling & Cancellations 18
No Show Policy 19
Section 3 | CHC Certification Exam Content **21**
How the CHC Certification Exam Is Developed 21
CHC Job Analysis 21
Section 4 | Taking the CHC Certification Exam **23**
Exam Day at an Authorized Testing Center 23
Taking the CHC Certification Exam via Live Remote Proctoring 25
Section 5 | After the Exam **30**

Exam Results 30
If You Did Not Pass the CHC Certification Exam 30
Using the CHC Credential/Logo 31
Join the CHC Community – Become a Volunteer! 31
The 'Find a Certified Homeopath' Directory 31
Section 6 | Maintaining Certification 32
Recertification 32
Recertification Requirements 32
Section 7 | Ethics Guidelines & Policy for Certified Classical Homeopaths 34
Ethical Standards 34
Ethics Complaints: Consumer or Professional 34
Section 8 | CHC Policies & Procedures 35
Reconsideration Requests 35
Appendix A | Supplemental Materials 37

Section 1 | About the CHC

The Purpose of Homeopathic Certification

To certify and recertify individuals who meet and maintain a recognized standard of professional and ethical competence in classical homeopathy.

The CHC Certification Exam

The CHC Certification Exam is a valid and reliable measure of the knowledge and skill in classical homeopathy required for an entry-level certified practitioner of homeopathy. The CHC is accredited by the National Commission for Certifying Agencies (NCCA) and is the only accredited certification organization for professional homeopathy practice in North America. Only individuals who have met the CHC educational requirements are eligible to take the exam.

About the Council for Homeopathic Certification

The Council for Homeopathic Certification (CHC) was formed in 1991 and incorporated in 1992 as a non-profit 501(c)(6) organization with the vision of a healthcare system, which includes access to certified classical homeopathic practitioners and makes homeopathy accessible to all. Acting with an autonomous governing Board of Directors, the CHC maintains oversight and responsibility for all certification and recertification policy decisions, including governance, eligibility standards, appeals and disciplinary actions, and the development, administration, and reporting of the results of assessment instruments.

In July 2017, the CHC was accredited by NCCA, creating the first and only third-party-accredited homeopathic certification organization in North America. Reaccreditation takes place every five years, and the CHC was last reaccredited in 2022. NCCA standards require that the CHC's professional certifying exams meet objective psychometric content validity, reliability, and scoring standards, and that certification processes adhere to best practices in order to ensure the health, welfare, and safety of the public.

The CHC is also an organizational member of the Institute for Credentialing Excellence (ICE). ICE is a private and voluntary membership organization that provides educational, networking, and other resources for organizations like the CHC awarding credentials.

CHC's Mission & Vision

The CHC's mission is to advance the homeopathic profession by certifying individuals who meet and maintain a recognized standard of professional and ethical competence in classical homeopathy and to assist the general public in choosing appropriately qualified homeopaths.

We envision a healthcare system that encompasses certified classical homeopathic practitioners accessible to all.

Non-Discrimination & Confidentiality Policies

The CHC does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, disability, marital status, national origin, or ancestry. The CHC strives to promote diversity, equity, inclusion, and accessibility in all areas of organizational and professional practice.

Confidential information (non-public information including, but not limited to: name, address, social security number, bank or credit account numbers, financial or medical information, certification numbers, etc.) is protected by federal and state statutes. To protect privacy, CHC's database of personal information is accessible only by designated staff and contractors operating under a nondisclosure agreement. This database may also be used in aggregate (such as pass rates, number of certificants, score trends, etc.) for the purpose of research reports and published data.

All information related to certification remains confidential, except for the current standing of any certificate holder, which is available to the public. Unless required by law, written authorization by an applicant or candidate is required to release any other information. Please note that test score or pass/fail status will not be provided by phone.

Work/Study Visas

The CHC does not provide referrals, information, or assistance regarding work or study visas. Please do not contact the CHC with inquiries about these topics.

The Value of CHC Certification

- The CHC credential provides public recognition of homeopathy.
- Certification promotes homeopathy as a recognized practice, equating homeopathy with other professionally certified healthcare professions.
- The CHC credential increases the public's confidence in the CCH holder's professional expertise.
- The CHC's recertification requirements ensure that certified homeopaths continually expand their professional knowledge and competence. For more information about recertification, please see the section 'Maintaining Certification'.

- The work of the CHC depends on certified homeopath volunteers. After becoming certified, you can support the profession by serving on a CHC committee. Committee members gain knowledge of homeopathy, network with diverse members of the profession, and build organizational skills.

The Benefits of CHC Certification

- CHC certified practitioners in good standing qualify for the following benefits:
- Promotion of your practice on the CHC website directory 'Find a Certified Homeopath '.
- Eligibility to purchase professional liability insurance through the Westminster Group.
- Eligibility to apply for membership in the North American Society of Homeopaths (NASH) which grants the RSHom (NA) designation. CCH holders who apply for the RSHom have significantly reduced requirements.
- A 50% discount on a Professional Membership from the National Center for Homeopathy (Valid for one year only; applies to new certificants only. Contact info@homeopathycenter.org for details).
- A complimentary two-month membership to Trinity Health Hub (applies to new certificants only).
- Practitioner discounts on products from many homeopathic pharmacies.
- Opportunities to be featured on the CHC's social media channels.

Section 2 | The CHC Certification Process

CHC Certification Process Overview

IMPORTANT: Open an account on the CHC Portal (accessible via a button on our website) to begin your exam application for either Pathway 1 or Pathway 2.

Pathway 1: Graduates from schools or programs that have been accredited by the Accreditation Commission for Homeopathic Education in North America (ACHENA), have been approved by the College of Homeopaths of Ontario (CHO) or graduates from schools or programs that have earned candidate status from ACHENA) or

Pathway 2: Applicants who have attended non-ACHENA or non-CHO approved programs, including international programs such as BHMS).

- Applications ($35 fee) must be approved and verification received from the CHC before registering to take the exam.
- To allow time for verification of your application, complete and submit your application at least 6 weeks in advance of your preferred testing date.
- Once your application is verified, register to take the exam and select an exam date in either April or October.
- There are two eligibility pathways for the CHC Exam:
    - **Pathway 1**: Graduates of programs ACHENA accredited or CHO approved, or programs which have received candidate status from ACHENA ($35 Application Fee)
    - **Pathway 2**: All Other Applicants: Individuals applying through Pathway 2 must have their documentation verified through the Pre-Qualification Evaluation (PQE) Review ($35 Application Fee + $75 PQE Review Fee)
- There are two delivery methods for the CHC Exam:
    - **Authorized Testing Center**: Authorized Testing Centers are available throughout the US and Canada.
    - **Live Remote Proctoring**: Live Remote Proctoring enables test takers to take the CHC Exam from their homes. (Note: Live remote proctored exams must be taken at a location in the US or Canada.)

ADA Test Accommodations

Applicants may make a request for reasonable accommodations for disabilities covered by applicable laws. **Requests must be submitted (available on the CHC Portal dashboard) and approved six weeks prior to applying to take the exam**. Once a request for Reasonable Accommodations has been approved by the CHC, applicants may submit an application for the exam. If the request for accommodations is denied, an exam application may still be submitted.

Definition of a Disability

An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

CHC Policy

The CHC Board complies with the American with Disabilities Act (ADA) with respect to its examinations and certification procedures. The CHC provides reasonable and appropriate accommodations for examinees with disabilities or impaired sensory, manual, or speaking skills to ensure that the examination results accurately reflect the individual's achievement level, rather than the individual's impairment.

Accommodations and auxiliary aids or services are provided on an individual basis and depend on the documented nature of the disability or medical condition, and the requirements of the examination. The CHC makes every reasonable effort to provide the requested auxiliary aids and services to examinees who have documented disabilities, qualifying medical conditions,or functional impairments, provided that the accommodations do not fundamentally alter the measurement of the skills or knowledge the examination is intended to test, do not undermine the validity of the test results, and do not result in an undue burden to the CHC Board. Any request for testing accommodation, auxiliary aids or services must be supported by reliable and verifiable documentation of the nature of the impairment, its impact on the applicant's day-to-day functioning or major life activities, and specific identification of the accommodation sought and the need for the accommodation.

Requirements for ADA Accommodations Requests

Applicants must submit a completed Request for Reasonable Accommodations for Testing Form, available on the CHC website, under the “Exam, Resources”, as well as supporting

documentation to include a letter on letterhead from the applicant's treating health care provider before applying for the exam. The medical certification letter must include the name, title, contact information and professional credentials of the treating health care provider or specialist evaluator including the area of specialization, and whether the evaluator or treating health care provider has, or has had, any other personal or professional relationship with the applicant. It should identify the dates of treatment or evaluation of the applicant relevant to the requested accommodation. Applicants who have received testing accommodations in a similar setting or during their education should submit documentation of those prior accommodations and the context in which the accommodations were provided.

Required Documentation

Candidates requesting reasonable accommodations of disabilities covered by applicable laws must meet the following standards:

- Provide documentation of an evaluation and/or diagnosis by a licensed professional. The diagnosis must be within the professional's scope of practice. If testing was performed on the candidate, the results of those exams must be provided.
- The documentation must be signed by the licensed professional on official letterhead from that individual's practice. The professional must be clearly identified by name and profession.
- The documentation must have been completed within the last three (3) years.
- The documentation must state the diagnosis clearly and must specify what accommodations are required for the candidate to experience a fair administration of the examination. The accommodations must be presented as a requirement, given the nature of the disability, not as a suggestion.
- Documentation from a school psychologist is only acceptable if the candidate is still a student in that school system. IEPs and 504 Plans from a candidate's secondary education or earlier are not acceptable because they are administrative documents, not the evaluations of licensed professionals, and they are not assessments of the candidate as an adult.
- In addition to the documentation described above, if the candidate has received accommodations from a school or course of study within the last three (3) years, the candidate must provide a letter from her or his professional program attesting to the nature of accommodations that were provided for testing throughout the course of study.

Appealing a Denied ADA Accommodation Request

Applicants may appeal a denial for reasonable accommodations by submitting written justification to the Appeals Committee. Appeals may be sent via email

(chcinfo@homeopathcertification.org) or mailed to P.O. Box 75, Chartley, MA 02712

Appeals must be submitted in writing within 5 business days of notification of the CHC's original decision. Appeals must include a copy of the original application, the determination letter, and the reason for the appeal.

English Language Proficiency

Both oral and written English proficiency are required. The CHC does not offer accommodations for limited English proficiency. An English language proficiency test is not required.

Exam Location

The exam must be taken at a location in the United States or Canada. To ensure exam security, the CHC requires that all test takers be physically present at a location in the United States or Canada on the day of their exam. This policy is applicable whether you are taking the exam at an approved Authorized Testing Center or via Online Remote Proctoring.

Step 1: Confirm Your Eligibility to Become Certified

PATHWAY 1: Graduates of programs ACHENA accredited or CHO approved, or programs which have received candidate status from ACHENA ($35 Application Fee).

REQUIREMENTS

IMPORTANT: All of the following are required

- A copy of the official transcript(s) from an ACHENA accredited or CHO approved program verifying:
    - Completion of a minimum of 500 hours of theory and foundations in classical homeopathy
    - Completion of 500 hours of clinical training, including at least 10 independently managed chronic cases with two follow-ups each supervised by an experienced homeopath with a CCH.
- Successful completion of college-level courses in both Anatomy & Physiology and Human Pathology.
- The applicant must read, comply with, and sign required attestations regarding Fitness to Practice, CHC's Code of Professional Ethics, CHC Client Healthcare Rights, and Confidentiality of Exam Questions.

PATHWAY 2: Applicants who have attended programs at schools which are not ACHENA accredited or CHO approved, including international programs ($35 Application Fee + $75 PQE Review Fee = $110 Total).

REQUIREMENTS

> **Note**: All steps are required.

HOMEOPATHIC EDUCATION AND CLINICAL EXPERIENCE

1. **Submit a copy of an official school transcript(s) documenting 1000 hours of a sequential, comprehensive, cohesive, homeopathic program of study which includes:**
    - 500 hours of instruction in the foundations, history and theory of classical homeopathy including study of materia medica, repertory, posology, ethics, professional practice, case taking, case analysis, case follow-up and management.
    - 500 hours of homeopathic clinical training, generally divided into two parts.
        - **Part 1**: 250 hours of documented clinical observation.
        - **Part 2**: 250 hours of clinical analysis requiring a minimum of 10 independent cases with two follow-ups each, supervised by a CCH. The cases and follow-ups must have been presented as written case reports and verified on a transcript or on the CHC Clinical Training Log.

    > **Apprenticeship**: After completing the 10 supervised cases and the required 250 hours of documented clinical observation (Part 1), you may fulfill the remaining hours needed for the 250-hour clinical analysis requirement (Part 2) through an apprenticeship. An apprenticeship is a one-on-one clinical experience in which you observe intakes and follow-ups and participate in case analysis under the guidance of an experienced CCH. All apprenticeships must be supervised by a current CCH, and hours must be verified on the CHC Apprenticeship/Mentorship Log. Each hour of apprenticeship participation counts as one clinical analysis hour.

2. **Anatomy & Physiology and Human Pathology**. Submit a copy of an official transcript for college level courses in: Anatomy & Physiology (A&P) and Human Pathology (Pathology).
3. **Submit course descriptions, syllabi, or a detailed program description** for the school's homeopathy program outlining the topics addressed and the hours of delivered instruction.
4. **Read, affirm and sign the following attestations:**
    - Fitness to Practice
    - CHC's Code of Professional Ethics
    - CHC's Client Healthcare Rights

- Confidentiality of Exam Questions

5. **Pay the required PQE ($75) and Exam Application ($35) fees.**

> **Note**: **No individual Seminars**: Standalone certificates from individual courses or seminars are not accepted to meet core program requirements. Self-study is not accepted.

APPLICANTS WHO HOLD A GOVERNMENT-ISSUED LICENSE IN HOMEOPATHY

Applicants holding a government-issued license or registration in classical homeopathy may submit a copy of your license and a transcript outlining your study and clinical work to meet the requirements for #1-3 above. All attestations must be affirmed and signed (#4) and fees paid (#5).

If you trained outside the USA or Canada, you may be required to have your education verified by evaluation services such as AACRAO, ECE, or WES.

CLINICAL ALTERNATIVES FOR ESTABLISHED HOMEOPATHS

Established, practicing homeopaths who have completed the required 500 instructional hours, may fulfill the required clinical experience with one of the following options:

- **Option #1**: Practicing homeopaths with an established practice who have completed: 500 hours of formal instruction in classical homeopathy, 250 hours of clinical observation through a school program (Part 1, above), and A&P and Pathology (See details in #1-5 above) may meet the 250-hour clinical analysis requirement (Part 2, above) by submitting notes for 36* cases from your own practice. (Submit redacted 1st page intake notes and 1st page notes for two follow-ups for each case. Cases and follow-ups must be labeled, numbered and submitted in a single PDF.)
- **Option #2**: Practicing homeopaths with an established practice who have completed: 500 hours of formal instruction in classical homeopathy and A&P and Pathology (See details in #1-5 above), but have not completed 500 hours of clinical training, may meet the **500-hour clinical observation and analysis** requirements by submitting redacted notes for **72* cases** from your own practice. (Submit redacted 1st page intake notes and 1st page notes for two follow-ups for each case. Cases and follow-ups must be labeled, numbered and submitted in a single PDF.)
- **Option #3:** Practicing homeopaths with an established practice who have completed: 500 hours of formal instruction in classical homeopathy and A&P and Pathology (See details in #1-5 above) but have not completed the 500 hours of clinical training, may meet the **500-hour clinical observation and analysis** requirements by combining any existing qualifying clinical training hours with a mix of the following to reach the 500-hour clinical training requirement.

- **Organized Clinic Participation**: Earn 5 hours of clinical credit for each written case report completed by participating in an organized clinic. Credit is certified by the organization's director through a log or transcript.
- **Cases from your own practice**: Earn 5 hours per intake and 1 hour per follow-up. (Submit redacted 1st page intake notes and 1st page notes for two follow-ups for each case. Cases and follow-ups must be labeled, numbered and submitted in a single PDF.)
- **Mentoring with a CHC:** 1 hour of mentoring = 1 clinical hour of credit. Mentoring is a professional relationship in which a CCH homeopath guides and supports an uncertified homeopath. It can provide knowledgeable assistance on a wide range of topics as well as a safe space to ask questions and build confidence. Document apprenticeship hours on the CHC Apprenticeship/Mentoring Log.
- **Apprenticeship with a CCH**: 1 hour of apprenticeship = 1 clinical hour of credit. Refer to the section above on an apprenticeship for details.
- **Study Group Participation**: 1 hour of attendance = 1 hour of clinical credit. Participation in a homeopathy study group is verified through a log signed by a study group member (limited to 50 hours of credit).
- **Group Presentation**: Presenting a new case from your practice to a homeopathy study group of peers, earns 6 hours of clinical credit. Submit either the case report(s) or the presentation notes via a single PDF. Participation in a homeopathy study group is verified through a log signed by a study group member.

*Note: Individual cases from one's own practice earn 5 hours of credit for each intake and 1 hour of credit for each follow-up. The number of required cases from one's own practice can be reduced based on the number of hours of clinical training completed under approved eligibility requirements.

Step 2: Apply to take the CHC Certification Exam

Pathway 1: Graduates of ACHENA or CHO approved or candidate schools. Apply to take the CHC Certification Exam via the CHC Portal.

Pathway 2: Applicants who attended programs at schools which are not ACHENA or CHO approved, including international programs. Apply to take the CHC Certification Exam via the CHC Portal.

Pathway 1 Applicants:

1. Create your **CHC Portal** account at https://chc.roc-p.com/.

2. Complete all required fields.

> **IMPORTANT**: When setting up your CHC Portal account, enter your NAME that matches your official identification documents. You **must** use the same name and same email address when scheduling your exam on the Webassessor platform after your application is verified.

3. Choose **PATHWAY 1**. Refer to the requirements for Pathway 1 as described in detail above.
4. Select your **SCHOOL** from the drop-down list, or, if you attended a school not listed, type in the name of the school.
5. Create a password.
6. Click on **CREATE ACCOUNT**. An account verification email will be sent to the email address you used to create the account.
7. Upon receipt of the verification email, click the **VERIFY** link and log in to your account to complete the required sections of your profile (Address, Education, Demographics, etc.)

> **IMPORTANT**: Applicants requesting reasonable accommodations for disabilities covered by applicable laws in the US must complete and submit the Request for Reasonable Accommodations for Testing Form (available on your CHC Portal dashboard).

8. Upload a SINGLE DOCUMENT as evidence of your foundational, clinical, and health sciences training.
9. Read the attestations and provide your electronic signature.
10. Pay the $35 application fee.

Pathway 2 Applicants:

1. Create your CHC Portal account at https://chc.roc-p.com/.
2. Upload **ALL PERTINENT TRANSCRIPTS** as evidence of your foundational, clinical, and health sciences training.
3. Upload copies of or provide the URL to your school's course descriptions, syllabi, or a detailed program description issued by the school OR a government issued license or registration in classical homeopathy.
4. Read the attestations and provide your electronic signature.
5. Pay the $35 application fee and $75 PQE review fee ($110 total).

Step 3: Receive Verification of Your Application

The Pre-Qualification Evaluation Committee (PQE) and/or the Exam Committee will review your application for eligibility and verify your submissions. Please note that this process may take 2-3 weeks.

If the PQE and/or Exam Committee approves your application

You will receive an email notification with instructions to pay the CHC Certification Exam Fee. After your CHC Certification Exam Fee payment is confirmed, you will receive a CHC Certification Exam voucher code, available on your **CHC Portal** dashboard. **Your voucher code is essential for scheduling your exam**. You will also receive a scheduling email with instructions regarding how/when to schedule your CHC Certification exam on CHC's Webassessor.com platform.

If the PQE and/or Exam Committee does not approve your application

You will receive an email from the committee, which will contain a link to your application, requesting that you provide additional information or upload required documentation pertaining to your exam application. Alternatively, you may log in to your **CHC Portal** account to view any relevant notifications containing details and next steps.

Step 4: Schedule Your CHC Certification Exam

The CHC uses Webasessor's testing platform to deliver the exam at designated test sites or via Live Remote Proctoring.

Once your application has been verified and you have received the scheduling email, it's time to create an account at Webassessor.com.

If you have questions or need assistance, please email the CHC office at chcinfo@homeopathcertification.org or call at 1-866-242-3399.

> **IMPORTANT**: When setting up your Webassessor account, be sure to enter your name as it appears on your official identification documents and your email address exactly as you did for your CHC Portal account. If these fields are inconsistent there will be a delay in receiving your results.

After you have created your Webassessor account, you will be prompted to:

- Enter your exam voucher code
- Choose between Live Remote Proctoring or an Authorized Testing Center
- Choose your exam date and time
- Upon completion of these scheduling steps, you will receive an email confirming your choices.

Step 5: Prepare for the CHC Exam

Review Section 3 | CHC Certification Exam Content, Section 4 | Taking the CHC Certification Exam, **and** Section 6 | After the Exam **in this handbook**.

CHC Exam Overview

- The CHC Exam consists of 250-260 multiple choice items, and you must choose the **single** best answer for each item.
- You will have four hours (240 minutes) to complete the exam.
- To ensure exam security, the CHC requires that all test takers be physically present at a location in the US or Canada on the day of their exam. This rule applies even if you are taking the exam via online Live Remote Proctoring.

CHC Exam Content Areas

For complete details, see Certification Exam Content.

- Foundations and Theory of Classical Homeopathy
- Materia Medica
- Repertory
- Health Sciences
- Ethics and Professional Practice
- Homeopathic Case Taking
- Homeopathic Case Analysis
- Posology
- Follow-up and Case Management
- Case Studies
- Repertory Graphs and Charts

CHC Exam Scoring

- The score required for passing the exam is 255. Scores are scaled (or standardized) using a method that is similar to the method used to score college entrance exams such as the Scholastic Assessment Test (SAT).
- The range for exam scores is between 100 and 300.
- A provisional score will be shown onscreen immediately upon completion of the exam, except during a beta exam cycle. **However, the provisional score is not your final score.**
- You will be notified via email when your final score has been verified. This will occur 2-3 weeks after the close of the exam cycle. (During beta exam cycles, significantly more time might be needed for verification of final scores by the psychometrician.) For complete details, see After the Exam.

CHC Certification Exam Day Policies

- No outside materials or references are allowed inside the exam room.
- No electronic devices (phones, computers, etc.) are allowed inside the exam room.
- No eating or drinking is permitted during the exam.
- No test misconduct will be tolerated during the exam.
- For complete details, see Taking the CHC Certification Exam.

Breaks During Your Exam

- If you are taking the exam at an Authorized Testing Center, you may take a short break during the exam. Please note that the exam time clock will NOT stop during a break.
- If you are taking the exam via Live Remote Proctoring, no breaks are permitted. Hence, if you feel that you must have a break, we suggest you schedule your exam at an Authorized Testing Center.
- For a complete list of Exam Day Policies, please see Taking the CHC Certification Exam.

CHC's Annual Recertification Requirement

- After initial certification, annual recertification is mandatory to maintain your credential.
- New certificants do not need to be recertified in the year that they passed the exam. For example, if you passed the exam in April or October of 2024, recertification would not be due until the end of 2025.
- Please refer to the **CHC Recertification Handbook on the CHC** website for additional recertification guidelines and procedures.

The CHC Exam/Recertification Calendar

We encourage you to study for the CHC Exam at least three months before your preferred exam date.

Scheduling Your Exam
The CHC Exam is offered January 1st to December 31st (excluding weekends and holidays).
PATHWAY 1 applicants should submit their applications to take the CHC Exam at least 2-3 weeks before the intended exam date.
PATHWAY 2 applicants should apply for pre-qualification at least 6 weeks in advance of the intended exam date.

Scheduling Your Exam
PATHWAYS 1 and 2 applicants who have a recognized disability and require reasonable accommodations must submit a Request for Reasonable Accommodations for Testing (available on your CHC Portal dashboard) at least **six weeks** prior to the exam application submission date.
CHC Exam scores will be distributed via email. If you do not pass the exam, you may schedule a retake: ● The first retake may be taken no earlier than the month following the initial attempt (or anytime thereafter).. ● For a second retake, you must wait until the following calendar year. For example, if your first retake was in August, 2024, your second retake may be scheduled January 2025 or anytime thereafter.

IMPORTANT: Recertification deadline is December 31st.

Recertification	
December	New certificants do not need to be recertified in the year that they passed the exam. For example, if you passed the exam in 2024, you will need to recertify by the 2025 recertification deadline. Please refer to the CHC Recertification Handbook for details including qualifying Continuing Education activities.

CHC Fees

All amounts for all pathways are in US dollars ($).

Pathway 1	
CHC Exam Application Fee	$35.00
Initial CHC Exam Fee	$500.00
CHC Exam Retake Fee	$500.00

Pathway 2	
Pre-Qualification Evaluation Review Fee ($75) + CHC Exam Application Fee ($35)	$110.00
Initial CHC Exam Fee	$500.00
CHC Exam Retake Fee	$500.00

Pathway 1 or 2	
Late Rescheduling or Cancellation Fee	$150.00
No Show Fee	$70.00

Refunds

The CHC does not offer refunds of the CHC Certification Exam Application Fee or the Pre-Qualification Evaluation Review Fee.

The CHC does not offer refunds of the CHC Certification Exam Fee, unless you **cancel your exam AT LEAST 72 HOURS BEFORE THE SCHEDULED TIME**.

For more information regarding rescheduling/cancellation please see Exam Rescheduling & Cancellations.

Exam Rescheduling & Cancellations

You may reschedule or cancel your CHC Certification Exam according to the following policies and conditions:

- Applicants may choose to defer (postpone) taking the exam until the next exam cycle. For example, an applicant who schedules an exam (initial or retake) in April may reschedule the exam for the following October.
- Your initial exam verification and voucher is valid for one year. If you do not reschedule your exam within one year, you will need to re-apply.
- Fees for late rescheduling, late cancellation, and no-shows will apply.
- Any unauthorized use of CHC Certification Exam vouchers will result in immediate and permanent dismissal of the candidate by the CHC.

- If you decide to switch modes from Authorized Testing Center to Live Remote Proctoring, or vice versa, the original exam registration must be cancelled and a new exam registration made. Changes in testing mode cannot be accommodated after the cancellation window (72 hours prior to the scheduled exam time for both Authorized Testing Center and Live Remote Proctoring).
- For all scheduled exams via Authorized Testing Center or Live Remote Proctoring, you may reschedule/cancel up to 72 hours before your scheduled exam time. Cancelling or rescheduling less than 72 hours before the scheduled exam time will incur a $150 Rescheduling/Cancellation Fee.
- Emergency cancellations or rescheduling accompanied by fee waiver requests require supporting documentation (written proof of the emergency).

Canceling or Rescheduling

Follow these steps to cancel or reschedule your exam:

1. Log in to your test taker account in Webassessor.
2. Go to **My Assessments**.
3. Scroll down to your scheduled exam and click on the link to **Reschedule/Cancel**.
4. Click on the **Reschedule button**. (Or click on the **Cancel** button if you are not rescheduling.)
5. If rescheduling, choose your testing location, and then choose a new exam date and/or time on the **Date and Time Selection** screen.

> **IMPORTANT**: If you try to reschedule/cancel your exam less than 72 hours before your scheduled exam time, you will be required to pay an Exam Rescheduling/Cancellation Fee of $150 and the CHC Certification Exam fee will not be refunded.

Changing Test Taking Mode

If you want to change the test taking mode from an Authorized Testing Center to Live Remote Proctoring or visa versa, follow these steps:

1. Log in to your Webassessor account and cancel your exam.
2. Send an email to chcinfo@homeopathcertification.org with a request to purchase a new exam voucher ($500).
3. Re-register to take the exam via Live Remote Proctoring **using your new voucher code**.

> **IMPORTANT** To avoid a $150 cancellation fee, you must make any mode change more than 72 hours in advance of your scheduled exam.

No Show Policy

If you do not show up for your scheduled exam, the penalty is $150 (Testing Center) or $70 (Remote Proctoring).

Retaking the CHC Certification Exam

If you do not achieve a passing score on your first attempt, you may apply to take the exam a second time. In fact, there are no limits on the number of times you may take the exam. However, after a second failed attempt, you may be required to complete additional study.

- You may not make a second attempt to pass the exam in the same month as your first try. For example, if your first exam attempt was in April, you may not schedule your retake until May
- If you do not achieve a passing score on the second attempt, you must then skip a year before attempting a second retake. For example, if your first exam attempt was in April 2024, you may schedule your retake in May 2024 If you fail a second time in May, 2024you will need to wait until May 2025 to take the exam a third time. Subsequent attempts must be similarly spaced.
- We strongly encourage additional study before all attempts to pass the exam. However, if you do not achieve a passing score on your second attempt, the CHC will require documentation of additional study in accordance with these guidelines:
    - You must take a refresher course at a homeopathy school or enroll in a CHC Certification Exam bootcamp with a minimum of 40 hours.
    - The training must reflect the fundamental knowledge outlined in the CHC Job Analysis Domains and Statements.
    - All documents proving additional education must be uploaded to your retake application through your **CHC Portal** account.

Section 3 | CHC Certification Exam Content

How the CHC Certification Exam Is Developed

CHC Job Analysis

The CHC Job Analysis is the first step in the exam development process. Surveys of practitioners are collected to assess the knowledge and skills necessary for successful performance as a professional homeopath. This process of data collection and analysis is called a Job Analysis (JA). The purpose of a JA is to ensure exam content reflects appropriate expectations for an entry-level practitioner in the profession of homeopathy. Since homeopathic practice in the US and Canada evolves, it is essential to continually review and update the CHC Certification Exam accordingly. Best practice in test development procedure dictates that a JA be performed every five to seven years. The CHC conducted its third JA in 2025. More than 200 practicing homeopaths completed the survey. The 2025 Job Analysis Summary, resulting from the JA, is available on the CHC website.

Exam Content Outline

Statistical analyses were performed on the JA survey responses, and from these analyses an outline of the exam content (a set of domains and statements that includes knowledge, skills, and abilities statements) emerged and was verified via a survey distributed to the homeopathic community. Exam questions (also referred to as “items”) were then based on the statements listed in each domain.

Exam Score

The CHC Exam is designed to measure the entry-level, minimum competence required to practice classical homeopathy. An important aspect of the exam development process is determining the score needed to pass the exam. In alignment with exam development best practices, this is undertaken by a group of SMEs (Subject Matter Experts), who are CHC Certified practitioners, under the direction of Kryterion (an internationally recognized psychometric and testing consulting firm). The Committee, under the guidance of a psychometrician, using a modified Angoff methodology, determines the passing score on a scaled score of 100-300. This recommendation is sent to the CHC Board of Directors. The passing score is set once the CHC Board of Directors ratifies the Committee's recommendation. All subsequent versions of the test are statistically equated, ensuring an accurate and fair exam score for all test takers.

CHC Certification Exam Format

The four-hour (240 minute) exam consists of 250-260 multiple choice items. Items are based on the knowledge and analysis skills identified (outlines) in the Domains and Statements. There is only one BEST answer for each multiple-choice item.

CHC Certification Exam Content

The CHC Certification Exam Content Outline (also known as the Domains & Statements), and all exam preparation references are listed in the CHC Certification Exam Study References List.

We encourage all applicants to pay particular attention to the CHC Certification Exam Content Outline which identifies the specific knowledge, skills, and tasks covered in the test. Use the Content Outline (also known as Domains & Statements) to assess your readiness to pass the exam.

In addition, you are encouraged to review the Sample Items for each Domain. Remember, there is only one best answer for each item.

CHC Certification Exam Study References List

The CHC Certification Exam Study Reference List is a resource which lists all of the references for the CHC Certification Exam items/questions. This list is available on the CHC website in the Preparation Resources section.

Publications on the CHC Website

(Items marked with * are also found in the Appendix)

- *CHC Certification Exam Handbook (i.e., this document)*
- *CHC Exam Content Outline: Domains and Statements**
- *CHC Exam: List of Homeopathic Remedies for Study**
- *CHC Exam Study References List**
- *CHC Exam: Sample Items**
- *CHC Exam: Health Sciences Human Pathology Study Guide**
- *CHC Code of Professional Ethics**
- *CHC Client Healthcare Rights**
- *CHC Recertification Handbook*
- *Standards for Homeopathic Education and Competencies for the Professional Homeopathic Practitioner in North America, (S&C) 2022*

Section 4 | Taking the CHC Certification Exam

The CHC Offers Two Ways to Take the CHC Certification Exam

- **In Person,** at an Authorized Testing Center: Testing centers are available throughout the US and Canada.
- **Live Remote Proctoring**: Live Remote Proctoring enables test takers to take the CHC Certification Exam from their homes. (Please note that during all online live proctored exams, the test taker must be taking the exam at a location in the US or Canada.)

The CHC Certification Exam content and structure is the same for both Authorized Testing Centers and Live Remote Proctoring, and the exam duration is the same (240 minutes or four hours).

For more exam details, please refer to CHC Certification Exam Content.

Exam Day at an Authorized Testing Center

You must arrive at the testing center at least fifteen minutes before your scheduled exam start time. When you arrive, please identify yourself to the staff as a Kryterion test taker.

ID Verification

You will need to bring the following items to check in for your exam:

- Two forms of acceptable identification
- Your Test Taker Authorization Code

Acceptable Forms of Identification

A valid, current government issued photo ID such as:

- Government issued driver's license or identification card (local, state, province, or country)
- Passport
- Military ID
- National identification card

A second form of identification that is valid and current:

- One of the options above that has not been used as the primary form of ID.
- Student ID from an accredited school
- Credit card
- Bank debit card
- Employee identification card.

> **Note**: The name on your two forms of identification must match your name in your Webassessor Test Taker profile exactly. A Social Security card cannot be used as a valid ID.

Your Test Taker Authorization Code

You must present your Test Taker Authorization Code to the proctor before you can take the exam. We urge you to print a copy of it and bring it to the Authorized Testing Center.

How to find the Test Taker Authorization Code

The **Test Taker Authorization Code** is a unique code, and it is a different code from the exam voucher that you used during exam scheduling. When you scheduled your exam, you were sent a **Test Taker Authorization Code** in your Assessment Purchase Confirmation email.

Test Taker Authorization Code

To start your exam at an Authorized Testing Center, you must bring a printed copy or have memorized or otherwise retained your Test Taker Authorization Code. You will not be able to start the exam without this code. The Testing Center proctor will assist you in entering the code to begin taking the exam.

Authorized Testing Center Policies

The CHC Exam is only administered by trained proctors at Authorized Testing Centers registered with our test delivery vendor, Kryterion.

- The exam must be completed within a single, continuous 4-hour session. Applicants may **NOT** stop the exam and return later.
- If needed, ask the proctor for assistance with screen brightness or font size **PRIOR** to the start of the exam.
- If you will require a short restroom break during the exam , please let the proctor know **PRIOR** to the start of the exam. Please note that the exam time clock will **NOT** stop during your break.
- The proctor is authorized to stop the exam if he/she suspects misconduct during the exam.
- The proctor will not answer any questions about exam content.
- For each exam question, there will be a small on-screen box to check if you would like to return to the question later to review your answer.

- No outside materials or references are allowed in the exam room. This includes cell phones, computers, pagers, radios, watches, translators, dictionaries, or any other electronic devices or paper material.
- No eating or drinking will be allowed in the exam room unless deemed necessary due to a documented medical condition and approved **PRIOR** to the exam date.
- No test misconduct is tolerated. Examples of possible misconduct include, but are not limited to, accessing textbooks or notes, discussing exam items with others, and talking to other applicants during the exam.

> **Note**: If any irregular or adverse event occurs during your exam, you must notify the proctor immediately and notify the CHC by phone (866-242-3399) or email (chcinfo@homeopathcertification.org) within 24 hours of taking the examination.

Taking the CHC Certification Exam via Live Remote Proctoring

Live Remote Proctoring (LRP-also referred to as an Online Proctored Exam/OLP) means that you, the test taker, will take the exam at home or in-office on your personal computer while being observed by a live proctor who monitors your test taking.

Kryterion, the CHC's contracted third-party test administrator, facilitates Live Remote Proctoring. There are several technical steps to prepare your computer, webcam, and testing environment.

About Live Remote Proctoring

We recommend you watch this overview video to learn more about Live Remote/Online Proctoring: Your First Test - What to Expect with Online Proctoring External Webcam.

Live Remote Proctoring Exam Day Policies

The exam must be completed within a single, continuous 4-hour session, and test takers will be recorded during the entire exam experience. Applicants may **NOT** stop the exam and return later.

- There are no bathroom breaks allowed during the LRP exam.
- During the exam, all items on the test taker's head, neck, and wrists (such as jewelry, lanyards/name badges, hats, and watches) must be removed and left outside of the exam room.
- No outside materials or references are allowed in the exam room. This includes cell phones, computers, pagers, radios, watches, translators, dictionaries, or any other electronic devices or paper material.
- No eating or drinking in the exam room.

- Online test misconduct will not be tolerated. The proctor is authorized to stop the exam if he/she suspects misconduct during the exam. Examples of possible misconduct include the following:
    - Leaving the testing area
    - Moving the camera or the camera goes out of focus
    - Leaning out of the camera's view
    - Turning off the audio or video
    - Non test-related talking (please advise family members or housemates not to enter the exam room unless there is an emergency)
    - Reading the test aloud
    - Talking about the exam out loud
    - The proctor is authorized to stop the exam if he/she suspects misconduct during the exam.
- The proctor will not answer any questions about exam content.
- For each exam question, there will be a small on-screen box to check if you would like to return to the question later to review your answer.

Changing Your Exam Mode

If you decide you want to change your mode of taking the exam, you will need to cancel your exam at the Testing Center and re-register to take the exam online via Remote Proctoring. To avoid penalty fees, you must request this change at least 72 hours in advance of your scheduled exam.

Preparing for the Live Remote Proctoring

The CHC strongly encourages you to become familiar with these steps well in advance of your scheduled exam date and time. The table below shows an overview of the set-up process. For detailed preparation steps, see Kryterion Set-up Details.

Preparation Step	What & How	When
1. Check the hardware and software requirements.	Confirm that your computer meets the Online Proctoring Hardware/Software Requirements according to the instructions provided by Kryterion. The link to the requirements is provided below	At least 48 hours before your exam day.

Preparation Step	What & How	When
2. Install and configure the required software for Live Remote Proctoring	Install the designated secure browser, set up your web camera, and configure the biometric software for keystroke and facial recognition according to the instructions provided by Kryterion. Links are provided below.	At least 48 hours before your exam day.
3. Prepare your test taking environment for Live Remote Proctoring	Set up the environment according to the guidelines provided below.	At least 24 hours before your exam day.
4. Launch the exam.	Begin your exam. Use the instructions outlined below.	At least 10 minutes before your scheduled exam time.

Changing Your Exam Mode

If you decide you want to change your mode of taking the exam, you will need to cancel your Live Remote exam date and re-register to take the exam at an Authorized Testing Center.

To avoid penalty fees, you must make this change at least 24 hours in advance of your scheduled exam.

Online Proctoring Set-up Details

STEP 1: Check the Hardware/Software Requirements: We strongly recommend that you refer to this article (also available below) provided by Kryterion that outlines system and internet requirements BEFORE testing day to ensure that your computer and internet connection meet the system requirements.

Online Testing Requirements: What You Need to Know

Before going on to the next step and downloading the secure browser, Kryterion urges that you test your equipment at kryterion.com/systemcheck.

If your computer does not conform to the requirements, or you do not have an adequate internet connection, or you do not have a webcam, you will need to cancel your OLP and reschedule to take the exam at an Authorized Testing Center. To avoid penalty fees, you must make this change at least 24 hours in advance of your scheduled exam.

STEP 2: Install and Configure the Required Software for Live Remote Proctoring. Install the designated secure browser, set up your web camera, and configure the biometric software for keystroke and facial recognition according to the instructions provided by Kryterion in the links that are provided below.

1. Install the designated secure browser according to these instructions:
    a. Accessibility and How to Install the Respondus Secure Browser
2. Configure your microphone and webcam according to these instructions
    a. What Cameras and Camera Settings are Required for an Online Proctored (OLP) Exam?
    b. How to Test your Mac Camera and Microphone Settings for the Secure Browser
3. Configure and enroll in the required biometric software
    a. Biometrics are distinctive and measurable identifiers used to confirm that people are who they say they are. Examples can include fingerprint, facial recognition, DNA, palm print, hand geometry, iris recognition, etc. In other words, these are an individual's unique identifiers. The CHC requires facial and keystroke identifiers for OLP test takers.
    b. During this step, you will create a biometric profile that will include keystroke analytics and facial recognition. Please ensure your web camera is not streaming video in any other webpage or application prior to attempting to create your biometric profile.
    c. Follow these instructions to complete this step:
    d. Create a Biometric Profile/Enroll in Biometrics

STEP 3: Prepare Your Test Taking Environment for Live Remote Proctoring. At Testing Centers, exam conditions are prepared in advance of scheduled exam times to create positive test taking experiences. Remote test takers can do the same for themselves by making a few preparations ahead of time as follows:

- Choose a quiet space with a door that can be closed such as a bedroom or home office.
- Ensure the exam room has adequate lighting so the proctor can clearly see the test taker at any time of the day. Be sure to turn on artificial lighting to offset room darkening during afternoon or evening exam sessions.
- Set the exam computer on a completely cleared desk or table, adding only the mouse, keyboard and external web camera as needed. No additional items are allowed.

- Remove all paper and electronic study materials and all electronic devices such as dual monitors, tablets, additional computers, cell phones, pagers, radios, translators, dictionaries, games, watches, calculators, etc. from the exam room.
- Test takers will be asked by the proctor to pan the room with the external web camera or the internal computer camera prior to starting the exam.
- No food or drinks are permitted in the test-taking environment.
- No looking around the room or away from the computer screen. The proctor will instruct you to close your eyes if you need a break from looking at the screen, since you are not permitted to look around or down at your desk while taking the exam.

STEP 4: Launch the Exam. On the scheduled day and time, you will launch the CHC Certification Exam by logging in to your Webassessor account.

> **IMPORTANT** Launching the secure browser application without logging into your Webassessor account will not work! Follow the instructions here: How to Launch an Online Proctored (OLP) Exam

The CHC requires a few simple exam security checks before starting your online proctored exam. The pre-check involves an ID confirmation and a 360-degree test environment room pan.

Section 5 | After the Exam

You will be notified via email when your final score has been verified. Your final score will be sent via email after the close of the exam cycle. During beta exam cycles, score verification takes longer due to the psychometric evaluation process which must be completed following the exam cycle.

Exam Results

- The possible range for the exam score is between 100 and 300.
- The score required for passing the exam is 255.
- Your provisional score is shown on screen immediately upon completion of the exam, except during a beta exam cycle. The provisional score is not necessarily your final score; the final score is attained through statistically verifying the provisional score.
- Your final score is scaled, or standardized, using a method that is similar to college entry exams such as the Scholastic Assessment Test (SAT) scoring. This method of scoring provides consistency in passing standards by accounting for variations in the difficulty level of the examination.

If You Did Not Pass the CHC Certification Exam

If you did not pass, you may schedule a retakeexam in the next monthPlease see Retaking the CHC Certification Exam for details.

If You Passed, Congratulations! Youearned the Certified Classical Homeopath (CCH) The CCH credential provides public recognition of homeopathy. Certification promotes homeopathy as a recognized health practice, equating homeopathy with other certified healthcare professions, and the credential increases confidence in professional expertise.

- Your final score and score report will be sent via email and will be available in your CHC Portal account.
- Your certificate and badge will be available within your CHC Portal account.

Social Media Recognition for Newly Certified Practitioners

We often congratulate newly certified CCH practitioners by featuring them on our social media accounts. If you are featured, the post will include your headshot, name, certification month and year, the school you graduated from, location, and website. This information will be extracted from your profile details, so we encourage you to keep your profile current. If you prefer not to be featured on social media, kindly notify us at chcinfo@homeopathcertification.org.

Using the CHC Credential/Logo

Once you receive a passing final grade, you are certified and may use the CCH credential. Your digital badge and certificate will be available to download via your CHC Portal dashboard.

For recertification requirements and other details, refer to the CHC Recertification Handbook. After you complete the recertification process each year, a new certificate and badge will be available for you to download.

IMPORTANT Using an expired CCH credential, certificate, and/or digital badge is in violation of CHC policy.

Join the CHC Community – Become a Volunteer!

The work of the CHC is done almost entirely by volunteercertified homeopaths. Support your profession and serve on a CHC committee. Committee members gain knowledge of homeopathy, network with diverse members of the profession, and build organizational skills.

The 'Find a Certified Homeopath' Directory

All actively Certified Homeopaths are listed in the online Find a Certified Homeopath directory.

The content for your directory listing is created from your CHC Portal profile. You are responsible for managing the information. To update your listing, log in to your CHC Portal account. Click 'Update Profile' under the 'QuickLinks' area of your dashboard.

If you prefer to opt out of being listed in the practitioner directory, check the "Do Not Include In Public View" checkbox located in the last section of your profile page.

Section 6 | Maintaining Certification

Recertification

Recertification requires that you maintain, enhance, and develop your skills and knowledge beyond the minimum competence you demonstrated at certification. Continuing Professional Development (CPD) safeguards the quality of practitioners' services for the general public and demonstrates professional accountability to both the professional homeopathic and other healthcare communities.

Continuing Professional Development Includes:

- CHC Board approved options for continuing education, professional development, and
- personal growth.
- A standardized process for submission and evaluation of recertification requirements.

Recertification Requirements

Beginning the year after certification is earned, annual recertification is required to maintain the Active status of the Certified Classical Homeopath (CCH) credential. Please refer to the CHC Recertification Handbook for detailed requirements.

Recertification is required after the first year that the CCH credential is first awarded. For example, someone who was awarded the CCH credential in April or October 2024 does not need to submit recertification requirements for the December 31, 2024 deadline; instead, the December 31, 2025 deadline applies.

Recertification Steps

1. Log in to your **CHC Portal** account with your secure password and update your profile data.
2. Add your Continuing Education Units (CEU) activities, including supporting documentation, to your CEU Bank accessible via your CHC Portal dashboard.
3. Complete the Recertification Application (available via your CHC Portal dashboard)
4. Pay the Recertification Fee. Please note that Recertification Fees will increase to $195 next year.

Certificate holders who complete their recertification requirements on or before the annual deadline are considered to be **In Good Standing**.

Once recertified, an updated digital CCH certificate and badge, valid through the upcoming year, will be available on your CHC Portal dashboard. Recertification applications are randomly selected for audit. Those under audit will receive an updated digital CCH certificate and badge after the audit is completed.

Recertification and the 'Find a Homeopath Directory'

Certificants in good standing will be listed in the directory. Be aware that information in the directory is pulled directly from certificants' profile details, for which you as a certificant are responsible. All certificants can manage the information in their profile by logging in to their **CHC Portal** account. Certificants may also opt out of being listed by clicking on the appropriate checkbox in their profile. Again, certificants are responsible for updating and maintaining their own profiles for this directory.

Ongoing Use of the CHC Credential/Logo

The CCH credential, digital badge and certificate may only be displayed for the time period during which the credential is valid. Use of an expired CCH credential, certificate and/or digital badge is in violation of CHC policies and may be followed up with legal action.

Section 7 | Ethics Guidelines & Policy for Certified Classical Homeopaths

Ethical Standards

The professional ethical standards and behaviors of homeopathic practitioners are considered the bedrock of homeopathic care. In the eyes of the public, each CHC certificate holder represents the homeopathic profession and is expected to uphold the highest standards of professional conduct as described in the CHC Code of Professional Ethics, Client Healthcare Rights, and Fitness to Practice attestations. Both certification applicants and fully certified practitioners pledge to uphold these standards both in practice and in all interactions with clients by signing these attestations.

Ethics Complaints: Consumer or Professional

Valid complaints regarding a CHC certified homeopath should be submitted by completing the Professional Ethics Complaint form, and sending it via email to chcinfo@homeopathcertification.org, or by mail to the CHC office at the address below.

Once received, a member of the Standards and Ethics Committee will inform the complainant in writing (through postal or email correspondence) within 10 days that the complaint has been received, and a committee member will schedule an interview to discuss the nature of the complaint. The Standards and Ethics Committee investigates each complaint received.

Mailing Address
Council for Homeopathic Certification
ATTN: Standards and Ethics Committee
P.O. Box 75
Chartley, MA 02712

Section 8 | CHC Policies & Procedures

Reconsideration Requests

Applicants may submit a decision **Reconsideration Request** (available on your CHC Portal dashboard) for the following: denied exam eligibility, denied accommodations, or other perceived inconsistencies related to the exam. Reconsideration Requests must be submitted within 5 business days of receipt of the decision. The reconsideration request must include all relevant details including applicant's name, address, test date, test code from the confirmation email, location of test site (testing center or home), and a description of the specific issue or concern(s).

> **Note**: If an irregularity or adverse event or situation occurs during the exam, the applicant must notify the proctor immediately and notify the CHC by phone (866-242-3399) or by email (chcinfo@homeopathcertification.org) within 24 hours of taking the examination.

Reconsideration Policies & Procedures

- Failing an examination is not sufficient grounds to submit a complaint.
- No information regarding specific test questions will be discussed with applicants. The CHC never releases copies of examinations or examination questions.
- It is a breach of test security and CHC policy to discuss the content of any portion of the examination with anyone other than CHC personnel.
- Reconsideration requests will be forwarded to the CHC Exam Committee for consideration.
- The applicant will be notified in writing (via email) within 30 business days of any action resulting from the reconsideration request.

Appealing a Denial of Reconsideration

- Denial of a reconsideration request by the CHC Exam Committee may be appealed.
- Appeals must be made within 5 business days of the CHC Exam Committee's decision. Such appeals will be considered by the Appeals Committee, not the Exam Committee.
- Appeals must be made in writing and include all supporting documentation relevant to the appeal. To submit an appeal, login to your CHC Portal account and access the information available on your dashboard. Appeals will be forwarded, with the sender's identity redacted, to the CHC Appeals Committee.
- The CHC Appeals Committee will review your case for any potential inaccuracies and/or miscalculations in determining ineligibility, exam results, or recertification status.

- The applicant will be notified in writing (via email) within 30 business days of the CHC Appeals Committee's decision. Decisions made by the Appeals Committee are final.

Contact Information Changes

It is the responsibility of CHC certificants to maintain current personal contact information in their **CHC Portal** profile.

Appendix A | Supplemental Materials

- CHC Exam Content Outline: Domains and Statements
- CHC Exam: List of Homeopathic Remedies for Study
- CHC Exam: Sample Items
- CHC Exam: Health Sciences Human Pathology Study Guide
- CHC Certification Exam Study References List
- CHC Exam: Request for Reasonable Accommodations (available on the applicant's CHC Portal dashboard)
- CHC Code of Professional Ethics
- CHC Client Healthcare Rights

Required Attestations:

- CHC Code of Ethics
- Fitness to Practice
- Confidentiality of Test Questions (available on the applicant's CHC Portal dashboard)