

# COUNCIL FOR HOMEOPATHIC CERTIFICATION

PROMOTING HOMEOPATHIC EXCELLENCE THROUGH CERTIFICATION

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## CHC Candidate Handbook

*for the credential*  
*Certified Classical Homeopath Candidate [CCH(Cand)]*

### CHC Mission

*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*



The CHC is a member of the Institute of Credentialing Excellence (ICE) and the CHC Certification Program is accredited by the National Commission for Certifying Agencies (NCCA).



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## **About the CHC**

The *Council for Homeopathic Certification* (CHC) was founded in 1992 as a not-for-profit 501(c)(6) organization. The CHC sets policy for the Certified Classical Homeopath (CCH) credential and is widely accepted as the most influential leader in the field of certification for homeopathy. The CHC is an autonomous governing board and has oversight responsibility for all certification and recertification decisions, including governance, eligibility standards, appeals and disciplinary actions, and the development, administration, scoring and reporting of assessment instruments.

### **CHC Mission**

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

### **CHC Vision**

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

### **CHC Membership in the Institute for Credentialing Excellence (ICE)**

The CHC has been an organizational member of the ICE since 2013. Membership in ICE is voluntary. ICE a professional membership association that provides education, networking and other resources for organizations that serve the credentialing industry. ICE is a private and voluntary membership organization for organizations such as the CHC.

### **Accreditation of CHC by National Commission for Certifying Agencies (NCCA)**

The CHC achieved national accreditation in July 2017 from NCCA, whose standards require that the certification exam has met psychometric content validity, reliability, and scoring standards and that the certification process adheres to best practice for certification organizations.

### **Non-Discrimination Policy**

The CHC does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, national origin or ancestry.

### **Confidentiality Policy**

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) for the purpose of research reports and published data.

Candidate information will remain confidential, with the exclusion of whether a candidate is current and in good standing. Unless required by law, written authorization by the candidate is needed to release test score information. Additionally, test score or pass/fail status will not be provided over the telephone.



A verification system is available to any member of the public who would like to find a homeopath who is certified and in good standing. This functionality is accessible on the [Find a Homeopath](#) page of the CHC website and requires input of the homeopath's name (first, last or any portion thereof) and/or state. The system will return a positive confirmation for any homeopath who holds a current certification.

## Ethics Guidelines

Ethical standards and behavior for the profession of homeopathy are considered the bedrock of homeopathic care. Each CHC certificant represents the homeopathic profession in the eyes of the public and is expected to uphold the highest standards of professional conduct as described in the CHC's [Code of Professional Ethics](#) and [Client/Patient Healthcare Rights](#). Applicants for certification, candidates and fully certified practitioners, pledge to uphold these standards in practice and in all interactions with clients.

### CHC Code of Professional Ethics

The CHC considers the following principles to be guides to the ethical practice of homeopathy, and to be morally binding on all homeopaths:

#### Ideals

The homeopath's high and only calling is to restore the sick to health—to heal, as it is termed—as defined by Samuel Hahnemann in the Organon.

#### Interactions with Clients

Conduct the homeopathic practice with vigilance, integrity, and freedom from prejudice, and treat all clients with respect and dignity. Make every appropriate effort to be available and accessible to ill clients requiring assistance. Never guarantee a cure, by spoken word or in writing.

Assist clients in weighing the possible benefits and risks of other (non-homeopathic) therapeutic options, helping them to consider conventional diagnostic procedures, routine screening tests, and therapies—acknowledging the usefulness of such procedures at appropriate times, even for those who may wish to avoid conventional treatment. A non-licensed homeopath shall not make a recommendation to discontinue current medications or treatments prescribed by a licensed healthcare practitioner. While the homeopath may freely educate his/her client concerning how homeopathic and pharmaceutical and other approaches diverge and even conflict, he/she must also leave no doubt that any and all responsibility for modification of the client's medication regime rests entirely with the client in consultation with the prescribing health care practitioner. The homeopath should ensure that any substantive discussions regarding prescribed medications and treatments are appropriately documented in the client's chart notes.

Render assistance to clients in emergency situations, to the greatest extent permitted by training and circumstances.

Practice within areas of competence. Consult with colleagues, or refer clients to other practitioners, in any situation involving conflict, inadequate training, or personal limitation—such as, but not limited to, any of the following:

- When any aspect of the client's case requires greater experience, training, or skill than the

practitioner can offer

- When there is a need for diagnostic tests or procedures beyond the capacity of the homeopath
- When the homeopath's care is not providing reasonable, timely resolutions of the client's health problems
- When circumstances arise which create a conflict between the homeopath's personal and professional relationship with the client. If a homeopath's competence or judgment is impaired by physical or mental incapacity, or chemical dependency

Keep full and accurate records of all contacts with clients, including individual data such as name, address, phone number, date of birth, and case data such as medical history, dates and details of consultations, and summary of recommendations made.

Exercise appropriate discretion in the wording of any advertisements; practitioners who are not medically licensed with authority to diagnose and treat in the state/province where they practice should carefully avoid any reference to medical diagnoses or diagnostic tests, and focus on establishment of health rather than resolution of disease.

Unless you possess a healthcare license which precludes the need for disclosure/informed consent about homeopathy ---then use a disclosure/informed consent form which clearly and accurately identifies your training, credentials, skills and nature of your work; ensure that each client signs this form which becomes a part of the client documentation.

### **Interactions within the Profession**

Honor the homeopathic profession, its history and traditions. Each practitioner's words and actions reflect upon the profession as a whole. Speak respectfully about fellow practitioners, both homeopathic and in other fields, acknowledging differences in styles of practice and training in a constructive way, whether in public or with clients.

Continue personal and professional development by undertaking further study, conferring with colleagues, and seeking greater understanding of homeopathic theory and practice, and supporting other homeopaths in that goal. Promote the art and science of homeopathy through appropriate research.

If conducting homeopathic research, give substances used in provings only to those individuals who have an understanding of the nature of the proving process, and who have volunteered, with written consent, to participate. Consider any person involved in experimental provings or other studies to be the researcher's client; be guided by the welfare of each person, and the moral imperative that the homeopath's only calling is to help make sick people well. Report research findings and clinical experience methodically, honestly, and without distortion. Identify any speculative theories clearly as such. Carefully honor the confidentiality of all clients whose cases are used in published articles, case conference presentations, or training lectures.

**Download a copy of the [CHC Code of Professional Ethics](#) from the CHC website**



## **CHC Client/Patient Healthcare Rights**

The CHC considers the following to be rights of the client in a healthcare setting, to be respected at all times in homeopathic practice:

### **Access**

Each individual has a right to impartial access to homeopathic care, regardless of any personal belief, circumstance, or condition unless there is a valid legal reason that would prevent such access.

### **Confidentiality**

The client has a right to confidentiality. The homeopath must not communicate in any form the contents of case records or personal information obtained within the practitioner/client relationship, as outlined in any governmental regulations for Canadian and US health care providers, except with the written permission of the client, in the case of emergency, or in response to a valid demand by government authorities. Appropriate safeguards should be taken with client records to prevent any unauthorized access to them. Case records or summaries should be provided promptly when properly requested in writing by a client.

### **Boundaries**

The client has a right to expect the homeopath to keep appropriate professional boundaries in the client/practitioner relationship. The inherent nature of this type of relationship tends to place the practitioner in a position of influence, and the client in a position which may be, to some extent, dependent. The homeopath must therefore scrupulously avoid any exploitation of this relationship through inappropriate personal, sexual, or financial interaction always keeping in mind that the purpose of the relationship is to help improve the client's health.

### **Privacy**

The client has a right to be interviewed and examined in surroundings that afford reasonable visual and auditory privacy. Individuals who are not directly involved with the client's care shall not be present without the client's permission, and shall not observe through remote audio/video access, or through video recordings without the client's express consent.

### **Advocacy**

The client has a right to have another person present during any interviews or examinations. Physical examinations should only be performed by appropriate practitioners, and the client should remain disrobed only as long as is required for the examination. If the client is a minor, a parent or guardian has a right to be present during the examination and interview.

### **Self-Responsibility**

The client has a right to actively participate in any and all decisions regarding his or her health care. This includes the right to refuse any recommendations (of homeopathic care or other kinds of health care) or referrals to other practitioners, to the extent permissible by law even after being informed of possible adverse consequences. If a client or a client's legally-authorized representative declines to follow recommendations in such a way that this prevents the homeopath from providing care in accord with professional standards, the homeopath may terminate the professional relationship with the patient/client upon reasonable notice, and in a professional manner.



### **Adjunct Therapies**

The homeopath may offer, in addition to homeopathic care, any health-care skills that he or she is trained and competent to use, as long as such techniques or approaches are appropriate to the client's condition, and legal for the individual practitioner to practice. The homeopath must carefully explain such adjunct therapies, and make it possible for the clients to decline them if they wish. The homeopath shall make available documentation of his or her credentials and training for the practice of any type of therapy offered to the client, and must always allow the patient/client the freedom to accept or decline any type of therapy.

**Download a copy of the [CHC Client/Patient Healthcare Rights](#) from the CHC website**

### **Candidate Information**

Upon passing the CHC exam, if additional clinical hours are needed, the CCH(Cand) is awarded until full credential requirements are met. Following is an overview of Candidate responsibilities:

Within two years after **passing** the exam:

1. Obtain and submit documentation of required supervised clinical hours (see [Clinical Requirements](#))
2. Participate in a required CCH Orientation session
3. Pay semi-annual renewal fees to maintain Candidate status until fully certified.

**Note: A maximum of two six-month extensions may be requested. Extensions are granted for extenuating circumstances only.**

### **Clinical Requirements**

Within two (2) years after passing the exam, a candidate must submit documentation of 500 hours of clinical training.

- For candidates whose exam applications were approved after January 1, 2018, documentation of at least 250 hours will have been included with the exam application and any additional clinical hours (if necessary) should be documented via school transcripts.
- For candidates whose exam applications were approved prior to January 1, 2018, the requisite clinical hours must a minimum of 10 chronic cases independently taken and written up with two follow-ups each and supervised by a CCH or DHANP-certified Supervisor. These case hours *must* be documented using the CHC's [Clinical Training Log](#) and submitted (email preferred) to the CHC.

### **CCH(Cand) expiration**

If the candidate fails to complete certification requirements within the allotted timeframe and/or does not submit renewal requirements as described above, candidacy for certification expires. The candidate may then no longer use the CCH(Cand) credential and must restart the certification process as a new applicant if he/she wishes to become certified.



### CCH(Cand) Renewal Overview

The CCH(Cand) credential holder must renew the credential semi-annually. Renewal submissions are required for those who have passed the exam but are still working on meeting their clinical requirements. The renewal process is performed by logging into your account via the [My CHC](#) page on the CHC website and includes the following requirements:

- Submission of the Compliance Attestations
- Payment of the renewal fee (see [CCH\(Cand\) Renewal Timeline and Fees](#) section below)
- Ensuring contact information is current and accurate in your profile

The CCH(Cand) renewal fee is \$40 per six-month renewal period and 4 renewals are allowed. This allows candidates to complete clinical training hours within two years of passing the exam. To illustrate:

- **If you took your exam in April 2017**, your first renewal will occur October 2017 and the second renewal will occur April 2018.
- **If you took your exam in October 2017**, your first renewal will occur April 2018 and the second renewal will occur October 2018.
- Late fees apply to those who do not renew by the deadline. [see table below for details]

### CCH(Cand) Renewal Timeline and Fees

The deadline for submission of all renewal requirements is April 30<sup>th</sup> and October 31<sup>st</sup> each year. Renewal submission will not be accepted later than 90 days past the deadline. The renewal fee structure is as follows:

Renewal	Fee	Late Fee	Total
By the Apr 30/Oct 31 deadline	\$40	N/A	\$40
Within 30 days past the deadline	\$40	\$25	\$65
After 30 days but within 60 days	\$40	\$50	\$90
After 60 days but within 90 days	\$40	\$75	\$115



### **CCH(Cand) Extension**

If personal or professional circumstances prevent the candidate from completing certification requirements within the two-year post-exam period, the CHC will consider a six-month extension.

To request an extension, the candidate must email or write to the CHC ([chcinfo@homeopathicdirectory.com](mailto:chcinfo@homeopathicdirectory.com) or PO Box 75, Chartley, MA, 02712) and include an explanation of why the extension is needed. Extension requests must be received at least one month prior to the renewal deadline (April 30th or Oct 31st, as applicable) to allow time for committee review..

If approved, the candidate will need to complete the following online (per the renewal process described above):

- Submit professional ethics, client healthcare rights, and fitness to practice attestations (see the [CHC Compliance Attestations](#) document for a sample of the questions asked)
- Pay \$90 (\$40 renewal fee for the additional six months + \$50 extension fee)

### **Requests for Reconsideration**

If the request for an extension is denied and the candidate wants to request a reconsideration, a written request for reconsideration (including the candidate's name, address, email, phone number, date exam was passed and a description of the specific issue or concerns) must be submitted to the CHC within 5 days of receipt of the original decision. Candidate concerns will be forward to the Exam Committee for a determination. The candidate will be notified in writing within 30 days of any action resulting from the inquiry.

Send an email to [chcexec@homeopathicdirectory.com](mailto:chcexec@homeopathicdirectory.com) or write to:

The Council for Homeopathic Certification  
PO Box 75  
Chartley, MA 02712

### **Appeals**

Candidates may submit concerns regarding denied decisions by sending an email (or by writing via regular mail) to the CHC at the above address within 5 business days of receiving notification of denial. Written appeals regarding denied candidate status must include the candidate's name, address, email address, telephone number, date exam was passed and a rationale (with appropriate documentation) for reconsideration of the denial. Appeal Committee decisions are final.