

COUNCIL FOR HOMEOPATHIC CERTIFICATION

PROMOTING HOMEOPATHIC EXCELLENCE THROUGH CERTIFICATION

PO Box 75
Chartley, MA 02712

Toll Free 1-866-242-3399
Fax 1-815-366-7622

www.homeopathicdirectory.com
chcinfo@homeopathicdirectory.com

CHC Exam-Related Frequently Asked Questions

Questions are categorized as follows:

- [Registration, Application, Proctor, and Payment Information](#)
- [General Information About the Exam](#)
- [Navigating the Computerized Exam](#)

Registration, Application, Proctor, and Payment Information

Q. When do I register for the exam?

A. You should begin the application process 6-8 weeks prior to the start of the next available exam date. Watch the CHC website for registration dates per exam cycle.

Q. How do I register and submit my application for the exam?

A. Applying for the CHC exam is a two-step process and is done using Certifior, a web-based program. Certifior will confirm your contact information which you will provide when you first Register. Once confirmed, you will complete and submit your application in Certifior, including uploading required documentation, and paying required fees. See the [Exam Registration and Application Submission Instructions](#) document on the CHC website for more detailed information.

Q. How do I know that CHC received my application?

A. You will receive an email confirming that your application was submitted. After the application is submitted, it will go through a validation process to ensure all information and documentation is in order. Additional emails may be sent throughout this process.

Q. How do I schedule a day/time and find a proctor site

A. Scheduling is to be accomplished **through Certifior only**. A list of sites is generated for you based on the city and state listed in your contact information. Exams are offered Monday through Friday only and excluding U.S. holidays, irrespective of dates offered by the sites. Ensure your site is available before making your site selection. If you schedule your exam on a weekend day you will be notified to change the date. Once you have registered for the proctor site through Certifior you will receive a confirmation email. The confirmation email is your ticket into the exam. You **must** print it out to take with you on exam day.



- Q. Can I go directly to the proctor and schedule my exam on my own?**
A. No! the proctor must be scheduled through Certifior then you will not be able to actually take the exam, since the proctor requires a Key Code which is given to them by Certifior. In addition, if you schedule directly with the proctor site you may incur unnecessary additional proctor fees which were already covered in your exam fee.
- Q. I have special needs (legally blind, etc) What is the protocol for submitting an accommodation request?**
A. Once registered, access the Americans with Disabilities (ADA) information under the "Documents" tab in Certifior. There is an application form and instructions for required documentation. The completed form and all required documents must then be combined as a single PDF file and uploaded under the "Upload Documents" tab.
- Q. What forms of payment do you take?**
A. The only form of payment accepted is credit card. Pay with Master Card, Visa, American Express, or Discover.
- Q. What if I need to cancel after my application has been approved?**
A. See the [Exam Deferral and Cancellation policies](#) at the CHC website.

General Information About the Exam

- Q. What identification should I bring with me to the testing facility?**
A. You will need the confirmation email sent by Certifior and a government issued photo ID.
- Q. Is there any software download required for this exam?**
A. No. You will be taking the exam on a computer that has all the required software for the exam.
- Q. What browser or technical requirements are needed?**
A. No technical requirements needed. The proctor site computers will be equipped with the necessary software and browser connections.
- Q. What does the testing center provide, what materials am I allowed to use while taking this exam?**
A. No materials are allowed during testing. The proctor will provide you with a pencil and one sheet of paper, which will be collected at the end of the exam.
- Q. Can I take breaks during the exam?**
A. The exam must be taken in one sitting, once you leave your seat, the exam is considered completed.



Q. How many questions on this exam?

A. The number of questions varies from one exam cycle to the next but will always be a three-to-four-hour exam.

Q. In what format are the questions?

A. All questions are multiple choice; each question will have 4 answer options.

Q. Will there be any exam questions that have more than one possible right answer?

A. There is only one best answer for each question.

Q. What kinds of questions can I expect on the exam?

A. The [CHC Exam Handbook](http://www.homeopathicdirectory.com/resources.html) (accessible from the Resources tab of the CHC website at <http://www.homeopathicdirectory.com/resources.html>) is a great study resource.

Q. Will exam domains each be graded separately?

A. No the exam is graded as a whole.

Q. Does the exam contain any beta questions (questions that are not graded)?

A. Yes, 10-15% of the questions may be included in the exam for validation purposes.

Q. How long does it take to find out if I passed?

A. ~~Currently, the average time to receive exam results is 4-6 weeks.~~ Your results will be available upon completion of the exam.

Q. What is the passing score for the exam?

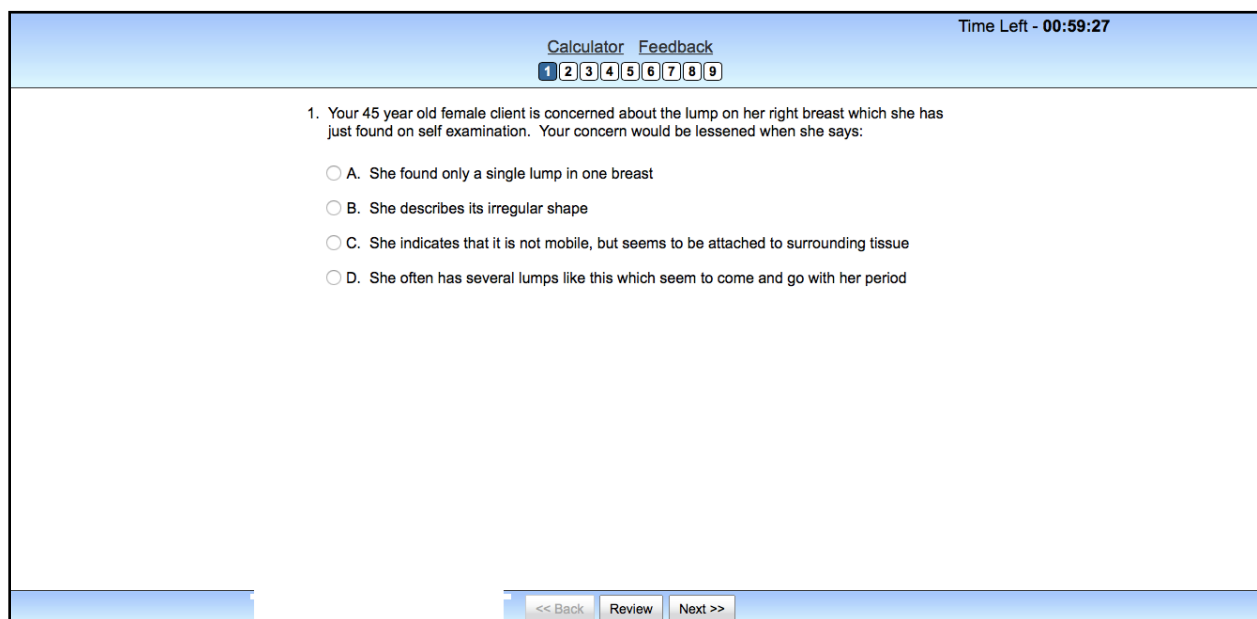
A. The exam is based on a standardized score, (similar to SAT scores), with a range between 100 and 300. The passing score is 255.

Navigating the Computerized Exam

The questions in this section relate to the computerized exam display and present an overview of exam navigation. Screen shots are provided with the answers.

Q. What does the computer screen look like?

A. Following is an example of how the test questions will appear. At the beginning of the exam you will see a similar screen. At the top are numbered squares indicating each question to be answered. At the bottom of the screen are navigation buttons: BACK, REVIEW, and NEXT.

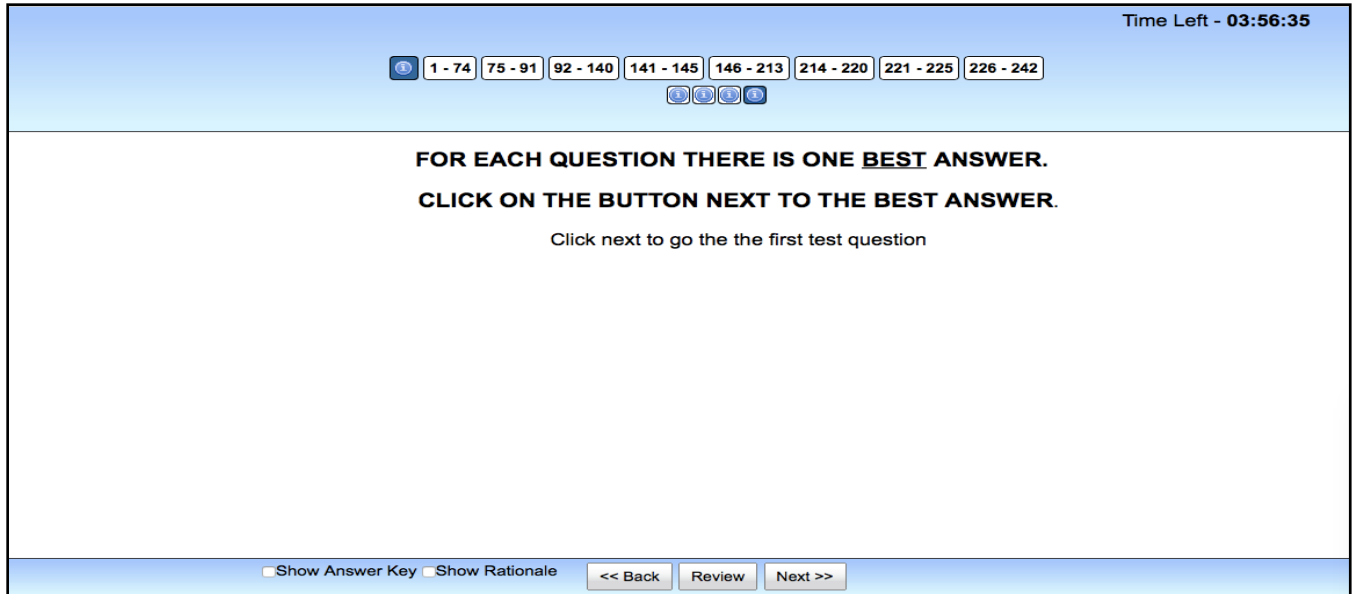


Q. Is the exam timed?

A. Yes, there is a timer in the upper right corner of the screen

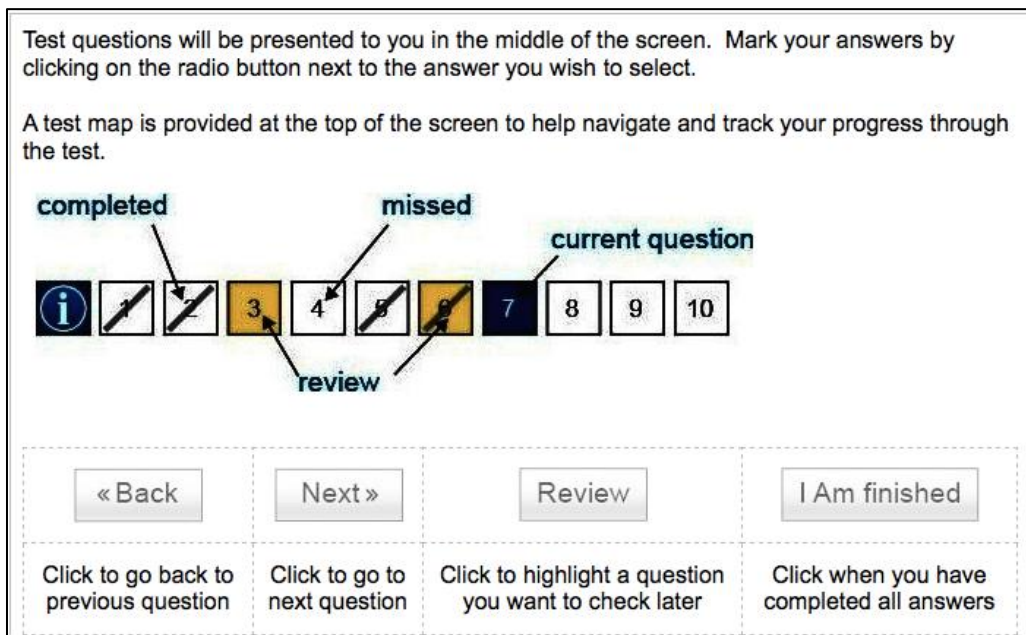
Q. Is there more than one correct answer?

A. There is only one BEST answer as indicated in the instruction screen immediately prior to the start of the exam questions



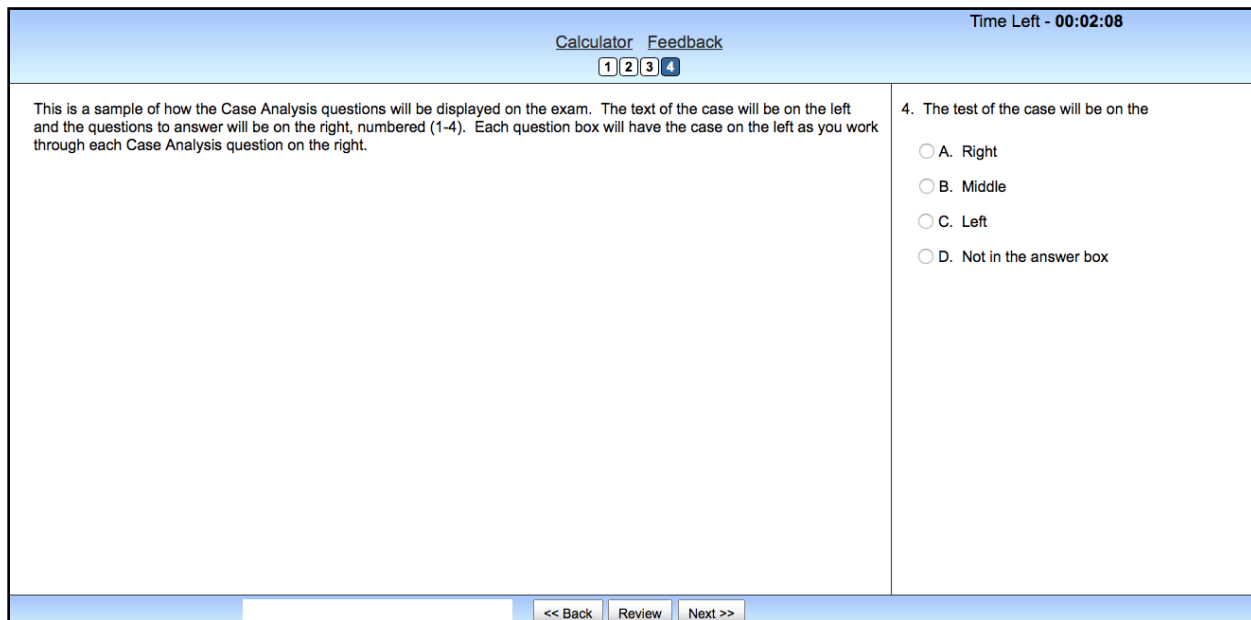
Q. Can I skip or scroll backwards (to check answers)?

A. The following is a map of possible exam question navigation:



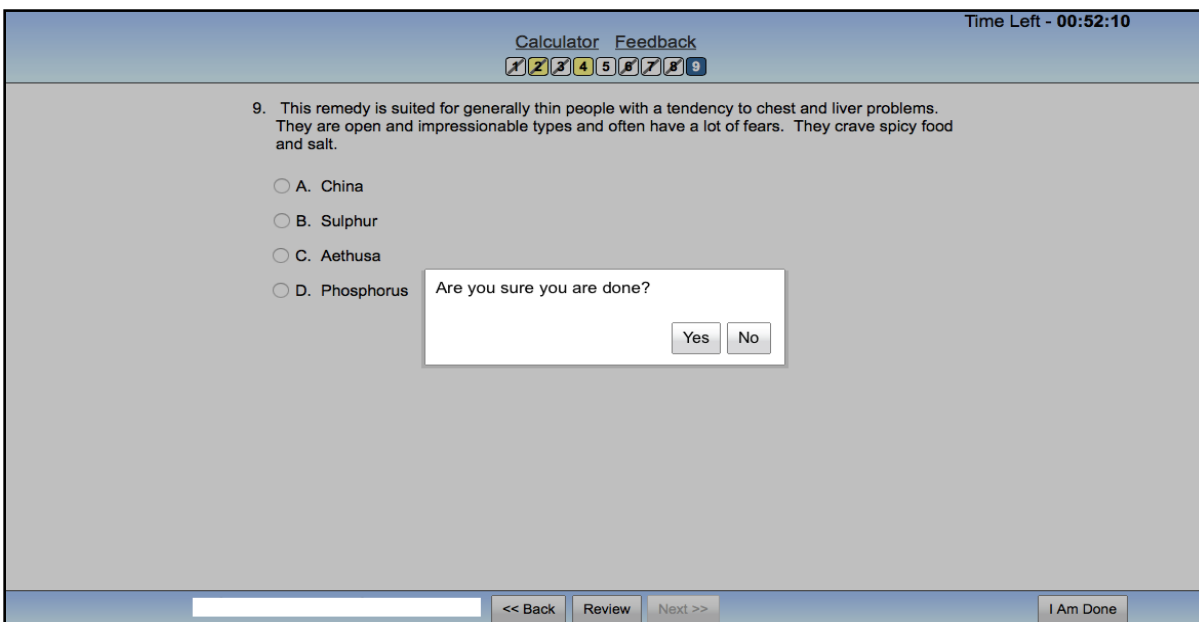
Q. For case scenario questions, will I be able to see the entire text of the case scenario on the same screen as the questions?

A. Yes, the case scenario will remain on the left side of the screen and possible answers will display to the right. In other words, you will not have to scroll backwards.

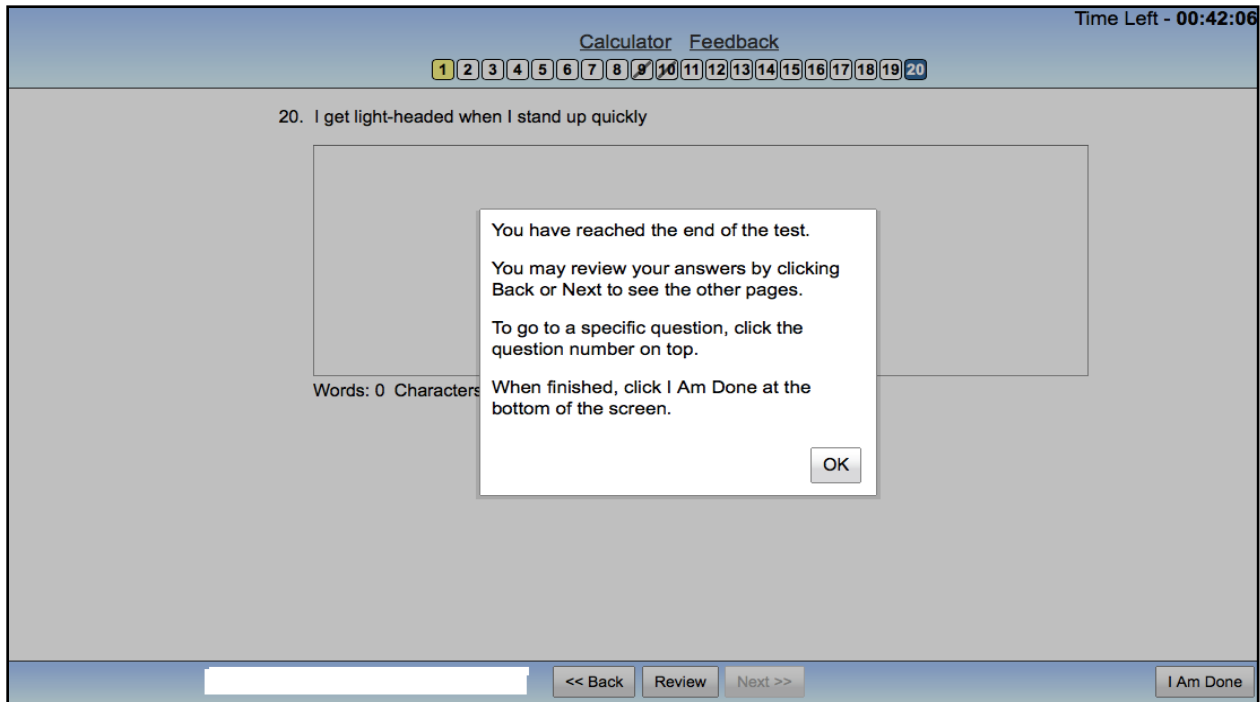


Q. How do I indicate that I have completed the exam?

A. The exam automatically times out at the proscribed hour limit. If you reach the final question before that time, the program will ask you to confirm that you are done.



Upon confirming completion, the following screen will display:



END OF Q&A