

CPHRM Certification Examination at the ASHRM Academy April 27, 2018 in New Orleans, LA

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

The CPHRM certification exam is based on practical experience and knowledge you may have gained academically as well as on the job. Candidates must meet eligibility requirements fully to sit for the exam. Eligible candidates who receive a passing score on the CPHRM certification exam earn the CPHRM certification. For more information about the CPHRM eligibility requirements, exam content outline and exam administration policy, refer to the [CPHRM Candidate Handbook](#).

Examination Date: Friday, April 28, 2017

Registration Deadline:

- PSI must receive the CPHRM application and fees by the deadline of March 30, 2018.
- Late applications will not be accepted. There will be no onsite registration for the exam.

Location: Hotel Monteleone
214 Royal St
New Orleans, LA 70130

Check-in time: 8:00 am

Exam start time: 9:00 am

NOTE: Please be courteous to other candidates and show up when the registration time begins. The exam administration begins after all registered candidates have checked in and no later than 9:00am, whichever occurs first. Candidates are allowed two hours to complete the exam after administrative matters are completed. Schedule your travel arrangements accordingly.

Exam Fee

Exam registration and fees are not included with conference registration or any pre-conference sessions. *Exam application and fee must be submitted to **PSI Services Inc.** as directed on the exam application.*

Member fee for CPHRM exam: \$275

Non-member fee for CPHRM exam: \$425

Exam Application

- Applications cannot be submitted online for this special administration. ***The exam application must be submitted by fax or mail to PSI.***
- Download the [CPHRM Exam Application](#) for this special administration, and submit with payment to **PSI Services Inc** as directed on the application.
- If using the exam application in the [CPHRM Candidate Handbook](#), for *Examination Type*, check “*Special domestic administration*” and write in *April 27, 2018 – New Orleans, LA*.
- Include payment with the application. PSI does not accept personal checks.
- ***Submit exam application and payment to PSI for receipt by PSI by March 30, 2018.*** (PSI is the vendor with which the AHA Certification Center contracts for exam administration.) *By submitting the exam application, a candidate attests to meeting the eligibility requirements as listed on the CPHRM exam application and in the CPHRM Candidate Handbook. Furthermore, the candidate also*

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attests to reading and agreeing to abide by all of the policies and procedures stated in the CPHRM Candidate Handbook.

- Fax application with credit card information to PSI at (913) 895-4651, OR
- Mail application with company or cashier's check payment to:
PSI, 18000 W. 105th St., Olathe, KS 66061-7543

NOTE: *To ensure that your application is processed correctly and in a timely manner, please do NOT send exam applications or payment to ASHRM or the AHA Certification Center.*

Exam Registration Confirmation

- Candidates are not registered for the exam until they have received their PSI-issued confirmation letter.
- PSI (not the AHA Certification Center) sends confirmation of receipt of the exam application. If you do not receive a confirmation by April 13, 2018, contact PSI at 1.888.519.9901 or info@goAMP.com

Day of the Exam

All policies and procedures as listed in the [CPHRM Candidate Handbook](#) apply.

- Only candidates who received an exam confirmation notice from PSI will be allowed to test. Candidates who did not advance register will NOT be allowed to test at the conference.
- Candidates must be on time. Registration/check in begins at 8:00 am. Late arrivals will not be allowed to test.
- *The exam administration begins after all registered candidates have checked in and no later than 9:00 am, whichever occurs first.*
 - Unless a candidate informs PSI in advance that they will not be taking the exam, they are a viable candidate and will be given until the end of the registration time to arrive.
 - Proctors provide exam administration information that will take approximately 15 minutes.
 - The two hours allotted to complete the exam then begins. Although allowed to leave the room for washroom breaks, the clock keeps running.
 - Candidates who do not show up for the exam and do not cancel with PSI in advance of the exam forfeit the exam fee.
 - Based on this exam administration process, schedule your travel arrangements accordingly
- *Candidates must bring two forms of identification and their confirmation letter.* More information about the exam administration process is available in the CPHRM Candidate Handbook
- PSI provides the pencils.
- Approved calculators are allowed but not supplied. Candidates must bring their own calculator. Cell phones are not an acceptable form of calculator.
- Personal items may be brought into the testing room, but must be placed in a designated area of the room.

Exam Results

- PSI will mail to candidates their exam results/score report about three to four weeks after the exam. The AHA Certification Center does not issue the score report.
- *Eligible candidates who pass the exam will receive from the AHA Certification Center their certificate of achievement and other materials about six to eight weeks after the exam.*

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For more information

- ... about the CPHRM review course and registration for it or other exam preparation materials, contact ASHRM at (312) 422-3980 or ashrm@aha.org.
- ... about registering for the exam, submitting your application and confirmation of registration, contact PSI at 1.888.519.9901 or info@goAMP.com
- ... about the CPHRM Certification Program, contact the AHA Certification Center at 312.422.3702 or certification@aha.org