

## CPHRM Certification Examination at the ASHRM Annual Conference September 28, 2016 in Orlando, FL

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 Annual Conference in Orlando, FL? Eligible candidates may want to take advantage of this opportunity to earn the nationally recognized CPHRM credential. Register early to ensure a seat for the exam.

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

**Examination Date:** Wednesday, September 28, 2016

**Registration Deadline:** Wednesday, August 30, 2016

- AMP must receive the CPHRM [exam application](#) and fees by the deadline of August 30, 2016.
- Late applications will not be accepted. There will be no onsite registration for the exam.

**Location:**        **Hilton Orlando**  
                          **6001 Destination Pkwy**  
                          **Orlando, FL 32804**

**Check-in time:** 1:30 pm

**Exam start time:** 2:30 pm

**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 2:30, whichever occurs first. Candidates are allowed two hours to complete the exam after administrative matters are completed. Schedule your travel arrangements accordingly.

### Exam Fee

Exam registration and fees are not included with conference registration or any pre-conference sessions. *Exam application and fee must be submitted to AMP (Applied Measurement Professionals, Inc.) as directed on the exam application.*

**Member fee for CPHRM exam:** \$275

**Non-member fee for CPHRM exam:** \$425

### Exam Application

- Applications cannot be submitted online for this special administration. ***The exam application must be submitted by fax or mail to AMP.***
- Download the [CPHRM Exam Application](#) for this special administration, and submit with payment to AMP 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 *September 28, 2016 – Orlando, FL*. Include payment with the application. AMP does not accept personal checks.
- Include payment with the application. AMP does not accept personal checks.
- ***Submit exam application and payment to AMP for receipt by AMP by August 30, 2016.*** (AMP is the vendor with which the AHA Certification Center contracts for exam administration.) *By submitting*

## **CPHRM Certification Examination at the ASHRM Annual Conference September 28, 2016 in Orlando, FL**

*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 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 AMP at (913) 895-4651, OR
- Mail application with company or cashier's check payment to:  
AMP, 18000 W. 105<sup>th</sup> St., Olathe, KS 66061-7543

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

### **Exam Registration Confirmation**

- Candidates are not registered for the exam until they have received their AMP-issued confirmation letter.
- AMP (not the AHA Certification Center) sends confirmation of receipt of the exam in September. If you do not receive a confirmation by September 12, 2016, contact AMP at 1.888.519.9901 or [info@goAMP.com](mailto:info@goAMP.com)

### **Day of the Exam**

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

- Only candidates who received an exam confirmation notice from AMP will be allowed to test. Candidates who did not advance register will NOT be allowed to test at the conference.
- Candidates must be on time. Registration/check in begins at 1:30 pm. Late arrivals will not be allowed to test.
- *The exam administration begins after all registered candidates have checked in and no later than 2:30, whichever occurs first.*
  - Unless a candidate informs AMP in advance that they will not be taking the exam, they are a viable candidate and will be given until the end of the registration time to arrive.
  - Proctors provide exam administration information that will take approximately 15 minutes.
  - The two hours allotted to complete the exam then begins. Although allowed to leave the room for washroom breaks, the clock keeps running.
  - Candidates who do not show up for the exam and do not cancel with AMP 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
- AMP 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**

- AMP will mail to candidates their exam results/score report about three to four weeks after the exam. The AHA Certification Center does not issue the score report.
- *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.*

## **CPHRM Certification Examination at the ASHRM Annual Conference September 28, 2016 in Orlando, FL**

### **For more information**

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