

CCHP...

Expertise... Leadership... Recognition

Certified Correctional Health Professional:

The premier national certification program for professionals in correctional health care



Sponsored by the National Commission on Correctional Health Care

2011-2012

Why Seek CCHP Certification

Becoming a Certified Correctional Health Professional (CCHP) is the next step in your professional advancement. It is a step toward increased knowledge, greater professional recognition, and identification as a leader in the complex and ever-changing field of correctional health care.

The rewards of a career in correctional health care are many: experience with a wide variety of patients, playing an important role in public health, and working with other dedicated professionals, to name just a few! But, as you know, health professionals working in correctional settings also face unique challenges: working within strict security regulations, dealing with crowded facilities, understanding the complex legal and public health considerations of providing care to incarcerated populations, and more. Achieving professional certification is the surest way to prove to yourself and to others that you have the tools to meet these challenges.

The CCHP designation identifies you as one who has demonstrated mastery of national standards and the knowledge expected of leaders working in the field of correctional health care. Apply today and join the thousands of correctional health care professionals who have earned the distinction of CCHP.

Benefits of CCHP Certification

CCHP professional certification provides immeasurable benefits and is highly regarded by management, peers, staff, and others. CCHPs use their credential on letterhead, business cards, and all forms of address. In some employment settings, CCHP certification is rewarded financially. Additionally, CCHPs receive the following:

- Certificate suitable for framing
- Lapel or tie pin with the CCHP insignia
- Press release to send to employee newsletters and local media
- Special networking and publishing opportunities
- Discounted membership in the Academy of Correctional Health Professionals

Eligibility Requirements

Professionals from many different disciplines and work settings have earned the CCHP designation. All correctional health professionals who meet the following eligibility requirements are encouraged to become certified.

- Credentials that are appropriate to the applicant's field and employment position, and the requirements of the state in which the applicant is licensed. The credentials must be free of any restriction that would limit professional practice solely to the correctional setting. It is the responsibility of the applicant or CCHP to notify the CCHP Board of Trustees when such a restriction is placed on his or her license. If a license or credential is not required for practice, then the credential is not required for certification.
- Good character and fitness. An applicant's character and fitness is one of the most important components of the application process. An applicant's record of conduct should justify the trust of patients, employers and others.
- Successful completion of the CCHP examination

From time to time, eligibility requirements may be modified or adopted by the CCHP Board of Trustees at its sole discretion. The most current and complete definitions of the eligibility requirements are available on our Web site at www.ncchc.org/cchp.

Elements of the Application

Persons interested in seeking CCHP certification must submit an application that includes the following elements:

- Application form
- Resume or curriculum vitae documenting education and professional experience
- Copies of valid credentials, e.g., license, diploma (see eligibility requirements)
- Signed application statement
- Appropriate examination fees
- Exam registration form (provided by NCCHC upon receipt of the above)

Candidacy

As soon as all the elements of the application have been received and the application has been approved, applicants will receive acknowledgment of their candidacy to take the CCHP examination. Incomplete applications will be kept on file for six months, after which time persons seeking certification will need to submit a new application and fees. A candidate must take the exam within one year of the application approval date or the closest date to one year that the next exam is administered.

The Examination

Persons who meet the basic eligibility and application requirements participate in a proctored, written examination composed of 80 to 100 multiple-choice questions. Candidates are allowed two hours to complete the examination.

The purpose of the CCHP examination is to measure a candidate's knowledge, understanding, and application of standards and guidelines essential to the delivery of appropriate health care, the basic legal principles for practicing within a correctional health care system, the ethical obligations of correctional health care professionals, and the role of health care professionals in delivering health care in the correctional environment. The examination is not intended to measure clinical competency. Some of the questions are geared toward specific correctional settings (e.g., jail, prison, or juvenile facility); others are more general in nature.

Candidates will receive the results of their examination in writing. Candidates who fail to receive a passing score may take the exam two additional times within a 2-year period from the date of the initial application approval. The reexamination fee is \$45.

Preparing to Take the Examination

The CCHP Board of Trustees has developed a Candidate Handbook to help candidates prepare for the examination. The Candidate Handbook is free of charge and will be sent automatically to all applicants. Designed to familiarize you with the content areas covered on the examination, the Candidate Handbook provides a detailed overview of knowledge areas and a list of study points. The Candidate Handbook does not contain the study materials but instead is a resource to help guide your studies.

The following list of publications represents the material covered on the examination. It is strongly recommended that you obtain these materials in order to improve examination performance. If you do not wish to purchase the materials, check with your employer, colleagues or local library to see if they have the materials. Many CCHP candidates study together and share a single set of study materials.

- *Standards for Health Services in Prisons*
- *Standards for Health Services in Jails*
- *Standards for Health Services in Juvenile Detention and Confinement Facilities*
- *Correctional Health Care: Guidelines for the Management of an Adequate Delivery System*

Although the difference between prison and jail health care delivery is significant, there is much overlap in the current editions of the jail and prison standards, so you might consider purchasing only one of these publications. All of the study materials are available from NCCHC and may be purchased individually or as a set. Several reference sets are available at discounted prices. (See the latest NCCHC publications catalog.)

Examination Dates and Locations

Examinations are offered at various dates and locations throughout the year. An examination is offered at the major annual NCCHC conferences. In between the conference dates, the examination is offered twice a year at regional locations across the country where there is a qualified CCHP candidate and a qualified proctor. We will try to make reasonable accommodations for those candidates who are farther than a three-hour driving distance from a test center. Please make your request for a test center near you at least 90 days in advance.

New dates and locations are added to the schedule on a regular basis. The most up-to-date schedule and list of regional exam locations are available on our Web site: www.ncchc.org/cchp.

ADA Compliance

The CCHP program makes every effort to ensure that test centers are in compliance with the Americans with Disabilities Act. Candidates who require special accommodations must submit a written request at least 90 days before the examination date.

Deferment and Cancellation Policies

The exam may be deferred up to one year from the date the application is approved. A candidate must request deferment in writing at least ten business days prior to the examination date for which he or she originally was scheduled.

To cancel the application, a written cancellation request must be received at least ten business days prior to the examination date. The examination fee will be refunded less a \$65 processing fee.

Deferments and cancellations should be directed to: CCHP Board of Trustees, 1145 W. Diversey Pkwy., Chicago, IL 60614. Fax (773) 880-2424.

Continuing Certification

Persons who receive a passing score on the examination are awarded certification, which is valid for one year. CCHPs must apply for continuing certification with the Board of Trustees annually.

Continuing certification requires participation in 18 hours of continuing education (at least 6 of which are specific to correctional health care) and payment of the \$75 recertification fee. Reexamination is not required. Once recertified, a new certificate is sent to the individual indicating continued certification.

Advanced Certification (CCHP-A)

Certified Correctional Health Professionals are eligible to apply for advanced certification after three years in the certification program. The advanced program recognizes CCHPs who have demonstrated excellence, commitment, and contribution to the field of correctional health care and their relative discipline or profession.

Advanced certification requires the completion of a more detailed application and a passing score on a four-hour, proctored essay examination. Applications are accepted on an ongoing basis. The examination is administered three times a year at the three national NCCHC conferences.

Registered Nurse Certification (CCHP-RN)

Certified Correctional Health Professionals are eligible to apply for registered nurse certification at any time, as long as certification is current. The registered nurse program recognizes CCHPs who have demonstrated the ability to deliver specialized nursing care in corrections.

CCHP-RN certification requires the completion of a detailed application and a passing score on a two-hour, proctored, multiple-choice examination. Applications are accepted on an ongoing basis. The examination is administered throughout the year. Please check our website for the most up to date information www.ncchc.org/cchprn

Governance of the CCHP Program

The Certified Correctional Health Professional program is governed by a Board of Trustees, comprised of ten correctional health care experts from a variety of health professions. Three of the trustees are CCHPs who are elected by their peers; the others are appointed from the correctional health care field.

The CCHP Board of Trustees is responsible for examination content, scoring, and evaluation, as well as awarding of CCHP certification to successful candidates. The CCHP program is administered by the National Commission on Correctional Health Care.



About the National Commission on Correctional Health Care

The National Commission on Correctional Health Care (NCCHC) is a not-for-profit organization working to improve the quality of care in our nation's jails, prisons, and juvenile detention and confinement facilities. NCCHC offers a wide range of services and programs designed to help correctional health care professionals provide efficient, quality health care.

In addition to the CCHP program, the National Commission establishes standards for health services in correctional facilities; operates a voluntary accreditation program for institutions that meet these standards; produces and disseminates resource publications; publishes position statements and clinical guidelines; provides technical assistance; offers a quality review program; and conducts educational trainings and conferences. NCCHC is supported by the leading national organizations representing the fields of health, law, and corrections. Each of these organizations has named a representative to the NCCHC Board of Directors.

Frequently Asked Questions About Applying to the CCHP Program

Q: Do I have to be a nurse or physician to apply?

A: No, all professionals working in correctional health, including administrative, mental health, and support staff, are eligible to participate in the CCHP program.

Q: How much correctional health care experience do I need to be eligible to take the exam?

A: There is no work experience requirement for the CCHP program.

Q: How long does it take to find out if my application was accepted?

A: Application processing usually takes 3 to 4 weeks. Once your application is processed, you will receive written confirmation with additional information about the examination.

Q: Are different examinations given to doctors, nurses, administrators, etc.?

A: No, the same examination is given to everyone. The examination is correctional practice-based and does not seek to measure clinical competency.

Q: Can I take the exam at home or do I have to travel to a testing site?

A: The exam is not offered as a take-home exam. It is a proctored, written examination offered at the annual NCCHC conferences and various regional locations across the country. The most current test sites and dates are available on our Web site: www.ncchc.org/cchp.

Q: Is the exam an open-book exam?

A: No. The exam is closed book.

Q: What percentage of correct answers is needed to pass the examination and become certified?

A: You must answer at least 65% of the questions correctly.

Q: How do I obtain the Candidate Handbook?

A: The Candidate Handbook will be sent to you once your application has been received. You also will receive information on ordering the recommended study materials.

Q: How long will it take to receive the results of the examination?

A: You will be notified of your test results by mail within 8 weeks.

Q: Do you publish a list of candidates?

A: A list of candidates who pass the exam (or new CCHPs) is published in CorrectCare. No reference is made to the names of candidates who have deferred taking the exam or have not attained a passing score.

Q: Will you notify my manager that I passed the CCHP examination?

A: Yes. If certified, you will receive a packet of information that includes a request that NCCHC send a letter to your employer recognizing your accomplishment. A press release also is provided for submission to your local newspaper or facility newsletter.

Q: Does everyone pass the examination?

A: We have found that, with an adequate amount of preparation and studying, most candidates pass the examination. Candidates who do not pass the exam may take it two additional times within a two-year period by paying the appropriate fees. Historically, most examinees who re-test are better prepared and pass the exam on their second try.

Instructions for Submitting Your Application

1. Tear off and complete the application form on the next page.
2. Read and sign the application statement on the bottom of the application form.
3. Attach the following documentation to your application:
 - Resume or curriculum vitae to document your education (e.g., degrees, major areas of study) and professional experience. At a minimum, list the dates and places of employment, beginning with the most recent position, and provide a brief description of each.
 - Copies of valid credentials (e.g., license, diploma) to support your application and resume. The credentials should be appropriate to your field and employment position, as well as the requirements of the state in which you are licensed. The credential should also be free of any restriction that would limit your professional practice solely to the correctional setting. If a license or credential is not required for practice, then submission is not required.
Note: The CCHP Board of Trustees may request additional materials to support your application.
4. Make a copy of the application for your records.
5. Send completed application, documentation, and payment to:

CCHP Board of Trustees
PO Box 11117
Chicago, IL 60611
Fax: (773) 880-2424
6. Register for the exam (form provided by NCCHC upon receipt of the above).

Steps to Completing the Application Process

1. Submit the application

In our experience, some applications are missing required elements. We recommend you submit your application early to allow adequate time to for us receive all your materials by the deadline. Applications must be completed within six months of initial submission.

2. Written confirmation

As soon as all the elements of the application have been received and approved, the applicant becomes a candidate for certification and will receive the following: written confirmation that the application has been received, handbook and Candidate Handbook, and the exam registration form.

3. Register to take the examination

Candidates need to submit the exam registration form in order to participate in the CCHP examination. Once a candidate submits the form, he or she will be sent an admission notice. The admission notice and picture ID is required to gain entry into the examination.

Questions regarding the program should be directed to:

CCHP Program

1145 W. Diversey Pkwy.
Chicago, IL 60614
Phone: (773) 880-1460 x 277
Email: cchp@ncchc.org

Certified Correctional Health Professional Application

Your name should be submitted exactly as you want it to appear on all official correspondence.

Name	<input type="checkbox"/> M <input type="checkbox"/> F	Education/Degree	
Facility Name	Job Title		
Business Address	City	State	ZIP+4
Home Address	City	State	ZIP+4
Business Phone ()	Home Phone ()		
Fax ()	E-mail Address		
Preferred mailing to: <input type="checkbox"/> Business <input type="checkbox"/> Home			

Background Information

Are you currently working in correctional health? Yes No If no, date of last correctional health care position: _____

How many years have you been practicing in the correctional health care environment? _____ Years

What is your primary profession or practice? (Please check one.)

- Administrator Attorney Dentist Nurse Nurse practitioner Pharmacist
 Physician Physician assistant Psychiatrist Psychologist Social worker Other

What is the setting for the majority of your current or last correctional health work? (Please check one.)

- Advocacy County or city jail Dept of health Federal prison Federal – ICE Hospital
 State DOC State juvenile State prison University Other _____

Are you a member of the Academy of Correctional Health Professionals? Yes No

How did you hear about the CCHP program? (Please check one.)

- Co-worker/Employer NCCHC Conference CorrectCare NCCHC Web site Other _____

Payment Information

The CCHP examination fee is \$165. Please make check payable to the CCHP Board of Trustees. If it is determined that you do not meet the minimum application requirements or if you decide to cancel your application, \$100 of the examination fee will be refunded. Cancellations must be requested in writing and received by NCCHC at least ten business days prior to the examination date.

Please bill my MasterCard Visa American Express

Name as shown on the card (please print) _____

Card # _____ V-code _____ Expiration date: _____

Billing address (if different from above) _____

Signature _____ Date _____

Application Statement

In making this application, I fully understand that it is an application for enrollment purposes only. I will submit to a multiple-choice examination and supply further information requested by the CCHP Board of Trustees. By my signature, I attest that I have read and understand the eligibility requirements described in this application and that I meet these eligibility requirements. By my signature, I also attest that I am of good character and fitness. If my eligibility changes, I will so notify the CCHP Board of Trustees. I understand that any false statement or misrepresentation that I may make in these proceedings and application may result in the revocation of this application. I also agree to indemnify and hold harmless the NCCHC and CCHP Board of Trustees, their officers, directors, employees, and agents from any or all liability, loss, or damage that may result from a denial of my application for certification as a CCHP, or failure to successfully pass the required examination or to be awarded certification

Applicant's Signature _____ Date _____



CERTIFIED CORRECTIONAL
HEALTH PROFESSIONAL PROGRAM
1145 W DIVERSEY PKWY
CHICAGO, IL 60614



Exam Dates and Application Deadlines

February 19, 2011

Regional
Application deadline: January 14

May 22, 2011

Phoenix, AZ
Application deadline: April 15

July 10, 2011

Las Vegas, NV
Application deadline: June 3

August 20, 2011

Regional
Application deadline: July 15

October 16, 2011

Baltimore, MD
Application deadline: September 9

February 18, 2012

Regional
Application deadline: January 13

May 20, 2012

San Antonio, TX
Application deadline: April 13

August 18, 2012

Regional
Application deadline: July 13

October 21, 2012

Las Vegas, NV
Application deadline: September 14

New exam dates and locations are added to the schedule on a regular basis. For the most up-to-date schedule and list of regional exam locations, visit our Web site at www.ncchc.org/cchp.