Have you considered becoming CCHP certified but don’t know where to start or how to plan?
Follow these easy steps to earn certification and the recognition that certification brings.

**Apply**
We’ve made applying for certification convenient by making the application available online. Simply visit our website: [https://my.ncchc.org/NC__Login?startURL=%2Fmycerts](https://my.ncchc.org/NC__Login?startURL=%2Fmycerts)
You will receive email confirmation when your application has been processed.

**Complete your application**
A complete application includes the following elements:

- **Application and payment**
  - If you apply online, this has been taken care of. Otherwise, you may fax or mail the application.
- **Resume or curriculum vitae**
  - List your education, employment and professional achievements.
- **Copy of your license or highest diploma level**
  - For those in clinical positions, this is a copy of your license (or license verification) as required by law. For nonclinical positions, this is a copy of your highest diploma.

Items can then be uploaded to your MyNCCHC account by clicking here: [Login](https://my.ncchc.org/NC__Login?startURL=%2Fmycerts). To upload these documents, select **My CCHP Certification**. Then, select **Details**.
On the next screen scroll down to **Application Attachments** select **Choose a file** and upload your documents one at a time.

You may also scan and email this to cchp@ncchc.org, or fax it to (773) 880-2424. Sending documents by regular mail is acceptable but will delay the approval process. *You will receive confirmation when your application has been accepted.*

**Register for the exam**

There are 2 ways to register for the exam:

1. **PSI Test Centers**

   Approved candidate files are delivered to PSI on a weekly basis. You can expect to receive an email from “PSI Customer Service” in about a week. Once the email is received, follow the instructions below:

   1. Schedule Online: Go to [www.goAMP.com](http://www.goAMP.com) and select "Candidates," then follow the simple, step-by-step instructions to choose your exam and register.

   OR

   2. Telephone Scheduling: Call Candidate Services at (888) 519-9901. This toll-free number is answered from 7:00 AM to 9:00 PM (Central Time) Monday through Thursday, 7:00 AM to 7:00 PM on Friday, and 8:30 AM to 5:00 PM on Saturday. Appointments are made on a first-come, first-served basis.

   If you have any questions concerning scheduling, please contact Candidate Services at (888) 519-9901.
2. NCCHC and Partner Locations

If you prefer to test at one of the NCCHC educational conferences or partner locations (see options at www.ncchc.org/CCHP/calendar), please register online with NCCHC. Log in to your account here: https://my.ncchc.org/NC__Login?startURL=%2F. Once you are logged in, select Register for a CCHP Exam and complete your registration.

*Please make note of the exam passcode that can be found in the first box after you click “Register for a CCHP exam”*

Order your CCHP study package and study
You may order online: NCCHC Online Store

Look for your exam admission notice
Approximately 2 weeks prior to the examination, you will receive an exam admission notice by email. The admission notice will give you the exam address, room name/number, time and instructions for the day of the exam.

Await your results
Exam results are released within 2 weeks. All candidates will be notified of their results by electronic mail.

Good luck in achieving your professional goals!