Follow These Steps to Earn Certification and the Recognition You Deserve

Apply Online and Complete Your Application

Apply online through this link: [https://my.ncchc.org/mycerts](https://my.ncchc.org/mycerts)
You will receive email confirmation when your application has been processed.

Your complete application includes:

- **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.

Upload these items to your [MyNCCHC account](https://my.ncchc.org/mycerts). 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 the attachments to cchp@ncchc.org or fax them 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.

Order your CCHP study materials

These packages are essential study aids for the CCHP exam. Each includes Health Services for Jails or Prisons and the Standards for Health Services in Juvenile Detention and Confinement Facilities. Please select the package most relevant to your needs; only one set is recommended.

- [CCHP Study Package - Jail 2018](#)
- [CCHP Study Package - Prison 2018](#)
Register for the exam
There are 3 ways to register for the exam:

1. Prometric

Online, remote proctored exams are available through Prometric. Candidate files are sent over to Prometric on a weekly basis. Once they receive your name, you will receive an email with registration instructions and your unique login information.

The email will come from: SMT Notice <registrations@isoqualitytesting.com> with the subject line Iso-Quality Testing: Certified Correctional Health Professional. **Please look for it in your inbox and junk mail folder.** If you cannot find it or wish to have a new link sent, **please enter your name in this form** and we will have one re-sent to you.

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](http://www.ncchc.org/CCHP/calendar)), please register online with NCCHC. Log in to your account here: [https://my.ncchc.org/](https://my.ncchc.org/). Once you are logged in, select **Register for a CCHP Exam** and complete your registration.

*Please note the exam passcode in the first box after you click “Register for a CCHP exam”*
Once you register for an in-person exam, 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.

3. PSI Test Centers

You will receive an email from “PSI Customer Service” approximately one week after your application is approved. Once the email is received, follow the instructions below:

1. Schedule Online: Go to 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.

After the Exam

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

Good luck achieving your professional goals!