Candidate Handbook
SPECIALTY CERTIFICATION FOR CORRECTIONAL PHYSICIANS

Professional Recognition

The CCHP–Physician credential is designed to recognize expertise among physicians practicing in the specialized field of correctional health care. A professional who has earned CCHP-P is one who has demonstrated understanding of the medical needs of the inmate population and possesses knowledge of the unique challenges, legal context and policies and procedures specific to physicians practicing in a correctional environment. A CCHP-P has shown mastery of specialized content developed by expert physicians in the field of correctional health care.

Purpose

Specialty certification as a correctional physician provides validation of a commitment to maintain the knowledge necessary to augment competent and appropriate clinical care to incarcerated patients. The purpose of the CCHP-P program is to define the domain of knowledge unique to practicing in a correctional environment, to provide a valid assessment of this knowledge, to encourage continued professional development in the field of correctional health care and to promote the public’s health by encouraging health care quality.

Eligibility

Eligibility is extended to all qualified physicians. Prior to submitting an application, applicants must have:

• Current CCHP certification
• Physician credential (MD or DO)
• Unrestricted license (MD or DO) to practice medicine in at least one state of the United States and be in good standing with that licensing board (for Canada and U.S. territories, credentials will be reviewed on a case-by-case basis)
• Practice in the correctional environment over the course of at least three years (no minimum requirement of hours)

Application and Candidacy

Persons interested in seeking CCHP-P certification must submit an application that includes the following elements to verify eligibility:

• Copy of professional licensure
• Completed application and fee

For application deadlines for each exam, see www.ncchc.org/CCHP/calendar.
Once the application has been approved, applicants will receive acknowledgment of their candidacy to take the CCHP-P examination. Candidates must register before the registration deadline for the exam they wish to take.

Deferment and Cancellation Policies
The exam must be taken within six months from the date the application is approved. Deferment must be requested in writing at least 10 business days before the originally scheduled examination date for in-person exams at NCCHC conferences and partner sites. Candidates scheduling with Prometric should follow their policy on rescheduling and cancellation. Application fees will not be refunded.

Exam Dates and Locations
Examinations are offered throughout the year, including at NCCHC’s conferences and at partner sites and conferences, Prometric test centers across the country, and online. For a list of exam dates and test center locations, visit www.ncchc.org/CCHP/calendar. For online exam information, visit www.ncchc.org/online-exams.

Exam Registration and Admission
Candidates must register for the exam through NCCHC (live locations), Prometric test centers or online, confirming the date and location where they wish to take the exam.

NCCHC Conference and Partner Sites and Conferences: Approximately two weeks before the scheduled date candidates will receive an admission notice with the address of the site. The admission notice and a valid state photo ID or driver’s license are required to gain admission.

Prometric Test Centers: Please follow the instructions provided during exam registration.

Prometric Online Exams: Please follow the instructions provided by Prometric during exam registration.

ADA Compliance
The CCHP Board of Trustees makes every effort to ensure that test centers are in compliance with the Americans with Disabilities Act. If you require special accommodations, please submit a written request at least 90 days before the examination date.

The Examination
The proctored examination is composed of 70 to 100 multiple-choice, objective questions. Candidates are allowed two hours to complete the examination.

NCCHC Conference and Partner Sites and Conferences: Report to the exam site as instructed on the admission notice. Candidates arriving late may be admitted, but will not be given additional time to complete the exam.
**Prometric Test Centers:** Report to the exam site as instructed by the test center and adhere to test center regulations.

No pagers, cell phones, alarms or similar devices may be operative during the exam. Personal digital assistants (PDAs) and other handheld computers also are prohibited. Any person using such devices will be dismissed from the test center and disqualified from the examination. No books, reference materials or study aids of any sort are allowed in the exam room.

**Online exams:** NCCHC offers online exams with live remote proctors through Prometric. Take your exam from the comfort and safety of your home or office at a date and time that is convenient for you. Internet access, a laptop or PC and a web camera are required. There are additional requirements available at [www.ncchc.org/online-exams](http://www.ncchc.org/online-exams). Prior to beginning the exam, candidates will need to complete a system test.

**Exam Scoring and Reporting**

Examination questions, answers and grading guidelines are developed by the CCHP Board of Trustees and the CCHP-P Subcommittee. The candidate should choose the single best answer to each item. There is no penalty for incorrect answers; it is to the candidate's advantage to answer each item even when uncertain of the correct response. No credit is given for items for which more than one response is selected.

The tests are graded electronically. Candidates will receive the results by email within two weeks. Only a pass or fail will be reported to the candidate. A list of passing candidates may be published; no reference is made to candidates who defer taking the examination or do not attain a passing score.

**Rescheduling and Reexamination**

**NCCHC Conference Site Registrants:** Candidates who are unable to take the exam as originally scheduled should notify NCCHC in writing at least 10 business days prior to the examination. No additional fees will be assessed to reschedule. If notification is not received, however, a $45 reregistration fee will be assessed when the candidate reschedules. If the candidate does not pass the exam and wishes to take it again, the reexamination fee is $45.

**Prometric Test Center Registrants:** Candidates who are unable to take the exam as originally scheduled should see the FAQs on the test center websites for instructions on how to reschedule or cancel.

**Prometric Online Exam Registrants:** Candidates who are unable to take the exam as originally scheduled should see the FAQs on the Prometric website for instructions on how to reschedule or cancel.

Candidates who do not attain a passing score on their first attempt may retake the exam two additional times within one year of the application approval date.
Content Outline

The exam questions are written by experienced correctional health professionals and reviewed by professionals who have attained CCHP certification. They are reviewed for construction, accuracy, and appropriateness by the CCHP Board of Trustees and CCHP-P Subcommittee. The content of the examination is described in the content outline on the following pages. The six major content areas are weighted (reflected in the percentages) according to the established test plan.

This content outline identifies the six knowledge areas covered on the examination. Each knowledge area includes, but is not limited to, the study topics listed below.

Resources that may be studied to prepare for the exam include NCCHC position statements (www.ncchc.org/position-statements) and other resources listed on the NCCHC website, www.ncchc.org/other-resources. Candidates also may wish to review general textbooks in internal medicine, pediatrics, mental health, correctional medicine and others that address conditions and situations commonly encountered in a correctional environment. For additional details, see www.ncchc.org/CCHP-P-exam.

CCHP-P Exam Content Outline

I. CLINICAL MANAGEMENT (30%-40%)
   Screening
   Acute and episodic care
   Continuity of care
   Specialty, emergency and hospital referrals
   Treatment plans
   Transfers
   Discharge planning
   Problem list
   Infirmary-level care
   Emergency situations
   Telephone medicine: protocols for nursing after hours
   Special populations: female patients

II. SECURITY (3%-5%)
   Autonomy
   Medical effects of restraints, electrical weapons (e.g., tasers)
   Special needs patients
   Security threats of medical devices
   Maximum security and segregation
   Permits, passes and perks
   Patient escort
III. MENTAL HEALTH (18%-25%)
- Side effects of psychotropic medications
- Principles of counseling
- Verbal de-escalation techniques
- Intoxication and withdrawal management

IV. PUBLIC HEALTH (6%-12%)
- Preventive medicine
- Outbreak identification and management
- Reportable diseases
- Coordination with health department

V. LEGAL AND ETHICAL ISSUES (8%-12%)
- Prison rape
- Patient rights
- Informed consent and refusal
- Hunger strikes
- End-of-life care
- Participation in executions

VI. ADMINISTRATIVE (8%-12%)
- Continuous quality improvement
- Developing protocols
- Pharmaceutical management
- Cost containment

- Long-term effects of substance abuse
- Substances of abuse, restricted medications
- Suicide prevention

- Infection control practices
- Screening and treatment of diseases with public health impact

- Risk management
- Medical research
- Standards of care
- Deliberate indifference
- National, organizational standards
- Legal issues of minors

- Utilization management
- Physician supervisory issues
- Accreditation
- Hospice
The Certified Correctional Health Professional (CCHP) program is sponsored by the National Commission on Correctional Health Care.

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