

THE NBHHC CERTIFICATION EXAMINATIONS

The National Board for Home Care and Hospice Certification (NBHHC) launched the certification examinations to establish, assess and promote standards for home care and hospice professionals. The core purpose of the certification process is to promote best practices to ensure optimal level of service and strive for excellence is delivered to clients.

Today, the credentials are recognized on a national level, certifying over 1,000 individuals.

Once deemed eligible, an applicant may take the certification examination. The exam is offered several times a year in two different formats; in person and via computer based testing in various locations throughout the United States.

For dates and locations, please visit the NBHHC website at www.nbhhc.org.

In Affiliation with CAHSAH



GET CERTIFICATION WITH THESE CREDENTIALS:

- CHCM** Certified Home Care Manager
- CHM** Certified Hospice Manager
- CHCA** Certified Home Care Administrator
- CHA** Certified Hospice Administrator
- ACHCE** Advanced Certified Home Care Executive
- ACHE** Advanced Certified Hospice Executive

CONTACT

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CERTIFICATION EXAMINATIONS

BENEFITS OF BECOMING CERTIFIED

*Want to take that next step in your career?
Learn why certification is the way to go.*

The achievement of one of the NBHHC credentials illustrates that the individual has attained a gold level knowledge of standards. Certification can also provide additional professional and personal recognition and reward of the individual's knowledge and experience. The certification represents that the individual:

- Has met industry standards through qualification of education and experience
- Has demonstrated the highest level of experience and knowledge by successfully passing the certification examination (at specified level and auspice)

Home Care and Hospice Professionals who successfully pass the certification examinations will be certified by the National Board for Home Care and Hospice Certification (NBHHC) and earn one of six credentials. Certified Professionals are in high demand for their ability to successfully position the provider agency.

QUALIFICATION REQUIREMENTS

The certification examinations assess your proficiency in management specifically for the level and auspice you apply for. To be eligible to take one of the certification examinations, you must qualify based on your education background and length of experience.

EXAMINATION PREPARATION

The examinations are skills-based focusing specifically on the candidate's ability to do the job at each level (in each auspice). Although there may be education programs and resources available that may assist the candidate in preparing for the examination, the examination itself is not a content-based examination. Therefore, the candidate is encouraged to take the following steps to prepare for the examination.

1. Download the Candidate Handbook for more information as well as the "blueprint" of study domains.
2. Study for the examinations (specifically the domains listed in the "blueprint").
3. Reach out to other candidates by joining the *NBHHC Certification Candidates* on **LinkedIn** (www.linkedin.com) to create study groups*.

**Please note these groups were developed by NBHHC so candidates can work together but not managed by the group.*

Information on all of these resources can be found on the NBHHC Website at www.nbhhc.org.

APPLYING FOR EXAM

Applying for a certification examination is a two-step process. To begin your process, review the candidate handbook and submit your completed candidate application to the National Board for Home Care and Hospice Certification (NBHHC). This first step is to verify your qualifications to sit for the selected certification examination. Once NBHHC processes your application and approves your eligibility, you can sign up for the exam. You will have approximately 12 months from the date of approval to register for the select examination before your application expires.

WHERE CAN I TAKE THE EXAM?

There are two ways you can take the exam. The first is a paper and pencil exam proctored onsite at one of CAHSAH's certificate programs. For more information on dates and locations, visit the CAHSAH website at www.cahsah.org. The second is computer based testing (CBT) offered through Pearson VUE, the global leader in technology-enable testing and assessment services to administer and deliver the examinations. Pearson VUE has over 4,400 Pearson VUE® Authorized Test Centers throughout the country, allowing you the ability to take the exam at a local testing center during the testing windows.

For more information on exam dates and times, please go to "Upcoming Exams" section of the NBHHC webpage.

Fees

There are two fees involved with the certification examination. The first fee – the "application fee" is collected in order to process your application and determine your eligibility for the examination. The second fee – the "exam fee" is collected at the time you sign up for your examination. This fee covers examination costs, administration and credential management. Check the NBHHC website for fee amounts.

