

CPH Certified ⁱⁿ
Public Health

Candidate Handbook

January 2016



NBPHE

National Board of Public Health Examiners

CPH Certified in Public Health

by National Board of Public Health Examiners

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NBPHE Overview



The Certified in Public Health credential is administered by the National Board of Public Health Examiners, which is comprised of individuals from organizations representing academic public health and the public health workforce. To date, over 5,000 individuals have passed the CPH exam and are Certified in Public Health. Some schools and programs are using the CPH as a comprehensive exam while others are encouraging their students to sit for the exam to make them competitive in the workplace.



The CPH entrance exam is held year round. It is given at computer-based testing centers in February, June and October. In addition, hosting organizations are able to schedule on premise tests at any time of the year.

Exam Eligibility

Students of a school or program of public health accredited by the CEPH



Completed or are concurrently enrolled in the graduate-level core content required for their graduate degree (biostatistics, epidemiology, health services/policy management, environmental health, social behavioral sciences).

Alumni of a school or program of public health accredited by the Council on Education for Public Health (CEPH)*



Completed all degree requirements for a Masters or Doctoral level degree.

Other Relevant Degree



Taken the core courses (epidemiology, biostatistics, behavioral sciences/health education, environmental health, health administration/policy) at a CEPH-accredited school or program and have a relevant graduate degree, or three years public health work experience.

NEW: Public Health Work Experience



Individuals who have at least a bachelor's degree and at least five subsequent years' public health work experience will be eligible to take the CPH exam. Applications will be reviewed based on public health work experience, indicating the scope of foundational knowledge that has been acquired based on the [ten essential public health services](#).

For more information, visit www.nbphe.org

Exam Information

The exam is a four hour 200-item test. The questions are often described as single best answer, multiple-choice questions. Because candidates cannot use a calculator, the questions do not require complex calculations and white boards are provided for simple calculations. Rather, the questions test general comprehension and knowledge of the competency areas.

Currently, about 75% of the questions are focused on the five core areas of public health (biostatistics, epidemiology, health administration, environmental health, behavioral sciences) and general principles. The remaining twenty-five percent are focused on the seven cross-cutting areas (Communications & Informatics, Diversity & Culture, Leadership, Professionalism, Program Planning, Public Health Biology, Systems Thinking). A content outline showing detailed exam topics <https://www.nbphe.org/studyresources.cfm>.

As of February 2016, ten schools and programs are requiring all eligible graduating students take the CPH exam, with an additional ten encouraging the CPH exam, and four organizations that offer a discount for their members or personnel to sit for the CPH exam.

Exam Timeline

The CPH computer-based exam is given three times a year. Additional paper and pencil exams offered throughout the year.

February 1 – 28

June 1 – 30

October 1 – 31

To view the CPH exam timeline, visit <https://nbphe.org/timeline.cfm>.

Fee

The regular fee for the exam is \$385. Organizations, schools and programs of public health and sponsoring employers can also sign up to participate in a bulk discount program. Schools or programs which commit to having the number of candidates equivalent to 20%, 30%, or 100% of its average graduating class, all candidates from that institution will receive a reduced exam fee of \$345, \$315, and \$250 respectively.

Members and personnel of the Army Public Health Center, American Public Health Association, Commissioned Officers Association and Navy Nursing Corps receive a discounted price of \$315.00. Other employers should contact the NBPHE about the discounted fee schedule.

Those testing outside of the United States, Canada and Puerto Rico will pay an additional \$125.00 for testing at an international computer-based testing facility.

Study Resources

88.10% of CPH candidates use the ASPPH CPH online study guide to prepare for the exam.

Other ASPPH sponsored CPH resources, include a series of live webinar sessions, specific to each of the core areas of public health, including the cross-cutting areas.

Once a year, APHA & NBPHE host the CPH Learning Institute at the APHA Annual Meeting. The learning institute is a two-day, in-person, comprehensive overview to help you prepare for the CPH examination.

NBPHE suggests the following study resources for CPH exam preparation:

- **CPH Webinars**
- **CPH Content Outline**
- **Practice Exams**
- **Sample Questions**
- **ASPPH CPH Study**

For more information, visit www.nbphe.org under study resources.



Exam Content Areas

The CPH exam has seven content areas; general principles, core content areas and the cross-cutting areas of public health.

CPH Content Areas	
General Principles*	
Core Areas	Cross-Cutting Areas
Biostatistics	Communication and Informatics
Environmental Health Sciences	Diversity and Culture
Epidemiology	Leadership
Health Policy and Management	Public Health Biology
Social and Behavioral Sciences	Professionalism
	Programs Planning
	Systems Thinking

Results

The NBPHE offers instant scoring for the computer-based examinations. Each examinee will receive a print-out of their CPH score report, before they leave the testing facility. The dissemination of usernames and passwords to those individuals who successfully passed the CPH exam will be sent by e-mail once all examinees have tested for the month. Therein after, the CPH certificates and lapel pins will be mailed. Similarly, once all examinees have tested, those that failed the exam will still receive an official hardcopy letter, with their score report in the mail.

Candidates are scored on their overall performance on the exam, not according to their performance in any given section. This means if a candidate does well in several content areas, he/she could still pass if performance was strong in other areas. Historically, between 75 – 85% of candidates pass the exam. Schools and programs receive a scaled score for each competency area on each student and alumni taking the exam, as well as overall comparisons of the school/program's pool with the entire pool of candidates. Because the exam questions change with each administration, candidates who do not pass may take the exam as many times as they wish.

New exam questions are developed each year by a diverse pool of item writers. A review committee meets to review new items as well as each new exam as a whole. Candidates often describe the exam as "hard but fair."

Instant scoring is not available for paper and pencil exams. The process for scoring the paper and pencil version of the CPH exam will remain the same.

CPH Discount Groups

The organizations, schools and programs that extend a discount for the CPH exam are listed below. Study materials are offered to these individuals at no additional cost. Some schools and programs offer vouchers for their students and/or alumni. To find out more about vouchers, visit <https://nbphe.org/CPHexamdiscounts.cfm>

The schools and programs currently requiring the exam are:

- Brigham Young University MPH Program **(\$250)**
- Oregon MPH Program - Oregon Health & Science University/Portland State University **(\$250)**
- Saint Louis University College for Public Health and Social Justice **(\$250)**
- Touro University California MPH Program **(\$250)**
- University of California, Irvine Program in Public Health **(\$250)**
- University of North Florida Master of Public Health Program **(\$250)**
- University of North Texas Health Science Center School of Public Health **(\$250)**
- University of Oklahoma Health Sciences Center College of Public Health **(\$250)**
- University of South Florida College of Public Health **(\$250)**
- University of Utah, School of Medicine, Division of Public Health **(\$250)**

In addition to the ten above, a number of other schools and programs have partnered with the NBPHE to offer a volume discount on the exam price:

- California State University, Northridge MPH Program in Community Health Education **(\$315)**
- Columbia University Mailman School of Public Health **(\$315)**
- CUNY School of Public Health **(\$315)**
- Drexel University School of Public Health **(\$315)**
- Eastern Virginia Medical School – Old Dominion University MPH Program **(\$315)**
- Johns Hopkins University Bloomberg School of Public Health **(\$315)**
- New York University College of Global Public Health **(\$315)**
- St. George's University MPH Program **(\$315)**
- University of Florida College of Public Health **(\$315)**
- University of Maryland School of Public Health **(\$315)**
- University of Pittsburgh Graduate School of Public Health **(\$315)**

The following organizations extend a discount for the CPH exam:

- American Public Health Association (APHA) **(\$315)**
- Association of Schools and Programs of Public Health Fellows
- Army Nurse Corps **(\$315)**
- Army Public Health Center **(\$315)**
- Commissioned Officers Association / United State Public Health Services **(\$315)**
- Navy Nursing Corps **(\$315)**

If you do not see your school, program or organization listed below and want more information on how to get it involved, please email info@nbphe.org

CPH Recertification



Fully certified CPH candidates are required to earn 50 recertification credits and submit a \$95 fee along with their recertification application every two years to maintain their CPH status. Candidates who fail to renew their certification can apply for an extension and make up the credits to renew their status for up to a five year period. After being lapsed for five years, these lapsed CPH must retake the CPH exam. Recertification credits can be earned in a variety of ways, including conferences, webinars, academic coursework, professional contributions (e.g. grant writing) and service activities. Credits do not need to be earned by pre-approved providers as long as the activity relates to one of the domain areas of the exam. The NBPHE offers a search tool so that CPH can easily find recertification activities and allows providers to promote their offerings.

Digital Badging

In 2015, the NBPHE added digital badging to the CPH recertification process.



Digital Badging for the Certified in Public Health Credential

Allison Foster, MBA, CAE, National Board of Public Health Examiners

<p>Goal</p> <p>Increase recertification rate by 25%</p> <p>Methods</p> <p>Examined best practices from other organizations offering digital badges such as Fitbit® and Khan Academy</p> <p>Convened focus groups of CPH to guide development process</p>	<p>Locations</p> <p>The badges appear on the Recertification Portal and Employer verification pages</p>	<p>CPH Badges</p> <table border="1"> <thead> <tr> <th></th> <th>Level 1</th> <th>Level 2</th> <th>Level 3</th> </tr> </thead> <tbody> <tr> <td>Superstar Attendee <i>Conference or Seminar Participation</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Coursework Champ <i>Course/ia Course, Coursework at CEPH Institution or Other Accredited School or Program</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Star Presenter <i>Create/Lead Multi-Day Course or Workshop or Seminar, Public Presentation, Guest Lecturer</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Grants Master <i>Grant Application (Approved), Grant Review (Technical)</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Virtual Learner <i>Online Training Course, Webinar Participation, Podcast</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wise Scholar <i>Dissertation, Publication (Peer-reviewed), Manuscript Review (Technical)</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Pathmaker <i>Leadership Service, Volunteer Service, Leadership Institute Participation</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lifelong Learner <i>Fellowships, Earn Other Certification, Summer Programs, Mentoring Program, Medical Residency</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Item Writer <i>For CPH Exam or Study Guide</i></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Site Visitor <i>CEPH, CAHNE, PHAS</i></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Level 1	Level 2	Level 3	Superstar Attendee <i>Conference or Seminar Participation</i>				Coursework Champ <i>Course/ia Course, Coursework at CEPH Institution or Other Accredited School or Program</i>				Star Presenter <i>Create/Lead Multi-Day Course or Workshop or Seminar, Public Presentation, Guest Lecturer</i>				Grants Master <i>Grant Application (Approved), Grant Review (Technical)</i>				Virtual Learner <i>Online Training Course, Webinar Participation, Podcast</i>				Wise Scholar <i>Dissertation, Publication (Peer-reviewed), Manuscript Review (Technical)</i>				Pathmaker <i>Leadership Service, Volunteer Service, Leadership Institute Participation</i>				Lifelong Learner <i>Fellowships, Earn Other Certification, Summer Programs, Mentoring Program, Medical Residency</i>				Item Writer <i>For CPH Exam or Study Guide</i>				Site Visitor <i>CEPH, CAHNE, PHAS</i>			
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Certified in Public Health (CPH) credential distinguishes public health professionals at the cutting edge of an ever-evolving field. The credential – the only one of its kind for public health – demonstrates knowledge of key public health sciences, but also a commitment to the field through continuing education focused on emerging and established public health issues.

Professional Development



All recertification credits must address at least one of the domain areas of the CPH exam. You may use our pre-approved list of providers that offer CPH recertification credits. You may also obtain CE credits from non-pre-approved providers, however you must explain how the activity relates to one of the domain areas of public health.

Continuing Education (CE) Quick Reference Sheet

Attending Public Health Professional Meetings, Conferences, forums, etc.	1 CPH credit per hour (Up to 8 credits per day)
Semester Long Public Health Course (CEPH or accredited)	15 CPH credits
Trimester or Quarter long Course (CEPH or accredited)	10 CPH credits
Attending Public Health On-line Training Courses	1 CPH credit per 1 hour
Create/Lead Multi-day Course	6 CPH credit per course
Create/Lead Workshop or Seminar	4 CPH credits (1 per recert cycle)
Dissertation	25 CPH credits
Earning other Public Health related certifications	10 CPH credits
Guest Lecturer	1 CPH credit per 1 hour
Item Writer for CPH Exam or Study Guide	10 CPH credits per year
Leadership Institute Participation	1 CPH credit per 1 hour
Leadership Service	20 CPH credits per year
Manuscript Review (Technical)	4 CPH credits
Medical Residency	25 CPH credits
Mentoring Program	6 CPH credits
Participation in Formal Grant Review (Approved)	10 CPH credits (Up to 20 credits, per recert cycle)
Participation in Grant Review (Technical)	10 CPH credits (Up to 20 credits, per recert cycle)
Podcasts	1 CPH credit per 1 hour
Public Health Fellowship	15 CPH credits
Public Presentation	1 CPH credit per 1 hour
Publication (Peer-reviewed)	10 CPH credits
Reading of Literature (Public Health Reports only)	1 CPH credit per article
Seminar Participation	4 CPH credits
Site visitor in CEPH, CAHME, or PHAB training	6 CPH credits
Summer Programs	1 CPH credit per 1 hour
Volunteer Service	1 CPH credit per 1 hour of service (up to 20 hours per cycle)
Webinar Participation	1 CPH credit per 1 hour
Workshop Participation	4 CPH credits

Code of Ethics

All Certified Public Health (CPH) professionals are entrusted with the duty of protecting, promoting and progressing the health of the public. In fulfilling this duty, CPH's recognize that certification is a privilege that must be earned and maintained and that the protection of the public is a responsibility of the highest order. This document sets forth the Code of Ethics to be upheld by CPH's. CPH's who intentionally or knowingly violate any provision of the Code of Ethics are subject to investigation and sanctions which may result in revocation of the certification.

1. Place the safety and health of the public above all other interests.
2. Demonstrate integrity, honesty and fairness in all activities and strive for excellence in all matters of ethical conduct.
3. Undertake work utilizing skills that ensure competent performance.
4. Act truthfully and speak in good faith in an objective manner based on knowledge of facts and competence of subject matter.
5. Protect confidential information that may bring harm to an individual or a community.
6. Act in a timely manner in disseminating information that protects the health of the public.
7. Act in a manner free of bias with regard to religion, ethnicity, gender, age, national origin or disability and respect the rights of individuals in the community.
8. Accurately represent academic and professional qualifications.
9. Maintain competency requirements through recertification.
10. Acknowledge that the credential is the property of NBPHE.
11. Uphold and abide by the policies and procedures required by NBPHE to remain in good standing.
12. Use the NBPHE logo and credential as authorized by NBPHE.

National Board of Public Health Examiners

1900 M. Street, NW

Suite 710

Washington, DC 20036

Phone: 202-296-3050

E-mail: Info@nbphe.org



National Board of Public Health Examiners

Attests that

EXAMPLE

On this day of June 30, 2016, has successfully completed the educational and examination requirements to demonstrate mastery of the knowledge and skills relevant to contemporary public health, and is therefore,

Certified in Public Health.



*Richard Kurz, PltD
Chair of the National Board*

NBPHE Number

12119





by National Board of Public Health Examiners

[insert name] Achieves Recognition as Certified in Public Health

The National Board of Public Health Examiners (NBPHE) has recognized [insert name] as Certified in Public Health (CPH). With this accomplishment, [insert name], CPH demonstrates not only a mastery of the core sciences of public health, but also a strong commitment to staying on the cutting-edge of public health issues.

The publics served by [insert name], CPH can be assured that [s/he] has a fundamental breadth and depth of core public health knowledge and will continue [her/his] professional development through the NBPHE's maintenance of certification process.

[Insert name], CPH is currently employed at [insert employer name, job title and brief description of job].

"[insert quote]," [insert name], CPH said of the process.

"By obtaining the CPH, the entire field is elevated to new standards and the health of the public can continue to be enhanced. The CPH process raises the bar for public health workers by highlighting the need for a standard benchmark for public health personnel, students and graduates and a certified dedication to the field." - Dr. Richard Kurz, chair of NBPHE and former dean of the University of North Texas Health Science Center School of Public Health.

Those seeking to verify a CPH credential may do so through the NBPHE's Find a CPH Registry at <http://www.nbphe.org/recert/employer>.

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About the NBPHE

The NBPHE Certified in Public Health (CPH) credential, the only one of its kind for public health, demonstrates knowledge of key public health sciences, but also a commitment to the field through continuing education focused on emerging and established public health issues. Public health personnel, and students and graduates from CEPH-accredited schools and programs of public health have mastered required core and cross-cutting competencies and addresses the need for greater recognition of public health as a health profession. More information can be found at: www.nbphe.org.



Testimonials (Excerpts)

Laura E. Ricardo, RN, MPH, CPH, Lieutenant Colonel,
Army Nurse Corps
U.S. Army

Coming from an organization which values education and credentialing, I used the available study guide materials to prepare for the CPH. Once I received my passing notice with my CPH number I submitted my application for the bonus. I received an \$80,000 incentive bonus in 4 year increments and have continued to proudly serve my commission. Budget cuts have restricted the military to continue funding our attendance to professional conferences; this bonus has been very useful in allowing me to attend recertification training and conferences.

By maintaining the CPH, this growing field will increase in recognition for its developments and contributions to the well-being of society as a profession and not run in the danger of being absorbed under larger agencies and organizations as a sub-entity and function.

Patrick C. Harper, Pharm.D., MPH, CPH, Lieutenant
Commander
U.S. Public Health Service

Affirmation. That is what becoming Certified in Public Health (CPH) means to me. I received my CPH certification *before* I received my MPH from University of Illinois at Chicago by sitting for and successfully passing the CPH exam as one of the CPH Public Health Work Experience Pilot candidates. Doing so was affirmation that my assignments, opportunities, and experiences as a U.S. Public Health Service officer helped me to attain the foundational knowledge necessary to have positive impact in the world of public health practice. I always believed that to be true, but it is one thing to have a feeling and another to have confirmation. My Doctor of Pharmacy curriculum at St. Louis College of Pharmacy did an outstanding job of providing clinical background to prepare me for pharmacy practice. That included tastes of public health principles, but commonly still presented in an ultimately clinical context. It has been my experiences with the PHS that have turned those glimpses of epidemiology, community assessment, population health, and policy management into the well-worn tools of my daily work. My CPH gives me confidence that I am using those tools correctly.

Motivation. This also comes from earning my CPH. Silly as it seems, I am reminded of an old Road Runner cartoon where Wile E. Coyote, having shrunk himself in a typical misstep, finally catches the now giant object of his desire. Reaching out and grabbing the bird by the ankle, he holds up a sign which reads, "You always wanted me to catch him. Now what do I do?" That is how I felt when I received my CPH. "Well, I have it, now what do I do with it?" My answer: help establish and uphold a level of impact, quality, professionalism, and excellence represented by the credential. My CPH affirmed that I possess the means to positively change lives and it motivates me to remain dedicated to doing just that. I accept this challenge proudly in honor of my fellow CPH certified colleagues, my branch of service, and – most importantly – the Nation whose health I have sworn to protect, promote, and advance.



"Public health is critically important in the protection and promotion of health and the prevention of disease. The CPH provides evidence that we as public health professionals have attained a nationally

recognized level of expertise to assure the conditions in which people can be healthy. I believe that everyone eligible who is in the field should take the exam."

Adewale Troutman, MD, MPH, MA, CPH

Director, NBPHE

Director, Public Health Practice & Leadership,

University of South Florida College of Public Health

"I took the CPH exam to test my public health knowledge and skills and gain an additional qualification. I would encourage everyone eligible to take this standardized test and help establish and elevate the standards of public health practice."

Member of the Charter Class of CPH

Certified in Public Health exam discounted for APHA members: Members receive \$70 off online exam

Natalie McGill

APHA members who want to show their commitment to public health by earning a Certified in Public Health credential can take advantage of new savings.

Members who take the CPH exam online are now eligible for a \$70 discount on the exam fee. Members also have access to a free online Association of Schools and Programs of Public Health CPH study guide. The online exam is offered in February, June and October.

“We are excited to be able to provide our members with a \$70 discounted rate to take their CPH exam online through NBPHE,” said Ellen Galant, director of APHA’s Membership Services. “It is yet another example of the tangible benefits APHA provides its members to help advance their education and relevance as public health professionals.”

Public health workers are tested on the five public health core areas of epidemiology, biostatistics, health policy and management, behavioral sciences and environmental health, said Allison Foster, MBA, CAE, president of the National Board of Public Health Examiners, which administers the exam. The exam also includes seven cross-cutting areas such as diversity and culture, public health biology and systems thinking. The test also assesses knowledge of the general principles of public health.

The exam was born from a need to further professionalize public health and bring more awareness to the field, as it was one of the few health professions without a credential, Foster said. More than 5,000 people have become certified in public health since the credential began in 2008.

“One great thing about the exam is no matter what anyone specializes in, to pass the exam they have to have a basic understanding of the core areas,” Foster told *The Nation’s Health*. “It encourages people to broaden their knowledge. But when people are credentialed in public health, it means the biostatisticians know what the environmental health person is talking about. It makes folks have a common denominator.”

Foster said the certification shows a dedication to public health, as working professionals with the credential must earn 50 CPH continuing education credits every two years to keep their certification.

Sam Price, MBA, MPH, CPH, who took the exam in 2013, said seeking the credential shows commitment to the field through continued education and to public health beyond academic training.

“It’s helped me both with networking and also with continuous learning,” Price, a project officer for community health centers at the Health Resources and Services Administration told *The Nation’s Health*. “I’ve been able to attend a variety of trainings and symposiums to enhance my learning and it helps me network with other public health professionals.”

Today, even more public health professionals have an opportunity to take the exam, given the recent move to open eligibility for the CPH credential to people with a bachelor’s degree and at least five subsequent years of public health work under their belts. The exam is also open to people with a graduate degree and completed core coursework from a Council on Education for Public Health-accredited school, in addition to students currently enrolled in an accredited school.

To receive the discount, APHA members register for the online exam at the full fee and then get a \$70 refund after their exam date.

For the third year in a row, the CPH exam will be offered at APHA’s Annual Meeting and Expo. The exam at the Annual Meeting in Denver is scheduled for Oct. 31. Also for the third year, a CPH exam review course will be available prior to the exam. The two-day course, which is offered as a Learning Institute, will be held Oct. 29 and 30. There will also be opportunities to earn CPH credits via approved sessions at the Annual Meeting.

For more information on the member discount, visit www.apha.org/CPH-discount. For more information about the CPH exam and eligibility, visit www.nbphe.org.

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CPH Certified in Public Health

by National Board of Public Health Examiners

Candidate Handbook for Scheduling the CPH Exam



Applied Measurement Professionals, Inc.

18000 W. 105th Street
Olathe, KS 66061-7543
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www.goAMP.com





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QUESTIONS ABOUT CREDENTIALING

All questions and requests for information about credentialing should be directed to:

National Board of Public Health Examiners
1900 M St. NW, Suite 710
Washington, DC 20036
Phone: 866-514-7569
Fax: 202-296-1252
Email: info@nbphe.org
Website: www.nbphe.org

QUESTIONS ABOUT EXAMINATION SCHEDULING

All questions and requests for information about examination scheduling should be directed to:

Applied Measurement Professionals, Inc.
18000 W 105th St.
Olathe, KS 66061-7543
Phone: 888-519-9901
Fax: 913-895-4650
Website: www.goAMP.com



National Board of Public Health Examiners Certified in Public Health Candidate Handbook

TESTING AGENCY

Applied Measurement Professionals, Inc. (AMP) is engaged in educational and occupational measurement and provides examination development and administration to a variety of client organizations. AMP assists the National Board of Public Health Examiners (NBPHE) in the development, administration, scoring and analysis of the Certified in Public Health (CPH) examination. AMP, located in the greater Kansas City area, is a leading provider of licensing and certification examinations for professional organizations.

NONDISCRIMINATION POLICY

AMP does not discriminate among candidates on the basis of age, gender, race, color, religion, national origin, disability, marital status or any other protected characteristic.

ELIGIBILITY AND FEES

Please refer to NBPHE's website at www.nbphe.org for eligibility criteria and fees.

Payment may be made by credit card (VISA, MasterCard, Discover or American Express), cashier's check or money order made payable to AMP.

Examination registration fees are not refundable or transferrable.

Credit card transactions that are declined will be subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to AMP to cover declined credit card transactions.

EXAMINATION ADMINISTRATION

When registering for the examination you will select your preferred delivery method (computer-based or paper/pencil testing). The online registration will guide you through the process based on your selection.

The primary mode of examination delivery is by computer at more than 190 AMP Assessment Centers located throughout the United States and internationally. Computer examinations are administered by appointment only Monday through Friday at 9:00 a.m. and 1:30 p.m. Saturday appointments may be scheduled based on availability. Available dates will be indicated when scheduling your examination. Candidates are scheduled on a first-come, first-served basis.

ASSESSMENT CENTER LOCATIONS

AMP Assessment Centers have been selected to provide accessibility to the most candidates in all states and major metropolitan areas. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at AMP's website located at www.goAMP.com. Specific address information will be provided when you schedule an examination appointment.

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

AMP complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability—defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment—is deprived of the opportunity to take the examination solely by reason of that disability. AMP will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call AMP at 888-519-9901 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise AMP at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements and will be reviewed by AMP.

Verification of the disability and a statement of the specific type of assistance needed **must be made in writing to AMP** at least 45 calendar days prior to your desired examination date by completing the "Request for Special Examination Accommodations" form. AMP will review the submitted forms and will contact you regarding the decision for accommodations.

TELECOMMUNICATION DEVICES FOR THE DEAF

AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday through Friday at 913-895-4637. This TDD phone option is for individuals equipped with compatible TDD machinery.



REGISTERING AND SCHEDULING AN EXAMINATION

You must register online at <http://online.goamp.com/CandidateHome/CandidateInformation.aspx> by selecting “Schedule/Apply for an Exam.” The online registration will guide you through the process.

Registering for the examination as a student:

You may complete the online registration (including payment); however, you will not be allowed to schedule an examination appointment until your educational program has electronically confirmed your status with AMP. Once AMP receives electronic confirmation, you will be sent an email indicating you may schedule an examination appointment along with scheduling instructions.

Registering for the examination as an alumna/ alumnus:

You may complete the online registration (including payment); however, you will not be allowed to schedule an examination appointment until your educational program has electronically confirmed your graduate status with AMP. Once AMP receives electronic confirmation, you will be sent an email indicating you may schedule an examination appointment along with scheduling instructions.

If your educational program has previously confirmed your graduate status with AMP you will be allowed to continue through the registration process and schedule an examination appointment.

Registering for the examination under public health work experience:

You may complete the online registration; however, you will not be allowed to schedule an examination appointment until your application is approved. Approval requires evidence that your public health experience aligns with the ten essential public health services, confirmation of submitted references and receipt of official transcripts. Once the NBPHE has approved your application, AMP will send an email indicating that you may schedule an examination appointment along with scheduling instructions.

Once your registration status has been confirmed, you may schedule an examination appointment by one of the following methods:

1. Online Scheduling:

- Go to <http://online.goamp.com/CandidateHome/CandidateInformation.aspx>.
- Follow the simple, step-by-step instructions to choose your examination program and register for the examination.

2. Telephone Scheduling:

Call AMP at 888-519-9901 to schedule an examination appointment. This toll free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

If you contact AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled as early as...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

When you schedule your examination appointment, be prepared to confirm a location and a preferred date and time for testing. You will be asked to provide your unique identification number. You will be notified of the time to report to the Assessment Center and if an email address is provided you will be sent an email confirmation notice.

If special accommodations are being requested, complete the “Request for Special Examination Accommodations” form included in this handbook and submit it to AMP at least 45 days prior to the desired examination date.

RESCHEDULING OR CANCELING AN EXAMINATION

You may reschedule your appointment ONCE within the examination window for which you applied at no charge online at www.goAMP.com or by calling AMP at 888-519-9901 **at least two business days prior to your scheduled appointment.** The following schedule applies.

If your examination is scheduled on...	AMP must be contacted by 3:00 p.m. Central Time by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday



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DEFERRALS

The deferral process allows you to pay the fee of \$125 (by credit card only) to receive an additional one year of eligibility. The deferral process is unlimited as long as you do not allow your eligibility to expire. If your eligibility expires, you must reapply and pay the full examination fee. To defer your application, AMP must receive the required form before your eligibility expires. You may request an additional one year of eligibility under the following conditions:

- If you completed the registration process, including payment, and have not scheduled an examination appointment.
- If you have scheduled an examination appointment, you must submit the deferral up to a minimum of two business days before your scheduled date.
- If you scheduled an examination appointment and were absent, you must submit the deferral before your eligibility expires.

MISSED APPOINTMENTS AND CANCELLATIONS

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination.
- You fail to report for an examination appointment.

INCLEMENT WEATHER, POWER FAILURE OR EMERGENCY

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at www.goAMP.com prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses you provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

TAKING THE EXAMINATION

You do not need any computer experience or typing skills to take the computer based examination. On the day of your examination appointment, report to the Assessment Center no later than your scheduled testing time. **IF YOU ARRIVE MORE THAN 15 MINUTES AFTER THE SCHEDULED TESTING TIME, YOU WILL NOT BE ADMITTED.**

IDENTIFICATION

To gain admission to the assessment center, you must present two forms of identification. The primary form must be government issued, current and include your name, signature and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are: driver's license with photograph; state identification card with photograph; passport; military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

Candidates must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of examination fees.

SECURITY

AMP administration and security standards are designed to ensure all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.



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The following security procedures apply during the examination:

- Examinations are proprietary. No cameras, notes, tape recorders, pagers or cellular/smart phones are allowed in the testing room. Possession of a cellular/smart phone or other electronic devices is strictly prohibited and will result in dismissal from the examination.
- No calculators are allowed.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- Candidates may be subjected to a metal detection scan upon entering the examination room.

PERSONAL BELONGINGS

No personal items, valuables or weapons should be brought to the Assessment Center. Only wallets and keys are permitted. Large coats and jackets must be left outside the testing room. You will be provided a soft locker to store your wallet and/or keys with you in the testing room. The proctor will lock the soft locker prior to you entering the testing room. You will not have access to these items until after the examination is completed. Please note the following items will not be allowed in the testing room except securely locked in the soft locker.

- watches
- hats
- wallets
- keys

Once you have placed everything into the soft locker, you will be asked to pull out your pockets to ensure they are empty. If you bring personal items that will not fit in the soft locker, you will not be able to test. The site will not store any personal belongings.

If any personal items are observed or heard (e.g., cellular/smart phones, alarms) in the testing room after the examination is started, you will be dismissed and the administration will be forfeited.

EXAMINATION RESTRICTIONS

- Pencils will be provided during check-in.
- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the supervisor at the completion of testing or you will not receive your score report.
- No documents or notes of any kind may be removed from the Assessment Center.

- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

MISCONDUCT

If you engage in any of the following conduct during the examination you may be dismissed, your scores will not be reported and examination fees will not be refunded. Examples of misconduct are when you:

- display and/or use electronic communications devices such as pagers, cellular/smart phones;
- talk or participate in conversation with other examination candidates;
- give or receive help or are suspected of doing so;
- leave the Assessment Center during the administration;
- attempt to record examination questions or make notes;
- attempt to take the examination for someone else;
- are observed with personal belongings, or
- are observed with unauthorized notes, books or other aids.

COPYRIGHTED EXAMINATION QUESTIONS

All examination questions are the copyrighted property of NBPHE. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties.

COMPUTER LOGIN

After your identification has been confirmed, you will be directed to a testing carrel. You will be instructed on-screen to enter your identification number. You will take your photograph which will remain on screen throughout your examination session. This photograph will also print on your score report.

PRACTICE EXAMINATION

Prior to attempting the examination, you will be given the opportunity to practice taking an examination on the computer. The time you use for this practice examination is NOT counted as part of your examination time or score.

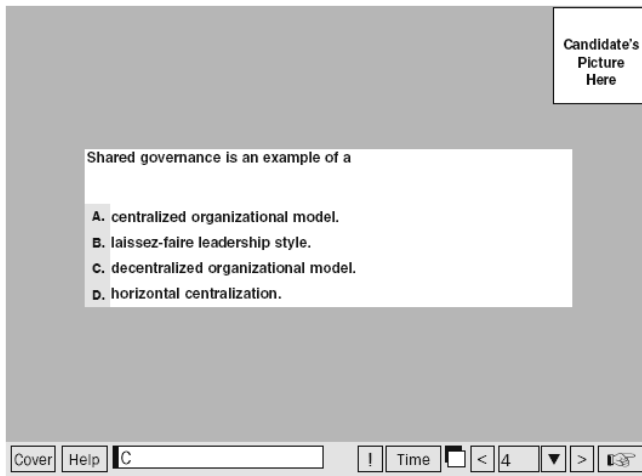


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When you are comfortable with the computer testing process, you may quit the practice session and begin the timed examination.

TIMED EXAMINATION

Following the practice examination, you will begin the timed examination. You will have four hours to complete the examination. Before beginning, instructions for taking the examination are provided on-screen.



The computer monitors the time you spend on the examination. The examination will terminate if you exceed the time allowed. You may click on the "Time" box in the lower menu bar on the screen to monitor your time. A digital clock indicates the time remaining for you to complete the examination. The "Time" feature may be turned off during the examination.

Only one examination question is presented at a time. The question number appears in the lower right of the screen. Choices of answers to the examination question are identified as A, B, C or D. You must indicate your choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change your answer, enter a different option by typing in the letter in the response box or by clicking on the option using the mouse. You may change your answer as many times as you wish during the examination time limit.

To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move you forward through the examination question by question. If you wish to review any question(s), click the backward arrow (<) or use the left arrow key to move backward through the examination.

An examination question may be left unanswered to return to later in the examination session. Questions may also be bookmarked for later review by clicking in the blank square to the right of the "Time" button.

To identify all unanswered and bookmarked questions, click on the hand icon. When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, you may return to the examination and answer those questions. Be sure to provide an answer for each examination question before exiting the examination. There is no penalty for guessing.

CANDIDATE COMMENTS

During the examination, you may make comments for any question by clicking on the button displaying an exclamation point (!) to the left of the "Time" button. This opens a dialogue box where comments may be entered. Comments will be reviewed, but individual responses will not be provided.

FOLLOWING THE EXAMINATION

After completing the examination, you are asked to complete a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive your score report.

SCORES CANCELLED BY NBPHE OR AMP

AMP is responsible for the validity and integrity of the scores it reports. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NBPHE and AMP reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered.

CONFIDENTIALITY

Information about candidates for testing and their examination results are considered confidential. Studies and reports concerning candidates will contain no information identifiable with any candidate, unless authorized by the candidate.



NBPHE DEFERRAL REQUEST FORM

The deferral process allows you to pay the fee of \$125 to receive an additional one year of eligibility. The deferral process is unlimited as long as you do not allow your eligibility to expire. If your eligibility expires, you must reapply and pay the full examination fee. To defer your application, AMP must receive the required form before your eligibility expires.

Directions: To defer your application, please fill out and submit this form along with the \$125 fee payable only by credit card to AMP, 18000 W 105th St., Olathe, KS 66061 or fax the form to 913-895-4650. Requests must be received before your eligibility expires.

Candidate Identification Number _____

First Name	MI	Last Name	Other Name Used
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Street Address or P.O. Box

City	State	Zip Code	Country
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Home Phone	Work Phone	Cell Phone
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Email Address

Fee: \$125

Payment Method: Please provide credit card information.

VISA
 MasterCard
 American Express
 Discover

Credit Card Account Number	Expiration Date (Month/Year)
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I agree to pay the above amount according to card issuer agreement.

Signature	Date
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REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, **please complete this form and the Documentation of Disability-Related Needs on the reverse side and submit it with your application at least 45 days prior to your requested examination date.** The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

Candidate Information

Candidate ID # _____ Requested Assessment Center: _____

Name (Last, First, Middle Initial, Former Name)

Mailing Address

City

State

Zip Code

Daytime Telephone Number

Email Address

Special Accommodations

I request special accommodations for the _____ examination.

Please provide (check all that apply):

Reader

Extended testing time (time and a half)

Reduced distraction environment

Please specify below if other special accommodations are needed.

Comments: _____

PLEASE READ AND SIGN:

I give my permission for my diagnosing professional to discuss with AMP staff my records and history as they relate to the requested accommodation.

Signature: _____ Date: _____

**Return this form to: amp-info@goamp.com
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.
If you have questions, call the Candidate Support Center at 888-519-9901.**



DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that AMP is able to provide the required accommodations.

Professional Documentation

I have known _____ since ____ / ____ / ____ in my capacity as a
Candidate Name Date

My Professional Title

The candidate discussed with me the nature of the test to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability: _____

Signed: _____ Title: _____

Printed Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Date: _____ License # (if applicable): _____

Return this form to:
Examination Services, AMP, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.
If you have questions, call the Candidate Support Center at 888-519-9901.