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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 5,600 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 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 Council on Education for Public Health (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).

Candidates who pass the exam under this eligibility criteria will be provisionally certified until graduation. Following confirmation of their graduation, they will be Certified in Public Health (CPH).

Alumni of a school or program of public health accredited by CEPH

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

*The Council on Education for Public Health (CEPH) is an independent agency which accredits schools and programs of public health offered in settings other than schools of public health. See the list of schools and programs accredited by CEPH by visiting www.ceph.org.

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.

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.

In addition to the 175 scored questions, the examination also includes an additional 25 pretest questions. You will be asked to answer these questions; however, they will not be included in the scored examination results. Pretest questions will be disbursed within the examination, and you will not be able to determine
which of the questions are being pretested and which will be included in your score. This is necessary to ensure that candidates answer pretest questions in the same manner as they do scored questions. This allows the question to be validated as accurate and appropriate before it is included as a measure of candidate competency.

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. [http://www.nbphe.org/cph-study-resources/](http://www.nbphe.org/cph-study-resources/).

As of February 2017, ten schools and programs are requiring all eligible graduating students take the CPH exam, with an additional thirteen encouraging the CPH exam, and six 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 **all year round**.

Additional paper and pencil exams offered throughout the year. To view the CPH exam timeline, visit [www.nbphe.org/cph-exam-faqs](http://www.nbphe.org/cph-exam-faqs).

**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% or 100% of its average graduating class, all candidates from that institution will receive a reduced exam fee of $315 or $250 respectively.

Members and personnel of the Army Nurse Corps, Army Public Health Center, American Public Health Association, Commissioned Officers Association, Navy Nursing Corps and the ASPPH Fellows receive a discounted price. 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 $100.00 for testing at an international computer-based testing facility.

If you need to reschedule your CPH exam, the first reschedule is free. The second reschedule requires the Reschedule Form to be submitted with payment of $125.00.

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**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](http://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.

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<td>General Principles*</td>
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Core Areas
- Biostatistics
- Environmental Health Sciences
- Epidemiology
- Health Policy and Management
- Social and Behavioral Sciences

Cross-Cutting Areas
- Communication and Informatics
- Diversity and Culture
- Leadership
- Public Health Biology
- 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 http://www.nbphe.org/cph-fees-discounts/

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)
- Indiana University – Purdue University Indianapolis School of Public Health ($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)
- University of Texas at El Paso College of Health Sciences ($315)

The following organizations extend a discount for the CPH exam:
- American Public Health Association (APHA) ($315)
- Association of Public Health Nurses ($315)
- Association of Schools and Programs of Public Health Fellows (Varies)
- 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 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.
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

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

Attest that

Jordan A. Thompson

On this day of October 31, 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, PhD
Chair of the National Board

NBPHE Number
12909
CPH Certificate Frames and Gifts

Engraved suede mat #202393 $173

NEW Dimensions™ #295622 $138
Boldly celebrate success with Dimensions™ added depth, texture and color.

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National Board of Public Health Examiners

Certified Public Health

Certified

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diplomaframe.com
Certificate Frames and Gifts

Why a Certificate Frame?
Your achievement is important to you. A certificate frame is the perfect way to protect, display, and celebrate your accomplishment.

A Memorable Gift
A certificate frame is a thoughtful gift that any CPH will appreciate. It will be a treasured gift that lasts a lifetime!

Expertly Crafted Frames
High quality and custom made in the USA by Church Hill Classics. Museum-quality matting and mounting materials to protect your certificate. Removable back so you can easily insert your certificate. Please do not mail your certificate.

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Accent your workspace with our beautiful desk accessories featuring elegant medallions.

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*Desk Pen Set #295625 $69
Paperweight #295626 $28
Bookends #295624 $80

*Includes blank plate. Order personalization online (instructions included with blank plate) or at local engraver.

Embossed Studio #295621 $104
Lasting Memories Banner #295618 $79

800-477-9005 diplomaframe.com/nbphe

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CPH Certified Public Health
Once a candidate has passed the CPH examination, they can purchase CPH merchandise from our CafePress website.

www.cafepress.com/CPH
[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://portal.nbphe.org/recert/employer.

###

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
LI 1004.0 Certified in Public Health (CPH) Exam Review Course

A 2-Day course offered by the Learning Institute (LI) of the 2017 Annual Meeting of the American Public Health Association

Pre-Conference 2-Day LI Fee: $350

SAVE THE DATE
Saturday, November 4th: 9:00 am – 5:00 pm
Sunday, November 5th: 8:00 am – 5:30 pm

Georgia World Congress Center
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313

Course overview

Thinking of getting certified in public health, but aren’t sure you are ready to pass the exam? Expert faculty from CEPH-accredited, ASPPH member schools and programs of public health will provide reviews of each of the content areas of the CPH exam. Attendees will receive an overview of the Certified in Public Health (CPH) credential, 12 hours of instruction time, a copy of the CPH exam outline, a practice exam, and free access to the ASPPH online study guide.

Faculty

**Alberto J. Caban-Martinez, DO, PhD, MPH, CPH**
Assistant Professor & Deputy Director
University of Miami, Miller School of Medicine
Division of Environmental Health & Public Health

**Michael A. Joseph, PhD, MPH**
Associate Professor & Vice Chair
SUNY Downstate Medical Center School of Public Health
Department of Epidemiology & Biostatistics

**Joel Lee, DrPH, CPH**
John A. Drew Professor of Healthcare Administration
University of Georgia College of Public Health

**Mark Robson, PhD, MPH, DrPH**
Board of Governors Distinguished Service Professional
Rutgers University, School of Environmental and Biological Sciences

**Donna Petersen, ScD, MHS, CPH**
Dean
University of South Florida, College of Public Health

**Sarahmona Przybyla, PhD, MPH**
Clinical Assistant Professor, Community Health and Health Behavior,
University at Buffalo, School of Public Health & Health Professions

To view detailed Learning Institute Course descriptions and fees go to [http://www.apha.org/learning-institutes](http://www.apha.org/learning-institutes).

Please contact Evangeline Savage at 202-777-2523 if you have any questions regarding LI’s.

**Questions about sitting for the CPH Exam at the 2017 APHA Annual Meeting?** E-mail info@nbphe.org
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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: 202-296-3050  
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:

PSI Candidate Services  
18000 W 105th St.  
Olathe, KS 66061-7543  
Phone: 888-519-9901  
Fax: 913-895-4650  
Website: www.goAMP.com

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TESTING AGENCY
PSI is engaged in educational and occupational measurement and provides examination development and administration to a variety of client organizations. PSI assists the National Board of Public Health Examiners (NBPHE) in the development, administration, scoring and analysis of the Certified in Public Health (CPH) examination. PSI is a leader in the testing industry, offering certification, licensing, talent assessment and academic solutions worldwide.

NONDISCRIMINATION POLICY
PSI 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. Once your application is approved you will have 2 years of eligibility to sit for the CPH exam.

Payment may be made by credit card (VISA, MasterCard, Discover or American Express), cashier’s check or money order payable to PSI Services Inc. 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 PSI 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 PSI Test Centers located throughout the United States and internationally. Computer examinations are administered year-round 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.

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

SPECIAL ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES
PSI 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. PSI will provide reasonable accommodations for candidates with disabilities. Candidates requesting special accommodations must call PSI at 888-519-9901 to schedule their examination.

1. Wheelchair access is available at all established Test Centers. Candidates must advise PSI 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 will be reviewed by PSI.

Verification of the disability and a statement of the specific type of assistance needed must be made in writing to PSI at least 45 calendar days prior to your desired examination date by completing the two-page “Request for Special Examination Accommodations” form. PSI will review the submitted forms and will contact you regarding the decision for accommodations.
REGISTERING AND SCHEDULING AN EXAMINATION

Students and alumni register online at http://online.goamp.com/CandidateHome/CandidateInformation.aspx by selecting “Candidates.” 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 PSI. If your status is not verified, you MUST contact the Public Health Program Director to update. Once PSI 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 PSI. If your status is not verified, you MUST contact the Public Health Program Director to update. Once PSI 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 PSI, you will be allowed to continue through the registration process and schedule an examination appointment.

Registering for the examination under public health work experience:
Individuals eligible to apply based on public health work experience register online directly with the NBPHE at https://register.nbphe.org. 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, PSI will receive your approval, process your record and 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 PSI 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 PSI by 3:00 p.m. Central Time on... | Depending on availability, your examination may be scheduled as early as...
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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 Test Center, and if an email address is provided, you will be sent an email confirmation notice.

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

Candidates registering for paper/pencil administrations must schedule by the deadline of 30 days prior to the examination date.

RESCHEDULING AN EXAMINATION
You may reschedule your appointment once at no charge online at www.goAMP.com or by calling PSI at 888-519-9901 at least two business days prior to your scheduled appointment. The following schedule applies.

To reschedule after the first free reschedule, submit the Reschedule Request Form with the $125 fee to PSI. Requests to reschedule must be received at least 15 business days prior to your scheduled exam date.
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 Test 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 Test 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 Test 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

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

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MISSED APPOINTMENTS AND FORFEITURES

You will forfeit your examination registration and all fees paid to take the examination under the following circumstances. A new, complete application and full examination fee are required to reapply for examination.

- You wish to reschedule an examination but fail to contact PSI at least two business days prior to the scheduled testing session.
- You wish to reschedule a subsequent time but fail to submit the Reschedule Form and $125 fee to be received by PSI at least 15 business days prior to the scheduled testing date.
- 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, PSI will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Test Center personnel are able to open the Test Center.

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

If power to a Test 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.
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 Test 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 Test 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 Test 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 Test 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.
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 answer a short evaluation of your examination experience. Then, you are instructed to report to the examination proctor to receive your score report.

If you fail the examination, the score report will include instructions for scheduling a retake examination.

**SCORES CANCELED BY NBPHE OR PSI**

PSI 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 PSI 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.
RESCHEDULE REQUEST FORM

Candidates may reschedule an appointment once at no charge online at www.goAMP.com or by calling PSI at 888-519-9901 at least two business days prior to the scheduled appointment. After the first free reschedule, all subsequent requests to reschedule an appointment require payment of an additional $125 fee.

Directions: To reschedule an examination appointment (after the first reschedule), fill out and submit this form with the $125 fee payable only by credit card to PSI, 18000 W. 105th St., Olathe, KS 66061 or fax the form to 913-895-4650. Requests must be received at least 15 business days prior to your scheduled exam date.

Candidate Identification Number ________________________________

First Name       MI       Last Name       Other Name Used
Street Address or P.O. Box
City              State     Zip Code       Country
Home Phone       Work Phone       Cell Phone
Email Address

Fee: $125

Payment Method: Please provide credit card information.
☐ VISA     ☐ MasterCard     ☐ American Express     ☐ Discover

Credit Card Account Number
Expiration Date (Month/Year)

I agree to pay the above amount according to card issuer agreement.

Signature
Date

Return this form to: amp-info@goAMP.com and cc: info@nbphe.org
PSI, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.

If you have questions, call Candidate Services at 888-519-9901.
REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and provide the Documentation of Disability-Related Needs information on the next page 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 Test 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 PSI staff my records and history as they relate to the requested accommodation.

Signature: ____________________________ Date: ____________________________

Return this form to: amp-info@goamp.com and cc: info@nbphe.org

PSI, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.

If you have questions, call Candidate Services at 888-519-9901.
Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that PSI 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: amp-info@goamp.com and cc: info@nbphe.org
PSI, 18000 W. 105th St., Olathe, KS 66061-7543, Fax 913-895-4650.

If you have questions, call Candidate Services at 888-519-9901.