

CHC Fees and Refund Policies

Exam

Reschedules and cancellations* 72 or more hours before your exam start time can be completed free of charge through your test-taker account in Webassessor. If you reschedule or cancel *within* 72 or less hours of your scheduled exam start time, you will be charged an additional fee (See Table 1).

Please Note: **72 hours is not three business days; it is 72 hours prior to the scheduled exam start time.**

* Applicants who cancel their scheduled exam may choose to defer (postpone) taking the exam until the next exam cycle. For example, an applicant who schedules an exam (initial or retake) in April may defer the exam to the following October. After you cancel the scheduled exam in Webassessor, submit your deferral request to chcinfo@homeopathicdirectory.com. Only one deferral is allowed; additional deferral requests are considered cancellations. **Deferred applicants must register again for the next exam cycle when exam registration opens.**

**Table 1
Reschedule and Cancellation Policies and Fees**

Action	Deadline (Calendar Days)	Refund	Fee
Reschedule	72 or more hours prior to the scheduled exam time	N/A	none
Reschedule	Within 72 hours of the scheduled exam time	N/A	\$110
Cancel to Defer	72 or more hours prior to the scheduled exam time	none (Exam Fee applied to next scheduled exam)	none
Cancel to Defer	Within 72 hours of the scheduled exam time	\$0 (Exam Fee applied to next scheduled exam)	\$110
Cancel	72 hours or more prior to the scheduled exam time	100%	none
Cancel	Within 72 hours of the scheduled exam time	100%	\$110
No Show	Exam date	\$0	\$110

How to Reschedule Your Exam

Complete the following four steps to reschedule your exam 72 or more hours prior to the scheduled exam start time. **To reschedule within 72 hours of your scheduled exam start time, contact chcinfo@homeopathicdirectory.com.**

1. Log in to your test-taker account in Webassessor.
2. On the Scheduled Exams page, click the Reschedule/Cancel button next to your scheduled exam.
3. Next, on the Exam Details page, click the Reschedule button.
4. Choose your testing center, click Select, and then choose a new exam date and/or time on the Date and Time Selection screen.

How to Cancel Your Exam

Complete the following four steps to cancel your exam 72 or more hours prior to the scheduled exam start time. To cancel within 72 hours of your scheduled exam start time, contact chcinfo@homeopathicdirectory.com.

1. Log in to your test-taker account in Webassessor.
2. On the Scheduled Exams page, click the Reschedule/Cancel button next to your scheduled exam.
3. Next, on the Exam Details page, click the Cancel button.
4. Receive an email confirmation of your cancellation.

The CHC understands that emergencies and extenuating circumstances sometimes occur. In these cases, applicants may appeal for refunds by emailing chcinfo@homeopathicdirectory.com within 30 business days of their scheduled exam date. Refund and fee appeal decisions are at the sole discretion of the CHC.

Exam Retakes

Applicants who do not achieve a passing score may apply to retake the exam twice within the next two exam cycles. The exam may not be retaken within the same exam cycle month when the failed exam score occurred. If an applicant fails the exam the second and third times, the applicant must wait one full year before retaking the exam. Applicants are encouraged to pursue additional study before retaking an exam. The exam retake fee is \$325 per retake exam.

CCH(Cand) Renewal Timeline and Fees

Candidate renewal submission deadlines occur on April 30th and October 31st. View Table I for applicable late fees for renewals submitted after the semi-annual deadlines. Note: Renewal submissions are not accepted later than 90 days past the deadline.

Renewal	Fee	Late Fee	Total
By the Apr 30/Oct 31 deadline	\$40	N/A	\$40
Within 30 days past the deadline	\$40	\$25	\$65
After 30 days but within 60 days	\$40	\$50	\$90
After 60 days but within 90 days	\$40	\$75	\$115

CCH(Cand) Extension

If personal or professional circumstances prevent Candidates from completing certification requirements within the two-year post-exam period, the CHC will consider up to two six-month extensions.

To request an extension, Candidates must email chcinfo@homeopathicdirectory.com and include an extension request explanation. Extension requests must be received at least one month prior to the renewal deadline (April 30th or Oct 31st) to allow time for committee review.

Approved extensions require two online processing steps:

- Complete Fitness to Practice and Ethics attestations
- Pay \$90 (\$40 renewal fee + \$50 extension fee)

CCH Recertification

Beginning the year **after** certification is earned, annual recertification is required to maintain a good-standing status. The recertification deadline is November 30th, and the online recertification process requires four main steps:

- Upload Continuing Education Units (CEU) documents
- Sign CHC Compliance Attestations
- Verify contact information
- Pay \$170 recertification fee

Past due recertification submissions accrue late fees as detailed in Table 1.

Recertification Fees

If submitted by...	Recertification Fee	Late Fee	Total
Recertification Deadline (November 30th)	\$170	n/a	\$170
Within 30 days past the November 30th deadline (Dec 1st- Dec 30th)*	\$170	\$25	\$195
Greater than 30 days but within 60 days of the November 30th deadline (Dec 31st - Jan 29th)	\$170	\$50	\$220
Greater than 60 days but within 90 days of the November 30th deadline (Jan 30th - Feb 28th)	\$170	\$75	\$245

Table 1. Recertification Fees.

*Contact information is removed from the CHC online directory for CCH-holders not recertified by December 31st. If/when recertification is approved, contact information will be reinstated.

Recertification submissions are not accepted **after February 28th**. If recertification requirements are not met by this date, the CCH certification will be considered lapsed and the certificate holder may no longer use the CCH credential.

CCH Reactivation

If recertification requirements are not met February 28th, the CCH credential is considered lapsed. Reactivation of a lapsed credential is possible if the credential has been lapsed for two (2) years or less. If the credential has been lapsed for more than two (2) years, the credential is expired and the certification process must be restarted as a new applicant.

Reactivation fees include the following:

- \$170 recertification per lapsed year(s)
- \$100 reactivation fee