



Candidate Handbook

APRIL 2024

CPH Certified in
Public Health

Table of Contents

<i>NBPHE OVERVIEW</i>	3
Exam Eligibility	4
Exam Registration	5
Exam Information	6
Exam Timeline	7
Exam Content Areas	7
Exam Fees.....	8
Testing Agency	8
Nondiscrimination Policy	8
Scheduling	8
Rescheduling an Examination.....	9
Missed Appointments and Forfeitures.....	9
Testing Options.....	10
<i>EXAM FAQs</i>	15
Candidate Comments and Evaluation	15
Following the examination.....	15
Scores cancelled by NBPHE or Measure Learning.....	15
Missed Appointments and Forfeitures.....	15
Inclement Weather, Power Failure or Emergency	15
Confidentiality	15
Special Arrangements for Candidates with Disabilities.....	16
<i>RESULTS</i>	17
<i>QUESTIONS ABOUT CREDENTIALING</i>	18
<i>CPH DISCOUNT GROUPS</i>	19
<i>CPH BOOK CLUB</i>	19
<i>CPH RECERTIFICATION</i>	19
Digital Badging	19
Professional Development	20
<i>CODE OF ETHICS OF THE NBPHE</i>	21
<i>CERTIFICATE</i>	23
<i>CPH CERTIFICATE FRAMES AND GIFTS</i>	24
<i>CPH MERCHANDISE</i>	26
<i>PRESS RELEASE</i>	27
<i>REVOCATION OF CERTIFIED IN PUBLIC HEALTH CREDENTIAL</i>	28
<i>APPENDIX A: ACCOMMODATIONS FORMS</i>	34



NBPHE OVERVIEW





The Certified in Public Health (CPH) credential is administered by the National Board of Public Health Examiners (NBPHE). It was established to ensure that public health professionals have mastered knowledge and skills relevant to public health. The co-founding organizations are:

- American Public Health Association
- Association of Prevention Teaching and Research
- Association of Schools and Programs of Public Health
- Association of State and Territorial Health Officials
- National Association of County and City Health Officials

The CPH exam is administered-year-round through live online-proctored examinations and at computer-based testing centers. To date, **over 11,000** individuals have taken the CPH exam. We wish you luck on the examination process and look forward to having you join the CPH community!

Exam Eligibility

Eligibility categories are found below. Candidates who apply but are found to be not eligible may apply for a full refund of their application fees. Once approved, no refunds are available. Once your application is approved, your eligibility is permanent. There is no deadline by which candidates need to take the CPH exam.

 <p>Students</p>	<p>Council on Education for Public Health (CEPH) accredited* or CEPH applicant **</p> <p>Based on its implementation of coursework relevant to the CEPH foundational competencies, each CEPH-accredited graduate school or program will identify students eligible to take the examination for certification in public health. 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).</p>
 <p>Alumni</p>	<p>CEPH accredited * or CEPH applicant **</p> <p>Completed all degree requirements for a Master's or Doctoral level degree.</p>
 <p>Public Health Faculty</p>	<p>Faculty who have a graduate-level degree and at least three years' of experience teaching public health or working on public health. Teaching experience can be either at the undergraduate or graduate level. Though eligible faculty do not have to have a primary appointment in a school or programs of public health, courses taught must directly relate to public health. Application fees for applicants who are not eligible will be refunded in full.</p>
 <p>Public Health Work Experience</p>	<p>Individuals who have:</p> <ul style="list-style-type: none"> at least a bachelor's degree and at least five years' public health work experience OR at least a master's degree and at least three years' public health work experience <p>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.</p>

**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.*

***Students who pass the exam under this eligibility criteria will be provisionally certified until graduation AND the school/program has achieved full CEPH accreditation status within three years of candidate graduation. Alumni will be provisionally certified until school/program has achieved full CEPH accreditation status within three years of candidate graduation. If the school/program is not accredited within three years of graduation for students and alumni, passing candidates may be eligible to be certified after having earned five years' work experience in public health.*



Exam Registration

You must register online at <https://www.nbphe.org/apply-now/>. The online registration will guide you through the process.

Registering for the examination as a student or alumni:

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 eligibility as a student or alumni. Once NBPHE receives your educational verification, you will be sent an email indicating you may schedule an examination appointment along with scheduling instructions.

Registering for the examination under public health work experience:

You may complete the online registration at <https://www.nbphe.org/apply-now/>; 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 and receipt of a student transcript and a resume. Once the NBPHE has approved your application, you will receive an email indicating that you may schedule an examination appointment along with scheduling instructions.



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. Scratch paper is allowed for simple calculations. The questions test general comprehension and knowledge of the domain areas.

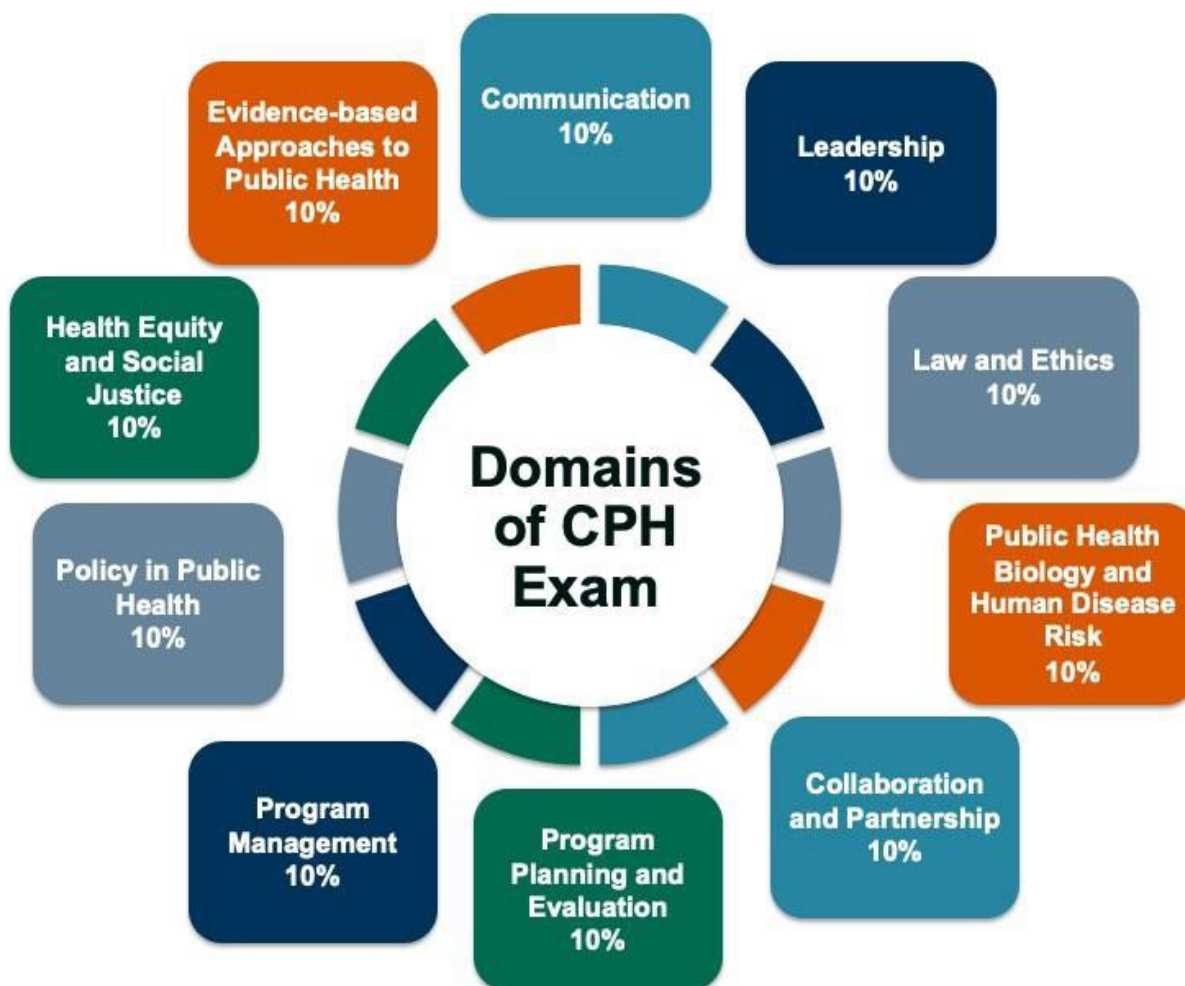
The CPH examination consists of 175 scored questions and includes an additional 25 pretest questions. You will be asked to answer the pretest questions; however, they will not be included in your overall exam score. Pretest questions will be disbursed within the examination, and you will not be able 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.

Exam Timeline

The CPH is given **all year round at computer-based testing centers and by live online proctor**. For more information about the timeline, visit <https://www.nbphe.org/cph-exam-faqs/>.

Exam Content Areas

The CPH exam has ten domain areas; a detailed list and description of the topics within each domain area can be found at <https://www.nbphe.org/cph-content-outline/>.



Exam Fees

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 which reduces the price to either \$315 or \$250.

Candidates who do not pass the CPH examination may schedule additional attempts. Retake fees are \$150.00 for each subsequent attempt.

There is no fee to reschedule the examination appointment as long as the appointment is rescheduled more than two business days prior to the scheduled appointment. Candidates who wish to reschedule their exam within two business days of their scheduled appointment must wait until after their examination date has passed and then pay a \$150 retake fee.

Candidates may submit payment by credit card (VISA, MasterCard, Discover or American Express). Candidates who need to submit payment by check or money order should contact NBPHE staff at info@nbphe.org. **The exam registration fees are not refundable or transferrable.**

Testing Agency

NBPHE testing partner, Meazure Learning, is a leader in the testing industry, offering certification, licensing, and academic assessment solutions worldwide.

Nondiscrimination Policy

Meazure Learning does not discriminate among candidates on the basis of age, race, sex, sexual orientation, gender identity, religion, national origin, ethnicity, disability, or marital status.

Scheduling

Meazure Learning will send you a Notice to Schedule (NTS) via email, which will give you a username, password, and any additional information you need to schedule your testing appointment. Two test administration options are available: local test centers and live online proctoring (LOP). For LOP, you will test from your own computer rather than going to a local test center. With LOP, your exam

Study Resources

The following study resources are available for CPH exam preparation:

- **CPH Webinars**
- **CPH Content Outline**
- **Practice Exams**
- **Sample Questions**
- **NBPHE CPH Study Guide**
- **APHA CPH Exam Review Guide**
- **Springer CPH Q&A Exam Review**
- **CPH in-person review sessions**

For more information, visit

<https://www.nbphe.org/cph-study-resources/>.

DISCLAIMER:

These prep materials are developed independently from the National Board of Public Health Examiners. They may not represent the exact content on the CPH exam. They are intended to be used as reinforcement for what you have already learned. These materials are not required, endorsed, recommended, or approved by the National Board of Public Health Examiners.

administration will be monitored remotely by a proctor contracted by NBPHE’s testing vendor Meazure Learning. Reliable Internet connection and specific equipment are required for testing by LOP. You will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least two (2) days before your preferred test date.

Most testing centers will have morning and afternoon testing sessions available. Meazure Learning will do its best to accommodate the requested test site and date. Seats are filled on a first-come, first-served basis, based on test center availability, so it is to your advantage to schedule your test appointment as soon as you receive your NTS. You will be notified of the exact test location, date, and time via email. You must bring your printed email confirmation with you to the test site. An email reminder will be issued to eligible candidates who have not yet completed test scheduling. For questions regarding examination registration, please contact Meazure Learning Candidate Support (919-572-6880 or candidatesupport@meazurelearning.com).

Rescheduling an Examination

You may cancel or reschedule a testing session up to two (2) business days at an in-person Meazure Learning site or 24 hours for Live-Online Proctoring before your testing appointment through the online scheduling system. Absence from your testing appointment will be consider a no-show and your entire testing fee will be forfeited.

There are no rescheduling fees for appointment moved prior to 10 days before your testing appointment. A \$15 nonrefundable fee will apply when you reschedule your exam appointment less than 10 days ahead of your appointment for tests at an in-person Meazure Learning site.

Day of Testing Appointment	Must Reschedule/ Cancel By
Monday	end of day Saturday
Tuesday	end of day Sunday
Wednesday	end of day Monday
Thursday	end of day Tuesday
Friday	end of day Wednesday
Saturday	end of day Thursday
Sunday	end of day Friday

Missed Appointments and Forfeitures

You will forfeit the examination registration fees under the following circumstances:

- Failure to reschedule at least 2 days at an in-person Meazure Learning site and 24 hours for Live-Online Proctoring before the scheduled testing session.
- Failure to report for an examination appointment.

Candidates who missed their appointment will be required to pay a \$150 retake fee before scheduling another appointment.

Testing Options

Live Online Proctoring

All candidates are able to test via live online proctoring. Live online proctoring allows candidates to take the exam from their own computer. Live online proctoring is available 24 hours a day, 7 days a week, all year long. **NOTE:** During your LOP session, the proctor will log in remotely onto your personal computer.

You must confirm the following technical and physical requirements before sitting for your exam:

- Private room with a clean desk surface, void of people, paper, and disruptions
- You must use a computer with admin access
- You must download the *ProctorU Extension for your browser in advance.

TYPE	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
Browser Compatibility	Mozilla Firefox	Google Chrome
*ProctorU Extension	Mozilla Firefox Extension	Google Chrome Extension
Internet Connection	Wi-Fi Connection	Wired Connection
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
Webcam	640x480 Resolution	1280x720 Resolution
Microphone	Functioning Mic (some webcams have built-in mics)	Functioning Mic (some webcams have built-in mics)
Speakers	Working speakers connected to your device	Working speakers connected to your device
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
CPU	More than 2 core CPU less than 85% CPU Usage	More than 4 core CPU less than 50% CPU Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above

TYPE	MINIMUM REQUIREMENTS	RECOMMENDED REQUIREMENTS
PC Users	Windows 10	Windows 10 (Windows 10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
<p>MacOS X Catalina Users: Apple increased security features with the release of OS X Catalina. Avoid technical issues during your exam session by enabling screen recordings. Watch the Step-by-Step Tutorial or Read the Instructions.</p>		

The following items are not supported: Tablets, Chromebooks, smart phones, Microsoft Edge browser, Linux operating systems, Microsoft Windows 10 in S mode, Microsoft Surface RT, Computers running within virtual machines, Development previews, beta builds, test versions, or inactive version of Windows.

After reviewing the requirements LOP technical requirements above, [Click Here to Log Into ProctorU to Test Your Equipment](#). Also, learn [What to Expect During your Proctored Exam](#).

Standard Rules
• Alone in a private, well-lit room
• Have government-issued photo ID ready (current driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card)
• Clear desk and area
• Connected to a power source
• Close all third-party programs
• Disable or remove any other proctoring extensions before exam
• Water in a clear glass or clear water bottle is allowed
• No phones or headphones
• No dual monitors
• No leaving seat
• No talking
• No non-religious head coverings
• Webcam, speakers, and microphone must remain on throughout the test



By taking this exam via LOP, you are attesting that you understand that your examination session, including video, is recorded, and may be saved for up to one year. The recordings will be deleted no later than one year after the exam date. By agreeing to take this exam, you agree to have your examination session recorded and reviewed by the testing agency and testing program owners.

The use of 2 blank sheets of scratch paper is permitted during the exam.

The use of the online calculator built into the exam system is permitted; however, the use of a handheld calculator is not permitted.

A room scan will be required before the exam can begin. Please be sure that your webcam can be rotated to view the entire room and workspace.

Restroom breaks are permitted during the exam. If a break is taken, you will need to complete a room scan again upon returning to the computer. No additional time will be added to the exam timer.

You may begin to access your exam no more than 15 minutes before your scheduled exam time.

Admission Requirements – Live Online Proctoring

- Bring a current, government-issued photo identification with signature (driver's license, immigration card, passport, U.S. passport card, state ID card, or military ID card). You will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.
- Original documents are required.
- Your first and last name on this notice must match the first and last name on your identification exactly.
- Nicknames are not acceptable.
- If you have more than one last name listed on your government-issued photo ID, the same last names must be reflected on the confirmation email.
- If you have a hyphenated last name, it must be hyphenated on both the identification and on this notice to be admitted. Presenting name change documentation (marriage license, etc.) at the time of the appointment is not acceptable. Name change documentation may be submitted to Meazure Learning at least one week prior to your testing appointment if needed.

See additional information for Live Online Proctoring and the [Online Tutorial](#).

Computer-Based Testing Centers

Meazure Learning testing centers where you can take the exam are located throughout the US and in over 100 other countries. CPH examinations can be scheduled Monday-Friday in the morning and afternoon and at some test centers on Saturdays all year long except for some US holidays. [Click here to Search for Testing Sites](#).

You will select a testing session from a list of available testing centers by geographic location, test date, and available seating. You must submit your test scheduling request at least two (2) days before your preferred test date. Most testing centers will have morning and afternoon testing sessions available. Meazure Learning will do its best to accommodate the requested test site and date. Seats are filled on a first-come, first-served basis, based on center availability, so it is to your advantage to schedule your test appointment as soon as you receive your NTS. You will be notified of the exact test location, date, and time via email. You must bring your printed email confirmation with you to the test site.

Please plan to arrive at the testing center at least 15 minutes prior to the start of the testing session. Those who arrive late for testing sessions may not be permitted to test.

- Bring a current, government-issued photo identification with signature (driver's license,

immigration card, passport, U.S. passport card, state ID card, or military ID card). You will NOT be admitted without proper identification. Candidates who fail to provide proper identification will be considered a no-show and will forfeit exam fees.

- Original documents are required.
- Your first and last name on this notice must match the first and last name on your identification exactly.
- Nicknames are not acceptable.
- If you have more than one last name listed on your government-issued photo ID, the same last names must be reflected on the confirmation email.
- If you have a hyphenated last name, it must be hyphenated on both the identification and on this notice to be admitted. Presenting name change documentation (marriage license, etc.) at the time of the appointment is not acceptable. Name change documentation may be submitted to Measure Learning at least one week prior to your testing appointment if needed.

General Instructions

- Personal items will NOT be allowed in the exam room and must be left outside of the exam room.
- Cell phones are NOT permitted.
- Smoking is NOT permitted.
- Food and beverages are NOT allowed in the exam area.
- Computer-based tests are delivered via secure internet connections. Internet connections are subject to the local internet providers in the area. While it is not the norm, internet connections can, on occasion, be lost momentarily, requiring the proctor to log you back into your examination. If this occurs, inform the proctor that your connection has been lost and they will assist you in logging back into your exam. Upon logging back into the exam, you will resume at the first unanswered question. Your exam time remaining will be exactly the same as it was when the internet connection was lost. Even though internet connections are secure, candidates are strictly prohibited from attempting to access any information, programs, or websites while testing.
- Friends and relatives, including children, will NOT be allowed in the room or at the test site.
- Candidates are strictly prohibited from attempting to access any outside information, programs, or websites while testing.

Prohibited Items

- Cameras, cell phones, optical readers, or other electronic devices that include the ability to photograph, photocopy, or otherwise copy test materials.
- Notes, books, dictionaries, or language dictionaries.
- Bookbags or luggage.
- Purses or handbags.
- iPods, mp3 players, tablets, headphones, or pagers.
- Calculators, computers, PDAs, or other electronic devices with one or more memories.
- Personal writing utensils such as pencils, pens, and highlighters.
- Google and smart glasses (any glasses with electronics).
- Watches, smart devices, and other jewelry except wedding or engagement rings.
- Weapons.
- Medicine, including cough drops (except as expressly permitted in advance).

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.

Timed Examination

Before beginning the exam, instructions for taking the examination are provided on-screen. [Review Measure Learning's Tutorial on taking standardized exams.](#)

You will have four hours to complete the examination. The examination will terminate if you exceed the time allowed. A digital clock will indicate the time remaining for you to complete the examination. The "Time" feature may be turned off during the examination.

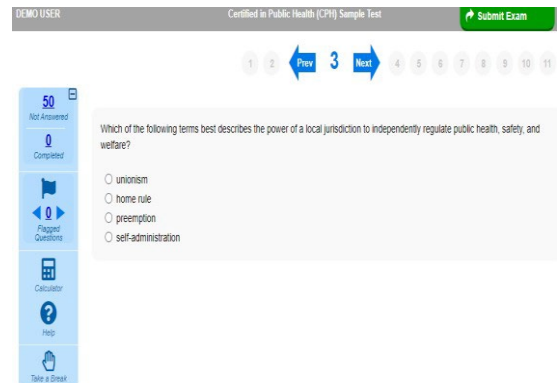
You may take a short break during your examination. Time spent on this break does not count towards your examination time.

No personal calculators are permitted during the exam period, but an on-screen calculator will be available during the exam.

Only one examination question is presented at a time and each question has four possible answer options. To choose a particular answer, click in the radio button (circle) next to the answer. You may move back and forth through the questions. Questions you are not sure about may be flagged. On the left-hand side of your screen, you will see a summary of the number of answered questions, unanswered questions, and flagged questions. You can click on the summary of each of these sections to review these subsets of questions.

When your 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.

[View Measure Learning's Testing Instructions/Tutorial](#) to see what to expect during your exam. Time spent reviewing the tutorial counts against your time so candidates should consider reviewing the tutorial prior to taking their exam.



EXAM FAQs

Candidate Comments and Evaluation

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. 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.

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.

Scores cancelled by NBPHE or Meazure Learning

NBPHE and Meazure Learning are 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 Meazure Learning reserve the right to void or withhold examination results if, upon investigation, violation of their regulations is discovered.

Missed Appointments and Forfeitures

You will forfeit the examination registration fees under the following circumstances.

- Failure to reschedule at least 2 days before the scheduled testing session,
- You fail to report for an examination appointment. You will be marked as a no-show candidate and your entire testing fee will be forfeited.

Candidates who missed their appointment will be required to pay a \$150 retake fee before scheduling another appointment.

Inclement Weather, Power Failure or Emergency

You may visit the [Closed Testing Centers Link](#) before the examination to determine if Meazure Learning has been advised that any Test Centers are closed. Meazure Learning will contact you by email and phone if a site closes and will work with you to reschedule your testing appointment. If you feel conditions in your area make it unsafe to travel to your testing center, please contact Meazure Learning as soon as you are able for instructions. Computer-based tests are delivered via secure Internet connections. Internet connections are subject to local Internet providers. While it is not the norm, Internet connections can on occasion be lost momentarily, requiring the proctor to log you back into your exam. If you lose your Internet connection, inform the proctor, who will assist you in logging back into your exam. Upon logging back into your exam, you will resume at the first unanswered question. Your exam time remaining will be exactly the same as it was when the Internet connection was lost.

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.

Special Arrangements for Candidates with Disabilities

Meazure Learning complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. Meazure Learning will provide reasonable accommodations for candidates with disabilities. Wheelchair access is available at Meazure Learning-affiliated testing centers. Candidates with visual, sensory, or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements.

Reasonable accommodations provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions being assessed by the examination. Reasonable accommodations are decided based on the individual's specific request, disability, documentation submitted, and appropriateness of the request. Reasonable accommodations do not include steps that fundamentally alter the purpose or nature of the examination. Requests for accommodation must be submitted no later than 30 days before the candidate's preferred testing date.

Accommodations forms can be found in Appendix A





RESULTS

The NBPHE offers instant scoring for the computer-based examinations. Examinees testing at a physical testing center, will receive a print-out of their CPH score report before they leave the testing facility. Examinees testing via live remote proctoring are unable to print their score with ProctorU due to their strict security protocols, however if they need a copy of the score for their records, they can contact candidate support at 919-572-6880 or candidatesupport@meazurelearning.com. CPH certificates and lapel pins are mailed to candidates who pass the exam.

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 not do well in several content areas, they could still pass if performance was strong in other areas. Historically, between 75–85% of candidates pass the exam.

Schools and programs receive scores 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.

Since 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 (items) are developed each year by a diverse pool of item writers and a review committee meets to review the new items as well as each new exam as a whole. Candidates often describe the exam as “hard but fair.”



QUESTIONS ABOUT CREDENTIALING

All questions and requests for information about the Certified in Public Health credential (CPH) should be directed to:

National Board of Public Health Examiners

Phone: 202-296-3050

Email: info@nbphe.org

Web: <https://www.nbphe.org/>

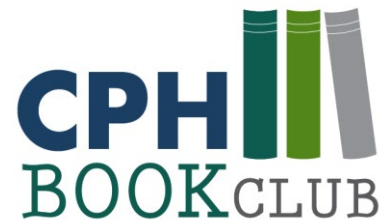
CPH DISCOUNT GROUPS

NBPHE offers partnership discounts to organizations, schools and programs of public health, and sponsoring employers who commit to promoting the Certification in Public Health. 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, visit <https://www.nbphe.org/cph-fees-discounts/>. If you do not see your school, program or organization listed and want more information on how to get involved, please email info@nbphe.org.



CPH BOOK CLUB

As a CPH professional, you have the opportunity to join the CPH Book Club. The Book Club not only provides you with a space to join lively discussion about relevant, well written pieces, but you also **earn 5 credits per year**. The book club is for active CPH only.



CPH RECERTIFICATION

Every two years, fully certified CPH candidates are required to earn 30 recertification credits and submit a \$95 fee along with their recertification application to maintain their CPH status. Candidates who fail to renew their certification can apply for an extension and have up to five years to make up the credits to renew their status. 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 CPH CE organizations as long as the activity relates to one of the domain areas of the exam. NBPHE offers an Activity Finder tool at <https://activityfinder.nbphe.org> where CPHs can easily find recertification activities.



Digital Badging

CPH can earn digital badges through the CPH recertification process after completing specific accomplishments.



Professional Development

All recertification credits must relate directly to public health.



CPH Recertification Activities - Credit Guide

Academic Courses – CEPH-accredited or other accredited school or program:	
Semester-long Course	15 CPH credits per course
Trimester or Quarter-long Course	10 CPH credits per course
Academic Course – Teach	10 CPH credits per course
Courses Taken – Online Training Courses	1 CPH credit per 1 hour (up to 8 hours per day)
Courses Taken – In-Person Training Courses	1 CPH credit per 1 hour (up to 8 hours per day)
CPH Book Club	5 credits per year
Conferences/Meetings- Participation/Attendance	1 CPH credit per 1 hour (up to 8 hours per day)
Dissertation	15 CPH credits per year
Earning other Public Health-related certifications	10 CPH credits
Guest Lecturer	1 CPH credit per 1 hour
Grant Submission (Approved)	10 CPH credits (Up to 20 credits, per cycle)
Grant Review (Technical)	10 CPH credits (Up to 20 credits, per cycle)
Item Writer for CPH Exam or Study Guide	10 CPH credits per year
Leadership Institute Participation	1 CPH credit per 1 hour (up to 8 hours per day)
Manuscript Review (Technical)	6 CPH credits per manuscript
Medical Residency	15 CPH credits per year
Mentoring Program	6 CPH credits per year
Podcasts	1 CPH credit per 1 hour (up to 8 hours per day)
Public Health Fellowship	15 CPH credits per year
Public Presentation	1 CPH credit per 1 hour
Publication (Peer-reviewed)	10 CPH credits per article
Seminar Participation	1 CPH credit per 1 hour (up to 8 hours per day)
Site visitor training for CEPH, CAHME, or PHAB	1 CPH credit per 1 hour (up to 8 hours per day)
Site visits for CEPH, CAHME, or PHAB	1 CPH credit per 1 hour (up to 8 hours per day)
Teach multi-day course	10 hours per course
Volunteer/Leadership Service	1 CPH credit per 1 hour of service (up to 20 hours per cycle)
Webinar Participation	1 CPH credit per 1 hour (up to 8 hours per day)
Workshop Participation	1 CPH credit per 1 hour (up to 8 hours per day)
Workshop – Create and Lead	6 CPH credits per course

NBPHE's CODE OF ETHICS



Preamble

The purpose of code of ethics is to communicate the National Board of Public Health's (NBPHE) expectations regarding ethical behavior of its certified professionals and candidates applying for certification. This policy contains the standards of conduct and ethical behavior expected of professionals certified in public health and certified in disease intervention and prevention (hereafter referred to as "certified professionals").

All certified professionals and certification candidates have a duty to protect and promote the health of the public. In fulfilling this duty, certification is a privilege that must be earned and maintained. The recertification process fosters life-long learning, professional development, and promotion of the public health profession. Certified professionals who violate any provision of NBPHE's Code of Ethics are subject to investigation. The outcome of such investigation could lead to temporary or permanent loss of the credential.

I. Responsibilities to the Community, Society, and their Organization

- Place the safety and health of the public above all other interests.
- Disclose any financial or other conflicts of interest in carrying out their responsibilities.
- Demonstrate integrity, honesty, and fairness in all activities.
- Act truthfully and speak in good faith in an objective manner based on knowledge of facts and competence of subject matter.
- Provide current and accurate information about all public health issues, and when they occur.
- Value and respect all individuals and populations equally.
- Recognize historical injustices, correct injustices, and promote reconciliation in public programs and initiatives.

II. Responsibilities to the Population Served

- Apply skills with competence.
- Disseminate timely information that safeguards the health of the public.
- Perform professional duties with the utmost degree of integrity to preserve and increase public trust.
- Protect confidential information, uniquely identifiable data, and the anonymity of people being served in accordance with applicable federal, state, and local laws.

III. Responsibilities to their Organization's Employees

- Insist upon ethical conduct in the work environment.
- Keep the work environment safe and healthy.
- Identify and eliminate coercion and harassment in the workplace.
- Protect confidential information, uniquely identifiable data, and the anonymity of people they work with in accordance with applicable federal, state, and local laws.
- Promote the best use of employees' knowledge and skills.

IV. Responsibilities to Diversity, Equity, and Inclusion

- Promote a culture of inclusivity and cultural humility that seeks to prevent discrimination based on race, ethnicity, national origin, religion, gender, sexual orientation, age, socioeconomic status, or disability.
- Act in a manner free of bias regarding race, ethnicity, national origin, religion, gender, sexual orientation, age, socioeconomic status, or disability.
- Create and maintain internal organizational structures and external collaborations that allow for the participation of individuals and groups regardless of demographic, political, cultural, or social characteristics.
- Demonstrate empathy, compassion, and provide accommodations when interacting with people with disabilities.

V. Responsibilities to the Profession of Public Health and the NBPHE

- Uphold the values, ethics, and mission of the profession and NBPHE as the certification provider.
- Accurately and appropriately represent academic and professional qualifications.
- Become proficient, maintain, and advance individual public health competencies through recertification.
- Abide by the certification policies and procedures required by NBPHE.
- Acknowledge that the credential is the property of NBPHE.
- Use the NBPHE logo and credential as authorized by NBPHE.

VI. Responsibility to Report Violations of the Code

- A certified professional who has reasonable grounds to believe that another certificant has violated NBPHE's Code of Ethics has a duty to communicate such allegations to the Ethics Committee of the National Board of Public Health Examiners.

National Board of Public Health Examiners

Phone: 202-296-3050 | **E-mail:** info@nbphe.org

NBPHE's Code of Ethics is a living document that is reviewed and updated every five years, or as necessary.
Revised and approved March 13, 2024.

CERTIFICATE

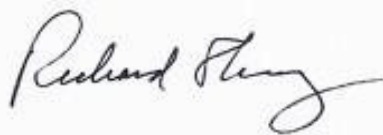
National Board of Public Health Examiners

Attests 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



The National Board of
Public Health Examiners

Certificate Frames
and Gifts



Engraved suede mat #202393 \$173



NEW! Dimensions™ #295622 \$138

Boldly celebrate success with Dimensions™
added depth, texture and color.



Embossed Acadia (100% recycled wood) #202392 \$129

**YOU EARNED IT
NOW FRAME IT!®**

ORDER ONLINE
diplomaframe.com/nbphe

Design
YOUR Frame
Online!

For additional styles
or to customize, visit
diplomaframe.com/nbphe

800-477-9005

diplomaframe.com/nbphe

Church Hill Classics
diplomaframe.com®



The National Board of Public Health Examiners

Certificate Frames and Gifts



Embossed Studio #295621 \$104



Lasting Memories Banner #295618 \$79

Engraved Gift Collection

Account your worksp.100 wihourbc,u1ift.il desk ittu(ff)ric-s(e:uuring e lcpnl med.,llioni.



Desk Pad #295621 \$104



Pen Holder #295625 \$69



Bookend #295626 \$59



Bookend \$ #295624 \$59

• 1 D 1 . 1 bbnJcpbk',Ordrrpel'10db.aion06!/tle!
(ln\volturuOfits Indakd ""dh ton\;pl;ne) or localm,gna,w.

Why a Certificate Frame?

Your achievement is a permanent record of your success. A certificate frame is the perfect way to protect, display, and celebrate your accomplishments.

A Memorable Gift

A certificate frame is a thoughtful gift that will be treasured for a lifetime.

Expertly Crafted Frames

High-quality, custom-made in the USA by the finest craftsmen. Our frames are made with 100% recycled wood.

Remember to order your certificate frame today. We'll ship it to you in time for the holidays.

81

USA
MADE IN THE USA

© Church Hill Classics 2017 WAF1101 - 10220

800-477-9005

diplomaframe.com/nbphe

[?i'k dY&/](#)

CPH MERCHANDISE



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

<https://www.cafepress.com/cph>



Women's T-Shirt
\$16.99



MORE COLORS AVAILABLE
Long Sleeve T-Shirt
\$19.99



Men's V-Neck T-Shirt
\$19.99



Men's Tank Top
\$14.99



MORE COLORS AVAILABLE
Racerback Tank Top
\$16.99



MORE COLORS AVAILABLE
Sweatshirt
\$29.99



Black Cap
\$14.99



Reusable Shopping Bag
\$16.99



MORE COLORS AVAILABLE
Mug Mugs
\$10.99



Large Mug Mugs
\$11.99



Acrylic Double-Wall Tumbler
\$13.99



Journal
\$9.49

PRESS RELEASE

[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 public 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 Search for a CPH feature at https://cph.nbphe.org/cph_search.

###

About 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 and a commitment to the field through continuing education focused on emerging and established public health issues. Public health personnel, 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: <https://www.nbphe.org/>.



National Board of Public Health Examiners (NBPHE)

Procedures for Investigating Complaints filed against Certified Public Health Professionals (CPH)

REVOCAION OF CERTIFIED IN PUBLIC HEALTH CREDENTIAL

The Certified in Public Health credential can be revoked for violations of the CPH code of ethics which include:

1. Falsification of the certification application
2. Violation of examination procedures or security
3. Misrepresentation or improper use of the credential
4. Failure to maintain moral, ethical, or professional behavior satisfactory to the NBPHE or engages in misconduct that adversely affects professional competence or integrity
5. Conviction of a felony relating to professional practice in the field of public health

PROCEDURES

I. Overview of Procedures

Certified Public Health Professionals (CPH) are expected to conduct themselves in an ethical manner in accordance with the CPH Code of Ethics. The National Board of Public Health Examiners (NBPHE) recognizes its responsibility to maintain the integrity of the credentials it administers. NBPHE accepts that, from time to time, the good of the profession may require it to act against a CPH upon receipt, investigation, and finding of a violation(s) of the Code of Ethics.

This procedure describes the steps to be taken when complaints are presented. By publishing this procedure, NBPHE does not expect, invite, solicit, or encourage such complaints. The use of these procedures is for the sole purpose of protecting the reputation of the profession and safeguarding the public's trust.

NBPHE will consider only complaints that specify the part(s) of the Code of Ethics that has allegedly been violated.

Complaint

1. All complaints must be in writing and signed by the complainant(s) and only information submitted in writing and signed will be considered.
2. At a minimum, the complaint should specify the alleged inappropriate behavior referencing the specific section of the Code of Ethics allegedly violated, the nature of the complaint and any corroborating evidence.

Actions

1. All complaints shall be reviewed by the President of NBPHE who will determine if the complaint is valid and actionable. Valid and actionable complaints will be forwarded to the Office of the President of NBPHE.
2. Complaints not deemed valid and actionable will be returned to the complainant with written notice stating the deficiencies of the complaint.
3. Complaints deemed valid and actionable will be investigated.

II. Purpose, Responsibilities, and Objectives of the Governance Committee

The Governance Committee (“Committee”) shall be responsible for the nomination process, orientation of new members, development of the board and changes to NBPHE governance procedures including the bylaws. The Governance Committee shall also assure that issues regarding certificant practice and conduct are fairly and reasonably investigated and determined, and to protect the public against unprofessional and unethical conduct by certificants. The Governance Committee will enforce the Code of Ethics of NBPHE in accordance with its policies and procedures. It is the responsibility of the Governance Committee to follow the procedures for investigating and disposing of complaints as set forth below.

Enforce Code of Ethics

The Committee shall receive and review complaints of ethical violations and report findings and recommendations for action, including sanctions and dismissal of complaints to NBPHE.

Scope of Authority

The Committee shall investigate complaints filed against a certificant who is certified at the time the complaint is filed and decide the complaint.

Composition

The Chair of the Committee shall not vote on the disposition of the complaint except in circumstances in which there is a tie. The Chair of the Committee shall be authorized to participate in the discussion and deliberation of the complaint. The Chair shall convene required meetings, follow the progress of the investigation, and report findings to NBPHE.

The Chair of the Committee shall appoint a minimum of three (3) certificants in good standing or other qualified individuals who are not members of NBPHE to the Committee.

III. Procedures of the Ethics and Discipline Committee

The Committee shall have the power to investigate all alleged violations of the Code of Ethics. The Committee is obligated to investigate only complaints which are valid and actionable. If, during the investigation, the Committee determines that there may be additional violations, the Committee may investigate and reach appropriate findings regarding such additional violations. The reporting of a criminal conviction resulting in a misdemeanor or felony will automatically trigger the conduct of an investigation.

All information disclosed to the Committee shall remain confidential except during circumstances in which the Committee is required to disclose such information when compelled by a validly issued subpoena required by law or to parties essential to the investigation. A file of materials related to the investigation shall be maintained by the headquarters staff in a secure location and accessible only to authorized individuals. Upon the closing of each investigation, the Committee shall return to the President of NBPHE all materials reviewed for disposition of the complaint. The President of NBPHE shall maintain a file consisting of one copy of all documents related to the investigation. Additional copies of documents shall be disposed of in a confidential manner.

Timeline

The timelines set forth below shall be guidelines and as such may be shortened or extended at the Committee's discretion, depending on the circumstances of each proceeding.

IV. Disciplinary Procedures

Initial Consideration. Within forty-five (45) days after receiving a complaint, the President of NBPHE shall determine whether sufficient information exists to proceed with a formal investigation. The investigation shall not proceed without first having received the complainant's acknowledgement and consent that all information disclosed by the complaint will be disclosed to the certificant and others pursuant to the investigation. If the complainant does not consent to the disclosure of all information, the complaint shall be dismissed.

Notification of Formal Investigation. If the President of NBPHE determines that a formal investigation is warranted, the Chair of the Committee shall be notified by the President to begin the investigation. Within thirty (30) days of notification of a formal investigation, the Chair of the Committee shall send written notification to the complainant and the certificant regarding the conduct of the investigation. Such notification shall include the complaint and a description of the alleged behaviors involved in the complaint, including the specific sections of the Code of Ethics that are alleged to have been violated. The Chair's notification shall include a request that the certificant respond to the allegations within thirty (30) days from the date of notification. The Chair's notification shall include the name of the complainant unless the committee has proceeded on its own initiative. The Chair's notification shall be sent by certified mail, return receipt requested.

Response to Complaint. The certificant's response to the complaint shall contain complete information concerning the complaint. The certificant's failure to respond to the complaint or lack of cooperation shall not prevent the continuation of the investigation as the Committee deems appropriate.

Investigation. The Committee shall conduct its investigation by collecting information, conducting phone inquiries or any other appropriate means of inquiry. If after receipt of the certificate holder's response the Committee determines that additional information is warranted by either or both parties, or from any third parties, the parties shall be notified and shall submit the additional information within thirty (30) days from the date of the Committee's request for additional information.

Disposition of Complaint. If the Committee concludes that some type of action is warranted, it shall adopt any one or more of the following sanctions or take any other appropriate action:

Notify all parties, in writing, that based on the investigation, no action is warranted against the certificant and dismiss the complaint.

1. Require that the certificant cease and desist the alleged conduct
2. Reprimand the certificant in writing
3. Require corrective actions be taken
4. Refer the matter to a national, regional, state, or local professional association
5. Suspend the certificant's certification status for an appropriate period of time, including permanently
6. Revoke the certificant's credential(s)
7. Prohibit approval of application for addition credentials
8. Take any other action that is warranted under the circumstances

Any action taken against a certificant shall become part of the certificant's record, which record shall be considered during any future consideration regarding the certificant's certification status.

Report Decision. The Chair of the Committee shall provide written notification to NBPHE within thirty (30) days of determination of the complaint. NBPHE shall review the findings of the investigation within thirty (30) days of its receipt of the findings and shall uphold the determination of the Committee, unless evidence warrants further investigation, in which case the investigation shall continue, or unless NBPHE has evidence that the Committee has acted erroneously, or in an arbitrary or capricious manner.

Notification and Publication of Sanction. The Chair of the Committee shall notify the complainant and the certificant of the committee's findings and determination within thirty (30) days from the date of the decision of NBPHE. The Chair shall report the name(s) of the sanctioned certificant and the violation of the Code(s) of Ethics as determined by the Committee. Pending request of an appeal, such information shall be published on the NBPHE website, and any other appropriate locations as reasonably determined by the Committee. Upon request, the President of NBPHE shall provide such report to any interested person or public agency deemed necessary to protect the public.

V. Appeal

Request for an Appeal. The certificant shall have thirty (30) days from the date of the Chair's notification to request an appeal of the Committee's findings. In such an event, the Chair of NBPHE shall notify the Committee that an appeal has been filed.

Information Included in Appeal. The certificant's appeal of the decision must be made in writing and must be mailed by certified mail, return receipt requested, to the Chair of NBPHE. The certificant shall state the specific grounds why the appeal should be considered. The certificant may not present, include, or rely on facts that were not presented in the proceedings.

Appeal Hearing. In the event that the certificant timely and properly appeals the decision, the Chair of NBPHE shall appoint an Appeal Panel that shall consist of individuals who were not a part of the decision, and who are qualified to serve on the panel. The Chair of NBPHE shall notify the certificant of the date and location of the appeal hearing. The appeal hearing must be scheduled as soon as possible after the receipt of notification of appeal. The appeal shall be heard and conducted at the

Headquarters of NBPHE, or another mutually agreed upon location. The certificant shall pay for his or her expenses. The certificant shall have the right to bring his or her own attorney to counsel the certificant at the hearing, but in no event shall counsel be allowed to provide testimony in lieu of, or on behalf of the certificant. The hearing shall be closed to third parties with the exception of any witnesses, experts, consultants, and legal counsel. The Appeal Panel may exclude any individual(s) from the hearing at any time at its discretion, with the exception of the certificant and his/her legal counsel, if any, shall be entitled to be present at all times. The Appeal Panel shall consider all available evidence presented to the Committee which formed the basis for the Committee’s determination, and such other evidence as it may, in its discretion, deem appropriate. The appeal hearing shall be recorded by a court recorder and a formal record of the proceeding shall be filed by the President.

Appeal Panel’s Decision. The Appeal Panel shall only overrule the Committee’s recommendations and conclusions in the event of the following:

1. The Code of Ethics were incorrectly applied;
2. The findings of facts by the Committee were clearly erroneous, arbitrary or capricious; and/or
3. The disciplinary sanctions recommend by the Committee were grossly disproportionate to the facts surrounding the violation.

The Appeal Panel’s decision shall be final and not subject to appeal.

VI. Notification Publication of Sanction

Within thirty (30) days from the appeal hearing, the Chair of NBPHE shall notify the complainant and the certificant in writing of the decision. The Chair of NBPHE shall report the name(s) of the sanctioned certificant and the violation of the Code(s) of Ethics as determined by the Committee and upheld by the Appeal Panel. Such information shall be included on the NBPHE website, and any other appropriate locations as reasonably determined by the Committee. Upon request, NBPHE shall provide such report to any interested person or public agency deemed necessary to protect the public.

VII. Close of Case

Once the final decision has been made, the matter shall be closed, and the files shall be retained in the NBPHE headquarters office. Committee members shall return all information received during the investigation to the President of NBPHE, where one set of records shall be maintained, and the remainder destroyed

Timeline for Investigating and Disposing of Complaints*

Activity	Responsible Entity	Timeline
Initial Consideration of Complaint (valid & actionable)	President	Within 45 days of receipt of complaint

Activity	Responsible Entity	Timeline
Written Notification of Formal Investigation to Certificant	Chair of Governance Committee	Within 30 days of notification of investigation being warranted
Certificant response to allegations	Certificant	Within 30 days of notification of investigation
Conducting Investigation	Governance Committee	No fixed period of time
Requesting additional information from certificant to conduct investigation	Governance Committee	Within 30 days of receipt of response by certificant
Determination of complaint	Governance Committee	No fixed period of time
Report of Decision to NBPHE	Chair of Governance Committee	Within 30 days of determination of complaint
NBPHE review of findings	NBPHE Board	Within 30 days of receipt of findings
Notification and Publication of Sanction	Chair of Governance Committee	Within 30 days of decision of NBPHE (to uphold or alter determination)
Request of Appeal	Certificant	Within 30 days of notification of determination
Appeal Hearing	Appeal Panel	As soon as possible after the receipt of notification of appeal
Decision of Appeal Panel	Appeal Panel	As soon as possible after the conclusion of the appeal hearing
Notification of Decision of Appeal	Chair of NBPHE	Within 30 days from the appeal hearing
Publication of Sanctions	President	Within 30 days from the appeal hearing

*The timelines set forth shall be guidelines and as such may be shortened or extended at the discretion of the Governance Committee, depending on the circumstances of each proceeding

Appendix A

To follow are accommodation forms for the CPX Examination

Exam Special Accommodations Policy and Procedures



Special Arrangements for Candidates with Disabilities

NBPHE complies with all applicable laws and regulations designed to ensure equal opportunities for examination candidates with disabilities, including the Americans with Disabilities Act and equivalent state and local laws. NBPHE prohibits discrimination on the basis of physical or mental disability with respect to all of its examination policies, practices, and procedures. To that extent, NBPHE will provide reasonable accommodations for candidates with disabilities covered by applicable law, including reasonable modifications to its examination policies, procedures, and practices, to the extent required by applicable law, unless doing so would pose an undue burden on NBPHE's organization or fundamentally alter the services, goods, or privileges provided by NBPHE.

Wheelchair access is available at all affiliated testing centers. Candidates for an NBPHE examination with a visual, sensory, physical, or other disability may request special accommodations and arrangements. Please note that, to maintain the validity of the exam and ensure fairness to all candidates, there are limits to the accommodations we are able to provide.

Reasonable accommodations:

- Provide candidates with disabilities a fair and equal opportunity to demonstrate their knowledge and skill in the essential functions assessed by the examination.
- Are decided case-by-case, based on the totality of the circumstances, including the candidate's specific request, disability, documentation submitted, and appropriateness of the accommodation.
- Do not include steps that fundamentally alter the purpose or nature of the examination.
- Are treated as confidential, and used solely to evaluate the request for accommodation, in accordance with applicable law.
- Must be submitted no later than 30 days before the candidate's preferred testing date.

A candidate may request more than one accommodation; however, supporting documentation is required for each requested accommodation, in accordance with applicable law.

Required Documentation – For Candidates with Disabilities

Candidates with disabilities who wish to request accommodation are asked to fill out the form titled: Request for Examination Accommodation Due to Disability. This form includes important information needed to assess the request for accommodation, including a section to be filled out by a healthcare provider or other qualified professional. A qualified professional has the appropriate medical license or other credentials, training, and expertise to evaluate the reported disability or qualifying medical condition. The qualified professional must conduct an individualized assessment of the candidate's disability and ability to take the examination.

The primary relationship of the attesting qualified professional to the candidate must be of a professional nature; NBPHE generally does not accept assessments from a professional with a familial, intimate, or other close relationship with the candidate. The form must be submitted to NBPHE directly from the qualified professional or the candidate.

Documentation submitted in support of a request for an accommodation due to a disability must generally include:

1. The candidate's name, id number, email address, and telephone number.
2. The name of the exam for which the accommodation is requested.
3. The name of the specific disability or medical condition, if applicable.
4. The qualified professional's recommended examination accommodation.
5. The qualified professional's signature, name, title, professional credentials, telephone number, and/or email address.
6. The date of assessment upon which each professional's report is based.

A candidate may also submit evidence of prior disability accommodation on similar exams. NBPHE reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis, to verify the authenticity of the supporting documentation, and to seek clarification of the information provided by the evaluating professional, to the extent permitted by law.

Required Documentation – For Candidates due to Pregnancy or Related Medical Conditions

Consistent with its obligations under applicable law, NBPHE will provide reasonable accommodation for any candidate whose ability to take an NBPHE examination is limited or affected by pregnancy, a related medical condition, or expressing breast milk, unless doing so would pose an undue burden on NBPHE's organization or fundamentally alter the services, goods, or privileges provided by NBPHE.

Candidates who believe they may require such an accommodation due to pregnancy should fill out the form titled: Request for Examination Accommodation due to Pregnancy. This form includes important information needed to assess the request for accommodation, including a section to be filled out by a healthcare provider or other qualified medical professional. A qualified medical professional has the appropriate license or other credentials, training, and expertise to evaluate the reported medical condition. The qualified professional must conduct an individualized assessment of the candidate's condition and ability to take the examination. The primary relationship of the attesting qualified professional to the candidate must be of a professional nature; NBPHE generally does not accept assessments from a professional with a familial, intimate, or other close relationship with the candidate. The form must be submitted to NBPHE directly from the qualified professional or the candidate no later than 30 days before the candidate's preferred testing date.

Candidates who require accommodation due to expressing milk should submit the form: Request for Examination Accommodation Due to Lactation.

Candidates who require accommodation due to a disability covered by applicable law should submit the form: Request for Examination Accommodation Due to Disability.

Documentation submitted in support of a request for an accommodation due to pregnancy or a related medical condition must generally include:

1. The candidate's name, id number, email address, and telephone number.
2. The name of the exam for which the accommodation is requested.
3. The name of the medical condition, and/or a description of the symptoms, if applicable.
4. The qualified medical professional's recommended examination accommodations.
5. The qualified medical professional's signature, name, title, professional credentials, telephone number, and/or email address.
6. The date of assessment upon which each qualified medical professional's report is based.

A candidate may also submit evidence of pregnancy accommodations within the past few months on similar exams. NBPHE reserves the right to request further verification, if necessary, of the evaluating professional's credentials and expertise relevant to the diagnosis, to verify the authenticity of the supporting documentation, and to seek clarification of the information provided by the evaluating professional, to the extent permitted by law.

Documentation submitted in support of a request for an accommodation due to expressing breast milk must generally include:

1. The candidate's name, id number, email address, and telephone number.
2. The name of the exam for which the accommodation is requested.
3. The name of the medical condition, and/or a description of the symptoms, if applicable.
4. The date of birth for the child being breastfed.
5. Copy of the child's birth certificate or similar documentation.

A candidate may also submit evidence of lactation accommodations within the past few months on similar exams.

Appealing Denied Requests

If an exam accommodation is denied in part or in full, candidates may appeal against the decision by submitting an appeal request with additional documentation and a copy of an associated prior accommodation request to NBPHE's Appeals Committee at info@nbphe.org. All appeals must be submitted within 15 days of the date that a request for accommodation is denied.

Accommodation Fees (In Addition to the Test Administration Fee)		
Administration fee (non-paper accommodations)	per candidate	\$30.00
Private room	per day	\$150.00
Reader/writer	per hour or part thereof	\$75.00
Sign language interpreter	per hour or part thereof	\$100.00
Additional testing appointment time (domestic)	per hour or part thereof	\$15.00

Request for Exam Accommodations Due to Disability



The National Board of Public Health Examiners (NBPHE) will provide reasonable exam accommodations for candidates with disabilities that are covered under the Americans with Disabilities Act (ADA). The ADA defines a person with a disability as someone with a major physical or mental impairment that substantially limits one or more major life activities (i.e., walking, sitting, standing, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks).

To be completed by the Candidate

If you have need for an accommodation due to a disability covered by applicable law, please complete this form and submit it with your application at least 30 days prior to your requested exam date. The section below must be completed by a qualified professional (see Candidate Handbook for more information). The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____ **Candidate ID:** _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge, and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

To be completed by a Health Care Provider or Other Qualified Professional

The Candidate has requested certain exam accommodation(s) due to their medical condition (“condition”). To evaluate this request, NBPHE requires the candidate to submit this form from a healthcare provider or other qualified professional. Based on your professional assessment, please answer the following questions with as much detail as possible.

I have known _____ **(Candidate) since** _____ **(Date) in**

My professional capacity as a(n): _____

1. What is the nature and severity of the Candidate's condition, how long has the Candidate had it, and how long is it expected to last? Does the Candidate's condition limit their ability to engage in general life activities? If so, what activities, how is the Candidate limited, and what is the expected duration for the limitation?

2. Candidates will be sitting in front of a computer and have 4 hours to take the exam. Does the Candidate's condition limit their ability to take this examination, and if so, how is the Candidate limited, what is the medical reason for the limitation, and what is the expected duration of that limitation?

3. What accommodation(s), if any, do you recommend that might alleviate the limitation(s) caused by the Candidate's condition, if any, for purposes of taking this examination?

Printed Name of Health Care Provider/Professional: _____

Title of Health Care Provider/Professional: _____

Email: _____ **Phone:** _____

Signature of Professional: _____ **Date:** _____

NBPHE does not discriminate against candidates for any NBPHE examination on the basis of any disability covered by applicable law. NBPHE complies with all applicable laws and regulations, including, but not limited to, the Americans With Disabilities Act and equivalent state and local laws. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Request for Exam Accommodations Due to Pregnancy



To be completed by the Candidate

If you have need of an accommodation due to pregnancy or a pregnancy-related medical condition covered by applicable law, please complete this form, and submit it with your application at least 30 days prior to your requested exam date. The section below must be completed by a qualified health care provider. The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____ **Candidate ID:** _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge, and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

To be completed by a Health Care Provider or Other Qualified Professional

The Candidate has requested certain exam accommodation(s) due to their pregnancy or related medical condition (“condition”). To evaluate this request, NBPHE requires the candidate to submit this form from a healthcare provider or other qualified professional. Based on your professional assessment, please answer the following questions with as much detail as possible.

I have known _____ **(Candidate) since** _____ **(Date) in**

My professional capacity as a(n): _____

The National Board of Public Health Examiners (NBPHE) does not discriminate against candidates for any NBPHE examination on the basis of pregnancy or any related medical condition covered by applicable law and complies with all applicable laws and regulations governing the administration of accommodations candidates who require an accommodation due to pregnancy or a related condition. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Candidates who require accommodation due to a disability covered by applicable law should submit the form “Request for Examination Accommodation Due to Pregnancy”.

1. What is the nature of the Candidate's condition and any related symptoms, what is the severity of any such symptoms, and how long are such symptoms expected to last? Can you confirm the candidate is pregnant or delivered their baby?

2. Candidates will be sitting in front of a computer and have 4 hours to take the exam. Does the Candidate's condition limit their ability to take this examination, and if so, how is the Candidate limited, what is the medical reason for the limitation, and what is the expected duration of that limitation?

3. What accommodation(s), if any, do you recommend that might alleviate the limitation(s) caused by the Candidate's condition, if any, for purposes of taking this examination?

Printed Name of Health Care Provider/Professional: _____

Title of Health Care Provider/Professional: _____

Email: _____ Phone: _____

Signature of Professional: _____ Date: _____

Request for Exam Accommodations Due to Lactation



To be completed by the Candidate

If you have need of an accommodation because you are lactating and need to express breast milk, please complete this form, and submit it with your application at least 30 days prior to your requested exam date. This submission must include a copy of the birth certificate of the child you are breastfeeding or a doctor's note, a certification by a medical professional, or other appropriate documentation to support your request for accommodation. The information in this form, including your need for accommodation and any supporting documentation, will be treated as confidential in accordance with applicable law.

Candidate Name: _____ **Candidate ID:** _____

Exam Name: _____ **Phone:** _____

Email: _____

I have carefully reviewed the information included on this form, certify that it is true and correct to the best of my knowledge, and authorize the release of the information on this form to NBPHE and its testing vendor(s) as deemed necessary by NBPHE to facilitate my request for a testing accommodation.

Candidate Signature: _____ **Date:** _____

1. Please provide the date of birth of child you are breastfeeding.

2. What accommodations do you request?

The National Board of Public Health Examiners (NBPHE) does not discriminate against candidates for any NBPHE examination on the basis of expressing milk covered by applicable law and complies with all applicable laws and regulations governing the administration of accommodations candidates who require an accommodation due to lactation and needing to express milk. All information provided in this form is for the sole purpose of assessing potential testing accommodations.

Candidates who require accommodation due to lactation should submit the form "Request for Examination Accommodation Due to Lactation" and supporting documentation.

Candidate should return this completed form to: info@nbphe.org
If you have questions, call NBPHE at 202-296-3050 or [email info@nbphe.org](mailto:info@nbphe.org)