



Certified Correctional Health Professional

EXPERTISE... LEADERSHIP... RECOGNITION... SUCCESS

THE PREMIER NATIONAL CERTIFICATION PROGRAM FOR PROFESSIONALS IN CORRECTIONAL HEALTH



Candidate Handbook

CCHP Board of Trustees

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www.ncchc.org/cchp



A Program of the National Commission on Correctional Health Care

CERTIFICATION FOR CORRECTIONAL HEALTH PROFESSIONALS

Professional Recognition

Participation in NCCHC's Certified Correctional Health Professional (CCHP) program is a strategic investment in your career. Certification validates your mastery of nationally recognized standards and demonstrates the specialized knowledge required to lead in one of health care's most complex environments. The CCHP credential is widely respected as a mark of excellence—signaling commitment, credibility, and leadership to peers and employers alike.

Correctional health professionals operate at the intersection of medicine, public health, law, and security. Daily work requires navigating strict regulations, high-risk clinical scenarios, and crowded facilities while delivering ethical, constitutionally sound care. Earning professional certification is the clearest way to demonstrate that you are prepared to meet these demands. It shows that you don't just understand the challenges of correctional health care—you are equipped to lead through them.

Purpose

The purpose of the CCHP examination is to assess a candidate's knowledge and application of nationally recognized standards and guidelines for correctional health care, including fundamental legal principles, ethical obligations, and the role of health care professionals within the correctional environment. The examination does not measure clinical competency.

Eligibility

Professionals from many different disciplines and work settings have earned CCHP certification. All correctional health professionals are encouraged to apply. Eligibility requirements are as follows:

- Credentials appropriate to the applicant's field and employment position, and the requirements of the state in which the applicant is licensed. The credentials must be free of any restriction that would limit professional practice solely to the correctional setting. If a license or credential is not required for practice, then the credential is not required for certification.
- A current, active, full, and unrestricted license or registration from a State, the District of Columbia, the Commonwealth of Puerto Rico, a territory of the United States, or Canada.
- Good character and fitness. Character and fitness are one of the most important components of the application. An applicant's record of conduct should justify the trust of patients, employers and others.

Application and Candidacy

Elements of the application:

- Completed application and fee
- Resume or curriculum vitae documenting education and professional experience
- Copies of valid credentials, e.g., license, diploma (see Eligibility above)

For application deadlines for each exam, see www.ncchc.org/CCHP/calendar.

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Once the application, supporting materials and fee have been received and approved, applicants will receive acknowledgment of their candidacy to take the CCHP exam. Candidates must register before the registration deadline for the exam they wish to take. Incomplete applications will be kept on file for three months, after which time a new application and fees must be submitted. A candidate must take the exam within six months of the application approval date. Application fees are not refundable.

Exam Dates and Locations

Examinations are offered throughout the year, including at NCCHC's conferences and at partner sites and conferences, Prometric test centers across the country, and online. For a list of NCCHC exam dates and locations, visit www.ncchc.org/CCHP/calendar. For Prometric test centers and online exam information, visit www.ncchc.org/professional-certification/testing-options/.

Exam Registration and Admission

Candidates must register for the exam through NCCHC (live locations), Prometric (test centers or online), confirming the date and location where they wish to take the exam.

NCCHC Conference and Partner Sites and Conferences: Upon registering, candidates will receive an admission notice with the address of the site. The admission notice and a valid state photo ID or driver's license are required to gain admission.

Prometric Test Centers/Remote Online Exams: Please follow the instructions provided during exam registration.

ADA Compliance

The CCHP Board of Trustees makes every effort to ensure that test centers are in compliance with the Americans with Disabilities Act. If you require special accommodations at an NCCHC site, please submit a written request at least 90 days before the examination date.

The Examination

The proctored examination is composed of 80 to 100 multiple-choice, objective questions. Candidates are allowed two hours to complete the examination.

NCCHC Conference and Partner Sites and Conferences: Report to the exam site as instructed on the admission notice. Candidates arriving late may be admitted but will not be given additional time to complete the exam.

Prometric Test Centers: Report to the exam site as instructed by the test center and adhere to test center regulations.

No pagers, cell phones, alarms or similar devices may be operative during the exam. Personal digital assistants (PDAs) and other handheld computers also are prohibited. Any person using such devices will be dismissed from the test center and disqualified from the examination. No books, reference materials or study aids of any sort are allowed in the exam room.

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Online Exams: NCCHC offers online exams with live remote proctors through Prometric. Take your exam from the comfort and safety of your home, or office, at a date and time that is convenient for you. Internet access, a laptop or PC and a web camera are required. There are additional requirements available at www.ncchc.org/online-exams. Prior to beginning the exam, candidates will need to complete a system test.

Exam Scoring and Reporting

Examination questions, answers and grading guidelines are developed by the CCHP Board of Trustees. The candidate should choose the single best answer to each item. There is no penalty for incorrect answers; it is to the candidate's advantage to answer each item even when uncertain of the correct response. No credit is given for items for which more than one response is selected.

The tests are graded electronically. Candidates will receive the exam results by email within approximately two weeks. Only a pass or fail will be reported to the candidate. A list of passing candidates may be published; no reference is made to candidates who defer taking the examination or do not attain a passing score.

Rescheduling and Reexamination

Candidates must make and confirm all cancellations/changes through the website or direct contact with the entity registered with (NCCHC or Prometric). Candidates canceling or rescheduling less than 5 days before the exam date are responsible for the full reregistration fee. Prometric imposes reduced fees 5-29 days before the scheduled exam date and no fee for 30 days or more.

Candidates who do not attain a passing score on their first attempt may retake the exam two additional times within one year of the application approval date.

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Content Outline

The exam questions are written by experienced correctional health professionals and reviewed by professionals who have attained CCHP certification. They are reviewed for construction, accuracy and appropriateness by the CCHP Board of Trustees and subject matter experts. The content of the examination is described in the content outline on the following pages. The seven major content areas are weighted (reflected in the percentages) according to the established test plan.

This content outline identifies the seven knowledge areas covered on the examination. Each knowledge area includes but is not limited to the study topics listed below. For details about study materials, see www.ncchc.org/CCHP-study-materials.

I. GOVERNANCE AND ADMINISTRATION (20%-25%)

- a. Access to care
- b. Responsible health authority and designated health staff
- c. Medical autonomy
- d. Administrative meetings and reports
- e. Policies and procedures
- f. Continuous quality improvement (CQI) program
- g. Confidentiality and privacy of care
- h. Health records
- i. Procedure in the event of a death
- j. Grievance process for health care complaints

II. HEALTH PROMOTION, SAFETY, AND DISEASE PREVENTION (10%-15%)

- a. Healthy lifestyle promotion
- b. Infection prevention and control
- c. Clinical preventive services
- d. Medical surveillance of incarcerated workers
- e. Suicide prevention and intervention
- f. Contraception services
- g. Communication on patients' health needs
- h. Patient safety
- i. Staff safety

III. PERSONNEL AND TRAINING (5%-10%)

- a. Credentials
- b. Clinical peer review and competency enhancement
- c. Professional development
- d. Health training for custody staff
- e. Medication administration training
- f. Incarcerated workers in health services
- g. Staffing
- h. Health care liaison
- i. Orientation for health staff

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IV. ANCILLARY HEALTH CARE SERVICES (8%-14%)

- a. Pharmaceutical operations
- b. Medication administration services
- c. Clinic space, equipment and supplies
- d. On-site diagnostic services
- e. Nutrition services
- f. Emergency services and response plan
- g. Hospital and specialty care

V. PATIENT CARE AND TREATMENT (15%-20%)

- a. Information on health services
- b. Receiving screening
- c. Transfer screening
- d. Initial health assessment
- e. Mental health screening and evaluation
- f. Oral care
- g. Nonemergency health care requests and services
- h. Nurse-initiated protocols and procedures
- i. Continuity, coordination, and quality of care during incarceration
- j. Discharge planning

VI. SPECIALIZED PATIENT SERVICES (12%-18%)

- a. Chronic disease management and specialized health care services
- b. Mental health services
- c. Services for substance use disorder
- d. Response to sexual assault and abuse
- e. Care of the pregnant and postpartum patient
- f. Infirmary-level care
- g. Care for the terminally ill
- h. Gender-affirmative health care services

VII. MEDICAL-LEGAL ISSUES (8%-14%)

- a. Restraint and seclusion
- b. Restrictive housing
- c. Emergency psychotropic medication
- d. Therapeutic relationship, forensic information, and disciplinary actions
- e. Informed consent and right to refuse
- f. Medical and other research
- g. Executions (prisons only)



The Certified Correctional Health Professional (CCHP) program is sponsored by the National Commission on Correctional Health Care.



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